

THE SIXTH FRAMEWORK PROGRAMME

EURATOM GUIDE FOR PROPOSERS

**Euratom Research and Training Programme
on Nuclear Energy (2002-2006)**

EURATOM Call Open

Training Fellowships and
Grants for Cooperating with Third Countries

Revised 14 November 2003

Following instruments are available to fund activities in this call for proposals. These instruments are described in the Work programme of Euratom Research and Training Programme on Nuclear Energy and on EUROPA at: <http://www.cordis.lu/fp6/instruments/>

- Training Fellowships and Grants for Cooperating with Third Countries
- Transnational Access to Large Infrastructures
- Specific Support Actions (SSA) (including Special Training Courses)

This version of the Guide for Proposers concerns:

**Training Fellowships and
Grants for Cooperating with Third Countries
Euratom FP6 Research and Training Programme
Call Open**

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 that you are using the correct version of the Guide for Proposers for the type of action and the call for which you are submitting a proposal.

Key recommendations for submitting a proposal to the Euratom Programme

- **Priorities and objectives:** Check that your proposed work does indeed address research objectives open in the current Call and as described in the current Work Programme of Euratom research and training programme on nuclear energy (Euratom Programme). Multidisciplinary proposals addressing several topics of this call 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 instrument for the type of work you are proposing (<http://www.cordis.lu/fp6/find-doc.htm>).

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 (if applicable) are indeed eligible for participation in the thematic area and for this action. The minimum requirements for the makeup of your consortium can be found in the Work Programme and the call text. 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 IV of the Work Programme. 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 by the Commission 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. Deadlines for this Call Open are :

06.05.2003 (passed),
14.10.2003 (passed),
14.04.2004,
12.10.2004,
12.04.2005,
11.10.2005 and
11.04.2006,
at 17.00 (Brussels local time).

Proposals received after a deadline will be grouped and evaluated after the next deadline.

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Euratom Research and Training Programme on Nuclear Energy (2002-2006)

Training fellowships and grants for cooperating with third countries in the Euratom Call Open published on 17 December 2002

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 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 training fellowships and grants for cooperating with third countries** and which you will need to consult during the preparation of your proposal are:

The brochure “The EURATOM 6th Framework Programme in Brief”. This brochure gives a brief overview of FP6 in so far as it concerns the Euratom programme. 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 Euratom Work Programme. The Work Programme provides a detailed description of the content of the research topics/objectives which are open for proposals, and indicates which types of instruments may be used for each. It also gives an indicative timetable for the 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 areas and instruments are open for proposals and what are the address and deadline for proposal submission.

Additional documents which you should review are:

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

The model contract for training fellowships and grants for cooperating with third countries, and its annexes. This specifies the contractual terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding.

All these documents, as well as additional information if any, may be found at:
<http://www.cordis.lu/fp6-euratom/calls.htm>

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in Council Decisions relevant to the Euratom Sixth Framework Programme, the Call for proposals or the Guidelines of Proposal Evaluation and Selection Procedures.

These documents are available at: <http://www.cordis.lu/fp6/find-doc.htm>

II Proposal preparation

II.1 One stage submission as applied in the Euratom Call Open

Proposals for training fellowships and grants for cooperating with third countries in the Euratom programme 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 Participation

As a general rule, the participants¹ of the Euratom mobility actions are organisations active in research or research training (universities, research centres or commercial enterprises, etc) implementing the actions concerned and signing contracts with the Commission.

Proposals for training fellowships and grants for cooperating with third countries must be presented by a legal entity established in a Member State of the EU or Euratom Associated State.

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

International Organisations of European interest², and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in a Member State.

Candidate countries which are associated to the Euratom 6th Framework programme are: Bulgaria, Czech Republic, Hungary, Latvia, Romania, Slovakia and Slovenia.

Switzerland is already an Associated State (AS) for Nuclear Fusion research and is also expected to become associated to the Euratom FP6 as a whole.

Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation website (see 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, 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.

¹ In the sense of the definition specified in the Rules for participation

² 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.

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

II.4 Proposal language

Proposals may be submitted in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. In any event, the abstract contained in Part A of the proposal must be in English.

II.5 Electronic proposal submission system

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

Use only the version of the proposal preparation tool which is prepared for **this instrument in the Euratom programme**.

II.6 Pre-proposal check

No pre-proposal check facility exists for a proposal to be submitted for the Euratom Call Open.

III Submission of proposals

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

III.1 Online electronic submission

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

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

- Go to the CORDIS call page for the current call (reference see section VII)
- On the call page, go to the box "Prepare and submit a proposal for this call".
- Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page.
- Click on "Register", fill in the registration form and submit it. The EPSS will send you a login and password **by post** (for reasons of security and confidentiality). On your own risk, you can ask for having an **advance copy of login and password by e-mail or fax** by sending an e-mail to the EPSS helpdesk (reference see section 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.

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

Using the online system (coordinator):

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

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

Using the system (participants other than coordinator):

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

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

Submitting a proposal online

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

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

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

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

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

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

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

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

The following steps are necessary:

- Go to the CORDIS call page for the current call (reference see section VII)
- On the call page, go to the box "Prepare and submit a proposal for this call".

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

Working with the offline EPSS (EPT):

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

Submitting a proposal created with the offline EPSS (EPT)

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

- By uploading the package to the online EPSS. **You will need a login and password for the online EPSS** (see instructions above);
- By using the offline tool to prepare a paper copy of the proposal and to write the package created by the offline tool to CD-ROM or diskette. The paper copy and the CD-ROM or diskette are then delivered by post, courier service or by hand before the call closure to the address given in the call for proposals (see also section III.3 and III.4).

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

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

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

III.3 Submission on paper

III.3.1 Procedure

Proposal Part A – You can either complete the forms electronically using the offline EPSS tool, 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:

- Euratom Programme
- The call identifier as given in the Call for proposals (Euratom Call Open)
- 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 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 Euratom Information Desk, the co-ordinates of which are given in VI.1.

Once the deadline has passed, however, we can accept no further additions, corrections or re-submissions.

III.4 Addresses for proposal submission

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

III.4.1 Address for sending proposals by post

FP6 – Research Proposals
[Call identifier: Euratom Call Open]
European Commission
B-1049 Brussels

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

FP6 – Research Proposals
[Call identifier: Euratom Call Open]
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's 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

Proposals must be **received** by the Commission before or on the deadline at the address specified in the call. Deadlines for this Call Open are 06.05.2003 (passed), 14.10.2003 (passed), 14.04.2004, 12.10.2004, 12.04.2005, 11.10.2005 and 11.04.2006, at 17.00 (Brussels local time). Proposals received after a deadline will be grouped and evaluated after the next deadline.

Proposers are reminded that it is their own responsibility to ensure the safe and timely delivery 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.

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

IV Evaluation and negotiation

IV.1 Timetable of evaluation

All proposals that fulfil the eligibility criteria (see the “Guidelines on Proposal Evaluation and Selection Procedures” at call page) are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the Euratom Workprogramme and Euratom 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 Consultative Committee for the Euratom programme, which comprises representatives of Member and Associated States.

After the evaluation results are finalised, all proposers will receive a copy of the Evaluation Summary Report with the outcome of the evaluation of their proposal (ie, recommended for support, rejection, reserve list). These reports will be sent out about 2 months after the closure date.

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

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

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 retained for possible funding, contract negotiation will start through an official letter sent by the Commission in about 3 months after the closure date.

Negotiations apply at two levels: scientific & technological and administrative & 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.

Proposers should familiarise themselves with the content of the model contract for this instrument, and its annexes prior to the start of negotiations. This contract can be downloaded from the Internet (see address in Section VII).

Before negotiations can begin, the Commission may request certain legal and financial information on participating organisations (Legal documents and financial viability checks are not requested from public organisations, only from all private non-profit and private participants). 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 applicant must ensure 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).

In particular, the Commission may ask for a copy of the document that legally establishes each organisation in your consortium.

