



**THE SIXTH FRAMEWORK PROGRAMME**

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

# **GUIDE FOR PROPOSERS**

## **Priority 1**

### **LIFE SCIENCES, GENOMICS AND BIOTECHNOLOGY FOR HEALTH (LIFESCIHEALTH)**

*Integrating and Strengthening the European Research Area*

#### **Call 4**

Fixed deadline call for proposals  
*Call identifier FP6-2005-LIFESCIHEALTH-6*

**INTEGRATED PROJECTS**

**Electronic submission only**

Five different instruments are available to fund activities in the LifeSciHealth Priority. These instruments are described in the brochure “The 6<sup>th</sup> Framework Programme in Brief” and at <http://www.cordis.lu/fp6/instruments.htm>:

- Integrated Projects (IP)
- Networks of Excellence (NoE)
- Specific Targeted Research Projects (STREP)
- Coordination Actions (CA)
- Specific Support Actions (SSA)

A summary table has been produced setting out the classification of the type of instruments according to their objectives and specific characteristics (see Annex 5). If you are uncertain of the instrument you should use within this Call, have a look at this table and the specifications of the call text before you start preparing your proposal.

**This version of the Guide for Proposers concerns:**

## **INTEGRATED PROJECTS**

**This version of the Guide for Proposers concerns:**

## **The Life sciences, genomics and biotechnology for health 4<sup>th</sup> call: FP6-2005-LifeSciHealth-6**

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

## Key recommendations for submitting a proposal to Priority Life sciences, genomics and biotechnology for health (LifeSciHealth)

- **Priorities and objectives:** Check that your proposed work does indeed address research topics open in the current Call and as described in the current LifeSciHealth Priority Work Programme. Multidisciplinary proposals addressing several objectives may be submitted. Any proposal submitted in response to this call should however have a centre of gravity in one topic open in the current Call. If the major part of your proposal concerns an objective or a topic of another Call, it should be submitted to that other Call.  
PROPOSALS CANNOT BE ACCEPTED IF THEY ARE NOT FOCUSED ON THE PRIORITIES OF THE FRAMEWORK PROGRAMME; THE MULTIDISCIPLINARY NATURE OF A PROPOSAL DOES NOT REMOVE THIS REQUIREMENT.
- **Completeness:** Proposals must comprise a complete Part A, containing the administrative information (including participant and project cost details) on standard forms; and a complete Part B, containing the scientific and technical description of your proposal, (as described in Annex 2). Check that your proposal contains both parts.
- **Use of correct forms and instrument:** The proposal forms for Part A and the structure of Part B vary according to the different instruments.  
Check that you have chosen the correct instrument for the type of work you are proposing.  
Check in the Work Programme that the call is actually open for instruments of this type in the particular research topic in which you propose to work.  
Check on the call page that you are using the version of the Guide for Proposers specific for this instrument and call.
- **Eligible partnership:** Confirm that you and your partners are indeed eligible for participation in the LifeSciHealth Priority - The minimum requirements for the makeup of your consortium can be found in the Work Programme and the call text, and organisations must have a registered legal existence.
- **Evaluation criteria:** All proposals are evaluated according to fixed sets of criteria, depending on the type of instrument, which are defined in Annex B of the Work Programme and further described in the Guidance notes for Evaluators. Be sure that your proposal clearly addresses each of the evaluation criteria used for this instrument. Be aware that there are threshold scores on the criteria and on the overall score, which must be achieved, or else the proposal fails.
- **Ethical, safety and regulatory issues:** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with specific sensitive issues. Proposals will fail if they do not respect the ethical rules for FP6.
- **Gender issues:** Clearly indicate the way in which these issues are taken into account (see Proposal Part B and Annex 4)
- **Presentation:** Proposals should be precise and concise. They should present the objectives and the expected results, how the participants intend to disseminate or exploit these results and how the project contributes to integrating and structuring the European research area. Proposals should assemble the necessary critical mass of activities, expertise and resources to achieve the proposed objectives.
- **Competition:** There will be strong competition. Therefore edit your proposal tightly, strengthen or eliminate weak points. Arrange for your draft to be evaluated by experienced colleagues, using the evaluation criteria for the type of action you are proposing, before sending it in. Then use their advice to improve it before submission.

- **Deadlines:** Call deadlines are absolutely firm and are strictly enforced. Proposals must be received before or on the deadline as it is specified in the Call for proposals. Proposers are reminded that it is their own responsibility to ensure the timely submission of their proposal.

PROPOSALS ARRIVING AT THE COMMISSION AFTER THE DEADLINE ARE NOT ELIGIBLE FOR EVALUATION. NO EXTENUATING CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION.

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# Priority 1 – Life sciences, genomics and biotechnology for health (LifeSciHealth) Integrated Projects

Specific information for Integrated Projects in the 4<sup>th</sup> call of the LifeSciHealth Priority published on 8 July 2005. Fixed deadline call

## I Introduction

### *I.1 Structure and content of the Guide for Proposers*

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

It shows examples of the proposal forms which comprise Part A of a proposal, and gives instructions on how to write Part B. Both parts are required to make a complete proposal. Incomplete proposals will be ineligible and therefore will not be evaluated.

It describes the procedure for the online submission of proposals. It contains references to other documents, reports, forms and software tools that are of assistance in the preparation of proposals.

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

**The brochure “The 6<sup>th</sup> Framework Programme in Brief”.** This brochure gives a brief overview of FP6. It serves as a guide for navigating through the activities, funding schemes, thematic areas, types of instrument etc., allowing potential participants to better find their way through to the activity most suiting their ideas.

**The current LifeSciHealth Work Programme.** The Work Programme provides a detailed description of the content of the research topics which are open for proposals, and indicates which types of instruments may be used for each. It also gives an indicative timetable for the implementation (“roadmap”) and details on the evaluation criteria.

**The Call for proposals** (“the Call text”) as published in the Official Journal of the European Union. This will tell you which research topics are open for proposals for Integrated Project, and what is the deadline for proposal submission.

Additional documents, which you should review, are:

**The Guidelines on proposal evaluation and selection procedures.** This document describes the general principles and the procedures, which will be used in the evaluation and selection of proposals.

**The LifeSciHealth Guidance notes for evaluators.** This describes in detail how proposals will be evaluated in LifeSciHealth Priority. You may use the Guidance notes for evaluators as a checklist to ensure the quality of your proposal.

- All these documents, as well as additional information if any, may be found at: the CORDIS call page for this call (<http://fp6.cordis.lu/lifescihealth/calls.cfm>).

**The model contract and its annexes for Integrated Project.** This specifies the contractual terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding (see at: <http://www.cordis.lu/fp6/find-doc.htm#modelcontracts>).

**The background document on the Integrated Projects.** Details of what a Integrated Project comprises and how such a project should be implemented are given at: [http://europa.eu.int/comm/research/fp6/instruments\\_en.html](http://europa.eu.int/comm/research/fp6/instruments_en.html) or at: <http://www.cordis.lu/fp6/instruments.htm>.

**This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Sixth Framework Programme, the Specific Programme, the Work programme for LifeSciHealth, the Call for proposals or the Guidelines on evaluation and selection of proposals.**

## II Proposal preparation

### *II.1 One stage submission as applied in the current call*

Proposals for Integrated Project in LifeSciHealth are submitted in a single stage – by submitting a complete proposal application as set out in the Call for proposals as published in the Official Journal of the European Union. Proposals must be received by the closing date of the call.

Submission of proposals to this call should be made by electronic means (see Call text).

### *II.2 Consortium composition*

Proposals must be presented by a consortium comprising a minimum number of mutually-independent legal entities (organisations or individuals) established in different Member States of the EU, Associated candidate countries or Associated States, of which a certain number must be Member States/Associated Candidate Countries. These numbers are set out in the Call for proposals. Organisations from other countries may additionally take part, provided these minimum requirements have been met.

The EU Member States are: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

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

The Associated Candidate Countries are: Bulgaria, Romania and Turkey. The Associated States are: Iceland, Israel, Liechtenstein, Norway and Switzerland.

Organisations from countries which are on the FP6 INCO (International Cooperation) target list and which are taking part in a project will be funded on the same basis as organisations from the EU<sup>2</sup>. This list includes the countries of the former Soviet Union, the Western Balkans, the Mediterranean partner countries and developing countries elsewhere in the world. It also includes Croatia, which is a candidate to join the European Union but which is not at present an Associated Candidate Country for FP6. (Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation website, see address in Section VII).

Organisations from countries other than these may also in some cases receive a Community financial contribution, as defined in the Rules of Participation in FP6 (see address in Section VII).

Co-operation with international organisations with intergovernmental agreements is welcomed.

### *II.3 Structure of a proposal*

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

- **Part A** is a set of forms which collect necessary administrative information about the proposal and the proposers e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of activity, etc (see Annex 1). This information will be encoded in a structured database for further computer processing to produce statistics, evaluation reports etc., and also to support the experts and Commission during the evaluation process.

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<sup>1</sup> International organisations, the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation.

<sup>2</sup> Up to the limit of the amount of funding reserved for this action.

