RIVCircular

Regional Innovation Valleys for Circular Economy

RIVCircular Cascade Funding

Instructions to complete Form B

Proposal Technical Narrative and Description

Co-funded by the European Union

Project Nº 101161013. Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the granting authority can be held responsible for them.

Proposal template Part B: technical description

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Please be aware that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 30 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only **indicative**.

No applications will be accepted after the specified submission deadline.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

The following formatting conditions apply.

The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example, with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

History of changes

Version	Publication date	Description
1	16/04/2026	Initial version

DEFINITIONS	
Critical risk	A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives. Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place. Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect.
Deliverable	A report that is sent to the FSTP granting authority providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).
Impacts	Wider long-term effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term). Impacts generally occur sometime after the end of the project. Example: *The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.*
Objectives	The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.
Outcomes	The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project. Example: *9 European airports adopt the advanced forecasting system demonstrated during the project.*
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes.
Research output	Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.
Results	What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are 'Intellectual Property', which may, if appropriate, be protected by formal 'Intellectual Property Rights'. Example: *Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.*
Technology Readiness	Under this RIVCircular Cascade Funding, the projects eligible for funding must demonstrate the following TRL levels (see TRL assessment tool guide | NCP Portal Management | Horizon Europe

Level	NCP Portal). • TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies) • TRL 7 – system prototype demonstration in operational environment • TRL 8 – system complete and qualified

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

⚠**PLEASE, CONSIDER FROM NOW ON ALL THE TABLES INDICATIVE EXAMPLES. THE INFORMATION MUST BE FILLED IN THE DOCUMENT PROPOSAL TEMPLATE PART B TECHNICAL DESCRIPTION. THESE ARE JUST INSTRUCTIONS.**

Fill in the title of your proposal below.

TITLE OF THE PROPOSAL

⚠ *The consortium members are listed in part A of the proposal (application forms). A summary list should also be provided in the table below.*

List of participants

Participant No. *	Participant organisation name	Region
1 (Coordinator)		
2		
3 **		

* Please use the same participant numbering and name as that used in the administrative proposal form A.

** Consider that it is one line per participant. Please, feel free to add more lines if needed.

⚠ ***To facilitate the preparation of the proposal, we suggest you review and be familiar with the evaluation criteria indicated in Table 5 of the Guideline for Applicants.***

1. Excellence

- Briefly describe the objectives of your proposed work. Why are they pertinent to the topic? Are they measurable and verifiable? Are they realistically achievable?

- Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.

- Describe where the proposed work is positioned in terms of R&I maturity. Where applicable, provide an indication of the Technology Readiness Level (TRL), if possible distinguishing the start and by the end of the project.

    - *Please bear in mind that advances beyond the state of the art must be interpreted in the light of the positioning of the project.*

    - *Please keep in mind that RIVCircular projects should focus on innovations between TRL 6 and 8*

- Describe how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the project's research and innovation content. *If* you do not consider such a gender dimension to be relevant in your project, please provide a justification.

    - *Remember that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*

- Describe how appropriate open science practices are implemented. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives. If you believe that none of these practices are appropriate for your project, please provide a justification here.

    - *Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).*

    - *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under 'Impact'.*

    - Research **data management and management of other research outputs:** Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide information on how the data/ research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project):

    - **Types of data/research outputs** (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.

Findability of data/research outputs: Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.

Accessibility of data/research outputs: IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.

Interoperability of data/research outputs: Standards, formats and vocabularies for data and metadata.

Reusability of data/research outputs: Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/interpretation /re-use.

Curation and storage/preservation costs; person/team responsible for data management and quality assurance.

- *Proposals selected will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable*
- *For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.*

2. Impact

The results of your project should make a contribution to the expected outcomes set out for the topic of the call over the medium term.

2.1 Project's pathways towards impact

- Provide a **narrative** explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.

  (a) Describe the unique contribution your project results would make towards (1) the **outcomes** specified in the topic selected, and (2) the **wider impacts**, in the longer term.

  - *Be specific, referring to the effects of your project, and not R&I in general in this field.*
  - *State the target groups that would benefit. Even if target groups are mentioned in general terms in the work programme, you should be specific here, breaking target groups into particular interest groups or segments of society relevant to this project.*
  - *The outcomes and impacts of your project may:*
    - *Scientific, e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);*
    - *Economic/technological, e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.*
    - *Contributing to circular economy goals & objectives: lenghthening products lifetime, closing a value chain loop, enabling the development of new / sustainable business models, favourising efficient recycling of materials, etc.*

- *Societal, e.g. decreasing CO_2 emissions, decreasing avoidable mortality, improving policies and decision making, raising consumer awareness.*

Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts. However, include any potential negative environmental outcome or impact of the project, including when expected results are brought at scale (such as at commercial level). Where relevant, explain how the potential harm can be managed.

(b) Give an indication of the scale and significance of the project's contribution to the expected outcomes, should the project be successful. Provide quantified estimates where possible and meaningful.

