

THE SIXTH FRAMEWORK PROGRAMME

EURATOM GUIDE FOR PROPOSERS

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

EURATOM Call Open

Transnational Access to Large Infrastructures

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:

**Transnational Access to Large Infrastructures
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 contractual 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 are indeed eligible for participation in the thematic areas. The minimum requirements for the makeup of your consortium can be found in the Work Programme and the call text, and organisations must have a registered legal existence.
- **Evaluation criteria:** All proposals are evaluated according to fixed sets of criteria, depending on the type of instrument, which are defined in Annex 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.

Contents – Transnational Access to Large Infrastructures

| | |
|--|-----------|
| I INTRODUCTION | 6 |
| I.1 Structure and content of the Guide for Proposers | 6 |
| II. PROPOSAL PREPARATION..... | 8 |
| II.1 One stage submission as applied in the Euratom Call Open | 8 |
| II.2 Participation..... | 8 |
| II.3 Structure of a proposal..... | 8 |
| II.4 Proposal language..... | 9 |
| II.5 Electronic proposal submission system..... | 9 |
| II.6 Pre-proposal check | 9 |
| III SUBMISSION OF PROPOSALS..... | 10 |
| III.1 Online electronic submission..... | 10 |
| III.2 Proposal preparation and submission using the EPSS-EPT offline version | 11 |
| III.3 Submission on paper | 13 |
| III.4 Addresses for proposal submission..... | 14 |
| III.5 Deadline for reception..... | 14 |
| III.6 Acknowledgement of receipt | 14 |
| IV EVALUATION AND NEGOTIATION..... | 15 |
| IV.1 Timetable of evaluation..... | 15 |
| IV.2 Contract negotiations | 15 |
| V CHECK LIST FOR PROPOSERS..... | 17 |
| VI SUPPORT TO PROPOSERS | 18 |
| VI.1 Euratom Information Desk | 18 |
| VI.2 EPSS helpdesk | 18 |
| VI.3 Partner search facilities | 18 |
| VI.4 National Contact Points | 18 |
| VI.5 Euratom Information Days | 18 |

| | |
|--|-----------|
| VI.6 The Intellectual Property Rights Helpdesk..... | 19 |
| VII References..... | 20 |
| ANNEXES | 21 |
| Annex 1 - Proposal Part A: forms and instructions | 22 |
| Annex 2 - Proposal Part B: guidelines for preparing part B | 30 |
| Annex 3 - Ethical rules for FP6 projects..... | 39 |
| Annex 4 - Integrating the gender dimension | 42 |

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

Transnational Access to Large Infrastructures 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, like notification of an intention to submit, and the different support services. It contains references to other documents, reports, forms and software tools which are of assistance in the preparation of proposals.

Other documents which constitute, together with this guide, the **Information Package for Transnational Access to Large Infrastructures** 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 Research topics/objectives are open for proposals for **Transnational Access to Large Infrastructures**, 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 Transnational Access to Large Infrastructures, 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 Transnational Access to Large Infrastructures 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

Proposals for Fellowships and grants for cooperating with third countries (including Special Training Courses) must be presented by a legal entity established in a Member State of the EU or Euratom Associated State, or a consortium with at least one legal entity established in these States.

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 interest¹, and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in an 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).

Organisations from other third country (with a few exceptions²) may additionally take part. Organisations from third certain countries may receive a Community financial contribution, as defined in the Rules for Participation in Euratom FP6 (see address in Section VII).

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

II.3 Structure of a proposal

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

- **Part A** is a set of forms which collect necessary administrative information about the proposal and the proposers e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of activity, etc. 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

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

² Afganistan, Cuba, India, Iraq, Iran, Israel, Libya, Myanmar, Pakistan and North Korea. This situation with respect to all excluded countries is subject to review, in line with the Community's external policies. Please check on Cordis for any update.

describes the reasons for carrying out the work, and the benefits which would come from it. The recommended length is specified for the different sections of part B.

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

II.4 Proposal language

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

II.5 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 printed and submitted on paper with a CD-ROM or diskette copy included, 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 this call in Euratom programme**.

II.6 Pre-proposal check

No preproposal 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 below.

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]
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]
European Commission
Rue de Genève, 1
B-1140 Brussels

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

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

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

III.5 Deadline for reception

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

Exceptionally, proposers may be asked to come to Brussels for a meeting to facilitate the negotiation. If necessary this would occur around 3 to 4 months after the closure date.

