

AgriFoodTure Call: Cutting-edge research and innovation with high potentials for a sustainable agri-food system

Application template guideline

This document is the guideline to writing an application for AgriFoodTure funding. Please use the application templates mentioned in this guideline when writing the application.

APPLICATION DOCUMENT

The completed application template must be uploaded as a PDF in Filkassen, in a zipped folder together with other relevant application documents. The final application can contain up to 30,000 characters (incl. spaces) in the PDF. There are no requirements for distribution of characters among sections. Applicants must state the number of characters in the application. Please use font size 11 for your application. Headlines must be in **bold**.

APPENDICES

Mandatory appendices (upload as PDFs in Filkassen, in a zipped folder)

- **Appendix A:** Figures, pictures and tables. [Figures, pictures, tables](#)
- **Appendix B** - Partner motivation: Describe each partner's key competences and motivation in relation to the project activities. [Partner motivation](#)
- **Appendix C** - Key persons: Describe the key individuals in the project and include CV's for key persons. [Key persons](#)
- **Appendix D** - Gantt chart: Gantt chart showing the timing of the different work-packages. [Gantt template](#)

BUDGET

- Use the budget file supplied with the call text, which is available for download here: [Budget template](#)

KEY APPLICATION INFORMATION

Application title

- Application title (max. 240 characters)
- Acronym

Applicant

The applicant is the organisation heading the project.

Applicant information:

- CVR-no
- Organisation
- Address
- Zip code
- City
- E-mail
- Telephone no.

Contact person

When the application is submitted, you will be registered as the contact person. As contact person you will be the point of contact throughout the assessment of the application. You will be able to change the contact person after submission from your case file.

- First name
- Last name
- E-mail

Key persons ORCID

For each key person who holds an Open Researcher and Contributor ID (ORCID), state their name and ORCID.

- First name
- Last name
- ORCID

Summary

Please summarize your project proposal covering quality of the research and innovation, value creation, efficiency of project execution and implementation of results.

Related applications

Have you applied for, or received grants from, other funding agencies covering or co-financing activities which are closely related to the present project?

- Yes/No
- Please list up to four of the most relevant applications including the granting/applied funding agency and the amount granted/applied for. Also, for each project, please describe in a few lines the essence of the project and its relationship to the present application.

Project information

Duration

- Project start date (dd/mm/yyyy)
- Project end date (dd/mm/yyyy)
- Duration in months (months)

Budget

- Applied amount excl. overhead (DKK)
- Applied amount for overhead (DKK)
- Applied amount incl. overhead (DKK)
- Total budget incl. overhead (DKK)
- Investment rate in the project from AgriFoodTure (pct.)

APPLICATION DOCUMENT

The below is the guideline to writing an application for AgriFoodTure - Cutting-edge research and innovation with high potentials for a sustainable agri-food system. Please use the [Application template which can be found here](#) when writing the application. The completed application template must be uploaded in Filkassen.

1: Quality of the idea

Aim

Describe the goals and list the objectives for the project, which should be specific, measurable, achievable, realistic, and time-bound.

State of the Art

- Describe the present state-of-the-art of the academic and industrial fields at a national and international level. Be aware of related fields, which can be both of inspiration and in competition.
- Also, describe why this project will succeed in comparison with relevant work of others and the present state-of-the-art.

Competitors

- Name the most relevant academic and industrial competitors, with respect to e.g., technology or service development and/or market application.
- Also, describe how the competitors, to the best of your knowledge, are currently trying to solve the unmet need.

2: Impact

Unmet need:

- Explain the unmet need the project will address, or the business opportunity to be taken advantage of.
- Also, state the national and international magnitude of the unmet need.

Societal and/or economic impact

- Describe the estimated and expected economic and/or societal impact of the project in terms of quantitative and/or qualitative measures, based on expected launch or implementation into the society. Describe how this happens over time.

Progress towards implementation

- Describe the project position in the value chain and the progression towards implementation at project recipients or further investment.

Strategic relevance

- Explain how this project specifically will fit into the partners or beneficiaries strategic and/or political roadmap.
- Also, describe the strategic relevance of the project from a Danish perspective. This may include a description of how the Danish scientific, technical, industrial, or societal positions are strengthened.

