European Commission

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

Domain

Support for the co-ordination activities

Integrating and Strengthening the European Research Area

Supporting the cooperation and the coordination of research activities carried out at national or regional level

(ERA-NET scheme)

Continuously open call for proposals

Call identifier FP6-2002-ERA-NET-1-CA-SSA-B

SPECIFIC SUPPORT ACTIONS

1 December, 2003
Reference no. 2003/2

Two different instruments are available to fund activities in the ERA-NET scheme. These instruments are described in the brochure "The 6th Framework Programme in Brief" and at http://www.cordis.lu/fp6/instruments/:

- Coordination Actions (CA)
- Specific Support Actions (SSA)

This version of the Guide for Proposers concerns:

SPECIFIC SUPPORT ACTIONS

This version of the Guide for Proposers concerns:

ERA-NET scheme
CALL identifier: FP6-2002-ERA-NET-1-CA-SSA-B

The structure required for a proposal, and the rules which will govern its evaluation, vary according to the type of instrument used and also may vary from call to call. It is entirely your responsibility to ensure you are using the correct version of the Guide for Proposers for the type of action and the call for which you are proposing.

Key recommendations for submitting a proposal to the ERA-NET scheme

- **Priorities and objectives**: Check that your proposed work does indeed address research objectives open in the current Call and as described in the current “Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level” (ERA-NET Scheme) Workprogramme.

- **Completeness**: Proposals must comprise a Part A, containing the administrative information (including partner and project cost details) on standard forms; and a Part B, containing the scientific and technical description of your proposal, (as described in Annex 2). Check that your proposal contains both parts.

- **Use of correct forms and instrument**: The proposal forms for Part A and the structure of Part B vary according to the different instruments.
  Check that you have chosen the correct instrument for the type of work you are proposing.
  Check in the Work Programme that the call is actually open for instruments of this type in the particular research objective: “Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level” in which you propose to work.
  Check on the call page that you are using the version of the Guide for Proposers specific for this instrument and call.

- **Eligible partnership**: Confirm that you and your partners are indeed eligible for participation in the Priority - The minimum requirements for the make up of your consortium can be found in the Work Programme and the call text, and organisations must have a registered legal existence.

- **Evaluation criteria**: All proposals are evaluated according to fixed sets of criteria, depending on the type of instrument, which are defined in Annex B of the Workprogramme and further described in the Guidelines for Evaluators. Be sure that your proposal clearly addresses each of the evaluation criteria used for this instrument. Be aware that there are threshold scores on the criteria, which must be achieved, or else the proposal fails.

- **Ethical, safety and regulatory issues**: Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with specific sensitive issues. Proposals will fail if they do not respect the ethical rules for FP6.

- **Gender issues**: Clearly indicate the way in which these issues are taken into account (see Proposal Part B and Annex 4)

- **Presentation**: Proposals should be precise and concise. They should present the objectives and the expected results, how the participants intend to disseminate or exploit these results and how the project contributes to integrating and structuring the European research area. Proposals should assemble the necessary critical mass of activities, expertise and resources to achieve the proposed objectives.

- **Competition**: There will be strong competition. Therefore edit your proposal tightly, strengthen or eliminate weak points. Arrange for your draft to be evaluated by experienced colleagues, using the evaluation criteria for the type of action you are proposing, before sending it in. Then use their advice to improve it before submission.

- **Continuously open call and closure dates:** Call for ERA-NET proposals will be continuously open up to October, 4 2005 to allow proposal submission at any time with fixed closure dates for receipt of proposals to be considered in any particular session. The Commission ensures that all proposals received before any given closure date are evaluated in an evaluation session that is normally organised within a month after this closure date. Closure dates are specified in the relevant call.

Contents –Specific Support Actions

Support for coordination activities: ERA-NET Scheme
Instrument: Specific Support Actions (SSAs)

Specific information for Specific Support Actions in the "Supporting the cooperation and the coordination of research activities carried out at national or regional level" (ERA-NET Scheme) published on 17th December 2002. Continuously open call

I Introduction

I.1 Structure and content of the Guide for Proposers

This Guide for Proposers contains the basic information needed to guide you in preparing a proposal.

It contains the proposal forms needed to prepare Part A of a proposal, and instructions on how to write Part B. Both parts are required to make a complete proposal. Incomplete proposals will be ineligible and therefore will not be evaluated.

It also describes other services, which may be available for the proposers, like notification of an intention to submit, and the different support services. It contains references to other documents, reports, forms and software tools that are of assistance in the preparation of proposals.

Other documents which constitute, together with this guide, the **Information Package for Specific Support Actons** and which you will need to consult during the preparation of your proposal are:

> **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., allowing potential participants to better find their way through to the activity most suiting their ideas.
>
> **The current "Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level (ERA-NET Scheme) Work Programme**. The Work Programme provides a detailed description of the content of the research topics/objectives, which are open for proposals, and indicates which types of instruments may be used for each. It also gives an indicative timetable for the implementation ("roadmap") and details on the evaluation criteria.
>
> **The Continuously Open Call for proposals** as published in the Official Journal of the European Communities. This will tell you which Research topics/objectives are open for proposals for Coordination Actions and what are the address and the closure date for proposal submission.

Additional documents, which you should review, are:

> **The Guidelines on proposal evaluation and selection procedures (the "Evaluation Manual").** This document describes the general principles and the procedures, which will be used in the evaluation and selection of proposals.
>
> **The "Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level (ERA-NET Scheme) Guidance notes for evaluators.** This describes in detail how proposals will be evaluated in **ERA-NET Scheme.** You may use the Guidance notes for evaluators as a checklist to ensure the quality of your proposal.
>
> All these documents, as well as additional information if any, may be found at: the CORDIS call page for this call (see reference in section VII).

The model contract and its annexes for Specific Support Actions. This specifies the contractual terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding.

The background document on the Specific Support Actions. Details of what a Specific Support Actions comprises and how such a project should be implemented are given at http://europa.eu.int/comm/research/fp6/instruments_en.html or at http://www.cordis.lu/fp6/instruments.htm.

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 Work programme for "Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level (ERA-NET Scheme), the Call for proposals or the Guidelines on evaluation and selection of proposals.

1.2 Specific information for this call

Consortium composition: ERA-NET partners will be national or regional public bodies (e.g. ministries, state committees for research, academies, agencies, funding agencies or national research organisations) which manage or finance public research programmes. Other bodies (research associations, private research organisations, charities etc.) which finance or manage publicly funded research programmes at the national or regional level on behalf of national or regional public bodies, or bodies which include as part of their mission the pan-European coordination of nationally funded research can also participate. A grouping of these bodies (e.g. an EEIG) is also accepted (see chapter 11.6.2 of the work programme for the exact conditions).

It has to be noted that individual researchers and research institutes are normally not eligible. The only exception would be when such a legal entity has been entrusted by a public body the task to manage a public research programme on its behalf.