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

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos, etc.) will be disregarded. In proposals submitted electronically, other embedded material (audio, video multimedia etc.), attached files or hyperlinks to other documents will be disregarded. Evaluations will be based on black-and-white paper copies of the A forms and the Part B of the proposal.

### ***II.4 Proposal language***

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

### ***II.5 Pre-proposal check***

No facility for a pre-proposal check is provided for the current Call.

### ***II.6 Notification of intention to submit a proposal***

As part of the Electronic Proposal Submission system, proposers register their intention to submit a proposal. Registration information is indicative only. The information that you provide at this stage will help the Commission to prepare for evaluation of the call. The details that you give need not be final and will not form part of your eventual proposal. Only the details you provide in the final proposal when you make the submission will be evaluated.

### III Submission of proposals

Proposals for this call should be submitted only as electronic proposals, via the web-based Electronic Proposal Submission System (EPSS), which is accessed **via the CORDIS call page**, where proposals may be prepared and submitted online.

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

In both cases the tool distinguishes between the participant who is taking the lead in the preparation of the proposal (the “proposal coordinator”), and the other participants in the consortium (the “partners”).

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

#### *III.1 Online preparation and submission*

The following instructions briefly outline the principal steps for online proposal preparation and submission. A detailed “EPSS Online preparation and submission guide” is available on CORDIS (see Section VI.2).

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

#### **Request for username and password (by the proposal coordinator):**

- Go to the CORDIS call page for the current call (see reference in section VII).
- On the call page, go to the box “Prepare and submit a proposal for this call”.
- Choose the instrument you want to apply for from the dropdown list and press “Go”. You will arrive at the EPSS start page.
- Click on “Register” for **ONLINE preparation and submission**, fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist the Commission in planning the evaluation<sup>3</sup>.
- The EPSS will send you by return email a username and password as proposal coordinator. They will also send a (different) username and password for your partners. In case of problems in receiving these, contact the EPSS helpdesk (see reference in section VII).
- If you make an error concerning the call you have registered for, the type of instrument, or the choice between online or offline preparation, you must abandon this registration and register again.
- The usernames and passwords are linked to only one proposal (for the call and for the instrument you have chosen). For each proposal you want to prepare you have to register again.

#### **Using the online system (coordinator):**

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

As a coordinator you can then:

<sup>3</sup> Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment.

- set up (and modify) your consortium by adding/removing partners,
- complete (and modify) all Part A forms,
- download the document template for writing Part B of the proposal, and when it is completed, upload the finished Part B (in PDF format),
- submit the complete proposal Part A and Part B.

### Using the online system (partners):

The other participants in the proposal receive their partner username and password directly from the coordinator. For entering the EPSS see above. As a partner (not coordinator) they can:

- complete (and modify) their own A2 form,
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however only the coordinator can upload the finished version),
- view the whole proposal.

### Submitting the proposal online

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

On submission, the EPSS performs an automatic validation of the proposal (e.g. confirms if all mandatory fields are completed, that there appears to be the eligible minimum number of participants etc.) and informs the coordinator of any apparent problems with the proposal. The coordinator may decide to submit the proposal even when apparent problems have been indicated by the EPSS. This automatic validation does not replace the more detailed eligibility check later carried out by the Commission.

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

Note there is a 10 Mbyte limit to the total size of proposal file (Part A and Part B) which may be submitted. Excessively large files will not be accepted, the coordinator will instead receive a message to reduce the size of the file and try again.

If successfully submitted, the coordinator receives a message that indicates that the proposal has been received. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one (by pressing the “SUBMIT button” each time!) right up until the call closure.

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

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

### Using only PDF format for submission of Part B - Why?

This format of text documents is supported by the vast majority of computer platforms; it bears a minimum risk of viruses; it is self-compressing. Allowing any possible format would require that the Commission maintain an arsenal of software and even then readability could not be guaranteed in 100% of the cases. The other advantage of saving as a PDF file is that the contents are “locked” and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed. (WYSIWYG).

**Using only PDF format for submission of Part B- How?**

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are then locked, they cannot be edited like normal text files.

### ***III.2 Proposal preparation and submission using the EPTool***

The following instructions briefly outline the principal steps for offline proposal preparation and online submission. A detailed “Offline Electronic Proposal Tool (EPT) User Guide” is available on CORDIS (see Section VI.2).

#### **Downloading the EPTool**

The offline EPTool is a software programme running on your computer to create a proposal for later upload to the online EPSS. For preparing a proposal you have to download two components:

- the EPTool itself i.e. the basic software
- the package of forms and templates specific to the call and instrument you want to apply for.

The following steps are necessary for the proposal coordinator:

- Go to the CORDIS call page for the current call (see reference in section VII).
- On the call page, go to the box “Prepare and submit a proposal for this call”.
- Choose the instrument you want to apply for from the dropdown list and press “Go”. You will arrive at the EPSS start page.
- Click on “Register” for **OFFLINE preparation and online or offline submission**.
- Fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist the Commission in planning the evaluation<sup>4</sup>.
- The EPSS will send you by return email a username and password. You will need this for subsequent online submission of the proposal. In case of problems in receiving these, contact the EPSS helpdesk (see reference in section VII).
- Click on “Download EPT”, then choose one of the two options presented, depending on your computer platform, and follow the instructions for download and installation.
- Go back to the EPSS start page (via the CORDIS call page) and click on “Download forms package”. You will be able to download the package (a compressed .zip file) applicable to the call and instrument you have chosen. You have later to remember the directory on your hard disk to which you saved the package.
- If you make an error concerning the call you have registered for, the type of instrument, or the choice between online or offline preparation, you must abandon this registration and the downloaded package of forms and templates and register again.
- The username and password are linked to only one proposal (for the call and for the instrument you have chosen). For each proposal you want to prepare you have to register again.

#### **Working with the EPTool:**

- Unzip the downloaded forms package to a separate directory indicating call and instrument.
- If you have downloaded the EPTool with the Java runtime attached, find the directory ...EPTool that has been created on your hard disk during installation of the tool. In this directory you find a pdf file “EPSS-EPT-user-guide” with instructions how to use the application. Otherwise locate the EPT files you have downloaded, extract them to a directory. We recommend using the ...EPTool directory.

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<sup>4</sup> Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment.

- In the subdirectory ...EPTool\bin you find the file “Runme.bat” (Windows) or “runme.sh” (Unix), a batch or shell script file. Run this file to open the application, use the programme following the instructions in the “Offline Electronic Proposal Tool (EPT) User Guide”.

### **Online submission of a proposal created with the EPTool**

Once the proposal coordinator, with the assistance of his partners, has created and packaged a proposal with the offline tool following the instructions in the “Offline Electronic Proposal Tool (EPT) User Guide”, submission is carried out by uploading the package to the EPSS and by pressing the “**SUBMIT**” button. **For this you will need the username and password which you obtained at registration.** Control for viruses and excessive file size is applied as in the case of online preparation and submission.

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

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

### ***III.3 Errors in submitted proposals***

Errors discovered in proposals submitted by the EPSS (with either online preparation in the EPSS or offline preparation using the EPTool) can be rectified by simply submitting a corrected version. So long as the call is not yet closed, the new submission will overwrite the previous one.

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

### ***III.4 Deadline for reception***

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

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

The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **Do not delegate the job of submitting your proposal!**

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

### ***III.5 Acknowledgement of receipt***

Shortly after the close of call, the Commission will despatch an Acknowledgement of receipt letter to the proposal coordinator (the individual named as “person in charge” on the A2 form of participant no. 1). The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

**Proposers who have not received an Acknowledgement of receipt by 12 working days after call deadline should urgently contact the LifeSciHealth Information Desk.**

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

## **IV Evaluation and negotiation**

### ***IV.1 Timetable of evaluation***

All proposals that fulfil the eligibility criteria are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the LifeSciHealth Work Programme and the LifeSciHealth Guidance Notes for Evaluators.

In February 2006 the proposal coordinators of proposals that have passed all the evaluation thresholds may receive an invitation to appear before the evaluation panel with members of the consortium to provide further details on their proposal. The letter of invitation, if these hearings are enforced, will specify an exact date and time. It may also list a number of specific questions concerning the proposal, which you should be prepared to respond to at the hearing.

After the completion of the evaluation, the results will be finalised and all proposers will receive an Evaluation Summary Report giving the opinion of the evaluators on their proposal. These reports will be sent out during March 2006.

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

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

#### **Remote evaluation**

For the current call, the Commission may opt to have proposals evaluated remotely. For this, independent experts are invited to carry out the evaluation fully or partially at their home or place of work. In general, remote assessment of proposals is used for the individual reading and evaluation of proposals by individual independent experts.

The fact of using remote evaluation for any step of the overall evaluation process does not change in any way the provisions on confidentiality or conflict of interest set out in the code of conduct for independent experts. Independent experts working remotely are also required to fill in and sign the declaration on confidentiality and non-conflict of interest before beginning work.

### ***IV.2 Contract negotiations***

If the proposal has been successful in the evaluation and has been selected for possible funding, contract negotiation will start through an official letter sent by the Commission in April 2006.

Negotiations apply at two levels: scientific and technological, and administrative and financial. The officials conducting these negotiations on behalf of the Commission will be working within a predetermined budget envelope for the proposal and also within the framework of any recommendations which the experts may have made concerning modifications to the work presented in the proposal.

