

Sample form, not for offline completion.

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CITADEL Open Call 1

**** SAMPLE FORM for information only, not for offline completion****

Please refer to the **CITADEL Guide for Applicants**.

Project acronym

1. BASIC PROJECT INFORMATION

1.1. Project full title

200 characters

Max. 200 characters

1.2. Project tagline

300 characters

Description of the project in one sentence

Max. 300 characters

1.3. Project abstract

1000 characters

Concise abstract of the project

Max. 1000 characters

Consortium must be composed of 2 partners :

- Partner 1 = **SME from digital / technological sector**, representing offer side
- Partner 2 = **End-user from security sector** (SME or non-SME), representing demand side

2. CONSORTIUM COMPOSITION

2.1. PARTNER ORGANISATION 1 = DIGITAL / TECHNOLOGICAL SME

Partner 1 - Full legal name

Legal name of Partner 1 in the country where the organisation is registered.

Partner 1 - Short name

I confirm that Partner 1 is an SME.

Yes

No

Partner 1 - Street name and number

Partner 1 - Postal code and city

Partner 1 - Registration country

Choose the registration country.

Be aware that if the country indicated is not one of the eligible countries indicated in Guide for Applicants, your proposal will be excluded for not being eligible.

Eligible countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden (27-EU member states) and Iceland, Norway, Liechtenstein, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia, Türkiye, Moldova, Ukraine.

Partner 1 - Full name and surname of contact person

Partner 1 - Contact person email address

Partner 1 - Contact person phone number

Partner 1 - VAT Number

VAT (Value-Added Tax Identification number) of Partner 1

Partner 1 - SME Company size

Less than 5

5-10

11-49

50-99

100-249

Number of people employed in the organisation.

Please remember that by the official EC definition, for a company to qualify as SME, it must have less than 250 employees.

Partner 1 - Date of company registration

Partner 1 - URL of company web site (optional)

Partner 1 - SME self-assessment result



Upload the results of the SME self assessment. The results can be obtained by filling in the EC questionnaire available under the following link:

<http://ec.europa.eu/growth/tools-databases/SME-Wizard/>

Please use the following formatting for file name: ProjectName_CompanyName_date_SMEcheck.pdf

(pdf/jpg, max 5MB)

Partner 1 - Financial Viability Simulation result



Upload the results of your Financial Viability Check. The results can be obtained by filling in the EC questionnaire available under the following link: <https://ec.europa.eu/research/participants/lfv/lfvSimulation.do>

You have to print the result page in pdf or take a screenshot, and upload it here.

Please use the formatting for file name: ProjectName_CompanyName_date_FV.pdf

(pdf/jpg, max. 5MB)

2.2. PARTNER ORGANISATION 2 = SECURITY END-USER

Partner 2 - Full legal name

Legal name of Partner 2 in the country where the organisation is registered.

Partner 2 - Short name

Partner 2 - Street name and number

Partner 2 - Postal code and city

Partner 2 - Registration country

Choose the registration country.

Be aware that if the country indicated is not one of the eligible countries indicated in Guide for Applicants, your proposal will be excluded for not being eligible.

Eligible countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden (27-EU member states) and Iceland, Norway, Liechtenstein, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia, Türkiye, Moldova, Ukraine.

Partner 2 - Full name of contact person

Partner 2 - Contact person email address

Partner 2 - Contact person phone number

Partner 2 - VAT Number

VAT (Value-Added Tax Identification number)

Partner 2 - End-user organisation size

- Less than 5
- 5-10
- 11-49
- 50-99
- 100-249
- 250-499
- 500-999
- More than 1000

Number of people employed in the organisation.

Partner 2 - Date of organisation registration

Partner 2 - URL of organisation web site (optional)

Partner 2 - Status

SME

non-SME

3. EXCELLENCE

3.1. OBJECTIVES

3.1.1. Specific project objectives

1500 characters

Describe the specific objectives for the project, which should be clear, measurable, realistic and achievable within the duration of the project.

