Horizon Europe

Application Form

Technical Description (Part B)

EU Award for (Academic) Gender Equality Champions

Category 1: "Sustainable Gender Equality Champions"

(HORIZON-WIDERA-2023-GENDER-Prize)

Version 1.0
12 December 2023

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU prize applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- • Part A contains structured administrative information
- • Part B is a narrative technical description of the application.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ Annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the Consortium and submitted by a Representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- • page limit: **15** pages, including instructions
- • minimum font size — Arial 9 points
- • page size: A4
- • margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

⚠ **Please do NOT delete any instructions in the document as of page 3 of this template.**

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APPLICATION FORM (PART B)

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COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then re-uploaded as PDF in the system.

Note: *Please take due account of the call conditions published on the Portal. Pay particular attention to the award criteria; they explain how the application will be evaluated.*

PROJECT[1]	
Project name:	[title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

1.   DETAILED DESCRIPTION

Describe how you meet each of the two award criteria set out in the Rules of Contest (see below). Please keep your answers short and concise.

Hyperlinks should not be used to extend the length of the Part B.

Award criterion 1: Sustainable Impact

Please demonstrate through concrete examples a high level of achievement and impact of your fully implemented GEP(s) in creating positive and sustainable institutional change towards gender equality. The GEP(s) should aim at covering all recommended thematic areas. You must support your claims with qualitative and quantitative data, including baselines, performance measures and indicators, and show the sustainable anchoring of the GEP in your organisation and long-lasting improvements.

Insert text

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[1]   For ease of reference and consistency on the Funding & Tenders Portal, the terms 'call', 'project', 'proposal', 'coordinator' or 'beneficiary' (or other project-related acronyms like COO or BEN) are used as equivalent to 'contest', 'application' or 'contestants/applicants'.

Award criterion 2: Inspirational Model

Please demonstrate the influence of your fully implemented GEP(s) beyond your sole organisation, such as serving as an inspiration to other organisations e.g. through peer-mentoring, having an impact on policy at regional level and/or national level and/or EU level.

Insert text

2. OTHER

2.1 Ethics

Ethics

Describe ethics issues linked to your application (if any) and the measures you took/intend to take to solve/avoid them. Please consult the guidance on "How to complete an ethics self-assessment" for information on the different ethical issues to be considered.

Insert text

2.2 Security

Security

Describe security issues linked to your application (if any) and the measures you took/intend to take to solve/avoid them.

Indicate if any of the information is/should be EU-classified (Decision 2015/444).

Insert text

3. GENDER EQUALITY PLAN (GEP)

You must support your application with the link to the webpage where your GEP has been published and is publicly available.

Insert link

4. DECLARATIONS

Double funding	
Information concerning other prizes for this project ⚠️ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies calls). Applications that have already received an EU prize cannot receive a second prize for the same activities.*	**YES/NO** (if NO, add details)
We confirm that to our best knowledge neither the application as a whole nor any parts of it have benefitted from any other EU prize.	
We confirm that to our best knowledge neither the application as a whole nor any parts of it are (nor will be) submitted for any other EU prize.	

ANNEXES

LIST OF ANNEXES

- Latest fully implemented Gender Equality Plan (GEP) of the institution submitting the proposal.

The GEP to be uploaded as an annex must have been fully implemented and evaluated and be the one on which the application is based. Therefore, the duration of this GEP lifecycle cannot go beyond the call closure date.

The document should preferably be in English and must be uploaded as a standalone pdf document in the relevant space available in the Portal Submission System.