Members of the proposal consortium may be asked to come to Brussels to facilitate the negotiation. This may involve several meetings which would take place from May 2006.

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

Before a negotiation can begin, the Commission may request certain legal and financial information on participating organisations (and in particular the Commission may ask for copies of the documents, which

legally establish each organisation, which is in the consortium). All participants in the proposals should familiarise themselves at an early stage with the documentation they will need to provide if they are successful and the Coordinator must ensure on behalf of the consortium that the correct documentation is sent to the Commission. This information must be made available with the submission of the Contract Preparation Form. The information required is fully described in detail in the Contract preparation forms (see address in Section VII).

Proposers should note that projects for IP and NoE in LifeSciHealth must also set up a Consortium agreement. Projects for STREP, CA and SSA are encouraged, but not required, to conclude a consortium agreement. The Consortium agreement should be finalised as early as possible, and at the latest at the same time as the contract. A checklist, which may assist you in drawing up a Consortium agreement, is available on the Internet (see address in Section VII).]

If the negotiation is successful, a Commission Decision approving the funding is foreseen in a timeframe starting in autumn 2006. The project may begin work in accordance with the provisions in the contract signed with the Commission regarding the project start date.

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

### ***IV.3 Summary table for submission, evaluation and negotiation in this call***

|   |   |
|---|---|
| Publication of call   | <i>8 July 2005</i>                                  |
| Deadline for submission of proposals  | <i>9 November 2005, 17:00 (Brussels local time)</i> |
| Evaluation of proposals   | <i>December 2005/January-February 2006</i>          |
| Invitation letter to successful coordinators to appear before the evaluation panel together with member of the consortium (if hearings are necessary) | <i>February 2006</i>                                |
| Hearings (if hearings are necessary)  | <i>End February 2006</i>                            |
| Evaluation Summary Reports sent to proposal coordinators  | <i>March 2006</i>                                   |
| Invitation letter to successful coordinators to launch contract negotiations with Commission services   | <i>April 2006</i>                                   |
| Signature of first contracts  | <i>From November 2006</i>                           |

## V Check list for proposers

|  |   |
|--|---|
|  | ➤ Have you informed your National Contact Point of your intention to submit a proposal? [Optional]  |
|  | ➤ Do you have the authorisation of each member of the consortium to submit this proposal on their behalf?   |
|  | ➤ Have you completed both a Part A and a Part B?  |
|  | ➤ Is your Part B in portable document format (PDF), including no material in other formats?   |
|  | ➤ Have you printed out the PDF file of your Part B, to check that it is complete, printable and readable? After the call close it will not be possible to replace any sections of your proposal which are missing or unreadable |
|  | ➤ Is your proposal file within the size limit of 10 Mbytes?   |
|  | ➤ Have you virus-checked your PC, using up-to-date anti-virus software?   |
|  | ➤ Are you submitting to the correct call, FP6-2005-LIFESCIHEALTH-6 and are using the correct instrument forms and Part B format?  |
|  | ➤ Have you <b>pressed</b> the <b>SUBMIT</b> button in the EPSS?   |

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

*In the event of a failure of the EPSS service due to breakdown of the Commission server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by email to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS and on the Call page on the EPSS.*

*Such a failure is a rare and exceptional event, therefore do not assume that there will be an extension to this call. If you have difficulty in submitting your proposal, you should not assume that it is because of a problem with the Commission server, since this is rarely the case. Check whether a notice of extension has been published on the Call page on the EPSS and on CORDIS, or telephone the EPSS helpdesk.*

*Please note that the Commission will not extend deadlines for system failures that are not its responsibility. In all circumstances, you should aim to submit your proposal well before the deadline to have time to solve any problems.*

## VI Support to proposers

### *VI.1 LifeSciHealth Information Desk*

The coordinates of the LifeSciHealth Information Desk is:

European Commission  
The LifeSciHealth Information Desk  
Directorate General RTD  
CDMA 2/163  
B-1049 Brussels

Emails: [rtd-genomics-biotec@cec.eu.int](mailto:rtd-genomics-biotec@cec.eu.int) and [rtd-diseases@cec.eu.int](mailto:rtd-diseases@cec.eu.int)

Phone: +32-2-296.29.64

Fax: +32-2-296.79.01

Web: <http://www.cordis.lu/lifescihealth/home.html> and  
<http://www.cordis.lu/fp6/lifescihealth.htm>

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

**Links to all the necessary information to prepare a proposal are available on the CORDIS call page for the current call (see Section VII)  
Proposers should periodically check this for latest information**

### *VI.2 EPSS helpdesk and user guides*

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

EPSS Helpdesk  
E-mail: [support@epss-fp6.org](mailto:support@epss-fp6.org)  
Phone: +32 2 233 37 60

EPSS and EPTool user guides are available at <http://www.cordis.lu/fp6/find-doc.htm#userguides>.

### *VI.3 Partner search facilities*

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

### *VI.4 National Contact Points*

The LifeSciHealth Priority supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice (particularly on preparing proposals) and in finding participants from other countries. Organisations should contact the NCP of their own country for further information. It is highly recommended that the proposal coordinator informs his National Contact Point of his intention to submit a proposal at as early a stage as possible.  
(see CORDIS at: <http://www.cordis.lu/fp6/ncp.htm>).

### ***VI.5 LifeSciHealth Information Days***

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

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

### ***VI.6 The Intellectual Property Rights Helpdesk***

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

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

**Website**

<http://www.ipr-helpdesk.org>

**Helpline (detailed queries)**

[ipr-helpdesk@ua.es](mailto:ipr-helpdesk@ua.es)

tel +34 96 590 97 18

fax +34 96 590 97 15

### ***VI.7 ETI actions***

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

There is more information at: [http://sme.cordis.lu/economic/eti\\_projects.cfm](http://sme.cordis.lu/economic/eti_projects.cfm)

### ***VI.8 Additional Financial Support from the Structural Funds (Bonus)***

The “Bonus” mechanism allows eligible FP6 project partners established in Objective 1 Regions to get access to additional financial contribution from the Structural Funds. The additional financial support from the Bonus allows beneficiaries to reduce their own contribution to the project’s budget.

It has to be stressed, however, that, it is the competent Management Authority of the Structural Funds for each programme in the respective Member State which is responsible for deciding whether a specific FP6 contractor should or should not be awarded a bonus from the Structural Funds, and on the level of this award. Therefore proposers have to possess adequate resources either on their own or from third parties to carry out their tasks under the FP6 project without the bonus being taken into account. In any case this bonus cannot lead to situations where the consortium receives more funding than the eligible total claimed costs since this would lead to a profit.

More information is available at: <http://www.cordis.lu/era/regions.htm>

## VII References

Potential proposers could consult the following documents:

### Legal decisions

|   |   |
|---|---|
| Decision on the Framework Programme   | <a href="http://www.cordis.lu/fp6/find-doc.htm">http://www.cordis.lu/fp6/find-doc.htm</a> |
| Rules of Participation in FP6   |   |
| Specific Programme "Integrating and strengthening the European Research Area" (includes the LifeSciHealth Priority) |   |

### Call information

|  |   |   |
|--|---|---|
| Call for proposals   | <a href="http://fp6.cordis.lu/lifescihealth/call_details.cfm?CALL_ID=213">http://fp6.cordis.lu/lifescihealth/call_details.cfm?CALL_ID=213</a> |   |
| Brochure "The Fp6 in Brief"                                |   |   |
| Guides for Proposers                                       |   |   |
| LifeSciHealth Work Programme 2005                          |   |   |
| Guidelines on proposal evaluation and selection procedures |   | <a href="http://fp6.cordis.lu/fp6/calls_activity.cfm?ID_ACTIVITY=1">http://fp6.cordis.lu/fp6/calls_activity.cfm?ID_ACTIVITY=1</a> |
| LifeSciHealth Guidance notes for Evaluators call 4         |   |   |
| Organisations expressing interest in this Call             |   |   |
| Gateway to the Electronic Proposal Submission System       |   |   |

