



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

Integrating and Strengthening the European Research Area

**Priority 6.1.ii - Sustainable Energy Systems:
*Research activities having an impact
in the medium and longer term***

GUIDE FOR PROPOSERS

Fixed deadline call for proposals

Call identifier: FP6-2004-Energy-3

CO-ORDINATION ACTIONS

Four different types of instrument are available to fund activities in this Call. These instruments are described in the brochure “The 6th Framework Programme in Brief” and on EUROPA at <http://europa.eu.int/comm/research/fp6/networks-ip.html>:

- Integrated Projects (IP)
- Networks of Excellence (NoE)
- Specific Targeted Research Projects (STREP)
- Co-ordination Actions (CA)

This version of the Guide for Proposers concerns:

CO-ORDINATION ACTIONS (CA)

This version of the Guide for Proposers concerns:

Priority 6.1.ii - Sustainable Energy Systems: Research activities having an impact in the medium and longer term

CALL: FP6-2004-Energy-3

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

Key recommendations for submitting a proposal to the Call FP6-2004-Energy-3

- **Priorities and objectives:** Check that your proposed work does indeed address research topics open in the current Call, described in the Sustainable Energy Systems Work Programme. Multidisciplinary proposals addressing several topics may be submitted. Any proposal submitted in response to this call should however have a centre of gravity on one topic open in the current Call. If the major part of your proposal concerns a topic of another Call it should be submitted to that 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 Part A, containing the administrative information (including partner and project cost details) on standard forms; and a Part B, containing the scientific and technical description of your proposal, (as described in Annex 2). Check that your proposal contains both parts.
- **Use of correct forms and instrument:** The proposal forms for Part A and the structure of Part B vary according to the different instruments.
 - Check that you have chosen the correct contractual instrument for the type of work you are proposing (<http://www.cordis.lu/fp6/documents/>).
 - 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 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 Guidelines for Evaluators. Be sure that your proposal clearly addresses each of the evaluation criteria used for this instrument. Be aware that there are threshold scores on the criteria which must be achieved, or else the proposal fails.
- **Ethical, safety and regulatory issues:** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with specific sensitive issues. Proposals will fail if they do not respect the ethical rules for FP6.
- **Gender issues:** Clearly indicate the way in which these issues are taken into account (see Proposal Part B and Annex 4).
- **Presentation:** Proposals should be precise and concise. They should present the objectives and the expected results, how the participants intend to disseminate or exploit these results and how the project contributes to integrating and structuring the European research area. Proposals should assemble the necessary critical mass of activities, expertise and resources to achieve the proposed objectives.
- **Competition:** There will be strong competition. Therefore edit your proposal tightly, strengthen or eliminate weak points. Arrange for your draft to be evaluated by experienced colleagues, using the evaluation criteria for the type of action you are proposing, before sending it in. Then use their advice to improve it before submission.
- **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 safe delivery of their proposal.

