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**DIGITAL, INNOVATION, AND GREEN TECHNOLOGY PROJECT
(DIGIT PROJECT)**

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**REPUBLIC OF CROATIA**

**MINISTRY OF SCIENCE, EDUCATION AND YOUTH**

Donje Svetice 38, Zagreb 10 000, Croatia

**DIGITAL, INNOVATION, AND GREEN TECHNOLOGY PROJECT**

**(DIGIT PROJECT)**

IBRD LOAN NO. 9558-HR

PROJECT ID: P180755



**ANNEX IV. APPLICATION FORM**

**CALL FOR PROPOSALS**

**“ROUTES TO SYNERGIES”**

CALL REFERENCE NUMBER: DIGIT.2.2.02

April 2025

**Application form**

**Note: The application form should be completed through the online portal. All project proposals must be submitted electronically through the designated submission portal. The provided application form is indicative and is intended to guide applicants on the expected format and structure. Applicants should carefully follow this format to ensure all necessary information is included.**

### **1. Project overview**

|  |
| --- |
| Project Information |
| Project title: | *<Name of the project>* |
| Name of the Applicant: | *<Name of the organization>* |
| Name of partner (if applicable): | *<Name of the organization>* |
| Project duration: | *<Proposed project start and end dates (maximum 12 months)>* |
| Total budget: | *<Total project budget in euros>* |
| Total grant amount: | *<Total grant amount in euros>* |
| Project objectives:  | *<Overall objective(s)>**<Specific objective(s)>* |
| Project activities: | *<List the main activities planned under the project>* |
| Target group(s): | *<List the main target groups/entities who will directly benefit from the project>* |

### **Information about the applicant and partner (if applicable)**

*Please fill in the fields in the table with information for the applicant and project partner (if applicable).*

|  |
| --- |
| Information about the Applicant |
| Name of the Applicant |  |
| Type of legal entity (drop-down list) | *<public higher education institution, public research institute, other public research organization>* |
| Personal identification number  |  |
| Street and house number |  |
| Municipality/City |  |
| Zip code |  |
| Country |  |
| Is VAT on the applicant's project-related expenses recovered through regular business operations? | YESNO  |
| Type of contracting authority according to the Law of Public Procurement | *<Public contracting authority>**<Sectoral contracting authority>**<Not applicable>* |
| Phone/cell phone number |  |
| E-mail address |  |
| Web page |  |
| Responsible person |  |
| Function |  |
| Personal identification number  |  |
| Phone/cell phone number |  |
| Responsible person’s e-mail |  |
| Contact person for this project |  |
| Function |  |
| Personal identification number  |  |
| Phone/cell phone number |  |
| Contact person’s e-mail |  |
| Information about Partner (if applicable) |
| Name of the Partner |  |
| Type of legal entity (drop-down list) | *<public higher education institution, public research institute, private higher education institution, private research institute, other public research organization>* |
| Personal identification number  |  |
| Street and house number |  |
| Municipality/City |  |
| Zip code |  |
| Country |  |
| Is VAT on the partner's project-related expenses recovered through regular business operations? | YESNO  |
| Type of contracting authority according to the Law of Public Procurement | *<Public contracting authority>**<Sectoral contracting authority>**<Not applicable>* |
| Phone/cell phone number |  |
| E-mail address |  |
| Web page |  |
| Responsible person |  |
| Function |  |
| Personal identification number  |  |
| Phone/cell phone number |  |
| Responsible person’s e-mail |  |

### **Abstract**

|  |
| --- |
| Abstract of the Project (max 5,000 characters with spaces) |
| *<Provide a concise summary of your project, outlining its objectives, and the target group(s) it aims to benefit. Include the activities, expected results and impact of the project.>* |

1. **Project excellence**
	1. Clarity of objectives and strategic vision

|  |
| --- |
| Clarity of objectives and strategic vision (max 5,000 characters with spaces) |
| *<Clearly define and articulate the project’s objectives, ensuring they are specific, measurable, attainable, and aligned with the objective of the Call. Focus on how your project will contribute to fostering collaboration, increasing competitiveness within the Horizon Europe framework, and strategically positioning the consortium for successful participation in Horizon Europe calls. Ensure that the project’s vision demonstrates a clear direction toward strengthening research and innovation efforts.>* |

