



Emerging Security Challenges Division  
Science for Peace and Security Programme  
Multi-Year Projects Handbook  
Project Plan Application Instructions

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The Application should be prepared according to the SPS MYP Application form and the SPS MYP Detailed Budget excel document (see our SPS website), taking into account the SPS MYP Handbook, SPS Key Priorities and the SPS MYP Eligible Countries & Definitions. Only those applications with the complete documentation at time of submission within the call deadline will be considered for evaluation.

**Only applications containing a single Word and a single Excel document will be accepted.**

Queries **prior to submission** should be addressed to [sps.info@hq.nato.int](mailto:sps.info@hq.nato.int).

Applications and queries regarding **submitted** applications only may be addressed to [sps.applications@hq.nato.int](mailto:sps.applications@hq.nato.int).

Certain items may require additional explanation:

### A 3-1. Title

The title should be understandable for non-experts and, as far as possible, reflect a link to defence and security and the relevance of the project to NATO.

### A 3-2. Key Priorities

The SPS Key Priority or Priorities addressed by the project should be clearly indicated using the nomenclature and numbering found in Annex 1. Projects must address at least one key priority and may address several.

### A 3-3. Funding Requested from NATO

Firstly, please fill in the total amount designated for NATO-country co-directors, and the amount remaining for partner countries will be calculated automatically. The total amount will fill in automatically based on the budget tables further below.

### A 3-4. Co-Directors

Please fill in all information for each co-director ensuring that full mailing addresses are provided.. If space is needed for additional co-directors, please copy and paste the table for the final co-director as many times as necessary. All participants must be nationals of and resident and employees in NATO nations, and nationals of and resident and employees in NATO's eligible partner countries.

### A 3-5. End-Users

Please identify at least one end-user for project results. End users must be from an eligible country and can be, for example companies potentially interested in commercializing the results or government entities that will make use of them. End-users should, at a minimum, advise the co-directors to ensure that the results will be of interest outside the laboratory. Deeper involvement is welcome although end-users do not receive NATO funds.

### A 3-6. Project Description

This part of the Project Plan, *Short Description* through *Communications*, **must not** exceed 20 pages.

### A 3-7. Short Description

Please ensure that this description is accessible to the non specialist.

### **A 3-8. Current Status**

In addition to the state-of-the-art worldwide, please also provide clear evidence of the capability of the project team to make a contribution.

### **A 3-9. Implementation and End-User Role**

A plan for putting the results of the project into practical use. How will the end-user(s) be involved in the Project and how do they plan to implement the results?

### A 3-10. Schedule

An example summary chart is shown below. Please feel free to use any format which conveys at least substantially the same or information.

Month:	Year1				Year2				Year3			
	1-2-3	4-5-6	7-8-9	10-11-12	1-2-3	4-5-6	7-8-9	10-11-12	1-2-3	4-5-6	7-8-9	10-11-12
<b>Milestone</b>												
<b>1 LCD analysis</b>												
<b>2 Computer modeling</b>												
2.1 Software for computer												
2.2 Basic optical measuring												
2.3 Complete optical measuring												
<b>3 Compensated filter assembly</b>												
3.1 Patent application for comp. LCD												
3.2 NR layers development												
3.3 PT filter with compensated LCD												
3.4 Development of optimum filter												
3.5 Experimental evaluation												
3.6 Development of tech. for small												
<b>4 Low power consumption</b>												
4.1 PT of low power discrete												
4.2 Design and development of												
4.3 Production PT series of custom												
<b>5 Implementation at industrial</b>												
5.1 Integration of NR into												
5.2 Production PT of filter module												
5.3 Small scale production of filter												
<b>Deliverable:</b>				Low power prototype	Software package	Demo measurement system				*Prototy LCD shutter		Commercial LCD shutter
<b>Progress Reporting:</b>		Milestone 1				Milestone 2				Milestone 3		Final

### **A 3-11. Reporting**

The Milestone 1 Progress Report is due no later than six months after the project kickoff. Further progress reports are scheduled for specific pre-defined project milestones, no more than 12 months apart. These milestones also serve as the basis for project budgeting and payments.

In this section, please define the project milestones at which progress reports will be scheduled and their estimated completion dates (in months after the kickoff). Please also identify which milestone is most suitable for a mid-term project review.

### **A 3-12. Project Roles**

Please identify all participants in the project, not just the co-directors. Note that the participation of young scientists is a key part of an SPS Project. Young researchers may be included even if their names are not yet known, for example a Ph.D. student to be recruited to the project once it is approved.

### **A 3-13. Training**

A plan for training opportunities for project participants, particularly for young scientists. While training is an important component of many SPS Projects, SPS does not support fellowships. Training should thus be of limited duration; strong justification would be required beyond three months per year for any trainee.

### **A 3-14. Travel**

A plan of project-related travel, including project meetings, internal and external workshops, and international meetings and conferences.

### **A 3-15. Related Projects**

Please list other proposed, ongoing, or recently completed activities on the same or related topic involving project participants, co-directors or otherwise. In the case of proposals, please indicate the requested dates and budgets. Please be sure to indicate (in the Current Status section or elsewhere) how the proposed research differs from current work by the co-directors or others.