The participants in ERA-NETs are hence the programme managers acting at the national or regional level. This is quite different from the other FP-VI activities where researchers or research institutes or enterprises are the participants.

Proposals for SSAs may be submitted by a single legal entity, which is a key actor at the national or regional level.

Specific support actions provide an excellent tool to encourage and facilitate the participation of organisations from the candidate countries in the ERA-NET scheme.

Research fields

ERA-NETs may cover any research field (full bottom-up approach with no preference given to any theme or discipline).

II. Proposal preparation

II.1 One stage submission as applied in the ERA-NET scheme, continuously open call

Proposals for Coordination Actions in **"Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level" (ERA-NET Scheme)** are submitted in a single stage – by submitting a complete proposal application to the address set out in the Call for proposals as published in the Official Journal of the European Communities. Proposals must be received by the Commission by the closure date of the continuously open call.

II.2 Consortium composition

Proposals must be presented by a consortium comprising a minimum number of mutually-independent legal entities (organisations or individuals) established in different Member States of the EU or Associated States, of which a certain number must be Member States or Associated candidate countries. These minimum numbers are set out in the Call for proposals.

The EU Member States are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom.

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.

The candidate countries are: Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia and Turkey. All of these countries have signed memoranda of understanding associating them with FP6. Other countries, which are associated to the 6th Framework programme, are: Iceland, Israel, Liechtenstein, Norway and Switzerland[2]. Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation website (see Section VII).

Organisations from any other country may additionally take part, provided the above minimum requirements have been met. Organisations from certain other countries may receive a Community financial contribution, as defined in the Rules of Participation in FP6 (see address in Section VII).

Co-operation with international organisations with intergovernmental agreements is welcomed. Co-operation with organisations in INCO target countries is encouraged (see address of INCO web page in Section VII).

<u>Special conditions for participation in the ERA-NET scheme</u>

The participants in the ERA-NET scheme shall be:

- public bodies responsible for financing or managing research activities[3] carried out at national or regional level;
- other national or regional bodies that finance or manage such research activities;
- bodies operating at European level that include as part of their mission the pan-European coordination of nationally-funded research activities[4].

[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] The association agreement with Iceland, Israel, Liechtenstein and Norway is in force. The entry into force of the agreement with Switzerland is foreseen for 1 January 2004.
[3] "**activities**" understood as research and innovation programmes or parts thereof.
[4] "**activities**" understood as research and innovation programmes or parts thereof.

The legally established minimum number of participants for each of the two instruments given below must only include entities belonging to the above three categories. However, over and above this minimum, may also participate and receive Community funding:

- legal entities such as charities or other private organisations which also manage research programmes that are strategically planned and executed at national or regional level.

However, an European Economic Interest Group (EEIG) or any legal entity established in a Member State or Associated State according to its national law and which is made up of independent legal entities managing publicly funded national or regional programmes from at least three different Member States or Associated States, of which at least two shall be a Member State or Associated candidate country, may be the sole participant in an ERA-NET.

For ERA-NETs specific support actions, the minimum number of participants is at least one of the above mentioned participants

II.3 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 information about the proposal and the proposers e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of activity, etc. This information will be encoded in a structured database for further computer processing to produce statistics, evaluation reports etc., and also to support the experts and Commission during the evaluation process.

- **Part B** comprises a structure or list of headings, which should be followed to describe the scientific, and technical content of a proposal (see Annex 2), rather than a pre-prepared form. It describes among other things the nature of the proposed work, the participants and their roles in the proposed project. It describes the reasons for carrying out the work, and the benefits, which would come from it. The recommended/maximum length is specified for the different sections of part B.

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos etc.) will be disregarded. In proposals submitted electronically, other embedded material or hyperlinks to other documents will be disregarded.

II.4 Proposal language

Proposals may be submitted in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators, and an English translation of the abstract must be included in Part B of the proposal.

II.5 Notification of intention to submit a proposal

To assist the Commission in its evaluation planning, proposers are kindly requested to notify their intention to submit a proposal, no matter if they intend to submit electronically or on paper. Proposals are notified via the Internet, at the CORDIS call page for the open call (see address in Section VII).

You may always submit a proposal without notification and notifying an intention to submit a proposal does not commit you to actually submit a proposal. When notifying, proposers will not get any feedback. Notifying an intention to submit on CORDIS is different from and has nothing to do with registering with the electronic proposal submission system to get a login and password. The latter has to be done separately if you want to submit electronically (see section III.1)

II.6 Electronic proposal submission system

An electronic proposal preparation tool is available **via the CORDIS call page** to help you prepare your proposal. This tool may be used directly online to prepare and submit a proposal, or alternatively, it may be downloaded to prepare a proposal offline. In this case, once the proposal has been prepared with the offline tool, it may be either sent: electronically via the online tool, or printed and submitted on paper with a CD-ROM or diskette copy included, as preferred by the proposers. Direct online submission is strongly encouraged.

II.7 Pre-proposal check

For Specific Support Actions in the Continuously Open Call of the ERA-NET Scheme which address the Research objective: Supporting the cooperation and the coordination of research activities carried out at national or regional level **and these proposals only**, the Commission offers a facility to allow a proposer to check on the appropriateness of their proposed action and the eligibility of the proposal consortium.

II.7.1 Scope of check

Advice and guidance will be given concerning

- the conditions for participation (e.g. eligibility of consortium)
- the suitability of the proposed work with respect to the scope and content of the Research objective
- any other aspects which may assist in supporting the eligibility of the eventual proposal (including ethical issues)

This pre-proposal assessment service is entirely optional. Any proposal can always be submitted directly to the call without a pre-proposal check

II.7.2 Conditions of the service

Pre-proposals may be submitted at any time up till 13th February 2004 related to the closure date 2nd March 2004

The advice given by the Commission is strictly informal and non-binding. The advice provided through the pre-proposal check does not in any way engage the Commission with respect to acceptance or rejection of the proposal when it is formally submitted at a later stage. The evaluators who later evaluate your proposal will not be informed of the results of the pre-proposal check, nor even that a pre-proposal check was carried out.

The Commission will only assess one pre-proposal per potential proposal; if a second “refined” pre-proposal is submitted the Commission does not undertake to review it. The Commission does not undertake to engage in further discussion about your proposal beyond the official pre-proposal reply form. The pre-proposal service is not intended to assist with the identification of possible partners for your consortium.

II.7.3 Submission of pre-proposals

Pre-proposals should preferably be submitted via the Internet (http://www.cordis.lu/coordination/pre-prop.htm) A form for submitting a pre-proposal by fax is annexed to this Guide for Proposers (Annex 5)

III Submission of proposals

Proposals to the current call may be submitted using the electronic proposal submission system (EPSS) online via the Internet, or on paper, preferably created by using the offline electronic tool and accompanied by an electronic copy of the package created by the offline tool on CD-ROM or diskette, to the address indicated in the Call for proposals.

