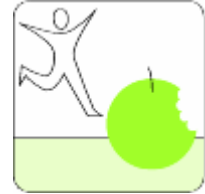




EUROPEAN COMMISSION
HEALTH & CONSUMER PROTECTION DIRECTORATE-GENERAL
Directorate C - Public Health and Risk Assessment
C1 - Programme management



GUIDE FOR APPLICANTS
2006 EDITION

Part 2 of 2
Step-by-step procedure

CALL FOR PROPOSALS
PROGRAMME OF COMMUNITY ACTION IN THE FIELD OF PUBLIC HEALTH (2003-2008)



The present guidelines do not supersede the conditions established in the grant agreement signed by both parties.

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SECTION II: STEP BY STEP PROCEDURE

0. GENERAL ADVICE BEFORE STARTING

Filling in this form can take some time. Please make sure that you have allocated a sufficient number of hours to carry out this work and avoid interruptions. Please save all your work at regular intervals.

In the application form, all the fields followed by a star (*) are mandatory and have to be completed.

It is highly recommended to use the **Latin alphabet** since Adobe Acrobat Reader 7.0.5 is currently unable to accept Greek and Cyrillic characters.

Numbers (amount, duration, person months) should be round to the nearest whole number (**no decimals please**).

Percentages should be rounded to the nearest **two decimals**.

All costs must be given in euro (not kilo €) and should **exclude value-added tax (VAT)**. If your country does not belong to the Euro-zone, please use the average exchange rate indicated in table 19.

Before starting with part 1, paragraph 1, please make sure that you are able to identify all your associated partners as defined in Guide 1 of 2, paragraph 1.4. You have to gather the information of all your associated partners to be able to fill in this information:

- *Name of the associated partner organisation*: states the complete legal name of the organisation, in national language. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be the name appearing in a decree or other constituting documents establishing the organisation.
- *Country*: select from drop-down list (see table 2).
- *IBAN Number*: the International Bank Account Number (IBAN) is an international standard for numbering bank accounts. It consists of a two letter ISO 3166-1 country code, followed by two check digits, and up to thirty alphanumeric characters for the domestic bank account number (see table 2).

It is of highest importance that there is **no discrepancy between the IBAN number you encode and the one provided by the associated partner in the application form Part 2, paragraph 10.3**.

Graph 1: Five step process to identify partners and create the corresponding forms

You are now on the second last page of Part 1 of the application form.



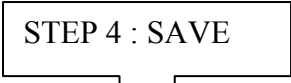
Enter the number of partners, including the main and associated partners. As a consequence, the minimum number shall be 1 (main partner only) and the maximum number shall be 51 (main partner and a maximum of 50 associated partners).



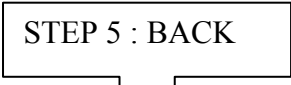
This operation can take some time. The form, i.e. all tables, lines and columns, will be automatically created.



You have to fill in all the information related to the main and associated partner, as defined above. Please start with the information related on your organisation, as main partner.



Save your work.



Before starting, it is strongly recommended that you know the exact number of associated partners, their name, country, and IBAN Number. Nevertheless, you can always add or delete an associated partner when you are filling in the form:

- If you want to add a new associated partner, you just go to the second last page, review the number of partners (main and associated) and click on the “prepare the form” button. Your previous partner(s) will be saved and (a) new line(s) will appear. Be aware that this operation can take time. Once the new line(s) appear(s), you should encode the information for the new partners. Changes will be visible in the various parts of the application form.

E.g.: if you add two new partners to your previous list of five, you have to write “7” in the “number of partners” field, and click on the “prepare the form” button. Your 5 previous partners are saved and 2 new lines will be created.

- If you want to delete an associated partner, go to the second last page and click on the cross next to the associated partner concerned. Be aware that this operation can take time. Changes will be visible in the various parts of the application form.

Clicking on the back button allows you to return to the first page of the application form, allowing you to start filling in the form.



It is useful to refer to Guide 1 of 2, paragraph 1.4 for information on the distinction between main partner, associated partners, and collaborating partners.

1. GENERAL INFORMATION ON THE APPLICANT ORGANISATION (PART 1, PARAGRAPH 1)

This part has to be filled in by the main partner.

Table 1: Part 1, paragraph 1

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
1.1. Applicant information	<u>Organisation legal name:</u> states the complete legal name of the organisation, in national language. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be the name appearing in a decree or other constituting documents establishing the organisation.	M	100
	<u>Acronym:</u> Please provide the acronym of your organisation, if available.	NM	20
	<u>Institute name:</u> Name of the unit (department or institute) in the organisation, which will be carrying out the work and where the contact person is working.	NM	100
1.2. Address	<u>Street Name & No:</u> official location of the organisation.	M	100
	<u>PO Box:</u> if applicable	NM	20
	<u>Cedex:</u> if applicable, indicate Cedex for surface mail delivery.	NM	20
	<u>Post code:</u> enter the numerical (alphanumeric for the United Kingdom and the Netherlands) post code without the country prefix, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.	M	20
	<u>City</u>	M	50
	<u>Country:</u> select from the drop-down list (see table 2).	M	Drop-down list
	<u>Telephone:</u> you have to encode the country prefix and the area code.	M	50
	<u>Fax number:</u> you have to encode the phone country prefix and the area code.	NM	50
<u>Website</u>	NM	100	

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
1.3. Legal status	<u>Legal status</u> : Select from the drop-down list a status defined in a decree. For the private sector, you have the choice between “Non-governmental organisation” and “Commercial organisation”. For the public or semi-public sector, you have the choice between “Academic organisation”, “Governmental organisation”, “Public organisation”, and “International public organisation”.	M	Drop-down list
	<u>VAT number</u> : Value Added Tax number	NM	50
	<u>IBAN Number</u> : International Bank Account Number (IBAN) is an international standard for numbering bank accounts. It consists of a two letter ISO 3166-1 country code, followed by two check digits, and up to thirty alphanumeric characters for the domestic bank account number (see table 2).	M	50
	<u>IBAN structure</u> : You do not have to fill in this field. As soon as you have encoded your country in part 1, paragraph 1.2, the appropriate IBAN structure for your country appears automatically.	-	-
	<u>Legal registration number</u> : please provide the organisation’s legal number or code found in the legal trade register, e.g. register of a Chamber of Commerce or a business register.	NM	50
1.4. Contact person	<u>Project leader</u> : the person who manages the entire project is the main partner/coordinator	-	-
	<u>Title</u>	NM	20
	<u>Function</u>	M	20
	<u>Gender</u>	NM	Drop-down list
	<u>Family Name</u>	M	50
	<u>First Name</u>	M	50
	<u>Telephone</u> : you have to encode the country prefix and the area code.	M	50
	<u>Fax</u> : you have to encode the country prefix and the area code.	NM	50
<u>Email</u> : This electronic mail will be used further on for any correspondence.	M	100	

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
1.5. Person empowered to sign the grant agreement	<u>Person empowered to sign the grant agreement</u> : person who is a legal representative of the organisation and can sign grant agreements. These fields are identical to those in Part 1, paragraph 1.4. Nevertheless, none of the fields is mandatory.	NM	–
1.6. Financial officer	<u>Financial officer</u> : person responsible for the financial aspect of the project. These fields are identical to those in Part 1, paragraph 1.4. Nevertheless, none of the fields is mandatory.	NM	–

(*): M: mandatory;
NM: not mandatory

Table 2 – IBAN Number

<i>Country</i>	<i>Code</i>	<i>Currency</i>	<i>Number of characters</i>	<i>Example of IBAN</i>
Austria	AT	EUR	20	AT61 1904 3002 3457 3201
Belgium	BE	EUR	16	BE68 5390 0754 7034
Bulgaria	BG	BGL	22	BG33AAAA12311012345678
Cyprus	CY	CYP	28	CY17 0020 0128 0000 0012 0052 7600
Czech Republic	CZ	CZK	24	CZ65 0800 0000 1920 0014 5399
Denmark	DK	DKK	18	DK50 0040 0440 1162 43
Estonia	EE	EEK	20	EE38 2200 2210 2014 5685
Finland	FI	EUR	18	FI21 1234 5600 0007 85
France	FR	EUR	27	FR14 2004 1010 0505 0001 3M02 606
Germany	DE	EUR	22	DE89 3704 0044 0532 0130 00
Greece	GR	EUR	27	GR16 0110 1250 0000 0001 2300 695
Hungary	HU	HUF	28	HU42 1177 3016 1111 1018 0000 0000
Ireland	IE	EUR	22	IE29 AIBK 9311 5212 3456 78
Iceland	IS	ISK	26	IS140159260076545510730339
Italy	IT	EUR	27	IT60 X054 2811 1010 0000 0123 456

<i>Country</i>	<i>Code</i>	<i>Currency</i>	<i>Number of characters</i>	<i>Example of IBAN</i>
Latvia	LV	LVL	21	LV80 BANK 0000 4351 9500 1
Liechtenstein	LI	CHF	21	LI9300762011623852957
Lithuania	LT	LTL	20	LT12 1000 0111 0100 1000
Luxembourg	LU	EUR	20	LU28 0019 4006 4475 0000
Malta	MT	MTL	31	MT84 MALT 0110 0001 2345 MTLC AST0 01S
Netherlands	NL	EUR	18	NL91 ABNA 0417 1643 00
Norway	NO	NOK	15	NO93 8601 1117 947
Poland	PL	PLN	28	PL27 1140 2004 0000 3002 0135 5387
Portugal	PT	EUR	25	PT50 0002 0123 1234 5678 9015 4
Romania	RO	RON	24	RO49AAAA1B10007593840000
Slovakia	SK	SKK	24	SK31 1200 0000 1987 4263 7541
Slovenia	SI	SIT	19	SI56 1910 0000 0123 438
Spain	ES	EUR	24	SE35 5000 0000 0549 1000 0003
Sweden	SE	SEK	24	SE35 5000 0000 0549 1000 0003
Turkey	TR	TRL	26	TR76 00061 0 0519786457841326
United Kingdom	GB	GBP	22	GB29 NWBK 6016 1331 9268 19

2. PROPOSAL OVERVIEW (PART 1, PARAGRAPH 2)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

All the elements referred to in Part 1, paragraph 2, are mandatory.