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

Contents – CO-ORDINATION ACTION (CA) Instrument

I INTRODUCTION.....	5
I.1 STRUCTURE AND CONTENT OF THE GUIDE FOR PROPOSERS	5
II. PROPOSAL PREPARATION	7
II.1 ONE STAGE SUBMISSION AS APPLIED IN THIS CALL	7
II.2 CONSORTIUM COMPOSITION	7
II.3 STRUCTURE OF A PROPOSAL	7
II.4 PROPOSAL LANGUAGE	8
II.5 NOTIFICATION OF INTENTION TO SUBMIT A PROPOSAL.....	8
II.6 ELECTRONIC PROPOSAL SUBMISSION SYSTEM.....	8
II.7 PRE-PROPOSAL CHECK	8
II.7.1 <i>Scope of check</i>	8
II.7.2 <i>Conditions of the service</i>	8
II.7.3 <i>Submission of pre-proposals</i>	9
III SUBMISSION OF PROPOSALS	10
III.1 ONLINE ELECTRONIC SUBMISSION	10
III.2 PROPOSAL PREPARATION AND SUBMISSION USING THE EPSS-EPT OFFLINE VERSION	12
III.3 SUBMISSION ON PAPER	13
III.3.1 <i>Procedure</i>	13
III.3.2 <i>Preparing your proposal for submission</i>	13
III.3.3 <i>Packaging and delivery</i>	13
III.3.4 <i>Errors in submitted paper proposals</i>	14
III.4 ADDRESSES FOR PROPOSAL SUBMISSION	14
III.5 DEADLINE FOR RECEPTION	14
III.6 ACKNOWLEDGEMENT OF RECEIPT	14
IV EVALUATION AND NEGOTIATION	15
IV.1 TIMETABLE OF EVALUATION	15
IV.2 CONTRACT NEGOTIATIONS.....	15
V CHECK LIST FOR PROPOSERS	16
VI SUPPORT TO PROPOSERS.....	17
VI.1 PRIORITY 6.1.II INFORMATION DESK.....	17
VI.2 EPSS HELPDESK AND USER GUIDES.....	17
VI.3 PARTNER SEARCH FACILITIES	17
VI.4 NATIONAL CONTACT POINTS	17
VI.5 INFORMATION DAYS	18
VI.6 THE INTELLECTUAL PROPERTY RIGHTS HELPDESK	18
VII REFERENCES	19
ANNEX 1 - PROPOSAL PART A: FORMS AND INSTRUCTIONS.....	21
ANNEX 2 - PROPOSAL PART B: GUIDELINES FOR DRAFTING.....	31
ANNEX 3 - ETHICAL RULES FOR FP6 PROJECTS	ERROR! BOOKMARK NOT DEFINED.
ANNEX 4 - INTEGRATING THE GENDER DIMENSION IN FP6 PROJECTS	ERROR! BOOKMARK NOT DEFINED.
ANNEX 5 – PRE-PROPOSAL CHECK FORM	45

Priority 6.1ii Instrument – Co-ordination Action (CA)

Specific information for the CA instrument in the Call FP6-2004-Energy-3, with a closure date 8 December 2004, at 17.00h (Brussels local time).

I Introduction

I.1 Structure and content of the Guide for Proposers

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

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

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

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

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

The current Sustainable Energy Systems Work Programme. The Work Programme provides a detailed description of the content of the research topics/objectives which are open for proposals, and indicate which types of instruments may be used for each. They also give an indicative timetable for the Priority implementation (“roadmap”) and details on the evaluation criteria.

The Call for proposals as published in the Official Journal of the European Communities. This will tell you which Research topics are open for proposals for CA instruments, and what are the address and deadline for proposal submission.

Additional documents which you should review are:

The Guidelines on proposal evaluation and selection procedures (the “Evaluation Manual”). This document describes the general principles and the procedures which will be used in the evaluation of proposals.

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

All these documents, as well as additional information if any, may be found at the Cordis call page for this call (see reference in section VII).

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

The background document on the CA instrument. Full details of what a CA instrument comprises and how such a project should be implemented are given at http://europa.eu.int/comm/research/fp6/instruments_en.html or <http://www.cordis.lu/fp6/instruments/>.

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 Sustainable Energy Systems Work Programme, the Call for proposals or the Guidelines on evaluation and selection of proposals.

II. Proposal preparation

II.1 One stage submission as applied in this Call

Proposals for CA instruments in this Call are submitted in a single stage – by submitting a complete proposal application to the address set out in the Call for proposals as published in the Official Journal of the European Communities. Proposals must be received by the Commission by the closing date of the call.

II.2 Consortium composition

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

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

International organisations of European interest¹, and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in a Member state.

The candidate countries are: Bulgaria, Croatia, Romania and Turkey. All of these countries, with the exception of Croatia, have signed memoranda of understanding associating them with FP6. Other countries which are associated to the 6th Framework Programme are: Iceland, Israel, Liechtenstein, Norway and Switzerland. Potential participants should however confirm the exact situation of all these countries at the FP6 International Cooperation website (See Section VII).

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

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

II.3 Structure of a proposal

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

- **Part A** is a set of forms which collect necessary administrative information about the proposal and the proposers e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of activity, etc. This information will be encoded in a structured database for further computer processing to produce statistics, evaluation reports etc., and also to support the experts and Commission during the evaluation process.
- **Part B** comprises a structure or list of headings which should be followed to describe the scientific and technical content of a proposal (see Annex 2), rather than a pre-prepared form. It describes among other things the nature of the proposed work, the participants and their roles in the proposed project. It describes the reasons for carrying out the work, and the benefits which would come from it. The recommended 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

¹ International organisations, the majority of whose members are European Community Member States or associated States and whose principal objective is to promote European scientific and technological cooperation.

