

EURON Proposal Structure

The proposal structure should be as follows:

1. Front page with key administrative data (*1 page*):

- (a) Title of proposal
- (b) Name, Address, Phone Number, Fax Number, Email of coordinator
- (c) Type of project (PRP, RA, TRS) for which support is requested
- (d) Amount of funding requested
- (e) List of partners

2. General description of the proposal (*should not exceed 2 pages*)

The description should address the following issues:

- (a) What will be studied?
- (b) Why is it important to study this subject?
- (c) What is the anticipated outcome of the study?
- (d) In what way will the study enhance the current state-of-the-art in robotics?
- (e) How does this study support the *Beyond Robotics* initiative?
- (f) How does this study adhere to the EURON II Work Programme?
- (g) How will the results be disseminated?

3. Workplan and timetable (*should not exceed 1 page*)

Milestones should be singled out (granularity = 3 months). It should be stated clearly what will be done and when.

4. Deliverables (*should not exceed $\frac{1}{2}$ a page*)

Measurable deliverables resulting from the study should be enumerated. Examples:

Prospective Research Projects: conference/journal papers, software/hardware produced, reports

Research Ateliers: roadmap, research feasibility study, reports, conference/journal papers

Topical Research Studies: roadmap, research feasibility study, reports, conference/journal papers, software/hardware produced

5. Budget (*should not exceed 1 page*)

The budget should state what are the required funds for: personnel, equipment, travel costs, materials etc. Moreover, the proposal should state what part of the required funds are available from other sources and what part should be covered by EURON. The budget must detail the distribution across partners.

6. Management of the project (*should not exceed $\frac{1}{2}$ a page*)

How will the coordination of the efforts of the partners be established? How will the problems of intellectual property and knowledge management be dealt with? How will any arising conflicts be resolved?

7. Description of the consortium (*should not exceed $\frac{1}{2}$ a page per partner*)

The following information for each partner should be provided:

- (a) Name and address of the institution
- (b) Name of the project leader within that institution
- (c) Number of researchers involved in the project within that institution
- (d) Number of Ph.D. students involved in the project within that institution
- (e) Responsibility of that institution within the project (what part of the project will be executed by that institution?)