# Template for Proposal Submission: "Helmholtz Solution Labs"

# Application for funding from the Helmholtz Initiative and Networking Fund as part of the "Water Safety and Security" campaign[[1]](#footnote-1)

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| General information |

* 1. Applicant

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| **Applicant (incl. center)**  |  |
| **Institute/Department** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail, Internet** |  |

* 1. Solution Lab

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| **Name of the Solution Lab** (written out in full) **& "ACRONYM"**(Please note: For future communication, the name of the lab will include the addition "- A Helmholtz Solution Lab") |  |
| **Location of the Solution Lab** |  |
| **Participating Helmholtz Centers** |  |
| **Other partners involved** (e.g. cities/municipalities, local/regional water companies, companies, universities, etc.) |  |
| Short description (max. 1.5 pages) |
| 2.1 Objective of the Solution Lab and connection to one of the three overarching campaign themes (during and after funding) |
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| 2.2 Design / structure of the Solution Lab |
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| 2.3 Implementation of the Solution Lab, involvement of external partners and project management |
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| 2.4 Transfer potential of the Solution Lab |
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| 2.5 Interdisciplinarity and use of synergies across research domains |
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*Important: Information on all points is required for the assessment. Incomplete applications may result in rejection due to incomplete information.*

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| Objectives and environment analysis of the Solution Labs |
| * What is the thematic focus of the Solution Lab and which of the three overarching campaign themes is it linked to?
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| * What are the specific goals that the Solution Lab aims to achieve?
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| * What is the unique selling point of the Solution Lab (in the context of national and international activities and competitors) and what measures are planned to acquire partners?
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| * What are the prerequisites at the center(s) and its environment for establishing the Solution Lab (e.g. existing infrastructures; existing projects and/or research groups; special expertise in the field of water security; interdisciplinarity of the consortium; existing cooperation with external partners, etc.)?
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| Design / organization of the Solution Lab |
| * Activities in the Solution Lab
	+ What core activities characterize the Solution Lab? Which sub-projects are planned?
	+ How does the Solution Lab contribute to the achievement of one of the three [overarching campaign themes](https://www.helmholtz.de/system/user_upload/Forschung/Briefing_Water_safety_and_security.pdf)?
	+ What contribution does the Solution Lab make to addressing the cross-cutting topics?
	+ How is project participation guaranteed for other Helmholtz Centers?
	+ How is the involvement of external partners ensured?
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| * Transfer concept
	+ What measures are planned to implement the "transfer by design" approach and promote application-oriented solutions?
	+ Where are the Solution Lab's activities positioned within the transfer and innovation process?
	+ Which user groups/users does the Solution Lab address? Please describe what added value the lab can provide to these groups.
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| * Cooperation partners (In what way do partners contribute to the Solution Lab)
	+ Competencies
	+ Resources (in-kind and/or cash)
	+ Motivation (please attach: Qualified Letter of Intent / cooperation agreements)
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| * Team / Personnel
	+ What roles, skills and qualifications are required to operate the solution lab (organization chart; brief CV of employees)? Are external cooperation partners/supporters involved?
	+ What qualifications are required for the coordination office/position and what tasks, roles and competencies does it have?
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| * Infrastructure and premises
	+ Which premises will be used for the Solution Lab?
	+ Which facilities, equipment, data etc. from the participating Helmholtz Centers will be used for the Lab and which will have to be purchased additionally or can be made available through cooperation?
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| * Communication
	+ How will the work of the Solution Lab be communicated externally to new, interested users, partners or the general public?
	+ How does the coordination office ensure a constant exchange with all participating centers, project partners and the two other Solution Labs?
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| * Impact & sustainability
	+ How is a sustainable structure of the Solution Lab guaranteed after the end of the project?
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| * Success indicators
	+ Which indicators and target values for the success of the Solution Lab are selected (e.g. number of users, number of formats / modules / (partner) events carried out, number of partners, etc.)?
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| Action Plan |
| * Project planning and definition of milestones
	+ Please provide a complete and accurate description of:
		- Work packages
		- Milestones and goals
		- Resource requirements
	+ Please draw up a brief timeline of the necessary work packages and milestones for the course of the project.
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| Signature of applicant center |
| I hereby apply for funding from the Initiative and Networking Fund as part of the "Helmholtz Solution Labs" funding measure.To the best of my knowledge, all information in this application (including annexes if relevant) is complete and correct. I hereby declare that the Solution Lab applied for is not funded in whole or in part by other funding bodies. This project has not been submitted to any other funding body with the measures described.I am aware that external third parties will be involved in the assessment of the project applied for. I agree to the application being passed on and will support the assessment to the extent necessary, in particular answering questions addressed to me promptly and to the extent necessary for the assessment. The Helmholtz Association will oblige the jury members to maintain confidentiality. Place, Date, Signature of applicantPlace, Date, Signature of the center management |

1. Please note: This application should not exceed a maximum length of 20 A4 pages in Calibri 10 font. A maximum of 10 additional pages are provided for the appendix. [↑](#footnote-ref-1)