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/home.html>

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
(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

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) | |
| 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 (<i>general site</i>) 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

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

Annexes

Annex 1 - Proposal Part A: forms and instructions

Annex 2 - Proposal Part B: guidelines for preparing part B

Annex 3 - Ethical rules for FP6 projects

Annex 4 - Integrating the gender dimension

Annex 1 - Proposal Part A: forms and instructions

Proposal Submission Forms



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

**Euratom
Transnational Access to
Large Infrastructures**

A1

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

GENERAL INFORMATION ON THE PROPOSAL

| | | | |
|---|--|-------------------------------------|--|
| Proposal Title ³ (max. 200 char.) | | | |
| Duration in months ⁴ | | Call (part) identifier ⁵ | |
| Activity code(s) most relevant to your topic ⁶ | | | |
| Keyword code 1 ⁷ | | | |
| Keyword code 2 ⁷ | | | |
| Keyword code 3 ⁷ | | | |
| Class of infrastructure ⁸ | | | |
| Abstract ⁹ (max. 2000 char.) | | | |
| | | | |

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

Proposal Submission Forms



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

Euratom
Transnational Access to
Large Infrastructures

A2

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

INFORMATION ON PARTICIPANTS

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

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

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

Proposal Submission Forms



EUROPEAN COMMISSION

6th Framework Programme on
Research, Technological
Development and Demonstration

Euratom
Transnational Access to
Large Infrastructures

A3

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

| Financial Information | | | | | | | |
|----------------------------------|--------------------------|-------------------------------------|---|---|---|-------|---|
| Participan n ^{o26} | Cost model ²⁷ | Management activities ²⁸ | | Specific service activities ²⁹ | | Total | |
| | | Costs | Requested grant to the budget ²⁷ | Costs | Requested grant to the budget ²⁷ | Costs | Requested grant to the budget ²⁷ |
| 1 | | | | | | | |
| <i>(Sub-)Total</i> ²⁹ | | | | | | | |

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

How to complete the administrative forms (Part A - Forms A1 to A3).

Introduction

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

How to complete the forms

Explanatory notes are attached. Forms A1 to A3 submitted on paper may be machine-read at the Commission, so to avoid misreading of your proposal details, we would kindly ask you to read and follow these notes carefully. Please keep forms A1 to A3 as clean as possible and do not fold, staple or amend them with correction fluid. Enter your data only in the white space on the forms, and do not type outside the boundaries as the data then may be truncated in the Commission's database. For questions requiring a choice between different boxes, please enter X in the appropriate space. In case of paper submission, you may find it easier to do this by hand in black ink, rather than try to line up a single typed character. For numbers, (amount, duration, etc.), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number. Please remember to indicate the proposal short name (acronym) in all sheets of the forms (part A) where indicated, and on every page of the other parts, including any annexes. All costs must be given in euro (and not kilo euro) and must exclude value-added tax (VAT).

1 Proposal number

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

2 Proposal Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the proposal. The same acronym should appear on each page of the proposal 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 Duration

Insert the estimated duration of the project in full months. The typical duration of a contract will be from 36 to 48 months.

5 Call (part) Identifier

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

6 Activity code(s) most relevant to your topic

Please insert the code for the activity of FP6 that is addressed by your proposal. For Transnational Access use NUCHORIZ-2003-3.5.2.

7 Keyword codes from thesaurus

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

8 Class of infrastructure

Choose the one of the following classes most appropriate to the infrastructure related to your proposal:

Management of Radioactive Waste
Radiation Protection
Other Activities of Nuclear Technologies and Safety

9 Abstract

You should not use more than 2000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved, and their relevance 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. If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.

10 Previously submitted similar proposals or signed contracts

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

11 Organisation legal name

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

12 Organisation short name

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

13 Address data

Fill in only the fields forming your complete postal address (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 insert the abbreviation for the activity type most appropriate to the organisation (only one), according to the following explanations:

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

16 Legal status

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

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

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

JRC: Joint Research Centre (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).

17 Legal Status: If “EEIG”

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

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

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

19 Small or Medium Sized Enterprise (SME)

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

- less than 250 full time equivalent employees

and

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

and

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

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

20 Dependencies between participants (not applicable to TA, mono-partner activity)

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

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

Control:

Legal entity A controls legal entity B if:

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

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

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

21 Character of dependence (not applicable to TA, mono-partner activity)

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

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

22 Person in charge

Please insert in this section the data of the co-ordinating person (for partner 1) or the main scientist in charge/team leader of the participant.

23 Title

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

24 Sex

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

25 Phone and fax numbers

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

26 Participant number

For Transnational Access to Large Infrastructure, only a single participant is foreseen whose number is “1”.

