Proposal template

Open call for cascade grants of NEBA Alliance

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Open date for proposals: Friday, February 28, 2025, at 13:00 (Brussels Time)

Deadline: Monday, May 5, 2025 at 17:00 (Brussels Time)

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Executive Summary

*Please provide a brief overview of the proposal (objectives and expected outcomes) [1000 characters max].*

# General information

## General details

|  |  |
| --- | --- |
| Proposal title[[1]](#footnote-2) |  |
| Proposal submitted for the grant (*check the box in front of the grant*)  | [ ]  Regional hub grants[ ]  Partnering with existing NEBA hubs grants[ ]  Training course and material grants |

## General details[[2]](#footnote-3)

### 1.2.1 Partner 1 - Coordinator

|  |  |
| --- | --- |
| Organization name |  |
| Country, full address |  |
| VAT/Registration Number[[3]](#footnote-4) |  |
| PIC Number |  |
| Legal representative (name and surname) |  |
| Contact person (name and surname) |  |
| Email of contact person |  |
| Phone of contact person |  |

### 1.2.2 Partner 2

|  |  |
| --- | --- |
| Organization name |  |
| Country, full address |  |
| VAT/Registration Number[[4]](#footnote-5) |  |
| PIC Number |  |
| Legal representative (name and surname) |  |
| Contact person (name and surname) |  |
| Email of contact person |  |
| Phone of contact person |  |

### 1.2.3 Partner 3

|  |  |
| --- | --- |
| Organization name |  |
| Country, full address |  |
| VAT/Registration Number[[5]](#footnote-6) |  |
| PIC Number |  |
| Legal representative (name and surname) |  |
| Contact person (name and surname) |  |
| Email of contact person |  |
| Phone of contact person |  |

# Excellence

## Regional hub grants

Governance structure of potential new NEBA Hub *(max 1500 characters)*

Main activities of the NEBA Hub *(max 1500 characters)*

Short term, midterm and long-term objectives with measurable indicators *(max 1500 characters)*

Knowledge gaps of target audience the NEBA Hub is to fulfil *(max 1500 characters)*

Lifelong training courses to be implemented with the grant

|  |  |
| --- | --- |
| Title of the course 1 |  |
| Core topic addressed (select as many as relevant) | [ ]  Bio-based materials, and the nature-based solutions they represent, as an important aspect of the NEB’s approach to improving the sustainability of the built environment. [ ]  Buildings - updating existing buildings and designing/constructing modern sustainable buildings according to NEB values.[ ]  Cultural Heritage buildings and objects - modern techniques in combination with traditional skills to maintain cultural heritage objects. [ ]  Design approaches supporting sustainability goals, accessibility, and occupant wellbeing. [ ]  Digitalisation - digital skills and the application of digital technologies to optimise individual buildings or the supply and value chains surrounding them.  |
| Short description |  |
| Target group and number of foreseen participants |  |
| Language |  |
| Method of training  |  |
| Materials to include into the NEBA digital platform | [ ]  No[ ]  Yes; provide description of material (video, ppt, etc.): |
| Duration of training |  |
| Trainers of the life-long trainings with 3 key references demonstrating their expertise in the theme of training | Name & Surname: Academic title if any: Reference 1: Reference 2:Reference 3: |
| Competences obtained by the trainee |  |
| Is the course accredited by any national accreditation body and if yes, what is the accreditation |  |
| EQF level of the course[[6]](#footnote-7) |  |

|  |  |
| --- | --- |
| Title of the course 2 |  |
| Core topic addressed (select as many as relevant) | [ ]  Bio-based materials, and the nature-based solutions they represent, as an important aspect of the NEB’s approach to improving the sustainability of the built environment. [ ]  Buildings - updating existing buildings and designing/constructing modern sustainable buildings according to NEB values.[ ]  Cultural Heritage buildings and objects - modern techniques in combination with traditional skills to maintain cultural heritage objects. [ ]  Design approaches supporting sustainability goals, accessibility, and occupant wellbeing. [ ]  Digitalisation - digital skills and the application of digital technologies to optimise individual buildings or the supply and value chains surrounding them.  |
| Short description |  |
| Target group and number of foreseen participants |  |
| Language |  |
| Method of training  |  |
| Materials to include into the NEBA digital platform | [ ]  No[ ]  Yes; provide description of material (video, ppt, etc.): |
| Duration of training |  |
| Trainers of the life-long trainings with 3 key references demonstrating their expertise in the theme of training | Name & Surname: Academic title if any: Reference 1: Reference 2:Reference 3: |
| Competences obtained by the trainee |  |
| Is the course accredited by any national accreditation body and if yes, what is the accreditation |  |
| EQF level of the course[[7]](#footnote-8) |  |

Life-long trainings (at least 3) to be offered and included into the NEBA digital platform. Each training should be presented with information requested in Section 2.3 for Training course and material grants.

## Partnering with existing NEBA hubs grants

Indicate which of the NEBA hub of NEBA Alliance[[8]](#footnote-9) you aim to join (only one can be selected).

[ ]  NEBAP Hub (Founders: University of Primorska (Slovenia), Politechnika Lodzka (Poland), Holzbau Austria (Austria));

[ ]  NEBA Central Hub (Founders: Bauhaus Earth (Germany), TU Berlin (Germany), University of Sustainability Eberswalde (Germany), TU Delft (Netherlands));

[ ]  NEBA South Hub (Founders: IAAC (Spain), Cesefor (Spain), Regione Liguria (Italy));

[ ]  NEBA North Hub (Founders: RISE (Sweden), Aalto (Finland), EKA (Estonia));

[ ]  NEBA Outreach Hub (Founders: InnovaWood (Belgium), EAAE (Belgium), BOKU (Austria)).

Institution’s main activities related to lifelong learning of construction ecosystem *(max 2000 characters)*

Lifelong training course to be implemented with the grant

|  |  |
| --- | --- |
| Title of the course |  |
| Core topic addressed (select as many as relevant) | [ ]  Bio-based materials, and the nature-based solutions they represent, as an important aspect of the NEB’s approach to improving the sustainability of the built environment. [ ]  Buildings - updating existing buildings and designing/constructing modern sustainable buildings according to NEB values.[ ]  Cultural Heritage buildings and objects - modern techniques in combination with traditional skills to maintain cultural heritage objects. [ ]  Design approaches supporting sustainability goals, accessibility, and occupant wellbeing. [ ]  Digitalisation - digital skills and the application of digital technologies to optimise individual buildings or the supply and value chains surrounding them.  |
| Short description |  |
| Target group and number of foreseen participants |  |
| Language |  |
| Method of training  |  |
| Materials to include into the NEBA digital platform | [ ]  No[ ]  Yes; provide description of material (video, ppt, etc.): |
| Duration of training |  |
| Trainer(s) of the life-long trainings with 3 key references demonstrating their expertise in the theme of training | Name & Surname: Academic title if any: Reference 1: Reference 2:Reference 3: |
| Competences obtained by the trainee |  |
| Is the course accredited by any national accreditation body and if yes, what is the accreditation |  |
| EQF level of the course[[9]](#footnote-10) |  |

Trainings to be included to the NEBA digital platform (at least 2). Each training should be presented with information requested in Section 2.3 for Training course and material grants.

## Training course and material grants

Provide description of the training course to be included to the NEBA digital platform.[[10]](#footnote-11)

|  |  |
| --- | --- |
| Title of the course |  |
| Core topic addressed (select as many as relevant) | [ ]  Bio-based materials, and the nature-based solutions they represent, as an important aspect of the NEB’s approach to improving the sustainability of the built environment. [ ]  Buildings - updating existing buildings and designing/constructing modern sustainable buildings according to NEB values.[ ]  Cultural Heritage buildings and objects - modern techniques in combination with traditional skills to maintain cultural heritage objects. [ ]  Design approaches supporting sustainability goals, accessibility, and occupant wellbeing. [ ]  Digitalisation - digital skills and the application of digital technologies to optimise individual buildings or the supply and value chains surrounding them.  |
| Short description |  |
| Target group |  |
| Language |  |
| Method of training  |  |
| Materials to include into the NEBA digital platform |  |
| Duration of training course |  |
| Trainer(s) of the lifelong training with 3 key references demonstrating their expertise in the theme of training | Name & Surname: Academic title if any: Reference 1: Reference 2:Reference 3: |
| Competences obtained by the trainee |  |
| Is the training course including exam | [ ]  No[ ]  Yes; provide description of the exam: |
| Is the course accredited by any national accreditation body and if yes, what is the accreditation |  |
| EQF level of the course[[11]](#footnote-12) |  |
| Are there any IPR rights related to the training material that would not allow publication of the course on the NEBA digital platform | [ ]  No[ ]  Yes; provide description of potential requirement of your institution prior the publication would be possible: |

# Implementation

## Work plan and activities

Present the workplan and key activities to be implemented including a clear timeline. Please see Guide for Applicants to include all requested activities per grant and to be within the defined timeline.

Please add a timeline or Gantt chart to illustrate the proposed work plan and complete the tentative budget table below using the standard Horizon Europe cost categories:

|  |  |
| --- | --- |
| Budget | (Applicant name)[[12]](#footnote-13) |
| Personnel Costs |  |
| Person Months |  |
| Equipment Costs |  |
| Other goods/services |  |
| Subcontracting Costs |  |
| Indirect Costs |  |
| Total Costs |  |

Note that all costs must be entered in EUR currency.

## Key expertise

*Please present your team members and provide information on their education, experience, skills and track record, plus the technical capacity to develop the foreseen outcomes. In case of a consortium explain briefly the main competences and experience of each member of the consortium and how they are relevant for the delivery of promised outcomes.*

Failure to comply with these requirements will lead to the rejection of the application.

## Risks and mitigation measures

*Present the risks you have identified that could hinder the implementation of the activities. Provide the measures that could be used to mitigate these risks.*

# Ethics self-assessment

Please fill out the ethics/security checklist on the following page (provide a yes/no for each item).

## Ethics

If you have entered any ethics issues in the Ethics/Security checklist, you must:

● Submit an ethics self-assessment, which:

* Provides a rationale for the option made.
* Describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out.
* Explains in detail how you intend to address the issues in the ethical issues table, as regards:
	+ Research objectives (e.g., study of vulnerable populations, dual use, etc.).
	+ Research methodology (e.g., clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.).
	+ The potential impact of the research (e.g., dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

● Provide the documents that you need under national law (if you already have them), e.g.:

* An ethics committee opinion.
* The document notifying activities raising ethical issues or authorising such activities.

If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.

## Security

Please indicate if your project will involve:

● Activities or results raising security issues: [YES/NO]

● 'EU-classified information' as background or results: [YES/NO]

● Any potential “dual use” of results: [YES/NO]

## Ethics/Security Checklist

As part of their application, interested parties (i.e. applicant consortia) must complete an ethics checklist and self-assessment. As a first step, applicants need to identify any relevant ethical issues associated with their proposal through a screening ethics checklist. The checklist includes a range of ethical implications that might arise during SIPs planning and implementation and need to be properly addressed by beneficiaries.

| **CHECKLIST QUESTIONS** | **YES/ NO** | **INFORMATION TO BE PROVIDED** |
| --- | --- | --- |
| **HUMAN PARTICIPATION**  |
| Does the proposal involve human participants? | Yes  | No | (1) Details on the activities that involve the participation of individuals other than Open Call Beneficiaries, or individuals affiliated with beneficiaries.(2) Details on informed consent procedures to be applied. |
| Are they participants unable to give informed consent? | Yes  | No | (1) Details on the procedures for obtaining consent from the guardian/legal representative.(2) Procedures to ensure participants are not subject to any form of coercion and undue inducement. |
| Are they vulnerable individuals or groups? | Yes  | No | (1) Details on the type of vulnerability.(2) Appropriate measures/procedures to ensure fair and equal participation. |
| Are they children/minors? | Yes  | No | (1) Details on the age range.(2) Details on assent procedures and parental consent for children and other minors. |
| **DATA PROTECTION** |
| Does the proposal involve processing of personal data? | Yes  | No | (1) Details of the technical and organisational measures to safeguard the rights and freedoms of the participants/data subjects.(2) Anonymisation /pseudonymisation techniques. (3) Details on informed consent procedures to be applied with regard to data processing.  |
| Does the proposal involve processing of confidential business (farm-level) data? | Yes | No | (1) Details on informed consent procedures to be applied with regard to data processing. |
| Does the proposal prescribe the use/operation of UAVs that might lead to incidental capturing of personal, sensitive data?  | Yes  | No | (1) Details on the use of UAVs in SIPs activities (2) Anonymisation /pseudonymisation techniques.  |
| Does the proposal entail health & safety risks for participants in SIP activities? | Yes  | No | (1) Details on identified health and safety risks.(2) Measures to safeguard participants’ health and safety. |
| Does the proposal include the implementation of activities in areas with increased security concerns due to war conflicts or political unrest? | Yes  | No | (1) Areas involved. (2) Details on security concerns.(3) Measures to safeguard participants’ security.  |
| Does the proposal involve animals? | Yes  | No | (1) Details on the numbers of animals to be used, nature of activities, and techniques to be used. (2) Details on procedures to ensure animal welfare. |
| **NON-EU COUNTRIES** |
| Does the proposal involve activities in non-EU countries? | Yes  | No | (1) Countries involved. (2) Details on activities to be carried out in non-EU countries. |
| In case non-EU countries are involved, are they low or lower-middle income countries? | Yes | No | (1) Low/lower-middle income countries involved.(2) Fair benefit-sharing arrangements including monetary and non-monetary benefits for local stakeholders. |
| In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?  | Yes  | No | (1) Details on additional ethical issues.(2) Appropriate measures/procedures to mitigate ethical risks. |
| Is it planned to import or export any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? | Yes | No | (1) Countries involved. (2) Details on the type of materials to be imported/exported.(3) Export authorizations, if required. |
| **ARTIFICIAL INTELLIGENCE** |
| Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems? | Yes  | No | (1) Justification of the need for integrating AI features. (2)Details on abilities, limitations, risks and benefits of the proposed AI system/technique. (3)Details on potential ethics risks associated with AI use (if any). |
| **OTHER ETHICS ISSUES** |
| Are there any other ethical issues that should be taken into consideration? Please specify. | Yes  | No | Any relevant information. |

1. For Regional hub grants, proposal title should be name of the NEBA Hub; for Partnering with existing NEBA hubs grants proposal title should be name of the partner aiming to join the NEBA hubs; for Training course and material grants proposal title should be title of the course. [↑](#footnote-ref-2)
2. If application is by single beneficiary, the tables under 1.2.2 and 1.2.3 are left empty. If consortium of more than 3 beneficieries is appying, additional table should be added. [↑](#footnote-ref-3)
3. In case VAT is not eligible according to the national legislation, a registration number from the respective national authority (National business registry, Commercial court or similar) must be provided. [↑](#footnote-ref-4)
4. In case VAT is not eligible according to the national legislation, a registration number from the respective national authority (National business registry, Commercial court or similar) must be provided. [↑](#footnote-ref-5)
5. In case VAT is not eligible according to the national legislation, a registration number from the respective national authority (National business registry, Commercial court or similar) must be provided. [↑](#footnote-ref-6)
6. <https://europass.europa.eu/en/description-eight-eqf-levels> [↑](#footnote-ref-7)
7. <https://europass.europa.eu/en/description-eight-eqf-levels> [↑](#footnote-ref-8)
8. See document »Description of existing NEBA Hubs« for more information. [↑](#footnote-ref-9)
9. <https://europass.europa.eu/en/description-eight-eqf-levels> [↑](#footnote-ref-10)
10. If you are applying for Regional hub grant or Partnering with existing NEBA hubs grants, copy-paste the table and provide information for 3 or 2 training courses to be included to the NEBA digital platform. [↑](#footnote-ref-11)
11. <https://europass.europa.eu/en/description-eight-eqf-levels> [↑](#footnote-ref-12)
12. If there is multiple partners provide additional tables for each applicant seperately. [↑](#footnote-ref-13)