III.1 Online electronic submission

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 login and password. All data that you encode and upload are securely stored on a Web server, so that only the participants in your proposal have access (not even the Commission before submission), providing a common online workspace for the preparation of the proposal.

Request of login and password (only by the 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", fill in the registration form and submit it. The EPSS will send you a login and password **by post** (for reasons of security and confidentiality). On your own risk, you can ask for having an **advance copy of login and password by e-mail or fax** by sending an e-mail to the EPSS helpdesk (reference see section VII).
- The login and password is 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, following the procedure described above.

The time required to receive the login and password after registration will vary from place to place and the Commission takes no responsibility for the late receipt of logins and passwords. Proposal co-ordinators should therefore apply for logins and passwords well in advance. If you wish to **receive the login and password by electronic mail or by fax in advance of the posted information,** you may indicate this to the EPSS helpdesk. The Commission takes no responsibility for any potential loss, incorrect arrival or use of the password and login if they are requested by fax or e-mail. The proposers take the risk and responsibility to ensure that the fax number and/or electronic mail address provided are correct and assume all risks in case of error, misuse, illegibility or loss of confidentiality or security. In all cases, the logins and passwords will be provided by the post. In the event of contradiction or errors, only that information provided by the post constitutes the correct version. It is in any case suggested that the password be changed upon first use to ensure confidentiality.

Using the online system (coordinator):

Once you have received your login 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 login and password you reach the EPSS main menu for your proposal. As co-ordinator, at the first login, you should reset your own password and the participants' password. As a coordinator you can:

- set up and modify your consortium by adding/removing partners
- complete and modify administrative forms
- upload documents (.rtf or .pdf) forming part B (the description of the contents) of your proposal
- assign a password to be shared by other participants
- submit the proposal

Using the system (participants other than coordinator):

Participants receive their login and password from the coordinator. For entering the EPSS see above. As a participant (not coordinator) you can:

- view the whole proposal
- download all administrative forms
- download the document template for part B
- complete and modify your own A2 administrative form

Submitting a proposal online

Once there is a consolidated version of the proposal, the coordinator submits it by pressing the "Submit" button. On submission, the EPSS performs an initial check on eligibility and informs the coordinator of any apparent eligibility problems with the proposal. This check does not replace the eligibility check carried out by the Commission and the coordinator may decide to submit the proposal even when apparent eligibility problems have been indicated by the EPSS.

Once successfully submitted, the coordinator receives a message that indicates that his/her proposal has been received and accepted for submission. The coordinator may continue to modify his/her proposal and submit revised versions overwriting the previously submitted one up until the call closure, but will not be able to modify the proposal after call closure. Proposal files successfully submitted, but which later turn out to contain computer viruses or which are unreadable or unprintable, shall be rejected.

For the proposal content (part B) you are requested to use PDF ("portable document format", version 3 or higher with embedded fonts) or RTF ("rich text format"). Technical problems resulting from the use of other formats may lead to your proposal being ineligible.

Using only PDF or RTF format for submission of part B

Why?

These two formats of text documents are supported by the vast majority of computer platforms; they bear a minimum risk of viruses. Allowing any possible format would require that the Commission maintain an arsenal of software and even then readability could not be guaranteed in 100% of the cases.

How?

RTF: This is the format most easily accessible. Many text processors allow saving documents as RTF without the need for any special converting software (e.g. in WORD: Choose "File", then "Save as" then select "Rich text format" from the list of types). Working with RTF files is the same as with any other text files, i.e. they can be opened and edited with the usual text processors.

PDF: The possibility of converting a text file into PDF is integrated in only a few text processors. Most users need a special converting software (commercial software or downloadable freeware available on the Web). Conversion into PDF is the last step in preparing a document for submission; PDF documents cannot be edited like normal text files.

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

One of the advantages of electronic submission with the EPSS is the possibility to re-submit (until the call closure). It is advisable to 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 always a valid version already submitted.

III.2 Proposal preparation and submission using the EPSS-EPT offline version

Downloading the offline EPSS:

The offline EPSS (the EPT) is a software programme running on your computer to create a proposal for later upload to the online EPSS or for creating a proposal to be sent on paper with an electronic copy on CD-ROM or diskette. For preparing a proposal you have to download two components:

- the EPT tool 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:

- 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 "Download EPT", then choose one of the two options, 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"
- Fill in the form asking for some basic information on your proposal, click "next"
- Click "Download forms package"; you will be able to download the package (a compressed .zip file) applicable to the call and instrument you have chosen before. You have later to remember the directory on your hard disk to which you saved the package

Working with the offline EPSS (EPT):

- Unzip the forms package to a separate directory indicating call and instrument
- 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 "EPSS-EPT-user-guide" (see above)

Submitting a proposal created with the offline EPSS (EPT)

Once you have created and packaged a proposal with the offline tool following the instructions in the "EPSS-EPT-user-guide", submission may be carried out in two ways:

- By uploading the package to the online EPSS. **You will need a login and password for the online EPSS** (see instructions above);
- By using the offline tool to prepare a paper copy of the proposal and to write the package created by the offline tool to CD-ROM or diskette. The paper copy and the CD-ROM or diskette are then delivered by post, courier service or by hand before the call closure to the address given in the call for proposals (see also section III.3).

When using the second method, the proposal coordinator must include a paper copy of the proposal in the package with the CD-ROM/diskette. The paper copy is only used for processing and subsequent evaluation if the electronic media are unreadable or if the files on the media are found to contain a computer virus. **A proposal submitted on CD-ROM or diskette which is not prepared and packaged by the offline EPSS (EPT), which is unreadable or which contains a computer virus will be rejected if a paper copy is not included in the same package.**

Disclaimer: The offline EPSS is a software tool to be installed and running on your 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 can therefore not be guaranteed. The Commission cannot be held liable for any malfunction of the offline EPSS on your computer nor can it give technical assistance on problems related with your local computer environment.

Software problems with the offline EPSS are not considered as extenuating circumstances for closure dates.It is therefore advisable to test the functioning of the system well in advance of the closure date..

III.3 Submission on paper

III.3.1 Procedure

Proposal Part A – You can either complete the forms electronically using the offline EPSS and then print out the completed forms for submission. Alternatively, you may use the forms annexed to this Guide, photocopying extra copies of the form A2 as necessary for the number of partners in your proposal.

Proposal Part B – Prepare a text document following the outline supplied in Annex 2:

- each page of Part B **must** be numbered (preferably in the format “page X of Y”).
- each page of Part B **must** be headed with the acronym you have chosen for your proposal.

For submission of FP6 proposals the Commission does not require signatures of proposers.

III.3.2 Preparing your proposal for submission

Your proposal should be submitted as one complete unbound Part A and one complete unbound Part B. The Commission will reproduce the number of copies needed by the evaluators, therefore.

