



Full Project Proposal Proposer's Guide

Guidance for preparing and submitting a SMART Full Project Proposal (FPP)

GUIDE

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SMART Office

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1. Purpose and role of the Full Project Proposal

The Full Project Proposal (FPP) is the detailed proposal prepared after the PO stage and used to assess the fully developed project. Consortia invited to FPP should explicitly address the recommendations and suggestions identified in the PO Evaluation Summary Report (ESR).

The FPP also becomes an important reference for subsequent project reporting and monitoring. It must therefore define the rationale, market and societal impact, technological innovation, consortium, project structure, work packages, resources, milestones and deliverables with sufficient clarity for later verification.

Exceptional direct FPP submissions

SMART follows a two-stage process: Project Outline (PO) followed by Full Project Proposal (FPP). Participation in the PO stage is **mandatory**. A direct FPP submission without a preceding PO may be considered only in **exceptional** cases and must be agreed in advance with the SMART Office and the relevant NFAs.

2. Before preparing the FPP

2.1 Start from the PO evaluation feedback

Review the PO Evaluation Summary Report (ESR) and address the recommendations and suggestions identified at PO stage.

2.2 Use the current SMART documents

Always work from the latest documents published for the relevant call. The core FPP submission package consists of the four mandatory items below. The project data completed in the Cluster Projects Tool must be fully consistent with all uploaded files.

- FPP Template — complete the current SMART FPP Template and submit the final version as a PDF.
- FPP Financial Template — complete the current Excel workbook and submit it as a separate Excel file; the two financial summary tables must also be pasted into Section 7 of the FPP Template.
- Form C / Participant Profile — submit one completed and signed Form C for each participant, following the instructions in the current Form C template.
- Declaration of Acceptance (DoA) — submit one completed and signed DoA for each participant, following the instructions in the current DoA template.
- SMART documents and templates: <https://www.smarteureka.com/submit-your-proposal/documents-and-templates/>
- Funding and countries: <https://www.smarteureka.com/submit-your-proposal/funding-and-countries/>
- Cluster Projects Tool: <https://cluster-projects.eurestools.eu>

2.3 Eligibility, funding and NFA contact

- Maintain the SMART eligibility conditions applicable to the call, including the required international industrial participation, civil purpose, innovation and market orientation.
- SMART applies the consortium-balance rule that participants from one country should not jointly account for 70% or more of the total project budget. Some countries may apply more restrictive national limits or consortium-balance rules; participants must therefore check the applicable national conditions with the relevant NFA.
- Each participating country should confirm national eligibility, funding rules, application timing and any national documents with its NFA. Where a participant intends to self-fund, that participation route should also be confirmed where relevant.
- SMART does not directly fund projects. Funding is provided through national programmes and procedures.

- Complete the FPP Contact with NFAs section for every participating country.

2.4 Units and terminology

Use the same units throughout the FPP

- Express every budget figure in k€.
- Express every human-resource figure in person-years (PY).
- Use the conversion 1 person-year (PY) = 12 person-months (PM).
- Use project months (M1, M2, etc.) for relative timing, milestones and deliverables.

2.5 Use of generative AI tools

- Generative AI tools may be used to support proposal preparation, provided that applicants remain fully responsible for the accuracy, integrity and quality of the submitted content.
- Any substantial use of generative AI should be transparently disclosed; basic editorial support (e.g. language or style improvements) is not considered substantial use.
- Applicants should verify all AI-generated content and references and ensure that confidential, personal or intellectual-property-protected information is handled appropriately.

3. Submission package and process

1. Create or use the consortium project record in the Cluster Projects Tool and complete the required online data.
2. Prepare the FPP narrative using the current SMART FPP Template and export the final version to PDF.
3. Complete the mandatory FPP Financial Template in Excel. Preserve the formula logic; if additional WPs, partner rows, years or other structural extensions are needed, adapt the workbook consistently and verify that all totals remain correct. Paste the two completed financial summary tables into Section 7 of the FPP Template.
4. Prepare one Form C and one Declaration of Acceptance (DoA) for each participant. Follow the instructions in the current templates and obtain the signature of an authorised representative; electronic signature is preferred.
5. Upload the FPP PDF, the FPP Financial Template in Excel, every signed Form C and every signed DoA to the Cluster Projects Tool before the deadline. No postal submission is required. Perform a final cross-document consistency check before submission.
6. If the maximum number of upload slots is reached, group supporting documents such as Form C and DoA files into one or more clearly named ZIP files. Keep the individual files inside each ZIP clearly identifiable.

