

EGI Strategy and Innovation Fund

Grant Application Form - 2018

|  |  |
| --- | --- |
| **Project title** |  |
| **Project type** | Choose among: Proof of concept, Prototype, Major innovation, Patch |
| **Lead organisation name** |  |
| **Lead organisation contact** |  |

**DOCUMENT LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Issue*** | ***Date*** | ***Comment*** | ***Author*** |
| **V.1** | 30/4/2018 | First version | S. Andreozzi |
| **V.2** | 24/9/2018 | Second version | S. Andreozzi |
|  |  |  |  |
|  |  |  |  |

**TERMINOLOGY**

The EGI glossary of terms is available at: [https://wiki.egi.eu/wiki/Glossary](https://wiki.egi.eu/wiki/Glossary%20)

**NOTES**

Please, before filling this application form, make sure that you have read the following documents:

* Terms of Reference and Playbook for Applicants (<http://go.egi.eu/sif-tor>)
* Investment priorities and budget for 2018 (<http://go.egi.eu/sif-2018>)

The deadline for applicants is 23:59 on 11th November 2018. Your completed application form should be emailed to **grants@egi.eu**.

For further assistance, please direct your questions to **grants@egi.eu**.

In the form, some field names are marked with a ‘\*’, this means that a separate document can be submitted to provide the specific information requested.

The maximum length of the document is:

* 10 pages for Proof of concept and Patch projects
* 20 pages for Prototype and Major innovation projects

**Contents**

[1 Organisation and contact 4](#_Toc525233638)

[2 Project proposal 5](#_Toc525233639)

[3 Problem vs. solution fit 6](#_Toc525233640)

[4 Impact 7](#_Toc525233641)

[5 Project management and team 8](#_Toc525233642)

[6 Project finances 9](#_Toc525233643)

[7 Assessment 10](#_Toc525233644)

# Organisation and contact

|  |
| --- |
| Lead organisation  |
| Full name (in English) |  |
| Registered address |  |
| Country |  |
| EGI Council affiliation | Participant/Associated participant /Supported organisation Note for supported organisation: **in case your organisation is not part of the EGI Council**, then **you need to obtain a letter of support from an EGI Council participant or associated participant** and you need to submit it together with the application (see template at <http://go.egi.eu/fund-los-template>). You can see the list of EGI Council participants at this page <https://www.egi.eu/about/egi-council/>. You can request the name and email contacts of EGI Council participants at grants@egi.eu.  |

|  |
| --- |
| Lead organisation – main contact |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Mobile number |  |
| E-mail address |  |

|  |
| --- |
| Lead organisation – financial contact |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Mobile number |  |
| E-mail address |  |

# Project proposal

|  |
| --- |
|  |
| Project title |  |
| Tagline | One-line value proposition for the project |
| Public project summary | Please expand on your project tagline. This description will only be published if your project is funded. This text will not be assessed. Please ensure it is suitable for public disclosure. Maximum words: 250 |
| Project type | Proof of concept/Prototype/Major innovation/Patch |
| Confirm needs for funding | Please, confirm that the proposed activity cannot be covered by any existing funded project |

# Problem vs. solution fit

|  |
| --- |
| Problem definition |
| Problem | Describe the problem that you want to address with this project, including the pain points that are expected to be resolved or unexploited opportunities  |
| Actors | Describe who are the actors that are currently facing the problem and that would benefit from its resolution |
| Problem validation\* | For Proof of concept: * explain how you plan to validate that this problem is a real problem worth solving (e.g. run 3 rounds of 15 interviews)

For Prototype/Major innovation/Patch: * provide evidence that this is a real problem worth solving (e.g. results from interviews, analysis of helpdesk tickets)
 |

|  |
| --- |
| Solution definition |
| Proposed solution | Describe the solution that you would like to develop in the context of this project. For prototype: * provide interface mock-up, architecture diagram or other design material for the proposed prototype to be built

For major innovation:* provide evidence that a prototype solution is already available and has been validated or any other information that prove the validity of the proposed solution and feasibility in the project timeframe
 |
| Expected benefits | Describe how the proposed solution will relieve the actors from the identified pain or generate/enhance gains |
| IPR | How do you plan to handle the intellectual property of the result? For software, which license do you plan to adopt? |
| Customer Journey Map\* | For Prototype/Major innovation: provide a customer journey map[[1]](#footnote-1) that would be enabled by your solution; this can be delivered as a separate document (you can use online tools such as <http://www.smaply.com/>) |

