5G - Call for Projects

Check-list

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Disclaimer: The present document is a guideline to assist you in the submission of a project proposal under the 2019 CfP of 5G. It does not claim to be exhaustive, as the reference document is the "Call for project" in its latest version (published on the website of the SMC - smc.gouvernement.lu)

☐ **Scope**: does your proposal fit in the scope of the national 5G strategy and call for proposals? Check that your proposed activities indeed address the objectives and results expected from the call. Consult the call text and please read carefully the grant awarding procedures and the FAQ that provide additional guidance on the evaluation criteria. Remember, your proposal will be evaluated against the criteria specified in the call ONLY based on the information you provide in your application.

☐ **Deadline**: are you on track to submit your proposal by:
12:00 (noon, Luxembourg time), Monday 30 September 2019

☐ **Multi-applicant proposals** (consortium) only: did you designate a coordinating entity from among the applicants to represent all applicants and serve as contact point during the application and the evaluation phases?

1. Cover letter

☐ Your project application shall contain a cover letter in which you are detailing the **amount and the nature of the requested co-funding**.

2. Application form

☐ Your project document shall **not exceed 30 pages** (excluding annexes);

☐ Make sure your **work packages**, milestones/KPIs and budget are consistent;

☐ Make sure your **budget** is consistent:
  o If you use more detailed budget sheets, you might use the ones set up by the Ministry of the Economy: https://guichet.public.lu/fr/entreprises/financement-aides/aidesrecherche-developpement/rdi/aides-rdi.html#bloub-9, especially if, for larger projects and for the purpose of proving the incentive effect of the aid requested, you want to submit a "counterfactual budget scenario";

☐ Make sure your **Gantt chart** is consistent with your work packages and milestones / KPIs:
  o There is no predefined model imposed in the frame of this CfP. You can use the Gantt chart template set up by the FNR: http://storage.fnr.lu/index.php/s/lfrAB8pqCPe3Kj2/download

☐ Make sure your document is entirely edited in English, as this is the language used for the external evaluation.

3. Annexes

☐ Please provide an overview (index) of all annexes that are provided in the frame of the project.

☐ Letters of support:
  o Make sure your letters of support are written in **conditional terms**: It should be clearly visible that your project, in the size as you submit it, is not already in place.

- o For projects that have no network operator directly involved as (co)applicant: Make sure that you have at least one letter of support / expression of interest by one **network operator**.
- ☐ Declaration of honour and commitments:
  - o Make sure all project partners submit the declaration of honor and commitments for each applicant.
- ☐ Memorandum of understanding:
  - o Make sure your memorandum of understanding or consortium agreement submitted within the CfP is expressed in **conditional terms**, that the collaboration is bound to the confirmation of the co-funding of the project and that the actual cooperation does not start before the co-funding is confirmed.
- ☐ Other annexes:
  - o Refer to the CfP, section 5 to check whether any relevant annex is to be added in your specific case.
  - o In case of a consortium: If **sensitive data** is to be submitted and if the consortium members want to preserve confidentiality, it is possible for the consortium members to submit these annexes separately and individually to the SMC. Please indicate clearly (by choosing a coherent subject line, file name for attached files) to which project the separate submission mails are belonging to. The SMC cannot be held responsible for submissions handed in without clear labelling.

4. Prepare for digital submission

- ☐ Prepare on time for digitalizing all relevant documents that need to be part of your dossier;
- ☐ In case you are submitting several documents, make sure they are named in a comprehensive way. Please only use file formats that are widely used (PDF, xls, doc, odt,…);
- ☐ Make sure you hand in the documents on time (30.09.2019; 12:00 noon):
  - o For file packages smaller than 10 Mb: by e-mail to 5G@smc.etat.lu);
  - o For larger packages: by using wetransfer.com (addressed to 5G@smc.etat.lu);
- ☐ If you encounter technical problems, please document them (e.g. through screenshots) and try to contact the SMC asap by e-mail or phone.

Some last advice...

- ☐ Make sure you use clear, easy to recognise file names for all your documents;
- ☐ Avoid jargon and don't take any background knowledge for granted;
- ☐ Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added-value of the present funding;
- ☐ Do one last check to ensure that your proposal is clear and easy to follow - remember that your proposal will be assessed on the basis of the information provided and no assumptions will be made;
- ☐ Arrange for your draft to be evaluated by experienced colleagues - use their advice to improve it before submission;
- ☐ Keep the originals safe as they may be requested later in the evaluation process.

Good luck!