### Supporting information

|   |   |
|---|---|
| CORDIS FP6 service  | <a href="http://www.cordis.lu/fp6">http://www.cordis.lu/fp6</a>   |
| FP6 instruments   | <a href="http://www.cordis.lu/fp6/instruments.htm">http://www.cordis.lu/fp6/instruments.htm</a>   |
| National Contact Points   | <a href="http://www.cordis.lu/fp6/ncp.htm">http://www.cordis.lu/fp6/ncp.htm</a>   |
| Information Days and other events   | <a href="http://fp6.cordis.lu/fp6/events.cfm">http://fp6.cordis.lu/fp6/events.cfm</a>   |
| Electronic submission: EPSS and EPT user guides   | <a href="http://www.cordis.lu/fp6/find-doc.htm#userguides">http://www.cordis.lu/fp6/find-doc.htm#userguides</a>   |
| IPR helpdesk  | <a href="http://www.ipr-helpdesk.org">http://www.ipr-helpdesk.org</a>   |
| CORDIS partner search facility  | <a href="http://partners-service.cordis.lu/">http://partners-service.cordis.lu/</a>   |
| Innovation Relay Centres: including specific IRC thematic working group in the Biotechnology area | <a href="http://irc.cordis.lu">http://irc.cordis.lu</a>   |
| International cooperation   | <a href="http://www.cordis.lu/fp6/inco.htm">http://www.cordis.lu/fp6/inco.htm</a>   |
| Science and Society action plan   | <a href="http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html">http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html</a>   |
| Guidelines on techniques for science communicating with the public                                | <a href="http://www.cordis.lu/fp6/society.htm">http://www.cordis.lu/fp6/society.htm</a> and <a href="http://europa.eu.int/comm/research/science-society/science-communication/index_en.htm">http://europa.eu.int/comm/research/science-society/science-communication/index_en.htm</a> |
| Rules on ethics   | <a href="http://www.cordis.lu/fp6/find-doc.htm#ethics">http://www.cordis.lu/fp6/find-doc.htm#ethics</a> and <a href="http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html">http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html</a>           |
| Biosociety website  | <a href="http://europa.eu.int/comm/research/biosociety/index_en.htm">http://europa.eu.int/comm/research/biosociety/index_en.htm</a>   |
| SMEs GO LIFE SCIENCES   | <a href="http://www.bit.ac.at/SMEsgoLifeSciences/">http://www.bit.ac.at/SMEsgoLifeSciences/</a>   |
| ETI actions   | <a href="http://sme.cordis.lu/economic/eti_projects.cfm">http://sme.cordis.lu/economic/eti_projects.cfm</a>   |
| Structural funds  | <a href="http://www.cordis.lu/era/regions.htm">http://www.cordis.lu/era/regions.htm</a>   |
| European Investment Bank  | <a href="http://www.eib.org/">http://www.eib.org/</a>   |

### Contractual information

|                                |   |
|--------------------------------|---|
| Consortium agreement checklist | <a href="http://www.cordis.lu/fp6/find-doc.htm#modelcontracts">http://www.cordis.lu/fp6/find-doc.htm#modelcontracts</a> and <a href="http://europa.eu.int/comm/research/fp6/working-groups/model-contract/index_en.html">http://europa.eu.int/comm/research/fp6/working-groups/model-contract/index_en.html</a> |
| Contract preparation forms     |   |
| Model contracts                |   |

## **Annexes**

Annex 1 - Proposal Part A: forms and instructions

Annex 2 - Proposal Part B: guidelines for drafting

Annex 3 - Ethical rules for FP6 projects

Annex 4 - Integrating the gender dimension

Annex 5 – Classification of the FP6 instruments

## **Annex 1 – Proposal Part A: forms and instructions**

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

# Proposal Submission Forms



EUROPEAN COMMISSION  
6<sup>th</sup> Framework Programme for  
Research, Technological  
Development and Demonstration

## Integrated Project

# A1

|                              |  |                               |  |
|------------------------------|--|-------------------------------|--|
| Proposal Number <sup>1</sup> |  | Proposal Acronym <sup>2</sup> |  |
|------------------------------|--|-------------------------------|--|

### GENERAL INFORMATION ON THE PROPOSAL

|   |                                     |  |  |
|---|-------------------------------------|--|--|
| Proposal Title <sup>3</sup><br>(max. 200 char.)           |                                     |  |  |
| Duration in months <sup>4</sup>                           | Call (part) identifier <sup>5</sup> |  |  |
| Activity code(s) most relevant to your topic <sup>6</sup> |                                     |  |  |
| Keyword code 1 <sup>7</sup>                               |                                     |  |  |
| Keyword code 2 <sup>7</sup>                               |                                     |  |  |
| Keyword code 3 <sup>7</sup>                               |                                     |  |  |
| Free keywords <sup>8</sup>                                |                                     |  |  |

Abstract<sup>9</sup> (max. 2000 char.)

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

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

# Proposal Submission Forms



EUROPEAN COMMISSION  
6<sup>th</sup> Framework Programme for  
Research, Technological  
Development and Demonstration

## Integrated Project

# A2

|                              |  |                               |  |
|------------------------------|--|-------------------------------|--|
| Proposal Number <sup>1</sup> |  | Proposal Acronym <sup>2</sup> |  |
|------------------------------|--|-------------------------------|--|

### INFORMATION ON PARTICIPANTS

|   |  |                                     |  |                     |        |
|---|--|-------------------------------------|--|---------------------|--------|
| Participant number <sup>26</sup>  |  |                                     |  |                     |        |
| <b>Participant organisation</b>   |  |                                     |  |                     |        |
| Organisation legal name <sup>11</sup>   |  |                                     |  |                     |        |
| Organisation short name <sup>12</sup>   |  |                                     |  |                     |        |
| Legal address   |  |                                     |  |                     |        |
| PO Box <sup>13</sup>  |  | Postal Code <sup>13</sup>           |  | Cedex <sup>13</sup> |        |
| Street name and number <sup>13</sup>  |  |                                     |  |                     |        |
| Town <sup>13</sup>  |  |                                     | Country <sup>14</sup>  |                     |        |
| Internet homepage   |  |                                     |  |                     |        |
| Activity Type HE, RES, IND, OTH <sup>15</sup>   |  |                                     | Legal Status GOV, INO, JRC, PUC, PRC, EEIG <sup>17</sup> , PNP <sup>16</sup> |                     |        |
| If Legal Status "PRC", specify <sup>18</sup>  |  |                                     |  |                     |        |
| Are you an SME according to the new definition as described in the Commission Recommendation 2003/361/EC? <sup>19</sup> |  |                                     |  |                     | YES/NO |
| Are there dependencies between the organisation and (an)other participant(s)? <sup>20</sup>                             |  |                                     |  |                     | YES/NO |
| If yes, participant number  |  | If yes, participant short name      |  |                     |        |
| Character of dependence SG, CLS, CLB <sup>21</sup>  |  |                                     |  |                     |        |
| If yes, participant number  |  | If yes, participant short name      |  |                     |        |
| Character of dependence SG, CLS, CLB <sup>21</sup>  |  |                                     |  |                     |        |
| If yes, participant number  |  | If yes, participant short name      |  |                     |        |
| Character of dependence SG, CLS, CLB <sup>21</sup>  |  |                                     |  |                     |        |
| <b>Person in charge<sup>22</sup></b>  |  |                                     |  |                     |        |
| Name  |  | First name(s)                       |  |                     |        |
| Title <sup>23</sup>   |  | Sex: Female=F, Male=M <sup>24</sup> |  |                     |        |
| Department/Faculty/Institute/<br>Laboratory name  |  |                                     |  |                     |        |
| Address (if different from above)   |  |                                     |  |                     |        |
| PO Box <sup>13</sup>  |  | Postal Code <sup>13</sup>           |  | Cedex <sup>13</sup> |        |
| Street name and number <sup>13</sup>  |  |                                     |  |                     |        |
| Town <sup>13</sup>  |  |                                     | Country <sup>14</sup>  |                     |        |
| Phone 1 <sup>25</sup>   |  |                                     | Phone 2 <sup>25</sup>  |                     |        |
| e-mail  |  |                                     | Fax <sup>25</sup>  |                     |        |

|   |  |        |  |
|---|--|--------|--|
| Previously submitted similar proposals or signed contracts? <sup>10</sup> |  | YES/NO |  |
| If yes, programme name(s) and year  |  |        |  |
| If yes, proposal number(s) or contract number                             |  |        |  |

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

# Proposal Submission Forms



EUROPEAN COMMISSION  
6<sup>th</sup> Framework Programme for  
Research, Technological  
Development and Demonstration

## Integrated Project

# A3

Proposal Number<sup>1</sup>

Proposal Acronym<sup>2</sup>

### Financial Information\* (Integrated Project)

| Participan <sup>t</sup><br>n <sup>o</sup> 26 | Cost model <sup>27</sup> | RTD <sup>28</sup> and innovation-related <sup>30</sup> activities |   | Demonstration activities <sup>29</sup> |   | Training activities <sup>31</sup> |   | Consortium management <sup>32</sup> |   | Total     |   |
|--|--------------------------|---|---|--|---|-----------------------------------|---|-------------------------------------|---|-----------|---|
|  |                          | Costs (€)   | Requested grant to the budget (€) <sup>27</sup> | Costs (€)                              | Requested grant to the budget (€) <sup>27</sup> | Costs (€)                         | Requested grant to the budget (€) <sup>27</sup> | Costs (€)                           | Requested grant to the budget (€) <sup>27</sup> | Costs (€) | Requested grant to the budget (€) <sup>27</sup> |
| 1  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
|  |                          |   |   |  |   |                                   |   |                                     |   |           |   |
| (Sub)-total(€) <sup>33</sup>                 |                          |   |   |  |   |                                   |   |                                     |   |           |   |

\* for the whole project duration

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

Form A3: page ... of ....

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

## How to complete the proposal submission forms

### Introduction

This section provides guidance on how to complete the attached submission forms. These forms are an integral part (Part A) of your proposal.

### How to complete the forms

- The coordinator fills in the form A1 and the form A3;
- Each participant already identified at the time of proposal submission (including the coordinator) fill in one A2 form.

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

For potential future participants not yet identified at the time of submission of the proposal but foreseen to join the consortium at a later stage, no A2 forms have to be filled. Their role, profile and tasks are described in Part B of the proposal. The estimated budget foreseen for these future participants is not shown separately in form A3 but should be added to the coordinator's budget.