- **Print your proposal on white A4 paper (80 g/m^2)**
- **Print on one side of the paper only; no two-sided copies please**
- **Do not convey information using colour; the copies will be made in black and white**
- **Do not use glossy or surfaced paper**
- **Do not include paper clips or staples**
- **Do not include front or back covers of plastic, card etc.**
- **Do not bind your proposal**

You are strongly advised to securely retain an additional complete unbound copy of your proposal.

III.3.3 Packaging and delivery

The complete set of proposal documentation should be placed in an envelope or envelopes marked “Commercial-in-confidence” with the following information on each:

- The name of the Priority = **“Support for coordination activities (ERA-NET Scheme)**
- The call identifier as given in the Call for proposals : **FP6-2002-ERA-NET-1-CA-SSA-B**
- The proposal acronym

If you use more than one envelope, please mark them clearly 1 of X, 2 of X etc.

The envelope(s) should then be sealed within an overall packaging, which should be addressed to the Commission office for receipt of proposals as given in the Call for proposals.

The proposal may be sent by mail, by special delivery service or delivered by hand, but **must** arrive at the specified address no later than the closure date given in the Call for proposals.

<u>If you are submitting more than one proposal:</u>
Submit each proposal separately**. Never mix two different proposals in a single package.**

III.3.4 Errors in submitted paper proposals

If after sending your proposal you discover there has been a **serious error which will affect its evaluation** (wrong address, missing pages, missing parts…) and the closure date has not yet passed, you should at once contact the ERA-NET Information Desk, the coordinates of which are given below, in point VI.1

Once the closure date has passed, however, we can accept no further additions, corrections or re-submissions. The last version of your proposal received before the closure date is the one, which will be evaluated, and any later material will be disregarded.

III.4 Addresses for proposal submission

Proposals to be submitted on paper or on CD-ROM/diskette have to be sent to one of the two following addresses, depending on the method of delivery

III.4.1 Address for sending proposals by post

FP6 – Research Proposals
Call identifier : FP6-2002-ERA-NET-1-CA-SSA-B
European Commission
B-1049 Brussels

III.4.2 Address for delivering proposals by hand or by representatives (including courier services)[1]

FP6 – Research Proposals
Call identifier: FP6-2002-ERA-NET-1-CA-SSA-B
European Commission
Rue de Genève, 1
B-1140 Brussels

The office of the Commission courier service at this address has the following opening hours:

Monday to Thursday:	8.00 –17.00
Friday and days before Commission holidays:	8.00 – 16.00

Instructions on how to reach this office are available at http://www.cordis.lu/fp6/sub_hand.htm.

III.5 Deadline for reception

To be eligible, proposals must be **received** by the Commission before or on the closure date and time at the address specified in the call.

Proposers are reminded that it is their own responsibility to ensure the safe arrival of their proposal.

The Call will be continuously open until 4 October 2005 to allow proposal submission at any time with fixed closure dates for receipt of proposals The Commission ensures that all proposals received before any given closure date are evaluated in an evaluation session that is normally organised within a month after this closure date. Closure dates are specified in the relevant call.

III.6 Acknowledgement of receipt

Once a proposal has been received and registered by the Commission, an Acknowledgement of receipt letter will be despatched to the proposal coordinator.

[1] Users of courier services that ask for recipient's telephone number should give the following number: (32-2) 295 58 75 (Mr. J-C Debouvere).

The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

IV Evaluation and negotiation

IV.1 Timetable of evaluation

All proposals that fulfil the eligibility criteria (see the “Evaluation Manual” at call page) are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the “Supporting the cooperation and the coordination of research activities carried out at national or regional level” (ERA-NET scheme)Workprogramme and Guidance Notes for Evaluators for the ERA-NET scheme.

Coordinators of proposals that have passed all the evaluation thresholds may be called to the evaluation premises to provide further information about the proposed project to the experts on a face-to-face basis.

The experts will prepare an Evaluation Summary Report on each proposal which will later be sent by the Commission to the proposal coordinator. The experts will make a list of the proposals ranked in order of merit for consideration by the Commission.

The experts’ conclusions are examined by the Commission with the support of the Programme Committee, which comprises representatives of Member and Associated States.

After the evaluation results are finalised, all proposers will receive the Evaluation Summary Report with the outcome of the evaluation of their proposal. These reports will be sent out 1 month after the closure date.

Unsuccessful proposers will subsequently receive a formal notification of a Commission Decision not to retain their proposal.

Successful proposals that involve ethical issues will go through an ethical review prior to the contract negotiation. This may raise issues that may need clarification prior to or during the negotiations.

IV.2 Contract negotiations

If the proposal has been successful in the evaluation and has been selected for possible funding, contract negotiation will start through an official letter sent by the Commission within 3 months after the closure date.

Proposers should familiarise themselves well before these meetings with the content of the model contract for this instrument, and its annexes. This contract can be downloaded from the Internet (see address in Section VII).

Before a negotiation can begin, the Commission may request certain legal and financial information on participating organisations (and in particular the Commission may ask for copies of the documents, which legally establish each organisation, which is in the consortium). All participants in the proposals should familiarise themselves at an early stage with the documentation they will need to provide if they are successful and the Coordinator must ensure on behalf of the consortium that the correct documentation is sent to the Commission. This information must be made available with the submission of the Contract Preparation Form. The information required is fully described in detail in the Contract preparation forms (see address in Section VII).

Consortium agreement: Participants in ERA-NET actions resulting from this call are not required to conclude a consortium agreement.

If the negotiation is successful, a Commission Decision approving the funding is foreseen in a timeframe starting Autumn 2004]. The project may begin work in accordance with the provisions in the contract signed with the Commission regarding the project start date.

In the event of budget availability (due e.g. to failure of negotiations of initially selected proposals, or to negotiations concluded at a lower level of funding than originally anticipated), proposers from a short reserve list may be contacted to start negotiations.

V Check list for proposers

For **ELECTRONIC** submission of your proposal you must check the following:

- ➜ Have you completed both a Part A and a Part B?
- ➜ Is your Part B prepared in the approved file format (PDF or RTF), including no material in other formats?
- ➜ Have you virus-checked your complete proposal, using up-to-date anti-virus software?
- ➜ Do you have all the necessary authorisations from each member of the consortium to submit this proposal on their behalf (the Commission does not prescribe in which form the authorisations are made and will not check them; this is a matter of internal organisation of the Consortium)?
- ➜ Last but not least: have you made all possible arrangements to ensure that the proposal arrives at the Commission before the deadline?