Submission consistency

The online form, narrative PDF, financial workbook, Form C documents and Declarations of Acceptance must describe the same project and participants. Any difference in partner names, countries, total cost, PY, start date, duration or WP allocations can create eligibility or evaluation problems.

4. How the FPP is evaluated

The current SMART FPP evaluation form contains six scored main sections plus supporting non-scored fields. Evaluators assess the evidence provided in the proposal, assign a score to each scored main section and record conclusions, weaknesses and recommendations for improvement.

Evaluation area	What is assessed	Status
Project overview	Project data displayed in the platform.	Not scored
One-page description	Clarity and persuasiveness of the concise project description.	Not scored
Rationale of the project	Problem statement; solution concept; expected project outputs.	Scored
Market and societal targeted impact	Market analysis; market value chain; consortium market access; partner market access; UN SDGs.	Scored
Technology	State of the art; innovation and novelty; KPIs including dissemination; technology value chain/solutions.	Scored
Consortium overview	Partner descriptions; roles and contributions; business and technology cooperation added value.	Scored
Realisation	Project structure; milestones; work packages and effort allocation; deliverables.	Scored
Writing quality	Readability; focus and conciseness.	Scored
Conclusions / recommendations	Overall strengths, weaknesses and key improvements.	Not scored

4.1 Rating scale

Score	Rating	Meaning
1	Very low	Unacceptable or missing
2	Low	Insufficient, lacking or inadequate
3	Satisfactory	Sufficient quality
4	Good	High quality
5	Excellent	Outstanding work

4.2 What evaluators expect

- Evidence should be specific enough to support the section score and later monitoring. Avoid generic statements that cannot be verified.
- Market and technological claims should use relevant, current sources and clearly identified baselines.
- Outputs, KPIs, milestones, WPs, deliverables, PY and costs should form one coherent implementation logic.
- Partner roles and resource allocations must be credible: every partner charging effort or costs should have a clearly described contribution.
- Writing quality is scored across the full proposal, so clear structure, concise language and well-designed tables and figures matter.

5. Preparing the FPP narrative

5.1 Project identification and key information

Complete the identification table exactly as requested in the FPP Template: proposal full name, acronym, coordinator, planned starting date, duration, total PY, total eligible cost and an abstract of maximum 10 lines. The consortium list must use the same legal or agreed short names and countries as the Financial Template and the Cluster Projects Tool.

Select the relevant SMART application sectors and research and innovation domains from the SMART Technology Roadmap. The selected sectors and domains must be coherent with the actual project scope and should be supported by the proposal narrative.

5.2 Section 1 - One-page description

- Provide a self-contained overview of the problem or need, solution concept, main expected outputs, technological novelty, target market and societal or industrial impact, consortium and implementation approach.
- Use concrete language and avoid unexplained technical detail. This section should provide a convincing overview without requiring the reader to consult the rest of the proposal.

5.3 Section 2 - Rationale of the project

2.1 Problem statement

Describe the problem or unmet need, limitations and bottlenecks, affected users or stakeholders and the industrial, technological, market and/or societal context. Explain why the problem is important and timely. Do not describe the proposed solution here.

2.2 Solution concept

Explain the core project idea and how it addresses the problem. State clear, realistic and measurable objectives and main use cases. Show the logical link between need, activities, outputs and intended effects; keep detailed architecture and novelty for Technology.

2.3 Expected project outputs

Define the concrete outputs that will exist at project closure, including core functionality, starting point, target maturity, owner or beneficiary and verification. Distinguish new outputs from pre-existing background and complete the Expected output summary table.

5.4 Section 3 - Market and societal targeted impact

3.1 Market analysis

Focus on actual target markets and customer segments. Provide current evidence on market size, trends, growth, geographic differences, competitors, alternatives, barriers and threats. Explain industrial impact and why the assumptions are credible; identify sources and dates for quantitative information.

3.2 Market value chain

Map the processes and actors involved in developing, producing, integrating, delivering, using and supporting the proposed product or service. Include customers, suppliers, technology providers, integrators, end users and relevant regulators or standardisation bodies. Show where outputs and consortium partners sit in the chain.

3.3 Consortium market access

Explain the consortium-level route to exploitation and combined access to markets, customers and industrial validation environments. Describe joint exploitation, deployment or commercialisation timing and the role of IP and standardisation where relevant.

3.4 Partner market access

For every partner, identify relevant result(s), target market or users, current position or access channels, route to exploitation or impact and expected timing. For universities and research organisations, describe knowledge-transfer, licensing, training, standardisation or other routes to impact.

