THE SIXTH FRAMEWORK PROGRAMME

The Sixth Framework Programme covers Community activities in the field of research, technological development and demonstration (RTD) for the period 2002 to 2006

GUIDE FOR PROPOSERS

participating in a competitive call for additional contractors in an EU 6th Framework programme project

<div style="border:1px solid black">

Networks of excellence

</div>

Electronic submission only

26 October 2004

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GUIDE FOR PROPOSERS
for the selection of additional contractors in an FP6 Network of excellence

1. Introduction

1.1 Projects in the Sixth Framework programme

The participants in the consortium managing a Network of excellence funded by the *Sixth Framework programme of the European Community for research, technological development and demonstration activities contributing to the creation of the European research area and to innovation (2002-2006)* can, during their initial contract negotiation with the Commission, reserve a portion of the project budget for specific tasks to be carried out by a new contractor or contractors which will join the consortium at a later date. These later-joining contractors are selected by means of competitive calls.

This Guide for Proposers contains the basic information needed to guide you in preparing a proposal to join an existing Network of excellence. It shows examples of the proposal forms which comprise Part A of a proposal, and gives instructions on how to write Part B. Both parts are required to make a complete proposal[1]. It also describes how the proposal should be submitted, and the criteria on which it will be evaluated.

A overview of what a Network of excellence comprises and how such a project is implemented is found at

> http://europa.eu.int/comm/research/fp6/instruments_en.html or at
> http://www.cordis.lu/fp6/instruments.htm.

Conditions of participation and funding are those of the Sixth Framework programme, as defined principally in

> **Decision No. 1513/2002/EC** of the European Parliament and the Council concerning the sixth framework programme for research, technological development and demonstration activities

> **Council decision 2002/834/EC** adopting a specific programme for research, technological development and demonstration: "Integrating and strengthening the European Research Area" (2002-2006)

> **Regulation (EC) No 2321/2002** of the European Parliament and of the Council of 16 December 2002 concerning the rules for the participation of undertakings, research centres and universities in, and for the dissemination of research results for, the implementation of the European Community Sixth Framework Programme (2002-2006)

Other documents which you should consult during the preparation of your proposal are:

> **The call text.** This text is prepared by the existing project. It describes in detail the tasks within the project which are open for proposals from additional partners, and gives the deadline and address for proposal submission.

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[1] Incomplete proposals will be ineligible and therefore will not be evaluated.

The brochure "The 6ᵗʰ Framework Programme in Brief". This brochure gives a brief overview of FP6. It serves as a guide for navigating through the activities, funding schemes, thematic areas, types of instrument etc.

The model contract and its annexes for Networks of excellence. This specifies the contractual terms and conditions with the Commission, to which your organisation must agree if you are selected to join the project consortium.

The consortium agreement. This specifies the agreements made between the existing contractors concerning the management of this project.

All of the above documents may be found at http://www.cordis.lu/fp6/find-doc.htm, with the exception of the call text and the consortium agreement. Copies of these may be obtained from the existing project, at the postal address or the web page given in the published call announcement.

The proposer which is selected to join the consortium will be required to compete the Form B which is annexed to the contract and its attachments, in order to accede to the contract. They will also be required to sign the pre-existing consortium agreement. Proposers are strongly recommended therefore to familiarise themselves with the model contract for Networks of excellence and the consortium agreement for this project, before deciding whether they wish to proceed with a proposal.

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Sixth Framework Programme, the Specific Programme, the Workprogramme for [Priority name], the Call for proposals or the Guidelines on evaluation and selection of proposals.

1.2 Funding of participation

Participation as a contractor in an FP6 Network of excellence is on the basis of a grant for integration. The funding scheme is described in more detail in the documents referenced in Section I above.

Funding may be granted to any organisation or individual established in a Member States of the EU, or in a state associated with the Sixth Framework programme. The EU Member States are: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom. The states associated with the Sixth Framework programme are Bulgaria, Iceland, Israel, Liechtenstein, Norway, Romania, Switzerland and Turkey.

International organisations of European interest[1], and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in an EU Member state.

Organisations from countries on FP6 INCO (International Cooperation) target list will be funded on the same basis as organisations from the EU[2]. These include the countries of the former Soviet

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[1] International organisations, the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation
[2] Up to the limit of the amount of funding reserved for this action

Union, the Western Balkans, the Mediterranean partner countries and developing countries elsewhere in the world. It also includes Croatia, which is a candidate to join the European Union but which is not at present an Associated candidate country for FP6. (Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation website, see Section VII).