27 Requested grant to the budget and cost models¹

The Community grant to be requested for a proposal depends on the cost model applicable to each participant and on the costs for the different activities. Maximum contributions as percentage of the respective costs are as follows:

| | Maximum grant as percentage of full costs (participants applying the UF model) | Maximum grant as percentage of additional costs (participants applying the ACF model) |
|---|--|---|
| Specific service activities ²⁹ | 100% | 100% |

28 Management activities

Not applicable.

29 Specific service activities

Community support is intended to cover the provision of services (transnational access to a large infrastructure) for research teams working in Member States and Associated States other than the state where the operator of the infrastructure is established. Two options are offered to calculate access costs:

- On the basis of the **User Fees** (UF): this system includes a Unit Cost, specified in Euro per unit of access, to be calculated on the basis of the infrastructure's average annual direct costs of providing access, divided by the total annual quantity of access provided to all normal users of the infrastructure (i.e. both internal and external, but excluding the new users to be supported). A flat-rate of up to 20% may be added to cover all related indirect costs.
- On the basis of the actual **Additional Costs** with a flat-rate (ACF): this system gives access to users covering all direct costs that are additional to the recurring costs of a participant (with the exception of consortium management for which recurring costs would also be eligible), together with a flat-rate of 20% of all these direct costs, excluding subcontracts, which will be deemed to cover all related non-recurring indirect costs.

In both cases, the costs connected with making the access to the infrastructure available to the research teams may cover also preparatory work and specific training courses for users. Community support will also cover the travel and subsistence costs related to visits by users, where necessary.

Community support will exclude all contributions to the capital investments of the infrastructure. Support for transnational access to a given infrastructure may not exceed 20% of the annual operating costs of that infrastructure, so as to avoid any undue dependence in the running of the infrastructure itself.

¹ Provisional, subject to the Commission decision on the Model Contract.

Annex 2 - Proposal Part B: guidelines for preparing part B

Instructions for preparing proposal Part B for Trans-national Access to Large Infrastructures 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 proposal¹. The forms for Part A are provided elsewhere in this Guide. Incomplete proposals are not eligible and will not be evaluated.

The Community support under Trans-national Access to Large Infrastructures is described in the Euratom Work programme. Further background on what constitutes a Trans-national Access to Large Infrastructure and how such a project should be implemented can be found 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 ‘Trans-national Access to Large Infrastructures’ fulfils the following main purpose:

Sections B.1 to B.3 provide an overall description of the project including the outline implementation plan for the duration of the project. It indicates how it corresponds to the various criteria, which will be used in its evaluation, and it describes the work planned in terms of its major elements. In these sections, proposers should mainly demonstrate that the scientific and technical objectives of the project are relevant to the Euratom FP6 ; that the project management is adequate to provide external users with adequate scientific and technical support; as well as the European dimension.

Section B.4 deals with other topics such as ethical and gender issues related to the project.

The set of issues (as given in the work programme) that will form the common basis for the evaluation of proposals for Trans-national Access to Large Infrastructures are given in Box 1.

Additional background information on the Trans-national Access to Large Infrastructure scheme within the Euratom FP6 is given in Appendix I.

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

Front page (p. 1)

Proposal full title

Proposal acronym

Date of preparation

Type of instrument

In this case: Trans-national Access to Large Infrastructure

Main research topic (selected from the Euratom work programme)

Cross Cutting Research Topic (if any, from work-programme of other priorities)

Front page (continue on p.2)

Proposal acronym

Participant's name and address

Co-ordinator's name

Co-ordinator's organisation name

Co-ordinator's email

Co-ordinator's telephone

Co-ordinator's fax

Full name of the Infrastructure

Web-site address (if any)

Contents page

Show contents list

Proposal summary page

Proposal full title

Proposal acronym

Proposal abstract

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

Subsequent pages

Description of the project in the following sections corresponds to the various evaluation criteria (see Box 1) that will be applied. The number of pages mentioned for each section is purely indicative and should be adapted to the need.

B.1 SCIENTIFIC AND TECHNOLOGICAL EXCELLENCE**B.1.1 Quality of the infrastructure (length- 2 pages, excluding diagrams and illustrations)**

Give a brief general description of the infrastructure. You should illustrate in particular its world-class qualities and the aspects that make it rare or unique in Europe. Describe the state-of-the-art equipment, or services, that your infrastructure is offering to users under the proposal.

If the infrastructure is part of a larger ensemble (other installations, laboratories, etc.), describe the relationship between the infrastructure and the rest of the ensemble and the impact that this relationship may have on the scientific environment that visiting scientists, where relevant, can benefit from.

If parts of the infrastructure are still under construction, specify the date when construction started and justify the date when access can realistically be expected to be available to users. If the infrastructure comprises installations at different locations, indicate briefly the location of each installation and the justification for considering them as a single infrastructure.