For numbers, (amount, duration, etc.), please round to the nearest whole number. All costs are given in € (not thousands of €) and must exclude value-added tax (VAT).

### 1 Proposal number

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

### 2 Proposal Acronym

Provide a short title or acronym of no more than 20 characters to be used to identify the proposal (use standard alphabet and numbers only; no symbols or special characters please). The **same acronym should appear on each page of the proposal (part A and part B)** to prevent errors during its handling.

### 3 Proposal Title

Give a title no longer than 200 characters that should be understandable also to the non-specialist in your field.

### 4 Duration

Insert the estimated duration of the project in full months.

### 5 Call (part) Identifier

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

### 6 Activity code(s) most relevant to your topic

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

### 7 Keyword codes from thesaurus

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

### 8 Free keywords

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

## 9 Abstract

You should not use more than 2000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the objectives of the Specific Programme and the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.

## 10 Previously submitted similar proposals or signed contracts

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

## 11 Organisation legal name

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

## 12 Organisation short name

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

## 13 Address data

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

## 14 Country

Insert the name of the country as commonly used.

## 15 Activity Type

Please insert the abbreviation for the activity type most appropriate to the organisation (only one), according to the following explanations:

- **HE-Higher Education:** organisations only or mainly established for higher education/training, e. g. universities, colleges;
- **RES-Research:** organisations only or mainly established for carrying out research activities;
- **IND-Industry:** industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance;
- **OTH-Others:** Organisations not fitting in one of the above categories.

## 16 Legal status

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

**GOV:** Governmental (local, regional or national public or governmental organisations e.g. libraries, hospitals, schools);

**INO:** International Organisation (i.e. an international organisation established by national governments);

**JRC:** Joint Research Centre (the Joint Research Centre of the European Community);

**PUC:** Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority);

**PRC:** Private Commercial Organisation including Consultant (i.e. any commercial organisations owned by individuals either directly or by shares, physical persons);

**EEIG:** European Economic Interest Group;

**PNP:** Private Organisation, Non Profit (i.e. any privately owned non profit organisation).

**17 Legal Status: If “EEIG”**

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

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

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

**19 Small or Medium Sized Enterprise (SME)**

Please note that a new definition of SME enters into force on 1 January 2005. According to this, an SME (Micro, Small or Medium-sized Enterprise) is an enterprise which:

- has fewer than 250 employees,
- has an annual turnover not exceeding 50 million euro,  
and/or
- an annual balance-sheet total not exceeding 43 million euro.

Please be aware that according to the new SME definition, you may have to take into account possible relationships with other enterprises when calculating the data for your enterprise.

For further information please consult the SME definition (Commission Recommendation 2003/361/EC of 6 May 2003), in particular Articles 1-6 of the Annex on:

[http://europa.eu.int/comm/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://europa.eu.int/comm/enterprise/enterprise_policy/sme_definition/index_en.htm).

**20 Dependencies between participants**

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

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

**Control:**

Legal entity A controls legal entity B if:

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

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

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

**21 Character of dependence**

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

- **SG:** Same group: if your organisation and the other participant are controlled by the same third party

- **CLS:** Controls: if your organisation controls the other participant
- **CLB:** Controlled by: if your organisation is controlled by the other participant

## 22 Person in charge

Please insert in this section the data of the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

## 23 Title

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

## 24 Sex

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

## 25 Phone and fax numbers

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

## 26 Participant number

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

## 27 Requested grant to the budget and cost models

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

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

|   | Maximum grant as percentage of full costs (participants applying the FC or FCF model) | Maximum grant as percentage of additional costs (participants applying the AC model) |
|---|---|--|
| RTD activities (see note 28)                    | 50%   | 100%   |
| Demonstration activities (see note 29)          | 35%   | 100%   |
| Innovation-related activities (see note 30)     | 50%   | 100%   |
| Training activities (see note 31)               | 100%  | 100%   |
| Consortium management activities ( see note 32) | 100% (up to a maximum percentage of 7% of the Community contribution)                 | 100% (up to a maximum percentage of 7% of the Community contribution)                |

The **cost models** to be applied by the participants are:

- **FC:** a full-cost model in which all actual eligible direct and actual eligible indirect costs may be charged to the contract;
- **FCF:** a simplified variant of the full-cost model, in which all actual eligible direct costs may be charged to the contract, together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct eligible costs minus the costs of subcontracts;
- **AC:** an additional-cost model, covering all eligible direct costs that are additional to the recurring costs of a participant (with the exception of consortium management for which recurring costs would also be

eligible), together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct additional costs minus the costs of subcontracts.

### Which cost model to use

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

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

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

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

### Eligible costs

Eligible costs for FP6 contracts must be:

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

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

## 28 RTD activities

RTD activities are all activities directly aimed at creating new knowledge. They form the core of the Integrated Projects and Specific Targeted Research Projects.

## 29 Demonstration activities

Integrated Projects may contain a demonstration component to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product-like prototypes).

## 30 Innovation-related activities

Projects should include activities relating to the protection and dissemination of knowledge, and, when relevant, studies on the wider societal impact of that knowledge, activities to promote the exploitation of the results, and "take-up" actions. These activities are inter-related and should be conceived and implemented in a coherent way:

- **intellectual property protection:** protection of the knowledge resulting from the project (including patent searches, filing of patent (or other IPR) applications, etc.);

- **dissemination activities** beyond the consortium: publications, conferences, workshops and Web-based activities aiming at disseminating the knowledge and technology produced;
- **studies on socio-economic aspects:** assessment of the expected socio-economic impact of the knowledge and technology generated, as well as analysis of the factors that would influence their exploitation (e.g. standardisation, ethical and regulatory aspects, etc.);
- **activities promoting the exploitation of the results:** development of the plan for the use and dissemination of the knowledge produced, feasibility studies for the creation of spin-offs, etc. "take-up" activities to promote the early or broad application of state-of-the-art technologies. Take-up activities include the assessment, trial and validation of promising, but not fully established, technologies and solutions, easier access to and the transfer of best practices for the early use and exploitation of technologies. In particular, they will be expected to target SMEs.

### 31 Training activities

Integrated projects are likely to provide an excellent vehicle for the advanced **training of researchers and other key staff, research managers, industrial executives (in particular for SMEs), and potential users** of the knowledge produced within the project. Such training activities should contribute to the professional development of the persons concerned. The salary costs of those being trained are not eligible costs.

### 32 Consortium management activities

Projects will require particular attention by the consortium to overall management and co-ordination issues. Over and above the technical management of individual work packages, an appropriate management framework linking together all the project components and maintaining communications with the Commission will be needed. Depending on the size and scope of a project, a specially constituted management team with dedicated staff covering a range of skills may need to be set up.

Consortium management activities include:

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

### 33 (Sub-)Total

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

## **Annex 2 – Proposal Part B: guidelines for drafting**

## Instructions for preparing proposal Part B for Integrated Projects in the LifeSciHealth Priority

In addition to the technical information provided in Part B, a proposal must also contain a Part A, containing basic information on the proposal and the consortium making the proposal<sup>1</sup>. Information about Part A is provided in Annex 1. Incomplete proposals are not eligible and will not be evaluated.

**Documents that fully detail what an Integrated Project comprises and how such a project should be implemented can be found at [http://www.cordis.lu/fp6/instr\\_ip.htm](http://www.cordis.lu/fp6/instr_ip.htm). Proposers should study these documents thoroughly before commencing the preparation of their proposal Part B.**

Integrated projects may be implemented in two ways:

- The full implementation plan and budget is known from the beginning; all participants are known from the beginning.
- The full implementation plan and budget is known; but it is anticipated that further participants will be added later in the project.

In both cases the proposal must contain a description of the activities for full duration of the project as well as a detailed implementation plan for the first 18 months (Section B.8, see below).

The Proposal Part B fulfils three main purposes:

Sections B.1 to B.7 provide an overall description of the project including the outline implementation plan for the full duration of the project. It indicates how it corresponds to the various criteria that will be used in its evaluation, and describe the work planned in terms of its major elements (“activities”). In these sections, proposers should demonstrate:

- that their plans are well worked out, their partnership is adequate, and that they will be able to react flexibly to unexpected development which might occur during the lifetime of the project;
- that the tasks to be carried out by new participants, if any, are clear and well defined, and can be expected to be fulfilled without difficulties.

In particular, proposers should use tables (including the justification of requested grant), diagrams, figures, flow-charts, etc. whenever possible instead of text since these are much more intelligible.

Section B.8 provides a more detailed implementation plan for the work foreseen in the first 18 months of the project, described down to the level of individual workpackages and the contributions of consortium members to each. All proposals must have concrete plans for a workable project during these first 18 months.

Sections B.9 and B.10 show how horizontal issues are taken into account.

Information on specific issues relevant to the LifeSciHealth Priority (Clinical research and clinical trials, Gender) is provided in Boxes at the end of this Annex.

**IT IS STRONGLY ADVISED TO HAVE A CLEAR AND CONCISE TEXT FOR THE PROPOSAL. DESCRIPTIONS SHORTER THAN MAXIMUM RECOMMENDED LENGTH ARE ENCOURAGED. UNNECESSARY DETAILS AND REPETITIONS SHOULD BE AVOIDED.**

<sup>1</sup> In the event of inconsistency between information given in Part A and that given in Part B, the Part A version will prevail.