Table 3: Part 1, paragraph 2.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
2.1. Title and duration	<u>Proposal full title</u>	100
	<u>Proposal acronym</u> : you are invited to provide a short acronym of no more than 20 characters, to be used to identify your proposal. The same acronym will automatically appear on the bottom of each page of the proposal in order to prevent errors during handling.	20
	<u>Estimated starting date</u> : Refer to paragraph 2.3, “Exclusion criteria”, of the <u>General principles and criteria</u> : “Actions which have already commenced by the date on which the grant application is registered with the Commission will be excluded from participation in the Public Health programme.” Use the calendar or respect the date format: dd/mm/yyyy (d for date, m for month, y for year).	-
	<u>Duration</u> : Refer to paragraph 1.4.2, “Grants”, of the <u>Work plan 2006</u> : “The duration of projects to be co-funded should normally not exceed a maximum of three years.” Mention the duration in months the project will cover.	Drop-down list
2.2. Action(s) the proposal refers to	<p><u>Action(s) the proposal refers to</u>:</p> <p>First, you have to select the main priority area (HI for Health information, HT for Health Threats, HD for Health Determinants). Then you have to select one action your proposal refers to. Your proposal must clearly relate to this action. Refer to paragraph 2, “Priority areas for 2006”, of the <u>Work plan 2006</u> to have a complete description of each action and to know if your proposal corresponds to what is expected to be covered in 2006. Note that you cannot select an action if you have not already selected a priority area.</p> <p>Second, your proposal may also fit with other action(s) to a lesser extent. This (These) other action(s) can belong to other priority area(s) than the one you identified in the first step. You are invited to tick one or several actions in any priority area, which your proposal additionally refers to.</p>	Drop-down list

3. PROPOSAL OBJECTIVES OF THE GRANT APPLICATION (PART 1, PARAGRAPH 3)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

All the elements referred to in Part 1, paragraph 3, are mandatory.

The number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.

Table 4: Part 1, paragraph 3.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
3.1. Abstract	Proposal abstract in English	1 000
3.2. General objectives	Describe the general objectives and the strategic objectives of the proposal.	3 000
3.3. General context	Describe why the project is necessary and why the project needs Community co-funding.	3 000
3.4. Specific objectives	Describe what the specific objectives of the project are and how the overall strategy will be implemented. Describe what the objectives directly linked to the project are. According to paragraph 4.1(a), “Award criteria” of the <u>General principles and criteria</u> , applications which do not fall under the scope of the Public Health programme and the annual work plan will be rejected. According to paragraph 2.1(a), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> , these applications will score below the threshold (< 5/10) and be rejected.	3 000
3.5. Methodology – Summary of methods and means	Provide a summary of the methodology, describe what the means undertaken to accomplish the project objectives are and indicate the key components of the methodology. The relevance of the methodology is one of the award criteria defined in paragraph 2.1(d), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (10 %). Refer also to paragraph 4.2(a), “Award criteria” of the <u>General principles and criteria</u> .	3 000

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
3.6. Results and dissemination	<p>Describe the result(s) the implementation of the specific objectives should provide and how you intend to disseminate them. Describe the key elements for dissemination and their potential impact.</p> <p>Dissemination is one of the award criteria defined in paragraph 2.5, “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (15 %). Refer also to paragraph 4.5, “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000
3.7. Indicators	Describe verifiable and quantifiable indicators you intend to use to determine whether the specific objectives referred to in 3.4 of the application form have been reached and to assess the results referred to in 3.6 of the application form.	3 000
3.8. Ethical aspects of the proposal	Describe the implications of your intended proposal in terms of medical ethics. Mention whether the proposal, if involving investigation with human subjects, will be submitted to an ethical review board of your institution.	1 500

4. DETAILED DESCRIPTION (PART 1, PARAGRAPH 4)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

All the elements referred to in Part 1, paragraph 4, are mandatory.

The number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.

Table 5: Part 1, paragraph 4.

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
4.1. Technical content		
4.1.1 Conformity of the action with the Public Health Programme and the 2006 Work Plan	Describe the links between the specific objectives of your proposal to the actions referred to in the Public Health Programme and the 2006 Work Plan. According to paragraph 4.1(a), “Award criteria” of the <u>General principles and criteria</u> , applications which do not fall under the scope of the Public Health programme and the annual work plan will be rejected. According to paragraph 2.1(a), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> , these applications will score below the threshold (< 5/10) and be rejected.	3 000
4.1.2. Progress in relation to the current situation / Innovative nature of the proposal	Describe the state of the art in the area, the needs for progress / action and finally how the project contributes to improve and/or fill the gaps in the area. The progress in relation to the current situation and/or the innovative nature of the proposal is one of the award criteria defined in paragraph 2.1(b), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (10 %). Refer also to paragraph 4.4(b), “Award criteria” of the <u>General principles and criteria</u> .	3 000

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
4.1.3. Pertinence of the geographical coverage	<p>Describe to which extent the geographical coverage of your proposal in terms of associated and collaborating partners is sufficient to cover its specific objectives referred to in 3.4 of the application form.</p> <p>According to paragraph 4.4(a), “Award criteria” of the <u>General principles and criteria</u>, proposals involving only a regional or national dimension will be rejected. According to paragraph 2.1(c), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u>, these applications will score below the threshold (< 5/10) and be rejected.</p>	3 000
4.1.4. Relevance of the methodology	<p>Describe the methodology to be used in pursuit of the expected results and the appropriate means to carry out the tasks described in the work packages. The work packages have to be described in paragraph 5 of the application form.</p> <p>The relevance of the methodology is one of the award criteria defined in paragraph 2.1(d), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (10 %). Refer also to paragraph 4.2(a), “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000
4.2. Quality of project management		
4.2.1. Description of the project management	<p>Describe the project management including the roles, the relationships and the complementarity among the different partners.</p> <p>The description of the project management is one of the award criteria defined in paragraph 2.2(a), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (10 %). Refer also to paragraph 4.1(b), “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000
4.2.2. Detailed timetable with emphasis on feasibility	<p>Describe realistically the milestones of the proposal and verifiable and quantifiable indicators in order to allow proper monitoring of the project. This information shall be consistent with paragraph 5.1 of the application form (the starting and ending dates for each work package).</p> <p>The realistic nature of the timetable is one of the award criteria defined in paragraph 2.2(b), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (5 %). Refer also to paragraph 4.2.(b)., “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
4.2.3. Analysis of the risks	<p>Describe the risks which might endanger the implementation of the project and suggest alternative ways of achieving the objectives pursued.</p> <p>Analysis of the risks is one of the award criteria defined in paragraph 2.2(c), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (5 %). Refer also to paragraph 4.2(c), “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000
4.3. Community added value		
4.3.1. Description of synergies and Community added value	<p>Describe the complementarity of the project with other projects in the field. Describe also the links with the legal framework and other actions developed in the context of Community policies and/or international and/or national organisations, avoiding any duplication and inappropriate overlap.</p> <p>The description of synergies and Community added value is one of the award criteria defined in paragraph 2.4(a), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (10 %). Refer also to paragraph 4.4(c), “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000
4.4. Dissemination		
4.4.1. Dissemination strategy of the results	<p>Describe how the results of the action, referred to the results and dissemination in 3.6 of the application form, will be disseminated and indicate the different target audiences of the action. Justify your choices.</p> <p>The dissemination strategy of the results is one of the award criteria defined in paragraph 2.5(a), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (10 %). Refer also to paragraph 4.5(a), “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000
4.4.2. Visibility of Community co-funding	<p>Describe the way in which the project will promote and raise awareness for the Community co-funding it has received.</p> <p>The visibility of Community co-funding is one of the award criteria defined in paragraph 2.5(b), “Criteria for the selection and funding of actions under the programme”, of the <u>Call for proposals</u> (5 %). Refer also to paragraph 4.5(b), “Award criteria” of the <u>General principles and criteria</u>.</p>	3 000

5. WORK PACKAGE DESCRIPTION (PART 1, PARAGRAPH 5)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

Your proposal has to be split into work packages. A detailed description of each work package shall be provided. The proposal must be divided into a minimum of 3 mandatory work packages and up to 10 work packages. The 3 mandatory work packages are:

- WP 1: Coordination of the project;
- WP 2: Dissemination of the project
- WP 3: Evaluation of the project

You may add up to 7 other work packages. In order to do so, you must write the required number of work packages and click on the box “Add WP”. This will create the requested number of supplementary WP. The maximum number of work packages is 10. If you try to create more than 7 work packages, no pages will be generated.

For each work package, you have to provide the following information:

- a work package summary (5.1 in the form);
- the objectives (5.2 in the form);
- the description of work (5.3 in the form);
- the deliverables and the links with other work packages (5.4 in the form).

All the elements referred to in Part 1, paragraph 5, are mandatory.

For parts 5.2, 5.3 and 5.4, the number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.