# Impact

|  |
| --- |
| Expected impact |
| Contribution to the EGI Strategy | Shortly describe how this project is aligned with the overall strategy of EGI by providing a reference to the related strategic objective(s) or key action(s) (<http://go.egi.eu/strategy>) |
| Demand assessment | Describe what is the estimated size of the actors who could benefit from the proposed solution |
| Areas of impact | Describe which areas of impact will be addressed by the project: * User satisfaction
	+ Reducing time-to-use of services
	+ Improving performance
	+ Improve usability
* Cost reduction
	+ Reduce time to install/operate services
	+ Reduce reliance on commercial software or licenses
* Stability of services
	+ Moving services to cloud-native platforms
* Scalability of services
	+ Increase the range of use cases that a service can support
	+ Improving interoperability across infrastructures
* Sustainability of services
	+ Improving communities supporting services
	+ Improving the documentation of services
	+ Improving business models
 |
| Exploitation | Explain what the expected exploitation path for the result of this project is (e.g. in further development activities with further funds; developing/creating/marketing a product/process; in creating and providing a service). Explain the expected level of adoption during the life of the project and how do you plan to ensure that this happens (If the result needs to be rolled out in a production environment, how do you plan to engage the service provider to make this happen?). Explain the expected level of adoption after the end of the project and what will be the approach to make this exploitation happens (e.g., if you need further funding, how do you plan to seek for it?) |
| Key Performance Indicators | Define at least 2 KPIs that will measure the areas of impact and 1 KPI related to the exploitation. A KPI should be defined as: 1) objective, 2) measure (what do you measure to understand that you are moving towards the objective, how you measure it), 3) baseline and target (what is current value of the measure and what is the expected value at the end of the project). Qualitative KPIs can be also considered.  |

# Project management and team

|  |
| --- |
| Plan |
| Main deliverables | List the main deliverables that will be released specifying: * Type (e.g. document, software)
* Title
* Description
 |
| Risks | Provide an assessment and analysis of the risks to the project and risk mitigation measures |
| Timeline | Provide a timeline with the main milestones/deliverables |
| Mid-term evaluation | For Prototype and Major innovation: describe what will be demonstrated at month 3 for the mid-term evaluation |

|  |
| --- |
| Team |
| Involved organisations | List the involved organisations in the delivery of this project. Note that only organisations that are part of the EGI Council can be funded. Also organisations that are indirectly represented in the EGI Council are eligible  |
| Skills and expertise | List the people that are expected to work on this project and their relevant key skills/expertise relevant |

|  |
| --- |
|  |

# Project finances

|  |
| --- |
|  |
| Total funding requested | Specify how much funding you request for the project considering the defined limits per type of project as specified in terms of reference  |
| Cost breakdown | Describe the expected cost for this project by describing how you will split the fund across different types of cost (e.g. staff work, consultancy, material, IT resources). Please, consider also the cost needed to ensure the exploitation during the project. Include sufficient relevant detail in the cost breakdown for the assessor to understand what the money will be spent on.  |
| In-kind contributions and other funding | Describe: * the in-kind contribution that you would provide in combination with the fund foreseen for this project that are needed to execute the work (e.g. # working days, fund to travel, infrastructure services)
* any other funding that will be available for this project if this gets approved

If possible provide an estimate in Euro of the equivalence of the in-kind contribution or the  |

# Assessment

|  |  |  |
| --- | --- | --- |
| Assessment process | Maximum score | Weight |
| Problem vs. Solution Fit | How much is the is the identified problem worth solving? How sound is the proposed solution? | 20 | 1.5 |
| Impact | How will the outcome of this project have a beneficial impact for the EGI stakeholders? | 20 | 1.5 |
| Project management and team | How appropriate is the project plan? Does the team have the relevant skills and expertise?  | 20 | 1 |
| Project finances | How much will the project cost to deliver and how will this be spent to ensure value for money? | 20 | 1 |

1. A customer journey map is a visualization of the process that a person goes through in order to accomplish a goal. It’s used for understanding and addressing customer needs and pain points [↑](#footnote-ref-1)