B.1.2 Quality of the research (length- 2 pages)

State the importance of your infrastructure for European research, outlining in particular the unique research capabilities that your infrastructure can offer to (visiting) scientists. If relevant, illustrate new areas of research open to external users, which are outside the normal fields of interest of your infrastructures.

Summarise the more interesting scientific highlights already obtained by users of your infrastructure.

B.2 QUALITY OF THE MANAGEMENT (length- 2 pages)

Where relevant, indicate how the users will be integrated into the scheduling of the infrastructure and the degree of independence that they will experience with respect to the normal research activity of the infrastructure.

Describe the scientific, technical and logistic support that you intend to offer to users under the proposal. Where relevant, you should emphasise the quality of the scientific environment in which the users will be working and explain how this might stimulate their research. Explain to what extent such support is already normally provided to external users.

Describe the “peer review” selection procedure that will be used to select users under this proposal. Outline the composition of the Users Selection Panel. Demonstrate that the selection of users will follow the principles of transparency, fairness and impartiality.

B.3 EUROPEAN ADDED VALUE (length- 3 pages, excluding annexes)**B.3.1 Community interest in the infrastructure**

Demonstrate that there is a widespread interest from users in other countries to conduct research at the infrastructure (or make otherwise use of its services), e.g. indicate the number of international users currently using your facility per year. Indicate if you expect this number to increase as a result of this proposal. If you are opening your infrastructure to international users for the first time, what evidence do you have that there will be sufficient demand to use the access that you are offering in this proposal?

If your infrastructure is eligible for targeted support under Euratom FP6, you should demonstrate an adequate demand from researchers for trans-national “bottom-up” access other than that specific targeted access under Euratom FP6.

State what measures you intend to take, or have taken, to attract potential new users (e.g. web-page, call for proposals, etc.), including users from new areas of research, if appropriate (see B.1.2).

B.3.2 Value for money

Give a multi annual implementation plan, which quantifies the minimum quantity of access to be provided (e.g. in terms of beam-hours, experimental days) by the infrastructure if the proposal were to be accepted for funding, including the estimated number of users, number of man-days they will spend at the infrastructure and corresponding number of projects using the format of Table 1. This table should include as many lines as necessary in the case the infrastructure is made up of several installations.

Specify clearly all the activities connected with making the access to the infrastructure available to users (e.g. preparatory work, specific training courses). In other words, the proposal must clearly indicate what is covered and included in one unit of access being offered (and in the total amount thereof). This is essential also to justify the corresponding costs.

Table 1 - Implementation plan

| Short name of installation | Unit cost | Unit of access | Min. quantity of access to be provided | | Estimated number of users | | Estimated number of man-days spent at the infrastructure | | Estimated number of experiments | |
|----------------------------|-----------|----------------|--|-----------------|---------------------------|-----------------|--|-----------------|---------------------------------|-----------------|
| | | | Full duration | First 18 months | Full duration | First 18 months | Full duration | First 18 months | Full duration | First 18 months |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Describe the expected impact of the access being offered on the use of the infrastructure and on Europe’s scientific community in general. Explain how the optimum use and dissemination of knowledge resulting from research carried out under the proposal will be ensured.

Provide a breakdown, in tabular form, of the Community contribution requested for access to the infrastructure. For each item of expenditure justify both the expected cost and the requested grant to the budget and its necessity for the implementation of the proposal.

If the *User Fees* system is used, the User Fees that will cover the costs of access should appear explicitly in the breakdown of costs. Additionally and if necessary, costs related to management activities and travel and subsistence for visits by users and for the Users Selection Panel should also be included. The corresponding Unit Cost and User Fees themselves must be justified by completing Table 2.

B.4 OTHER ISSUES (length- as appropriate)

If there are ethical or gender 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 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.

Table 2 – Justification of User Fees

If the infrastructure is made up of separate installations with different unit costs you must complete this table for each installation.

| <i>(Specify name of infrastructure/installation)</i> | | | (€) | |
|---|---|-----------------|-------------|--|
| A. Average Annual direct operating costs | <i>(describe all items included in the full direct operating costs e.g. maintenance, utilities and consumable costs)</i> | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total A | | | |
| B. Average Annual Personnel costs | Category of staff (scientific and technical only) | Number of hours | Hourly rate | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total B | | | |
| C. | Overheads = max of 20% of (A+B) | | | |
| D. | Total average annual operating costs = A+B+C | | | |
| E. | Total annual quantity of access provided to all normal users of the infrastructure (i.e. both internal and external but excluding the additional users to be supported under the project) | | | |
| F. | Unit cost = D/E | | | |
| G. | Unit cost charged to the proposal | | | |
| H. | Quantity of access offered (over the whole duration of the project))G. Unit cost charged to the proposal | | | |
| User Fees = H*GH. Quantity of access offered (over the whole duration of the project) | | | | |
| User Fees = H*G | | | | |