Table 6: Part 1, paragraph 5

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
5.1. Work Package summary	<u>Title:</u> Provide a work package title. As the three first work packages are mandatory, the title in the first three work packages will be filled in automatically.	100
	<u>Lead partner of the work package:</u> The lead partner can be the main partner or an associated partner. The lead partner will have to implement the work package.	100
	<u>Number of main/associated partners:</u> Other than the lead partner, one or several partners referred to as main partner or associated partners may take part in the implementation of the work package. Since the lead partner must be the main or an associated partner, the minimum number is 1.	Not limited
	<u>Number of collaborating partners:</u> Other than the lead partner, the main and/or the associated partners, one or several collaborating partners may take part in the implementation of the work package. The minimum number is 0.	Not limited
	<u>Number of person-days:</u> The number of person-days encompasses all the people working for the implementation of the work package (main partner, associated partner(s)). Collaborating partner(s)' effort shall not be taken into consideration. For example, if the work package involves only one person during one month (20 open days), the number of person days to be filled in for this work package is 20; if it involves two persons during two months, the number of person days is 80 (20 x 2 x 2).	Not limited
	<u>Starting date / Ending date:</u> “M” corresponds to the month during which the work package starts (starting date) and finishes (ending date). For example, if your project lasts 12 months and if one work package has to be implemented in the last three months, the starting date for this work package is M10 and the ending date is M12. Refer to paragraph 1.4.2, “Grants”, of the <u>Work plan 2006</u> : “The duration of projects to be co-funded should normally not exceed a maximum of three years.” That is why the maximum value for M is 36.	Drop-down list
	<u>Global cost:</u> Indicate the overall expenses for the work package. Collaborating partner(s)' effort shall not be taken into consideration.	Not limited

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
5.2. Objectives	Describe to which specific objective(s) referred to in 3.4 of the application form, the work package is related to.	400
5.3. Description of work	Describe step by step what work will be carried out.	2 500
5.4. Deliverables and links with other work packages	Describe the deliverable(s) referred to in paragraph 6 of the application form and provide coherent link(s) with other work packages. The implementation of a work package can provide one, several or no deliverables.	800

6. DELIVERABLES (PART 1, PARAGRAPH 6)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

Describe the expected deliverables of the project, the expected dissemination throughout the European Union and the utilisation of results/outcomes among target groups.

The dissemination is one of the award criteria defined in paragraph 2.5, “Criteria for the selection and funding of actions under the programme”, of the Call for proposals (15 %). Refer also to paragraph 4.5, “Award criteria” of the General principles and criteria.

Reports stipulated in the grant agreement template are mandatory.

You are invited first to indicate the number of deliverables. Then, the table will be automatically set up.

The minimum number of deliverables is 1 (e.g. the final report) and the maximum number 15. If you try to create more than 15 deliverables, no lines will be created.

The implementation of a work package can provide one, several or no deliverables. Deliverables are linked to the work packages that you have to describe in 5.4 of the application form.

Table 8: Part 1, paragraph 6

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
6. Deliverables	<u>Deliverables in numerical order:</u> The first deliverable (D for deliverable) will have the reference number “D1”, the second “D2” etc.	NM	20
	<u>Deliverable title:</u> The deliverable title shall closely correspond to a key output of the work package (e.g. technical and financial reports, monthly summary reports, collaborative group meetings, etc.).	NM	100
	<u>Delivery date:</u> “M” corresponds to the month during which the deliverable should be provided. For example, if your project lasts 12 months and if one deliverable has to be submitted to the Executive Agency one month before the end of the project, the delivery date for this deliverable is M11.	NM	Drop-down list

<i>Field</i>	<i>Comment</i>		<i>Maximum number of characters</i>
	<u>Nature:</u> Select from the drop-down list the nature of the deliverable. You have the choice between “Conference”, “Database”, “Demonstrator/Prototype”, “Guidelines”, “Report”, “Seminar” (training sessions), “Website” and “Other”.	NM	Drop-down list
	<u>Confidentiality level:</u> Select from the drop-down list the confidentiality level of the deliverable. You have the choice between “Public” (i.e. everybody have access to the deliverable), “Limited to scientific community” (i.e. only people from the scientific community can have access to the deliverable because of the high technical level of the deliverable or any other reasons), “Confidential” (i.e. dissemination and access to the deliverable on a need to know basis only to those who hold a high security clearance).	NM	Drop-down list
	<u>Role and use of deliverables and how you intend to disseminate them</u>	NM	100

(*): M: mandatory;
 NM: not mandatory

7. DETAILED BUDGET – EXPENDITURE / ELIGIBLE COSTS (PART 1, PARAGRAPH 7)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

This part deals with all the eligible costs defined below.

These costs are referred to as “E” for “Expenses”.

The costs shall be rounded to the nearest whole number (no decimals please).

All costs must be given in euro (and not kilo €) and should exclude value-added tax (VAT). If your country does not belong to the Euro-zone, please use the average exchange rate indicated in table 19. To fill in the costs, you must highlight the zero which appears automatically and type in your number.

7.1. Definition of eligible costs

Article II.14.1 of the grant agreement defines eligible costs as costs which must satisfy the following general criteria:

- They must be **connected with the subject of the grant agreement** and they must be provided for in the technical annex and in the estimated budget annexed to it.

These costs must be directly linked to the subject matter and scope foreseen. The costs must be coherent with the terms of reference. They must also appear in the budget of the grant agreement and in the description of activities annexed to the grant agreement;

- They must be **necessary for the performance of the action** covered by the agreement;
- They must be **reasonable and justified** and they must accord with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness.

This refers to the standard of “good housekeeping” for spending public money effectively. Economy can be understood as minimising the costs of resources used for an activity (input) while providing appropriate quality. It can be linked to efficiency, i.e. the relationship between the outputs and the resources used to produce them. Effectiveness measures the extent to which the objectives have been achieved and the relationship between the intended impact and the actual impact of an activity. Cost-effectiveness means the relationship between project costs and outcomes, expressed as costs per unit of outcome achieved;

- They must be **generated during the lifetime of the action**. Direct costs are generally defined as cost items which are related to a specific cost objective that is specifically traced or caused by objectives directly related to the project. The final report and final financial statement are good examples;

- They must be **actually incurred** by the beneficiaries, be recorded in their accounts in accordance with applicable accounting principles, and be declared to follow the requirements of the applicable tax and social legislation;

Payments will be made on the basis of real costs incurred by the beneficiary and recorded in its accounts. They are not estimated, budgeted or imputed costs. This rule ensures that fictitious costs are avoided such as internal invoices, subjective estimations or opportunity costs.

- They must be **identifiable** and **verifiable**. The beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect to the action with the corresponding accounting statements and supporting documents.

Eligible costs are **exclusive of any non-eligible costs**. The non eligible costs are, as stipulated in Article II.14.4 of the grant agreement between the Executive Agency for Public Health and the beneficiaries:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared by a beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure.

7.2. Categories of direct eligible costs

The eligible direct costs of the action are those costs which, with due regard to the conditions of eligibility referred to above, are identifiable as specific costs directly linked to performance of the action and which can therefore be booked to it direct. In particular, the following direct costs are eligible:

1. The cost of **staff** (part 1, paragraph 7.1 – E1a and E1b) assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.

The cost of staff means the proportion of costs incurred by the organisation in direct relationship to the time spent by its staff working for the action, provided that they can be identified and justified by the accounting system of the beneficiary.

There is a distinction between costs for public officials, under E1a, and costs for other staff under E1b. A public official is defined as follows: an official of a public administration who is directly remunerated by the budget of the State or a local authority; his/her statute is recognised as belonging to the function of public official. By extension, it does concern all public officials who work in international organisations.

Table 9 gives some indicative daily rates for different staff categories by country. Listed staff categories are non-exhaustive and applicants may use other staff categories if necessary, in order to specify the function. These figures are purely indicative and may be used by the applicants if necessary.

Table 9: Indicative daily rates by staff category and by country

<i>Country</i>	<i>Manager in €</i>	<i>Researcher in €</i>	<i>Teacher/trainer in €</i>	<i>Technical in €</i>	<i>Administrative in €</i>
Austria	350	270	270	201	166
Belgium	314	268	264	217	169
Bulgaria	23	20	21	16	11
Cyprus	226	199	199	123	84
Czech Republic	69	60	69	50	36
Germany	342	297	292	238	183
Denmark	396	339	337	276	215
Spain	216	194	194	149	104
Estonia	59	54	53	38	27
Greece	176	151	149	123	96
France	348	295	283	193	147
Finland	290	207	206	171	144
Hungary	94	82	82	62	35
Italy	459	268	226	182	150
Ireland	305	266	266	222	163
Iceland	262	239	239	206	132
Luxembourg	340	291	287	237	184
Liechtenstein	346	284	281	220	174
Lithuania	51	44	44	33	23
Latvia	55	45	45	36	24

Country	Manager in €	Researcher in €	Teacher/trainer in €	Technical in €	Administrative in €
Malta	112	88	102	79	57
Netherlands	327	286	283	227	177
Norway	406	352	348	288	217
Portugal	152	134	133	98	66
Poland	98	81	81	63	45
Romania	53	41	41	32	20
Sweden	417	357	352	293	226
Slovakia	53	47	46	38	31
Slovenia	181	157	163	131	82
Turkey	93	59	39	39	25
United Kingdom	348	328	327	231	166

Source: Eurostat

Please note that experts, external to the partner institutions, who work on the project and are fully paid by the beneficiary on the basis of an invoice shall be considered as a subcontracting cost and not as a staff cost. These costs should be taken into account under the heading E5 “Subcontracting costs”.



What is the ceiling of daily personnel costs? What supporting documents are needed?