- '*Scale' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; 'Significance' refers to the importance, or value, of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.*

- *Explain your baselines, benchmarks and assumptions used for those estimates. Wherever possible, quantify your estimation of the effects that you expect from your project. Explain assumptions that you make, referring, for example, to any relevant studies or statistics. Where appropriate, try to use only one methodology for calculating your estimates: not different methodologies for each partner, region or country (the extrapolation should preferably be prepared by one partner).*

- *Your estimate must relate to this project only - the effect of other initiatives should not be taken into account.*

(c) Describe any requirements and potential barriers - arising from factors beyond the scope and duration of the project - that may determine whether the desired outcomes and impacts are achieved. These may include, for example, other R&I work within and beyond Horizon Europe; regulatory environment; targeted markets; user behaviour. Indicate if these factors might evolve over time. Describe any mitigating measures you propose, within or beyond your project, that could be needed should your assumptions prove to be wrong, or to address identified barriers.

- *Note that this does not include the critical risks inherent to the management of the project itself, which should be described below under 'Implementation'.*

2.2 Measures to maximise impact - Dissemination, exploitation and communication

Describe the planned measures to maximise the impact of your project. Describe the dissemination, exploitation and communication measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large).

- *In case your proposal is selected for funding, a detailed 'plan for dissemination and exploitation including communication activities' will need to be provided as a mandatory project deliverable.*

- *Communication measures should promote the project throughout the full lifespan of the project. The aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.*

- *All measures should be proportionate to the scale of the project and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In*

the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, and for innovation actions, in particular, describe the measures for a plausible path to commercialise the innovations.

- Outline your strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.

    - *If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data, etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.*

    - *If your project is selected, you must indicate the owner(s) of the results (results ownership list) in the final periodic report.*

3. Quality and efficiency of the implementation

Quality and efficiency of the implementation – aspects to be taken into account

- *Quality and effectiveness of the work plan, assessment of risks, appropriateness of the effort assigned to work packages, and the resources overall*
- *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.*

3.1 Work plan and resources

Please provide the following:

- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
    - a description of each work package, please copy these tables for each work package (table 3.1a);

        - *Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. Each work package should be a substantial part of the work plan, and the number of work packages should be proportionate to the scale and complexity of the project.*

        - *Structure each work package by breaking it down into tasks. If tasks are not appropriate, work packages can be organised according to other criteria (e.g., according to the type of work or thematically). For each task or element of the work package, describe all activities to be carried out and quantify them (e.g., number of protocols, tests, measurements, combinations, study subjects, conferences, publications, etc.). Provide enough detail to clarify who will do this work and why it is needed for the project (e.g., the level of qualification and number of person-months for personnel, as well as the requested equipment, consumables, meetings, etc.), to justify the proposed resources and so that progress can be monitored.*

        - *Resources assigned to work packages should be in line with their objectives and deliverables. You are advised to include a distinct work package on 'project management', and to give due visibility in the work plan to 'data management' 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work*

packages.

- *You are required to elaborate the 'plan for the dissemination and exploitation of results including communication activities', and a 'data management plan'. This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned.*
- *Please make sure the information in this section matches the costs as stated in the budget of the application forms*

- a list of deliverables (table 3.1b)
- list of critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1c);
- a table showing number of person months required (table 3.1d);
- a table showing description and justification of subcontracting costs for each participant (table 3.1e);
- if applicable, a table showing justifications for 'other costs categories' (table 3.1f);

3.2 Capacity of participants and consortium as a whole

- *The individual participants of the consortium are described in a separate section under Part A. There is no need to repeat that information here.*
- Describe the consortium. How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge? Show how this includes expertise in open science practices, and gender aspects of R&I, as appropriate. .
- Describe how the members complement one another (and cover the value chain, where appropriate)
- In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).

Tables for section 3.1

⚠ *Use plain text for the tables in section 3.1.*

Table 3.1a: Work package description

For each work package:

Work package number			
Work package title			
Lead Participant No and Short Name			
Start Month		End Month	
Objectives			

Description of work (where appropriate, broken down into tasks), lead partner and role of participants. For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it. Deliverables linked to each WP are listed in table 3.1b (no need to repeat the information here).

Table 3.1b: List of Deliverables

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

KEY
Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>,<number of deliverables within that WP>.
For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:
Use one of the following codes:
R: Document, report (excluding the periodic and final reports)
DEM: Demonstrator, pilot, prototype, plan designs
DEC: Websites, patents filing, press & media actions, videos, etc.
DATA: Data sets, microdata, etc.
DMP: Data management plan
OTHER: Software, technical diagram, algorithms, models, etc.

Dissemination level:
Use one of the following codes:
PU – Public, fully open, e.g. web
SEN – Sensitive, limited under the conditions of the Grant Agreement

Delivery date
Measured in months from the project start date (month 1)

Table 3.1c: Critical risks for implementation

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Definition critical risk:
A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood to occur: Low/medium/high
The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

Level of severity: Low/medium/high
The relative seriousness of the risk and the significance of its effect.

Table 3.1d: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/ Short Name				
Participant Number/ Short Name				
Total Person Months				

Table 3.1e: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted) and subcontracting costs is limited as indicated in the Guidelines for applicants.

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

Table 3.1f: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant.

Participant Number/Short Name		
	Cost (€)	**Justification**
Travel and subsistence		
Equipment		
Other goods, works and services		
Total		