**Front page**

Proposal full title

Proposal acronym

Date of preparation

Version no. (optional)

Type of instrument

in this case: Integrated Project

List of participants

| Participant no. | Participant organisation name | Participant organisation short name | Scientific team leader | Town | Country |
|-----------------|-------------------------------|-------------------------------------|------------------------|------|---------|
| 1 (Coordinator) |                               |                                     |                        |      |         |
| 2               |                               |                                     |                        |      |         |
| 3               |                               |                                     |                        |      |         |
| 4               |                               |                                     |                        |      |         |

etc. (Check this participant numbering is reflected in the A2 form of each participant)

Coordinator email

Coordinator fax

**Contents page**

show contents list

**Proposal summary page**

Proposal full title

Proposal acronym

Research topic addressed (Note: It is expected that proposals will generally only be relevant to one topic in the Work Programme. However if you consider that your proposal addresses more than one topic, indicate them in order of relevance)

Proposal abstract

copied from Part A (if not in English, include an English translation)

**B.1 Scientific and technological objectives of the project and state of the art (max 3 pages)**

Describe in detail the proposed project's S&T objectives. The objectives should be those achievable within the project, not through subsequent development, and should be stated in a measurable and verifiable form. The progress of the project work will be measured against these goals in later reviews and assessments.

Describe the state-of-the-art in the area concerned (including references to main publications and patents, and a consideration of the consortium's "Freedom to Operate" *vis-à-vis* existing IPR rights) and how the proposed project will go beyond the state-of-the-art in that area. Justify the novelty of the approach in comparison with existing research.

State the methodology and techniques that will be used, saying what will be done, how and why.

State what will be done if a critical step is not achieved; what will be the alternative plan if things do not turn out as hoped or if there are technical problems.

**B.2 Relevance to the objectives of the LifeSciHealth Priority (max 3 pages)**

Describe in detail the manner how the proposed project's objectives contribute to the scientific, technical, wider societal and policy objectives of the LifeSciHealth Priority **as stated in this call**.

**B.3 Potential impact (max 3 pages)**

Describe the strategic impact of the proposed project, for example in reinforcing competitiveness or on solving societal problems. Describe the innovation related activities. Describe the exploitation and/or dissemination plans which are foreseen to ensure use of the project results. Describe the added-value in carrying out the work at a European level. Indicate what account is taken of other

national or international research activities. For projects proposing the generation of exploitable deliverables, size and importance of the potential market should be considered and initial elements of a business plan presented.

**B.3.1 Contributions to standards (max 1 page):** Describe contributions to national or international standards which may be made by the project, if any.

#### **B.4 Outline implementation plan (max 25 pages)**

Describe the proposed S&T approach, and show how this approach will enable the project to achieve its objectives. Describe the overall implementation plan broken down to the level of activities and the components of each of the activities. Show how this plan integrates the various components to a coherent project.

Then describe the following activities in detail:

**B.4.1 Research, technological development and innovation activities:** Explain how the research/innovation effort of the project is comprised of a number of different components (major elements or blocks of work). Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the project as a whole. The description of the innovation components should cover the plans for management of knowledge and of intellectual property; a description of the exploitation of results and a plan for disseminating of knowledge beyond the consortium.

**B.4.2 Demonstration activities:** Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the research work elements of the project on which these demonstrations are fully or partly based. Show contingency planning for unexpected outcomes of the research work.

**B.4.3 Training activities:** Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the project as a whole, and their role in disseminating information that will raise awareness of the scientific work being undertaken both inside and outside the project.

**B.4.4 Consortium management activities:** Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the project management plans described in section B.6 below.

#### **B.5 Description of the consortium (max 5 pages)**

Describe the participants in the proposed project, including the role(s) of any participants which are not yet identified, and the main tasks attributed to them. Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show complementarity between participants. Show how the opportunity of involving SMEs has been addressed.

In addition, each participant should also supply:

- a list of principal scientific and technical personnel involved, and summarise their relevant experience,
- a list of no more than five recent publications and/or patents relevant to the project.

For the LifeSciHealth priority:

- It will be essential to involve key stakeholders in the planned research, for example, as appropriate: healthcare providers and physicians, industry (in particular SMEs), regulatory authorities, experts in ethics, law and social sciences, health economics, public health, patient organisations, policy makers.
- The participation of women in the proposed project will be considered during the evaluation (see questions to be answered under section B.10.1)

- In addition to the possibilities for international cooperation envisaged across the priority, the involvement of relevant research groups from developing countries is highly encouraged in projects addressing "Confronting the major communicable diseases linked to poverty".

**B.5.1 New participants (max 2 additional pages):** If there are as-yet-unidentified participants in the project, the expected competences, the role of the potential participants and their integration into the running project should be described.

**B.5.2 Sub-contracting (max 1 additional page):** If any part of the work is foreseen to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.

**B.5.3 Other countries (max 1 additional page):** If one or more of the participants is based outside of the EU Member states, Associated Candidate Countries and Associated states, explain in terms of the project's objectives why this/these participants have been included, describe the level of importance of their contribution to the project.

## **B.6 Description of project management (max 5 pages)**

Show how the project organisational structure and decision-making mechanisms is matched to the complexity of the project and to the degree of integration required; show how the project management will enable the project to achieve its goals, and that there is a plan for the management of knowledge, of intellectual property and of other innovation-related activities arising in the project. If the addition of participants during the lifetime of the project is foreseen, show how the management structure will adapt for this.

## **B.7 Project resources**

**B.7.1 IP Project Effort Form.** Complete an IP Project Effort Form (given below) to show the total person-months per participant associated with each activity identified in the sections above.

**B.7.2 IP management level justification of resources and budget (max 3 pages).** Describe the resources needed to carry out the project (personnel, equipment, finance...). Demonstrate how the project will mobilise the critical mass of resources (personnel, equipment, finance...) necessary for success; how the resources will be integrated to form a coherent project, and show that the overall financial plan for the project is adequate.

Provide also a total budget summary table by activity/workpackage (see point B8).

## **B.8 Detailed implementation plan – first 18 months (up to max 15 pages, excluding forms specified below)**

This section describes in detail the work planned to achieve the objectives of the proposed project up to its first 18 months in operation. An introduction should explain the structure of this 18-month detailed implementation plan and how the plan will lead the participants to achieve the objectives aimed for by that time. It should also identify significant risks, and contingency plans for these. The plan must be broken down into workpackages (WPs) which should follow the logical phases of the project during this period, and include management of the project and assessment of progress and results to this point. Essential elements of the plan are:

- a) Detailed implementation plan introduction – explaining the structure of this plan and the overall methodology used to achieve the objectives of the first 18 months.  
Include a version of the form A3 "Financial information" which is used in Part A of the proposal, but covering just the first 18 months
- b) Work planning, showing the timing of the different WPs and their tasks (Gantt chart or similar)
- c) Graphical presentation of the components, showing their interdependencies (Pert diagram or similar)
- d) Detailed work description broken down into workpackages:  
Workpackage list (use Workpackage list form below);

Deliverables list (use Deliverables list form below);  
Description of each workpackage (use Workpackage description form below, one per workpackage).

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

**IP Project Effort Form**  
**Full duration of project (Total workforce\*)**  
(insert person-months for activities in which participants are involved)

Project acronym -

|   | Participant 1 short name | Participant 2 short name | Participant 3 short name | Participant 4 short name | Participant 5 short name | etc | TOTAL PARTICIPANTS |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|--------------------|
| <b>RTD/Innovation activities</b>        |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Etc                                     |                          |                          |                          |                          |                          |     |                    |
| Total research                          |                          |                          |                          |                          |                          |     |                    |
| <b>Demonstration activities</b>         |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Etc                                     |                          |                          |                          |                          |                          |     |                    |
| Total demonstration                     |                          |                          |                          |                          |                          |     |                    |
| <b>Training activities</b>              |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Etc                                     |                          |                          |                          |                          |                          |     |                    |
| Total training                          |                          |                          |                          |                          |                          |     |                    |
| <b>Consortium management activities</b> |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Activity/Workpackage name               |                          |                          |                          |                          |                          |     |                    |
| Etc                                     |                          |                          |                          |                          |                          |     |                    |
| Total consortium management             |                          |                          |                          |                          |                          |     |                    |
| <b>TOTAL ACTIVITIES</b>                 |                          |                          |                          |                          |                          |     |                    |

\* EU funded plus non-EU funded

**Workpackage list (18 month plan)**

| Work-<br>package<br>No <sup>1</sup> | Workpackage title | Lead<br>participant<br>No <sup>2</sup> | Person-<br>months <sup>3</sup> | Start<br>month <sup>4</sup> | End<br>month <sup>5</sup> | Deliv-<br>erable<br>No <sup>6</sup> |
|-------------------------------------|-------------------|--|--------------------------------|-----------------------------|---------------------------|-------------------------------------|
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     |                   |  |                                |                             |                           |                                     |
|                                     | <b>TOTAL</b>      |  |                                |                             |                           |                                     |

<sup>1</sup> Workpackage number: WP 1 – WP n.

