ANNEX D: Template Full-Proposal

The list below indicates all of the menu items within the online submission system including explanations. Please be aware that the character counts might differ between word and the submission system (due to HTML code for text transcription in the submission system). Figures can only be inserted at the spots indicated within the explanations.

PROJECT COORDINATOR/PARTNER INFORMATION *(PRE-FILLED FROM PRE-PROPOSAL)*

Contact details

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

Funding Organisation from whom funding is being requested *(please refer to Annex I Nat./ Reg. Regulations for more info)*

Tasks within the project

Max. 2,000 characters incl. spaces

5 references

Optionally you may enter up to 5 references. These should reflect your organisation´s and/ or working group´s previous work and expertise in the context of the topic of your project

Team members' contact details and function (optional, up to 5)

Participant Identification Code (PIC) number of the Organisation

PROJECT DATA (*PRE-FILLED FROM PRE-PROPOSAL*)

Project title

Acronym

Expected project start date and end date

Topic addressed

Project type addressed

Scientific disciplines present in the consortium *(relevant to the project proposal)*

TRL level *(for the whole project)*

RESOURCES (*PRE-FILLED FROM PRE-PROPOSAL*)

Person Months for each organisation of the consortium (excluding associated partners)

KEYWORDS (*PRE-FILLED FROM PRE-PROPOSAL*)

Pre-defined keywords *to select from the proposed keywords (based on the European Commission´s monitoring framework)*

Open keywords *max. 5 keywords characterizing your project, separated by comma*

DESCRIPTION OF CHANGES FROM PRE- TO FULL-PROPOSAL (*NEW FOR FULL-PROPOSAL*)

In case changes were requested by the CO or FO, please give a brief description of the changes made for the project.

Max. 2,000 characters incl. spaces

Co-funded by the European Union

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 Research Executive Agency (REA). Neither the European Union nor the granting authority can be held responsible for them.

STATEMENT FOOD SYSTEM APPROACH *(PRE-FILLED FROM PRE-PROPOSAL, ADDITIONAL INFORMATION NEEDED)*

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, see Call Announcement section 2).

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

STATEMENT COMPLEMENTARITY TO PREVIOUS FUTUREFOODS FUNDING *(PRE-FILLED FROM PRE-PROPOSAL)*

Please describe how your project will create synergies, continuity and/or complementarity with previously funded projects under FutureFoodS. An overview of funded projects is available on FutureFoodS´s website.

Max. 1000 characters incl. spaces

PROJECT SUMMARY *(PRE-FILLED FROM PRE-PROPOSAL)*

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.

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

PROJECT DESCRIPTION *(PRE-FILLED FROM PRE-PROPOSAL; ADDITIONAL INFORMATION NEEDED)*

Please provide your project description following an Impact Plan Approach based on Theory of Change as described in Annex A. The project description is separated into the following **3 sections:**

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, stakeholders, 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.)

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 in Impact pathway

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 Work 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

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

Max. 8,000 characters per section (3 x 8,000 = 24,000) including spaces. Figure(s) can be included here, see menu FIGURES for details

General literature references can be cited in your text and provided as separate document under the menu point "literature references" (optional, see below)

WORK PLAN (*NEW FOR FULL-PROPOSAL*)

Here the overall research and work plan of the project shall be described. Please use the online work package grid provided in the submission tool. Fill in information for each work package, such as name, duration, WP lead and contributors, objective and description, list of deliverables and milestones etc. Moreover, the submission system automatically creates a Gantt chart.

Please also describe synergies between the work packages and how they contribute to the Impact pathway. Describe possible risks and mitigation measures.

FINANCIAL PLAN *(PRE-FILLED FROM PRE-PROPOSAL)*

Please insert the finance information for all of the partners in the consortium into the appropriate columns on the online submission platform. There are two tables, the first for the requested funding, the second for possible own (in-kind) contribution. The table automatically sums up the entries. Take into account that the category "Overhead" is depending on national/regional regulations, please fill accordingly. Coordinating partners should include travel costs for mandatory FuturefoodS project meetings (see section 9.4 of the Call Announcement). Please be aware that only the Coordinator can fill in the financial plan on behalf of the whole consortium. The units used are 0.00 k€ (kilo Euro; 1 k€ = 1000€).

