



PROJECT TITLE

Title of your Project

TOPIC

Topic 1: The way towards sustainable and resilient food systems

PROJECT DURATION

36 Months (01 / 2026 to 12 / 2028)

TOTAL REQUESTED FUNDING

340,000.00 €

TOTAL COSTS

430,000.00 €

ADDITIONAL FIELDS

Please list the scientific disciplines present in your consortium, relevant to the project proposal.	Discipline 1, Discipline 2, Discipline 3....
Please state the envisaged TRL of your project (for the whole project) according to the following classification:	Level 4, Level 5, Level 6

CONSORTIUM

P 1	Dr. First Name (Coordinator) Family Name (Coordinator) Organisation (Coordinator) Department (optional)	Street 111, P.O. box (if applicable), 111111 City Austria	ptj-futurefoods@fz-juelich.de Tel.: 0043 123456789 Mobile: 0043 123456789 Fax: 0043 12345677 https://www.website.de
P 2	Mr. Firstname (Partner 1) Lastname (Partner 1) Organisation (Partner 1)	Street Name, No 112, 12335 Roma Italy - MASAF	ptj-futurefoods@fz-juelich.de Tel.: 0039 123455 Mobile: 0039 122345 Fax: 0039 1223455
P 3	Ms. Firstname (Partner 2) Lastname (Partner 2) Organisation (Partner 2)	Street No 123, 53455 Paris France	ptj-futurefoods@fz-juelich.de Tel.: 0051 1234567 Mobile: 0051 12345678 Fax: 0051 1234567889 https://www.website.de

CONSORTIUM (ASSOCIATED)

P 4	Prof. Dr. First Name (Associated Partner 1) Family Name (Associated Partner 1) Organisation (Associated Partner 1)	Street No 123, 52425 City Other Country	ptj-futurefoods@fz-juelich.de Tel.: 0049 12345567
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DESCRIPTION OF WORK

PARTNER DATA

Partner 1 (Consortium Coordinator): Organisation (Coordinator)

FINANCE COMMENTS

Personnel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Travel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Consumables / Equipment	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Subcontracts	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Other	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.

TEAMMEMBER

Title	Ms.
Email address	teammember@organisation.at
First name	First Name (Coordinator)
Family name	Family Name (Coordinator)
Phone number	Phone number
Function	e.g. Scientist, Data Specialist, Project Manager ...

TASK(S)

Please describe your Organisations task(s) in this project. This field is required. The maximal length is 2000 characters.

LITERATURE REFERENCES

- First Name, Lastname et al
Title of Article 1
Journal 1 (1), 1000-1011 (2024)
Link or DOI
- First Name, Lastname et al
Title of Article 2
Title of Journal 2 (2), 12-24 (2019)

ADDITIONAL FIELDS

Total Person Month of your organisation within the project	36
Participant Identification Code (PIC) number of the Organisation	123456789

Partner 2: Organisation (Partner 1)

FINANCE COMMENTS

Personnel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Travel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Consumables / Equipment	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Subcontracts	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Other	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.

TEAMMEMBER

Title	Ms.
Email address	
First name	First Name
Family name	Last name
Phone number	
Function	

TASK(S)

Please describe your task(s) in this project. This field is required. The maximal length is 2000 characters.

LITERATURE REFERENCES

ADDITIONAL FIELDS

Total Person Month of your organisation within the project	22
Participant Identification Code (PIC) number of the Organisation	123456789

Partner 3: Organisation (Partner 2)

FINANCE COMMENTS

Personnel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Travel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Consumables / Equipment	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Subcontracts	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Other	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.

TEAMMEMBER

TASK(S)

Please describe your task(s) in this project. This field is required. The maximal length is 2000 characters.

LITERATURE REFERENCES

ADDITIONAL FIELDS

Total Person Month of your organisation within the project	120
Participant Identification Code (PIC) number of the Organisation	123456789

Partner 4: Organisation (Associated Partner 1)

FINANCE COMMENTS

Personnel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Travel	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Consumables / Equipment	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Subcontracts	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.
Other	Please provide a brief justification for each cost item per partner. Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium.

TEAMMEMBER

TASK(S)

Please describe your task(s) in this project. This field is required. The maximal length is 2000 characters.

LITERATURE REFERENCES

ADDITIONAL FIELDS

Total Person Month of your organisation within the project	10
Participant Identification Code (PIC) number of the Organisation	123456789

KEYWORDS

Supplementary keywords	Maximum 5 keywords related to your project, separated by comma, Keyword 1, Keyword 2, ...
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DESCRIPTION OF CHANGES FROM PRE-TO FULL-PROPOSAL

In case changes were requested by the Call Office or Funding Organisations, please give a brief description of the changes made for the proposal.