* 1. Innovative approach and strategic integration

|  |
| --- |
| Innovative approach and strategic integration (max 5,000 characters with spaces) |
| *<Highlight the originality and innovative aspects of your project. Describe how your approach will strengthen research, development and innovation (RDI) capacities through activities such as new methods of training, fostering international collaboration, knowledge exchange, and networking efforts.**Clearly demonstrate how the project builds on a previously implemented or ongoing project financed for RDI activities through ERDF or the RRF. Specify the research infrastructure and capacities developed or being developed through that project, such as facilities, laboratories, equipment, researcher expertise, technical skills, institutional knowledge, collaborative networks, and validated data and methodologies, that will be utilized and further enhanced. Explain how the project ensures strategic integration by leveraging these resources, to support preparatory RDI activities, enhance collaboration, and strengthen research partnerships.**Ensure a clear distinction between capacity-building efforts, which focus on human resource development (e.g., training, mentoring, and skill-building), networking efforts, which facilitate new research collaborations and strengthen participation in international consortia, and the strategic use of research infrastructure, which enhances the technical and research capabilities necessary for preparing Horizon Europe applications. Describe how the project maximizes synergies between previous investments and future research opportunities, reinforcing Croatia’s long-term competitiveness in the European research landscape.>* |

### **Project potential**

* 1. Alignment with strategic frameworks and policy objectives

|  |
| --- |
| Alignment with strategic frameworks and policy objectives (max 5,000 characters with spaces) |
| *<Clearly show how your project aligns with Croatia’s Smart Specialization Strategy (S3) and other relevant national and international policies. Make a strong case for how your project contributes to broader development priorities and strategic frameworks. Articulate your project's direct contribution to these overarching objectives.>* |

* 1. Level of scalability and sustainability

|  |
| --- |
| Level of scalability and sustainability (max 10,000 characters with spaces) |
| *<Evaluate the project’s potential to expand or adapt its successful activities, results, or methodologies. Describe how the project outcomes, such as training programs, or collaboration models, can be scaled to other research organizations, sectors, or regions. Focus on the mechanisms and frameworks developed through the project that could support future Horizon Europe projects or new consortia formation. Demonstrate the project's potential to build lasting networks and create standardized processes that are easily replicable in new contexts.**Assess the project’s plan to ensure the longevity of its impact beyond the initial funding period. The proposal should outline strategies for maintaining and leveraging enhanced capacities, collaborations, and resources developed during the project. This could include continuing knowledge-transfer activities, or securing ongoing partnerships that contribute to the preparation and success of future EU or national RDI projects.>* |

1. **Project feasibility**
	1. Intervention logic and implementation plan

|  |
| --- |
| Intervention logic and implementation plan (max 10,000 characters with spaces) |
| *<Present a clear intervention logic and implementation plan. Explain how the project proposal aims to realize its planned objectives and results. Identify appropriate project activities and provide a clear link to project outputs, outcomes, objectives, indicators, as well as the proposed budget. Create a coherent implementation plan, including a realistic timeline with key milestones. Allocate responsibilities effectively among applicant and partner (if applicable) to ensure smooth execution of the project.>* |

* 1. Project management

|  |
| --- |
| Project management (max 5,000 characters with spaces) |
| *<Describe the organizational structure planned for the project management.**Detail the project’s decision-making processes and how they will be implemented to ensure effective project management (e.g., financial management such as capacities for reports submissions, procurement management, staffing, etc.). Explain why the organizational structure and decision-making mechanisms are appropriate to the complexity and scale of the project.>* |

* 1. Risk and mitigation

|  |
| --- |
| Risk and mitigation  |
| *<Describe any critical risks related to project implementation that may prevent the stated project's objectives from being achieved.>**<Detail any risk mitigation measures that will be put in place. Provide a table with critical risks identified and the corresponding mitigating actions.>* |
| Defined risk (external and internal) | **Description****(max 500 characters with spaces)** | **Likelihood of their occurrence (low/medium/high)** | **Impact (low/medium/high)**  | **Risk mitigation measures****(max 500 characters with spaces)** |
| *…* |  |  |  |  |
| *…* |  |  |  |  |
| *…* |  |  |  |  |

* 1. Resources

|  |
| --- |
| Resources (max 10,000 characters with spaces) |
| *<Provide a detailed description of the applicant and partner (if applicable) involved in the project. Highlight the key expertise and practical experience the applicant and partner (if applicable) bring, focusing on their capacity to fulfill the project’s objectives. Emphasize the human and technical resources that the applicant and the partner contributes, ensuring effective project implementation and collaboration.* *Describe the existing research infrastructure that will be utilized for the project activities, specifically the infrastructure intended for future Horizon Europe project implementation.**List up to 5 previous projects, activities, or collaborations involving the project team members (such as the project manager and key staff). Include only projects that demonstrate experience in successful implementation, strategic coordination, or international cooperation.**Include CVs for each project team member, such as project manager, coordinators, and key staff members, focusing on their roles and competencies within the project.**Provide a summary of the budget, breaking it down by the main cost categories, such as personnel, equipment, travel, and other direct or indirect costs. Additionally, indicate the budget distribution among applicant and partner (if applicable).>* |