There is no set maximum daily cost. For a full-time post, gross pay (annual wage plus employer contributions) is divided by 220 days to give the daily cost.

Salary slips and time sheets are required as evidence of these costs. A consolidated table based on the said evidences, by beneficiary, shall be appended to each financial report in support of any claim costs related to the action. The number of people involved in the project must correspond to that indicated in the budget estimate annexed to the agreement. Where national legislation does not permit salary slips to be released to third parties for security or other reasons, beneficiaries are asked to submit a table showing the daily costs, number of days worked, time sheets and the total cost, which must be signed by the human resources manager.

- 2. Travel and subsistence allowances** (part 1, paragraph 7.2 – E2) for staff taking part in the action, provided that they are in line with the beneficiary’s usual practices on travel costs or that they do not exceed the rates approved annually by the Commission (see below).

The internal rules of the beneficiary have precedence. If such internal rules do not exist in the beneficiary's organisation, the rates and the rules approved by the Commission shall apply. Please note that for travel expenses by air, an average of 800 € (return-ticket by person) can be forecast in the provisional budget (if beneficiary's internal rules do not apply); the payment will be based on real costs.

Rates and rules approved by the Commission:

These guidelines should apply for the reimbursement of travel and subsistence expenses of staff employed by the beneficiary (main and associated beneficiaries) of grants.

Flat-rate subsistence allowances cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out. The daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2004) 1313¹ as amended.

Table 10: Flat-rate subsistence allowances

<i>Destination</i>	<i>Daily allowance</i>	<i>Maximum hotel price</i>	<i>Sum</i>
Austria	74,47	128,58	203,05
Belgium	84,06	117,08	201,14
Bulgaria	70,00	205,00	275,00
Cyprus	50,00	110,00	160,00
Czech Republic	55,00	175,00	230,00
Germany	74,14	97,03	171,17
Denmark	91,70	148,07	239,77
Spain	68,89	126,57	195,46
Estonia	70,00	120,00	190,00
Greece	66,04	99,63	165,67
France	72,58	97,27	169,85
Finland	92,34	140,98	233,32
Hungary	50,00	165,00	215,00
Italy	60,34	114,33	174,67
Ireland	80,94	139,32	220,26
Iceland	85,00	160,00	245,00

¹ Commission Decision C(2004)1313 of 7 April 2004 : General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

<i>Destination</i>	<i>Daily allowance</i>	<i>Maximum hotel price</i>	<i>Sum</i>
Luxembourg	82,00	106,92	188,92
Liechtenstein	80,00	95,00	175,00
Lithuania	80,00	170,00	250,00
Latvia	85,00	165,00	250,00
Malta	60,00	115,00	175,00
Netherlands	78,26	131,76	210,02
Norway	80,00	140,00	220,00
Portugal	68,91	124,89	193,80
Poland	60,00	210,00	270,00
Romania	60,00	170,00	230,00
Sweden	92,91	141,27	234,18
Slovakia	50,00	125,00	175,00
Slovenia	60,00	110,00	170,00
Turkey	55,00	165,00	220,00
United Kingdom	86,89	149,03	235,92

Missions in countries other than EU 25, Acceding and Applicant countries and EFTA-EEA countries shall be subject to the prior agreement of the Executive Agency services. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore.

Travel expenses are eligible under the following conditions:

- travel by the most direct and most economic route;
- distance of at least 100 km between the place of the meeting and the normal place of work;
- travel by rail: first class;
- travel by air: economy class, unless a cheaper fare can be used (e.g. Apex); air travel is allowed only for return journeys of more than 800 km;
- travel by car: reimbursed on the basis of the equivalent first class rail fare.

3. **Purchase cost of equipment** (new or second-hand) (part 1, paragraph 7.3. – E3), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment by the Executive Agency. Beneficiaries shall inform the Agency about their internal rules on depreciation of equipment.

For example, the cost of informatics equipment can be written off over three years based on a straight-line depreciation. The cost of other equipment can be written off over five years based on a straight-line depreciation;



Are depreciation costs eligible? What is the depreciation period when there are not beneficiary's internal rules?

Yes, depreciation costs for equipment included in the estimated budget annexed to the grant agreement are eligible provided they meet the conditions of eligibility set out in the article II.14.1 of the grant agreement. Equipment not included in the budget estimate is ineligible.

The depreciation period is three years for computer hardware and electronic equipment, and five years for furniture. However, the actual rate applied is calculated pro rata for the period covered by the grant, taking into account the acquisition date of equipment and furniture, and pro rata for the rate of depreciation for equipment and furniture. The Commission therefore

4. **Costs of consumables and supplies** (part 1, paragraph 7.4. – E4), provided that they are identifiable and assigned to the action;

These costs should normally appear in the “overheads” (Reference E7). Nevertheless, provided that they are identifiable in the beneficiary's accounting system and assigned to the action, they can appear under this heading E4 “Consumables and supplies linked to the project”.

5. **Costs entailed by other contracts** awarded by a beneficiary for the purposes of carrying out the action (part 1, paragraph 7.5. – E5), provided that the conditions laid down in Article II.9 of the grant agreement template are met.

Contracts may be awarded only in the following cases:

- they may only cover the execution of a limited part of the action. Core elements of the project cannot be subcontracted. The technical and financial management of the action is the legal responsibility of the main partner in compliance with paragraph 3 of the General principles and criteria. These tasks cannot be transferred to a third party;
- recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation;

- the tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II of the grant agreement;
- any recourse to the award of contracts while the action is under way, if not provided for in the initial grant application, shall be subject to prior written authorisation by the Executive Agency;
- the beneficiaries shall retain sole responsibility for carrying out the action and for compliance with the provisions of the grant agreement. The beneficiary must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Executive Agency under the grant agreement.

Subcontracting shall not apply when the task concerns provision of the service which is not necessary for the project and/or when the task can be carried out by the main or associated beneficiaries.

The beneficiary must ensure that its agreement with the subcontractor mentions in particular that:

- The Executive Agency and the Commission may, at any time during the grant agreement and up to five years after the end of the project, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the Commission departments themselves including OLAF;
- The European Court of Auditors shall have the same rights as the Commission, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

As a consequence, in addition to the tasks subcontracted, it is recommended to provide the Executive Agency with the name of the subcontractors carrying out any subcontracted tasks identified in the technical annex of the grant agreement as soon as they are known.

If any of the partners has to conclude contracts in order to carry out an action which falls under eligible direct costs in the estimated budget, he/she shall seek **competitive tenders** from potential contractors. The contract shall be awarded to the bid offering best value for money. In doing so he/she shall observe the principles of **transparency** and **equal treatment** of potential contractors and shall take care to avoid any conflict of interests. The Commission recommends that:

- An open call for tenders is used for contracts with a value of more than € 50,000;
- A restricted call for tenders with at least five candidates being consulted is used for contracts with a value of less than € 50,000;
- A negotiated call for tenders with at least three candidates is used for contracts with a value of less than € 13,800;
- Contracts with a value of less than € 3,500 is awarded on the basis of a single tender by a negotiated procedure.

6. **Other costs** arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.), including the costs of any financial services (especially the cost of financial guarantees) (part 1, paragraph 7.6 – E6). Such costs may also include specific costs incurred by the co-ordinator for fulfilling his responsibilities in his capacity of the body responsible for the overall management of the action and the co-ordination of the beneficiaries.

This means that other exceptional additional costs not falling within any of the other categories (E1 to E5) mentioned above may be charged, provided that they are directly related to the project, can be clearly identified and justified by the accounting rules and principles of the beneficiary and satisfy the criteria of direct eligible costs.

7.3. Indirect eligible costs

As established in Article II.14.3 of the grant agreement template, “the eligible indirect costs (part 1, paragraph 7.7 – E7) for the action are those costs which, with due regard for the conditions of eligibility described in paragraph 7.1, are not identifiable as specific costs directly linked to performance of the action which can be booked to it direct, but which can be identified and justified by the co-ordinator or a co-beneficiary using their accounting system as having been incurred in connection with the eligible direct costs for the action. They may not include any eligible direct costs.

The indirect costs incurred when carrying out the action may be eligible for flat-rate funding fixed at no more than 7 % of the total eligible direct costs. If provision is made in Article I.4.2 of the grant agreement for flat-rate funding in respect of indirect costs, they need not be supported by accounting documents.”

The eligible indirect costs or overheads for the action are elements of costs that are associated with or caused by two or more cost objectives jointly, but are not directly traced to each of them individually. The nature of an indirect cost is such that it is not possible, or at least not feasible, to measure directly how much of the cost is attributable to a single cost objective. Therefore, indirect costs are those costs that are not directly related to the project, not identified as direct costs, and which do not include any costs already directly charged to the project. They are determined in accordance with the accounting principles of the contractor and are in direct relationship with the direct eligible costs of the project.

The following items may be considered as indirect eligible costs: costs related to general administration and management; costs of office or laboratory space, including rent or depreciation of buildings and all related expenditure such as water, heating, electricity, maintenance, insurance and safety costs; communication expenses, network connection charges, postal charges and office supplies; common office equipment such as PC’s, laptops, office software; miscellaneous recurring consumables, providing they can be identified and justified by the accounting system of the beneficiary as being incurred in direct relationship with the eligible direct costs attributed to the project.

Such costs are deemed to be covered by the flat-rate contribution to indirect costs and beneficiaries do not need to support them with accounting documents. The global amount for overheads must not exceed 7% of the total eligible direct costs.

This maximum of 7 % flat-rate shall apply for each beneficiary, i.e. main beneficiary and each associated beneficiary.



