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



CALL FOR PROPOSAL FOR THE DIRECT AWARD

**RENOVATION AND EQUIPPING OF THE HEADQUARTERS AND OPEN LABORATORIES (CoE MARBLE HQ)**

CALL REFERENCE NUMBER: DIGIT.1.1.03

ANNEX III. APPLICATION FORM

October 2025

## Application form

**Note: This application form must be completed via the eDIGIT portal. Project proposal must be submitted electronically through the designated portal. This application form is provided for guidance purposes only, to help the applicant understand the expected format and structure. Applicant is required to follow this format carefully to ensure that all necessary information is provided.**

### Project overview

|  |  |
| --- | --- |
| Project Information | |
| Project title: | *<Name of the project>* |
| Name of the Applicant: | *<Name of the research organization>* |
| Project duration: | *<Proposed project start and end dates (maximum 36 months)>* |
| Total project budget: | *<Total project budget in euros, including detailed distribution>* |
| Total grant amount: | *<Total grant amount in euros>* |
| Project objectives: | *<Overall objective(s)>*  *<Specific objective(s)>* |
| Expected outputs: | *<List the main expected outputs from the project>* |
| 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>* |

### Applicant information

*Please fill in the fields in the table with information for the project applicant.*

|  |  |
| --- | --- |
| Information about the Applicant | |
| Name of the Applicant |  |
| Type of legal entity |  |
| Personal identification number |  |
| Street and house number |  |
| Municipality/City |  |
| Zip code |  |
| Country |  |
| 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 |  |
| Phone/cell phone number |  |
| Contact person’s e-mail |  |

### Abstract

|  |
| --- |
| Abstract of the Project (max 10,000 characters with spaces) |
| *<Provide a comprehensive description of the project proposal. Specify the planned activities, their expected results, and explain how these are linked to the objectives and indicators of the Call. Describe the overall contribution of the project in terms of strategic relevance, long-term socio-economic impact, and added value. Justify the investment by explaining why the proposed intervention is necessary and what needs it addresses. Clearly define the target groups and final beneficiaries of the project. The description should provide a clear overview of the project for evaluators, highlighting the innovative aspects and potential impact.>* |

### Project excellence

* 1. Scientific dimension (scientific and technological excellence)

|  |
| --- |
| Scientific dimension (scientific and technological excellence) (max 10,000 characters with spaces) |
| *<Describe how the investment in research infrastructure will contribute to strengthening scientific and technological excellence in the relevant field(s). Explain how the upgraded or newly established infrastructure will support advanced research activities, foster innovation, and enhance the capacity to generate new scientific knowledge. Describe the research capacities that will be engaged in using the newly established infrastructure, including key researchers, their expertise, experience in relevant scientific fields, and track record in national and international projects. The description should demonstrate how the composition and capacities of the research team correspond to the complexity and scale of the proposed investment.Clearly indicate how the project will enable progress beyond the current state-of-the-art and facilitate successful technology transfers, intelectual property applications, and scientific publications. Justify the relevance and strategic value of the infrastructure in enabling high-quality research, development, and innovation (RDI).>* |

* 1. Cooperation

|  |
| --- |
| Cooperation (max 6,000 characters with spaces) |
| *<Describe how the newly developed research infrastructure will facilitate cooperation between institutions, sectors, or disciplines. Explain the cooperation model foreseen in the project and its added value for the implementation of RDI activities. Clearly outline the roles, responsibilities, and complementarities of the participating entities. Indicate how the infrastructure will serve as a platform for interdisciplinary collaboration, exchange of knowledge, and joint use of resources. Justify how this cooperation will contribute to more effective achievement of the project’s objectives and increase its long-term impact.>* |

* 1. Internationalization

|  |
| --- |
| Internationalization (max 6,000 characters with spaces) |
| *<Describe how the project will strengthen the international visibility, connectivity, and integration of the Applicant. Present concrete plans for international collaboration, participation in cross-border or EU-level RDI initiatives, and activities aimed at attracting international researchers and institutional partners. Explain whether and how the proposed infrastructure will support researcher mobility, access by foreign institutions, and participation in international networks. Where applicable, provide details on existing or planned partnerships with internationally recognized institutions, programmes, or initiatives (e.g. Horizon Europe, Teaming for Excellence, European Research Area (ERA), COST, EIT, or similar). Justify how the international dimension of the project will enhance the Applicant’s research quality, capacity-building efforts, and long-term institutional sustainability.>* |

### Project potential

* 1. Strategic dimension

|  |
| --- |
| Strategic dimension (max 6,000 characters with spaces) |
| *<Clearly demonstrate how the project aligns with national, EU, and institutional strategic priorities, including the S3, NDS 2030, and the goals of the relevant EU initiatives and strategies. Describe the strategic importance of the infrastructure investment, and its contribution to positioning Croatia as a key actor in maritime robotics and sustainable blue economy technologies.>* |