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 Notification of intention to submit a proposal

Proposers are requested to register their intention to submit a proposal using the registration facility of the Electronic Proposal Submission System (EPSS). This is accessed via the prepare and submit a proposal pages on Cordis. Note that 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.

II.6 Electronic proposal submission system

An Electronic Proposal Submission System (EPSS) is available **via the CORDIS call page** to help you prepare and submit your proposal online. Alternatively, an offline version of the tool, called EPT, may be downloaded to prepare a proposal offline. In this case, once the proposal has been prepared with the offline tool, it may be either submitted: electronically via the online tool, or printed and submitted on paper.

Direct online submission via the EPSS is strongly encouraged.

II.7 Pre-proposal check

The Commission offers a facility to allow a proposer to check on the appropriateness of their proposed action for this call and the eligibility of the proposal consortium.

II.7.1 Scope of check

Advice and guidance will be given concerning

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

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

II.7.2 Conditions of the service

Pre-proposals may be submitted at any time up to one month before the call deadline.

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

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

II.7.3 Submission of pre-proposals

A form for submitting a pre-proposal is annexed to this Guide for Proposers and available separately on the call information page on CORDIS. It can be submitted either by fax or e-mail.

III Submission of proposals

Proposals to the current call may be submitted using the electronic proposal submission system (EPSS) online via the Internet, or on paper, preferably created by using the offline electronic tool, to the address indicated in the Call for proposals.

III.1 Online electronic submission

(For detailed instructions on using the EPSS, an EPSS users guide is available on CORDIS (see chapter 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 login and password. All data that you encode and upload are securely stored on a Web server, so that only the participants in your proposal have access (not even the Commission before submission), providing a common online workspace for the preparation of the proposal.

Request of login and password (only by the coordinator):

- Go to the CORDIS call page for the current call (reference see section VII)
- On the call page, go to the box "Prepare and submit a proposal for this call".
- Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page.
- Click on "Register", fill in the registration form and submit it. The EPSS will send you a login and password **by e-mail**. In case of problems, contact the EPSS helpdesk (reference see section VI.2).
- The login and password is linked to only one proposal (for the call and for the instrument you have chosen). For each proposal you want to prepare you have to register again, following the procedure described above.

Using the online system (coordinator):

Once you have received your login and password, you can start building a proposal. Access to the system is again via the CORDIS call page for the current call. By entering your login and password you reach the EPSS main menu for your proposal. As co-ordinator, at the first login, you should reset your own password and the participants' password. As a coordinator you can:

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

Using the system (participants other than coordinator):

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

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

Submitting a proposal online

Having completed the forms on the EPSS and uploaded the part B **does not yet mean** that your proposal is **submitted**.

Once there is a consolidated version of the proposal, the coordinator has **expressly to submit it by pressing the "SUBMIT" button**. Also **after each change** to the A forms or after replacing part B with a new version, the **"SUBMIT" button** has to be pressed again; otherwise changes will not occur in the submitted version.

On submission, the EPSS performs an initial check on eligibility and informs the coordinator of any apparent eligibility problems with the proposal. This check does not replace the eligibility check carried out by the Commission and the coordinator may decide to submit the proposal even when apparent eligibility problems have been indicated by the EPSS.

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

For the proposal content (part B) you are requested to use exclusively PDF ("portable document format", compatible with Adobe Acrobat 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 (pdf is self-compressing, there is no gain in zipping). Only one pdf file comprising the complete technical annex (part B) and the additional annex(es) as mentioned in the call for proposals, also as pdf file, can be uploaded. 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)

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 "locked", they cannot be edited like normal text files.

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

One of the advantages of electronic submission with the EPSS is the possibility to re-submit (until the call closure). It is advisable to submit a first consolidated version of the proposal well in advance of the deadline (i.e. at least several days before), so that in case of technical or other problems close to the deadline there is always a valid version already submitted.

