**Formatting guidelines**

* Fill out the header and delete the brackets
* Fill out cells in the tables below and delete help text and brackets
* Delete this section before sending the bid proposal
* Send this proposal document as one pdf file along with appendices as one pdf file

**Main bidder**

|  |  |
| --- | --- |
| Information | Specification |
| Full name | The project manager |
| Title |  |
| Phone Number |  |
| Work email address |  |
| Date of birth |  |
| Nationality |  |
| ORCID number | If applicable |
| Institution |  |
| Address |  |
| Department |  |
| Leader of the administrating department (full name) | The person who will sign the contract |
| Work email |  |
| Phone number |  |
| Administrative contact (full name) | If not the main applicant POC |
| Work email |  |
| Phone number |  |
| Supplementary information | Voluntarily: Use this field to make the review committee aware of any special circumstances regarding your bid proposal, that the committee should be aware of. Please do not include any personal information of sensitive character (i.e. illness, family conditions etc.) |

**Co-bidder**

[Delete this section if not applicable. Copy the table below if there is more than one co-bidder]

|  |  |
| --- | --- |
| Information | Specification |
| Full name | POC |
| Title |  |
| Phone Number |  |
| Work email address |  |
| Date of birth |  |
| Nationality |  |
| ORCID number | If applicable |
| Institution |  |
| Address |  |
| Department |  |
| Leader of the administrating department (full name) | The person who will sign the contract |
| Work email |  |
| Phone number |  |
| Administrative contact (full name) | If not the co-bidder POC |
| Work email |  |
| Phone number |  |
| Supplementary information | Voluntarily: Use this field to make the review committee aware of any special circumstances regarding your application, that the committee should be aware of. Please do not include any personal information of sensitive character (i.e. illness, family conditions etc.) |

**Proposal**

|  |  |
| --- | --- |
| Information | Specification |
| Activity title |  |
| Executive summary of activity | A stand-alone summary of the course, describing its purpose, target group and activities. Max one page |
| Activity description | An activity description which describes in detail the planned activity program as well as success criteria, expected outcome and dissemination of results, learnings and experiences. Max five pages, incl. illustrations and references |
| Team and planning | A short description of the organisation and timeline of the activity. This section can alternatively be submitted as a part of the appendix. Max two pages |
| Estimate of required access to quantum computing and HPC resources | If applicable, describe the estimated required access to quantum computing and HPC resources for the project. Specify technology, manufacturer, computing amount and time period. Max one page  The required resources will be made available through the DeiC Q-Access programme. |

**Budget**

[All direct activity costs can be financed up to 100%]

|  |  |  |
| --- | --- | --- |
| Financing | DKK | Specification |
| DeiC |  | The suggested amount |
| Co-financing/ in kind |  | Not mandatory. If applicable, specify source and amount |
| TOTAL |  |  |

|  |  |  |
| --- | --- | --- |
| Expenses | DKK | Specification |
| Salaries |  | Specify number of persons and hours |
| Operational costs |  | Other project-related costs, e.g. events, meetings, transportation/travel, accommodation, catering, communication etc. These costs must be specified. |
| Equipment |  | Describe type of equipment/materials and usage |
| External services |  | Consultancy costs and other third party services |
| TOTAL |  |  |

**Appendix**

[Merge documents into one PDF file]

1. A brief CV (max 2 pages) with details of relevant educational and research experience. The CV must include a link to a full CV (PDF)
2. A list of up to 10 most relevant publications for evaluating your experience. Include a complete specification of all authors for each publication with your own name highlighted. Include a link to a full publication list in ORCID (PDF)
3. Brief CV (max 1 page) for each of the other bid managers, if applicable, with details of relevant educational and research experience. The CV must include a link to a full CV (PDF)
4. Letters of support/interest, max 3 references (PDF)