3.5 Contribution to UN SDGs

Identify only materially relevant UN SDGs and targets, explain the direct causal link to project activities or outputs and quantify expected contribution wherever possible. Avoid generic sustainability statements.

5.5 Section 4 - Technology

4.1 State-of-the-art (SoTA) analysis

Describe the current industrial and academic baseline, including products, prototypes, research results, standards and trends. Use current sources and explain how related EUREKA, EU and other projects, including partners' previous or ongoing work, relate to the FPP. Clearly identify the limitations or gaps to be addressed.

4.2 Summary of technological innovation and novelty in relation to the SoTA and strategic relevance

Explain each principal technological advance and compare it directly with the state of the art. Clarify what is genuinely novel, the technical challenge or breakthrough and how the work builds on existing background. Justify strategic relevance for advanced manufacturing, the SMART scope and relevant value chains.

4.3 Quantified KPIs including dissemination

Define clear, measurable and time-bound KPIs with baseline, target, measurement method, timing and responsible partner or WP. Cover technological and exploitation-oriented results and relevant industrial, market or sustainability performance. Include a dissemination and communication strategy with audiences, channels, timing, responsibilities and measurable indicators.

4.4 Technology value chain/solutions

Describe the complete technological solution: functions, modules, building blocks, flows, interfaces and dependencies. Explain which partners deliver the technological innovations and the added value of their collaboration, focusing on differentiating value and unique selling propositions.

5.6 Section 5 - Consortium overview

5.1 Partner descriptions

Provide a concise project-specific profile of capabilities, business or mission, relevant products or research, expertise, infrastructure, track record, key personnel, assigned role and capacity to deliver and exploit. Explain how gender balance is considered in the project team and, where relevant, in the proposed solution or use cases.

5.2 Consortium roles and contributions

Use the matrix to define each partner role, type, WPs/tasks, contribution to outputs and leadership responsibilities. Explain complementarity, balance, international collaboration and key partner or country interfaces. Avoid inactive or weakly justified partners.

- Type codes: I = Industry / Large Company; S = SME (Small and Medium-sized Enterprise); U = University; R = Research Institute.
- Main role codes: C = Coordinator; P = Partner; SC = Subcontractor.

5.3 Cooperation added value: business level

Explain the business rationale for the consortium, value-chain completeness, end-user or customer involvement and benefits for partners and participating countries. Identify gaps or overlaps and explain how they are managed.

5.4 Cooperation added value: technology level

Explain technological complementarity, unique capabilities and value created through collaboration and integration. Demonstrate why the international collaboration is needed and identify technical gaps, redundancies or dependencies and how they are addressed.

5.7 Section 6 - Realisation

6.1 Project structure

Describe the WPs, WP sequence, dependencies, interfaces, integration and validation logic, governance and decision-making. Explain how the structure supports objectives, outputs and KPIs, why the schedule and resources are feasible, and the principal implementation risks and mitigation measures. Use WBS, PERT, Gantt or similar diagrams where useful.

6.2 Main milestones

Define a limited set of significant technical or business achievements, validation events or decision points. State the due month, related WPs and outputs, responsible partner and objective means of verification. Do not use routine meetings or ordinary reports as milestones.

6.3 Work package description and summary of effort allocation per WP

- Provide an overview of all WPs and duplicate the WP template for every work package.
- Describe tasks, timing, dependencies, partner contributions and resources in enough detail to demonstrate feasibility and ownership.
- Use PY and k€ values that are identical to the mandatory Financial Template and explain subcontracting within the relevant WP.
- The number of work packages is not limited. Add further WPs as required and extend the Financial Template consistently.

6.4 Deliverables

Provide one consolidated list of project-level deliverables with self-explanatory title, type, related WP, responsible partner and due month. Include non-document outputs such as demonstrators, prototypes or

software where appropriate. Keep the list relevant and avoid duplicate versions, routine internal documents and unnecessary reporting deliverables.

5.8 Section 7 - Financial information

Complete the separate FPP Financial Template and paste into Section 7 the two summary tables generated from it: (1) PY and costs per partner and year; and (2) PY and costs per partner and WP. Use the Excel workbook as the source of the figures and do not manually recreate or alter calculated values.

If subcontracting exists, complete Section 7.1 by identifying the subcontractor and the participant that subcontracts it, describing the subcontracted activities and stating their cost in k€. The explanation must be consistent with the Financial Template and the relevant work package description.