<sup>2</sup> Number of the participant leading the work in this workpackage.

<sup>3</sup> The total number of person-months allocated to each workpackage.

<sup>4</sup> Relative start date for the work in the specific workpackages, month 0 marking the start of the project, and all other start dates being relative to this start date.

<sup>5</sup> Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.

<sup>6</sup> Deliverable number: Number for the deliverable(s)/result(s) mentioned in the workpackage: D1 - Dn.



## Workpackage description (18 month plan)

|                                      |  |                                      |  |  |  |  |  |  |
|--------------------------------------|--|--------------------------------------|--|--|--|--|--|--|
| <b>Workpackage number</b>            |  | <b>Start date or starting event:</b> |  |  |  |  |  |  |
| <b>Workpackage title</b>             |  |                                      |  |  |  |  |  |  |
| <b>Participant id</b>                |  |                                      |  |  |  |  |  |  |
| <b>Person-months per participant</b> |  |                                      |  |  |  |  |  |  |

### Objectives

### Description of work

### Deliverables

### Milestones<sup>1</sup> and expected results

---

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

**B.9 Ethical, safety and other EC-policy related issues**

**B.9.1 Ethical issues:** Identify the ethical issues that may be raised by the subject and activities of the proposal, show they have been adequately taken into account - indicate which national and international regulations are applicable and explain how they will be respected. Explore potential ethical aspects of the implementation of project results.

Due to the particular relevance of ethical issues for the LifeSciHealth Priority:

a) Specify the following:

| <b>Does your proposed research involve:</b>  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
| • Human beings   |            |           |
| Persons not able to give consent   |            |           |
| Children   |            |           |
| Adult healthy volunteers   |            |           |
| • Human embryos  |            |           |
| • Human biological samples   |            |           |
| Human embryonic stem cells   |            |           |
| Human foetal tissue/cells  |            |           |
| • Human genetic information  |            |           |
| • Other personal data  |            |           |
| Sensitive data about health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction |            |           |
| • Animals (any species)  |            |           |
| Non-human primates   |            |           |
| Transgenic small laboratory animals  |            |           |
| Transgenic farm animals  |            |           |
| Cloning of farm animals  |            |           |
| • Developing countries (e.g. clinical trials, use of human and animal genetic resources...)                        |            |           |
| • Dual use <sup>1</sup>  |            |           |

*If you answer 'YES' to any of these, please refer to the following web address ("Crucial information") for guidelines on addressing ethical issues:*

[http://europa.eu.int/comm/research/science-society/ethics/rules\\_en.html](http://europa.eu.int/comm/research/science-society/ethics/rules_en.html)

b) Confirm that the proposed research does not involve:

- research activity aiming at human cloning for reproductive purposes,
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable<sup>2</sup>,
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

|  | <b>Confirm</b> | <b>Do not confirm</b> |
|--|----------------|-----------------------|
| <b>The proposed research does not involve any of the issues listed in point b)</b> |                |                       |

<sup>1</sup> In this context, dual use refers to potential military use of the proposed research.

<sup>2</sup> Research relating to cancer treatment of the gonads can be financed.

**B.9.2 Other issues:** Identify relevant legal, social, safety and EC-policy related issues (e.g. Life sciences and biotechnology – A strategy for Europe (COM(2002) 27)), and show how they are taken into account. Describe how the network will engage with actors beyond the research to help spread awareness and knowledge and to explore the wider societal implications of the proposed work. If relevant set out synergies with education at all levels.

(No recommended length – depends on the number of such other issues which the project involves)

## B.10 Gender issues

(for further explanation see Annex 4 (General approach across the programme) and Box 2 at the end of this Annex (Specific approach for the LifeSciHealth Priority))

### B.10.1 Participation of women and gender action plan

*Answer the following questions:*

- Are there women directly involved:
  - in the scientific management of the project? Yes  No
  - in the scientific partnership as scientific team leader in the project? Yes  No
- % of women scientists involved in the project<sup>1</sup>:
  - ⇒ Early researchers (less than 4 years after graduate)? .....%
  - ⇒ Experienced researchers (minimum 4 years after graduate or having a PhD)? .....%
- Comment and justify if necessary.
- Write an action plan indicating actions and activities that will be developed to promote the role of women as participants in the project. (**Recommended length - one page**)

**B.10.2 Gender aspects in research.** If there are gender issues associated with the subject of the proposal, show how they have been adequately taken into account. (**Recommended length - one page**)

*Answer the following questions:*

|   | Yes | No |
|---|-----|----|
| • Does the project involve human subjects?  |     |    |
| • Does the project use human cells / tissues / other specimens?   |     |    |
| • If human subjects are not involved or human materials not used, does the research involve animal subjects or animal tissues / cells / other specimens ( <i>as models of human biology/physiology</i> ) in such a way that it is expected that may have implications for humans? |     |    |
| • Does the project use collection of data related to human subjects, human materials, animal subjects or animal materials?  |     |    |

*A positive answer to any of these questions implies that gender/sex aspect should be taken into consideration in the research proposal.*

|   | Yes | No |
|---|-----|----|
| Are gender/sex differences with respect to the research documented in the literature? |     |    |

*If yes please give details.*

*A negative answer to this question may imply some innovation in the proposal towards this issue that will be taken into account in the evaluation process.*

<sup>1</sup> Definitions according to the FP6 mobility & Marie Curie activities.

***If there are gender/sex aspects in your project:***

- Detail the questions addressed in their proposal related to gender/sex aspects in research.
- Comment on the expected outcome.
- Describe how the gender/sex aspects will be taken into account in the research, methodology and interpretation of their results.

***If you do not consider gender/sex differences, provide justification.***

- The evaluation panel will assess the relevance of the justifications provided.
- Neither additional costs, nor difficulties in obtaining female cells, female tissues, female specimens, or recruiting female subjects, would not normally be considered as a valid reason for excluding gender/sex aspects ("female" includes both animal and human subjects).

### ***Box 1 – Explanatory memorandum on clinical research and clinical trials***

#### **Introduction**

Research and development offering opportunities to improve human health is the major objective of this Thematic Priority. Emphasis will be put on research in successful applications aimed at the “translational” approach, i.e. translating basic research discoveries into clinical applications, to enable real, consistent and co-ordinated progress at European level in the health sector and improve the quality of life. Clinical research, including clinical trials, is expected to be a major tool used by the proposers to fulfil this objective.

#### **General considerations for clinical research and clinical trials**

Although the rationales of and the clinical research performed in the various topics across the LifeSciHealth Priority might be quite different, the following considerations must be taken into account for each application:

- All national ethical and legal requirements, the Helsinki declaration in its latest version as well as relevant EU legislation in relation to clinical research and clinical trials must be complied with (see section B.9.1 and further Annex 3).
- Causes, clinical manifestations, consequences and treatment of diseases and disorders often differ between children, women and men. Therefore, all activities funded within this thematic priority must take such differences into account in their research protocols, methodologies and analysis of results, in particular when conducting clinical research (for integrating gender aspects in research see section B.10.2 and further Annex 4).
- It will be essential to involve key stakeholders in the planned research, for example, as appropriate (see section B.5).

#### **Opportunities for funding of clinical research and clinical trials**

Community contribution will in general only be available for Phase I and II clinical trials. However, within the context of the European and Developing countries Clinical Trials Partnership, EDCTP, funding will be considered for Phase II and III trials.

The LifeSciHealth Work Programme describes those areas in which clinical research and clinical trials are anticipated including clarification on the choice of instrument (IP, NoE, STREP, CA, etc.) involved.

## ***Box 2 – Specific gender approach for the LifeSciHealth Priority***

### **Rationale**

Scientific evidence of sex and gender differences in the incidence, prevalence and severity of a broad range of diseases, disorders and conditions has shown that being male or female is an important basic variable that affects health and illness through the life span. Genomic research in particular holds the potential for uncovering the biological mechanisms of disease that underlie many of those disorders that affect women and men differently<sup>1</sup>. In such cases, diagnosis, prevention, treatment, and management need to be adapted according to gender. Consequences for not doing so impinge on the health of both women and men. Therefore, scientific excellence in health research cannot ignore gender aspects.

### **Scope of gender aspects in research**

The possibility of gender/sex differences must be considered in all areas of health research:

- In the formulation of research hypotheses, in the development of research protocols, choice of research methodologies and in the analysis of results
- In biological, pre-clinical and epidemiological, behavioural research/studies on both human and animal subjects
- In the use of cells, tissues and other specimen, where appropriate
- In the choice for a particular study population that should be thoroughly justified and the sex of the participants described in full.

Unless it can be demonstrated that gender/sex is inappropriate, with respect to the health of the subjects or the objective of the research. This may be established by reference to previous, not gender/sex biased research in published scientific communications subject to peer review, or during the evaluation by the evaluation panel on the basis of substantiated justification duly included in the application.

### **Language, concepts and implementation**

As explained in Annex 4, gender is not just a woman's issue but it is the result of a process that impacts on both women and men.

The use of language and concepts can determine the direction of the research, the questions asked, the results obtained and the interpretation of the results.

