



EUROPEAN COMMISSION

**PREPARATORY ACTION FOR SECURITY RESEARCH**

**PROPOSAL APPLICATION FORM**

Registration No:  
Date of receipt:

*(Reserved for use by the Commission)*



# Proposal Submission Forms



EUROPEAN COMMISSION  
PREPARATORY ACTION ON  
SECURITY RESEARCH

**Projects and Supporting  
Activities**

# A2

Proposal Number <sup>1</sup>	<input type="text"/>	Proposal Acronym <sup>2</sup>	<input type="text"/>
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## INFORMATION ON PARTICIPANTS

Participant number <sup>31</sup>		<input type="text"/>
<b>Participant organisation</b>		
Organisation legal name <sup>16</sup>		<input type="text"/>
Organisation short name <sup>17</sup>		<input type="text"/>
Legal address		
PO Box <sup>18</sup>	<input type="text"/>	Postal Code <sup>18</sup> <input type="text"/> Cedex <sup>18</sup> <input type="text"/>
Street name and number <sup>18</sup>		
Town <sup>18</sup>	<input type="text"/>	Country <sup>19</sup> <input type="text"/>
Internet homepage <input type="text"/>		
Activity Type HE, RES, IND, OTH <sup>20</sup>		Legal Status GOV, INO, PUC, PRC, EEIG <sup>22</sup> , PNP <sup>21</sup>
If Legal Status "PRC", specify <sup>23</sup> <input type="text"/>		
Is the organisation a Small or Medium-Sized Enterprise (SME)? <sup>24</sup>		YES/NO <input type="text"/>
Are there dependencies between the organisation and (an)other participant(s) ? <sup>25</sup>		YES/NO <input type="text"/>
If yes, participant number	<input type="text"/>	If yes, participant short name <input type="text"/>
Character of dependence SG, CLS, CLB <sup>26</sup>		<input type="text"/>
If yes, participant number	<input type="text"/>	If yes, participant short name <input type="text"/>
Character of dependence SG, CLS, CLB <sup>26</sup>		<input type="text"/>
If yes, participant number	<input type="text"/>	If yes, participant short name <input type="text"/>
Character of dependence SG, CLS, CLB <sup>26</sup>		<input type="text"/>
<b>Person in charge<sup>27</sup></b>		
Name	<input type="text"/>	First name(s) <input type="text"/>
Title <sup>28</sup>	<input type="text"/>	Sex: Female=F, Male=M <sup>29</sup> <input type="text"/>
Department/Faculty/Institute/ Laboratory name <input type="text"/>		
Address (if different from above)		
PO Box <sup>18</sup>	<input type="text"/>	Postal Code <sup>18</sup> <input type="text"/> Cedex <sup>18</sup> <input type="text"/>
Street name and number <sup>18</sup>		
Town <sup>18</sup>	<input type="text"/>	Country <sup>19</sup> <input type="text"/>
Phone 1 <sup>30</sup>	<input type="text"/>	Phone 2 <sup>30</sup> <input type="text"/>
e-mail	<input type="text"/>	Fax <sup>30</sup> <input type="text"/>

Previously submitted similar proposals or signed contracts? <sup>15</sup>	YES/NO <input type="text"/>
If yes, programme name(s) and year	<input type="text"/>
If yes, proposal number(s) or contract number	<input type="text"/>

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

# Proposal Submission Forms



EUROPEAN COMMISSION  
PREPARATORY ACTION ON  
SECURITY RESEARCH

## Projects and Supporting Activities

# A3

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>	
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Financial Information								
Participant n <sup>o31</sup>	Industrial Research <sup>33</sup>		Pre-Competitive Development Activities <sup>34</sup>		Management activities <sup>35</sup>		Total	
	Costs (€) <sup>32</sup>	Requested grant <sup>32</sup> (€)	Costs (€) <sup>32</sup>	Requested grant <sup>32</sup> (€)	Costs (€) <sup>32</sup>	Requested grant <sup>32</sup> (€)	Costs (€) <sup>32</sup>	Requested grant <sup>32</sup> (€)
1								
(Sub-)Total <sup>36</sup> (€)								

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

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

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

## How to complete the proposal submission forms

### Introduction

This 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 Project and Supporting Activities. Proposals are to be submitted on paper.

### How to complete the forms

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

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

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

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

### 1 Proposal number

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

### 2 Proposal Acronym

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

### 3 Proposal Title

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

### 4 Duration

Insert the estimated duration of the project in full months. The **projects** will normally have a duration between one and two years and the **supporting activities** will have a duration between six months and three years. (See Commission Decision and Annex<sup>1</sup>)

## 5 Call (part) Identifier

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

## 6 Type of Activity

Please insert the type of activity of the Preparatory Action in the field of Security Research that is addressed by your proposal. If you consider that your proposal is referring to a project mark an X after project. If you consider that your proposal is referring to supporting activities mark an X after supporting activities.

