

Project Plan Draft – EP PerMed Fast Track Programme

Description

The Project plan Template is designed to establish and formalise the collaborative process between the start-up and the validation centre or biobank. This template serves as a comprehensive guide for conducting validation studies, ensuring that both parties are aligned on the study's objectives and key performance metrics.

The project plan must be completed by the start-up with the support of the validation centre or biobank to confirm mutual agreement and alignment. Once submitted, the validation study plan will undergo a review by the Ep PerMed programme management team. If necessary, amendments may be requested before granting final approval of the project plan.

Please note that the project plan must be filled in and submitted directly online, in the extended proposal. This document is for reference only.

Disclaimer

Please note that the project plan provided with this call is subject to change. Applicants whose proposals are preselected will receive the finalized version of the project plan prior to the next stages of the programme.

Project information

Start date	
End Date	
Project Period	6 months
Funding Awarded	80,000 Euros
Main Objectives	
<i>Describe the main objectives in utilising the awarded funding with the validation centre selected in 3 to 4 points.</i>	
Validation Centre Name	
Validation Centre Main Contact Person Name	

Work Package & Breakdown of Main Tasks:

The work package should be divided into MAXIMUM FOUR TASKS and cover the above-mentioned objectives. Each task should have a defined timeline and activities.			
	Work stream Activities	Tangible results and achieved by whom	Delivery Date
Task 1			
Task 2			
Task 3			
Task 4			

Work to be Conducted with the Validation centres:

What would be the main concerns or risks that you might face during the validation work with your validation center / Biobank?
What are the mitigation plans that you aim to implement to tackle these risks /concerns?

Please fill out the validation centres budget per phase		
	Contributors (Start-ups, validation centers/ biobank or a third party)	Budget
Task 1		
Task 2		
Task 3		
Task 4		

Budget Breakdown:

A separate excel file will be provided to include the budget breakdown.

Payment specifications

The payment will be distributed by EIT Health to each Recipient in two instalments.

Please note that for each instalment, 70% of the funding awarded will go to the Validation centre and 30% to the start-up.

- a. **Pre-Financing:** 50% of the subgrant amount will be distributed for pre-financing. Upon approval of the project plan and the signing of the agreement – please note that the criteria of approving the project plan are below, the Validation Center will receive 35% of the total funding awarded, while the start-up will receive 15% of the total funding awarded.
- b. **Final Payment:** The remaining payment will be completed based on the completion and the approval of the tasks in the final report by the programme management team. The evaluation criteria are detailed in the ***evaluation criteria of the final report*** section.

<i>Amount to be paid</i>	Description	Payment tranche	Conditioned (All points must apply)
<i>50 % of the Lump Sum Contribution</i>	Validation Centre 35% of the total funding awarded. Start-Up 15% of the total funding awarded.	Pre-financing	Approval of the project plan by the programme management team - The approval process is outlined below – Signature of the Agreement

<i>50 % of the Lump Sum Contribution</i>	Validation Centre 35% of the total funding awarded. Start-Up 15% of the total funding awarded.	Final payment	Completion of the task and the Project's objectives. Approval of all the tasks by the programme management team - The approval process is outlined below –
--	--	---------------	---

1. Once the conditions outlined in the table above are met, it should take around 45 days for the payment to appear in the bank account provided.
2. The maximum subgrant amount, as specified in the agreement is intended to support the activities outlined in this Project Plan. The subgrant will be allocated as a lump sum, subject to the terms and conditions defined in the contract.

Evaluation Criteria of the Project plan

Before a final granting decision is confirmed, Ep PerMed programme management team will conduct a thorough review of the proposed validation plans to ensure completeness and accuracy. This review will focus on the following criteria:

- **Feasibility and Comprehensiveness of the Plan:** The evaluation will focus on whether the validation plan is realistic, achievable within the proposed timeframe, and covers all critical aspects necessary to achieve the intended outcomes. This includes assessing the clarity of objectives, the methodology, and the alignment of activities with the project's goals.
- **Suitability of the Validation Centre:** The validation centre will be assessed to ensure it possesses the appropriate expertise, infrastructure, and resources required to support the specific needs of the project.
- **Adequacy of Resource Allocation:** The review will examine whether the resources allocated to the validation activities are sufficient and appropriately distributed to ensure successful implementation.
- **Readiness of the Project Team:** The readiness of the project team will be assessed, focusing on their ability to execute the validation plan effectively. This includes evaluating their expertise, commitment, and access to necessary support to achieve the project's objectives.

Evaluation criteria for the final report

The evaluation of the final report will be conducted by 3 different evaluators from the EP PerMed programme management team. The approval of the final report will be based on the following criteria **for each task**:

Criteria for evaluating	Weight (%)
Achievement of the Task	40%
Documentation of Activities	30%
Compliance with Requirements	15%
Quality of Results	15%