5.9 Section 8 - Contact with NFAs

Complete the table for every participating country with the NFA, person contacted and relevant comments. The purpose is to demonstrate that the consortium has checked national eligibility, funding conditions and any country-specific requirements before submission.

6. Completing the FPP Financial Template

The FPP Financial Template is the authoritative source for the detailed PY and cost figures used in the FPP. Use only editable cells, retain formulas and ensure all totals reconcile with the narrative and the Cluster Projects Tool.

Workbook area	Current structure and use
Sheet "Summary by Year"	Total PY and costs per partner and per year: Year 1, Year 2, Year 3 and Total.
Sheet "Summary by WP"	Total PY and costs per partner and per WP. The current workbook is pre-populated with WP1-WP6 and Total; add further WP blocks or columns as required by the project, following the same formula and formatting logic.
Cost categories	Labour PY and labour cost, material, other, subcontracting and total cost, all costs in k€.
Partners	The current workbook contains seven partner rows; add further rows when required and extend formulas consistently.
Narrative link	Paste the two workbook summary tables into FPP Section 7 exactly as generated; do not manually alter the figures.
Consistency	Partner names and order, PY, costs and WP allocations must match the FPP narrative and Cluster Projects Tool.

Workbook capacity

The number of work packages is not limited. The current Financial Template is pre-populated with six WP blocks only as a starting structure. If the project requires more WPs, add the necessary WP blocks or columns and extend the formulas, totals and summary ranges accordingly. Additional partner rows or years may also be added when needed, following the existing structure and formatting.

7. Supporting documents

7.1 Form C / Participant Profile

A Form C / Participant Profile is mandatory for every participant at FPP stage. Complete it in accordance with the instructions in the current Form C template. It must be signed by an authorised representative, preferably using an electronic signature, and uploaded to the Cluster Projects Tool. No postal submission is required. Legal and contact information must be consistent with the FPP and online project record.

7.2 Declaration of Acceptance (DoA)

A Declaration of Acceptance (DoA) is mandatory for every participant at FPP stage. Complete it in accordance with the instructions in the current DoA template. It must be signed by an authorised representative, preferably using an electronic signature, and uploaded to the Cluster Projects Tool. No postal submission is required.

8. Final quality and consistency checklist

- Address the recommendations and suggestions from the PO phase, unless the proposal is an exceptional direct FPP submission.
- Use the latest FPP Template, FPP Financial Template, Form C and Declaration of Acceptance templates for the call.
- Replace all placeholders and remove green guidance boxes before final submission.
- Confirm that project title, acronym, partner names and countries, start date, duration, total PY and total cost match across the PDF, Excel and online form.
- Use k€ and PY consistently; 1 PY = 12 PM.
- Ensure the selected SMART application sectors and research and innovation domains are consistent with the SMART Technology Roadmap and supported by the proposal narrative.
- Ensure outputs, KPIs, WPs, milestones, deliverables, effort and costs are mutually consistent and traceable.
- Ensure every partner with effort or cost has a clearly described role and contribution.
- Check that market and state-of-the-art evidence is current and sourced.
- Confirm that exploitation routes are partner-specific and credible, with timing and responsibilities.
- Complete NFA contacts for all participating countries and confirm national eligibility and funding routes.
- Confirm that participants from one country do not jointly account for 70% or more of the total project budget, and check whether any participating country applies a more restrictive national limit or balance rule.
- Confirm that one signed Form C and one signed DoA have been prepared for every participant and uploaded to the Cluster Projects Tool; electronic signature is preferred and no postal submission is required.
- Where generative AI has been used substantially in proposal preparation, ensure that its use is transparently disclosed and that all AI-generated content and references have been verified.
- Review the complete FPP for readability, focus, conciseness and internal consistency.

9. After submission and labelling

After submission, FPPs are reviewed within the SMART evaluation and decision process together with the relevant Public Authorities / NFAs. The technical evaluation, the information available from participating countries and the subsequent SMART governance discussions contribute to the final decision on whether the project receives the SMART Label.

The SMART Label does not itself constitute a funding award. After labelling, participants must complete any national applications, procedures or conditions required by their NFAs. The approved FPP then serves as a key baseline for project monitoring and future change requests.

10. Contact and references

SMART Office: info@smarteureka.com | www.smarteureka.com

Current call documents: <https://www.smarteureka.com/submit-your-proposal/documents-and-templates/>

Funding and NFA information: <https://www.smarteureka.com/submit-your-proposal/funding-and-countries/>

Cluster Projects Tool: <https://cluster-projects.eurestools.eu>