**Table 7.2 Division of Work (Horizon 2020 Proposals)**

|  |  |  |
| --- | --- | --- |
| **Job to be done** | **Responsible****Person** | ***Deadline*** |
| Overall responsibility for submission of the proposal |  |  |
| **PART A** |  |  |
| Acknowledgement of receipt form |  |  |
| Form A1: Summary |  |  |
| Form A2: Partner details | Each partner |  |
| Project Effort form |  |  |
| Form A3: Summary of costs |  |  |
| **PART B** |  |  |
| **1. Scientific and/or technical quality relevant to call** |
| ***1.1 Concepts and objectives*** |  |  |
| ***1.2 Progress beyond the state- of- the- art*** |  |  |
| ***1.3 S/T methodology and associated work-plan***  |
| **2. Impact** |
| 2.1 Expected Impacts  |  |  |
| 2.2 Dissemination of project results |  |  |
|  Exploitation of project results |  |  |
|  Management of intellectual property |  |  |
| **3. Implementation** |
| 3.1 Management Structure and procedures |  |  |
|  3.1a Work-package List |  |  |
|  3.1b Deliverables List |  |  |
|  3.1c Description of each work-package | WP Leaders |  |
|  3.2a List of Milestones |  |  |
|  3.2b Critical Tasks |  |  |
|  3.5a Summary effort table |  |  |
|  Gantt Chart | Manager |  |
|  Pert Chart |  |  |
| 3.2 Individual Participants | Each partner |  |
| 3.3 Consortium as a whole |  |  |
|  Subcontractors? |  |  |
|  International Partners? |  |  |
|  Future additional partners? |  |  |
| 3.4 Resources to be committed |  |  |
|  Cost |  |  |
|  Other sources of income for the work |  |  |
| **4. Ethical Issues** |  |  |
| **5. Consideration of gender aspects** |  |  |
| **6. Security Issues** |  |  |

**Note: This is a template to help in writing the proposal. It is NOT part of the proposal. Table 7.3 Division of Scientific Work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work****Package** | **Work package Name** | **Writer** | ***Contributors to the Work package*** |
| WP1 |  |  |  |
| WP2 |  |  |  |
| WP3 |  |  |  |
| WP4 |  |  |  |
| WP5 |  |  |  |
| WP6 |  |  |  |
| WP7 |  |  |  |
| WP8 |  |  |  |
| WP9 |  |  |  |

**Table 7.4 Experts to review the proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document**  | **Name of Expert** | **Organisation** | ***Who will contact them?*** |
| Proposal Summary |  | National Contact Point | *Coordinator* |
| Proposal Summary |  | National Delegates |  |
| Full Proposal |  | Consultant |  |
| B1 Excellence |  | Scientific Expert  |  |
| B2 Impact |  | Lead User  |  |
| B3 Implementation |  | Research Manager |  |
| Financial Part A |  | Financial Expert |  |
| Pre-screening |  | Proposal reviewers |  |
| Proof reading |  | Science Writer |  |

These tables can be downloaded as a Word file on [www.hyperion.ie/divisionofwork.doc](http://www.hyperion.ie/divisionofwork.doc)

**Note: This is a template to help in writing the proposal. It is NOT part of the proposal.**

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