STATEMENT FOOD SYSTEMS APPROACH

Please describe how your project will contribute to the transformation towards Sustainable Food Systems (in line with FutureFoodS Ambition and guiding elements of a Food Systems Approach (FSA), see Call Announcement section 2). Max. 2000 characters incl. spaces, figure(s) can be included here, see menu FIGURES for details.

PROJECT SUMMARY

Please provide your project summary. This summary might be used for communication and dissemination activities in case your project is selected for funding. Please make sure that it is publishable and ensure that the document is understandable for people with a background from other disciplines and interested parties and does not contain any confidential information.

Max. 3,500 characters incl. spaces, figure(s) can be included here, see menu FIGURES for details

PROBLEM AND CONTEXT ANALYSIS

Please provide your project description following an Impact Plan Approach based on Theory of Change as described in Annex A. In the Pre-proposal, you were asked to perform a problem analysis.

In the Full proposal, you need to provide a complete impact plan, including an impact pathway, productive interactions and strategic activity planning. The budget should take into account activities necessary to complete the outlined impact plan.

Problem and context analysis: this part shall reflect on the impact-driven achievements that are relevant and necessary to address the underlying causes and close existing knowledge gaps. The following subheadings are not mandatory but recommended:

- Problem analysis (main aim, underlying causes and challenges, actors and factors determining the context, knowledge gaps)
- Assumptions (underlying hypothesis in relation to the state-of-the art and novelty)
- Relevance (relation to the theme and aims of the call, transnational added value)
- Intended impact (ambitions, societal, environmental, industrial, policy impact etc.)

The project should be in line with the requirements stated in the call text.

Max. 8,000 characters including spaces.

Figure(s) can be included here, see menu FIGURES for details



You can also include references in the project description. Please use the "Additional Literature References" menu point to upload your reference list.

IMPACT PATHWAY

Impact pathway: is the visualisation of the change process and should specify the expected project outcomes, outputs and subsequent assumptions. The following subheadings are not mandatory but recommended:

Outcomes (changes in behaviour, relationships, actions and activities of stakeholders resulting from the exchange of knowledge; who, what, where, when)

Output (knowledge and insights resulting directly from the research/ expected results and which are necessary to deliver the outcomes described earlier)

Assumptions

Max. 8000 characters

CONSORTIUM AND INTERACTIONS

Consortium and interactions: provide information about who will produce knowledge and how using a strategic activity planning. Take care not to repeat the work package description as this is provided separately under Research Plan (see below). The following subheadings are not mandatory but recommended:

Consortium (description of the collaboration in the consortium, co-design and co-creation, previous activities, complementarity and roles)
Interactions (which productive interactions, such as stakeholder engagement, communication, monitoring, capacity strengthening etc. will lead to knowledge development and validation in line with the impact pathway)
Project governance and management (including also communication and monitoring)
Risk management and contingency planning

Max. 8000 characters

WORK PACKAGES

Table of Work Packages + Tasks

WP	Task	Start Month	End Month	WP / Task Title
1		1	33	WP 1 - Title
	1.1	1	18	Example Task 1.1
	1.2	1	2	Example Task 2.1
2		4	30	WP 2 - Title
	2.1	4	30	Example Task 2.1

WP/Task No.	WP Objectives + Description / Task Description	Partner (strong = Teamleader)	Person Month(s) (strong = Teamleader)
WP1	<p>Objectives:</p> <p>You can have as many or few Work Packages as you think is adequate, there is no minimum or maximum number of Work Packages. The same is true for Tasks, Deliverables and Milestones.</p> <p>Please number Work Packages consecutively from 1 - x and also attribute a meaningful title, e.g. "WP 1 - Coordination", "Wp 2 - Communication"</p> <p>The system automatically produces a GANTT Chart with the date you put into Work Packages, Tasks, Deliverables and Milestones.</p> <p>Please describe the Objectives of the respective Work Package.</p> <p>Max. 1000 characters</p> <p>Description:</p> <p>Please describe the content of the respective Work Package. Please choose a WP leader and mark it in the table below ("Teamleader") Max. 1000 characters</p>	P1, P2, P3, P4	5, 5, 26, 8
T1.1	<p>Description:</p> <p>Please describe the task Max. 1500 characters</p>	P1, P2, P3, P4	2, 2, 23, 4
T1.2	<p>Description:</p>	P1, P2, P3, P4	3, 3, 3, 4
WP2	<p>Objectives:</p> <p>Please describe the objectives of Work Package 2 Max. 1000 characters</p> <p>Description:</p> <p>Please describe the content Work Package 2 Max. 1000 characters</p>	P1, P2, P3, P4	7, 5, 23, 12
T2.1	<p>Description:</p> <p>Please describe the task Max. 1500 characters</p>	P1, P2, P3, P4	7, 5, 23, 12

