Check-list for HE RIA, IA actions:
single-stage submission procedure and 2nd stage of a two-stage submission procedure

Research and innovation actions (RIA) — *Activities that aim primarily to establish new knowledge or to explore the feasibility of a new or improved technology, product, process, service or solution. This may include basic and applied research, technology development and integration, testing, demonstration and validation of a small-scale prototype in a laboratory or simulated environment.*

Innovation actions (IA) — *Activities that aim directly to produce plans and arrangements or designs for new, altered or improved products, processes or services. These activities may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.*

Source: WP – General Annexes

Part	Item to be checked	YES	NO	Comments
A — Admissibility	Correct application form (downloaded from the electronic submission system)			
	Full application completed, including all parts, mandatory annexes (if obligatory: clinical trials, financial support to third parties, security aspects, ethics self-assessment) and supporting documents			
	Applications readable, accessible and printable			
B — Eligibility	All beneficiaries registered in the Participant Register			
	All beneficiaries eligible for funding. Consortium includes at least 1 independent legal entity from EU Member State and at least 2 other independent legal entities from different Member States or Associated Countries			
	Only eligible activities included (described in the call conditions and focused on civil applications)			
	Comply with EU policy interests and priorities (environment, social, security, industrial policy,...)			
	Comply with ethical principles – ethics self-assessment included as part of the application			
	A gender balance at all levels of personnel			
	Gender equality plan developed and published on the institution's website (obligatory for all public bodies, research organisations or higher education establishments)			
	Where the specific call/topic conditions allow for financial support to third parties, the objectives and the expected results clearly described (WP General Annexes)			
E — Documents	Application form Part A (filled online)			
	Application form Part B (narrative part - pdf)			
	Annexes and supporting documents (available in the submission system - uploaded as PDF)			
	Detailed budget table provided for lump sum project proposal.			

Sources:
Application form – Part B
Evaluation form

Part	Item to be checked	YES	NO	Comments
Formal criteria	The structure of the template followed			
	Page limit 45 pages If lump sum funding: 50 pages			
	Watermarked instruction pages removed			
	No hyperlinks used in the text			
	Font for the body text Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions)			
	The minimum font size 11 points			
	Standard character spacing			
	Minimum of single line spacing			
	Page size A4			
	Margins (top, bottom, left, right) at least 15 mm			
	A list of sources used to generate content and citations, including those generated by the AI tool			
1. Excellence	**Clarity and pertinence of the project's objectives** (Can a non-subject expert understand what is written after one reading? Is the text jargon-free?)			
	The extent to which the proposed work is ambitious, and goes beyond the state of the art			
1.1 Objectives and ambition	**Soundness of methodology** (concepts, models, assumptions, interdisciplinary approaches, gender dimension in research and innovation content, quality of open science practices, sharing and management of research outputs, engagement of citizens, civil society, and end users)			
	Brief description of the objectives of the proposed work			
	Description why the objectives are pertinent to the work programme topic			
	Are the objectives measurable and verifiable?			
	Are the objectives realistically achievable?			
	Description how the project goes beyond the state-of-the-art and is ambitious			
	Description of position in terms of R&I maturity ('idea to application' / 'lab to market'). Indication of the Technology Readiness Level, if relevant.			
1.2 Methodology (For guidance on open science practices and research data management, please refer to the	Description of the overall methodology, including the concepts, models and assumptions			
	Explanation how the methodology will enable delivery of the project's objectives			
	Reference to the challenges identified in the chosen methodology and how to overcome them			
	Description of relevant research and innovation activities			
	Justification of the interdisciplinary approach			
	Integration of social sciences and			

relevant section of the HE Programme Guide)	humanities (SSH researchers have active role as WP or task lead? Planned project activities (tasks) clearly show presence of SSH disciplinary approach, theory, method?)			
	Description of the gender dimension in research (e.g. gender is more than just saying that there are more women than men active in the project. Gender dimension refers to the fact that, for example, women are included in a study on healthy lifestyles and consumption behavior, because heart attack symptoms of women differ from those of men, and most studies have only focused on men.)			
	Description how appropriate open science practices are implemented as an integral part of the proposed methodology			
	Description how the choice of open science practices and their implementation are adapted to the nature of the work			
	Data management plan planned to deliver by month 6 - how the data/research outputs will be managed in line with the FAIR principles (**F**indable, **A**ccessible, **I**nteroperable, **R**eusable)			
2. Impact	**Credibility of the pathways** (e.g. planned activities, events, communication, dissemination, exploitation activities) **to achieve the expected outcomes and impacts specified in the work programme**			
	Scale and significance of the contributions as a result of the project			
	Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities			
2.1 Project's pathways towards impact	Description how the project results contribute to the outcomes specified in the topic			
	Description how the project results contribute to the wider impacts, in the longer term, specified in the respective destinations in the work programme			
	Identification of the target groups that would benefit frrom the project's results			
	Included only such outcomes and impacts where the project would make a significant and direct contribution			
	Explanation (where relevant) how the potential harm can be managed			
	Indication of the scale and significance of the project's contribution to the expected outcomes and impacts ('Scale' refers to how widespread the outcomes and impacts are. 'Significance' refers to the importance, or value, of the benefits.)			
	Explanation of the baselines, benchmarks and assumptions used for the estimates			
	Quantification of the estimation of the effects expected from the project, if possible			
	Explaination of assumptions, reference to relevant studies, statistics.			
	Description of the requirements and potential barriers arising from factors beyond the scope and duration of the project (e.g. uncertainty about the uptake of policy recommendations through the ruling governments)			
	Indication of factors that might evolve over time			
	Description of the proposed mitigating measures			
2.2 Measures to maximise impact -	Description of the planned measures to maximise the impact of the project			