Proposers should also note that the European Commission's Science and Society Action Plan places an onus on all recipients of Community funding through the framework programme to systematically disseminate to the public information that will raise awareness of the scientific work being undertaken and the benefits to the society that are likely to accrue.

If the negotiation is successful, a Commission Decision approving the funding is foreseen within about 6 months of the closure date. 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:

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

For **PAPER** submission (including submission on CD-ROM or diskette which must include a paper version) of your proposal you must check the following:

- Are both parts of your proposal, Part A and Part B fully completed?
- 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:
 - “Euratom Programme”?
 - The Call identifier (Euratom Call Open)?
 - 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 “Euratom Programme” ?
- Do you have all the necessary authorisations from each member of the consortium to submit this proposal on their behalf (the Commission does not prescribe in which form the authorisations are made and will not check them; this is a matter of internal organisation of the Consortium)?
- Last but not least: have you made all possible arrangements to ensure that the proposal arrives at the Commission before the deadline?

VI Support to proposers

VI.1 Euratom Information Desk

The co-ordinates of the Euratom Information Desk is:

European Commission
The Euratom Information Desk
Directorate General RTD/J.4
MO75 5 59
B-1049 Bruxelles/Brussel

Email: rtd-euratom@cec.eu.int
Phone: +32 2 295 8074
Fax: +32 2 295 4991
Web: <http://www.cordis.lu/fp6-euratom/>

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 Euratom Call Open web pages (see Section VII)
Proposers should periodically check this for latest information**

VI.2 EPSS helpdesk

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

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

VI.3 Partner search facilities

The Commission's CORDIS server offers a number of services and information sources which may be useful in partner search for participation in this 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 Euratom Programme supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice (particularly on preparing proposals) and in finding partners from other countries. Organisations should contact the NCP of their own country for further information (see CORDIS at: <http://www.cordis.lu/fp6/ncp.htm>).

VI.5 Euratom Information Days

The Euratom programme, EU Member States and Associated States frequently organise Information Days, where those interested in proposing may attend for a presentation of the Euratom Programme 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's main objective is 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

VI.7 The Pan-European Researcher's Mobility Portal

The on-line Pan-European Researcher's Mobility Portal offers the opportunity to publish vacancies for research opportunities. In addition, it offers information on available grants and opportunities for researchers in Europe as well as on questions related to visa, access to employment, social security rights, fiscal matters and cultural aspects when researchers move to another country. Moreover, researchers do have free access through the Portal to a Europe wide customised assistance service offered by the **European Network of Mobility Centres**. These Centres will assist researchers in all matters related to their professional and daily lives, including practical information on housing, schooling, day-care or language courses.

Information about the launch of these services can be found on <http://europa.eu.int/mariecurie-actions> as well as <http://europa.eu.int/comm/research> and www.cordis.lu.

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/
Decision on the Specific Programme	http://www.cordis.lu/fp6/specificprogrammes/

Euratom Call Open

Euratom Open Call announcement	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46
Brochure "The Euratom Fp6 in Brief"	http://www.cordis.lu/fp6/euratom-inbrief/
Guides for Proposers call 2004	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46
Euratom Workprogramme 2004	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46 and http://www.cordis.lu/fp6/workprogrammes/
Guidelines on Proposal Evaluation and Selection Procedures	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46 and http://www.cordis.lu/fp6/eval-procedures
Guidance Notes for Evaluators (Euratom)	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46
Organisations expressing interest in this Call	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46
Gateway to Electronic Proposal Submission Service	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=46

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6/home.html
National Contact Points	http://www.cordis.lu/fp6/ncp.htm
Euratom Information Days and other events	http://www.cordis.lu/fp6-euratom/events.htm
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://partners-service.cordis.lu
Innovation Relay Centres:	http://irc.cordis.lu
International co-operation	http://europa.eu.int/comm/research/fp6/index_en.html (general site) and http://www.cordis.lu/fp6/inco/
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html and http://www.cordis.lu/rtd2002/science-society
Guidelines on techniques for science communicating with the public	www.cordis.lu/fp6/society.htm
European Investment Bank	http://www.eib.org/ (EIB general information)

Contractual information

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

Annexes

Annex 1 - Proposal Part A: forms and instructions

Annex 2 - Proposal Part B: guidelines for drafting the proposal description

Annex 3 - Ethical rules for FP6 projects

Annex 4 - Integrating the gender dimension

Appendix I - Information on Euratom Training Fellowships and Grants for Cooperating with Third Countries

Annex 1 - Proposal Part A: forms and instructions

Form A1: General information on the proposal - should be prepared jointly by the host institution and the individual researcher.

Form A2: Information on Organisations - should be prepared by the host institution

Form A3: Information on the Researcher - should be prepared by the individual researcher.

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 the forms as clean as possible and do not fold, staple or amend them with correction fluid. Please 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.

For numbers, 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) on all sheets of the forms (A1-A3) where indicated, as well as on every page of the Part B and possible annexes. All costs must be given in euro (and not in kilo euro) and must exclude value-added tax (VAT).

Proposal Submission Forms



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

Euratom Training fellowships and Grants
for co-operating with third countries

A1

<i>Proposal Number</i> ¹		<i>Proposal Acronym</i> ²	
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GENERAL INFORMATION ON THE PROPOSAL

<i>Proposal Title</i> ³			
<i>Action-code</i> ⁴		<i>Technical Area</i> ⁵	
<i>Total duration in months</i> ⁶		<i>Call identifier</i> ⁷	
<i>Keyword code 1</i> ⁸			
<i>Keyword code 2</i> ⁸			
<i>Keyword code 3</i> ⁸			
<i>Free keywords</i> ⁹ (up to 200 characters)			
<i>Abstract</i> ¹⁰ (up to 2000 characters)			

Proposal Submission Forms



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

Euratom Training
fellowships and Grants for co-
operating with third countries

A2

Proposal Number ¹		Proposal Acronym ²	
------------------------------	--	-------------------------------	--

INFORMATION ON THE HOST INSTITUTION

Participant organisation			
Organisation legal name ¹¹			
Organisation short name ¹²			
Legal address			
PO Box ¹³		Postal Code	Cedex ¹³
Street name and number ¹³			
Town		Country ¹⁴	
Internet homepage			

Activity Type ¹⁵	HE / RES / IND / OTH	
Legal status ¹⁶	GOV / INO / JRC / PUC / PRC / EEIG / PNP	
If "PRC" please specify ¹⁷		
Is the organisation a Small or Medium-Sized Enterprise (SME)? ¹⁸	YES / NO	
Is the organisation situated in a Less-Favoured Region within the EU? ¹⁹	YES / NO	
Name of Less-Favoured Region ¹⁹		

Are there dependencies between the organisation and (an)other participant(s) ?	not applicable	
If yes, participant number		If yes, participant short name
Character of dependence SG, CLS, CLB		
If yes, participant number		If yes, participant short name
Character of dependence SG, CLS, CLB		
If yes, participant number		If yes, participant short name
Character of dependence SG, CLS, CLB		

Scientist in charge²⁰			
Name		First name(s)	
Title ²¹		Sex ²² Female(=F)/Male(=M)	
Department/Faculty/Institute/Laboratory name			
Address (if different from above)			
PO Box		Postal Code	Cedex
Street name and number			
Town		Country ¹⁴	
Phone 1 ²³		Phone 2 ²³	Fax ²³
e-mail			
Internet home-page			

Previously submitted similar proposals or signed contracts? ²⁴	YES/NO	
If yes, programme name(s) and year		
If yes, proposal or contract number(s)		

Proposal Submission Forms



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

**Euratom Training fellowships
and Grants for co-operating
with third countries**

A3

Proposal Number ¹		Proposal Acronym ²	
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INFORMATION ON THE APPLICANT			
Family Name			Birth Family Name
First Name(s)			
Title ²¹	Sex ²² Female(F)/Male(M)		
1 st nationality		2 nd nationality	
Country of residence		Date of birth	
Country of birth			
Legal address			
PO Box ¹³		Postal Code	Cedex ¹³
Street name and number ¹³			
Town		Country ¹⁴	
Phone1 ²³		Phone2 ²³	Fax ²³
e-mail			