Max. 1500 characters

3.1.2. Use case and business opportunity

1500 characters

Explain the technological / industrial / environmental / economic / social problem(s) to overcome, or the business opportunity to be taken advantage of, that has not yet been solved / offered and can be solved / offered through your project.

Explain how your solution solves the stated problem or avails of the opportunity.

Max. 1500 characters

3.1.3. Scope of the call

1500 characters

Indicate how your project addresses the scope of the call.

Max. 1500 characters

3.1.4. Digital / technological field(s) addressed by the project

a) Internet of Things (IoT)

b) Photonics and optics

c) Artificial Intelligence (AI) and data analytics

d) Cybersecurity

e) Communication, interoperability, response

You can select several digital technological fields.

3.1.5. Security domain(s) addressed by the project

A. Critical infrastructures protection

B. Resilience to natural and/or technological disasters

C. Protection of urban environment

Select the security domain(s) that is (are) addressed by your project.

You can select several security domains.

Justify the selected security domain(s).

1000 characters

Describe how your project matches with this (these) security domain(s).

If several security domains are selected in above-question, indicate which one is most relevant to your project.

Max. 1000 characters

3.1.6. Positioning of the project along the security value chain (optional)

- 1. Risk assessment and threat identification
- 2. Prevention and mitigation
- 3. Detection and monitoring
- 4. Response
- 5. Recovery and business continuity

Position your project on the security value chain.
You can select several stages.

Justify the selected stage(s) on the security value chain.

1000 characters

Briefly explain why your project fits the selected stage(s) of the security value chain.

If several stages are selected, indicate which one is most relevant to your project.

Max. 1000 characters

3.1.7. Expected results

1500 characters

Describe the expected results of your project.

Max. 1500 characters

3.2. KEY PERFORMANCE INDICATORS (KPI)

Provide a set of at least 3 **technical** KPI to measure the results of your project.

These KPIs are very important because they will be checked in the end of project execution (if funded) to approve the project results.

At least one of the KPI shall be related to security performance.

You can add more than 3 KPI if you wish.

KPI

KPI name and short description	KPI value at T0	KPI expected value at the end of the project
1		
2		
3		

3.3. TECHNICAL APPROACH

TRL - Technology Readiness Levels - are indicators of the maturity level of particular technologies.

This measurement system provides a common understanding of technology status and addresses the entire innovation chain.

There are nine technology readiness levels; TRL 1 being the lowest and TRL 9 the highest.

An increase of at least 1 TRL is expected.

3.3.1. TRL level **before** project starts

- TRL 1 – basic principles observed
- TRL 2 – technology concept formulated
- TRL 3 – experimental proof of concept
- TRL 4 – technology validated in lab
- TRL 5 – technology validated in relevant environment
- TRL 6 – technology demonstrated in relevant environment
- TRL 7 – system prototype demonstration in operational environment
- TRL 8 – system complete and qualified
- TRL 9 – actual system proven in operational environment

Specify your TRL level before the start of the project.

3.3.2. TRL level **after** expected project completion

- TRL 1 – basic principles observed
- TRL 2 – technology concept formulated
- TRL 3 – experimental proof of concept
- TRL 4 – technology validated in lab
- TRL 5 – technology validated in relevant environment
- TRL 6 – technology demonstrated in relevant environment
- TRL 7 – system prototype demonstration in operational environment
- TRL 8 – system complete and qualified
- TRL 9 – actual system proven in operational environment

Specify your expected TRL level after completion of the project.

3.3.3. Stage of development

1500 characters

Explain the current stage of development of the project and the past key milestones that led to it (e.g. proof of concept completed, early field trials under way), or similar indications of results and describe the positioning of the business innovation project, e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'.

Refer to Technology Readiness Levels where relevant.

Max. 1500 characters

3.3.4. Technologies

1500 characters

Describe which technologies, architectures, processes and methodologies you will use to obtain the results and how you will use them according to the objectives.

Max. 1500 characters

3.3.5. Activities to be implemented

1500 characters

Describe and explain the concept and the activities that you will implement during this project (e.g. demonstration, pilot).