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

(For detailed instructions on using the EPT, an EPT users guide is available on CORDIS (see chapter VI.2))

Downloading the offline EPSS:

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

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

The following steps are necessary:

- Go to the CORDIS call page for the current call (reference see section VII)
- On the call page, go to the box "Prepare and submit a proposal for this call".
- Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page.
- Click on "Download EPT", then choose one of the two options, depending on your computer platform, and follow the instructions for download and installation
- Go back to the EPSS start page (via the CORDIS call page) and click on "Download forms"
- Fill in the form asking for some basic information on your proposal, click "next"
- Click "Download forms package"; you will be able to download the package (a compressed .zip file) applicable to the call and instrument you have chosen before. You have later to remember the directory on your hard disk to which you saved the package

Working with the offline EPSS (EPT):

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

Submitting a proposal created with the offline EPSS (EPT)

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

- By uploading the package to the online EPSS. You **will need a login and password for the online EPSS** (see instructions above under III.1);
- By using the offline tool to prepare a paper copy of the proposal. The paper copy is then delivered by post, courier service or by hand before the call closure to the address given in the call for proposals (see also section III.3).

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

Software problems with the offline EPSS (the EPT) 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 (or to use the online system instead).

III.3 Submission on paper

III.3.1 Procedure

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

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

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

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

III.3.2 Preparing your proposal for submission

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

- **Print your proposal on white A4 paper (80 g/m²)**
- **Print on one side of the paper only; no two-sided copies please**
- **Do not convey information using colour; the copies will be made in black and white**
- **Do not use glossy or surfaced paper**
- **Do not include paper clips or staples**
- **Do not include front or back covers of plastic, card etc.**
- **Do not bind your proposal**

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

III.3.3 Packaging and delivery

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

- The call identifier as given in the Call for proposals
- The proposal acronym

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

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

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

If you are submitting more than one proposal:

Submit each proposal separately. **Never mix two different proposals in a single package.**

III.3.4 Errors in submitted paper proposals

If after sending your proposal you discover there has been a **serious error which will affect its evaluation** (wrong address, missing pages, missing parts.....) and the call deadline has not yet passed, you should at once contact the Priority 6.1.ii Information Desk, the coordinates of which are given below.

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 Addresses for proposal submission

Proposals to be submitted on paper have to be sent to one of the two following addresses, depending on the method of delivery.

III.4.1 Address for sending proposals by post

FP6 – Research Proposals
Call: FP6-2004-Energy-3
European Commission
B-1049 Brussels

III.4.2 Address for delivering proposals by hand or by representatives (including courier services)²

FP6 – Research Proposals
Call: FP6-2004-Energy-3
European Commission
Rue de Genève, 1
B-1140 Brussels

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

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

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

III.5 Deadline for reception

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

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

III.6 Acknowledgement of receipt

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

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

² Users of courier services that ask for recipient's telephone number should give the following number: (32-2) 299 62 77 (Ms Jacquemin).

IV Evaluation and negotiation

IV.1 Timetable of evaluation

All proposal coordinators who have submitted a proposal will receive an acknowledgement of receipt promptly on receipt of their proposal. **Proposers who have not received an Acknowledgement of Receipt by end January 2005 should contact the Priority 6.1.ii Information Desk.**

All proposals that fulfil the eligibility criteria (see the "Evaluation Manual" at call page) are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the Work programme and Guidance Notes for Evaluators.

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

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

After the evaluation results are finalised, all proposers will receive the Evaluation Summary Report with the outcome of the evaluation of their proposal. These reports will be sent out during April/ May 2005.

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

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

IV.2 Contract negotiations

If the proposal has been successful in the evaluation and has been retained for possible funding, contract negotiation will start through an official letter sent by the Commission in April/ May 2005.

Proposers should familiarise themselves well before negotiation 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).

All CA projects are strongly encouraged to set up a Consortium agreement. The Consortium agreement should be finalised as early as possible, possibly 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 November/ December 2005. The project may begin work in accordance with the provisions in the contract signed with the Commission regarding the project start date.