* 1. Socio-economic dimension

|  |
| --- |
| Socio-economic dimension (max 6,000 characters with spaces) |
| *<Describe how the project is expected to generate broader socio-economic benefits beyond the immediate scope of research activities. Explain the anticipated contributions to economic growth, job creation, and social inclusion. Clarify how the project will strengthen public–private cooperation, support the innovation ecosystem, and enable technology transfer and commercial use of research results. Where relevant, describe how it will contribute to attracting, retaining, and developing talent by enhancing human capital and improving career prospects for young researchers and highly skilled professionals. Outline how the project may support institutional resilience, stimulate cross-sectoral innovation, and contribute to national and EU strategic objectives, including those related to sustainable and inclusive development.>* |

### Project feasibility

* 1. Project management

|  |
| --- |
| Management and sustainability (max 6,000 characters with spaces) |
| *<Describe the project management structure that will be put in place for the implementation of the project. Clearly outline the roles and responsibilities of individual project team members, including their relevant experience and qualifications. Provide an overview of the decision-making processes and how they will be operationalized to ensure effective and timely project implementation. Explain how the organizational setup is suited to the complexity and scale of the proposed investment, and how it supports effective coordination, oversight, and accountability. Describe the capacities of the Applicant to manage key implementation functions such as financial management, reporting, procurement, and risk mitigation. Clarify how internal coordination will be maintained, how progress will be monitored, and how issues will be addressed to ensure smooth execution of project activities.>* |

* 1. Beneficiary strategy and access policy

|  |
| --- |
| Beneficiary strategy and access policy (max 6,000 characters with spaces) |
| *<Clearly describe the long-term development strategy for the research infrastructure beyond the duration of the project. Explain how the infrastructure will be sustainably maintained, upgraded, and managed to ensure continued relevance and utility over time. Provide a rationale for how the infrastructure will be made accessible and beneficial to a wide range of users, including internal (Applicant) and external stakeholders such as academic institutions, research organizations, public authorities, and private sector actors. Demonstrate that an open, transparent, and non-discriminatory access policy is in place or will be developed, ensuring fair access for all eligible users. The policy should promote broad utilization, support collaboration, and enhance the scientific, technological, and socio-economic impact of the infrastructure. Describe the concrete measures that will be implemented to ensure the sustainability of project results, including financial, institutional, and operational arrangements. Clarify how these measures will support the achievement of the planned outcome and impact indicators. This may include mechanisms for cost recovery, resource sharing, access monitoring, capacity-building programmes, and strategic partnerships that strengthen long-term use and impact of the infrastructure.>* |

* 1. Risk monitoring and management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk monitoring and management | | | | |
| *<Clearly identify and describe all potential risks related to project implementation, including technical, financial, operational, environmental, and social risks.>*  *<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) |
| *…* |  |  |  |  |
| *…* |  |  |  |  |
| *…* |  |  |  |  |

### Methodology for capacity measurement

*This methodology forms the basis for preparing the annual Capacity use report as explained in Annex D of Annex 1, ensuring that data on the use of infrastructure are collected and presented in a consistent and transparent manner, and that the distinction between economic and non-economic activities is properly documented.*

|  |
| --- |
| Methodology for capacity measurement (max 10,000 characters with spaces) |
| * *Define the relevant entity (laboratories, centre, organisational units according to the definition in Annex I. Conditions for the preparation and implementation of projects [Annex D]);* * *Specify the methodology for measuring the capacity of the relevant entity (number of working hours or another applicable measurement unit);* * *Specify the planned depreciation period for newly acquired equipment (stated per relevant entities).>* |

### 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>* |

### Indicators

*When setting outcome and output indicators and target values, please take into account the requirements in the Theory of Change within Guidelines for Applicant (Section 3).*

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

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

### Budget

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

*Non-refundable VAT is considered an eligible cost. Applicant must increase each cost item in the budget by the amount of non-refundable VAT, if and where applicable.*

***[activity 1]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cost name | Cost category | Cost-responsible entity | Funding category | Number of units | Unit cost | Total | Description |
| *[cost 1]* | *<Other direct costs>* |  | *<Grant for research organization>* |  |  |  |  |
| *[cost 2]* |  |  |  |  |  |  |  |
| *[cost 3]* |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |

***[activity 2]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cost name | Cost category | Cost-responsible entity | Funding category | Number of units | Unit cost | Total | Description |
| *[cost 1]* | *<Other direct costs>* |  | *<Grant for research organization>* |  |  |  |  |
| *[cost 2]* |  |  |  |  |  |  |  |
| *[cost 3]* |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |

### 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)

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Total eligible costs | Grant intensity | Grant amount |
| Grant for research organization |  |  |  |

### 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 5,000 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 5,000 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

|  |  |
| --- | --- |
| Attachments | |
| Declaration by the Applicant (.pdf) |  |
| Statute or other relevant act proving the status of the research organization (.pdf) |  |
| Feasibility study with cost-benefit analysis (.pdf) |  |
| Proof of ownership or equivalent (.pdf) |  |