Pre-selection of candidate for a **Portuguese Competence Centre on Semiconductors**

Proposal submission form

See Chips JU WP 2024 – Call 2.4 Chips-CCC-1: Competence centres and Portuguese Strategy for Semiconductors ([RCM nº12/2024 de 8 de janeiro](https://data.dre.pt/eli/resolconsmin/12/2024/01/08/p/dre/pt/html))

This form is based on the [standard Digital Europe Programme (DEP) application form](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/digital/temp-form/af/af_dep_en.pdf). Some elements have been adapted. Please fill in as much information as possible. Language: English.

Character and page limits:

• page limit: 70 pages

• minimum font size - Arial 9 points

• page size: A4

• margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

Do not forget to fill in and attach to this form the table in “Annex 1 – BUDGET” and make sure that it is consistent with the information provided in this form, especially the Work Packages described under section 5.

|  |  |
| --- | --- |
| **PROJECT** | |
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Coordinator contact:** | [name SURNAME], [organisation name] |

## **PROJECT SUMMARY**

|  |
| --- |
| **Project summary** *(abstract)* |
|  |

## **Declarations**

|  |  |
| --- | --- |
| **1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal** | [Yes/No] |
| **2) We agree that the information provided through these forms may be collected by the Portuguese National Funding Agencies representing Portugal as a Participating State in the Chips Joint Undertaking, subject to the relevant legal framework.** The collected information may be used exclusively for the purposes of the pre-selection procedure and may be shared with the members of the evaluation panel under strict confidentiality. | [Yes/No] |

# **Part A – Administrative Forms**

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation.

## **1. Participants**

|  |  |  |
| --- | --- | --- |
| **List of participating organisations**  *Indicate the participants in the project and their respective role in the consortium (Coordinator/Partner/…)* | | |
| # | Participating Organisation Legal Name | Role |
| 1 | [Coordinator legal name] |  |
| 2 | [Partner legal name] |  |
| 3 | … |  |

|  |  |  |
| --- | --- | --- |
| **#1 (Coordinator)** | | |
| **Organisation short name** |  | |
| **Organisation Legal name** |  | |
| **Webpage** |  | |
| **Specific legal statuses** | Legal person | [Yes/No] |
| Public body | [Yes/No] |
| Non-profit | [Yes/No] |
| International organisation | [Yes/No] |
| Secondary or Higher education establishment | [Yes/No] |
| Research organisation | [Yes/No] |
| SME (self-declared) | [Yes/No] |
| **Main contact person** | First name |  |
| Last name |  |
| E-mail |  |
| Phone |  |
| Position in org. |  |

|  |  |  |
| --- | --- | --- |
| **#2** | | |
| **Organisation short name** |  | |
| **Organisation Legal name** |  | |
| **Webpage** |  | |
| **Specific legal statuses** | Legal person | [Yes/No] |
| Public body | [Yes/No] |
| Non-profit | [Yes/No] |
| International organisation | [Yes/No] |
| Secondary or Higher education establishment | [Yes/No] |
| Research organisation | [Yes/No] |
| SME (self-declared) | [Yes/No] |
| **Main contact person** | First name |  |
| Last name |  |
| E-mail |  |
| Phone |  |
| Position in org. |  |

|  |  |  |
| --- | --- | --- |
| **#3** | | |
| **Organisation short name** |  | |
| **Organisation Legal name** |  | |
| **Webpage** |  | |
| **Specific legal statuses** | Legal person | [Yes/No] |
| Public body | [Yes/No] |
| Non-profit | [Yes/No] |
| International organisation | [Yes/No] |
| Secondary or Higher education establishment | [Yes/No] |
| Research organisation | [Yes/No] |
| SME (self-declared) | [Yes/No] |
| **Main contact person** | First name |  |
| Last name |  |
| E-mail |  |
| Phone |  |
| Position in org. |  |

## **2. BUDGET**

To be provided in **Annex 1**.