Do you originate from a Less-Favoured Region within the EU? ¹⁹	YES/NO	<input type="checkbox"/>
Name of Less-Favoured Region ¹⁹		

Qualifications		
University degree	Date of award (DD/MM/YYYY)	
Doctorate (in progress)	Expected date of award (DD/MM/YYYY)	
Doctorate	Date of award (DD/MM/YYYY)	
Full-time postgraduate research experience	Number of months	
Other academic qualifications	Date of award (DD/MM/YYYY)	

Place of activity/place of residence (previous 5 years) ²⁵		
Period ²⁶ : From	To	Country

Mobility ²⁷ not relevant for GTC	
Total number of months spent in research activities outside country of origin)	
Total number of months spent in research activities outside EU and Associated States	
Total number of months of Community training and mobility support received	

Return/Re-integration	
EIF only: Do you intend to apply for an ERG return grant at a later stage? ²⁸	YES/NO
ERG only: Previous Euratom Training Fellowship contract number ²⁹	

Full mobility allowance ³⁰	
Are you eligible for a full mobility allowance due to your family status?	YES/NO

Explanatory notes

1. Proposal number

No pre-registration of proposals is undertaken for this action so 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. The same acronym should appear on each page of the proposal (including the Part B and Annexes) in order 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. Action code

Insert the abbreviation for the relevant action:

Action	Code
Intra-European Fellowships	EIF
European Re-integration grants	ERG
Grants for Co-operating with Third Countries	GTC

5. Technical Area

Please choose a code from the table below indicating the main scientific area of relevance to your proposal.

Action	Code
Fusion	FUS
Waste Management	RWM
Radiation Protection	RAD
Other activities in the field of Nuclear Technologies and Safety	NUC

6. Total duration in months

Indicate the estimated duration of the project in full months.

7. Call Identifier

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

8. Keyword codes from thesaurus

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

9. Free keywords

In addition to the keywords from the hierarchical thesaurus, you have the possibility to freely choose additional words characterising your project (maximum 200 characters including spaces, commas, etc.).

10. Abstract

You should not use more than 2,000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance in the context of 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. Please use plain typed text, avoiding formulae and other special characters. Even if the rest of the proposal is written in a language other than English, the proposal abstract should be written in English.

11. Organisation legal name

This is the 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 (e.g. if the P.O. Box is sufficient, you do not have to give a street name). 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 choose among the four codes below, the one which you consider to be most appropriate to your organisation, according to the following explanations:

CODE		
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 (i. e. the Joint Research Centre of the European Commission);

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);

EEIG: European Economic Interest Group*;

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

* European Economic Interest Group (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.

17. 'If 'PRC', Specify'

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation

(e.g.: SA, LTD, GmbH, independent person etc.).

18. 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.

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

19. Less-favoured regions

For the purposes of the Euratom training fellowships and Grants for co-operating with third countries, the less-favoured regions ^(a) include the less-favoured regions of the Community (the Objective 1 regions). These regions are currently the following:

OBJECTIVE 1 REGIONS ^(b)

Austria	Burgenland
Finland	Itä-Suomi, Väli-Suomi, Pohjois-Suomi
France	Guadeloupe, Martinique, Guyane, Réunion
Germany	Brandenburg, Mecklenburg-Vorpommern, Chemnitz, Dresden, Leipzig, Dessau, Halle, Magdeburg, Thüringen
Greece	Anatoliki Makedonia, Thraki, Kentriki Makedonia, Dytiki Makedonia, Thessalia, Ipiros, Ionia Nisia, Dytiki Ellada, Sterea Ellada, Peloponnisos, Attiki, Vorio Aigaio, Notio Aigaio, Kriti
Ireland	Border Midlands and Western
Italy	Basilicata, Calabria, Campania, Puglia, Sardegna, Sicilia
Portugal	Norte, Centro, Alentejo, Algarve, Açores, Madeira
Spain	Andalucía, Asturias, Castilla-Léon, Castilla-La Mancha, Ceuta y Melilla, Comunidad Valenciana, Extremadura, Galicia, Islas Canarias, Murcia
Sweden	Norra Mellansverige, Mellersta Norrland, Övre Norrland
The United Kingdom	South Yorkshire, West Wales and The Valleys, Cornwall and Isles of Scilly, Merseyside

Notes:

(a) The above list was correct at the time of preparing this Guide for Proposers. It is however subject to change and should be considered as indicative only. For further information please consult:

http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm

(b) Objective 1 regions in Council Regulation (EC) No. 1260/1999, OJ n°L 194/42, p. 53, 27.07.99, Annex 1.

20. Scientist in charge

Please insert in this section the data of the main scientist in charge of the proposal for the participant. This will be the person the Commission will contact concerning this proposal (e.g. for additional information, sending of evaluation results, convocation to negotiations).

21. Title

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

22. Sex

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

23. Phone and fax numbers

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

24. Previously submitted similar proposals or signed contracts

If the participant has submitted or is in the process of submitting the same or a similar proposal for funding under RTD Framework Programmes and/or has any contract(s) under such programmes, insert **YES**, else insert **NO**. If yes, give the programme name, year of submission and proposal/contract number(s).

25. Place of activity/place of residence (previous 5 years)

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the 5 years preceding the submission of the proposal – **starting with the most recent**.

26. Period

Indicate the starting date and the end date of each period using the format: DD/MM/YYYY.

27. Mobility

Not applicable for Grants for co-operating with third countries.

Indicate the number of months (full-time equivalent) of research activities and of training and mobility support received under FP6 and/or previous RTD Framework Programmes.

28. ERG Return grant (EIF only)

EIF: Please indicate whether you intend to submit a proposal for an ERG Return Grant in the future.

29. Previous Euratom Training Fellowship contract number (ERG only)

ERG: This action is directed at researchers from the Member States and Euratom Associated States who have just completed a Training Fellowship of two years. Indicate here the relevant contract number.

30. Full mobility allowance

You qualify for a higher mobility allowance to cover expenses linked to your family situation if you are married (or in a relationship of equivalent status recognised by national legislation) and/or if you have dependant children. Note that this allocation will only be due for researchers undertaking transnational mobility.

Please indicate your eligibility status by inserting **YES** or **NO** in the box.

Annex 2 - Proposal Part B: guidelines for drafting the proposal description

EXAMPLES OF START AND END PAGES

(a) START PAGE

START PAGE

**EURATOM TRAINING FELLOWSHIPS AND GRANTS FOR
COOPERATING WITH THIRD COUNTRIES**

Either
Intra-European Fellowships or
European Re-integration Grants or
Grants for Cooperating with Third Countries

PART B

“PROPOSAL ACRONYM”

(b) END PAGE

END PAGE

**EURATOM TRAINING FELLOWSHIPS AND GRANTS FOR
COOPERATING WITH THIRD COUNTRIES**

Either
Intra-European Fellowships or
European Re-integration Grants or
Grants for Cooperating with Third Countries

PART B

“PROPOSAL ACRONYM”

Instructions for preparing proposal Part B for Training Fellowships (Intra-European Fellowships (EIF) and European Re-integration Grants (ERG) and Grants for Cooperating with Third Countries (GTC) in the Euratom Programme

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 or individuals making the proposal¹. The forms for Part A are provided elsewhere in this Guide. Incomplete proposals are not eligible and will not be evaluated.

Background information on what constitutes Training Fellowships (Intra-European Fellowships and European Re-integration Grants)² and Grants for Cooperating with Third Countries³, how such proposals should be implemented, eligibility criteria and financing are contained in Appendix I. Proposers should study this information thoroughly before commencing the preparation of their proposal Part B.