Table of Milestones

Milestone No. Month Milestone Title + Description

M1.1	3	<p>Title:</p> <p>Title Milestone 1.1</p> <p>Description:</p> <p>Please describe Milestone 1.1. Max. 1000 characters</p>
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Milestone No. Month Milestone Title + Description

M1.2	33	<p>Title:</p> <p>Title Milestone 1.2</p> <p>Description:</p> <p>Please describe Milestone 1.2 Max. 1000 characters</p> <p>You can add as many or few Milestones as needed. There is no rule concerning number of Milestones in total or per Workpackage Please indicate when the milestone will be reached (project month number) below.</p>
M2.1	5	<p>Title:</p> <p>Milestone 2.1</p> <p>Description:</p> <p>Description of Milestone</p> <p>Max. 1000 characters</p>

Table of Deliverables

Deliverable No.	Month	Deliverable Title + Description
D1.1	5	<p>Title:</p> <p>Title of Deliverable</p> <p>Description:</p> <p>Description of Deliverable.</p> <p>Max. 1000 characters</p>

GANTT CHART

Name	Months	Duration	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33
Work package 1	Months 01 - 33	33 Months																																	
Task 1.1	Months 01 - 18	18 Months																																	
Task 1.2	Months 01 - 02	2 Months																																	
Milestone 1.1	Month 03	1 Month																																	
Milestone 1.2	Month 33	1 Month																																	
Deliverable 1.1	Month 05	1 Month																																	
Work package 2	Months 04 - 30	27 Months																																	
Task 2.1	Months 04 - 30	27 Months																																	
Milestone 2.1	Month 05	1 Month																																	

FINANCES

Requested funding [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Other	Requested Funding	Total Own Contribution	Total Costs
Organisation (Coordinator)	100.00	20.00	20.00	10.00	0.00	167.00	20.00	187.00
Overhead	10.00	2.00	2.00	3.00	0.00			
Organisation (Partner 1)	100.00	10.00	10.00	10.00	10.00	145.00	0	145.00
Overhead	1.00	1.00	1.00	1.00	1.00			
Organisation (Partner 2)	20.00	2.00	2.00	2.00	2.00	28.00	10.00	38.00
Overhead	0	0	0	0	0			
Organisation (Associated Partner 1)	0	0	0	0	0	0	60.00	60.00
Overhead	0	0	0	0	0			
TOTAL	231.00	35.00	35.00	26.00	13.00	340.00	90.00	430.00

1 k€ = 1000 €

Own contribution [in k€]

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Other	Total Own Contribution
Organisation (Coordinator)	10.00	10.00	0	0	0	20.00
Organisation (Partner 1)	0	0	0	0	0	0
Organisation (Partner 2)	2.00	2.00	2.00	2.00	2.00	10.00
Organisation (Associated Partner 1)	20.00	10.00	10.00	10.00	10.00	60.00
TOTAL	32.00	22.00	12.00	12.00	12.00	90.00

1 k€ = 1000 €

ETHICS ISSUES TABLE

1. Human Embryonic Stem Cells and Human Embryos

Does this activity involve Human Embryonic Stem Cells (hESCs)?

No

Does this activity involve the use of human embryos?

No

2. Humans

Does this activity involve human participants?

No

Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?

No

Does this activity involve conducting a clinical study as defined by the Clinical Trial **Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)**

No

3. Human Cells / Tissues (not covered by section 1)

Does this activity involve the use of human cells or tissues?

No

4. Personal Data

Does this activity involve processing of personal data?

No

Does it involve the processing of special categories of personal data (e.g.: genetic, biometric and health data, sexual lifestyle, ethnicity, political opinion, religious or philosophical beliefs)?

No

Does it involve profiling, systematic monitoring of individuals, or processing of large scale of special categories of data or intrusive methods of data processing (such as, surveillance, geolocation tracking etc.)?

No

Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?

No

Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved

No

Please comment, if applicable

Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved

No

Please comment, if applicable

Does this activity involve the processing of personal data related to criminal convictions or offences?