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

V Check list for proposers

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

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

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

- Have you completed both a Part A and a Part B?
- Is each page of your proposal headed with the proposal acronym?
- Is each of the pages numbered (page X of Y)?
- Is your proposal prepared as one complete unbound single-sided paper copy (plus one additional copy for you to hold in reserve)?
- Is the copy of the proposal placed in an envelope, marked “Commercial-in-confidence”, with the following information:
 - The Call identifier (as given in the Call for proposals)?
 - The proposal acronym?
- If you used more than one envelope, are they numbered 1 of X, 2 of X, etc., with each clearly marked as described above?
- Is the complete set of proposal documentation placed in a package, correctly addressed using the address given in the Call for proposals?
- Is the outside of the package marked “FP6-2004-Energy-3”?
- Do you have all the necessary authorisations from each member of the consortium to submit this proposal on their behalf (the Commission does not prescribe in which form the authorisations are made and will not check them; this is a matter of internal organisation of the Consortium)?
- Have you made all possible arrangements to ensure that the proposal arrives at the Commission before the deadline?

VI Support to proposers

VI.1 Priority 6.1.ii Information Desk

The coordinates of the Information Desk are:

European Commission
The Priority 6.1.ii Information Desk
MO75 04/01
Directorate General RTD
B-1049 Brussels

Email: rtd-energy@cec.eu.int
Phone: +32-2-299 62 77
Fax: +32-2-296 06 21

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
Phone: +32 2 233 37 60

EPSS and EPT 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 Sustainable Energy Systems 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 partners from other countries. Organisations should contact the NCP of their own country for further information (see CORDIS at: <http://www.cordis.lu/fp6/ncps/>).

VI.5 Information Days

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

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

VI.6 The Intellectual Property Rights Helpdesk

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

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

Website

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

Helpline (detailed queries)

ipr-helpdesk@ua.es

tel +34 96 590 97 18

fax +34 96 590 97 15

Representative office (general information)

tel +32 2 649 53 33

fax +32 2 647 59 34

ipr-helpdesk@global-eu.com

VII References

Potential proposers could consult the following documents:

Legal decisions

Decision on the Framework Programme	http://www.cordis.lu/fp6/decision/
Rules of Participation in FP6	http://www.cordis.lu/fp6/participationrules/
Specific decision "Integrating and strengthening the European Research Area"	http://www.cordis.lu/fp6/specificprogrammes/

Call page for call FP6-2004-Energy-3

Call announcement Guides for Proposers Evaluation manual Guidelines for Evaluators Organisations expressing interest in this priority	Access from http://www.cordis.lu/calls/sustdev/
Brochure "The Fp6 in Brief"	http://www.cordis.lu/fp6/inbrief/
Electronic Proposal Submission Service	http://www.cordis.lu/fp6/epss/

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6/
National Contact Points	http://www.cordis.lu/fp6/ncp/
Information Days and other events	http://www.cordis.lu/fp6/events/
Electronic submission: EPSS and EPT user guides	http://www.cordis.lu/fp6/find-doc.htm#userguides
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://partners-service.cordis.lu/
Innovation Relay Centres:	http://irc.cordis.lu/
International cooperation	www.cordis.lu/fp6/inco/
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html
Guidelines on techniques for science communicating with the public	http://www.cordis.lu/fp6/society.htm

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/consortiumchecklist/
Contract preparation forms	http://www.cordis.lu/fp6/contractpreparation/
Model contracts	http://www.cordis.lu/fp6/contracts/

Annexes

Annex 1 - Proposal Part A: forms and instructions

Annex 2 - Proposal Part B: outline, headings, instructions

Annex 3 - Ethical rules for FP6 projects

Annex 4 - Integrating the gender dimension

Annex 5 - Pre-proposal check form

Annex 1 - Proposal Part A: forms and instructions

Proposal Submission Forms



EUROPEAN COMMISSION
6th Framework Programme for
Research, Technological
Development and Demonstration

Coordination Action

A1

Proposal Number ¹	<input type="text"/>	Proposal Acronym ²	<input type="text"/>
------------------------------	----------------------	-------------------------------	----------------------

GENERAL INFORMATION ON THE PROPOSAL

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

Abstract⁹ (max. 2000 char.)