## **Part B - TECHNICAL DESCRIPTION**

## **1. RELEVANCE**

### **1.1 Objectives and activities**

|  |
| --- |
| **Objectives and activities**  *Describe how the project is aligned with the objectives and activities as described in Axis 1 of the Portuguese Semiconductor Strategy for Semiconductors and in the Call document.* |
| Insert text |

### **1.2 Contribution to long-term policy objectives, policies and strategies — Synergies**

|  |
| --- |
| **Contribution to long-term policy objectives, policies and strategies — Synergies**  *Describe how the project contributes to long-term policy objectives of the call’s domain/area and to the relevant policies and strategies, and how it is based on a sound needs analysis in line with the activities at national level and at European level.*  *What challenge does the project aim to address?*  *The objectives should be specific, measurable, achievable, relevant and time-bound within the duration of the project.* |
| Insert text |

## **2. IMPLEMENTATION**

### **2.1 Maturity**

|  |
| --- |
| **Maturity**  *Explain the maturity of the proposed Competence Centre based on its activity and recognition in the area (examples: funded European and national projects, submitted patents, scientific articles, and training of human resources at bachelor, master and doctorate levels)* |
| Insert text |

### **2.2 Implementation plan and efficient use of resources**

|  |
| --- |
| **Implementation plan**  *Show that the implementation work plan is sound by explaining the rationale behind the proposed work packages and how they contribute to achieve the objectives of the project.*  *Explain the coherence between the objectives, activities, planned resources and project management processes.*  *Show how the project integrates, builds on and follows up on any pre-existing work or national/EU funded projects. Provide details (including architecture and deliverables) about pre-existing technical solutions.* |
| Insert text |

### **2.3 Capacity to carry out the proposed work**

|  |
| --- |
| **Consortium cooperation and division of roles**  *Describe the participants and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?*  *In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.*  ***Note:*** *When building your consortium you should think of organisations that can help you reach objectives and solve problems.* |
| Insert text |

|  |  |
| --- | --- |
| **Project teams**  *Describe the project teams and how they will work together to implement the project.* | |
| Organisation/team | Role/tasks/professional profile and expertise |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Outside resources (subcontracting, seconded staff, etc)**  *If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc.) and for which role/tasks/professional profile/expertise*  *If there is subcontracting, please also complete the table in section 5.* |
| Insert text |

|  |
| --- |
| **Consortium management and decision-making**  *Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*  ***Note:*** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.* |
| Insert text |

### **2.4 Complementarity at European level**

|  |
| --- |
| *Describe the complementarity level of the competence centre and added value compared to their European counterparts. Since other Competence Centres in Europe may not yet be established, you can refer to known entities in other countries that perform, or that are expected to perform in the future, equivalent roles or deliver equivalent services* |
| Insert text |

## **3. IMPACT**

### **3.1 Expected outcomes and deliverables — Dissemination and communication**

|  |
| --- |
| **Expected outcomes and deliverables**  *Define and explain the extent to which the project will achieve the expected impacts listed in Axis 1 of the Portuguese Strategy for Semiconductors and in the Call document.* |
| Insert text |

### **3.2 Competitiveness and benefits for society**

|  |
| --- |
| **Competitiveness and benefits for the society**  *Describe the extent to which the project will strengthen competitiveness and bring important benefits for society* |
| Insert text |

### **3.3 Training objectives**

|  |
| --- |
| **Training objectives**  *Describe the extent to which the project will be able to reach the objectives concerning training, as indicated in Axis 1 of the Portuguese Strategy for Semiconductors, covering activities from basic education, secondary education, university/higher education to professional training* |
| Insert text |

## **4. Technological scope**

### **4.1 Educational and technical capacity in the various areas defined under the Portuguese Strategy for Semiconductors**

|  |
| --- |
| **Chips Design**  *Define and explain the educational and technical capacity of the project in the area of Chips Design.* |
| Insert text |

|  |
| --- |
| **Advanced packaging**  *Define and explain the educational and technical capacity of the project in the area of advanced packaging.* |
| Insert text |

|  |
| --- |
| **Emerging areas: integrated photonic circuits, co-integration of emerging technologies, flexible electronics and sensors**  *Define and explain the educational and technical capacity of the project in emerging areas: integrated photonic circuits, co-integration of emerging technologies, flexible electronics and sensors* |
| Insert text |