Part B, the description of the proposal for Training Fellowships and Grants for Cooperating with Third Countries fulfils the following main purpose:

Part B should provide an overall description of the project including the outline implementation plan. It should indicate how it addresses the various criteria, which will be used in its evaluation, and describe the work planned in terms of its major elements.

Proposers should demonstrate:

- that the scientific and technical objectives of the project are commendable
- that the quality of the research training, where appropriate, is high
- that the researcher and the host are of high quality
- that the project management is adequate
- that the objectives of the activity are relevant to the Euratom FP6 and provide added value to the Community
- that other issues, such as ethics, are where appropriate addressed

Guidance is given in the following pages on the structure and content of Part B, separately for:

- Intra-European Fellowships and Grants for Co-operating with Third Countries and
- European Re-integration Grants

because of differences in their nature and objectives.

Criteria against which proposals will be evaluated are set out in Box 1.

Appendix I contains additional information on the Fellowships and Grants within the Euratom Programme, in particular on eligibility and funding.

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

² Training fellowships (EIF and ERG) are limited to applicants from Member States and those associated to the Euratom programme

³ Grants for co-operating with third countries are limited to applicants from countries in Central and Eastern Europe and the Newly Independent States of the Former Soviet Union.

**GUIDANCE FOR COMPLETING PART B FOR INTRA-EUROPEAN FELLOWSHIPS
AND GRANTS FOR COOPERATING WITH THIRD COUNTRIES****a) STRUCTURE****B1 SCIENTIFIC QUALITY OF THE PROJECT**

- B1.1. RESEARCH TOPIC (*ONE A4 PAGE*)
- B1.2. PROJECT OBJECTIVES (*ONE A4 PAGE*)
- B1.3. SCIENTIFIC ORIGINALITY AND INNOVATION (*ONE A4 PAGE*)
- B1.4. RESEARCH METHOD (*TWO A4 PAGES, PLUS TABLES AND CHARTS*)

B2 QUALITY OF THE RESEARCH TRAINING (*ONE A4 PAGE*)**B3 QUALITY OF THE HOST**

- B3.1. SCIENTIFIC AND TRAINING EXPERTISE OF THE HOST (*TWO A4 PAGES*)
- B3.2. QUALITY OF INFRASTRUCTURES (*ONE A4 PAGE*)

B4 QUALITY OF THE RESEARCHER (*TWO A4 PAGES, PLUS CV*)**B5 MANAGEMENT AND FEASIBILITY (*TWO A4 PAGES*)****B6 RELEVANCE TO THE OBJECTIVES OF THE ACTIVITY (*TWO A4 PAGES*)****B7 ADDED VALUE TO THE COMMUNITY (*ONE A4 PAGE*)****B8 PREVIOUS PROPOSALS AND CONTRACTS****B9 OTHER ISSUES (*ONE A4 PAGE*)**

The text of the proposal should be concise and you are advised not to exceed the lengths indicated above for each of the Sections. The proposal acronym should be included as a header to each page. All pages should be numbered in a single series on the footer of the page to prevent errors during handling. The numbering format "Page X of Y" should be used.

(b) MORE DETAILED GUIDANCE ON CONTENT OF B1 – B9**B1 SCIENTIFIC QUALITY OF THE PROJECT****B1.1 Research topic**

Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or wider societal issues for carrying out further research in the field covered by the project.

B1.2 Project objectives

Describe the research objectives. If relevant, provide information on multidisciplinary and/or intersectorial aspects of the proposal.

B1.3 Scientific originality and Innovation

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

B1.4 Research method

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain why the approach is likely to succeed.

B2 QUALITY OF THE RESEARCH TRAINING

Explain in detail the training objectives of the proposal and how these can be beneficial for the development of an independent research career. Describe any new expertise that you expect to acquire during the project. Outline any complementary training and skills expected during the execution of the project.

B3 QUALITY OF THE HOST

B3.1 Scientific and training expertise of the host

The host institution must explain its level of experience on the research topic proposed and document its track record of work, including all international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results. Similar information should be provided for the scientist in charge of the supervision of the project. It must also show the host's track record of previous training achievements especially at an advanced level within the field of research. Where relevant, show that any gender issues associated to the proposal have been adequately taken into account. Plans for supervision, mentoring and (where appropriate) tutoring, must be clearly stated. Information on the capacity to provide mentoring/tutoring as well as training in complementary skills should be included.

B3.2 Quality of infrastructures

The host must specify what infrastructures are available and whether or not these will fully meet the requirements necessary for the execution of the project. When use of external facilities is needed for the execution of the project this must be justified and details of the arrangements provided.

B4 QUALITY OF THE RESEARCHER

Describe the potential of the researcher to meet the objectives of the proposed project and why their skills are suitable for the project proposed. In this context, it is important to mention activities that reflect initiative, independent thinking and leadership since these are qualities that will be taken into account in the evaluation.

With emphasis on the past experience of the researcher, a scientific/professional CV must be provided. The applicant must present a comprehensive description of his/her research experience. Major achievements and results should be included, as well as a list of funded projects, publications, patents, reports, invited participation in conferences, etc. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of a maximum of three of the applicant's own major

accomplishments (if done as team-work describe the particular contribution), mentioning the purpose, results, skills acquired, derived applications, etc.

In particular for EIF, the proposal should reflect the potential for future development of the applicant on the path to achieve independence as a researcher. Describe how the training and experience that the researcher will gain from their participation in the project will contribute to the development of their future career and achievement of professional independence as a researcher.

B5 MANAGEMENT AND FEASIBILITY

The applicant and the host institution must be able to provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

Provide a work plan, correlated to the research methodology and objectives, that includes the goals that can help assess the progress of the project. If any part of the project needs to be carried out away from the host institution it needs to be included in the proposal so that its consequences are evaluated. Likewise, if splits in the project are envisaged, they need to be included in the work plan and it should be clearly explained how these splits can be integrated into a coherent execution of the project.

Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project (background information on such issues can be found at <http://www.ipr-helpdesk.org>).

B6 RELEVANCE TO THE OBJECTIVES OF THE ACTIVITY

Outline the benefit that will be gained from undertaking the project at Community level and how the fellowship or grant will contribute to enhance scientific excellence. The evaluation will also take into consideration the likelihood of the applicant continuing to pursue the line of research after the end of the fellowship or grant when looking at the long-term potential benefit of the training/mobility period.

B7 ADDED VALUE TO THE COMMUNITY

Outline the extent to which the project will contribute to the objectives of the European Research Area or address other Community policies (e.g. declared policy positions relating to health, safety, environment or social policy, etc). Proposers are advised to look globally at the proposal and indicate where it addresses issues which support policy objectives concerned with the structuring of the European Research Area. If appropriate to the proposed project, co-ordination or synergy with regional, national or international activities should be presented. Describe the extent to which the project will increase the attractiveness of Europe for researchers, increase European competitiveness and produce long-term synergies and/or structuring effects.

B8 PREVIOUS PROPOSALS AND CONTRACTS

If the present proposal is a resubmission of the same or a similar proposal previously rejected under the FP5 Euratom programme, please provide the following information: (a) proposal number and (b) the main differences of the new proposal (up to around 1000 characters).

Please provide details of any other sources of public or community support currently provided or expected to be provided for training and transfer of knowledge within the same or similar fields. This must include details of similar or overlapping support provided from within the

European Communities educational programmes, Euratom programmes, or thematic priorities within the Framework Programme or any other form of European Community support.

B9 OTHER ISSUES

If there are ethical or safety issues associated with the subject 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. Are there other EC policy related issues, and are they taken into account? Demonstrate a readiness to engage with actors beyond the immediate area of 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.

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

A. Applicants are requested to fill in the following table

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

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

- Research activity aimed at human cloning for reproductive purposes,
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable¹;
- Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;
- Research involving the use of human embryos or embryonic stem cells with the exception of banked or isolated human embryonic stem cells in culture².

