

ANNEX B – PROPOSAL TEMPLATE



# Title of the Ariadna Study

## Study Proposal

Authors: **Author 1, Author 2, Author 3**

Affiliation: **Name of prime contractor university, Country of prime contractor university, Registered address of prime contractor university**

Authors: **Author 1, Author 2, Author 3**

Affiliation: **Affiliation of sub-contractor 1**

Firm fixed price: **Total study price (study price + travel expenses)**

Study Responsible Contact Details:

**Name:** Name  
**Position:** Position  
**Address:** Address  
**Tel:** Telephone Number  
**Fax:** Fax Number  
**e-mail:** Email

### Proposal Submission Checklist

- All details on this page completed
- Completed and signed cover letter (including statement of compliance with AO)
- Technical proposal
- Travel budget completed
- CVs of all study team members
- Electronic copy of documents to ESA contract officer (ACT on copy)
- Paper copies sent to ESA contract officer

Ariadna ID: **XX/XXXX**  
Study Duration: **X months**  
Bidder Code: **XXXXXXXXXX**

Subject/objet:

ITT AO/1-1-5805/08/NL/CB - ESA INTERACTION WITH EUROPEAN UNIVERSITIES ON ADVANCED RESEARCH TOPICS - ARIADNA

Dear Sir,

With reference to the above AO/1-5805/08/NL/CB, we are pleased to present to ESTEC the following offer for the proposed study: *insert study number (XX/XXXX) and title here*

In addition and as required by the tender conditions, the following statements are provided

1. Our total firm fixed price for the activity in accordance with the funding limit as described in the ITT is : EURO *Total study price (study price + travel expenses). Please mention the price breakdown between Prime-contractor and sub-contractor, if any.* Free of taxes and customs duties.

2. Period of validity. The proposal is valid 4 months from the closing date for the receipt of offers.

3. We, hereby, declare that we are fully compliant with the AO and that we accept your contract conditions (General and special as per the attached draft contract, and that any sales of our own shall not apply

*4. Please mention if a previous Ariadna contract has been concluded with the Agency and indicate the contract number.*

5. Our bidder code is *Prime contractor bidder code*. Please note that any resulting contract will mandatory be placed in the name of the Prime contractor corresponding to this bidder code. *(Please mention bidder code of sub-contractor if any).*

6. With reference to clause 43.1 of the General Clauses and Conditions for ESA Contracts rev6, we have identified the background of all IPR belonging to us and/ or of our sub-contractor and/or third party that we intend to use during the execution of the contract.

7. The contact person for any matter concerning the proposal will be represented by *name of study responsible contact person (Tel/fax/email)*

8. The person entitled to sign and negotiate the contract will be represented by *Name of person authorised to sign contract (Tel/fax/email)*

9. The person responsible for technical matters during the contract will be represented by *name of study responsible contact person (Tel/fax/email)*

10. The person responsible for contractual matters during the contract will be represented by *name of study responsible contact person (Tel/fax/email)*

Kind regards (*Date and Signature*)

***INSERT TECHNICAL PROPOSAL HERE***

**1. ABSTRACT**

*Briefly summarise (max. 250 words) of the technical and scientific contents of the proposal, and a list of keywords.*

**2. TECHNICAL AND SCIENTIFIC CONTENTS**

*This section should be the bulk of the proposal. It should include the scientific rationale, study objectives, description of intended research work, and discussion on what results can be expected, in the opinion of the proposers. This section should demonstrate understanding of the topic and include identification of the particular problems that will need to be addressed. It should not exceed 15 pages in length, including diagrams and figures.*

### 3. TRAVEL AND SUBSISTENCE EXPENSES

*The breakdown of the approximate expected travel expenses per person and trip to ESTEC - including air or train fare(s), accommodation and subsistence- and the total required amount should be provided in this last section of the proposal. The allowance will be limited to a maximum of 1000 EUR per study team member and study meeting. In the case of multi-university teams, the travel budget may include travel to the KO meeting for representatives from sub-contractor universities, as long as the total travel budget does not exceed 2000 € per meeting. All costs shall be expressed in EURO.*

#### **Fast Study** (fill out if you are applying for a fast study)

2 person travel and subsistence expenses for Kick off Meeting at ESTEC		
	Estimated cost in Euro	Brief description (e.g. Return fare with Plane Paris-Stockholm, Stockholm Paris or Hotel 1 days or subsistence 1.5 days)
Transport (train, car, plane etc.)		
Accommodation		
Subsistence		
<b>Total cost of Fast Study</b>		

**Medium/Extended Study** (fill out if you are applying for a Medium/Extended study)

<b>2 person travel and subsistence expenses for Kick off Meeting at ESTEC</b>		
	Estimated cost in Euro	Brief description (e.g. Return fare with Plane Paris-Stockholm, Stockholm Paris or Hotel 1 days or subsistence 1.5 days)
Transport (train, car, plane etc.)		
Accommodation		
Subsistence		
<b>2 person travel and subsistence expenses for final presentation at ESTEC</b>		
	Estimated cost in Euro	Brief description (e.g. Return fare with Plane Paris-Stockholm, Stockholm Paris or Hotel 1 days or subsistence 1.5 days)
Transport (train, car, plane etc.)		
Accommodation		
Subsistence		
<b>Total cost for Medium/Extended study (add costs for both meetings)</b>		X

#### **4. CURRICULUM VITAE**

*Insert the Curriculum Vitae of principal study team members, refer to section 6.3 of the Statement of Work for the team composition. Curriculum Vitae should not exceed 5 pages per study team member, including lists of relevant publications.*

*Other researchers that may contribute to the study should be identified in the section 'Additional team members'. Their full Curriculum Vitae details are not required but may be requested. However, details of the way in which they contribute to the study should be noted, as well as the amount of work they are expected to contribute to the study.*

#### **Senior Research fellow CV**

**Name:**

**Date of Birth:**

**Nationality:**

**Academic Degrees:**

**Career summary relevant to study proposal:**

**Background experience relevant to study proposal:**

**Publication list relevant to study proposal:**

**Post graduate student / Research Fellow CV**

**Name:**

**Date of Birth:**

**Nationality:**

**Academic Degrees:**

**Career summary relevant to study proposal:**

**Background experience relevant to study proposal:**

**Publication list relevant to study proposal:**

**Additional team members**

<b>Name</b>	<b>Role in the study</b>	<b>% contribution to the whole study</b>