

Information for PIs and Co-PIs

Guideline for the Preparation of Full Proposals

Your project and consortium have been invited to prepare a Full Proposal. This guideline will provide you with information how to prepare a Full Proposal in the 2020 call of the SFA Advanced Manufacturing. In particular, it describes how to complete the Full Proposal document and the Excel Project Plan.

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1 Full Proposal document

You can use the Word or RTF document that you prepared for the Pre-Proposal also for the Full Proposal. However, you need to make some changes and add further information. Please start on the first page and check the box for "Full Proposal" and uncheck the box "Pre-Proposal".

1.1 Section 1 General Information

Unless something has changed compared to the Pre-Proposal, you can leave all information that has been entered in this section for the Pre-Proposal. However, if you have changed something regarding the objectives, scope, approach, etc. you may want to change it in the abstract accordingly.

1.2 Section 2 Key Project Data

This section contains information about the project duration and the project partners. If nothing has changed regarding the project start and end dates or regarding the project consortium, no need for changes here.

1.3 Section 3 Project Costs

The cost overview should be changed according to the information that you will enter in the detailed project plan (see information regarding Section 5 and the Excel Project Plan). Once you have completed the Excel Project Plan, you can delete the table that you completed for the pre-proposal, copy the project cost information from the sheet "Project Costs" in the Excel Project Plan and paste it as a graphic in this section.

1.4 Section 4 Project Description

This is the key section of the project proposal. You should take into account that the Full Proposals will be reviewed by international reviewers. We will select reviewers who are active in the specific field that is described in your project proposal and who have knowledge about the current situation, key challenges, state of the art, key publications, etc. Therefore, we recommend to review your Pre-Proposal regarding these points and add relevant and missing information, especially in sub-section "*4.1 Current situation and key challenge(s)*" and sub-section "*4.2 – Current state of research and own preliminary research*".

Your project idea and approach are key to judge the topic and the potential of your project. They have already been a key part in your Pre-Proposal. You need to judge, if you need to modify this sub-section "*4.3 Project idea and approach*".

For the Full Proposals, we expect that the sub-section "*4.4 Objectives and deliverables*" will specifically address the following project selection criteria: "Far-reaching objectives" and "Early breakthrough" as well as "Tangible solutions" and "Applicable results". In addition to these criteria, the steering committee and in particular the international reviewers will judge the "Technical feasibility" of the Full Proposals. You can find the complete list of the project selection criteria on the SFA webpage www.sfa-am.ch.

The last sub-section in section 4 is "*4.5 Impact on the Swiss industry*". Also for this sub-section, it is up to you to judge, if it is necessary or beneficial to amend or modify this sub-section.

For the Full Proposals, you do not need to comply with the rules regarding maximum characters per sub-section, and you can include figures, provided that they make it easier to understand your proposal. However, in total, the section "*4 Project Description*" should not be longer than **six pages**.

A list of literature and references can be added separately as section 6 at the end of the Full Proposal.

1.5 Section 5 Project Plan

We did not request the PIs and Co-PIs to complete this section for the Pre-Proposals. However, for the Full Proposals this section needs to be completed. In total, the section 5 should not be longer than **five pages**.

In the first sub-section "*5.1 Project management and organization*", please describe the roles and the assignment of responsibilities in your project. Furthermore, please describe how you want to review the progress and results of the project and how you want to define and agree corrective actions, in case not everything runs as originally planned.

In the second sub-section "*5.2 Project plan with timetable and work packages*", please describe the project plan and the individual work packages. Please describe the content of each work package mentioning:

- a) Name of the work package
- b) Responsible and involved partners
- c) Main activities in the work package
- d) Key results and deliverables of the work package

Furthermore, please explain the structure and the schedule of the project plan with your work packages as well as with key review and decision points in the schedule. The detailed time and resource planning for the work packages will be done in the Excel Project Plan (see information regarding the Excel Project Plan below). Once you have completed the Excel Project Plan, you can copy the time schedule / Gantt chart from the sheet "Work Packages" in the Excel Project Plan and paste it as a graphic in this section.

In the sub-section *"5.3 Financial plan"*, please describe key points regarding the main cost components: personnel, equipment and other costs. This can include an overview about which partner will employ how many people in which roles and for how long. In case you request a higher amount to buy equipment, please explain why it is necessary to buy such equipment, what the consequences would be if the equipment would not be available and why it is not possible to buy the equipment without the SFA-AM project funding.

In addition to this general information about key cost components, you need to complete the Excel Project Plan and enter detailed information about personnel, equipment and other costs (see information regarding the Excel Project Plan below). As mentioned above, you need to paste the resulting project cost table of the Excel Project Plan in the section *"3 Project Costs"*.

2 Excel Project Plan

The Excel Project Plan is a tool to plan your project in more detail. It contains many formulas and automatic calculations. Therefore, I protected the individual Excel sheets by a password. Without removing the password protection, you are only able to enter values in the white unprotected fields. The password protection avoids that you overwrite formulas to calculate values and summarize your entries. You can download the template of the Excel Project Plan from the SFA-AM website: <https://www.sfa-am.ch/period-2021-2024.html>.

In the Excel Project Plan, you need to enter information about:

- Names or descriptions and categories of the project staff (sheet *"Personnel Base Data"*),
- Work packages, milestones and employments with start and end dates (sheet *"Work Packages"*),
- Personnel resources (sheet *"Personnel"*),
- Equipment costs (sheet *"Equipment Costs"*) and
- Other costs (sheet *"Other Costs"*).