It is useful to refer to Article II.14 of the grant agreement

7.4. Contributions in kind

Contributions in kind are services or goods used for the project and provided to the contractor free of charge, e.g. work by voluntary helpers, use of buildings, office space, etc.

They are not regarded as eligible costs to be taken into account for calculating the grant. As they provide added value for the project, they may be declared in the initial budget and final financial report, thus giving a precise idea of the project value, but they need not be justified to the Executive Agency. If the contractor opts to include them in his report, they must be listed **separately** from the other costs given its nature of exception.

7.5. Technical advices to fill in part 1 paragraph 7

This part has to be filled in by the main partner, in close cooperation with the associated partners.

All the information encoded in part 1, paragraph 7, will be used in paragraphs 8 and 9.

All the tables included in Part 1, paragraph 7, were automatically created in the beginning when you were invited to list the main and the associated partners.

If you want to add a line:

- related to a new associated partner, you just go to the second last page, review the number of partners (main and associated) and click on the “prepare the form” button. Your previous partner(s) will be saved and (a) new line(s) will appear. Be aware that this operation can take time. Once the new line(s) appear(s), you should encode the information for the new partners. Changes will be visible in the various parts of the application form, in particular in Part 1, paragraph 7;
- related to a new budget category, you have to click on the button “Add a new calculation line”. This button is only available for paragraphs 7.1 (E1 – Staff), 7.3 (E3 – Equipment), 7.5 (Subcontracting costs) and 7.6 (Other costs).

If you want to delete a line:

- related to an associated partner, you have to go to the second last page and click on the cross next to the associated partner concerned. Be aware that this operation can take time. Changes will be visible in the various parts of the application form, in particular in part 1, paragraph 7.;
- related to a budget category, you have to click on the cross next to the category concerned. Please note that **at least one line by partner shall appear**. If you do not have any expenses for a partner, just leave the various columns blank.

Table 11: Part 1, paragraph 7

<i>Field</i>	<i>Comment</i>
7.1 Staff	<p>A distinction is made between costs pertaining to public officials (Part 1, paragraph 6.1.1) and costs pertaining to other staff (Part 1, paragraph 6.1.2).</p> <p>A public official is defined as follows: an official of a public administration who is directly remunerated by the budget of the State or a local authority; his/her statute is recognised as belonging to the function of public official. By extension, it does concern all public officials who work in international organisations.</p> <p>Enter all the costs related to staff including salaries, social security charges and other statutory costs.</p> <p>For each partner (main partner and associated partners), up to 5 staff categories can be set up. You have to click on the “add a new calculation line” button to add a new staff category for each partner.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Number of staff:</u> The number you enter shall be rounded and contain no decimal. This number will not be used further on for the calculation.</p> <p><u>Professional category:</u> Enter a generic name of professional category, e.g.: scientist (preferably specify which science it refers to: epidemiologist, nutritionist etc.), data manager, webmaster, secretary, etc.</p> <p><u>Person days:</u> The number of person-days encompasses all the people working for the implementation of the project (main partner and associated partner(s)). No collaborating partner can be counted under this budget header.</p> <p>For example, if the work package involves only one person during one month (20 open days), the number of person days to be filled in for this work package is 20. If it involves two persons during two months, the number of person days is 80 (20 x 2 x 2).</p> <p><u>Daily cost:</u> This cost comprises actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary’s usual policy on remuneration. Applicants may refer to the figures in table 9 which give some indicative daily rates for different staff categories by country. Listed staff categories are non exhaustive and applicants may use other staff categories if necessary, in order to specify the function.</p> <p><u>Total:</u> For each staff category of each partner, a total will be calculated representing the total of the number of person days multiplied by the daily cost.</p> <p><u>Sub-total E1 by partner:</u> For each partner a total is provided for all staff categories included.</p> <p><u>Total E1 – Staff:</u> A total is provided for all staff categories of all partners. It consists of the sum of all the sub-totals by partner.</p>

<i>Field</i>	<i>Comment</i>
7.2 Travel costs including subsistence allowances	<p>Provide the total number of trips and the total amount of the travel costs (including subsistence allowance).</p> <p>For each partner (main partner and associated partners), only one line can be created, corresponding to the total number of trips each partner intends to do.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Number of trips:</u> Enter the number of trips each partner intends to do. This number will not be used further on for the calculation.</p> <p><u>Global cost:</u> This cost shall include the travel expenses and the subsistence allowances.</p> <p><u>Sub-total E2 by partner:</u> For each partner a total is provided. The amount shall be the same than the one referred to under “Global Cost”;</p> <p><u>Total E2 – Travel costs:</u> A total is provided for all partners. It consists of the sum of all the sub-totals by partner.</p>
7.3 Eligible costs – Equipment	<p>Enter all the costs related to the equipment.</p> <p>For each partner (main partner and associated partners), up to 3 types of equipment can be set up. You have to click at the “add a new calculation line” button to add a new type of equipment for each partner.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Equipment:</u> Enter a generic title for the equipment, e.g.: software, hardware, office, etc.</p> <p><u>Global cost:</u> For the equipment referred to above.</p> <p><u>Sub-total E3 by partner:</u> For each partner a total is provided for all kinds of equipment included.</p> <p><u>Total E3 – Equipment:</u> A total is provided for all partners. It consists of the sum of all the sub-totals by partner.</p>

<i>Field</i>	<i>Comment</i>
<p>7.4 Consumables & supplies costs linked to the project</p>	<p>Identify the consumables and supplies linked to the project and provide the total amount of costs.</p> <p>For each partner (main partner and associated partners), only one line can be created, corresponding to the consumables and supplies identified by each partner.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Consumables & supplies linked to the project:</u> Identify the consumables and supplies linked to the project.</p> <p><u>Global cost:</u> This cost shall include the consumables and supplies identified by each partner.</p> <p><u>Sub-total E4 by partner:</u> A total is provided for each partner. The amount shall be the same as the one referred to under “Global Cost”;</p> <p><u>Total E4 – Consumables & supplies linked to the project:</u> A total is provided for all partners giving the sum of all the sub-totals by partner.</p>
<p>7.5 Subcontracting costs</p>	<p>Enter all the costs related to subcontracting.</p> <p>For each partner (main partner and associated partners), up to 3 subcontracts can be established. You have to click on the “add a new calculation line” button to add a new subcontract for each partner.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Subcontracting costs:</u> Enter as precisely as possible which kind of activity you intend to subcontract.</p> <p><u>Global cost:</u> for the subcontract referred to above.</p> <p><u>Sub-total E5 by partner:</u> A total is provided for each partner covering all subcontracts included.</p> <p><u>Total E5 – Subcontracting costs:</u> A total is provided for all partners giving the sum of all the sub-totals by partner.</p>

<i>Field</i>	<i>Comment</i>
7.6 Other costs	<p>Enter all the other costs.</p> <p>For each partner (main partner and associated partners), up to 3 lines related to other costs can be created. You have to click on the “add a new calculation line” button to add a new subcontract for each partner.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Description:</u> Enter the as precisely as possible a description of your other costs.</p> <p><u>Global cost:</u> for each other cost referred to above.</p> <p><u>Sub-total E6 by partner:</u> For each partner a total is provided for all other costs included.</p> <p><u>Total E6 – Other costs:</u> A total is provided for all partners giving the sum of all the sub-totals by partner.</p>
7.7. Overheads	<p>Enter all the overheads.</p> <p>For each partner (main partner and associated partners), only one line can be created, corresponding to the overheads of each partner.</p> <p><u>Partner name:</u> Automatically completed when creating the form.</p> <p><u>Partner country:</u> Automatically completed when creating the form.</p> <p><u>Global cost:</u> This cost consists of the overheads identified by each partner.</p> <p><u>Sub-total E7 by partner:</u> For each partner a total is provided. The amount shall be the same as the one provided under “Global Cost”;</p> <p><u>Total E7 – Overheads:</u> A total is provided for all partners giving the sum of all the sub-totals by partner.</p>

8. BUDGET BREAKDOWN BY PARTNER – FINANCING PLAN OVERVIEW OF THE PROJECT (PART 1, PARAGRAPH 8)

This part has to be filled in by the main partner, in close cooperation with the associated partners.

All the information entered in paragraph 7 for the project expenditures are automatically displayed. The figures corresponding to “sub-total” by partner appear for each partner and each budget header.

You are invited to indicate the incomes taking into account:

- The budget for each partner shall be balanced, i.e. the total of the expenses for each partner shall be **equal** to the total of the incomes;
- The maximum co-funding request for the Commission shall not exceed 60 % per partner. A maximum co-funding request of 80% per partner can only be envisaged where a project has significant European added value.

These incomes are referred to as “I” for “Income”.

The incomes shall be rounded to the nearest whole number (no decimal please).

All costs must be given in euro (and not kilo €). If your country does not belong to the Euro-zone, please use the average exchange rate indicated in table 19.

Items referred to as I1 and I3 to I5 shall be filled in. Item I2 (Contribution pertaining to public officials) is automatically copied from E1a. The total (Total expenditure, Total Income), the balance (Expenditure/Income) and the percentages (I1 – Co-funding request, E7 – Overheads) are automatically calculated.

8.1. Categories of incomes

I1 – Co-funding request from the Commission indicates the financial contribution that the main partner expects to be granted from European Commission.

The amount of the financial contribution under this programme can, in principle, be up to **60 % per beneficiary** of the eligible costs for the projects considered. The Commission will determine in each individual case the maximum percentage to be awarded.

Exceptionally, however, a maximum co-funding of **80 % per beneficiary** (i.e. per main and per associated beneficiaries) of eligible costs could be envisaged where a project has a significant European added value. However, no more than 10 % of the funded projects (in numerical terms) should receive co-funding over 60 %.