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

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

GUIDANCE FOR COMPLETING PART B FOR EUROPEAN RE-INTEGRATION GRANTS

a) STRUCTURE

B1 SCIENTIFIC QUALITY OF THE PROJECT

- B1.1. RESEARCH TOPIC (*ONE A4 PAGE*)
- B1.2. PROJECT OBJECTIVES (*ONE A4 PAGE*)
- B1.3. SCIENTIFIC ORIGINALITY AND INNOVATION (*ONE A4 PAGE*)
- B1.4. RESEARCH METHOD (*TWO A4 PAGES PLUS TABLES AND CHARTS*)

B2 QUALITY OF THE HOST

- B2.1. SCIENTIFIC EXPERTISE OF THE HOST (*TWO A4 PAGES*)
- B2.2. QUALITY OF INFRASTRUCTURES (*ONE A4 PAGE*)

B3 QUALITY OF THE RESEARCHER (*TWO A4 PAGES, PLUS CV*)

B4 MANAGEMENT AND FEASIBILITY (*TWO A4 PAGES*)

B5 RELEVANCE TO THE OBJECTIVES OF THE SPECIFIC PROGRAMME (*TWO A4 PAGES*)

B6 ADDED VALUE TO THE COMMUNITY (*ONE A4 PAGE*)

B7 PREVIOUS PROPOSALS AND CONTRACTS

B8 OTHER ISSUES (*ONE A4 PAGE*)

The text of the proposal should be concise and you are advised not to exceed the lengths indicated above for each of the Sections. The proposal acronym should be included as a header to each page. All pages should be numbered in a single series on the footer of the page to prevent errors during handling. The numbering format "Page X of Y" should be used.

(b) MORE DETAILED GUIDANCE ON CONTENT OF B1 – B8

B1 SCIENTIFIC QUALITY ON THE PROJECT

B1.1 Research topic

Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or wider societal issues for carrying out further research in the field covered by the project.

B1.2 Project objectives

Describe how professional reintegration of the researcher will be achieved and the research objectives. If relevant, provide information on multidisciplinary and/or intersectorial aspects of the proposal.

B1.3 Scientific originality and Innovation

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

B1.4 Research method

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain why the approach is likely to succeed.

B2 QUALITY OF THE HOST

B2.1 Scientific expertise of the host

The host institution must explain its level of experience on the research topic proposed and document its track record of work, including all international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results. Where relevant, show that any gender issues associated to the proposal have been adequately taken into account. Information on the capacity to provide the possibilities for the researcher to engage in a lasting scientific career in the reintegration host should be included.

B2.2 Quality of infrastructures

The host must specify what infrastructures are available and whether or not these will fully meet the requirements necessary for the execution of the project. When use of external facilities is needed for the execution of the project this must be justified and details of the arrangements provided.

B3 QUALITY OF THE RESEARCHER

A scientific/professional CV must be provided. The applicant must present a comprehensive description of his/her research experience. Major achievements and results should be included, as well as a list of funded projects, publications, patents, reports, invited participation in conferences, etc. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of a maximum of three of the applicant's own major accomplishments (if done as team-work describe the particular contribution), mentioning the purpose, results, skills acquired, derived applications, etc. The applicant's skills must be suitable for the project proposed. Applicants must list the most important results and acquired skills during the initial Euratom Fellowship including an assessment from the supervisor.

It is important to mention those activities that reflect initiative, independent thinking and leadership since these are qualities that will be taken into account in the evaluation. The proposal should reflect the potential for future development of the applicant on the path to achieve independence as a researcher.

B4 MANAGEMENT AND FEASIBILITY

The applicant and the host institution must be able to provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

Provide a work plan, correlated to the research methodology and objectives, that includes the goals that can help assess the progress of the project. Mention the arrangements made in terms of supporting the reintegration phase of the fellow providing a career development plan where applicable.

Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project (background information on such issues can be found at <http://www.ipr-helpdesk.org>).

In addition, the applicant and the host institution are requested to provide a yearly budgetary breakdown related to the implementation of the project and the planned research activities. This indicative breakdown of costs may include the following (preferably using a table):

- Durable equipment
- Consumables
- Overheads
- Travel costs
- Possible patent costs
- Other salary cost
- Management activities
- Others (to be listed) "

B5 RELEVANCE TO THE OBJECTIVES OF THE SPECIFIC PROGRAMME

Outline the benefit that will be gained from undertaking the project at Community level and how the fellowship will contribute to enhance EU scientific excellence. The evaluation will also take into consideration how the period of re-integration will benefit the researcher's career and what will be the potential for professional integration and long-term job stability for the researcher, as well as the capacity of the applicant to attract future funding. Describe what will be the supplementary added value provided through the contribution offered by the host in terms of additional support and how it will help in the professional integration of the researcher.

B6 ADDED VALUE TO THE COMMUNITY

Outline the extent to which the project will contribute to the objectives of the European Research Area or address other Community policies (eg, declared policy positions relating to health, safety, environment or social policy, etc). Proposers are advised to look globally at the proposal and indicate where it addresses issues which support policy objectives which address the structuring of the European Research Area. If appropriate to the proposed project, co-ordination or synergy with regional, national or international activities should be presented. Describe the extent to which the project will increase the attractiveness of Europe for researchers, increase European competitiveness and produce long-term synergies and/or structuring effects.

B7 PREVIOUS PROPOSALS AND CONTRACTS

Please provide details of your previous Euratom Fellowship contract, including the following information:

- (a) proposal number (b) contract number and (c) contract period from (DD/MM/YYYY) to (DD/MM/YYYY) of the individual fellowship.

If the present proposal is a resubmission of the same or a similar network proposal previously rejected under the FP5 Euratom Programme, please provide the following information: (a)

proposal number and (b) the main differences of the new proposal (up to around 1000 characters).

Please provide details of any other sources of public or Community support currently provided or expected to be provided for training and transfer of knowledge within the same or similar fields. This must include details of similar or overlapping support provided from within the European Communities educational programmes, Euratom programmes, or thematic priorities within the Framework Programme or any other form of European Community support.

B8 OTHER ISSUES

If there are ethical or safety issues associated with the subject 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. Are there other EC-policy related issues, and are they taken into account? Demonstrate a readiness to engage with actors beyond the immediate area of 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.

Information required from applicants on the ethical aspects of the proposed research project**A. Applicants are requested to fill in the following table**

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

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

- Research activity aimed at human cloning for reproductive purposes,
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable¹;
- Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer; Research involving the use of human embryos or embryonic stem cells with the exception of banked or isolated human embryonic stem cells in culture².

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

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

Annex 3 - Ethical rules for FP6 projects

Ethical rules for FP6 projects

National legislation

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

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 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 heritable¹;
 - Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
 - Pending the establishment of further implementation provisions by the end of 2003 at the latest, the Commission will not fund research involving the use of human embryos or embryonic stem cells except for banked or isolated human embryonic stem cells in culture
-
- Further information on ethics requirements and rules are given at the science and ethics website at http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html.

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

Annex 4 - Integrating the gender dimension

Integrating the gender dimension in FP6 projects

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

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

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

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

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

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

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

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

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

Appendix I – Information on Euratom Training Fellowships and Grants for Co-operating with Third Countries

1 INTRODUCTION

Further information is provided in this Appendix on the mobility actions supported within the Euratom Programme, namely, **Intra-European Fellowships, European Re-integration Grants and Grants for Cooperating with Third Countries**. The objectives of these actions are summarised together with more detailed information on eligibility and funding, etc. An overview of these actions is given in Box 1 and the evaluation criteria are summarised in Box 2.

