

## Annex 4: Instructions for drafting "Part B" of the proposal

### Project Type: Integrating Activities

A description of this funding scheme is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2). Sections 1, 2 and 3 each correspond to an evaluation criterion. The sub-sections (1.1, 1.2 etc.) correspond to the sub-criteria.

**IMPORTANT: Page limits:** remember to keep to the page limits where these are specified.

The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers). Ensure that the font type chosen leads to clearly readable text (e.g. Arial or Times New Roman).

The Commission will instruct the experts to disregard any excess pages.

Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

### Summary of mandatory page limits

Section	Maximum pages	WT
1: Scientific and/or technical quality	20 pages for whole section*,	AZ, HvL, FM
1.1 Concept and objectives	2 pages	AZ, HvL, FM
1.2 Progress beyond the state-of-the-art	4 pages	AZ, HvL, FM
1.3 S/T methodology and associated work plan	1 page for section 1.3 (i) ("Overall strategy")	AZ, HvL, FM
	4 pages for each work package description in section 1.3 (d)	All partners & VT / IR
	3 pages for significant risks and associated contingency plans	AZ, HvL, FM
2.1 Management structure and procedures	5 pages	VT / IR
2.2 Individual participants	Half a page per participant/distinct department	All partners
2.3 Consortium as a whole	No specific limit	VT / IR
2.4 Resources to be committed	2 pages excluding tables	IR / VT
3. Impact	5 pages for whole section	VT / IR
4. Ethics Issues	No limit	VT
5. Consideration of gender	1 page	VT / IR

\* This limit does not include the Gantt chart under 1.3 ii), the tables 1.3a- e, and the Pert diagram under 1.3 iv).