I2 – Contribution pertaining to public officials include costs of civil servants assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that they do not exceed the average rates of the beneficiary’s usual policy on remuneration.

This item is automatically copied from column “E1a – Costs pertaining to public officials”, for each partner.



Why must costs for public officials appear as an income?

Community co-funding of costs for public officials may produce a profit for the beneficiary that would run against one of the principles of grants (see paragraph 1.2 of the General principles and criteria). Also, reimbursement of these costs would entail a double taxation of Member State taxpayers.

Therefore, in the same logic, these eligible costs should be considered as costs which are not granted Community co-funding.

However, costs for public officials can be considered eligible if on the one hand the public official is specially recruited on a temporary basis to carry out a task specifically linked to the grant request, and on the other hand if the amount is also indicated as part of a total of co-funding of the action by the beneficiary.

I3 – Applicants financial contribution: the financial contributions correspond to contributions of the main partner and associated partner(s).



How do the main and the associated partners contribute financially to the project?

Their contribution may under no circumstances be in coin of the realm!

The difference between the eligible costs and the main and associated partners' investment is the Community co-funding.

The main and associated partners' investment may be financed through different sources such as:

- the financial contribution of the applicant (I3),
- income generated by the project (I4),
- and other external resources (I5).

For example, your proposal mentions a global of € 100,000. You request a maximum co-funding of € 60,000 equivalent to 60 %. You therefore have to contribute with an amount of € 40,000.

What happens if, following the acceptance of your proposal, some changes intervene in your budget, during the negotiation meeting?

If your proposal is accepted, negotiations will take place to finalise the grant agreement, including the financial annex.

If it appears that costs are lower than those of your proposal, the partners will maintain the amount invested and thus the Commission co-funding will be lower.

If it appears that costs are higher than those of your proposal, the partners will have to provide the additional co-funding and the Commission co-funding will remain unchanged.

For example, your proposal (global budget: € 100,000) has been accepted for a co-funding of € 60,000 and for 60 %.

During the negotiation, the global expenditure amounts to € 90,000. The partners co-funding will remain at € 40,000 € and the Commission co-funding will decrease to € 50,000.

On the contrary, if during the negotiation, the global expenditure amounts to € 110,000, the partners co-funding will increase to € 50,000 and the Commission co-funding will remain unchanged to € 60,000.

See Table 12

What happens if, following the implementation of the project, the expenditure is higher or lower than the one forecast in the grant agreement?

When in the balance payment it appears that the total real costs are lower than those budgeted in the grant agreement, the percentage per beneficiary, as mentioned in the grant agreement, will apply on the total real costs declared by partner. As a consequence, the amount finally given by the Commission will be lower than the one written in the grant agreement.

If it appears that the total real costs are higher than those budgeted in the grant agreement, the EU co-funding (in amount and in percentage) will remain unchanged.

See Table 13

Table 12: Impact of changes during the negotiation meeting – Example

		<i>Partner A</i>	<i>Partner B</i>	<i>Partner C</i>	<i>Total</i>
Proposal accepted	Global budget	€ 50,000	€ 20,000	€ 30,000	€ 100,000
	Partner co-funding	€ 20,000	€ 10,000	€ 12,000	€ 42,000
	Partner co-funding	40 %	50 %	40 %	
	EU co-funding request				€ 58,000
	EU co-funding accepted				€ 58,000 and 60 %
		<i>Partner A</i>	<i>Partner B</i>	<i>Partner C</i>	<i>Total</i>
Negotiation	<i>Hypothesis 1: Expenditure lower</i>				
	Global budget	€ 45,000	€ 15,000	€ 30,000	€ 90,000
	Partner co-funding	€ 20,000	€ 10,000	€ 12,000	€ 42,000
	EU co-funding agreed				€ 48,000
Negotiation	<i>Hypothesis 2: Expenditure higher</i>				
	Global budget	€ 55,000	€ 25,000	€ 30,000	€ 110,000
	Partner co-funding	To be agreed between partners.			€ 52,000
	EU co-funding agreed				€ 58,000

Table 13: Impact of changes after the project implementation – Example

		<i>Partner A</i>	<i>Partner B</i>	<i>Partner C</i>	<i>Total</i>
Proposal awarded (grant agreement)	Global budget	€ 50,000	€ 20,000	€ 30,000	€ 100,000
	Partner co-funding	€ 20,000	€ 10,000	€ 12,000	€ 42,000
	Partner co-funding	40 %	50 %	40 %	
	EU co-funding accepted				€ 58,000
		<i>Partner A</i>	<i>Partner B</i>	<i>Partner C</i>	<i>Total</i>
Final budget	<i>Hypothesis 1: Expenditure lower</i>				
	Global budget	€ 45,000	€ 15,000	€ 30,000	€ 90,000
	Partner co-funding	€ 18,000	€ 7,500	€ 12,000	€ 37,500
	EU co-funding				€ 52,500
Final budget	<i>Hypothesis 2: Expenditure higher</i>				
	Global budget	€ 55,000	€ 25,000	€ 30,000	€ 110,000
	Partner co-funding	To be agreed between partners.			€ 52,000
	EU co-funding agreed				€ 58,000

I4 – **Income generated by the project**: these resources correspond to revenues linked to and generated by the project itself: meeting fees, proceeds of sales of publications, etc.

I5 – **Other external resources** of the project: these resources stem from grants allocated either at international level, European level, national level, regional level or local level. Income generated from any private sponsor is accepted.

8.2. Controls to be carried out

8.2.1. Balance

Once items I1 and I3 to I5 have been filled in for each partner, the total income is automatically calculated as the sum of incomes I1 to I5.

The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. This rule applies for **each** partner.

The balance is automatically calculated between “Total Expenditure” and “Total Income”. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. A balance which is not null will appear in red.

In any case, if the balance is not zero, you are invited to revise the financing plan of the partner(s) concerned and to modify one or several item(s) in I1 and I3 to I5. Another possibility is also to review your expenditures. In that case, the modifications shall be encoded in Part 1, paragraph 7.

8.2.2. Co-funding request in percentage

The percentage of the co-funding request is calculated as the ratio between I1 “co-funding requested from the Commission” and the total income.

This percentage can, in principle, be up to 60 % per partner. If the percentage is higher than 60 %, it will appear in red.

Exceptionally, a maximum percentage of 80 % per partner could be envisaged if a project has a significant European added value.

In any case, the percentage shall not be higher than 80 % per partner.

8.2.3. Overheads in percentage

The percentage of the overheads is calculated as the ratio between E7 “Overheads” and the sum of the expenses indicated in E1 to E6. Note that E7 is not included in the denominator of the ratio in order to avoid any circular references.

This percentage cannot exceed 7 % per partner. If the percentage is higher than 7 %, it will appear in red.

9. OVERVIEW OF THE BUDGET

You do not have to fill in any information in part 1, paragraphs 9.1 and 9.2:

- Part 1, paragraph 9.1: Each figure is automatically copied from each total provided in part1, paragraph 7.
- Part 1, paragraph 9.2: Each figure is automatically copied from each total provided in part 1, paragraph 8.

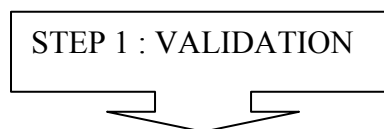
Table 14: Part 1, paragraph 9

<i>Field</i>	<i>Comment</i>
9.1 Expenditure/ Eligible costs	<p><u>E1a: Staff (public officials):</u> Automatically copied from the total calculated in Part 1, paragraph 7.1.1.</p> <p><u>E1b: Staff (not public officials):</u> Automatically copied from the total calculated in Part 1, paragraph 7.1.2.</p> <p><u>E2: Travel costs and subsistence allowance:</u> Automatically copied from the total calculated in Part 1, paragraph 7.2.</p> <p><u>E3: Equipment:</u> Automatically copied from the total calculated in Part 1, paragraph 7.3.</p> <p><u>E4: Consumables & supplies linked to the project:</u> Automatically copied from the total calculated in Part 1, paragraph 7.4.</p> <p><u>E5: Subcontracting costs:</u> Automatically copied from the total calculated in Part 1, paragraph 7.5.</p> <p><u>E6: Other costs:</u> Automatically copied from the total calculated in Part 1, paragraph 7.6.</p> <p><u>Total direct eligible cost:</u> Automatically calculated</p> <p><u>E7: Overheads:</u> Automatically copied from the total calculated in Part 1, paragraph 7.7.</p> <p><u>Total indirect eligible cost:</u> Automatically calculated</p> <p><u>Total expenditure:</u> Automatically calculated</p>

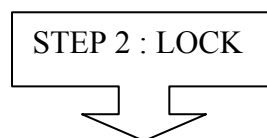
<i>Field</i>	<i>Comment</i>
9.2 Financing plan	<p><u>I1: Co-funding requested from the Commission:</u> Automatically copied from the total calculated in Part 1, paragraph 8.</p> <p><u>I2: Contribution pertaining to public officials:</u> Automatically copied from the total calculated in Part 1, paragraph 8.</p> <p><u>I3: Applicant's financial contribution:</u> Automatically copied from the total calculated in Part 1, paragraph 8.</p> <p><u>I4: Income generated by the project:</u> Automatically copied from the total calculated in Part 1, paragraph 8.</p> <p><u>I5: Other external resources to the project:</u> Automatically copied from the total calculated in Part 1, paragraph 8.</p> <p><u>Total income:</u> Automatically calculated</p> <p><u>Balance (expenditure – income):</u> Automatically calculated</p>

The application form receives its reference number when Part 1 of the application form has been successfully filled in and the following three step process has been completed by the main partner.