Box 1. Overview of Euratom Training Fellowships and Grants for Cooperating with Third Countries

	EIF Intra-European Fellowships	ERG European Reintegration Grants	GTC Grants for Cooperating with third Countries
Aims	To provide advanced training to high calibre scientists via transnational mobility	To assist fellows to re-establish themselves in their country of origin	To provide support for periods of up to six months to young research workers from the countries of Central and Eastern Europe (CEE) and the new independent States (NIS) of the former Soviet Union to work in laboratories in the Community
Who can apply	Experienced researchers from EU or Euratom Associated States	Researchers who have benefited from a Euratom fellowship for a period of 2 years	Young research workers from the countries of Central and Eastern Europe (CEE) and the new independent States (NIS) of the former Soviet Union
Profile of the Hosts	Universities, research centres or enterprises established and located in an EU or Euratom Associated State	Universities, research centres or enterprises established and located in an EU or Euratom Associated State	Community laboratories actively carrying out research funded by this or previous Euratom programmes at the time the exchange occurs
How does it work	<ul style="list-style-type: none"> • Applicant applies to the Commission jointly with the host institution • Commission selects the applicant and signs a contract with the host • Selected fellow signs an agreement with the host • Fellow stays from 1 to 2 years 	<ul style="list-style-type: none"> • Researchers apply to the Commission jointly with the host institution 6 months before the end of their initial fellowship • Commission selects proposal and signs a contract with the reintegration host • Host institution must ensure the effective and lasting reintegration of the researcher for at least two years 	<ul style="list-style-type: none"> • Applicant applies to the Commission jointly with the host institution • Commission selects the applicant and signs a contract with the host • Selected fellow signs an agreement with the host • Fellow stays up to six months
Financial aspects	For activities of the researcher: <ul style="list-style-type: none"> • Monthly living allowance • Travel allowance • Mobility allowance • Career exploratory allowance • Contribution to participation expenses For the activities of the host: <ul style="list-style-type: none"> • Management activities • Overheads 	<ul style="list-style-type: none"> • Grant to be used within one year as a contribution towards the reintegration project 	For activities of the researcher: <ul style="list-style-type: none"> • Monthly living allowance • Travel allowance • Mobility allowance • Contribution to participation expenses For the activities of the host: <ul style="list-style-type: none"> • Management activities • Overheads

Box 2: Evaluation criteria, weights and thresholds for Training Fellowships (EIF and ERG) and Grants for Cooperating with Third Countries (GTC)

Reference evaluation criteria	Activity Specific Evaluation Criteria	
	Intra-European Fellowships and Grants for Cooperating with Third Countries	European Re-integration Grants
Criterion (a): Scientific & technological excellence and the degree of innovation	Scientific Quality of the Project (No threshold, weight 15%) - Scientific/ technological quality of the project - Is the scientific content of the project important and relevant - Originality/innovative aspects - Assessment of the research method - Assessment of the interdisciplinary and multidisciplinary aspects of the proposal - Does the proposal describe the state of the art for the scientific area and the relevance of the project	Scientific Quality of the Project (No threshold, weight 15%) - Scientific/ technological quality of the project - Is the scientific content of the project important and relevant - Assessment of the research method - Assessment of the originality and innovative nature of the project or training area
	Quality of Research Training (Threshold score 3 out of 5, weight 15%) - Clarity and quality of the research training objectives for the researchers - Complementary training and skills offered	Quality of Research Training (No threshold, weight 5%) - Clarity and quality of the research training objectives for the researchers
Criterion (b): Ability to carry out successfully and to ensure its efficient management, assessed in terms of resources and competencies and incl. The organisational modalities foreseen by the participants	Quality of Host (No threshold, weight 15%) - Scientific expertise in the field - Quality of the group/supervisors - Expertise in training researchers in the field and their capacity to provide mentoring/tutoring - International collaborations - Quality of infrastructure / facilities	Quality of Host (No threshold, weight 15%) - Scientific expertise in the field - Quality of infrastructure / Facilities - Expertise in training researchers in the field and their capacity to provide mentoring/tutoring; - Quality of the group/supervisors - International collaborations
	Quality of Researchers (Threshold score 4 out of 5, weight 15%) - Research experience - Research results - Independent thinking and leadership qualities - Potential for the development of the researchers - Suitability of skills for the project proposed	Quality of the Researchers (No threshold, weight 20%) - Research experience - Research results - Independent thinking and leadership qualities - Adequacy of skills for the project proposed - Initial results from Marie Curie or Euratom training fellowship <i>Box 2 Continued on next page</i>

	<p>Management and Feasibility</p> <p>(No threshold, weight 5%)</p> <ul style="list-style-type: none"> - Practical arrangements for the implementation and management of the fellowship or the grant - Feasibility and credibility of the project - Methodological approach to the project and work plan 	<p><i>Box 2 Continued from previous page</i></p> <p>Management and Feasibility</p> <p>(No threshold, weight 10%)</p> <ul style="list-style-type: none"> - Practical arrangements for the implementation and management of the fellowship - Feasibility and credibility of the project - Methodological approach to the project and work plan
<p>Criterion (c): Relevance to the objectives of the specific programme</p>	<p>Relevance to the objectives of the Scheme / Activity</p> <p>(No threshold, weight 25%)</p> <ul style="list-style-type: none"> - Benefit to the researchers from the period of advanced training/mobility - Match between project and researchers' profile - Likelihood for the researchers to pursue the line of research after end of fellowship or grant - Capacity of the fellowship or grant to enhance EU scientific excellence (where appropriate) 	<p>Relevance to the objectives of the Scheme / Activity</p> <p>(Threshold score of 3 out of 5, weight 15%)</p> <ul style="list-style-type: none"> - Benefit to the career of the researchers from the training/period of re-integration - Match between project and researchers' profile - Potential for professional integration and long-term job stability for the researchers - Supplementary added value by host through own contribution offered in terms of additional support for integration of the researcher - Capacity to attract future funding
<p>Criterion (d): EU added value, critical mass of resources and contribution to Community policies (incl. Criteria for NOE, IP and RI)</p> <p>Criterion (e): Quality of the plan for using or disseminating the knowledge, potential for promoting innovation, and clear plans for the management of intellectual property</p>	<p>Added Value to the Community</p> <p>(No threshold, weight 10%)</p> <ul style="list-style-type: none"> - Extent to which the proposed fellowship contributes towards the objectives of the European Research Area - Benefit of mobility through the transfer of knowledge and improved collaborations through the mobile researchers; - Contribution to research excellence and European competitiveness - Potential for improving the gender balance in the scientific/training area 	<p>Added Value to the Community</p> <p>(No threshold, weight 20%)</p> <ul style="list-style-type: none"> - Extent to which the proposed fellowship contributes towards the objectives of the European Research Area - Contribution to European research excellence and European competitiveness

Overall **weighted** threshold score of 3.5 out of 5 (ie, a score of 70% of the maximum possible)

2. TRAINING FELLOWSHIPS AND GRANTS

Eligible researchers - Rules of mobility and conditions of nationality

As a general rule, a researcher/research worker is defined as a person active in research, including at a training level, of at least post-graduate or equivalent level.

“Experienced researchers”¹ are defined as researchers having at least 4 years of research experience (full-time equivalent) since gaining a university diploma giving them access to doctoral studies (the degree must entitle the holder to embark on doctoral studies, without having to acquire any further qualifications), in the country in which the degree/diploma was obtained or researchers already in possession of a doctoral degree, independently of the time taken to acquire it.

Researchers must comply with this rule at the latest eight months after the relevant deadline for submission of proposals. The researcher must have met all the necessary requirements for the conferment of the doctoral degree, as officially certified by the awarding body.

For the grants for cooperating with third countries, **“young research workers”** are defined as those aged 35 years or less at the time of the relevant deadline for proposals.

Eligible researchers are “third party” beneficiaries of Community funds. They do not sign the contract with the Commission. They will be, according to the nature of the action and with respect to the rules of mobility expressed hereafter, nationals² of the Member States or the Euratom Associated States (*Intra-European Fellowships and European Re-integration Grants*) or nationals of CEE countries or NIS (*Grants for cooperating with third countries*).

Intra-European Fellowships

Researchers must be nationals of a State other than that of the host organisation³. Nationals from Member States or Euratom Associated States can carry out their transnational mobility in all other Member States and all other Euratom Associated States. At the start of their fellowship, researchers may not have resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the relevant deadline for submission of proposals. Short stays such as holidays are not taken into account.