## **5. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING**

### **5.1 Work plan**

|  |
| --- |
| **Work plan**  *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
| Insert text |

### **5.2 Work packages, activities, resources and timing**

|  |
| --- |
| **WORK PACKAGES** |
| **Work packages**  *This section concerns a detailed description of the project activities.*  *Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*  *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.*  *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).*  *Work packages covering financial support to third parties must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).*  Image *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*  Image *Ensure consistency with the budget table/Annex 1.* |
| **Objectives**  *List the specific objectives to which the work package aims to achieve.* |
| **Activities and division of work (WP description)**  *Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.*  *Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating* ***in bold*** *the task leader.*  *Add information on other participants’ involvement in the project e.g. subcontractors, in-kind contributions.*  ***Note:***  *In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost.* *Please indicate the in-kind contributions that are provided in the context of the work package.*  *The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*  *If there is subcontracting, please also complete the table below.* |
| **Milestones and deliverables (outputs/outcomes)**  ***Milestones*** *are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.*  *Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.*  ***Deliverables*** *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*  *For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.*  *For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the ‘Description’ field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).*  *For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.*  *The labels used mean:*  *Public — fully open (Image automatically posted online on the Project Results platforms)*  *Sensitive — limited under the conditions of the Grant Agreement*  *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803). *For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.* |

#### *Work Package 1*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 1: [Name, e.g. Project management and coordination]** | | | | | | | | | | | | | | | |
| **Duration:** | | | MX - MX | | | **Lead Beneficiary:** | | | | 1-Short name | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
| § | | | | | | | | | | | | | | | |
| **Activities and division of work (WP description)** | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | Description | | | | | Participants | | | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 |  | | |  | | | | |  | | | |  | |  |
| T1.2 |  | | |  | | | | |  | | | |  | |  |
|  |  | | |  | | | | |  | | | |  | |  |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | | Work Package No | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1 | |  | | | 1 | |  |  | | | |  | |  | |
| MS2 | |  | | | 1 | |  |  | | | |  | |  | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | | Work Package No | | Lead Beneficiary | Type | | | Dissemination Level | Due Date  (month number) | | Description  (including format and language) | |
| D1.1 | |  | | | 1 | |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* |  | |  | |
| D1.2 | |  | | | 1 | |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* |  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated budget — Resources**  *Please provide cost figures based on both the EU contribution and the national contribution and make sure that it is consistent with information provided under Annex 1 – BUDGET.* | | | | | | | | | | |
| Participant | Costs | | | | | | | | | |
| A. Personnel | | B. Subcontracting | C.1 Travel and subsistence | C.2 Equipment | C.3 Other goods, works and services | D.1 Financial support to third parties | | D.2 Internally invoiced goods and services | Total costs |
| [name] | X person months | X EUR | X EUR | X EUR | X EUR | X EUR | X grants | X EUR | X EUR | X EUR |
| [name] | X person months | X EUR | X EUR | X EUR | X EUR | X EUR | X prizes | X EUR | X EUR | X EUR |
|  |  |  |  |  |  |  |  |  |  |  |
| Total | X person months | X EUR | X EUR | X EUR | X EUR | X EUR | X grants  X prizes | X EUR | X EUR | X EUR |

#### *Work Package …*

*To insert work packages, copy WP1 as many times as necessary.*

#### *Staff effort*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff effort per work package**  *Fill in the summary on work package information and effort per work package.* | | | | | | |
| Work Package No | Work Package Title | Lead Participant No | Lead Participant Short Name | Start Month | End Month | Person-Months |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  | Total Person- Months |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff effort per participant**  *Fill in the effort per work package and Beneficiary/Affiliated Entity.*  *Please indicate the number of person/months over the whole duration of the planned work.*  *Identify the work-package leader for each work package by showing the relevant person/month figure in* ***bold****.* | | | | |
| Participant | WP 1 | WP 2 | WP … | Total Person-Months |
| [name] |  |  |  |  |
| [name] |  |  |  |  |
| Total Person-Months |  |  |  |  |