- In the research on human subjects, the term sex refers to difference attributed to biological origin and, where appropriate, should be used as a classification, male or female, according to the reproductive organs and functions that derive from the chromosomal complement.
- In the research on human subjects, the term gender refers to the social influences that lead to differences.
- In most research on non-human animals the term sex should normally be used.

The use of generic terms for gender/sex specific situations must be avoided (e.g. human subject instead of female/male subject).

In addition to being part of the research plan (see point B.10.2), gender aspects have also to be considered in the linked activities, whenever addressed, such as training, ethic/legal/social/regulatory issues, infrastructures, exploitation, dissemination, communication activities and science/society issues.

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<sup>1</sup> Emerging research on gender epidemiology has revealed the serious shortcomings of applying “male-based” diagnostic techniques and treatments to female patients. This stems mainly from the increased recognition that symptoms of heart attack differ significantly between men and women and that life-threatening delays in diagnosis of women may occur because of lack of awareness of the unique nature of female symptomatology.

## Annex 3 – Ethical rules for FP6 projects

### **National legislation**

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

### **EU legislation**

Participants must conform to relevant EU legislation such as:

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

### **International conventions and declarations**

Participants should respect the following international conventions and declarations:

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

### **Opinions of the European Group on Ethics**

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

### **Protection of Animals**

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

### **Ethical review at EU level**

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

**Fields of research which are excluded from the programme**

Certain fields of research are excluded:

- Research activity aiming at human cloning for reproductive purposes;
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable<sup>1</sup>;
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

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

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<sup>1</sup> Research relating to cancer treatment of the gonads can be financed.

## Annex 4 – Integrating the gender dimension in FP6 projects

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

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

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

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

In concrete terms, this proposal is expected to contribute to promote gender equality through the following means:

### 1. Action plan to promote gender equality

Due to their expected structuring effect on scientific research, NoEs and IPs are requested to design and implement an action plan to promote gender equality within the frame of the project.

The action plan is a set of measures *chosen* by the contractor, according to its analysis of what is appropriate in the frame of the project, and on the basis of its comprehension of the gender issue in science.

The action plan can include measures such as (examples only, other measures welcome):

- taking special action to bring more women into the project,
- linking with networks of women scientists in the field of the project,
- linking with schools and universities to trigger the interest of women in the project (“girl's day”),
- hiring gender experts to review/audit/monitor the gender dimension of the project,
- organising a seminar/conference/workshop to raise awareness about the need to increase gender equality in the field of the project,
- conduct surveys/analysis.

These action plans should not be considered confidential. The Commission will take note of these action plans, make them available through a database on the web, monitor their implementation, and organise a discussion with the scientific community on the different measures proposed and implemented by the contractors.

### 2. Gender issues in research

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

- Gender differences are relevant in health research for combating diseases, and in the fundamental research on genomics and its applications for health.

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

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

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

The reports can be requested at [rtd-sciencesociety@cec.eu.int](mailto:rtd-sciencesociety@cec.eu.int)

## Annex 5 – Classification of the FP6 instruments

The Instruments have been classified into three different groups on the basis of their purpose:

- The first group comprises the instruments aimed at generating, demonstrating and validating new knowledge through research and development, and is composed of Integrated Projects (IPs) and Specific Targeted Research Projects (STREPs);
- The second group is composed only of the Networks of Excellence (NoEs), an instrument aimed at the durable integration of the participants' activities/capacities;
- The third group comprises the instruments aimed at supporting collaboration and coordination, and other activities (such as conferences and studies) and is composed of Coordination Actions (CAs) and Specific Support Actions (SSAs).

**Figures shown in the table are averaged over all priorities in FP6. Individual priorities may show significant variation in some cases.**

| Instruments aimed at generating, demonstrating and validating new knowledge |  |   |   |                   |   |                  |   |                            |  |  |
|---|--|---|---|-------------------|---|------------------|---|----------------------------|--|--|
| Instrument  | Purpose  | “Target ” audience  | Activities covered by EU contribution   | Funding mechanism | Indication on value of EU contribution <sup>1</sup> | Average duration | “Optimum” size of consortium <sup>2</sup> | Flexibility                | Enlargement of partnership within the initial budget | Specific characteristics   |
| <b>Integrated Project (IP)</b>  | Ambitious objective-driven research dealing with different issues through a “programme approach” | Industry, including SMEs<br>Research institutes<br>Universities<br>(Possibly) Potential end-users | <u>One or more of:</u><br>Research<br>Demonstration<br>Training<br>Innovation linked activities<br>Management of the consortium | Cost based        | € 10 million<br>€ 4-25 million                      | 36-60 months     | 10-20 participants                        | Yearly update of work plan | Possible through “competitive calls”                 | “Programme approach”, focussing on multiple issues<br><br>As a rule several components<br><br>Often multi-disciplinary |
| <b>Specific Targeted Research Projects (STREP)</b>                          | Objective-driven research more limited in scope than IPs and usually focussed on a single issue  | Industry, including SMEs<br>Research institutes<br>Universities                                   | <u>One or more of:</u><br>Research<br>Demonstration<br>Innovation linked activities<br>Management of the consortium             | Cost based        | € 1.9 million<br>€ 0.8-3 million                    | 18-36 months     | 6-15 participants                         | Fixed overall work plan    | Possible   | “Project approach”, focussing on a single issue<br><br>As a rule one component<br><br>Often mono-disciplinary          |

<sup>1</sup> Overall average of the lowest and the highest averages per project in the various thematic priorities under FP 6 so far.

<sup>2</sup> Not a legal requirement, but provides an indication of the number of partners the Commission services consider likely to allow the achievement of the project’s objectives.

| Instrument aimed at the durable integration of the participants' research activities/capacities |  |  |  |  |   |                             |   |                                |  |  |
|---|--|--|--|--|---|-----------------------------|---|--------------------------------|--|--|
| Instrument  | Purpose  | "Target" audience  | Activities covered by EU contribution  | Funding mechanism  | Indication on value of EU contribution <sup>1</sup> | Indicative average duration | "Optimum" size of consortium <sup>2</sup> | Flexibility                    | Enlargement of partnership (within the initial budget) | Specific characteristics   |
| <b>Network of Excellence (NoE)</b>  | Durable integration of the participants' research activities | Research institutes<br>Universities<br>Mainly indirectly:<br>Industry (possibly through steering committees, governing boards, scientific committees)<br>SMEs (possibly through take-up actions) | <u>Joint programme of activities (JPA):</u><br>Integrating activities<br>Joint research programme<br>Spreading of excellence<br><u>And</u><br>Management of the consortium | <u>Calculation of the grant</u><br>Maximum grant calculated on the basis of the number of researchers<br>Possibility for the participants to request a lower amount<br><u>Payment of the grant</u><br>Based on actual costs for implementing the JPA<br><u>And</u><br>On basis of the progress towards durable integration | € 7 million<br>€ 4-15 million                       | 48-60 months                | 6-12 participants                         | Yearly update of the work plan | Possible through "competitive calls"                   | Institutional commitment at strategic level from the very start and for the whole duration<br><br>As a rule limited number of partners |

<sup>1</sup> Overall average of the lowest and the highest averages per project in the various thematic priorities under FP 6 so far.

<sup>2</sup> Not a legal requirement, but provides indication on the number of partners the Commission services consider likely to allow the achievement of the project's objectives.

| Instruments aimed at supporting collaboration and coordination and other activities (such as conferences and studies) |  |  |   |   |   |                  |   |                         |  |  |
|---|--|--|---|---|---|------------------|---|-------------------------|--|--|
| Instrument  | Purpose  | “Target ” audience   | Activities covered by EU contribution   | Funding mechanism   | Indication on value of EU contribution <sup>1</sup> | Average duration | “Optimum” size of consortium <sup>2</sup> | Flexibility             | Enlargement of partnership (within the initial budget) | Specific characteristics   |
| <b>Coordination Action (CA)</b>   | Coordination, networking   | Research institutes<br>Universities<br>Industry including SME  | Activities intended to improve and effect the coordination of research carried out in another context that can include: programmes of meetings, seminars, workshops, working groups, studies, analyses, exchanges of personnel, exchange and dissemination of good practices, setting up of information systems<br><br>Management of the consortium | Cost based  | € 1 million<br><br>€ 0.5-1.8 million                | 18-36 months     | 13-26 participants                        | Fixed overall work plan | Possible   | No funding of research activities<br><br>Consistent set of activities focussing on coordination (“programme” approach) |
| <b>Specific Support Action (SSA)</b>  | Preparation of future actions, support to policy, dissemination of results | Research institutes<br>Universities<br>Industry including SMEs | Individual meetings, seminars, workshops, studies, publications, scientific awards and competitions<br>Management of the consortium   | Cost based<br><br>Public procurement (payment of a price following a call for tender) when provision of service to the Commission | € 0.5 million<br><br>€ 0.03-1 million               | 9-30 months      | 1-15 participants                         | Fixed overall work plan | Possible   | No funding of research activities<br><br>“Project” approach<br><br>Possibility of one single participant               |

<sup>1</sup> Overall average of the lowest and the highest averages per project in the various thematic priorities under FP 6 so far.

<sup>2</sup> Not a legal requirement, but provides indication on the number of partners the Commission services consider likely to allow the achievement of the project’s objectives.