2.1 Personnel Base Data

As a first step, please complete the sheet *"Personnel Base Data"*. Please start by selecting the home institutions and by entering the abbreviation of the laboratory or the research group of the Project Leader and of the other project partners from the ETH Domain. In total, you can enter a maximum of eight project partners.

As a second step, please enter for the project leader and for each project partner the names (if already known) or descriptions and the categories (PhD Student or Post-Doc) of the collaborators who will take over major parts of the project work and who need to be taken into account in the calculation of personnel costs. You can enter a maximum of six collaborators per partner. Based on your entries, the annual personnel costs per collaborator will be calculated automatically. This amount includes already the employer's social security contribution as a lump sum.

2.2 Work Packages

The next step is to enter information about your work packages and the project time schedule in the sheet *"Work Packages"*. Please start by entering the Project Name in cell A2 and the Project Start Date in cell D2. Then in column A, you need to enter the names of your work packages that you mentioned in section *"5.2 Project plan with timetable and work packages"* of the Full Proposal document. For each work package, you need to enter a start and end date.

In addition to the work packages, you can enter milestones in column A. These milestones can either be important review or decision points or key results and deliverables. A milestone should have the same start and end date, hence a duration of zero months.

The duration of the work packages in months will be calculated automatically. Furthermore, a Gantt chart will be generated with work packages in blue and milestones in red. You can copy the time schedule / Gantt chart and paste it as graphic in the section *"5.2 Project plan with timetable and work packages"*.

Currently it is possible to enter up to 90 work packages or milestones in the Excel Project Plan. If you want to enter more than 90 work packages or milestones, please contact me.

2.3 Personnel

There are two options how you can plan the personnel resources and the related personnel costs:

- Option A: You do a detailed resource planning by assigning a certain workload or employment level of a collaborator to each work package. This might get complicated in case of many shorter work packages, if you want to ensure that a person has a constant employment level over a longer period, e.g. 100% employment level for a PhD student for four years or a 50% workload for a Postdoc for two years.
- Option B: The easier alternative is that you plan the employment of the project staff by completing for every collaborator that you mentioned in the sheet "*Personnel Base Data*" a separate row. You can enter these rows as a block of rows below the block with your work packages rows. In the column A of each of these rows, you enter the description of the collaborator or his employment. Then you add a start and end date of his employment / assignment in the columns B and C of the "*Work Packages*" sheet.

After you entered all work packages and – in case that you chose Option B – also the collaborators, you need to enter the workload / employment levels of the collaborators in the sheet "*Personnel*".

- For Option A, you choose a work package row and enter for a project partner a collaborator by selecting an entry from the drop down list of the Excel cell showing the collaborators that you entered in the sheet "*Personnel Base Data*". Then enter the percentage employment level / workload of this collaborator in the work package. You can assign one collaborator per project partner, hence up to eight collaborators to a work package. However, if two collaborators of one project partner are involved in the same work package, you need to enter the work package twice in the sheet "*Work Packages*".
- For Option B, you do the same, but not in a row of a work package, but in the row in which you entered the specific collaborator or his employment in column A.

After you entered the information mentioned above in sheets "*Work Packages*" and "*Personnel*" the Excel file will automatically calculate all personnel costs per partner and per year in columns AL to CF of this sheet as well as in the sheet "*Project Costs*".

2.4 Equipment

The next step is to enter information about the key equipment that you plan to purchase and that is needed to execute the project plan (blue sheets). For this purpose, please complete the sheet "Equipment Costs". Here you can choose between different types of equipment: production equipment, measurement equipment, IT hardware/software and others. Please enter the total costs of the equipment as well as the required funds in CHF, which could be lower than the total costs in case the equipment is partially funded by other means. Once you have entered the information about the equipment costs, you need to refresh the figures in the pivot table on the sheet "*Pivot Tables Equipment Costs*" in order to update the figures of the equipment costs in the sheet "*Project Costs*". Therefore, right-click in a light-blue pivot table on the sheet "*Pivot Tables Equipment Costs*" and select "Refresh" from the context menu.

2.5 Other Costs

A similar procedure is necessary for the other costs (green sheets). Please complete the sheet "Other Costs". Here you can enter costs of raw materials, travel expenses, third party services or others that are directly related to the planned project. Please enter the other costs in CHF. Once you have entered the information about other costs, you need to refresh the figures in the pivot table on the sheet "*Pivot Tables Other Costs*" in order to update the figures of the other costs in the sheet "*Project Costs*". Therefore, right-click in a light-blue pivot table on the sheet "*Pivot Tables Other Costs*" and select "Refresh" from the context menu.

2.6 Project Costs

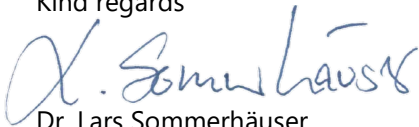
When you entered all requested information in the Excel Project Plan, you can open the sheet "*Project Costs*", copy the table with the project cost information and paste it as a graphic in the section "*3 Project Costs*" of the Full Proposal document.

3 Submission of documents

When everything is completed and looks good, please send me the completed Excel Project Plan as Excel file together with the completed Full Proposal document as Word or RTF file and as PDF file by email. The deadline to submit the files is **Monday, 14 December 2020** (end of day).

If you have questions how to complete the Full Proposal document or the Excel Project Plan, if you are facing problems entering data into the Excel sheets or if any other issue arises, please contact me and I will try to help and fix the problem. I look forward to receiving the Full Proposals of your projects.

Kind regards



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