**Box 1. Evaluation criteria, weights and thresholds for
Trans-national Access to Large Infrastructures****1. S&T excellence** (threshold score of 3 out of 5; weight 40%)

The extent to which:

- the infrastructure is offering access to state-of-the-art facilities or services that are rare or unique in Europe;
- the services offered by the infrastructure and its research environment enable users to conduct high quality research (as measured also by past achievements).

2. Quality of the management (threshold score of 3 out of 5; weight 20%)

- The extent to which the infrastructure can provide external users with adequate scientific, technical and logistic support.

3. European added value (threshold score of 3 out of 5; weight 40%)

The extent to which:

- the infrastructure can attract potential users, in particular from countries other than the country where the operator of the infrastructure is established;
- the proposal represents good value for money in terms of amount of access, number of users from different countries and other expected impacts.

The evaluation of proposals, through the above criteria, for infrastructures involved in contracts for similar activities under earlier Framework Programmes will also take into account any ex-post evaluations conducted under those Programmes.

Overall weighted-threshold score 3.5 out of 5 (i.e. a score of 70% of the maximum possible).

Appendix I

Additional background information on Trans-national Access to Large Infrastructure scheme within Euratom FP6

1. Specific objectives

The objective of the scheme ‘Trans-national Access to Large Infrastructures’ is to sponsor new opportunities for research teams (including individual researchers) to obtain access to individual major research infrastructures they require for their work. Such infrastructures must be rare in Europe, must provide a world-class service essential for the conduct of top quality research, and must typically have investment or operating costs that are relatively high in relation to those costs in their particular field. The infrastructures must also be able to provide adequate scientific, technical and logistic support to external, particularly first-time, users.

Access to a given infrastructure will be granted following a selection of potential users by ‘peer review’ (see also Section 4 of this Appendix).

2. Forms of support

Community support is intended to cover the provision of access to an infrastructure for research teams working in Member States and Associated States other than the state where the operator of the infrastructure is established. There will be two ways of calculating access costs:

- On the basis of the User Fees: this system includes a *Unit Cost*, specified in Euro per unit of access, to be calculated on the basis of the infrastructure's average annual direct costs of providing access, divided by the total annual quantity of access provided to all normal users of the infrastructure (i.e. both internal and external, but excluding the new users to be supported). A flat rate of up to 20% may be added to cover all related indirect costs.
- On the basis of the actual additional costs of giving access to users.

In both cases, the costs connected with making the access to the infrastructure available to the research teams may cover also preparatory work and specific training courses for new users. Community support will also cover the travel and subsistence costs related to visits by users, where necessary.

Community support will exclude all contributions to the capital investments of the infrastructure. Support for trans-national access to a given infrastructure may not exceed 20% of the annual operating costs of that infrastructure, so as to avoid any undue dependence in the running of the infrastructure itself.

3. Participants

Contracts supported through this scheme will be concluded with only one participant (mono-partner contract). A participant in this scheme will be a legal entity, established in the Member States or Associated States, which operates major research infrastructures. Normally, infrastructures will be located on a single site. A geographically dispersed group of smaller complementary infrastructures having the same characteristics as a major infrastructure (as defined in Section 1) could also be considered for support provided they offer a coherent service under a unified management structure.

4. Publication of opportunities for potential users

Infrastructure operators supported with Community funds will also be required to make regular publications, e.g. on the Internet, describing the opportunities available. The choice of users will be made by each infrastructure operator by a 'peer review' on the basis of the scientific/technical merit of proposals from prospective users, while giving priority to first-time users and to users in countries without a similar infrastructure. The choice of users will be made in accordance with the principles of transparency, fairness and impartiality. User groups from the same country where the operator of the infrastructure is established will be excluded from access.

Where different facilities are offered simultaneously under a unified management structure, this eligibility condition for user groups will be applied separately on each facility. This applies, e.g. to a group of facilities on a single site, which are operated by different national organisations but managed by one of them for the purpose of the contract.

Users will be expected to publish their results within a reasonable time in the open literature, according to guidelines established by the Commission services. As a general rule, users conducting research for commercial purposes will not be supported under this scheme.

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

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

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

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

Annex 4 - Integrating the gender dimension

Integrating the gender dimension in FP6 projects

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

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

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

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

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

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

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

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

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