For **PAPER** submission (including submission on paper backed by a CD-ROM or diskette created by using the EPT tool) of your proposal you must check the following:

- ➜ Have you completed both a Part A and a Part B?
- ➜ Is each page of your proposal headed with the proposal acronym
- ➜ Is each of the pages numbered (page X of Y)?
- ➜ Is your proposal prepared as one complete unbound single-sided paper copy (plus one additional copy for you to hold in reserve)?
- ➜ Is the copy of the proposal placed in an envelope, marked “Commercial-in-confidence”, with the following information:
  - ➜ Domain = “Support for coordination activities" (ERA-NET Scheme)
  - ➜ The Call identifier (as given in the Call for proposals) : FP6-2002-ERA-NET-1-CA-SSA-B
  - ➜ The proposal acronym?
- ➜ If you used more than one envelope, are they numbered 1 of X, 2 of X, etc., with each clearly marked as described above?
- ➜ Is the complete set of proposal documentation placed in a package, correctly addressed using the address given in the Call for proposals?
- ➜ • Is the outside of the package marked Domain: “Support for coordination activities” (ERA-NET Scheme).
- ➜ Last but not least: have you made all possible arrangements to ensure that the proposal arrives at the Commission before the closure date?

VI Support to proposers

VI.1 ERA-NET scheme Information Desk

The coordinates of the ERA-NET scheme Information Desk is:

European Commission
Support for Coordination Activities (ERA-NET scheme) Information Desk
Directorate General RTD
B-1049 Brussels

Email: rtd-coordination@cec.eu.int
Phone: +32-2-295 23 00
Fax: +32-2-295 43 61
Web: www.cordis.lu/fp6/coordination.htm

The desk is open 09h00 - 17h00 (Brussels time), Monday to Friday.

Links to all the necessary information to prepare a proposal are available on the CORDIS Call Page for the Continuously open Call (see Section VII)
Proposers should periodically check this for latest information

VI.2 EPSS helpdesk

This software-related technical helpdesk treats exclusively technical questions on the use of the electronic proposal submission system (EPSS):

EPSS Helpdesk

E-mail: support@epss-fp6.org
Phone: +32 2 233 37 60

VI.3 Partner search facilities

The Commission's CORDIS server offers a number of services and information sources which may be useful in partner search for participation in this domain, as well as a list of organisations which have already expressed an interest in participating in the open call (see addresses in Section VII).

VI.4 National Contact Points

The Support for Coordination Activities (**ERA-NET scheme**) supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice (particularly on preparing proposals) and in finding partners from other countries. Organisations should contact the NCP of their own country for further information (see CORDIS at: http://www.cordis.lu/fp6/ncp.htm).

VI.5 The ERA-NET scheme Information Days

The ERA-NET scheme, EU Member States and Associated States frequently organise Information Days, where those interested in proposing may attend for a presentation of the ERA-NET scheme and of the general Framework Programme, to obtain documentation, to ask questions and to meet potential consortium partners.

The latest information on planned Information Days is obtainable on the Internet (see address in Section VII).

VI.6 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
Representative office (general information)
tel +32 2 649 53 33
fax +32 2 647 59 34
ipr-helpdesk@global-eu.com

VII References

Potential proposers could consult the following documents:

Legal decisions

Decision on the Framework Programme	http://www.cordis.lu/fp6/find-doc.htm
Rules of Participation in FP6	
Specific Programme "Integrating and strengthening the European Research Area" (includes the "Support for the coordination of activities ERA-NET scheme")	

Call page Support for the coordination of activities (ERA-NET scheme) **Call identifier :** FP6-2002-ERA-NET-1-CA-SSA-B

Call for proposals	http://www.cordis.lu/coordination/home.html
Brochure "The Fp6 in Brief"	
Guides for Proposers	
Workprogramme 2003/04	
Evaluation Manual	
ERA-NET scheme Guidelines for Evaluators open call	
Pre-proposal check form continuously open call	
Organisations expressing interest in this Call	
Gateway to the Electronic Proposal Submission Systemervice	

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6
National Contact Points	http://www.cordis.lu/fp6/ncp.htm
ERA-NET scheme Information Days and other events	http://www.cordis.lu/fp6/coordination.htm
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://partners-service.cordis.lu/
Innovation Relay Centres:	http://irc.cordis.lu
International cooperation	http://www.cordis.lu/fp6/inco.htm
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html
Guidelines on techniques for science communicating with the public	http://www.cordis.lu/fp6/society.htm
European Investment Bank	http://www.eib.org/

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/find-doc.htm#modelcontracts
Contract preparation forms	
Model contracts	

Annexes

Annex 1 - Proposal Part A: forms and instructions

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme for Research, Technological Development and Demonstration

Specific Support Action

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

Specific Support Action

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 -.

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme on Research, Technological Development and Demonstration

Specific Support Action

A3

Proposal Number[1]		Proposal Acronym[2]	

Financial Information							
		Consortium Management activities[29]		Support[28] activities		Total	
Participant n°[26]	Cost model[27]	Costs (€)	Requested grant to the budget[27] (€)	Costs (€)	Requested grant to the budget[27] (€)	Costs (€)	Requested grant to the budget[27] (€)
1							
(Sub-)Total[30] (€)							

Please use additional copies of form A3 if the number of lines is not sufficient tal values per sheet. On the last sheet, insert the overall totals.

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

Introduction

This document provides guidance on how to complete the attached administrative forms. These forms will be an integral part ('Part A') of your proposal for a Specific Support Action. Proposals may be submitted either electronically or on paper**. You are strongly advised to prepare and submit your proposal electronically** (for the procedure see chapter "Electronic submission" of the guide for proposers).

How to complete the forms

- The co-ordinator fills in form A1 and A3;
- The participants (including the co-ordinator) fill in one A2 form each.

Subcontractors are not required to fill in the A2 form and are not listed separately in the A3 form.

Explanatory notes are attached. Forms A1 to A3 submitted on paper may be machine-read at the Commission, so to avoid misreading of your proposal details, we would kindly ask you to read and follow these notes carefully. Please keep forms A1 to A3 as clean as possible and do not fold, staple or amend them with correction fluid. Enter your data only in the white space on the forms, and do not type outside the boundaries as the data then may be truncated in the Commission's database. **In form A3, use one line per participant. Ensure that each participant has one line and that the numbers of the participants correspond to the numbers defined in the A2 forms. In the A3 form do not add any lines or columns to the cost table. Use additional copies of the A3 sheet if there are more participants than the number of lines allows for.**

For questions requiring a choice between different boxes, please enter X in the appropriate space. In case of paper submission, you may find it easier to do this by hand in black ink, rather than try to line up a single typed character. 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 (part A) where indicated, and on every page of the other parts, including any annexes. All costs must be given in € (euro) (and not kilo € (euro)) and must exclude value-added tax (VAT).

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

2 Proposal Acronym
Provide a short title or acronym of no more than 20 characters (only alphanumeric, i.e. Latin letters and numbers, no special signs or characters), to be used to identify the proposal. 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
Give a title no longer than 200 characters that should be understandable also to the non-specialist in your field.