## 7 Free keywords

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

## 8 Abstract

You should not use more than 1000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the objectives of the Preparatory Action on Security Research. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should **not** contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.

## 9 List of Participants

### 10 P n° = Participant number

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

### 11 Name of Organisation

Official name of participant organisation in the same order as in form A3. If the number of lines in the table on the form A1 is not sufficient for your consortium, please use additional copies of A1. Indicate at the bottom the total number of A1 sheets used and the number of each sheet.

### 12 Country

Insert the name of the country as commonly used

### 13 Costs

Fill in the same amount as filled in the form A3

### 14 Requested grant

Fill in the same amount as filled in the form A3

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<sup>1</sup> The Commission Decision (2004/213/EC) On the implementation of the Preparatory Action on the enhancement of the European industrial potential in the field of Security research, Towards a programme to advance European security through Research and Technology

**15 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.

**16 Organisation legal name**

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

**17 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.

**18 Address data**

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

**19 Country**

Insert the name of the country as commonly used.

**20 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

**21 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, universities, research organisations);

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

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

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

**EEIG:** European Economic Interest Group;

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

**22 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.

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

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

#### **24 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 50 million **or** an annual balance sheet total not exceeding EUR 43 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 25).

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

#### **25 Dependencies between participants**

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

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

#### ***Control:***

Legal entity A controls legal entity B if:

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

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

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

#### **26 Character of dependence**

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

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

**27 Person in charge**

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

**28 Title**

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

**29 Sex**

Please indicate with an F for female or an M for male as appropriate.

**30 Phone and fax numbers**

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

**31 Participant number**

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

**32 Requested grant and costs**

The financial regime for activities (projects and supporting activities) in the frame of the Preparatory Action in Security Research will be built on the following concepts:

- A “grant”, acting as a ceiling for the Community financial contribution;
- Where the contribution will be paid as a reimbursement of eligible costs claimed by the participants;
- Based on maximum rates of reimbursement specified in the contract.

The maximum amount of the Community contribution will be fixed in the contract.

***ELIGIBLE COSTS***

Eligible costs incurred for the implementation of the activity must fulfil all of the following conditions:

- They must be actual, economic and necessary for the implementation of the activity;
- They must be determined in accordance with the usual accounting principles of each participant;
- They must be incurred during the duration of the project;
- They must be recorded in the accounts of the participants that incurred them.
- They must exclude any identifiable indirect taxes (including VAT and duties), interest owed, costs incurred in respect of another Community project, return on capital, ...

***DIRECT COSTS***

Direct costs are all eligible costs that can be identified by the participant in accordance with its accounting system, and that can be attributed directly to the activity.

***INDIRECT COSTS***

Indirect costs are all eligible costs that cannot be identified by the participant as being directly attributed to the project, but that can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. Eligible indirect

costs may be charged to the project to the extent that they represent a fair apportionment of the overall overheads of the organization.

A flat rate of 7% of all direct costs minus the costs of any subcontracts may be charged for indirect costs.

### ***COSTS***

The amounts inserted in form A3 should include direct and indirect costs.

### ***MAXIMUM RATES OF COMMUNITY SUPPORT***

For **projects**, Community funding may not exceed 75% of the eligible costs and the maximum reimbursement rate of the costs is the following:

- Up to 75% for industrial research;
- Up to 50% for pre-competitive development activities
- Up to 100%, for the management of the consortium with a limit of 7% of the Community financial contribution (this limitation does not apply to each individual participant but for the project as a whole)

For **supporting activities**, Community funding may not exceed 75% of the eligible costs. This funding may include up to 10% for management activities (financed at 100%).

### ***RECEIPTS OF THE PROJECT***

In addition to the rules stated above, the Community financial contribution for each participant cannot exceed the eligible costs minus the receipts for the project. Three main kinds of receipts must be taken into consideration:

- Financial transfers of their equivalent to the participant from third parties;
- Contributions in kind from third parties;
- Income generated by the project.

In the case of income generated by the project itself:

- Any income generated by the project itself, including the sale of assets bought for the project (limited to the initial cost of purchase) is considered as a receipt of the project (e.g. admission fees to a conference carried out by the consortium, sale of the proceedings of the aforementioned conference, sale of equipment bought for the project, ...)
- Income generated by using the knowledge resulting from the projects, however, is not considered as a receipt.

## **33 Industrial Research**

Industrial research means planned research of critical investigation aimed at the acquisition of new knowledge, the objective being that such knowledge may be useful in developing new products, processes or services or in bringing about a significant improvement in existing products, processes or services.