Max. 1500 characters

3.4. INNOVATION

3.4.1. Technical and market innovation

1500 characters

Explain the innovations of your project compared to the current situation in the considered security sector and in the digital sector.

Max. 1500 characters

3.4.2. Competitors and differentiation

1500 characters

Describe the expected key market application(s) of the results of your project, that differentiates it from competitors and provides the highest added value for potential customers.

Max. 1500 characters

4. IMPACT

4.1. Market relevance

2000 characters

Explain which security needs have been identified and how they will be met upon completion of the project.

Describe the main economic benefits for security sector and for technology providers.

Describe the type of market (e.g. a niche market or high volume market) addressed by the proposed solution. Describe if and how your project addresses European and/or global markets.

Describe the targeted users of the final solution. In which market segment/geographical areas do you see these potential users, and how do you intend to reach them.

Max. 2000 characters

4.2. Environmental impact, social impact

2000 characters

Explain the environmental impact of your proposed project in the security context (Contribution to the green and digital transition - energy-efficient, sustainable, low-carbon solutions)

Present the social impact of your project, including public safety, citizen protection, resilience.

Pay attention to ethical, privacy, and social responsibility aspects.

Equal opportunities and gender balance can also be addressed here.

Max. 2000 characters

4.3. Exploitation and dissemination strategy

2000 characters

Describe the dissemination material you will provide for promoting the product or service during the period of the grant (pictures, presentations, not confidential descriptions of the project and its results).

Provide exploitation intentions for the project results by each partner (commercial strategy, business/model). Provide here details on your IP and knowledge protection.

Max. 2000 characters

5. IMPLEMENTATION

5.1. WORKPLAN

5.1.1. Duration of your project in months

Maximum duration is 9 months.

5.1.2. Description of the project workplan

2500 characters

Describe your project workplan in a lean structure, **broken down into several tasks.**

For each task, specify:

- **Task title**
- **Task objective**
- **Description of the task**
- **Role of participants**
- **Timing**

- **Deliverables**

Max. 2500 characters

5.2. CONSORTIUM AS A WHOLE and EUROPEAN DIMENSION

The individual members of the consortium are described in a separate section 6. There is no need to repeat that information here.

5.2.1. Description of the consortium

2000 characters

Describe the consortium.

How will it match the project's objectives and bring together the necessary expertise?

How do the partners complement one another (and cover the security value chain, where appropriate)?

In what way does each of them contribute to the project?

Show that each has a valid role and adequate resources in the project to fulfil that role.

Indicate also how subcontractors will be used if any.

Max. 2000 characters

5.2.2. European dimension

1500 characters

Describe the transnational dimension of your project and team, and the exploitation intentions towards European countries.

Max. 1500 characters

5.2.3. End-user engagement

1500 characters

Describe how end-user(s) will be involved in the project, and for which activities . If end-user(s) other than the consortium partners will be involved, specify this end-user (name, type of organisation).

Max. 1500 characters

Letter(s) of support (optional)



If any, upload the scan of the letter(s) of from potential end-users (in case you have more than one letter, merge all of them and upload as one file).

Please use the following formatting for file name: ProjectName_CompanyName_date_LoS.pdf

(pdf/jpg, max 5 MB)

5.2.4. Conflict of interest

Yes

No

Are you or your consortium partner linked financially or personally with any of the CITADEL consortium partners ?

5.3. BUDGET ALLOCATION

Reminder:

. Total lump sum must be equal to 60.000 €.

. Only SMEs are eligible for funding.

. For each funded SME, funding must be max. 80%

5.3.1. Budget table

Partner short name	Personnel costs	Subcontracting	Equipment, goods, services	Travel costs	Total costs	Funding rate in % (SME : maximum is 80% // non SME : must be 0%)	Requested grant
1							
2							

5.3.2. Budget justification 1500 characters

Describe and justify how the proposed budget has been calculated, specifying how each cost category contributes to the implementation of the project. You may include elements such as:

- relevance of the costs to planned activities,
- methodologies used for cost estimation,
- expected outputs and cost-benefit considerations.