Organisations from certain other countries may also receive a Community financial contribution, as defined in the Rules of Participation in FP6.

2. How to prepare a proposal

2.1 One stage submission

Proposals for selection as an additional contractor in an FP6 Network of excellence are submitted in a single stage, by submitting a complete proposal application which is prepared as described in this document.

Existing participants in the project may not respond to this call.

2.2 The structure of a proposal

A proposal has two parts. Full details about preparing these parts are annexed to this Guide.

- **Part A** is a set of forms which collect necessary administrative data about the proposal and the proposer e.g. proposer's name and address, brief description of the work, total funding requested by type of activity etc..
- **Part B** comprises a structure or list of headings which should be followed, rather than a pre-prepared form. It describes among other things the degree of integration and your foreseen activities within the network, and the benefits which would come from it. A recommended/maximum length is specified for the different sections of Part B

2.3 Proposal language

The proposal must be prepared in the working language of the project which you wish to join. This is identified in the Call text.

3. Submission of proposals

Proposals may be submitted electronically by the Commission's Electronic Proposal Submission Service, or on paper to the address given in the call text.

Proposals must be received by the closing date of the call. Late proposals will not be evaluated.

3.1 Electronic submission

An Electronic Proposal Submission System (EPSS) is reached via the CORDIS call page to prepare and submit your proposal **online**. Online preparation is the recommended method of electronic proposal preparation.

Alternatively an **offline** version of the tool - called the EPTool (EPT) - may be downloaded to prepare a proposal offline. The user must also download special software and a set of forms appropriate to the instrument and call. Once the proposal has been prepared with the EPTool, the user returns to Electronic Proposal Submission System to submit the proposal file that he has prepared.

> **Failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance**

<u>Note</u>: The electronic submission system is designed for general use within the programme, in which most proposals are presented by a consortium of proposers. Therefore the tool distinguishes between the participant who is taking the lead in the preparation of a proposal (the "proposal coordinator"), and other participants in his consortium (the "partners"). However in your case, which is the selection of one additional contractor in an existing project, you are a solo proposer therefore you will take the role of "proposal coordinator" when using the system, and no "partner" data is required.

3.1.1 Online preparation with online submission

The following instructions briefly outline the principal steps for online proposal preparation and submission. A detailed "EPSS Online preparation and submission guide" is available on CORDIS (see Section VI).

The online EPSS is a Web-based system, i.e. you do not have to install special software on your computer. You only need a standard Web browser and a username and password. All the data that you upload is securely stored on a Web server, to which only you have access (not even the Commission before submission), providing a workspace for the preparation of the proposal.

Request for username and password (by the proposal coordinator):
- Go to the CORDIS call page for the current call
- On the call page, go to the box "Prepare and submit a proposal for this call"
- Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page

- Click on "Register" for **ONLINE preparation and submission**, fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist in planning the evaluation[1]
- The EPSS will send you by return email a username and password as proposal coordinator. (The message may also contain an additional username and password for proposal partners, which in fact are not needed for you as you are a solo proposer). In case of problems in receiving these, contact the EPSS helpdesk (reference see section VII)
- If you make an error concerning the call you have registered for, the type of instrument, or the choice between online or offline preparation, you must abandon this registration and register again
- The usernames and passwords are linked to only one proposal (for the call and for the instrument you have chosen). For each proposal you want to prepare you have to register again.

Using the online system (coordinator):

Once you have received your username and password, you can start building a proposal. Access to the system is again via the CORDIS call page for the current call. By entering your coordinator username and password you will now reach the EPSS main menu for your proposal. At the first login, you will be invited to reset your own password and the other partner's password[2].

As a coordinator you can then:
- set up your proposal by introducing your organisation as the "Proposal coordinator"
- complete all Part A forms
- download the document template for writing Part B of the proposal, and when it is completed, upload the finished Part B
- submit the complete proposal Part A and Part B.

Submitting the proposal online

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. **Once there is a consolidated version of the proposal you must expressly submit it by pressing the "SUBMIT" button.**

On submission, the EPSS performs an automatic validation of the proposal (e.g. confirms if all mandatory fields are completed etc.) and informs you of any apparent problems with the proposal. You may decide to submit the proposal even when apparent problems have been indicated by the EPSS. This automatic validation does not replace the more detailed eligibility checks and legal and financial verifications later carried out by the Commission before a contract may be issued.

All files are also subject to a check for viruses. Files which are found to contain viruses will not be accepted, you will instead receive a message to remove the virus and to try submission again. Also files which are found subsequently to be unreadable or unprintable cannot be evaluated.