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

5 Call (part) Identifier
The call (part) identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal.

6 Activity code(s) most relevant to your topic

Please insert the code for the activity of FP6 that is addressed by your proposal (for the list see http://www.cordis.lu/fp6/activitycodes) If you consider that your proposal aims at more than one activity of FP6, you can indicate several codes (maximum three), starting with the most relevant one. **This first code must refer to an activity open in the call you are addressing**.

7 Keyword codes from thesaurus

Choose maximum 3 codes for keywords characterising your project from the hierarchical list available at http://www.cordis.lu/fp6/keywords.

8 Free keywords

In addition to the keywords from the hierarchical thesaurus, you have the possibility to freely choose additional words characterising your project (maximum 100 characters including spaces, commas etc.).

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 objectives of the Specific Programme and the Work Programme. 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

If one or several of the participants have submitted or are in the process of submitting the same or a similar proposal to other public funding programmes insert YES, else NO. If yes, give the programme name, year of submission and proposal number or contract number.

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

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 the participant. For participant number 1 (the co-ordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

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

The number allocated by the consortium to the participant for this proposal. The **co-ordinator** of a proposal is always **number one**.

27 Requested grant to the budget and cost models

The **Community grant** requested for a proposal depends on the cost model applicable to each participant and on the costs for the different activities. At the proposal stage, costs and requested Community contribution have to be broken down by type of activity and by participant. There are no pre-defined cost categories. In establishing their budget participants should follow their own accounting rules.

Maximum contributions by activity type as percentage of the respective costs are as follows:

	Maximum grant as percentage of full costs (participants applying the FC or FCF model)	Maximum grant as percentage of additional costs (participants applying the AC model)
Support activites (see note 28)	100%	100%
Consortium management activities (see note 29)	100% (up to a maximum percentage of 7% of the Community contribution)	100% (up to a maximum percentage of 7% of the Community contribution)

The **cost models** to be applied by the participants have to be chosen according to the following instructions:

– **FC**: a full-cost model in which all actual eligible direct and actual eligible indirect costs may be charged to the contract (however, see exception below for Specific Support Actions);
– **FCF**: a simplified variant of the full-cost model, in which all actual eligible direct costs may be charged to the contract, together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct eligible costs minus the costs of subcontracts.;

AC: an additional-cost model, covering all eligible direct costs that are additional to the recurring costs of a participant (with the exception of consortium management for which recurring costs would also be eligible), together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct additional costs minus the costs of subcontracts.

For Specific Support Actions, a flat rate for indirect costs is applied for all contractors using the FC model to calculate the EC contribution. This flat rate is equal to 20% of the eligible direct costs minus the costs of sub-contracts. This means for FC contractors, when calculating the total costs they use their actual overhead rate, but for calculating the EC contribution the 20% flat rate is applied.

Which cost model to use

Which cost model to use depends on the type of legal entity concerned and the accounting system:

Cost model	**Who can use it ?**
FC	- All legal entities except physical persons
FCF	- Non-commercial or non-profit organisations - International organisations (like CERN, ESA, EMBL) - Small or Medium-Sized Enterprises (SMEs)
AC	- Physical persons (only cost model open to physical persons) - **Only** non-commercial or non-profit organisations or international organisations **not** having an accounting system allowing them to distinguish the share of their direct and indirect costs

Each contractor shall apply the same cost reporting model in all contracts established under the Sixth Framework Programme. As a derogation to this principle:

- any legal entity which is eligible to opt for the AC model in a first contract can change to the FCF or the FC model in a later contract (except physical persons). If it does so, it must then use the new cost reporting model in subsequent contracts;
- any legal entity which is eligible to opt for the FCF model in a first contract can change to the FC model in a later contract. If it does so, it must then use the new cost reporting model in subsequent contracts.

Eligible costs

Eligible costs for FP6 contracts must be:

- actual, economic and necessary for the implementation of the project;
- determined in accordance with the usual accounting principles of the contractor;
- incurred during the duration of the project ;
- recorded in the accounts of the contractors (or third parties where third party resources have been agreed).

They exclude indirect taxes, interest, provisions for future losses or charges, exchange losses, costs related to other Community projects, return on capital, debt and debt service charges, excessive and reckless expenses and any cost which does not meet the criteria in the first four bullets.

28 Support activities

Support activities can comprise:

- Conferences, seminars, working groups and expert groups;
- Studies, analysis;
- Fact findings and monitoring;
- Trans-national technology transfer and take-up related services;
- Development of research or innovation strategies;
- High level scientific awards and competitions;
- Operational support and dissemination, information and communication activities.

29 Consortium management activities

Over and above the technical management of individual work packages, an appropriate management framework linking together all the project components and maintaining communications with the Commission will be needed.

Consortium management activities include:

- coordination of the technical activities of the project;
- the overall legal, contractual, ethical, financial and administrative management;
- coordination of knowledge management;
- overseeing the promotion of gender equality in the project;
- overseeing science and society issues related to the research activities conducted within the project;
- obtaining audit certificates by each of the participants;
- maintenance of any consortium agreement;
- obtaining any financial security such as bank guarantees when requested by the Commission.

30 (Sub-)Total

If the number of lines in the table on form A3 is not sufficient for your consortium, please use additional copies of A3. **Do not add lines to the cost table**. Indicate at the bottom the total number of A3 sheets used and the number of each sheet. On each sheet, except on the last one, insert the total values per sheet. On the last sheet, insert the overall totals.

Annex 2 - Proposal Part B: guidelines for drafting

STARTPAGE

Coordination of National and Regional Activities
(ERA-NET scheme)

OPEN CALL

SPECIFIC SUPPORT ACTION (SSA) PROPOSAL

PART B

"PROPOSAL ACRONYM"

1st Research topic ____________________

2nd Research topic ____________________

3rd Research topic ____________________

Instructions for preparing proposal Part B for
Specific Support Actions for the ERA-NET scheme

In addition to the detailed technical information provided in Part B, a proposal must also contain a Part A, containing basic information on the proposal and the consortium making the proposal[1]. The forms for Part A are provided in Annex 1. Incomplete proposals are not eligible and will not be evaluated.