#### *Subcontracting (if needed)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcontracting**  *Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).*  *Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*  ***Note:*** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*  *Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).* | | | | | | | |
| Work Package No | Subcontract No  (continuous numbering linked to WP) | Subcontract Name  (subcontracted action tasks) | Description  (including task number and BEN/AE to which it is linked) | | Estimated Costs  (EUR) | Justification  (Why is subcontracting necessary?) | Best-Value-for-Money  (How do you intend to ensure it?) |
|  | S1.1 |  |  | |  |  |  |
|  | S1.2 |  |  | |  |  |  |
| Other issues:  *If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.* | | | | Insert text | | | |

#### *Purchases and equipment (if needed)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purchase costs (travel and subsistence, equipment and other goods works and services)**  *Details for major cost items (needed if costs declared under ‘purchase costs’ are higher than 15% of the claimed personnel costs).*  *Start with the most expensive cost items, down to the 15% threshold.* | | | | | |
| Participant 1: | | [name] | | | |
| Cost item name | Category | | WP(s) | Explanations | Costs  (EUR) |
| [insert name] | *[*Travel and Subsistence*] [*Equipment*] [*Other goods and services*]* | | [insert WP numbers] | [insert comment] | [insert amount] |
|  |  | |  |  |  |
|  |  | |  |  |  |
| Total | | | | | [insert amount] |
| Participant 2: | | [name] | | | |
| Cost item name | Category | | WP(s) | Explanations | Costs  (EUR) |
| [insert name] | *[*Travel and Subsistence*] [*Equipment*] [*Other goods and services*]* | | [insert WP numbers] | [insert comment] | [insert amount] |
|  |  | |  |  |  |
|  |  | |  |  |  |
| Total | | | | | [insert amount] |
| Participant ..: | | [name] | | | |
| Cost item name | Category | | WP(s) | Explanations | Costs  (EUR) |
| [insert name] | *[*Travel and Subsistence*] [*Equipment*] [*Other goods and services*]* | | [insert WP numbers] | [insert comment] | [insert amount] |
|  |  | |  |  |  |
|  |  | |  |  |  |
| Total | | | | | [insert amount] |
| Total purchase costs > 15% (all participants) | | | | | [insert amount] |
| Remaining purchase costs < 15% (all participants) | | | | | [insert amount] |
| Total purchase costs (all participants) | | | | | [insert amount] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment with full-cost option**  *For calls where**full-capitalised costs are exceptionally eligible for listed equipment (see Call document), indicate below the equipment items for which you request the full-cost option, and justify your request. Ensure consistency with the budget details provided in the previous table.* | | | | |
| Equipment Name | Description  (including WP, task number and BEN/AE to which it is linked) | Estimated Costs  (EUR) | Justification  (why is reimbursement at full-cost needed?) | Best-Value-for-Money  (how do you intend to ensure it?) |
|  |  |  |  |  |
|  |  |  |  |  |

#### *Other cost categories (if needed)*

|  |  |  |
| --- | --- | --- |
| **Other cost categories (financial support to third parties, internally invoiced goods and services, etc)**  *Complete the table below for each participant that would like to declare costs under other costs categories (e.g. financial support and internally invoiced goods and services), irrespective of the percentage of personnel costs.* | | |
| Participant 1: | [name] | |
| Cost category | Explanations | Costs  (EUR) |
| Financial support to third parties | [insert comment] | [insert amount] |
| Internally invoiced goods and services |  |  |
| … |  |  |
| … |  |  |
| Participant ..: | [name] | |
| Cost category | Explanations | Costs  (EUR) |
| Financial support to third parties | [insert comment] | [insert amount] |
| Internally invoiced goods and services |  |  |
| … |  |  |

#### *Timetable*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP.* | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **YEAR 1** | | | | **YEAR 2** | | | | **YEAR 3** | | | | **YEAR 4** | | | | |
| **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |