

# Annotated proposal template for the SME Instrument: Phase 1 and Phase 2.

Alessia Melasecche Germini

## Proposal template - SME Instrument Phase I & II (1/2)

- Please **follow the structure** of the template when preparing your proposal. *It has been designed to ensure that the important aspects of your innovation and planned work are presented in a way that will enable the experts to make an effective assessment against the award criteria.*
- If you upload a proposal longer than 30 pages for phase 2, or longer than 10 pages for phase 1 (only sections 1-3, including cover page and executive summary) before the cut-off date, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the call cut-off date, **excess pages will be automatically made invisible and will not be taken into consideration.**
- Please, **do not consider the page limit as a target!** It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.
- Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, page size A4, margins (2.0 cm side and 1.5 cm top and bottom), at least single line spacing.

## Proposal template - SME Instrument Phase I & II (2/2)

- **For re-submissions:** evaluators know if it is a re-submission or not. They are instructed to ignore any reference to previous submissions. Nonetheless, if you choose to mention that this is a re-submission, make sure to write what were the weak spots of the last submission and what you did in order to improve it. In any case, evaluators will not receive a copy of the first submission or the results of the previous evaluation.
- **For those who won Phase 1 and are now submitting for Phase 2:** You have to upload your final report together with the Phase 2 proposal. The evaluators will receive this copy of your final report. Make sure to describe your development since winning phase 1 and why now phase 2 is your next step. Make sure the final report for phase 1 and the proposal for phase 2 are in correlation. Do not repeat steps that were already taken.

# EIC SME Instrument Annotated template



RI-LINKS2UA is funded by EU under the Horizon 2020 - Framework Programme for Research and Innovation /grant agreement no. 692476.



**Alessia Melasecche Germini**

[a.melasecche@meta-group.com](mailto:a.melasecche@meta-group.com)