<input type="text"/>

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

Proposal Submission Forms



EUROPEAN COMMISSION
6th Framework Programme for
Research, Technological
Development and Demonstration

Coordination Action

A2

Proposal Number ¹	<input type="text"/>	Proposal Acronym ²	<input type="text"/>
------------------------------	----------------------	-------------------------------	----------------------

INFORMATION ON PARTICIPANTS

Participant number ²⁶				<input type="text"/>
Participant organisation				
Organisation legal name ¹¹		<input type="text"/>		
Organisation short name ¹²		<input type="text"/>		
Legal address				
PO Box ¹³	<input type="text"/>	Postal Code ¹³	<input type="text"/>	Cedex ¹³
Street name and number ¹³				
Town ¹³	<input type="text"/>	Country ¹⁴	<input type="text"/>	
Internet homepage				
Activity Type HE, RES, IND, OTH ¹⁵		Legal Status GOV, INO, JRC, PUC, PRC, EEIG ¹⁷ , PNP ¹⁶		
If Legal Status "PRC", specify ¹⁸				
Is the organisation a Small or Medium-Sized Enterprise (SME)? ¹⁹				YES/NO
Are there dependencies between the organisation and (an) other participant(s) ? ²⁰				YES/NO
If yes, participant number		If yes, participant short name		
Character of dependence SG, CLS, CLB ²¹		<input type="text"/>		
If yes, participant number		If yes, participant short name		
Character of dependence SG, CLS, CLB ²¹		<input type="text"/>		
If yes, participant number		If yes, participant short name		
Character of dependence SG, CLS, CLB ²¹		<input type="text"/>		
Person in charge²²				
Name	<input type="text"/>	First name(s)	<input type="text"/>	
Title ²³	<input type="text"/>	Sex: Female=F, Male=M ²⁴	<input type="text"/>	
Department/Faculty/Institute/ Laboratory name		<input type="text"/>		
Address (if different from above)				
PO Box ¹³	<input type="text"/>	Postal Code ¹³	<input type="text"/>	Cedex ¹³
Street name and number ¹³				
Town ¹³	<input type="text"/>	Country ¹⁴	<input type="text"/>	
Phone 1 ²⁵	<input type="text"/>	Phone 2 ²⁵	<input type="text"/>	
e-mail	<input type="text"/>	Fax ²⁵	<input type="text"/>	

Previously submitted similar proposals or signed contracts? ¹⁰		YES/NO	<input type="text"/>
If yes, programme name(s) and year		<input type="text"/>	
If yes, proposal number(s) or contract number		<input type="text"/>	

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

How to complete the proposal submission forms

Introduction

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

How to complete the forms

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

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

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

For questions requiring a choice between different boxes, please enter X in the appropriate space. In case of paper submission, you may find it easier to do this by hand in black ink, rather than try to line up a single typed character. For numbers, (amount, duration, etc.), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number. Please remember to indicate the proposal short name (acronym) in all sheets of the forms (part A) where indicated, and on every page of the other parts, including any annexes. All costs must be given in € (euro) (and not kilo € (euro)) and must exclude value-added tax (VAT).

1 Proposal number

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

2 Proposal Acronym

Provide a short title or acronym of no more than 20 characters (only alphanumeric, i.e. Latin letters and numbers, no special signs or characters), to be used to identify the proposal. The **same acronym should appear on each page of the proposal (part A and part B)** to prevent errors during its handling.

3 Proposal Title

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

4 Duration

Insert the estimated duration of the project in full months.

5 Call (part) Identifier

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

6 Activity code(s) most relevant to your topic

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

7 Keyword codes from thesaurus

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

8 Free keywords

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

9 Abstract

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

10 Previously submitted similar proposals or signed contracts

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

11 Organisation legal name

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

12 Organisation short name

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

13 Address data

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

14 Country

Insert the name of the country as commonly used.

15 Activity Type

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

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

16 Legal status

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

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

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

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

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

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

EEIG: European Economic Interest Group;

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

17 Legal Status: If “EEIG”

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

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

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

19 Small or Medium Sized Enterprise (SME)

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

– less than 250 full time equivalent employees

and

– an annual turnover not exceeding EUR 40 million **or** an annual balance sheet total not exceeding EUR 27 million,

and

– must not be controlled by 25% or more by a company which is not an SME (on the issue of control, see note 20).

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

20 Dependencies between participants

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

– A legal entity is under the same direct or indirect control as another legal entity,

or

– A legal entity directly or indirectly controls another legal entity,

or

– A legal entity is directly or indirectly controlled by another legal entity.