Graph 2: Three step process to finalise part 1 of the application form



In order to check whether all mandatory fields in the application form have been correctly filled in you have to click on the “**VALIDATION BUTTON**”. This button corrects any errors which may appear throughout the document. After clicking on this button you can still modify or add more information in the fields if needed.



When you have finished filling in the application form, and you are sure that there are no more changes to be made, you have to click on the “**LOCK BUTTON**” to finalise your work.

As a result, an informatics reference number will be inserted on each page of the application form. This number is generated automatically. Keep in mind that you will not be able to make any changes afterwards. Therefore ensure that the application form has been filled in correctly and completely before proceeding with this step.

In order to view the informatics reference number, you must save the application form, close it and reopen it. Your reference number will then appear on each page of the application form.

STEP 3 : PRINT AND BURN A CD-ROM

Finally, once your application has been successfully validated and a reference number has been inserted, you can save and print the application form.

It is really important to **save before printing** to make sure that the reference number of the application form will not change. Should you print before saving, the reference number on your printed version may no longer correspond to the number on your electronic version.

Make sure that the reference number of your application form's electronic version corresponds to the reference number of your paper version. The reference number is very important: the Executive Agency will verify that the paper and electronic versions of the application forms are identical.



What is the difference between the reference number and the registration number in the application form?

Only Part 1 of the application form receives a **reference number** (not required for Parts 2 and 3). This reference number enables the Executive Agency to check whether the electronic version and the paper version which have been submitted by the candidates are identical.

Once the proposal has been submitted, a **registration number** is allocated by the Executive Agency to each proposal. This registration number must be indicated in all correspondence with the Executive Agency concerning the proposal.

10. GENERAL INFORMATION ON THE ASSOCIATED PARTNER (PART 2, PARAGRAPH 10)

This part has to be filled in by each associated partner.

Table 15: Part 2, paragraph 10

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
10.1 Applicant information	<u>Organisation legal name:</u> states the complete legal name of the organisation, in national language. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be the name appearing in the decree or other constituting documents establishing the organisation.	M	100
	<u>Acronym:</u> Please provide the acronym of your organisation, if available.	NM	20
	<u>Institute name:</u> Name of the unit (department or institute) in the organisation, which will be carrying out the work and where the contact person is working.	NM	100
10.2. Address	<u>Street Name & No:</u> official location of the organisation.	M	100
	<u>PO Box:</u> if applicable	NM	20
	<u>Cedex:</u> if applicable, indicate Cedex for surface mail delivery.	NM	20
	<u>Post code:</u> enter the numerical (alphanumeric for the United Kingdom and the Netherlands) post code without the country prefix, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.	M	20
	<u>City</u>	M	50
	<u>Country:</u> select from the drop-down list (see table 2).	M	Drop-down list
	<u>Telephone:</u> you have to encode the country prefix and the area code.	M	50
	<u>Fax number:</u> you have to encode the phone country prefix and the area code.	NM	50
<u>Website</u>	NM	100	

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
10.3. Legal status	<u>Legal status</u> : Select from the drop-down list a status defined in a decree. For the private sector, you have the choice between “Non-governmental organisation” and “Commercial organisation”. For the public or semi-public sector, you have the choice between “Academic organisation”, “Governmental organisation”, “Public organisation”, and “International public organisation”.	M	Drop-down list
	<u>VAT number</u> : Value Added Tax number	NM	50
	<u>IBAN Number</u> : International Bank Account Number (IBAN) is an international standard for numbering bank accounts. It consists of a two letter ISO 3166-1 country code, followed by two check digits, and up to thirty alphanumeric characters for the domestic bank account number (see table 2).	M	50
	<u>IBAN structure</u> : You do not have to fill in this field. As soon as you have encoded your country in part 1, paragraph 10.2, the appropriate IBAN structure for your country appears automatically.	-	-
	<u>Legal registration number</u> : please provide the organisation’s legal number or code found in the legal trade register, e.g. register of a Chamber of Commerce or a business register.	NM	50
10.4. Contact person	<u>Contact person</u> : person who will liaise with the lead partner identified in Part 1, paragraph 1.4 and who manages the project for his/her organisation.	-	-
	<u>Title</u>	NM	20
	<u>Function</u>	M	20
	<u>Gender</u>	NM	Drop-down list
	<u>Family Name</u>	M	50
	<u>First Name</u>	M	50
	<u>Telephone</u> : you have to encode the country prefix and the area code.	M	50
	<u>Fax</u> : you have to encode the country prefix and the area code.	NM	50
<u>Email</u>	M	100	

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
10.5. Person empowered to sign the grant agreement	<p><u>Person empowered to sign the grant agreement:</u> person who is a legal representative of the organisation and can sign grant agreements as an associated partner, or at least provide the main partner with a letter of mandate.</p> <p>These fields are identical to those in Part 1, paragraph 10.4. Nevertheless, none of the fields is mandatory.</p>	NM	–

(*): M: mandatory;
NM: not mandatory

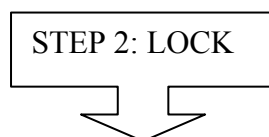
11. DECLARATION OF HONOUR (SIGNED BY THE ASSOCIATED PARTNER) (PART 2, PARAGRAPH 11)

When Part 2 of the application form has been completed, the final three step process shall be carried out by each associated partner. Contrary to Part 1, no reference number will be generated after locking Part 2.

Graph 3: Three step process to finalise part 2 of the application form



In order to check whether all mandatory fields in the application form have been correctly filled in you have to click on the “**VALIDATION BUTTON**”. This button corrects any errors which may appear throughout the document. After clicking on this button you can still modify or add more information in the fields if needed.



When you have finished filling in the application form, and you are sure there are no more changes to be made, you have to click on the “**LOCK BUTTON**” to finalise your work.

Keep in mind that you will not be able to make any changes afterwards. Therefore ensure that the application form has been filled in correctly and completely before proceeding with this step.



Finally, once your application has been successfully validated, you can save and sign it before sending it to your main partner.

Each associated partner is invited to:

1. sign the declaration of honour;
2. send the original paper copy to the main partner;
3. send an electronic copy to the main partner.

If you are an associated partner, please do not send either your part of part of application form or any other documents related to the proposal directly to the Executive Agency. All documents and application forms have to be sent to the Executive Agency via the main partner.

12. INFORMATION ON PREVIOUS GRANTS AND GRANTS CURRENTLY APPLIED FOR (MAIN PARTNER ONLY)

This part has to be filled in by the main partner.

In Part 3, paragraph 12.1, you are invited to list the grants:

- related to public health matters...
- ... from the Commission ...
- ... which your organisation has already received;
- ... since 1st January 2003 (grant agreements signed on or after the 1st January 2003).

The maximum number of grants is limited to 10.

If you have not received any grants from the European Commission or if you have received grants prior to 1 January 2003 (date of signature of the grant agreement), you should enter “0” in the field for “Number of previous grants”.

If the number of grants you received exceeds 10, you are invited to select those which most closely correspond to the topic of the proposals you are currently submitting to the Public Health Programme.

In Part 3, paragraph 12.2, you are invited to list the grants:

- related to public health matters...
- ... from the Commission ...
- ... your organisation is currently applying for.

The maximum number of requests is limited to 10.

If you have not applied to any call for proposals for which you still expect an answer, enter “0” in the “Number of current grants”.

For Part 3, paragraphs 12.1 and 12.2, enter the number of previous grants and the number of current grant requests, then click on the “add line” button.

If you have not received any grants from the European Commission or the grants you have received are older than 3 years, you should **enter “0”** in the field for **“Number of previous grants”**. If you have not applied for any call for proposals/or tenders within the last year, **enter “0”** in the field for **“Number of current grants”**.

Table 16: Part 3, paragraph 12

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
12.1 Previous grants – Participation in European union funded project	<u>European Commission Directorate General</u> : Indicate which Directorate General in the European Commission gives you the grant.	NM	50
	<u>Grant agreement number</u> : Indicate the official number of your grant agreement which usually appears on the first page of your grant agreement.	NM	50
	<u>Name of the main partner</u> : Complete legal name of the organisation, the name of the unit (department or institute) in the organisation which will be carrying out the work and where the contact person is working.	NM	100
	<u>Project title</u> : Complete the title of the project and its acronym if it exists.	NM	100
	<u>Main objectives</u> : Highlight the main objectives of the project.	NM	100
	<u>Starting date</u> : Use the calendar or indicate the starting date (dd/mm/yyyy) of the project (which is usually the date of signature of the grant agreement) or alternatively the envisaged starting date.	NM	-
	<u>Ending date</u> : Use the calendar or indicate the ending date of the project (dd/mm/yyyy).	NM	-
	<u>Total budget of the grant agreement (in €)</u> : Indicate the global amount of the project, in €.	NM	-
	<u>Community contribution (in €)</u> : indicate the Community contribution of the project, in € as mentioned in the grant agreement.	NM	-

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
12.2 Current grants – Participation in European Union funded project	<u>European Commission Directorate General</u> : List the Directorate General in the European Commission from which you receive a grant.	NM	50
	<u>EU Proposal number (if available)</u> : Indicate, if available, the proposal number you have received from the Directorate General you applied to. If you have not yet received any proposal number, leave this item blank.	NM	50
	<u>Name of the main partner</u> : Complete legal name of the organisation, eventually the name of the unit (department or institute) in the organisation, which will be carrying out the work and for which the contact person is working.	NM	100
	<u>Proposal title</u> : Complete the title of the project and its acronym if it exists.	NM	100
	<u>Main objectives</u> : Highlight the main objectives of the proposal.	NM	100
	<u>Call launching date</u> : Use the calendar or indicate the launching date of the call for proposals you refer to (dd/mm/yyyy).	NM	-
	<u>Amount applied for (in €)</u> : indicate the Community contribution of the proposal you request for in €.	NM	-

(*): M: mandatory;
NM: not mandatory

13. COLLABORATING PARTNER'S INFORMATION

This part has to be filled in by the main partner, in close cooperation with the associated partners.