These mobility rules do not apply to the hosting of eligible researchers by international European interest organisations.

In the case of a national holding more than one nationality, he/she will be able to carry out a period of mobility in the country of his /her nationality in which he/she has not resided during the previous 5 years. Short stays such as holidays are not taken into account.

¹ This definition is based on the professional experience of researchers in research and not on their age.

² **Non-nationals from Member States or Euratom Associated States** having legally resided or having had their main activity (work, studies etc) for at least four of the last five years at the start of their fellowship in Member States/Euratom Associated States are treated as nationals of the Member/ Euratom Associated State in which they have resided the longest.

³ will be considered as being eligible to benefit from the **training or mobility action in their country of origin**, if they can provide evidence that they have legally resided and have had their principal activity (work, studies, etc) in an other country for at least four of the last five years immediately prior to the relevant deadline for submission of proposals.

European Re-integration Grants

Researchers from the EU and Euratom Associated countries who have just completed a Euratom training fellowship of two years duration.

Grants for cooperating with third countries

Participation and funding is limited to nationals from the countries of Central and Eastern Europe (CEE) and the new independent States (NIS) of the former Soviet Union. They will be considered as eligible to benefit from a grant if they can provide evidence that they have legally resided and have had their principal activity (work, studies, etc) in a country or countries of CEE or the NIS for at least four of the last five years immediately prior to the relevant deadline for submission of proposals.

2.1 Euratom Intra-European Fellowships

Specific objectives of the action

These fellowships will allow the most promising researchers from EU and Euratom Associated States to undertake training through research in the European organisations most appropriate to their individual needs so as to give them the necessary boost to become independent researchers in their areas of interest. The topic will be freely chosen within the scope of the Euratom work programme by the researcher in collaboration with the host, with a view to completing or diversifying his/her expertise.

Implementation

Project and participants

This action provides financial support for complementary training and mobility, for a period of 12 to 24 months, for individual projects presented by experienced researchers from Member States or Euratom Associated States in liaison with a host organisation from another Member State or Euratom Associated State.

Community contribution, rates and applicable evaluation criteria

Rates of Community Contribution: the activities developed by the participants in order to attain the objectives of this action may be funded by the Community under the conditions given in 3.4.1 and summarised in the Table in Section 3.5.

Evaluation criteria: see Box 2

2.2 Euratom European Re-integration Grants

Specific objectives of the action

European Re-integration Grants will be directed at researchers from the EU and Euratom Associated countries who have just completed a Euratom training fellowship of two years duration. The mechanism will assist the professional re-integration of the research worker, the priority being

given to re-integration in his or her country or region of origin¹. The action also intends to encourage the researchers to place their transnational mobility period within the framework of a coherent professional project and to promote the perspectives of the development of their research career.

Implementation

Project and participants

This action aims at offering the opportunity to **researchers of Member States or Euratom Associated States**, to capitalise on their transnational mobility period, after having been in receipt of a Euratom Fellowship with a duration of at least 24 months under this or previous Euratom Programmes.

This action consists of a lump sum, in the form of a grant, to be used within one year following the term of the Euratom Fellowship. It will be allocated for the benefit of researchers' re-integration, via (re)integration hosts, on the basis of a well-defined project that will not only endorse but also give added value to the benefits gained during the previous period of mobility. The project will be evaluated on its own merits.

The mechanism will assist the professional re-integration of the researcher in an organisation different from the one in which he/she has been carrying out his/her initial fellowship, priority being given to re-integration in his/her country or region of origin.

The proposals can be submitted² at the earliest in the last year of the initial training/mobility and at the latest 6 months before the end of it. In the case of rejection of the first proposal, and as an exception to this, proposers will be offered the right to resubmit a proposal for the following evaluation session. The (re)integration grant will normally commence directly after the termination of the original Fellowship; in well justified cases (e.g. family reasons such as children's education; period needed to move to the re-integration host; period required to terminate on-going research work) the starting date can be postponed for up to a maximum of 6 months.

A contract is issued with the (re)integration **host in a Member State or Euratom Associated State**, which will commit itself to assure an effective and lasting re-integration (attested by adequate legal means) of the researcher (for at least a period of 2 years). Evidence that researchers will be integrated on a longer-term basis in the (re)integration host will be positively taken into account during evaluation. The (re)integration host will have to secure with the Commission the commitment by contract of its researcher to stay for at least 2 years in order to carry out the presented reintegration programme.

Community contribution, rates and applicable evaluation criteria

¹ Defined as the country of nationality.

² During a transition phase (until 31.12.2003), the beneficiaries of a training and mobility action belonging to the previous Euratom Programmes will be allowed to submit a proposal according to the following:

- for beneficiaries of a fellowship completed by 1.01.2003 within 12 months starting from the completion of their training/mobility period;
- for beneficiaries of an on-going fellowship, still running on 1.01.2003, 6 months before the completion of the training /mobility period and in any case until 31/12/2003.

The activities developed by the participants in order to attain the objectives of this action may be funded under the conditions given in 3.4.2 and summarised in the Table in Section 3.5.

The Community contribution will be paid as a lump sum to the (re)integration host. The grant is to be used, within one year, as a contribution to the scientific costs relating to the researcher's project at the re-integration host.

Evaluation criteria: see Box 2

2.3 Grants for cooperating with third countries

Specific objectives of the action

These grants aim at providing support to young research workers from the countries of Central and Eastern Europe (CEE) and the new independent States (NIS) of the former Soviet Union to work in laboratories in the Community with the view to developing mutually-beneficial co-operation between Europe and those countries. The topic will be freely chosen within the scope of the Euratom work programme by the researcher in collaboration with the host, with a view to enhancing or diversifying his/her expertise.

Implementation

Project and participants

This action provides financial support for complementary training and mobility, for a period of up to 6 months, for individual projects presented by young research workers, from the countries of Central and Eastern Europe (CEE) and the new independent States (NIS) of the former Soviet Union, in liaison with a host organisation from a Member State. The host organisation must actively be carrying out research funded by this or previous Euratom programmes at the time the placement occurs.

Community contribution, rates and applicable evaluation criteria

Community contribution: the activities developed by the participants in order to attain the objectives of this action may be funded by the Community under the conditions given in 3.4.1 and summarised in the Table in Section 3.5.

Evaluation criteria: see Box 2 in this Appendix.

3. General conditions applicable to the projects

Submission of proposals

The proposals will be submitted jointly by an individual researcher in liaison with a host organisation.

Evaluation criteria for the proposals

The submitted proposals will be evaluated on the basis of evaluation criteria given in Box 2 of this Appendix.

Conditions for the execution of the projects

The projects must take place totally, or mainly, in the country of the participating legal entities, with the exception of the actions managed by the international European interest organisations.

Eligible Researchers must devote themselves in principle full-time to the project. They will be able, however, to devote themselves part-time if this is duly justified for reasons connected to personal or family circumstances (education of children, child-care, etc). The project may be carried out in several phases, though limited in number. The duration of each phase should have significance for the total project and form a coherent part of it.

In this context, family circumstances of researchers testifying to a partnership agreement (marriage, cohabitation, etc) recognised by applicable national legislation will also be duly taken into account in the implementation of the action (e.g., concerning postponement of the starting date, interruption of stays, etc).

Eligible researchers under the schemes set out above are “third party” beneficiaries of the Euratom Fellowships and Grants. They do not sign a contract with the Commission, but benefit from the Euratom Fellowships and Grants and are therefore in this way beneficiaries of Community funds.

3.4 Community contribution and specific applicable rates

The financial contribution of the Community to each of the concerned actions is described in the Annex III of the corresponding contract and summarised below and in table 3.5.

3.4.1 INTRA-EUROPEAN FELLOWSHIPS AND GRANTS FOR COOPERATION WITH THIRD COUNTRIES

Costs may be charged to the *contract* provided that they comply with the provisions set forth in Part B of Annex II.