Also indicate any related, competing, or potentially competing efforts by others of which you are aware. The potential for overlap and duplication is one of the criteria by which MYP applications are judged, so please identify other activities with potential for overlap and help the reviewers understand how your proposal differs.

### **A 3-16. Criteria for Success**

The Project Plan should contain clearly expressed Criteria for Success describing, *in quantitative terms*, what will have been accomplished as a result of the project's successful completion. *These criteria must be related to the objectives and milestones*, but should not merely be a re-statement of them. This concise, quantitative list of outcomes will form one basis for evaluation at the end of the Project and beyond.

The criteria, usually not more than 4 to 7, should be presented in a weighted table, as seen in the Project Plan template, expressing the relative importance of each one. Examples of 'Criteria for Success' tables are given below.

## Example 1

Criterion	Relative Weight
Development of an affordable (< €10/tool) technology for high quality (>85% acceptance rate) TiN and TiCN coating of cutting tools	40%
Homologation of the university quality control laboratory by an international standards body	20%
75% increase in the efficiency of coated cutting tools	40%
<b>Total</b>	<b>100%</b>

## Example 2

Criterion	Relative Weight
Creation of an operational data base system facilitating coordinated (at least 3 cooperating users with subjectively good collaboration experience), uniform, high quality scientific analyses of the present and historical contaminant inputs	10%
Standardization of analytic and reporting methods among partners	10%
Creation of a sustainable international infrastructure for high quality (accuracy > 90%) monitoring	20%
Selection or development of a model for resource management applicable to all partners which allows each to learn from the results of the others.	20%
Implementation of at least 60% of project recommendations by policy makers on a national and international level one year after project completion.	40%
<b>Total</b>	<b>100%</b>

### A 3-17. Budget

Detailed budgets should be completed in the financial management Excel document (Annex 6) with a summary included in the main body of the application. Instructions for completing Annex 6 at the Project Plan stage can be found below. The nationally funded budget is intended to give SPS a sense of additional resources such as salaries and existing equipment devoted to this project.

Major planned expenses in each category should be detailed below the summary budgets.

### A 3-18. Agreement

All co-directors must sign the research agreement, along with a suitable representative from their institution.

### A 3-19. Attachment 2 Acceptance of by NPD Institute of Management of SPS funds

Agreement by the NPD and Head of Institution for the receipt and management of SPS funds.

### A 3-20. Attachment 3 Intellectual Property Rights Agreement

NATO makes no claim to intellectual property developed under MYP grants, but co-directors and their institutions must conclude among themselves an Intellectual Property Rights (IPR) agreement or must provide a statement that such agreement is not necessary. In either case, the agreement or statement must be signed by each co-director and a suitable representative of his or her institution.

Attached is an example IPR agreement. In order to meet application deadlines, Project Plans may be initially submitted without an IPR agreement. A revised Project Plan including an IPR agreement or waiver **must be received by the SPS Office before the Grant Letter can be issued and the project can start.**

### **A 3-21. Attachment 4 Institutional Overviews**

A brief overview of the participating institutions, their capabilities, resources, and facilities. Please include the address of the institutional web page as well as the web address(es) of any school or institute linked to the project

### **A 3-22. Attachment 5 End-User Commitments**

Written commitments from end-users to their interest and participation in the project. For projects with governmental end-users, this will often take the form of letters of support describing the ministry or agency's interest in the results of the project.

### **A 3-23. Attachment 6 Summary**

This summary will serve as a basis for the presentation of ISEG-recommended applications to the Allies for a final decision. Please ensure that all sections are accessible to non-specialists.

## **Attachment 7 MYP Detailed Budget Workbook (Excel)**

The MYP Detailed Budget workbook must be completed and submitted together with the Word Application form. This Excel file includes several worksheets, only the first three of which need to be completed at the time of the Project Plan application.

In general, green cells indicate that an input is expected (although not necessarily at the Project Plan submission stage). Please take care when making entries not to delete formulae and note that data is carried over to the next and subsequent tabs. Start with the Info sheet, followed by the Detail sheet.

### **A 7-1. Info worksheet**

Please complete this tab first and fill out the available information including the Project Title and Duration, information about the milestones, and information about the co-directors. There is space for the NPD and PPD already, and you may add additional co-directors simply by typing into the cell below the coloured table (i.e. B17 for co-director A); the co-directors table should extend itself automatically.

### **A 7-2. Detail worksheet**

Please fill in the detailed budget numbers for each co-director. Item descriptions should be entered in the first column under each category heading. If you need additional space for any category, you may add rows by right-clicking in the table and choosing "Insert – Table Rows Above" from the menu.

### **A 7-3. Summary worksheet**

There should be nothing to fill in here at this stage. The left side should reflect a summary of your entries on the detailed tables. The right hand side will be used for final budget adjustments once a project is approved by the Allies.

### **A 7-4. Other worksheets**

The other worksheets in this document will be used once a project is approved to: record payments from the project account (FR) and to prepare revised budgets at each project milestone. They should not be filled in at Project Plan preparation.