Control:

Legal entity A controls legal entity B if:

– A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

– A, directly or indirectly, holds in fact or in law the decision-making power in B

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

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

21 Character of dependence

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

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

22 Person in charge

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

23 Title

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

24 Sex

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

25 Phone and fax numbers

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

26 Participant number

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

27 Requested grant to the budget and cost models

The **Community grant** to be 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)
Co-ordination activities(see note 28)	100%	100%
Consortium management activities(see note 29)	100% (up to a maximum percentage of 7% of the Community contribution)	100% (up to a maximum percentage of 7% of the Community contribution)

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

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

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

Which cost model to use

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

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

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

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

Eligible costs

Eligible costs for FP6 contracts must be:

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

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

28 Co-ordination activities

Co-ordination activities can comprise:

- Organisation of conferences, meetings;
- Performance of studies, analysis;
- Exchanges of personnel;
- Exchange and dissemination of good practice;
- Setting up of common information systems;
- Setting up of expert groups;
- Definition, organisation and management of joint or common initiatives.
- **Specific training courses or seminars.** The salary costs of those being trained are not eligible costs.

29 Consortium management activities

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

Consortium management activities include:

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

30 (Sub-)Total

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

Annex 2 - Proposal Part B: guidelines for drafting

Instructions for preparing proposal Part B for Co-ordination Actions in this Priority

In addition to the detailed technical information provided in Part B, a proposal must also contain a Part A, containing basic information on the proposal and the consortium making the proposal³. The forms for Part A are provided elsewhere in this Guide. Incomplete proposals are not eligible and will not be evaluated.

Co-ordination Actions are described in the Work Programme, and complete details of their characteristics and their application within FP6 are at: <http://www.cordis.lu/fp6/instruments/>

Proposers should note that Co-ordination Actions do not include any research, demonstration or training element.

Given the nature of such actions, proposers are strongly encouraged to use the **pre-proposal check** facility before submitting their final proposal.

³ In the event of inconsistency between information given in Part A and that given in Part B, the Part A version will prevail

Proposal Part B

Co-ordination Action

Proposal full title	
Proposal acronym	
Date of preparation	

List of participants (*with country*), *with co-ordinator first*:

No.	Organisation name	Country
1		
2		
3		
4		
5		
6		
...		

Co-ordinator name	
Co-ordinator organisation name	
Co-ordinator email	
Co-ordinator phone	
Co-ordinator fax	

Contents

[Insert table of contents]

Proposal summary page

Proposal full title	
Proposal acronym	

Research areas/ topics addressed (*if more than one, indicate their order of importance to the project*):

Order	Research area/ topic addressed
1	
2	
3	
4	
5	
6	
...	

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

Describe the proposed project's S&T objectives. The objectives 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 current state-of-the-art in the area concerned and how the proposed project will enhance the current state-of-the-art in the area. (Recommended length – up to three pages)

B.2 Relevance to the objectives of this Priority Thematic Area

Describe the manner in which the proposed project's objectives contribute to the scientific, technical, wider societal and policy objectives of this Priority in the areas concerned. (Recommended length – up to three pages)

B.3 Potential impact

Describe the impact of the proposed Co-ordination Action in the area concerned. Describe the exploitation and/or dissemination plans and show that they are adequate to ensure optimal use of the project results, where possible beyond the participants in the Co-ordination Action. 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. (Recommended length – up to three pages)

B.3.1 Contributions to standards

Describe contributions to national or international standards (including pre-normative research) which may be made by the project, if any. (Recommended length – one page)

B.4 The consortium and project resources

Describe the role of the participants and the specific skills of each of them. Show how the participants are suited and committed to the tasks assigned to them, show complementarity between participants to generate added value with respect to the individual projects/programmes being co-ordinated. Describe the resources, human and material, that will be deployed for the implementation of the project. Include a CA Project Effort Form, as shown below, covering the full duration of the project. Demonstrate how the project will mobilise the critical mass of resources (personnel, equipment, finance...) necessary for success; show that the overall financial plan for the project is adequate. (Recommended length – up to five pages)

CA Project Effort Form
Full duration of the project

(insert the planned person-months for each activity in which a partner is involved)