In particular, costs related to the *research training activities* carried out under the *project* may be reimbursed by the *Commission* as follows:

1. Contribution to the benefit of the researcher

a) A monthly living allowance, according to the table 1 below:

Table 1 (a) : Intra-European Fellowships

Intra-European Fellowships (Euratom)	Researchers recruited under an employment contract (€/year)	Researchers receiving a fixed-amount stipend (€/year)
Experienced researchers (4-10 years experience)	47 000	23 500
Experienced researchers (> 10 years experience)	70 500	35 250

Table 1 (b) : Grants for Cooperation with Third Countries

Grants for Cooperation with Third Countries	Researchers recruited under an employment contract (€/year)	Researchers receiving a fixed-amount stipend (€/year)
Early stage (< 4 years experience)	30 550	15 275

Experienced researchers (4-10 years experience)	47 000	23 500
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The host organisation receiving Community funding must pay to the selected researchers a minimum contribution according to the reference allowances specified above. Host organisation may pay a top up to the eligible researcher in order to complement this contribution.

The amount of this allowance has been established for Member States and Euratom Associated States by taking into account the conditions necessary to attract the best researchers as well as the overall situation of researchers of a corresponding level in the host country. This sum includes the necessary expenses for adequate social security.

To take into account the cases of parental leave of absence the Commission can decide, on request by the researchers and on advice/consultation of the host organisation, to prolong the duration of the fellowship and augment the sum of the Community contribution as a consequence. Calculated on a monthly basis, the contribution shall not exceed the difference between the compensation received from the national social insurance regime and the amount of the Community contribution mentioned in Table 1

b) A contribution to the mobility costs, consisting of:

- A mobility allowance, according to the monthly flat rate in the table 2(a) below, which takes into account the family situation of the *researcher* at the time of the relevant deadline for submission of the proposal. The *researcher* must undertake a physical transnational mobility at the start of the *research training activities* or within less than 12 months before the relevant deadline for submission of the proposal in order to be entitled to a mobility allowance.

Table 2(a) : mobility allowance

Family situation	€/ month
Married or equivalent	800
No married or equivalent	500
No transnational mobility (e.g. international organisation in country of origin)	0

In order to take into account the cost of living and the national salary structure in the country/ies where the *researcher* is devoting him/herself to the *research training activities*, the correction coefficients indicated in table 2 (b) shall be applied to the above-mentioned monthly living and mobility allowances.

Table 2 (b) – Correction Coefficients

Austria	104	Bulgaria	72,1
Belgium	100	Czech Republic	92
Denmark	129,1	Hungary	69
Finland	115,9	Latvia	80,7
France	104,7	Romania	55,1
Germany	103,8	Slovakia	68,8
Greece	87,6	Slovenia	76,4
Ireland	108,2	Switzerland	124,8
Italy	99,3	Estonia	74,3
Luxembourg	100	Lithuania	76,6
Netherlands	103,9	Poland	88,7

Portugal	88,7	Cyprus	95,1
Spain	93,7	Malta	103
Sweden	110,7		
United Kingdom	112,5		

Revisions either upwards or downwards to the correction coefficients shall be applied to the ongoing appointment contract with the *researcher* as from the first day of the month following the publication of the revised *Work Programme*.

- In addition, if the *researcher* is entitled to the monthly mobility allowance, (s)he shall also receive a travel allowance, according to a flat rate, for one journey between his/her *location of origin* and the *contractor's* premises for every period of 12 months or less when the first period or the last period is less than 12 months. The first travel allowance should be paid upon taking up appointment and yearly after. Only one travel allowance shall be paid per period of 12 months.

The rates in table 3 (return ticket) are applied to the direct distance (as the crow flies) based on latitude and longitude between the *location of origin* and the *contractor's* premises.

Table 3: travel allowance

Distance (km)	Fixed-amount rate (€)
< 500	250
500 – 1.000	500
>1.000 – 1.500	750
>1.500 – 2.500	1 000
>2.500 – 5.000	1 500
>5.000 – 10.000	2 000
>10.000	2 500

c) A single career exploratory allowance, according to a flat rate (2000 €/ fellow), if the *researcher* devotes his/herself to the *research training activities* for at least one year.

d) A contribution, according to the monthly flat rate defined in Annex I, to cover the other costs related to the involvement of the *researcher* in the *project* based on the nature of the activities to be carried out under the *project*. This allowance will be administered by the *contractor* and used for costs directly related to the *researcher*.

Costs related to the other activities carried out under the *project* may be reimbursed by the *Commission* as follows:

2. Contribution to the benefit of the *contractor*

a) Costs relating to the purchase or leasing with option to buy of durable equipment are ineligible.

b) Cost for management activities of the *project*: the maximum share of the *Community* contribution which may be charged to the *project* is 3%.

3. Indirect costs

A flat rate of 10% of the direct eligible costs excluding *sub-contracting* costs may be charged to the *contract* to cover indirect costs of the *project*.

3.4.2 EUROPEAN RE-INTEGRATION GRANTS

The grant will amount up to 40000 €subject to the following:

- a proposal demonstrating that the estimated budget of the project is higher than this amount
- the evidence that the results are achieved (i.e. effective reintegration) and that the actual expenses are higher than this amount

Personnel costs related to the *researcher* may not be charged to the *contract*. Costs related to personnel costs other than those linked to the *researcher* may be charged to the *contract* (in accordance with Article II.18.7.)

The costs related to the purchase or leasing with option to buy of durable equipment may be charged to the *contract* subject to the prior written agreement given by the Commission and shall take into account the depreciation of the equipment according to the applicable accounting principles.

Cost for management activities of the *project*: the maximum share of the *Community* contribution which may be charged to the *project* is 3%.

3.5 Structure of the Community contribution

Type of Action	Eligible expenses							
	Eligible expenses for the activities carried out by the researchers				Eligible expenses for the activities carried out by the host organisations			
	- A - Monthly living allowance	Transnational mobility		- D - Career explorer allowance	- E - Contribution to the participation expenses of eligible researchers	- F - Management activities (including audit certification)	- G - Contribution to overheads	- H - Other types of eligible expenses / specific conditions
	B Travel Allowance	- C Mobility Allowance						
Euratom Intra-European fellowships	Application of the reference rates (cf. table 1(a) in 3.4.1 and Annex III of the contract)	X	X	X	Contribution managed by the hosting organisations for expenses related to the participation of eligible researchers to research and training activities (meetings, conference attendance, training actions, research costs, etc): Following a fixed amount scheme : 500 €per researcher-month for non laboratory based research training projects ; 750 €per researcher-month for laboratory based research training projects	Maximum 3 % of the Community contribution	10% of direct costs except for sub-contractors	-
Grants for cooperating with third countries	Application of the reference rates (cf. table 1(b) in 3.4.1 and Annex III of the contract)	X	X	-	Contribution, managed by the host organisation, to the expenses linked to the participation of the eligible researchers to research and training activities (meetings, conferences, training activities, research expenses etc.) according to standard rates (per researcher-month : Experienced researcher (> 4 years) : 500€if not attached to a laboratory, 750€if attached to a laboratory) Early stage researcher (< 4 years): 250€if not attached to a laboratory, 500€if attached to a laboratory)	Maximum 3% of the Community contribution	10% of direct costs except for sub-contractors	-
Euratom European reintegration grants	-	-	-	-	-	Maximum of 3 % of the Community contribution	-	" Amount up to 40000 €given subject to: * a proposal demonstrating that the estimated budget of the project is higher than this amount * the evidence that the results are achieved (i.e. effective reintegration) and that the actual expenses are higher than this amount Ineligible expenses: remuneration of the eligible researcher Eligible expenses: all expenses necessary to carry out the project (on base of the reintegration project submitted by the proposer and as approved by the Commission): cost of personal other than the eligible researcher ; equipment costs, consumables, travel costs, etc.....