

AAL Joint Programme



Template for Part B for proposals submitted to the Call for Proposals AAL-2010-3

Please note:

- This template **must** be used to write the proposal for submission to the 3rd call of the AAL-JP.
- **The maximum page length of the proposal description is set at 33 pages (please be aware that this is 2 pages less than in AAL call 2) – including all elements. The minimum allowed font size is 10 and line-spacing at least 1.0 and all margins on A4 sized pages at least 1.2 cm. Failure to comply with these guidelines may result in the proposal being classified as "non-eligible" before the evaluation by experts. Describe an issue only once and refer to the description - if needed. All explanatory text – like this page - can be deleted before submission. Paragraph headings should be retained.** The electronic submission tool will automatically cut off the proposal pdf-file after page 32. Consequently, any content exceeding page 32 is considered as not delivered to the AAL Joint Programme and can not be included within the evaluation. Proposal descriptions of less than 15 pages are subject to a decision by AAL-JP Central Management Unit (CMU) on the inclusion in the evaluation process.
- It is recommended to study the full template structure before starting to write the proposal to avoid redundancies and misplaced information. Paragraphs in the template has been added or re-arranged compared to previous calls. The overall purpose of this is to make end-user-demand-driven aspects more prominent in the proposal. Please be aware that Section 1 is about "the ideas, models and the potential contribution to the services for elderly", Section 2 is how the proposal may "materialize the ideas in a project". Section 3 is about, "who can and should do what?" in the proposed project, and Section 4 is about the "exploitation of the potential ideas and solutions of the proposal". The separation of "Project" (section 2) and "Consortia" (section 3) is **also** done to facilitate a possible reconfiguring of the consortia of successful proposals, which **may** occur in the "budget optimization phase" after the evaluation, due to the AAL-programmes foundation in Article 185 (previously 169) in the treaty.
- The above sections correspond to the evaluation criteria of 1. Relevance (Ideas and models) - 2. Scientific and Technical quality (Quality of proposal) - 3 Quality of Consortium and Implementation (of a proposal in a project) - and 4 Potential Impact. Criteria 3 and 4 have double weight. Please note that section 1 now includes a paragraph for (self reported) success criteria of the project - that will be used in the review process of projects that obtain co-funding.
- Indicated section titles must be used. A proposal that does not use the indicated headings will be considered as "not eligible" (decision by the AAL-JP CMU).
- Within the single sections, a consortium is free to follow the page length recommendations. The following recommendation would make sure that the proposal stay within the **33 pages maximum**:
 - Cover/Title page, Content page: 2 pages
 - Section 1: maximum 8 pages
 - Section 2: maximum 11 pages (including all work package lists)
 - Section 3: maximum 8 pages (incl. short descriptions of partner organisations)
 - Section 4: maximum 4 pages
- Excluded from the page count are documents that are eventually asked for in addition by AAL funding organisations. Such (rare) requests will be clearly indicated within the proposal submission system through which the upload is handled.
- In this Part B, solely contact details of the project coordinator shall be given. Contact details of representatives of the remaining partner organisations are requested for in Part A.
- "Placeholder" organisations (i.e. not identified at the time of submission) are not allowed at any time within the AAL proposal process. The inclusion of placeholder organisations will lead to the withdrawal of a proposal from the evaluation process.

In case of questions, please contact the AAL CMU at cmu@aal-europe.eu.



Template for proposal description (Part B, call 3)

Cover Page

Application areas addressed: _____

Proposal full title: _____

Proposal acronym: _____

Name of the lead coordinator person: _____

Contact details of the coordinator: _____

List of participants:

Participant no.*	Participant organisation name	Participant short name	Organisation type	Country
1 (Coordinator)				
2				
3				
...				