If successfully submitted, you receive a message that indicates that the proposal has been received. You may continue to modify the proposal and submit revised versions overwriting the previously one (by pressing the "SUBMIT button" each time!) right up until the call closure.

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[1] Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment

[2] You must still make this change, even though the other partners' passwords are not actually required in your case

For the proposal Part B you are requested to use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Also zipped or otherwise compressed archives will not be accepted - as PDF is self-compressing there is nothing to be gained by zipping.

Only a single PDF file comprising the complete Part B can be uploaded. Any further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected.

3.1.2 Offline preparation with online submission (the EPTool)

The following instructions briefly outline the principal steps for offline proposal preparation and online submission. A detailed "Offline Electronic Proposal Tool (EPT) User Guide" is available on CORDIS (see Section VI).

Downloading the EPTool
The offline EPTool is a software programme running on your computer to create a proposal for later upload to the online EPSS. For preparing a proposal you have to download two components:
- the EPTool itself i.e. the basic software
- the package of forms and templates specific to the call and instrument you want to apply for.

The following steps are necessary for the proposal coordinator:
- Go to the CORDIS call page for the current call (reference see section VII)
- On the call page, go to the box "Prepare and submit a proposal for this call"
- Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page
- Click on "Register" for **OFFLINE preparation and online or offline submission**
- Fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist the Commission in planning the evaluation[1]
- The EPSS will send you by return email a username and password. You will need this for subsequent online submission of the proposal. In case of problems in receiving these, contact the EPSS helpdesk (reference see section VII)
- Click on "Download EPT", then choose one of the two options presented, depending on your computer platform, and follow the instructions for download and installation
- Go back to the EPSS start page (via the CORDIS call page) and click on "Download forms package". You will be able to download the package (a compressed .zip file) applicable to the call and instrument you have chosen. You have later to remember the directory on your hard disk to which you saved the package
- If you make an error concerning the call you have registered for, the type of instrument, or the choice between online or offline preparation, you must abandon this registration and the downloaded package of forms and templates and register again
- The username and password are linked to only one proposal (for the call and for the instrument you have chosen). For each proposal you want to prepare you have to register again.

Working with the EPTool:
- Unzip the downloaded forms package to a separate directory indicating call and instrument

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[1] Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment

- If you have downloaded the EPTool with the Java runtime attached, find the directory ...\EPTool that has been created on your hard disk during installation of the tool. In this directory you find a pdf file "EPSS-EPT-user-guide" with instructions how to use the application. Otherwise locate the EPT files you have downloaded, extract them to a directory. We recommend using the ...\EPTool directory.
- In the subdirectory ...EPTool\bin you find the file "Runme.bat" (Windows) or "runme.sh" (Unix), a batch or shell script file. Run this file to open the application, use the programme following the instructions in the "Offline Electronic Proposal Tool (EPT) User Guide".

Online submission of a proposal created with the EPTool
Once you have created and packaged a proposal with the offline tool following the instructions in the "Offline Electronic Proposal Tool (EPT) User Guide", submission is carried out uploading the package to the EPSS. **For this you will need the username and password which you obtained at registration**

Software problems with the EPTool are not considered as extenuating circumstances for call deadlines. It is therefore advisable to test the functioning of the system well in advance of the deadline, and, as for the EPSS online version, submit a first consolidated version of the proposal well in advance of the deadline (i.e. at least several days before), so that in case of technical or other problems close to the deadline there is a valid version already submitted.

Disclaimer: The offline EPTool is a software tool to be installed and running on your own computer system. Although designed for maximum compatibility, its proper functioning, as for any software, depends on proper installation and on your computer environment and settings and therefore cannot be guaranteed. The Commission cannot be held liable for any malfunction of the EPTool on your computer nor can it give technical assistance on problems related with your local computer environment.

3.2 Deadline for reception
Proposers are reminded that it is their own responsibility to ensure the timely submission of their proposal.

Electronically submitted proposals must be submitted to the EPSS system before the call deadline, at which time the access to the EPSS for this call will close. **Submission is point at which you have completed the upload of your proposal and have pressed the "Submit" button**. It is not the point at which you commence the upload. If you wait until too near to the close of call to commence uploading your proposal, there is a high probability you will not be able to submit in time.

If you have in error registered and submitted your proposal to another call which closes after this call, the Commission will not receive it until it is discovered in the download of this later call. **It will therefore be classified as ineligible because of late arrival.**

3.3 Acknowledgement of receipt
As soon as possible after the close of call, an Acknowledgment of receipt will be mailed to you. The sending of an Acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

The brief electronic message given by the EPSS system after submission does not constitute an official Acknowledgement of receipt.

4. Proposal evaluation and selection

The consortium will evaluate proposals received in the light of the criteria that governed the Commission's original evaluation and selection of their project, using the attached forms and with the assistance of at least two experts who are independent of any member of the consortium and of any proposer. The experts will be individuals from the fields of science, industry and/or with experience in the field of innovation and also with the highest level of knowledge, and who are internationally recognised authorities in the relevant specialist area.

Each independent expert will record his/her individual opinion of each proposal on the attached "individual" evaluation forms. They will then meet or communicate together to prepare a "consensus" form for each proposal. Using the scores given on the consensus form, the consortium will normally select the highest scoring proposal.

However, the consortium is not obliged to select the highest scoring proposal where it has objective grounds for objecting to the participant, for example commercial competition. In this case the choice may pass to the next-ranked proposal.

Also the consortium may conclude that even the highest scoring proposal is of inadequate quality, in which case it will make no selection. In the event of no selection being made, the consortium may or may not re-open the call at a later date.

5. Proposer checklist

➜ Have you completed both a Part A and a Part B?
➜ Is your Part B prepared in the approved file format (PDF), including no material in other formats?
➜ Have you virus-checked your part B, using up-to-date antivirus software?
➜ Have you printed out the PDF file of your own Part B, to check if it is complete, printable and readable?
➜ Is your proposal file within the size limit of 10 Mbytes?
➜ Are you submitting to the correct call? Check you have registered for the call identifier as given in the call text.
➜ Last but not least: Have you pressed the **SUBMIT** button?

It is strongly advised to submit a first version of the proposal well in advance of the deadline (i.e. at least several days before), and then to continue to improve it with regular resubmissions, so that in case of technical or other problems close to the deadline there is a valid version already submitted.

6. Support to proposers

General support actions for the [PRIORITY ABBREVIATION] Priority are also available to proposers in the competitive calls for additional partners in existing projects.

6.1 Information Desk for the call

The address from where you can get further information on the call is:

> [Name]
> [Address]
>
> email:
> tel:
> fax:

6.2 [Priority abbreviation] Information Desk

The address of the [Priority abbreviation] Information Desk is:

> European Commission
> The [Priority abbreviation] Information Desk
> Directorate General [xxxx]
> [Address]
> B-1049 Bruxelles/Brussel
>
> email: [Priority abbreviation]@cec.eu.int
> tel: +322 29x xxxx
> fax: +32 2 29x xxxx

The Information Desk operates 09h00 - 17h00 (Brussels time), Monday to Friday.

6.3 The EPSS helpdesk and user guides

The EPSS helpdesk is available to answer any questions specifically related to the use of the electronic submission tool.

> Email: support@epss-fp6.org
> Tel: +32 2 233 3760

EPSS and EPTool user guides are available from the call page or from http://www.cordis.lu/fp6/find-doc.htm#userguides

6.4 National Contact Points

The [PRIORITY ABBREVIATION] Priority supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice and particularly on preparing proposals. Organisations should contact the NCP of their own country for further information (see Section 7).

6.5 The Intellectual Property Rights Helpdesk

The IPR-Helpdesk has as its main objective to assist potential and current contractors taking part in Community funded projects on Intellectual Property Rights issues, and in particular on Community diffusion and protection rules and issues relating to IPR in international projects. Another objective is to raise awareness in the European research community on IPR issues, emphasising their European dimension.

It operates a free helpline offering a first line assistance on IPR related issues. The helpline is run in English, French, Italian, German and Spanish.

Website
http://www.ipr-helpdesk.org

Helpline (detailed queries)
ipr-helpdesk@ua.es
tel +34 96 590 97 18
fax +34 96 590 97 15

6.6 ETI actions

As part of the special support for SME participation in European research activities, the Sixth Framework Programme funds a range of Economic and Technological Intelligence (ETI) projects. The goal of these projects is to facilitate the participation of SMEs in FP6 proposals. The existing ETI projects already cover most of the Priority Thematic Areas and are establishing extensive networks of SMEs, and thus they offer a unique source of information and contacts.

There is more information at:

http://sme.cordis.lu/economic/eti_projects.cfm

7. References

Potential proposers could consult the following documents:

Legal decisions

Decision on the Framework Programme	http://www.cordis.lu/find-doc.htm
Participation rules	
Specific decision "Integrating and strengthening the European Research Area"	

General information

Existing [PRIORITY ABBREVIATION] projects	http://www.cordis.lu/[Priority abbreviation]/projects/projects.htm
Brochure "The FP6 in Brief"	http://www.cordis.lu/ist
Guides for Proposers	
[Priority name] Workprogramme	
Access to Electronic Proposal Submission Service (EPSS)	
EPSS helpdesk	support@epss-fp6.org tel +32 2 233 3760
Information on instruments	http://www.cordis.lu/fp6/instruments/

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6/
Document search	http://www.cordis.lu/fp6/find-doc.htm
National Contact Points	http://www.cordis.lu/fp6/ncp.htm
[Priority name] Information Days and other events	http://fp6.cordis.lu/ist/events/events.cfm
IPR helpdesk	http://www.ipr-helpdesk.org
IPR issues	http://www.cordis.lu/fp6/ipr-issues
ETI actions	http://sme.cordis.lu/economic/eti_projects.cfm
International co-operation (INCO) target countries	http://www.cordis.lu/fp6/inco.htm

Contractual information

Contract Preparation Forms	http://europa.eu.int/comm/research/fp6/working-groups/model-contract/index_en.html
Model contracts	

Annex 1 – Proposal Part A

Proposals in this call must be submitted electronically, using the Commission's Electronic Proposal Submission System. The forms on the following pages are therefore for information only.

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme for Research, Technological Development and Demonstration

Network of Excellence

A1

Proposal Number[1]		Proposal Acronym[2]	

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title[3] (max. 200 char.)			
Duration in months[4]	*Call (part) identifier[5]*		
Activity code(s) most relevant to your topic[6]			
Keyword code 1[7]			
Keyword code 2[7]			
Keyword code 3[7]			
Free keywords[8]			

Abstract[9] (max. 2000 char.)

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme for Research, Technological Development and Demonstration

Network of Excellence

A2

Proposal Number[1]		Proposal Acronym[2]	

INFORMATION ON PARTICIPANTS

Participant number[26]		
Participant organisation		
Organisation legal name[11]		
Organisation short name[12]		

Legal address

PO Box[13]		Postal Code[13]		Cedex[13]	
Street name and number[13]					
Town[13]			Country[14]		
Internet homepage					

Activity Type HE, RES, IND, OTH[15]		Legal Status GOV, INO, JRC, PUC, PRC, EEIG[17], PNP [16]	
If Legal Status "PRC", specify[18]			
Is the organisation a Small or Medium-Sized Enterprise (SME)?[19]		YES/NO	

Are there dependencies between the organisation and (an)other participant(s) ?[20]		YES/NO	
If yes, participant number		If yes, participant short name	
Character of dependence SG, CLS, CLB[21]			
If yes, participant number		If yes, participant short name	
Character of dependence SG, CLS, CLB[21]			
If yes, participant number		If yes, participant short name	
Character of dependence SG, CLS, CLB[21]			

Person in charge[22]

Name		First name(s)	
Title[23]		Sex: Female=F, Male=M[24]	
Department/Faculty/Institute/ Laboratory name			

Address (if different from above)

PO Box[13]		Postal Code[13]		Cedex[13]	
Street name and number[13]					
Town[13]			Country[14]		
Phone 1[25]			Phone 2[25]		
e-mail			Fax[25]		

Previously submitted similar proposals or signed contracts?[10]		YES/NO	
If yes, programme name(s) and year			
If yes, proposal number(s) or contract number			

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

EUROPEAN COMMISSION

6th Framework Programme for
Research, Technological
Development and Demonstration

Network of
Excellence

A2

Proposal Number[1]		Proposal Acronym[2]	

Financial information (Network of Excellence)						
Participant n°[26]	Number of researchers to be integrated			Number of doctoral students in the network		
	Female	Male	Total	Female	Male	Total
1						
(Sub)total[30]						

Requested Grant for Integration *(in euro)*	

Please use additional copies of form A3 if the number of lines is not sufficient

Form A3: page … of ….

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

How to complete the proposal submission forms (Proposal Part A)

Introduction
This document provides guidance on how to complete the administrative forms required in the EPSS. These forms will be an integral part (the Part A) of your proposal for a Network of excellence.

How to complete the forms
These forms are designed for general use within the programme, which is normally for proposing consortia. As a solo participant, you will need to complete:
- An A1 form, which identifies and summarises your proposal
- An A2 form, giving your name and address details etc. You are partner no. 1
- An A3 form, indicating the number of staff you will be contributing to the network. In this form you need to complete only one line, as you are a solo participant.

For numbers, (amount, duration, etc.), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number. Please remember to indicate the proposal short name (acronym) in all sheets of the forms where indicated, and on every page of the other parts, including any annexes. All costs must be given in € (not thousands of €) and must exclude value-added tax (VAT).

1   Proposal number
The proposal number will be assigned on submission. Please leave the field empty.

2   Proposal Acronym
Insert the acronym of the project you wish to join.
The **same acronym should appear on each page of the proposal (part A and part B)** to prevent errors during its handling.

3   Proposal Title
Insert the title of the project you wish to join.

4   Duration
Insert the estimated duration of your participation in the project in full months.

5   Call (part) Identifier
Insert the call identifier as given in the call text

6   Activity code(s) most relevant to your topic
Leave blank

7   Keyword codes from thesaurus
Leave blank

8   Free keywords
Leave blank

9   Abstract
You should not use more than 2000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the existing project. This summary will be used as the short description of the

proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.

10 Previously submitted similar proposals or signed contracts
Leave blank

11 Organisation legal name
Official name of participant organisation. If applicable, name under which the participant is registered in the official trade registers.

12 Organisation short name
The short name chosen by the participant for this proposal. This should normally not be more than 20 characters and the same should be used for the participant in all documents relating to the proposal.

13 Address data
Fill in only the fields forming your complete postal address . If your address is specified by an indicator of location other than a street name and number, please insert this instead.

14 Country
Insert the name of the country as commonly used.

15 Activity Type
Please insert the abbreviation for the activity type most appropriate to the organisation (only one), according to the following explanations:
– **HE-Higher Education**: organisations only or mainly established for higher education/training, e. g. universities, colleges
– **RES-Research**: organisations only or mainly established for carrying out research activities
– **IND-Industry:** industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance;
– **OTH-Others:** Organisations not fitting in one of the above categories

16 Legal status
Please insert only one abbreviation from the list below, according to the following explanations:

GOV: Governmental (local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);
INO: International Organisation (i. e. an international organisation established by national governments);
JRC: Joint Research Centre (the Joint Research Centre of the European Community);
PUC: Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority) ;
PRC: Private Commercial Organisation including Consultant (i.e. any commercial organisations owned by individuals either directly or by shares, physical persons);
EEIG: European Economic Interest Group;
PNP: Private Organisation, Non Profit (i.e. any privately owned non profit organisation).

17 Legal Status: If "EEIG"

If the organisation is a European Economic Interest Group you have to add a sheet to part B of the proposal listing the members of the group (legal names, addresses, dependencies). This is necessary to verify if the proposal meets the eligibility criterion of minimum partnership.

18 Legal Status: 'If 'PRC', Specify'

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation (e.g.: SA, LTD, GmbH, physical person etc.).

19 Small or Medium Sized Enterprise (SME)

To be regarded as an SME, your organisation must have:

− less than 250 full time equivalent employees
and
− an annual turnover not exceeding EUR 40 million **or** an annual balance sheet total not exceeding EUR 27 million,
and
− must not be controlled by 25% or more by a company which is not an SME (on the issue of control, see note 20).

If all the above conditions apply to the organisation insert YES, else NO.

20 Dependencies between participants

Indicate any dependencies between your organisation and any other organisation already participating in the project. You may find the list of other organisations participating in the project at http://www.cordis.lu/fp6/projects.htm. Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

− A legal entity is under the same direct or indirect control as another legal entity,
or
− A legal entity directly or indirectly controls another legal entity,
or
− A legal entity is directly or indirectly controlled by another legal entity.

Control:
Legal entity A controls legal entity B if:

− A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,
or
− A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

21 Character of dependence

Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:

- **SG**: Same group: if your organisation and the other participant are controlled by the same third party
- **CLS**: Controls: if your organisation controls the other participant
- **CLB**: Controlled by: if your organisation is controlled by the other participant

22 Person in charge

Please insert in this section the data of the main scientist or team leader in charge of the proposal for your organisation .

23 Title

Please choose one of the following: Prof., Dr., Mr., Ms.

24 Sex

This information is required for statistical purposes. Please indicate with an F for female or an M for male as appropriate.

25 Phone and fax numbers

Please insert the full numbers including country and city/area code. Example +32-2-2991111.

26 Participant number

You are participant no. 1

27 Number of researchers to be integrated

For a Network of Excellence, the number of researchers that the new participant intends to integrate will be calculated on the following basis:

- **"researchers":** means research staff with at least four years of research experience or those in possession of a doctoral degree. Additionally, a "researcher" must either be an employee of one of the contractors or be working under its direct management authority in the frame of a formal agreement between the contractor and that researcher's employer;
- **"number of researchers":** means the headcount of those "researchers" that both (a) are identifiable by name at the time of the deadline for the submission to the Commission of the original proposal for this network of excellence and (b) constitute the research capacities of the contractors within the frame of the then proposed network of excellence;
- this initial set of names must be auditable.

28 Number of doctoral students in the network

For a Network of Excellence, the number of registered doctoral students will be calculated on the following basis:

- **"doctoral students":** means students who are enrolled on a recognised course of doctoral studies run by one of the contractors and who do not meet the conditions to be considered as a "researcher";
- **number of doctoral students":** means the headcount of those "doctoral students" that are both (a) identifiable by name at the time of the deadline for the submission to the Commission of the original proposal for this network of excellence and (b) engaged on research activities within the frame of then proposed network of excellence;
- this initial set of names must be auditable.

29 Requested grant for integration

The model contract (Annex III) contains a table to convert the overall "number of researchers" to be integrated into an average annual grant that your organisation is entitled to receive (deviations from this standard table can be defined in the work programmes):

50 researchers	€ 1 million/year
100 researchers	€ 2 million/year
150 researchers	€ 3 million/year
250 researchers	€ 4 million/year
500 researchers	€ 5 million/year
1000 researchers and above	€ 6 million/year

The grant for an intermediate number N of researchers would be calculated by linear interpolation:
A - nearest lower given number, B – nearest upper given number, G_A – given grant for A researchers, G_B – given grant for B researchers:
Grant for N researchers: $G_N = G_A + (G_B - G_A)/(B-A)*(N-A)$

The bonus for "doctoral students" will be equivalent to € 4,000/year multiplied by the "number of "doctoral students", up to a maximum of 10 % of the grant for the "researchers".

By way of illustration, a network of 100 "researchers" and 5 "doctoral students" being supported over 4 years would be granted a fixed amount totalling € 8.08 million, which the network would eventually receive provided, of course, that the eligible costs incurred by the consortium in implementing the joint programme of activities turn out to be greater than this amount.

"Researchers" and "doctoral students" of a participant established in a third country shall be included in the calculation of the "number of researchers" and "number of doctoral students" only when the participant may receive a Community financial contribution.

The participant, when taking into account aspects such as the characteristics of the field of research concerned, may request a lower grant for integration than that resulting from the method described above. In such cases, this lower amount will be the basis for any contract.

- The grant awarded to the network can be paid to the consortium only to the extent that the payments are less than the eligible costs incurred by the consortium in implementing the joint programme of activities.

30 (Sub-)Total
As you are a solo participant, insert figures in the total row identical to your figures as Partner no. 1

Annex 2 – Proposal Part B

INSTRUCTIONS FOR PREPARING PART B OF A PROPOSAL FOR INCLUSION AS AN ADDITIONAL PARTNER IN A NETWORK OF EXCELLENCE IN THE SIXTH FRAMEWORK PROGRAMME.

Front page
Full title of the existing project you wish to join
Acronym of the existing project
Contract number of existing project
Type of instrument
      in this case: Network of excellence
Date of preparation of your proposal

Your organisation name
Name of the coordinating person
Coordinator telephone number
Coordinator email
Coordinator fax

Contents page
      Show contents list

Proposal summary page
Full title of the existing project you wish to join
Acronym of the existing project
Proposal abstract
      copied from Part A (if not in English, include an English translation)

B.0 Tasks addressed
      Indicate which task or tasks within the call this proposal addresses
      (The call may be a multi-part call, with several different sets of tasks, in which case you must identify here which set of tasks your proposal is addressing. If this is not the case, then simply state here that you address all tasks in the call)

B.1 Potential impact
      Describe the strategic impact of your contribution to the existing project. (Recommended length –five pages)
      Contributions to standards: Describe contributions to national or international standards which may be made by your contribution to the network, if any. (Recommended length – one page)

B.2 Degree of integration and the Joint Programme of Activities
      Describe your contribution to the Joint Programme of Activities and show how it will help the Joint Programme of Activities brings about the expected degree of integration. Describe your contribution to the JPA broken down to the level of activities and the components of each of the activities. Show how this integrates the various components to a coherent contribution. Use the form NoE List of activities, given below, to summarise your

participation. (As a solo participant, you complete the column for "Participant no. 1" and then make identical scoring in the column "Total participants".)

Then describe in detail as many of the following as are relevant to your activity:

Integrating activities: Show the importance of your contribution to the integration process, in particular in relation with the qualitative and quantitative performance indicators that are proposed in the existing project.

Programme for jointly executed research activities: Describe the jointly executed research activities that will be undertaken by your organisation.

Activities to spread excellence: Describe the activities planned by your organisation for spreading the excellence beyond the network members, with a particular emphasis on the training activities, including outside the network.

Consortium management activities: Describe each of these components. Show the relevance and contribution to the project's existing organisation and management plans.

(Recommended length for the whole of section B.2 –ten pages)

B.3 Description the excellence of the participant

Describe the research which your organisation is currently doing which is relevant to the topic of the network or otherwise show your contribution to the Joint Programme of Activities. Show how you are suited to the roles in the JPA which you are taking up, and that you have the necessary critical mass of expertise and resources to carry out the JPA successfully. (Recommended length –five pages)

Other countries: If you are based outside of the EU Member and Associated states, explain in terms of the network's objectives why you should be included, describe the level of importance of your contribution to the network, and the unique skills and qualities which you bring from outside the EU/AS. (Recommended length –one page).

B.4 Other issues

If relevant to your work package, show how you will contribute to the project's efforts to engage with actors beyond the research community, to help spread awareness and knowledge and to explore wider societal implications. If relevant set out synergies with education at all levels. If there are gender issues associated with the work package, show how they have been adequately taken into account. Please also be aware that you will be required to contribute to the Gender Action Plan of the project/network (eg. provision of sex-disaggregated work force statistics).

If there are ethical issues associated with your activities within the network, show how they have been taken into account - indicate which national and international regulations are applicable and explain how they will be respected. Explore potential ethical aspects of the implementation of network results. In all cases include the Ethical issues checklist given below.

NoE List of activities
Full duration of project
(tick boxes for activities in which participants are involved)

Project acronym -

	Participant 1 short name	Participant 2 short name	Participant 3 short name	Participant 4 short name	Participant 5 short name	etc.	TOTAL PARTICIPANTS
Integrating activities							
Activity name							
Activity name							
Activity name							
Activity name							
etc.							
Joint research programme							
Activity name							
Activity name							
Activity name							
Activity name							
etc.							
Spreading of excellence activities							
Activity name							
Activity name							
Activity name							
Activity name							
etc.							
Consortium management activities							
Activity name							
Activity name							
Activity name							
Activity name							
etc.							

Ethical issues checklist

Table A. Proposers are requested to fill in the following table

Does your proposed research raise sensitive ethical questions related to:	**YES**	**NO**
Human beings		
Human biological samples		
Personal data (whether identified by name or not)		
Genetic information		
Animals		

If you answer "YES" to any of the above, please include in your proposal section B.4 the more detailed version of Table A ("Crucial information") obtained from:
http://europa.eu.int/comm/research/science-society/ethics/rules_en.html
and also incorporate in section B.4 and in other appropriate parts of your proposal comments corresponding to the detailed instructions given in sections C-D at the above address

Table B. Proposers are requested to confirm that the proposed research does not involve:

Research activity aimed at human cloning for reproductive purposes,

Research activity intended to modify the genetic heritage of human beings which could make such changes heritable[7]

Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

	YES	**NO**
Confirmation : the proposed research involves none of the issues listed in Table B		

Further information on ethics requirements and rules are given at the science and ethics website at
http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html

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[7] Research relating to cancer treatment of the gonads can be financed

Version 26 October, 2004 Electronic submission

Annex 3 – Evaluation forms

Individual Assessment Report for a Network of excellence

Proposal id :

1 – poor: 2 – fair: 3 – good: 4 - very good: 5 – excellent
0 -the proposal fails to address the issue/cannot be judged against the criterion due to missing or incomplete information
Half marks may be given

1. Potential impact *(Threshold 3/5)*	**Mark:**

2. Contribution to the degree of integration and the JPA *(Threshold 4/5)*	**Mark:**

3. Excellence of the proposer *(Threshold 3/5)*	**Mark:**
Overall score *(Threshold 12.5/15)*	**Mark:**

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal

Name	
Signature	
Date	

Consensus Report for a Network of excellence

Proposal id :

1 – poor: 2 – fair: 3 – good: 4 - very good: 5 – excellent
0 -the proposal fails to address the issue/cannot be judged against the criterion due to missing or incomplete information
Half marks may be given

1. Potential impact *(Threshold 3/5)*	**Mark:**

2. Contribution to the degree of integration and the JPA *(Threshold 4/5)*	**Mark:**

3. Excellence of the proposer *(Threshold 3/5)*	**Mark:**
Overall score *(Threshold 12.5/15)*	**Mark:**

	Evaluator	**Evaluator**
Name		
Signature		
Date		