Max. 1500 characters

5.3.3. Co-funding 1500 characters

Please indicate the percentage and amount of private financial resources (own funds and/or private debt) that will co-finance your project, and describe their source.

Provide evidence confirming that this financial contribution is secured or will be secured before project start.

Crowding-in of private resources means financial resources invested in the project, i.e. not as in-kind contributions, staff costs or similar.

Max. 1500 characters

5.4. DEMONSTRATION

Description of the demonstration conditions 1500 words

Describe the **conditions of the demonstration**, including whether it will be conducted in **real or near-real operational conditions**, the context / **type** / location of the demonstration site / scenario, and the role of the demand-side partner.

Indicate any **regulatory, safety, data protection or cybersecurity constraints** applicable to the demonstration and how compliance will be ensured.

The description should show that the demonstration setup allows a **realistic and credible validation** of the solution.

Max. 1500 characters

5.5 RISK MANAGEMENT

Risk assessment 1500 characters

Present the risk assessment for your project and propose measure to overcome them. Especially, you should provide here information on the potential legal / regulatory constraints related to the project execution.

Max. 1500 characters

6.1. PARTNER 1

Description of partner 1 (Digital / technological SME)

6.1.1. Partner 1 - description 1500 characters

Description of the organisation partner 1 (= Digital / technological SME)

Max. 1500 characters

6.1.2. Partner 1 - Key staff 1500 characters

Names, positions and CV (webpage) or LinkedIn profile of the persons who will be primarily responsible for carrying out the proposed activities.

Max. 1500 characters

6.1.3. Partner 1 - Relevant products, services, projects 1500 characters

Brief description of relevant products, services or other achievements (which may also include previous projects or activities connected to the subject of the proposal).

Max. 1500 characters

6.2. PARTNER 2

Description of partner 2 (security end-user)

6.2.1. Partner 2 - Description 1500 characters

Description of the organisation partner 2 (= Security end-user)

Specify the industrial / security field of the end-user.

Max. 1500 characters

6.2.2. Partner 2 - Key staff 1500 characters

Names, positions and CV (webpage) or LinkedIn profile of the persons who will be primarily responsible for carrying out the proposed activities.

Max. 1500 characters

6.2.3. Partner 2 - Relevant products, services, projects

1500 characters

Brief description of relevant products, services or other achievements (which may also include previous projects or activities connected to the subject of the proposal).

Max. 1500 characters

8. DECLARATION OF HONOUR

By submitting this proposal, the applicants:

- confirm to have provided the explicit consent on their participation and on the content of this proposal.
- acknowledge that the evaluators, the CITADEL project partners, and the European Commission and its bodies and agencies may have access to the data collected under the CITADEL open call.

Each consortium partner declares not to be in one of the following situations :

- it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organizations;
- it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization;
- is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant awards procedure or another procurement procedure or failing to supply this information.

Each consortium partner declares that it :

- is committed to participating in the abovementioned project.
- has or will have the necessary resources to carry out its involvement in the project.
- has stable and sufficient funding sources to maintain its activity throughout its participation in the project and to provide any counterpart funding necessary.
- has not submitted any other proposal for this CITADEL open call.
- has no conflict of interest in submitting this proposal.
- declares that no ethical issue is associated with this proposal or solution.

Declaration on double funding for recipients

Information concerning other EU grants for this project

Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).

We confirm that, to the best of our knowledge,

- neither the project as a whole nor any of its parts has benefited from,
- or is currently benefiting from, any other EU grant,
- nor is (or will be) submitted for funding under any other EU funding scheme, including EU cascade funding programmes, EU funding managed by authorities in EU Member States, or other EU funding bodies (e.g. EU Regional Funds, EU Agricultural Funds).

Yes

No



**Co-funded by
the European Union**

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 the European Innovation Council and SMEs Executive Agency (EISMEA).

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