** Please use this numbering in all parts of your proposal.*

Table of Contents

Cover Page	2
Section 1: Relevance - Ideas and Models.....	3
1.1 A short summary description of the overall idea and implementation of the proposal in relation to AAL technology and the end-user(s).....	3
1.2 An example scenario	3
1.3 The aimed service models	3
1.4 The aimed business models.....	3
1.5 The exit strategy	4
1.6 Success parameters of the proposal.....	4
1.7 Ethical and legal issues	4
1.7.1 Ethical “declaration” table	4
Section 2: Scientific and technological excellence – the project workplan	5
2.1 Technology methodology.....	5
2.2 Resources (expertise, infrastructure, etc.) needed.....	5
2.3 The perspective of the end-users	5
2.4 The Intellectual Property Rights management (IPR) of the project and beyond. Are there any other legal issues within the project?.....	5
2.5 Work plan (organisation of the project)	5
2.6 Contingency plan.....	5
2.6. Pilot application.....	5
Individual workpackage (WP) description.....	6
Work package (WP) overview list	6
Deliverables overview list.....	6
Milestones overview list.....	7
Summary overview of staff effort in person months (pm).....	7

PERT, GANT or similar diagrams to visualize the project sequences and cycles and the interdependency of the work packages.	
Section 3: Quality of the consortium and efficiency of the implementation	7
Section 3: Quality of the consortium and efficiency of the implementation	8
3.1 Quality of the Consortium.....	8
3.2 Project management	8
3.3 Available resources	8
Section 4: Project impact - exploitation of project outcomes	9
4.1 Demonstration of European wide exploitability	9
4.2 Dissemination, exploitation capability and time distance to-market	9
4.4 Other user segments	9
4.5 Standards	9

Section 1: Relevance - Ideas and Models

The total length of section 1 should not exceed 8 pages

This section is about the idea behind the project, the foundation of the project and the employed models and lines of thinking – all to describe the relevance of the project. Describe the alignment of the proposed project (objectives, activities and methodology) with the specific objectives of this AAL JP (Ambient Assisted Living Joint Programme) call. How does the proposal and future project apply Information and Communication Technologies (ICT) in new and innovative applications- or services-concept? - resulting in novel (ICT-based-) products, systems, or services. A general description of the incentives for AAL and the demographic challenges in Europe are not required; however, local incentives and challenges may be described where appropriate to sustain a selected approach. In section 3.1 the potential European Wide benefit of such an approach can be discussed.

1.1 A short summery description of the overall idea and implementation of the proposal in relation to AAL technology and the end-user(s)¹.

This is **not** the proposal abstract but a free text description of the thinking behind the proposal with the purpose of the evaluators to “grab the idea”. What is the problem the proposal will aim to solve? What are the target groups of the proposal? What is the innovative idea of the proposal? Please describe how the proposal will lead to a novel, effective and coherent solution, based on a sound concept and a proven rationale. How will the implementation affect and improve the quality of the end-users everyday life? How will the idea be tested? Give a “crude” estimation of the efforts and period to bring the idea to market? (use no more than ½ a page on this description).

1.2 An example scenario

Give a tangible example scenario of the implementation of the proposal idea for the target group(s) (also max ½ page). The scenario should visualize 1) the demand at the very end-user level and 2) the aimed solution and the contribution to the expected results in the addressed application area(s) – also as seen from the proposals aimed end-users perspective.

1.3 The aimed service models

How are the contemporary service-models in the targeted areas of the proposal? Which new service models will be developed or tested? Give a summery of needed innovation in technology, employment of technology, organisation and give a short overview of potential future “way’s of working”.

1.4 The aimed business models

How are the contemporary business models in the target areas of proposal? Will any new business models be developed or tested? Describe the aimed business model of the proposal (a **tangible business plan is not needed – this should be a deliverable in AAL JP co-funded projects**).

¹ For the definition of end user categories (target base) of the AAL programme please see call text.

1.5 The exit strategy

The end-users of the test environment(s) may become dependent of the developed pilot-services. Please give a short description of possible exit strategies at the end of the project period.

1.6 Success parameters of the proposal

In this paragraph please give quantitative, qualitative, and maybe economical success criteria **for the project phase**, and if possible for a wider implementation of the proposal. *(The success criteria estimations of the proposal for the project period can be an element in the review procedures of funded proposals)*

1.7 Ethical and legal issues

Explain any legal and ethical compliance issues. Describe how the projects results will respect the privacy and dignity of the elderly, and how any relevant national and international guidelines are taken into account.

1.7.1 Ethical “declaration” table

The ethical declaration table previous employed in part B is directed mainly towards bio-medical research. For this reason, it has been substituted with the table below, with the purpose to suit the special needs of the Ambient Assisted Living paradigm better.