Please insert the total Person Month of each organisation within the project.

Figure 1: Figure of the financial table as shown within the submission system.

Organisation name	Personnel	Travel	Consumables / Equipment	Subcontracts	Other	Requested Funding	Total Own Contribution	Total Costs
Organisation	100.00	10.00	20.00	1.00	1.00	132.00	0	132.00
Overhead	0	0	0	0	0			
Research Institute	250.00	5.00	15.00	0	0.00	270.00	0	270.00
Overhead	0	0	0	0	0			
Research Institute	98.50	9.00	23.00	3.50	1.20	135.20	36.00	171.20
Overhead	0	0	0	0	0			
Company	0	0	0	0	0	0	53.00	53.00
Overhead	0	0	0	0	0			
TOTAL	448.50	24.00	58.00	4.50	2.20	537.20	89.00	626.20

1 k€ = 1000 €

FINANCE COMMENTS (*PRE-FILLED FROM PRE-PROPOSAL*)

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.

Max. 1,000 characters per partner

LETTER OF COMMITMENT(S) (*NEW FOR FULL-PROPOSAL*)

Partners who choose to be self-funded or who are not eligible for national/regional funding from the Funding Organisations listed in Table 3 of the Call Announcement, but who are able to fully work using alternative financial resources, may join the project at their own expense (self-funded) or funded by another agency not contributing to the Call. These partners are called "associated partners".

For each of associated partner, a letter of commitment must be uploaded via the upload field of the submission platform, using the template provided (Annex E). All letters of commitment must be compiled into one pdf file.

Please do not upload any other letter types unless required by your national/regional Funding Organisation regulations. Additional uploaded documents will not be considered.

Upload one pdf file, max.5 MB

DATA MANAGEMENT PLAN (*NEW FOR FULL-PROPOSAL*)

Please upload your Data Management Plan (DMP) as a pdf document. Consider the recommendations and checklist of questions provided in Annex F when preparing your plan.

Upload pdf file, max. 1 page, Arial 11pt, max. 1 MB

DISSEMINATION, EXPLOITATION AND COMMUNICATION PLAN (*NEW FOR FULL-PROPOSAL*)

Please upload the Dissemination, Exploitation and Communication (DEC) Plan as a pdf document. Consider the recommendations and guiding information provided in Annex G when preparing your plan.

Upload pdf file, max. 2 pages, Arial 11pt, max. 1 MB

ETHICS SELF-ASSESSMENT *(PRE-FILLED FROM PRE-PROPOSAL; ADDITIONAL INFORMATION NEEDED)*

Please fill in the Ethics Self-Assessment and address potential concerns/issues. Proposals may be rejected on ethical grounds, if they do not comply with European and/or national/regional legislation. Please also visit https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf (accessed: 12 October 2026) for more information on the ethics self-assessment.

ADDITIONAL LITERATURE REFERENCES (OPTIONAL) *(PRE-FILLED FROM PRE-PROPOSAL)*

If needed, you can upload a pdf document containing additional general references.
Upload pdf file, max. 2 pages, max. 1 MB

FIGURES (OPTIONAL) *(PRE-FILLED FROM PRE-PROPOSAL)*

You can upload up to six figures. Please make sure you use the correct format (jpg, png or gif) and adhere to the maximum size that is supported by the online submission system (max. 2MB and 1500px x 2000px). Detailed instructions on how to upload and implement figures within the text fields is provided in the submission system menu FIGURES. Please check that your figures have been accepted by the submission platform.

Upload up to 6 images (2 MB, 1500px x 2000px) as jpg, png or gif

The online submission tool gives you the option to validate the content you provided in your proposal before you submit:

VALIDATION

You can check your own as well as your partners entries and see what information is still missing. Please keep in mind that you can only submit proposals that accomplish the validation, meaning all required fields are filled.

SUBMISSION

Do not forget to submit! You can submit, re-enter and adjust your proposal until the deadline. Upon pressing the submit button, you are asked to confirm to the following declaration:

The project applicants hereby declare, that to the best of their knowledge the research outlined in this proposal is unique in character and does not duplicate research already funded at national, regional or EU level, within nation, regional, international or EU calls.

The applicants confirm that they are aware that failure to fulfil this condition will result in the withdraw of this proposal from the application process or the withdrawal of funding from approved projects.