**Project passport template**

|  |
| --- |
|  The project was reviewed and is recommended to be implemented by the decision of the Development Strategy Coordination CouncilProtocol from \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 2021 Project passport was specified according tothe Development Strategy Coordination Council’s suggestions     **PROJECT PASSPORT** **TITLE OF THE PROJECT****Project no.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Head of the project** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name, position) **APPROVED BY:** Coordinator of the Strategic Project / Head of the M-platform \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ full nameHead of the Development Strategy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daria Kozlova  St. Petersburg, 2021 |

**Table of contents**

***1.******Abstract***

***2. Keywords***

***3.******Project’s compliance with the mandatory requirements. Project team and research group formation plan.***

***4.******Research summary and project’s relevance.***

***5.******Reasons for funding. Project beneficiaries.***

***6.******Expected project results. Project indicators. Feasibility of the planned results.***

***7.******Financial and economic grounds***

***8.******Risks and risk management***

***9.******List of potential reviewers***

***10. Project’s connection to M-platform core technologies***

1. **Abstract**

*Should be maximum 0.5 pages long.*

*Briefly describe why this is a frontier laboratory, the reasons it should be launched, and its role in ITMO’s 2030 Development Strategy. List the key results that can potentially be acquired by the laboratory, as well as their scientific, social, economic, or other impact and the reasons why this impact will be produced.*

1. **Key words**

*List at least 5 keywords.*

1. **Project’s compliance with the mandatory requirements. Project team and research group formation plan.**

*Should be maximum 2 pages long.*

*Briefly describe the experience of the head of the Frontier laboratory focusing on section 3.4.3. of the tender specifications.*

*Describe the prospective team members selected at the time of application (if applicable) and/or the research group formation plan. If you are planning to involve third parties, indicate them and the tasks they will perform.*

*Describe the collaborators (section 3.4.4 of the tender specifications) and your previous joint projects (if applicable), and their roles in the implementation of the Frontier laboratory’s project.*

1. **Research summary and project’s relevance.**

*Should be maximum 3 pages long.*

*Which of the university’s challenges/ambitions does the project aim to address?*

*What is (are) the project’s goal(s)? Which task/problem does it solve?*

*Briefly describe the planned research, identifying its novelty and relevance. Explain how the chosen field relates to the scientific frontier, identify its prominence level (according to SciVal).*

*Identify the project’s level of interdisciplinarity.*

*Briefly outline the research plan for the whole duration of the project.*

1. **Reasons for funding. Project beneficiaries.**

*Should be maximum 2 pages long.*

*Explain why this particular laboratory should be funded at ITMO.*

*Briefly describe the laboratory’s role in ITMO’s 2030 Development Strategy and its contribution to the tasks and results of Strategic projects / Policies / M-platforms. Which of the indicators of the strategy does the laboratory contribute to?*

*List the main beneficiaries of the project (at ITMO and outside the university). List the members of the ITMO.Family you are planning to collaborate with.*

*List up to 3 laboratories from other organizations (Russian and international) that are working on similar research programs.*

1. **Expected project results. Project indicators. Feasibility of the planned results.**

 **6.1. Key results of the project:**

*Indicate all the key results that will be produced in the course of the project (by year) and briefly describe their impact (scientifiс, social, economic, and (or) other).*

|  |  |
| --- | --- |
| **Name of the produced result** | **Result characteristics** |
|  |  |
|  |  |
|  |  |

**6.2. Project performance indicators:**

|  |  |  |
| --- | --- | --- |
| **Performance indicator (according to section 3.2.4 of the tender specifications and Appendix 1)** | **Unit** | **Value** |
| **2022\*** | **2023\*** | **2024\*** |
|  |  |  |   |   |
|  |  |  |   |   |

*\* keep the dates that are relevant for the project*

**6.3. List of journals where you are planning to publish your results with explanations of your choices (up to 10 journals with their SJR indicator):**

**6.4. Explain why it is possible to achieve breakthrough results and publish them in the journals listed in section 6.3.**

*Should be maximum 1 page long.*

1. **Financial and economic grounds**

 *State the total cost of the project with indicated shares of requested subsidy and co-funding through the years of the project’s implementation. Indicate suggested co-funding sources (external and (or) university-based).*

**7.1. Total budget of the project in thousands of rubles:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project budget, in thousands of rubles** | **2021\*** | **2022\*** | **2023\*** | **Total** |
| Subsidy  |   |   |   |   |
| Co-funding  |   |   |   |   |

*\* keep the dates that are relevant for the project*

**7.2. Suggested co-funding sources:**

*List all planned and/or suggested co-funding sources.*

**7.3. Planned budget breakdown**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of payment** | **2021\*** | **2022\*** | **2023\*** | **Total** | **Details** |
| employee salary (with taxes) |   |   |   |   | XX people / XXX rubles per month \* XX months = XXX salary in total |
| services of other employees (with taxes) |   |   |   |   | *Which services do they provide?* *How many third-party employees will you require?* |
| third-party services |   |   |   |   | *Which services do they provide?*  |
| equipment  |   |   |   |   | *What kind of equipment are you planning to purchase?*  |
| software |   |   |   |   | *What kind of software are you planning to purchase?* |
| materials and components |   |   |   |   | *What materials and components are you planning to purchase?* |
| travel expenses |   |   |   |   | *Number of people, destinations, dates, visa fees, approx. total cost*  |
| participation fees |   |   |   |   | *Planned events* |
| renting of space and equipment |   |   |   |   | *Planned events* |
| branded products |   |   |   |   | *What kind of products are you planning to produce?* |
| print products  |   |   |   |   | *What kind of products are you planning to produce?* |
| other expenses  |   |   |   |   | *Explain what these costs will be (for instance, relocation fees for the head or other members of the laboratory, publication fees for open source journals, cover image fees, etc.).*  |

*\* keep the dates that are relevant for the project*

1. **Risks and risk management**

 *Project risks are events or conditions that will have a negative impact on the project if they occur. Indicate the key risks that can significantly influence project results. You can include both strategic and operational risks.*

*Briefly indicate the risk management strategies and specific actions within these strategies.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Potential consequences** | **Probability** | **Level of impact (on deadlines, costs, project contents)** | **Risk management strategy** |
| Risk of…  | Describe the consequence | High/low  | High/low  |  |
| Risk of…  |  |  |  |  |
| Risk of…  |  |  |  |  |
| Risk of…  |  |  |  |  |

1. **List of potential reviewers**

*List potential reviewers for this application (at least 5 candidates with their contact details). Reviewers have to be globally recognized in the suggested field. There has to be no conflict of interest between the reviewer and the head of the laboratory.*

1. **Project’s connection to M-platform core technologies**

Choose one of the following:

1. *The project is directly connected to one of the core technologies developed by one of ITMO’s M-platforms, namely \_\_\_\_\_\_\_\_\_\_ (indicate one out of five) and will be launched within that M-platform.*
2. *The project is directly connected to the core technologies developed by several of ITMO’s M-platforms, namely \_\_\_\_\_\_\_\_\_\_ (indicate two or more) and will be launched in close collaboration with ITMO.Family members, including M-platform participants.*
3. *The connection between the project and the core technologies developed by ITMO’s M-platforms is uncertain. The project will be launched as a standalone one. The head of the Frontier laboratory and its members are open to collaboration with ITMO.Family members.*
4. *The project isn’t directly connected to any of the core technologies developed by ITMO’s M-platforms and will be launched as a standalone one. The head of the Frontier laboratory and its members are open to collaboration with ITMO.Family members.*