Ethics declaration of proposals in the AAL-Joint-Programme	Described on page or “not relevant”
• How is the issue of informed consent handled?	
• What procedures does the proposal have to preserve the dignity, autonomy and values (human and professional) of the end-users?	
• If the proposal includes informal carers (e.g. relatives, friends or volunteers) in the project or in the planned service-model - what procedures exist for dealing with ethical issues in this relationship?	
• If the proposal includes technology-enabled concepts for confidential communication between the older person and informal and formal carers, service providers and authorities – what procedures are planned for safeguarding the right to privacy, self-determination and other ethical issues in this communication?	
• What "exit" strategy for the end-users involved in the project does the proposal have (in terms of end-users leaving the project during its implementation and after the project's end)?	
• How are the ethical dimensions of the solution targeted in the proposal taken into account? (Brief description of distributive ethics, sustainability a.o)	

Section 2: Scientific and technological excellence – the project workplan

The total length of section 2 should not exceed 11 pages (incl. all requested listings).

This section introduces the proposals plan for the proposed project, and the extent to which the proposed project methodology and consortium procedures will be able to deliver the planned final deliverables. It will also describe the deployment of the necessary resources; and the scientific-, technical- and market-expertise needed to achieve the project goals. How these goals are achieved by implementing the proposal in a project should be described in section 3. This means that the project plan (this section) and the implementation of the plan (section 3) in principle are separated.

2.1 Technology methodology

Give a tangible description of the planned technology development and deployment and the technology-enabled services that the proposal wishes to develop and test. It is not advised to keep this description to “high level acronyms of ICT-technology methods” only.

2.2 Resources (expertise, infrastructure, etc.) needed

Describe the resources needed to be deployed - scientific, technical and maybe market expertise needed to achieve and demonstrate the project goals.

2.3 The perspective of the end-users

Describe how the proposal will involve the end-users in the project period.

2.4 The Intellectual Property Rights management (IPR) of the project and beyond. Are there any other legal issues within the project?

Describe IPR handling and any other legal issues (new and new position of paragraph).

2.5 Work plan (organisation of the project)

Please briefly introduce the overall organisation of the activities and the work plan (tasks, sequencing, meetings, and deliverables). The timing of the different WPs and their components should be shown in a graphical presentation of the various components (Pert diagram or similar).

Describe how the consortium will consider adequate quality assurance and control procedures regarding the development and release of external project deliverables, as appropriate to each specific type of deliverable (e.g. management reports, research notes, market studies, application or service prototypes, test environments (detailed description below), documentations).

2.6 Contingency plan

Explain how the consortium will address any significant risks of the project and explain how the resources are mobilized in this relation. Details of management procedures and capabilities in general should now be described in section 3 (new position of management paragraph). This is part of the separation of “plan” (section 2) and “implementation” (section 3) in this proposal template. The coordinator (“the larger part of management”) cannot be substituted – no matter the reason – due to the rules of the AAL JP. The management is therefore integral to the implementation of the project, while the risk and the plan to counteract the risks are less coordinator-dependent.

2.6. Pilot application

Please describe how the proposal will organize a realistic prototype or pilot application (testing in a realistic user environment) that can demonstrate the success criteria of the idea.

Individual workpackage (WP) description

(to be used for each workpackage, max. 1 page per WP) - more than 5 workpackages are not advised.

WP number		WP duration:	<i>e.g. M0 – M18</i>				
WP title							
Activity type	<i>(e.g. research, development, demonstration, management, etc.)</i>						
Participant no. (lead partner first)							
Participant short name							
Person-months per participant							
Objectives of the WP							
Description of work (possibly broken down into tasks) and role of partners							
Deliverables of the WP: no., brief description and project month of delivery							

Copy this structure as many times as required (i.e. work packages are defined).