## **34 Pre-competitive Development Activities**

Pre-competitive development activity means the shaping of results of industrial research into a plan, arrangement of design for new, altered or improved products, processes or services, whether they are intended to be sold or used, including the creation of an initial prototype which could not be used commercially. This may also include the conceptual formulation and design of other products, processes or services and initial demonstration projects or pilot projects, provided that such projects cannot be converted or used for industrial applications of commercial exploitation. It does not include the routine or periodic changes made to products, production lines, manufacturing processes, existing services and other operations in progress, even if such changes may represent improvements.

### **35 Management activities**

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

Consortium management activities include:

- coordination of the technical activities of the project;
- the overall legal, contractual, ethical, financial and administrative management;
- coordination of knowledge management;
- obtaining audit certificates by each of the participants;
- maintenance of any consortium agreement;
- obtaining any financial security such as bank guarantees when requested by the Commission.

### **36 (Sub-)Total**

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

## **Proposal Part B: Instructions for preparing proposal Part B for Projects or Supporting Activities in the Preparatory Action in the field of Security Research**

In addition to the detailed technical information provided in Part B, a proposal must also contain a Part A, containing basic information on the proposal and the consortium making the proposal<sup>2</sup>. The forms for Part A are provided elsewhere in this Guide. Incomplete proposals are not eligible and will not be evaluated

**Projects and Supporting Activities are described in the Preparatory Action in the field of Security Research, and complete details of their characteristics and their application are at:** <http://www.cordis.lu/security> Proposers should note that only industrial research, pre-competitive development activities and management of activities are funded in Projects and Supporting Activities. They have also to consider possible technical, contractual and implementing issues to develop for the future programme. .

### **Front page**

Proposal full title  
Proposal acronym  
Date of preparation  
Type of activity: Projects or Supporting Activities  
List of participants: with coordinator first  
Coordinator name  
Coordinator organisation name  
Coordinator email  
Coordinator fax

### **Contents page**

Show contents list

### **Proposal summary page**

Proposal full title  
Proposal acronym  
Activity addressed (Projects or Supporting Activities)  
Proposal abstract copied from Part A (if not in English, include an English translation)

**B.1 Relevance to the Programme of Work of the Preparatory Action in the field of Security Research** Describe the manner in which the proposed project's goals address priority missions identified in the Preparatory Action in the field of Security Research. The relevance of the activities to the objectives of the Preparatory Action and the potential to contribute tangible and demonstrable improvement in security that can be brought to "maturity" within the timeframe of the Preparatory Action (Recommended length – three pages)

### **B.2 Reinforcement of the competitiveness for European industry and potential for exploitation**

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<sup>2</sup> In the event of inconsistency between information given in Part A and that given in Part B, the Part A version will prevail

Describe the strategic impact of the proposed project. Describe the stimulation of market conditions and innovative mechanism to create opportunities for European industry to gain a comparative advantage. (Recommended length – three pages)

### **B.3 Scientific and/or technological excellence and contribution to tangible and demonstrable improvements in security**

Describe in detail the proposed project's S&T objectives. The objectives should be those achievable within the project, not through subsequent development, and should be stated in a measurable and verifiable form. The progress of the project work will be measured against these goals in later reviews and assessments. Describe the state-of-the-art in the area concerned and how the proposed project will contribute to tangible and demonstrable improvements in security. (Recommended length – three pages)

### **B.4 Building of effective partnerships between (public) users, industry and research**

Describe the role of the participants and the specific skills of each of them. Show how the participants are suited and committed to the tasks assigned to them; show the complementarities between participants. Describe how the building of effective partnerships, networks and working methodology between (public) users, industry and research has been addressed. Describe how the opportunity of involving SMEs has been addressed. (Recommended length – five pages)

If any part of the work is foreseen to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it. (Recommended length – one page)

If one or more of the participants is based outside of the EU-25, explain in terms of the project's objectives why this/these participants have been included, describe the level of importance of their contribution to the project. (Recommended length –one page)

### **B.5 Project management**

Describe the ability of the consortium to carry out the project successfully and ensure its efficient management. Describe the plan for the management of knowledge, of intellectual property and of other innovation-related activities arising in the project, including the ability to protect classified information if necessary. (Recommended length –three pages)

### **B.6 Workplan**

This section describes in detail the work planned to achieve the objectives for the **full duration** of the proposed project. The recommended length, excluding the forms specified below, is up to 10 pages. An introduction should explain the structure of this workplan plan and how the plan will lead the participants to achieve the objectives. The workplan should be broken down according to types of activities: Industrial Research, Pre-competitive Development activities and management activities. It should identify significant risks, and contingency plans for these. The plan must for each type of activity be broken down into workpackages (WPs) which should follow the logical phases of the project, and include management of the project and assessment of progress, protecting classified information and results. Essential elements of the plan are:

- a) Implementation plan introduction – explaining the structure of this plan and the overall methodology used to achieve the objectives.
- b) Work planning, showing the timing of the different WPs and their components (Gantt

- chart or similar)
- c) Graphical presentation of the components showing their interdependencies (PERT diagram or similar)
  - d) Detailed work description broken down into workpackages:
    - Workpackage list (use Workpackage list form below);
    - Deliverables list (use Deliverables list form below);
    - Description of each workpackage (use Workpackage description form below, one per workpackage):

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

### **B.7 Other issues**

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

**Effort Form**  
**Full duration of project**

(Insert person-months for activities in which participants are involved)

Project acronym -

	Participant 1 short name	Participant 2 short name	Participant 3 short name	Participant 4 short name	Participant 5 short name	etc	TOTAL PARTICIPANTS
<b>Industrial Research</b>							
WP name							
WP name							
WP name							
Etc							
<b>Total Industrial Research</b>							

<b>Pre-competitive Development activities</b>							
WP name							
WP name							
WP name							
Etc							
<b>Total Pre-competitive Development activities</b>							

<b>Management activities</b>							
WP name							
WP name							
WP name							
Etc							
<b>Total management activities</b>							

<b>TOTAL ACTIVITIES</b>							
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**Deliverables list (full duration of project)**

<b>Deliverable No<sup>9</sup></b>	<b>Deliverable title</b>	<b>Delivery date<sup>10</sup></b>	<b>Nature<sup>11</sup></b>	<b>Dissemination level<sup>12</sup></b>

<sup>9</sup> Deliverable numbers in order of delivery dates: D1 – Dn

<sup>10</sup> Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

<sup>11</sup> Please indicate the nature of the deliverable using one of the following codes:

**R** = Report

**P** = Prototype

**D** = Demonstrator

**O** = Other

<sup>12</sup> Please indicate the dissemination level using one of the following codes:

**PU** = Public

**PP** = Restricted to other programme participants (including the Commission Services).

**RE** = Restricted to a group specified by the consortium (including the Commission Services).

**CO** = Confidential, only for members of the consortium (including the Commission Services).

**Workpackage description (full duration of project)**

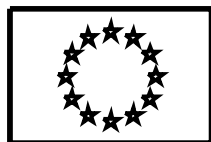
<b>Workpackage number</b>		<b>Start date or starting event:</b>					
<b>Participant id</b>							
<b>Person-months per participant</b>							

**Objectives****Description of work****Deliverables****Milestones<sup>13</sup> and expected result**

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<sup>13</sup> Milestones are control points at which decisions are needed; for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

## **Acknowledgement of Receipt of the proposal**



EUROPEAN COMMISSION  
RESEARCH DIRECTORATE-GENERAL

Directorate H - Space and transport  
Preparatory Action in the field of Security Research

Brussels,  
H/IDO D(2004)

TO:

*[Title] [Surname] [Name]<sup>1</sup>  
[Organisation]<sup>2</sup>  
[Address]<sup>3</sup>  
[Postal Code][Town]<sup>4</sup>  
[Country]<sup>5</sup>*

**Preparatory Action in the field of Security Research – Acknowledgement of Receipt of Proposal**

Dear co-ordinator,

Thank you for submitting your proposal *[Acronym]<sup>6</sup>*  
*[Title]<sup>7</sup>*

under the call PASR-2004-SECURITY-1

Your proposal has been given the following reference number:

Proposal reference number : PASR-000000<sup>8</sup>

Please make sure that you quote this reference number in all future correspondence related to this proposal. Also make sure that all of your participants are aware of this reference number.

Your proposal will be checked for eligibility. All eligible proposals will go forward for evaluation. Guidance on when the Commission will decide on successful proposals for funding can be found in the original call for proposals. You will be notified as soon as possible after this of whether your proposal has been successful or not.

On behalf of the Commission, I would like to thank you for your interest in the Preparatory Action in the field of Security Research.

Yours sincerely,

Isabel Duran Ortiz

Commission européenne, B-1049 Bruxelles / Europese Commissie, B-1049 Brussel - Belgium.  
Telephone: (32-2) 299 11 11.

## Introduction

This document provides guidance on how to complete the above acknowledgement of receipt of the proposal by the coordinator.

This acknowledgment of receipt must be pre-filled by the coordinator and attached to the proposal.

### 1 Title Surname Name

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

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

### 2 Organisation legal name

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

### 3 Address data

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

### 4 Postal Code and Town

Fill in the postal code and town of your address. If your address is specified by an indicator of location other than the postal code and town (e.g. PO BOX, cedex), please insert this instead.

### 5 Country

Insert the name of the country as commonly used.

### 6 Proposal Acronym

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

### 7 Proposal Title

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

### 8 Proposal number

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