	Partner 1 short name	Partner 2 short name	Partner 3 short name	Partner 4 short name	Partner 5 short name	etc	TOTAL (ALL PARTNERS)
Co-ordination activities							
WP name							
WP name							
WP name							
etc							
Total co-ordination activities							
Management activities							
WP name							
WP name							
WP name							
Etc							
Total management activities							
TOTAL (ALL ACTIVITIES)							

B.5 Project management

Describe the organisation, management and decision making structures of the project. Describe the plan for the management of knowledge, of intellectual property and of other activities arising in the project. (Recommended length – up to three pages)

B.6 Workplan

This section describes in detail the work planned to achieve the objectives of the proposed project. The recommended length, excluding the forms specified below, is up to 15 pages. An introduction should explain the structure of this workplan and how the plan will lead the participants to achieve the objectives. It should also identify significant risks, and contingency plans for these. The plan must be broken down according to types of activities: co-ordination activities and management activities. Within each activity the workplan should be broken down to workpackages (WPs) which should follow the logical phases of the project, and include management of the project and assessment of progress and results. Note: The number of workpackages used must be appropriate to the complexity of the work and the overall value of the proposed project. Each workpackage should be a major sub-division of the proposed project and should also have a verifiable end-point (at least 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.

a) Workplan introduction

Explain the structure of this plan and the overall methodology used to achieve the objectives.

b) Work planning, showing the timing of the different WPs and their components

(Gantt chart or similar)

c) Graphical presentation of the components showing their interdependencies

(Pert diagram or similar)

d) Detailed work description broken down into workpackages:

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

Workpackage list (full duration of the project)

Work- package No ⁴	Workpackage title	Lead contractor No ⁵	Person- months ⁶	Start month ⁷	End month ⁸	Deliv- erable No ⁹
	TOTAL					

⁴ Workpackage number: WP 1 – WP n.

⁵ Number of the contractor leading the work in this workpackage.

⁶ The total number of person-months allocated to each workpackage.

⁷ 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.

⁸ Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.

⁹ Deliverable number: Number for the deliverable(s)/result(s) mentioned in the workpackage: D1 - Dn.

Workpackage description (full duration of the project)

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

Objectives

Description of work *(indicating the role of each partner involved)*

Deliverables

Milestones¹⁴ and expected results

¹⁴ 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.7 Other issues

B.7.1. Ethical or gender issues

If there are ethical or gender issues associated with the subject of the proposal, show that 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. (No recommended length – depends on the number of such issues linked with the project).

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

A. Applicants are requested to fill in the following table:

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

If you answer 'YES' to any of these, please complete and include in your proposal the more detailed table at the following web address ("Crucial information):

http://europa.eu.int/comm/research/science-society/ethics/rules_en.html

B. Applicants are requested to confirm that the proposed research does not involve the following:

Does your proposed research involve :	YES	NO
Research activity aimed at human cloning for reproductive purposes,		
Research activity intended to modify the genetic heritage of human beings which could make such changes heritable ¹⁵ ;		
Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;		

B.7.2. Other EC-policy related issues

Are there other EC-policy related issues, and are they taken into account? Demonstrate a readiness to engage with actors beyond the research to help spread awareness and knowledge and to explore the wider societal implications of the proposed work; if relevant set out synergies with education at all levels. (No recommended length – depends on the number of such other issues linked with the project)

¹⁵ Research relating to cancer treatment of the gonads can be financed.

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.

EC 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

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 field 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 heritable¹⁶;
- 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.

¹⁶ Research relating to cancer treatment of the gonads can be financed.

Annex 4 - Integrating the gender dimension

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

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

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

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

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

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

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

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

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

Annex 5 – Pre-proposal check form

PRE-PROPOSAL CHECK FORM FOR THE CALL FP6-2004-ENERGY-3

E-mail to: rtd-energy@cec.eu.int
 Fax to: +32 2 296 06 21 (*without cover page*)

First Name _____ Surname _____ Gender M / F
 Organisation name _____
 Country _____

Reply Fax _____ **Reply Fax (alternative)** _____
E-mail _____ **Telephone number** _____

Proposal acronym					
Proposal full name					
Proposal research topic(s) <i>(as named in the Work Programme, list in priority order)</i>					
Instrument type	IP	NOE	STREP	CA	SSA
Approximate total cost <i>(optional information)</i>	€				

Detailed proposal objectives	
------------------------------	--