3: Quality of execution

Overall work plan

- Describe your project in terms of specific scientific, technological, or other innovative methods applied within the project. This may include reasons for choosing specific technical methods, instruments, project organization, workflows, etc.
- Explain any critical paths, including important WP dependencies. Stop/Go decision points and milestones may be used for that purpose. Describe the resources to be allocated to each work package distributed on each project partner.

Please also provide an outline of the overall structure of the work plan. Details about each individual work package in the work plan are provided in the detailed "activity plan" section.

Show the timing of the different WPs and their components using a Gantt chart template. Upload the document under the "Attach appendices" section.

Risk mitigations

- Describe how the risks of the project are defined and managed.
- Identify, assess, and prioritize the most important risks in the project and describe their consequence, likelihood of occurrence and mitigation with reference to the listed milestones in the work plan. Using a table like below.

Risk/threat	Impact (1-10, low-medium-high or 1-5)	Likelihood (1-10, low-medium-high or 1-5)	Mitigation	Contingency plan (when applicable)
Risk 1	Medium	Low	...	...

Please note that risks can consist of both internal and external factors.

Link between project plan and budget

- When relevant, describe any budget posts that may seem extraordinary. It can for instance be relevant if you plan to purchase any expensive equipment or in other ways when you find it relevant to explain budget posts.

Governance

- Briefly describe the proposed governance model and how the project will be lead and managed.
- Explain how the organizational structure and decision-making mechanisms match the complexity and scale of the project.
- Describe the leadership qualifications of the proposed project leader.
- Explain how the project team will match the project's objectives and bring together the necessary expertise. How do the team members complement one another, and cover the value chain?

Legal, ethical, or regulatory demands

- Describe any legal, ethical, or regulatory demands or conditions, the project might encounter or comply with.
- Also, describe if any change in these demands or conditions might influence the outcome of the project.

Activity plan

Please provide a list of work packages (WP) and a description of each WP in the following table:

Work Package 1

WP Title	WP Leader	Start month	End month
Work package objectives: Work package contributors: P1, P2, P4 Description of work: Task 1.1: Task 1.2: Task x.x Related deliverables: 2 ,5 ,6 Related milestones: 1, 3, 4			

Work Package Table

WP #	WP Title	WP Leader	Start month	End month

Deliverable Table

D #	Title and description	Lead partner	Type*	Recipient**	Delivery date
1					
2					
3					
4					
5					
6					
7					

* = report, document, data, prototype, etc.

** = public, partner or partners, part of milestone, etc.

Milestone table

MS #	Name and description	Lead partner	How is the completion of the milestone validated?	Delivery date
1				
2				
3				
4				
5				

Contrary to deliverables, which must be linked to a specific WP (and, ideally, to a specific task), milestones can be attributed to several WPs at the same time.

The following definitions may be helpful:

- ‘Work package’ means a major sub-division of the proposed project
- ‘Deliverable’ means a distinct output, meaningful in terms of the project’s overall objectives and constituted by a physical item, a prototype, software, a technical diagram, etc.

Preferably, the deliverables should have well defined acceptance criteria.

- ‘Milestone’ means a control point in the project that help to chart progress. The quantitative milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. A milestone may also be a critical ‘Stop/Go’ decision point in the project, where e.g., results of a field trial determine the future direction of the project.

Provide a description of the resources to be allocated to each work package distributed on each project partner (using a table like below).

WP Partner	WP1	WP2	WP3	WP4	SUM
P1	10 PM	2 PM	...	...	...
P1	3 PM	...	...	...	...
P1	2 PM	...	...	...	...
SUM	...	...	...	...	

You may use Appendix A to provide supporting charts, tables, or figures.

4. Strategic fit to the AgriFoodTure roadmap and mission

This section is assessed by the AgriFoodTure Mission Partnership based on how the project is aligned with the [AgriFoodTure Roadmap](#). Please see the [AgriFoodTure call text](#) and [Assessment Criteria](#) for information to include in this section.

APPLICATION CHECKLIST

Confirmation

Before you can submit the application, you must confirm the following:

- The application is complete and ready for assessment by AgriFoodTure ([Application checklist](#)).