Dissemination, exploitation and communication	A first version of the plan for the dissemination and exploitation of project results, including communication activities			
	Description of the planned dissemination, exploitation, and communication measures			
	A more detailed plan for the dissemination and exploitation of project results, including communication planned by month 6			
	Description of how the communication measures promote the project throughout the full project, inform and reach out to society, and show the activities performed, and the use and the benefits for citizens (strategically planned activities, clear objectives, statement of the main messages, tools and channels reaching the chosen target groups)			
	Measures are proportionate to the scale of the project containing concrete actions to be implemented both during and after the end of the project (e.g. standardisation activities)			
	Description of the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large)			
	Description of the possible follow-up of project, once it is finished			
	Explanation of why each measure is best suited to reach the target group addressed			
	Description of the path for how to commercialise the innovations (if relevant)			
	Justification of how the exploitation is in the European Union's interest; if it is expected primarily in non-associated third countries			
	Description of possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions (relevant for call topics asking specifically for policy recommendations).			
	Description of the strategy for the management of intellectual property and foreseen protection measures (patents, design rights, copyrights, trade secrets, etc.) and how these would be used to support exploitation			
2.3 Summary table (Is it coherent with the remaining part of the impact?)	Project impact pathway present and well-explained			
	Specific needs listed			
	Expected results of project listed			
	Dissemination, exploitation and communication measures applied to the results			
	Target groups (use of further up-take of results, benefit from the results)			
	Outcomes (expected change after successful dissemination and exploitation of results)			
	Impacts - expected wider scientific, economic and societal effects (e.g. the project results contribute to restore democratic values)			
3. Implementation (Is it coherent with excellence and impact part?)	**Quality and effectiveness of the work plan**			
	Assessment of risks			
	Appropriateness of the effort assigned to work packages (e.g. SSH partners in leading roles, present in all work packages, various EU Member States spread throughout work packages)			

	Appropriateness of the resources assigned to work packages and overall			
	Capacity and role of each participant			
	Extent to which the consortium as a whole brings together the necessary expertise (involvement of stakeholders from different disciplines and backgrounds)			
3.1 Work plan and resources	Brief presentation of the overall structure of the work plan			
	Timing of the different work packages and their components (Gantt chart or similar)			
	Graphical presentation of the components showing how they inter-relate (Pert chart or similar)			
	Detailed work description:			
Table 3.1a: List of work packages	List of work packages			
Table 3.1b: Work package description	Description of all work packages (WPs)			
	The number of WPs proportionate to the scale and complexity of the project			
	Breaking WPs into tasks			
	Description of activities			
	Quantification for progress monitoring			
	Resources and person months assigned to each WP justified and in line with their objectives and deliverables			
	WP on 'project management' – data management plan , update planned			
	WP on 'dissemination and exploitation, communication activities'			
	Plan for dissemination and exploitation including communication activities, update planned			
Table 3.1c: List of Deliverables	List of deliverables			
	Numbers of deliverables in relation with WP numbers			
Table 3.1d: List of milestones	List of milestones			
Table 3.1e: Critical risks for implementation	List of critical risks for implementation			
	Details of any risk mitigation measures			
Table 3.1f: Summary of staff effort	Number of person months required for each WP and participant			
	WP leader in bold			
Table 3.1g: Subcontracting costs	Description and justification of subcontracting costs for each participant			
Table 3.1h: Purchase costs	Justifications for 'purchase costs' for participants where those costs exceed 15% of the personnel costs (travel and subsistence, equipment and other goods, works and services)			
Table 3.1i: Other costs categories	Justifications for 'other costs categories' items (e.g. internally invoiced goods and services)			
Table 3.1j: In-kind contributions provided by third parties	In-kind contributions from third parties			
3.2 Capacity of participants and	Description of the consortium - how it matches the project's objectives, and bring together the disciplinary and interdisciplinary knowledge (trans-disciplinary nature of a consortium, i.e. the			

consortium as a whole	involvement of stakeholders from SSH, civil society, public administration, economy, policy...)			
	Expertise of the consortium in social sciences and humanities, if relevant			
	Expertise of the consortium in open science practices, if relevant			
	Expertise of the consortium in gender aspects of R&I, if relevant			
	Affiliated entities and associated partners, if any			
	Access to critical infrastructure needed for project			
	Complementarity of the members (the value chain, where appropriate)			
	Contribution of each member to the project (valid role of each partner, and adequate resources)			
	Industrial/commercial involvement to ensure exploitation of the results (consistency with the specific measures proposed for exploitation of the results - section 2.2)			
	Explanation of essential participation of other countries and international organisations (not automatically eligible for funding)			
Annexes to proposal part B (if required by call)	Clinical trials			
	Financial support to third parties			
	Security aspects			
	Ethics self-assessment			
Other evaluation questions	Scope of the application - this application is 'in scope' because it corresponds, wholly or in part, to the topic description against which it has been submitted			
	Exceptional funding for third country participants/international organisations – description of their essential participation in the project (if relevant)			
	Do the activities have an exclusive focus on civil applications (activities intended to be used in military application or aims to serve military purposes cannot be funded)?			