Please enter the number of collaborating partners, as defined in the Guide 1 of 2, paragraph 1.4. Please remember that no costs related to the collaborating partner can be co-funded.

Table 17: Part 3, paragraph 13

<i>Field</i>	<i>Comment</i>	<i>M / NM (*)</i>	<i>Maximum number of characters</i>
Collaborating partners	<u>Organisation name</u> : states the complete legal name of the organisation. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be the name appearing in a decree or other constituting documents establishing the organisation.	NM	100
	<u>City</u>	NM	50
	<u>Country</u>	NM	Drop-down list
Contact person	<u>Contact person</u> : person who will liaise with the lead partner identified in Part 1, paragraph 1.4 and who manages the project for his/her organisation.	NM	
	<u>Title</u>	NM	20
	<u>Family Name</u>	NM	50
	<u>First Name</u>	NM	50
	<u>Telephone</u> : you have to encode the country prefix and the area code.	NM	50
	<u>EMail</u>	NM	50

(*): M: mandatory;
NM: not mandatory

14. FINANCIAL VIABILITY INFORMATION (MAIN PARTNER ONLY)

This part has to be filled in by the main partner. Nevertheless, if your association is a public body, or an international public organisation created by inter-governmental agreements or a specialist agency created by the latter: balance sheets and profit and loss accounts are not required.

The main partner has to encode the:

- information on his/her organisation;
- balance sheet of the two last accounting years;
- profit and loss account of the two last accounting years.

These figures shall be consistent with the supporting documents provided.



It is useful to refer to paragraph 3.2 of the General principles and criteria: “The applicant must have stable and sufficient sources of funding to maintain his/her activity throughout the period during which the activity is being carried out and to participate in its funding”.

Table 18: Part 3, paragraph 14.1

<i>Field</i>	<i>Comment</i>	<i>Maximum number of characters</i>
14.1 Accountancy information.	<u>Organisation legal name</u> : Complete legal name of the organisation. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be the name appearing in a decree or other constituting documents establishing the organisation.	50
	<u>Number of employees</u> : number of persons employed under a fixed-term contract or an open-ended contract on 31 December 2005.	50
	<u>Account starting date</u> : Use the calendar or indicate the date respecting the format: dd/mm/yyyy.	-
	<u>Account ending date</u> : Use the calendar or indicate the date respecting the format: dd/mm/yyyy.	-
	<u>Accounts duration (in months)</u> : The duration should be specified in months only, and for duration of a maximum of 12 months.	Drop-down list
	<u>Currency</u> : Select a currency in the list. Note that even if you use “€ Euro”, you will have to introduce all the figures in the column “In Currency Unit” and not in the column “In Euro”.	Drop-down list
	<u>Euro exchange rate</u> : This rate will automatically appear following the average exchange rate of February 2006 referred to in table19.	-

Table 19: Average exchange rate in February 2006 (used in the application form)

<i>Country</i>	<i>Code</i>	<i>Currency</i>	<i>Code</i>	<i>Exchange rate</i>
Bulgaria	BG	Bulgarian lev	BGN	1,955800
Cyprus	CY	Cyprus pound	CYP	0,573900
Czech Republic	CZ	Czech koruna	CZK	28,393000
Denmark	DK	Danish krone	DKK	7,463900
Estonia	EE	Estonia koron	EEK	15,646600
Hungary	HU	Hungarian forint	HUF	251,640000
Iceland	IS	Iceland krona	ISK	75,040000
Liechtenstein	LI	Swiss franc	CHF	1,555500
Lithuania	LT	Lithuanian litas	LTL	3,452800
Latvia	LV	Latvian lats	LVL	0,696100
Malta	MT	Maltese lira	MTL	0,429300
Norway	NO	Norwegian krone	NOK	8,127500
Poland	PL	Polish zloty	PLN	3,818600
Romania	RO	Romanian leu	RON	3,610100
Sweden	SE	Swedish krona	SEK	9,226500
Slovakia	SK	Slovak koruna	SKK	37,360000
Slovenia	SI	Slovenian tolar	SIT	239,470000
Turkey	TR	Turkish lira	TRY	1,605000
United Kingdom	GB	Pound sterling	GBP	0,683650

In Part 3, paragraphs 14.2 and 14.3, all figures shall be encoded in the columns “In currency unit” and not in the columns “In Euro”, even if your figures are expressed in Euro.

When you have filled in the account ending date in part 3, paragraph 14.1 (e.g.: 31.12.2005), the accountancy years automatically appear in part 3, paragraphs 14.2 and 14.3.

- The first sub-column under “In currency unit” is automatically T-1, referring to the second last accounting year (e.g. 2004).
- The second sub-column under “In currency unit” corresponds to T0, referring to the latest accounting year available (e.g. 2005).

Table 20: Part 3, paragraphs 14.2 and 14.3

	<i>In currency Unit</i>		<i>In Euro</i>	
	<i>Encode: T-1 e.g. 2004</i>	<i>Encode: T0 e.g. 2005</i>	<i>Encode: T-1 e.g. 2004</i>	<i>Encode: T0 e.g. 2005</i>
Assets	To be filled in.	To be filled in	All the fields will be automatically calculated from “In currency unit T-1” using the exchange rate of February 2006.	All the fields will be automatically calculated from “In currency unit T0” using the exchange rate of February 2006.
Liabilities				
Profit and loss account				

Table 21: Part 3, paragraphs 14.2 and 14.3

BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets (2.1+2.2+2.3)	C. Fixed Assets	
2.1. Intangible fixed assets	B. Training expenses as defined by national law C. I. Intangible fixed assets	B. Training expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)

BALANCE SHEET
ASSETS
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)
3.1. Stocks
3.2.1. Debtors due after one year
3.2.2. Debtors due within one year
3.3. Cash at bank and in hand
3.4. Other current assets
Total assets (1+2+3)

CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
D. Currents assets	
D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	

BALANCE SHEET
LIABILITIES
4. Capital and reserves (4.1+4.2+4.3+4.4)
4.1. Subscribed capital
4.2. Reserves
4.3. Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year

CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
A. Capital and reserves	
A.I. Subscribed capital	A.I. Subscribed capital
A.II. Share premium account	A.II. Share premium account
A.III. Revaluation reserve	A.III. Revaluation reserve
A.IV. Reserves	A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year

BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	C. Creditors	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.2.1. Short term non-bank debt	B. Provisions for liabilities and charges (≤ one year) C. Creditors (≤ one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (≤ one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities (4+5)	Total Liabilities	

PROFIT AND LOSS ACCOUNT
6. Turnover
7. Variation in stocks
8. Other operating income
9. Costs of material and consumables
10. Other operating charges
11. Staff costs
12. Gross operating profit (6+7+8-9-10-11)
13. Depreciation and value adjustments on non financial assets
14. Net operating profit (12-13)
15. Financial income and value adjustments on financial assets
16. Interest paid
17. Similar charges

PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)	
1. Net turnover	1. Net turnover
2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
3. Work performed by the undertaking for its own purposes and capitalized.	3. Work performed by the undertaking for its own purposes and capitalized
4. Other operating income	4. Other operating income
5. (a) Raw materials and consumables	5. (a) Raw materials and consumables
5. (b) Other external charges	5. (b) Other external charges
8. Other operating charges	8. Other operating charges
6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6	.
7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] -7	
Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
Interest paid	13. Interest payable and similar charges
Similar Charges	

PROFIT AND LOSS ACCOUNT
18. Profit or loss on ordinary activities (14+15-16-17)
19. Extraordinary income and charges
20. Taxes on profits
21. Profit or loss for the financial year (18+19-20)

PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)	
Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]	15. Profit or loss on ordinary activities after taxation
Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
Profit or loss for the financial year =[[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]	21. Profit or loss for the financial year

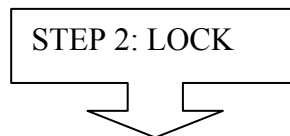
15. DECLARATION OF HONOUR (PART 3, PARAGRAPH 15)

When Part 3 of the application form has been completed, the final three step process shall be carried out by the main partner. Contrary to Part 1, no reference number will be generated after locking Part 3.

Graph 4: Three step process to finalise part 3 of the application form

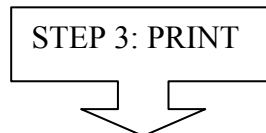


In order to check whether all mandatory fields in the application form have been correctly filled in you have to click on the “**VALIDATION BUTTON**”. This button corrects any errors which may appear throughout the document. After clicking on this button you can still modify or add more information in the fields if needed.



When you have finished filling in the application form, and you are sure there are no more changes to be made, you have to click on “**LOCK BUTTON**” to finalise your work.

Keep in mind that you will not be able to make any changes afterwards. Therefore ensure that the application form has been filled in correctly and completely before proceeding with this step.



Finally, when your application has been successfully validated, you can save the application form, print it, and sign the declaration of honour.

Do not forget to enclose all annexes in Part 3 to Part 1 of the application form. Parts 2 for each associated partner should also be enclosed.

Make three copies of your original.

Bind your original and each of your three copies.