### **Project activities and deliverables**

|  |
| --- |
| Implementation start date |
|  |

|  |
| --- |
| Duration of implementation (months) |
|  |

*In the table below, list all project activities and the required information. If necessary, add additional rows to accommodate the number of defined activities.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the activity | Start month of activity implementation | Duration of activity implementation | Description of the activity | Deliverables  |
| *<Activity 1>* |  |  |  | *<Deliverable 1>**<Deliverable 2>**<Deliverable 3>* |
| *<Activity 2>* |  |  |  | *<Deliverable 4>**<Deliverable 5>* |
| *<Activity 3>* |  |  |  | *<Deliverable 6>* |

1. **Outcome and output indicators**

*When setting outcome and output indicators and target values, please take into account the requirements in the Theory of Change within Guidelines for Applicants.*

*Add additional rows in the table below if needed, depending on the number of planned project outcome and output indicators.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicator name | Level (output or outcome) | Target value | Deadline for achievement | Reporting frequency | Rationale for achievement |
|  | *<Outcome>**<Output>* |  |  |  |  |
|  | *<Outcome>**<Output>* |  |  |  |  |
|  | *<Outcome>**<Output>* |  |  |  |  |

1. **Budget**

*Please copy and fill a table detailing costs for each project activity.*

***[activity 1]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cost name | Cost category | Cost-responsible entity | Funding category | Number of units | Unit cost | Total | Description |
| *[cost 1]* | *<Direct costs – personnel>**<Other direct costs>**<Indirect costs>* |  | *<Research organizations>* |  |  |  |  |
| *[cost 2]* |  |  |  |  |  |  |  |
| *[cost 3]* |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |

***[activity 2]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cost name | Cost category | Cost-responsible entity | Funding category | Number of units | Unit cost | Total | Description |
| *[cost 1]* | *<Direct costs – personnel>**<Other direct costs>**<Indirect costs>* |  | *<Research organizations>* |  |  |  |  |
| *[cost 2]* |  |  |  |  |  |  |  |
| *[cost 3]* |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |

1. **Budget summary**

*Please ensure that the data entered in this section corresponds to data from the previous section and the data in this form.*

* 1. Total value of the project (EUR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total value of the project | Total eligible costs | Total ineligible costs | Ineligible costs - public funds | Ineligible costs – private funds |
|  |  |  |  |  |

* 1. Sources of funding (EUR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding category | Total eligible costs | Support intensity | Grant funds | Own funds |
| … |  |  |  |  |

1. **Horizontal principles and ethical compliance**

*In this section, describe the contribution to horizontal principles and compliance with ethics standards.*

* 1. Horizontal principles

|  |
| --- |
| Horizontal principles (max 4,000 characters with spaces) |
| *<Describe how your project complies with legal requirements related to horizontal policies, including sustainable development, equal opportunities, non-discrimination, and gender equality. Explain any additional activities your project will undertake to actively promote these principles. Note that projects with negative impacts on these principles will not be approved.>* |

* 1. Ethical compliance

|  |
| --- |
| Ethical compliance (max 4,000 characters with spaces) |
| *<Describe how your project complies with the DIGIT Project's Code of Ethics. Ensure you address each ethical principle, such as honesty, integrity, transparency, and social responsibility, and explain the measures your project will take to uphold these standards during implementation. Highlight any specific actions or safeguards you will use to prevent ethical breaches, including compliance with open access requirements for publications and data. Confirm that you understand the requirements for establishing a Grievance Redress Mechanism (GRM) and describe in detail how you will set up this mechanism. Include specifics such as the contact details (e.g., an e-mail address) for receiving public complaints or suggestions, how this information will be publicly communicated, and how you will manage and report received grievances to the DIGIT Project GRM. Ensure your GRM includes measures for recording, processing, and responding to all feedback effectively.>* |

###  **Attachments**

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| --- |
| Attachments |
| Declaration by the Applicant (.pdf format) |  |
| Declaration by the partner (if applicable) (.pdf format) |  |
| Statute or other relevant act proving the legal status of the applicant/partner (.pdf or .zip format) |  |
| CVs of project team members (.zip format) |  |
| Grant Agreement of the ERDF or RRF project (.pdf format) |  |
| Approved final report of the ERDF or RRF project (if applicable) (.pdf format) |  |