Specific Support Actions are described in the chapter 11 in "the Support for the coordination of national, regional and European activities in the field of research and innovation (including ERA-NET scheme) Workprogramme, and complete details of their characteristics and their application within FP6 are at: http://www.cordis.lu/fp6/instruments.htm

Proposer should note that Specific Support Actions are confined to tasks aiding the implementation of the ERA-NET Scheme and increasing the impact of its results: they do not involve scientific and technical research activities

Front page
Proposal full title
Proposal acronym
Date of preparation
Type of instrument
    in this case: Specific SupportActions
List of participants
    with co-ordinator first
Co-ordinator name
Co-ordinator organisation name
Co-ordinator email
Co-ordinator fax
Co-ordinator telephone

Contents page
    show contents list

Proposal summary page
Proposal full title
Proposal acronym
Strategic objectives addressed (If more than one objective, indicate their order of importance to the project)
Proposal abstract
    copy from Part A (if not in English, add an English translation)

[1] In the event of inconsistency between information given in Part A and that given in Part B, the Part A version will prevail

B.1 Project summary
Project abstract (copied from form A1 of the CPFs)

B.2 Objectives of the proposed SSA

Describe the proposed SSA and its objectives, taking into account the current state of the art in the area concerned (existing programmes, existing co-ordination, existing organizations) Area.. The objectives should be stated in a measurable and verifiable form, keeping in mind that the final goal of the SSA is a proposal for an ERA-NET or that the SSA is to support any of the other activities mentioned in the alinea regarding SSAs in the section 11.3.1.4 of the work programme. The progress of the work will be measured against these goals in later reviews and assessments. Indicate how account will be taken of national and international activities. (Recommended length: 1-3 pages).

B.3 The consortium and project resources

Describe the role of the participant(s) and the specific contributions of each one of them. Show how the participant(s) are suited (i.e. that they are key players in national or regional research systems) and committed to the tasks assigned to them, show complementarity between participants to generate added value with respect to the ERA-NET work programme.

Describe the resources, human and material, that will be deployed for the implementation of the SSA. Include a SSA Project Effort Form, as shown below, covering the full duration of the project. Demonstrate that the project will mobilise the critical mass of resources (personnel, equipment, finance…) necessary for success; show that the overall financial plan for the project is adequate. The budget required should be "management level detail" i.e. all major posts and activities should be identified and their costs estimated (indicate also number of person-months where relevant). (Recommended length: 1-5 pages).

B.4 Relevance to the objectives of the ERA-NET part of the Work Programme

Describe the manner how the proposed SSAs and –if applicable- intended future ERA-NET's objectives will contribute to the wider societal and policy objectives, notably the co-ordination of national or regional activities as described in chapter 11 of the work programme (Recommended length: 0,5 to 1 page).

B.5 Potential impact

Describe the impact which the proposed SSA and –if applicable- the future ERA-NET will have on the programmes involved and/or its potential impact in terms of helping to structure the European Research Area. Countries are taken into account. Describe the exploitation and/or dissemination plans and show how these are adequate to ensure optimal use of the project results, where possible beyond the participants in the support action.
(Recommended length: 1page).

B.6 Project management

Describe the organisation, management and decision making structures of the SSA. describe the plan for the management of knowledge, of intellectual property and of other activities arising in the SSA. (also dissemination outside the ERA-NET) (Recommended length: 1-3 pages).

B.7 Technical content

Describe in detail the work planned to achieve the objectives of the proposed SSA. The recommended length, excluding the forms specified below, is up to 10 pages. An introduction should explain the structure of this technical content and how this technical content will lead the participants to achieve the objectives. The technical content must be broken down according to types of activities: actual support activities and management activities. The description of the activities foreseen are those throughout the lifetime of the SSA and their timetable. If there is more than 1 partner, their respective roles must be defined.

Within each activity the technical content may be broken down to workpackages which should follow the logical phases of the project, and include management of the project and assessment of progress and results. Essential elements of the technical content are:

a) Technical content introduction – explaining the structure of this plan and the overall methodology used to achieve the objectives.
b) Work planning, showing the timing of the different work packages and their components (Gantt chart or similar)
c) Graphical presentation of the components showing their interdependencies (Pert diagram or similar)
d) Detailed work description broken down into workpackages:
    Workpackage list (use Workpackage list form below);
    Deliverables list (use Deliverables list form below);
    Description of each workpackage (use Workpackage description form below, one per workpackage).

Note: The number of workpackages used must be appropriate to the complexity of the work and the overall value of the proposed project. Each workpackage should be a major sub-division of the proposed project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall project). The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission – the day-to-day management of the project by the consortium may require a more detailed plan.

B.8 Other issues

If there are ethical, safety or gender issues associated with the subject of the proposal, show they will be adequately 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 project results. Are there other EC-policy related issues, and are they taken into account? Demonstrate a readiness to engage with actors beyond the research to help spread awareness and knowledge and to explore the wider societal implications of the proposed work; if relevant set out synergies with education at all levels. (No recommended length – depends on the number of such other issues which the project involves)

SSA Project Effort Form (person-months)
Full duration of project
(insert person-months for activities in which partners are involved)

Project acronym -

	Partner 1 short name	Partner 2 short name	Partner 3 short name	Partner 4 short name	Partner 5 short name	etc	TOTAL PARTNERS
Support activities							
WP name							
WP name							
WP name							
etc							
Total support activities							
Management activities							
WP name							
WP name							
WP name							
etc							
Total management activities							
TOTAL ACTIVITIES							

Workpackage list (full duration of project)

Work-package No[1]	Workpackage title	Lead participant No[2]	Person-months[3]	Start month[4]	End month[5]	Deliv-erable No[6]
	TOTAL					

[1] Workpackage number: WP 1 – WP n.
[2] Number of the participants leading the work in this workpackage.
[3] The total number of person-months allocated to each workpackage.
[4] Relative start date for the work in the specific workpackages, month 0 marking the start of the project, and all other start dates being relative to this start date.
[5] Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.
[6] Deliverable number: Number for the deliverable(s)/result(s) mentioned in the workpackage: D1 - Dn.

Deliverables list (full duration of project)

Deliverable No[1]	Deliverable title	Delivery date [2]	Nature [3]	Dissemination level [4]

[1] Deliverable numbers in order of delivery dates: D1 – Dn
[2] Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.
[3] Please indicate the nature of the deliverable using one of the following codes:

R = Report
O = Other

[4] Please indicate the dissemination level using one of the following codes:

PU = Public
PP = Restricted to other programme participants (including the Commission Services).
RE = Restricted to a group specified by the consortium (including the Commission Services).

Workpackage description (full duration of project)

Workpackage number		**Start date or starting event:**					
Participant id							
Person-months per participant:							

Objectives

Description of work

Deliverables

Milestones[1] and expected result

[1] Milestones are control points at which decisions are needed; for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

ENDPAGE

Support of coordination activities
(ERA-NET scheme)

CONTINUOUSLY OPEN CALL

SPECIFIC SUPPORTACTION PROPOSAL
PART B

"PROPOSAL ACRONYM"

Annex 3 – Ethical rules for FP6 projects

Ethical rules for FP6 projects

National legislation

Participants in FP6 projects must conform to current legislation and regulations in the countries where the research will be carried out. Where required by national legislation or rules, participants must seek the approval of the relevant ethics committees prior to the start of the RTD activities that raise ethical issues.