Work package (WP) overview list

WP no.	WP title	Type of activity	Lead partic. no.	Lead partic. short name	Person months	Start Month	End month
<i>1</i>	<i>A technologies</i>	<i>RTD</i>					
<i>2</i>	<i>B technologies</i>	<i>RTD</i>					
<i>3</i>	<i>C technologies</i>	<i>RTD</i>					
<i>4</i>	<i>Field trials</i>	<i>RTD</i>					
<i>5</i>	<i>Dissemination & Exploitation strategy Standardization</i>	<i>RTD</i>					
<i>6</i>	<i>Management</i>	<i>Management</i>					
<i>...</i>	<i>Add more rows ...</i>						
	TOTAL						

Information in Italics are examples only.

Deliverables overview list

Del. no.	Deliverable name	from WP no.	Nature/type of deliverable	Dissemination level (Public or restricted)	Delivery date (project month)
	<i>Add more rows as required</i>				

Milestones overview list

No.	Milestone name	WP involved	Expected date (project month)	Means of verification
	<i>Add more rows as required</i>			

Summary overview of staff effort in person months (pm)

Partic. no.	Participant short name	WP1	WP2	WP3	WP4	WP5	...	Total pm
1								
2								
3								
...	<i>Add more rows as required</i>							
Total								

PERT, GANT or similar diagrams to visualize the project sequences and cycles and the interdependency of the work packages.

Section 3: Quality of the consortium and efficiency of the implementation

The total length of section 3 is recommended not exceed 8 pages.

This section should describe the implementation of the plan described in section 2 of the proposal. It should allow for assessment of the diversity in competencies of the proposal consortium partners and the infrastructure required for the successful completion of the defined tasks.

3.1 Quality of the Consortium

Please describe the quality of the partners and the complementarity of expertise (**max. half page for each partner**). Please use the same sequence in the description as employed on the cover page.

Ensure that essential actors of the value network are involved and that the active role of the **end-users** and **SMEs** are described. Briefly elaborate on the balance of contribution between partners and the added value of the international collaboration (explain the European Wide dimension and why the proposed project cannot be done with equal quality on a national level). The exploitation of project outcomes in an European perspective should be described in section 4.

3.2 Project management

Describe in short, how the management structures are set up and utilized in the project, e. g. the organisational structure, decision making structures, and conflict resolution. (**Intellectual Property Rights regime moved to section 2**). Map the competences of project coordinator and partners involved in management to the tasks to be done. Describe how RTD performers grant access to background knowledge of other consortium partners (e.g. the users/user organisations) and also describe how *the innovative potentials* of consortium partners - not accustomed to innovation activities - are mobilized and utilized. Relevant other management duties - such as how the daily operation of the test environment will be sustained – can be included in this paragraph.

3.3 Available resources

Explain how the mobilization of the available resources in the consortium maps to the tasks to be done in the project, explain how missing resources may be achieved (**sub-contracting is in general not encouraged**). Indicate the availability of specific infrastructures, if required.

Describe the total costs, the breakdown of the total costs, budget requests for the partners, and indicate and justify major project budget positions.

Section 4: Project impact - exploitation of project outcomes

The total length of section 4 should not exceed 4 pages.

Describe how innovative project contributions are properly disseminated and how an European wide exploitability may be achieved. Give the first economic targets and declare how the partners will contribute. Please elaborate on following aspects

4.1 Demonstration of European wide exploitability

Describe how the future project plans to adapt solutions to meet differing social and organisational needs across Europe?

4.2 Dissemination, exploitation capability and time distance to-market

(The overall description of the service- and business-models should be given in section 1: Relevance - Ideas and models). Explain the economic relevance, value chain, and the exploitation plan, potential market and time distance to market for the project outcomes. Could the time distance to market be reduced by addressing specific barriers? Describe how the consortium may exploit the project outcomes together and/or how the project may contribute to each partner's dissemination and exploitation of the project outcomes. Could the consortium form a base for pre-commercial procurement, or further maturation of project results, and participate in future operation of project outcomes?

4.4 Other user segments

The target groups of the AAL programme have in general a large diversity in user needs and capabilities, and different organisational conditions to operate within. If relevant can the project idea and implementation be modified to accommodate other user segments or organisational environments than included in the primary intention?

4.5 Standards

Please explain the contribution to open interfaces and interoperability. Include any references to standards, norms and regulation within the EU. Please give a specific description – if relevant - on the proposals relations to the standard family ISO IEEE 11073 adopted by both ISO and Continua Health Alliance.