No

5. Animals

Does this activity involve animals?

No

6. Non-EU Countries

Will some of the activities be carried out in non-EU countries?

No

Please comment, if applicable

In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?

No

It is planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?

No

Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.

No

Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.

No

Does this activity involve **low and/or lower middle income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)**

No

Could the situation in the country put the individuals taking part in the activity at risk?

No

7. Environment, Health and Safety

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ?

No

Does this activity deal with endangered fauna and/or flora / protected areas?

No

Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ?

No

8. Artificial Intelligence

Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).

No

9. Other Ethics Issues

Are there any other ethics issues that should be taken into consideration?

No

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#)

Yes, I confirm the statement above.

ETHICS SELF-ASSESSMENT

Ethical dimension of the objectives, methodology and likely impact

If you have Identified ethical issues in questionnaire "Ethics Issue Table", please explain in detail the identified issues in relation to:

Objectives of the activity (e.g. study of vulnerable populations)

Methology (e.g. clinical trialsm involvement children, protection of personal data, etc.)

The potential impact of the activities (e.g. environmental damage stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

If not, comment with "not applicable"

Compliance with ethical principles and relevant legislations

In case you have identified ethical issues in questionnaire "Ethics Issue Table", please describe how those issue(s) will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in non-EU countries, they should be also allowed in at least one EU MS.

If not, comment with "not applicable"

SECURITY ISSUES TABLE

1. EU Classified Information (EUCI)

Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?

European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States.

No

Does this activity involve non-EU countries which need to have access to EUCI?

No

2. Misuse

Does this activity have the potential for misuse of results?

No

3. Other Security Issues

Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)

Yes

If yes, please specify: (Maximum number of characters allowed: 1000)

Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)

Yes

If yes, please specify: (Maximum number of characters allowed: 1000)

SECURITY SELF-ASSESSMENT

Security self-assessment

Please comment , if applicable, on your security issues, Maximum number of characters allowed: 5000

CV of Coordinator/partner with the following structure

- Name and surname
- Current and previous position(s)
- Up to 5 publications, most relevant to the topic
- Relevant research grants awarded within last 5 years

CV must be uploaded as pdf file max. 1 page, Arial 11pt, max. 1 MB

CV of Coordinator/partner with the following structure

- Name and surname
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- Name and surname
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- Up to 5 publications, most relevant to the topic
- Relevant research grants awarded within last 5 years

CV must be uploaded as pdf file max. 1 page, Arial 11pt, max. 1 MB

ANNEX E:

Letter of Commitment – Template

To be submitted electronically with the full-proposal via the submission tool

This template may be used for applicants participating in R&I proposals who choose to be self-funded (e.g. from a country not participating in the call) or who are not eligible for funding, so called “associated partners”, in order to provide evidence of their commitment. Grey-marked fields must be completed. Organisations are allowed to use their own templates, however the content of the letter as described hereunder should be regarded as the minimum requirement. An authorised representative of the organisation must sign this document.

In case of failure in providing such commitment, an applicant will be regarded as ineligible, jeopardising the whole research consortium.

Call: “**Call Title**”

Letter of commitment

Project title:

Place, Date

We hereby confirm that the organisation has sufficient resources and is committed to participate in the project “**project title**”, in accordance with the proposal which is submitted by **coordinator** in the framework of the 1st co-funded Call of the FutureFoodS Partnership and in case the proposal is selected for funding by the Call Board.

In addition, in case of a separate source of funding: Please find attached to this letter a commitment from the funding **organisation** for our contribution to this project.

Signature of **Name and affiliation**

ANNEX F: Data Management Plan

Data Management is an essential component of success for R&I projects – and Data Management Plans are indispensably linked to this.

Representatives of academia, industry, funding agencies and scholarly publishers designed and jointly endorsed a concise and measurable set of principles referred to as „FAIR data principles“. These intend to provide a guideline for the reusability of data holdings. Four foundational principles – findability, accessibility, interoperability and reusability – are a necessity of Data Management. The EC published Guidelines on FAIR Data Management in Horizon Europe:

<https://horizoneuropencportal.eu/repository/5b7fcc0e-73da-4e76-8b46-3682a36fa59b>

<https://horizoneuropencportal.eu/sites/default/files/2022-09/ore-fair-data-guide.pdf>

(accessed 14 October 2024)

All applications under this call will have to include a Data Management Plan of max. 1 page (DIN A 4). This plan should mainly focus on how the project partners will manage the research data generated and/or collected during the project, in particular:

- What types of data will the project generate/collect?
- What standards will be used?
- How will this data be exploited and/or shared/made accessible for verification and reuse?
- If data cannot be made available, explain why.
- How will this data be curated and preserved?
- How will the costs for data curation and preservation be covered?