EU legislation

Participants must conform to relevant EU legislation such as:

- The Charter of Fundamental Rights of the EU
- Directive 2001/20/EC of the European Parliament and of the Council of 4 April 2001 on the approximation of the laws, regulations and administrative provisions of the Member States relating to the implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
- Council Directive 83/570/EEC of 26 October 1983 amending Directives 65/65/EEC,75/318/EEC and 75/319/EEC on the approximation laid down by law, regulation or administrative action relating to proprietary medicinal products
- Directive 98/44/EC of the European Parliament and of the Council of 6 July 1998 on the legal protection of biotechnological inventions
- Directive 90/219/EEC of 23 April 1990 on the contained use of genetically modified micro-organisms
- Directive 2001/18/EC of the European Parliament and of the Council of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC

International conventions and declarations

Participants should respect the following international conventions and declarations:

- Helsinki Declaration in its latest version
- Convention of the Council of Europe on Human Rights and Biomedicine signed in Oviedo on 4 April 1997, and the Additional Protocol on the Prohibition of Cloning Human Beings signed in Paris on 12 January 1998
- UN Convention on the Rights of the Child
- Universal Declaration on the human genome and human rights adopted by UNESCO

Opinions of the European Group on Ethics

Participants should take into account to the opinions of the European Group of Advisers on the Ethical Implications of Biotechnology (1991 –1997) and the opinions of the European Group on Ethics in Science and New technologies (as from 1998).

Protection of Animals

In accordance with the Amsterdam protocol on animal protection and welfare, animal experiments must be replaced with alternatives wherever possible. Suffering by animals must be avoided or kept to a minimum. This particularly applies (pursuant to Directive 86/609/EEC) to animal experiments involving species which are closest to human beings. Altering the genetic heritage of animals and cloning of animals may be considered only if the aims are ethically justified and the conditions are such that the animals' welfare is guaranteed and the principles of biodiversity are respected.

Ethical review at EU level

An ethical review will be implemented systematically by the Commission for proposals dealing with ethically sensitive issues, in particular proposals involving the use of human embryonic stem cells in culture. In specific cases, further ethical reviews may take place during the implementation of a project.

Fields of research which are excluded from the programme

Certain fields of research are excluded:

- Research activity aiming at human cloning for reproductive purposes;
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable[1];
- Research activities 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;
- Pending the establishment of further implementation provisions by the end of 2003 at the latest, the Commission will not fund research involving the use of human embryos or embryonic stem cells except for banked or isolated human embryonic stem cells in culture.

Information required from applicants on the ethical aspects of the proposed research project

A. Applicants 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		

B. Applicants 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;
- 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;
- Research involving the use of human embryos or embryonic stem cells with the exception of banked or isolated human embryonic stem cells in culture[2].

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.

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

[2] Applicants should note that the Council and the Commission have agreed that detailed implementing provisions concerning research activities involving the use of human embryos and human embryonic stem cells which may be funded under the 6th Framework Programme shall be established by 31 December 2003. The Commission has stated that, during that period and pending establishment of the detailed implementing provisions, it will not propose to fund such research, with the exception of the study of banked or isolated human embryonic stem cells in culture.

Annex 4 - Integrating the gender dimension

Integrating the gender dimension in FP6 projects

The European policy of equal opportunities between women and men is enshrined in the Treaty on European Union. Articles 2 and 3 establish equality between women and men as a specific task of the Community, as well as a horizontal objective affecting all Community tasks. The Treaty seeks not only to eliminate inequalities, but also to promote equality. The Commission has adopted a gender mainstreaming strategy by which each policy area, including that of research, must contribute to promoting gender equality.

The Commission recognises a threefold relationship between women and research, and has articulated its action around the following :

- women's participation in research must be encouraged both as scientists/technologists and within the evaluation, consultation and implementation processes,
- research must address women's needs, as much as men's needs,
- research must be carried out to contribute to an enhanced understanding of gender issues.

Promoting women does not mean treating them in the same way as men. Men's characteristics, situations and needs are often taken as the norm, and – to have the same opportunities - women are expected to behave like them. Ensuring gender equality means giving equal consideration to the life patterns, needs and interests of both women and men. Gender mainstreaming thus includes also changing the working culture.

We need to go a step further by questioning systematically whether, and in what sense, sex and gender are relevant in the objectives and in the methodology of projects. Many science and research projects include humans as subjects. There is no such thing as a universally neutral person. Because sex and gender differences are fundamental organising features of life and society, recognising these differences has important implications in scientific knowledge.

- Gender differences are relevant in health research for combating diseases, and in the fundamental research on genomics and its applications for health.
- In information technologies, gender disparities exist at user level and in the labour market. By assuming that information technology is neutral, biases can enter into technological research and development that can have a negative impact on gender equality.
- Gender-specific needs could be relevant to the development of materials for use in the biomedical sector.
- Gender differences could exist in the impact on health of food products, such as those containing genetically modified organisms. Gender may also be relevant in the epidemiology of food-related diseases and allergies.
- Gender differences are relevant in the design and development of sustainable technologies and in sectors such as transport.
- There are differences in gender roles and responsibilities, as well as in the relationship to the resource base, which are relevant to sustainable development research (land management, agricultural and forest resources, water cycle).
- Developments in the knowledge-based society and in the new forms of relationships between citizens and institutions in Europe have some significant gender dimensions.

Indications of relevant gender issues and suggestions on how the gender dimension can be integrated are available in the gender impact studies that were carried out during the Fifth Framework Programme in the following fields:

- life sciences
- information society
- energy
- environment
- international co-operation
- SME and innovation
- Mobility and socio-economic research.

The reports can be requested at rtd-sciencesociety@cec.eu.int.

Annex 5 – Pre-proposal check form (Optional)

Pre-proposal check form for the continuously open call of the ERA-NET scheme

- 1 -

Fax to: + 32 2 295 43 61(*without cover page)*

Email : rtd-coordination@cec.eu.int

First Name ____________________ Surname ____ Gender M / F

Organisation name ____

Country __________________________________

Reply Fax _________________________________ **Reply Fax (alternative)** ___________________________

E-mail _________________________________ **Telephone number** ___________________________

Proposal acronym						
Proposal full name						
Proposal Research objective(s) (as named in "*Supporting the Cooperation and the Co-ordination of research activities carried out at national or regional level" ERA-NET Scheme Workprogramme)* (						
Instrument type	IP	NOE	STREP	CA	**SSA**	
Approximate total cost *(optional information)*	€					

Detailed proposal objectives	

- 2 -

Proposal acronym -

Forseen benefits of project	

List of Participants (proposal co-ordinator first)	
Name of organisation	Country

Signature:____Date:________________

The Commission services will reply by fax or electronic mail giving a brief assessment of this pre-proposal. The assessment does not constitute in any respect a pre-evaluation of a proposal in terms of scientific and technical quality. The advice given by the Commission is strictly informal and non-binding. The advice provided through the pre-proposal check does not in any way engage the Commission with regard to acceptance or rejection of the proposal when it is formally submitted at a later stage