Data Management is an ongoing activity of improvement and adaptation and the Data Management Plan needs to reflect this: The Data Management Plan therefore will have to evolve during the project's lifetime in order to present the status of the project's reflections on Data Management.

The Data Management Plan needs to be submitted in the full proposal stage.

ANNEX G: Dissemination, Exploitation and Communication (DEC) Plan

Each project should go beyond dissemination and envision how to communicate, reach out and engage relevant stakeholders outside of the project consortia (private and public actors, policy makers, civil society etc.) and the general public. Therefore, a plan for dissemination, communication and exploitation (DEC) of the project and its results has to be described at the Full-Proposal step. This will be taken into account in the evaluation with the aim to increase the quality of the implementation and to achieve greater impact (see also Annex A about the role of communication as strategic activity within the Impact Plan).

Appropriate resources should be dedicated to the dissemination, communication and exploitation activities and the involvement of stakeholders. Please consult your national/ regional regulations to find out which activities can be supported.

Why is it important for a successful R&I project?

Communication in research and innovation projects refers to the strategic dissemination of project results, objectives, and activities to a wide audience, including stakeholders, policymakers, and the general public. It aims to raise awareness, enhance understanding, and promote the societal impact of the research. Effective communication ensures the project's relevance and fosters broader engagement and support from relevant stakeholders.

Communication is in addition to 'dissemination', which is focused on the production of scientific papers, posters and presentations at closed scientific congresses, and work with specialist stakeholder groups. Please include both communication and dissemination activities for the entire project duration in your plan.

Communication activities may for example include activities such as development of a website and/or app, media communication programme, social media programme, videos/podcasts, infographics/project literature, creative artwork/exhibition stands, quizzes / games / serious gaming, science fairs/open houses intended for wider audiences, meetings of targeted stakeholders, training for consortium on aspects of communication. Please consult the national/regional contact person of your respective funding organisation for potential limitations to funding certain communication activities.

What is a Dissemination, Exploitation and Communication (DEC) Plan?

It is a document that demonstrates that a consortium has thought through the rationale, target stakeholders, activities, timescales, budgets and measures including their key performance indicators (KPIs) and means of verification for communications and dissemination activities. It will implement as an integral part of its project plan.

Whilst each DEC Plan will be different, it is likely to consist of:

- a narrative (the rationale/ approach)
- a table which draws together information on priority target stakeholder groups and methods to reach them
- a timetable/GANTT chart
- a budget table with enough detail on each action/activity/product and its delivery
- a table pulling together the agreed key performance indicators or measures of success against each planned activity.

The plan should allow to answer the following questions clearly:

- Who are our priority audiences and why?
- What should the communication lead to?
- What should the priority audiences know, think about and do?
- When is the most appropriate time to engage with each audience and why?
- What should we always say and highlight when we communicate?
- Does the message differ for different target groups?
- How do the Communication and Dissemination actions create synergy with the rest of the project plan?
- How do we justify the budget allocated to each of our proposed communications actions?
- How are we splitting responsibility for the resources and actions across the consortium?

For FutureFoodS the expected minimum requirements of the Dissemination, Exploitation and Communication (DEC) Plan are:

- **A maximum two A4 page document**
- **A narrative on approach/rationale/contribution to the project**
- **A list of priority stakeholders, messages, actions & timetable**
- **Key Performance Indicators (KPIs) and means of verification**

Please consider that all project partners must give proper reference to the FutureFoodS Partnership in any documentation published (in written, oral or electronic form). Please consult the national contact person of your respective funding agency for potential instructions on reference to funding sources.

There are possibilities to get support and advice for your DEC plan, for example:

- https://rea.ec.europa.eu/dissemination-and-exploitation_en (accessed: 8 August 2024)
- <https://op.europa.eu/en/publication-detail/-/publication/3bb7278e-ebf3-11e9-9c4e-01aa75ed71a1> (accessed: 8 August 2024)
- <https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelId=1867972> (accessed: 14 October 2024)
- https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf (accessed: 14 October 2024)

Literature References

[1] Author1, Author 2, Author 3, ... Author XY. [Year] .Title, Journal, Volume, Pages, DOI.

[2] Author1, Author 2, Author 3, ... Author XY. [Year] .Title, Journal, Volume, Pages, DOI.