

Implementing 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

Vade-mecum
Preparatory Action in the field of Security Research

Fixed deadline call for proposals
Call identifier: PASR-2004

PROJECTS and SUPPORTING ACTIVITIES

This version of the Vade-mecum concerns:

**Preparatory Action in the field of Security Research
Call identifier: *PASR-2004***

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

Key recommendations for submitting a proposal to the Preparatory Action in the field of Security Research (2004-2006)

- **Priorities and objectives:** Check that your proposed work does indeed address objectives and activities described in the Commission Communication¹ and the Commission Decision with Annex² on Implementing the Preparatory Action in the field of Security Research that are **open** for submission of proposals in the current PASR-2004 Call.
- PROPOSALS CAN ONLY BE ACCEPTED IF THEY MEET THE OBJECTIVES STATED IN THE COMMISSION COMMUNICATION AND IN THE ANNEX OF THE COMMISSION DECISION ON IMPLEMENTING THE PREPARATORY ACTION IN THE FIELD OF SECURITY RESEARCH.
- **Completeness:** Proposals must comprise a Part A (as described in Annex 1), containing the administrative information (including participant 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: Check in the Commission Communication and in the Annex of the Commission Decision on implementing the Preparatory Action in the field of Security Research that the call is actually open for activities of this type in the particular research activity in which you propose to work.

Check on the call page that you are using the version of the Vade-mecum specific for this activity and call.

- **Eligible partnership:** Confirm that you and your participants are indeed eligible for participation in the Call. The minimum requirements for the makeup of your consortium can be found in the Annex of the Commission Decision on implementing the Preparatory Action in the field of Security Research and the call text.
- **Evaluation criteria:** All proposals are evaluated according to fixed sets of criteria, depending on the type of activity, which are defined in the Annex of the Commission Decision on implementing the Preparatory Action in the field of Security Research. Be sure that your proposal clearly addresses each of the evaluation criteria used for this activity. Be aware that there are threshold scores on the criteria, which must be achieved, or else the proposal fails.
- **Classification:** The term ‘classified information’ refers to any information and material, an unauthorised disclosure of which could cause varying degrees of prejudice to EU interests, or to one or more of its Member States, whether such information originates within the EU or is received from Member States, third States or international organisations. There are 4 levels of EU-classification:
 - EU TOP SECRET:** This classification shall be applied only to information and material the unauthorised disclosure of which could cause exceptionally grave prejudice to the essential interests of the European Union or of one or more of its Member States.
 - EU SECRET:** This classification shall be applied only to information and material the unauthorised disclosure of which could seriously harm the essential interests of the European Union or of one or more of its Member States.

¹ The Commission Communication (COM(2004)72) 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

² Annex to 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

EU CONFIDENTIAL: This classification shall be applied to information and material the unauthorised disclosure of which would harm the essential interests of the European Union or of one or more of its Member States.

EU RESTRICTED: This classification shall be applied to information and material the unauthorised disclosure of which could be disadvantageous to the interests of the EU or of one or more of its Member States.

All information included in the proposals will be treated EU restricted. For the call published on 31 March 2004 proposals including information classified as EU Confidential /EU Secret/ EU Top Secret will be excluded.

- **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 the implementation of the Preparatory Action in the field of Security Research (see annex 3).
- **Gender issues:** Clearly indicate the way in which these issues are taken into account (see Proposal Part B).
- **Presentation:** Proposals should be precise and concise. They should present the objectives and the expected results, how the participants intend to exploit these results and how the project contributes to prepare for a comprehensive European Security Research Programme from 2007 onwards. Proposals should assemble the necessary critical mass of activities, expertise and resources to achieve the proposed objectives.
- **Competition:** There will be strong competition. Therefore edit your proposal tightly, strengthen or eliminate weak points. Arrange for your draft to be evaluated by experienced colleagues, using the evaluation criteria for the type of action you are proposing, before sending it in. Then use their advice to improve it before submission.
- **Deadlines:** Call deadlines are absolutely firm and are strictly enforced. Proposals must be received before or on the deadline as it is specified in the Call for proposals. Proposers are reminded that it is their own responsibility to ensure the safe delivery of their proposal.
PROPOSALS ARRIVING AT THE COMMISSION AFTER THE DEADLINE ARE NOT ELIGIBLE FOR EVALUATION. NO EXTENUATING CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION.

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Preparatory Action in the field of Security Research

Specific information for Projects and Supporting Activities in the 1st call of the Preparatory Action in the field of Security Research published on 31 March 2004 with a closure date 23 June 2004, at 16.00h (Brussels local time).

I. Introduction

1.1 Structure and content of the Vade-mecum

This Vade-mecum 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 that are of assistance in the preparation of proposals.

Other documents which constitute, together with this guide, the **Information Package for Projects and Supporting Activities** and that need to be consulted during the preparation of your proposal are:

The Commission Communication 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. This Communication launches the “Preparatory Action” with a view to the establishment of a comprehensive programme after 2007. This Communication provides a description of the content of the research activities, which are open for proposals, and indicates which types of activities may be used. **This Commission Communication includes the programme of work for the Preparatory Action in the field of Security Research.**

The Call for proposals published in the Official Journal of the European Communities (2004/C 81/08 of 31 March 2004) describes the activities that are open for proposals for Projects and Supporting Activities, and the address and deadline for proposal submission.

The Annex to the Commission Decision 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, describes the general principles and the procedures, which will be used in the evaluation and selection of proposals.

The Handbook for Evaluation and Selection of Proposals describes in detail how proposals will be evaluated in the Preparatory Action in the field of Security Research. You may use the Handbook for Evaluation and Selection of Proposals as a checklist to ensure the quality of your proposal.

Additional information, if any, may be found at: the CORDIS call page for this call (see reference in section VII).

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

This Vade-mecum is intended as an informative document and does not supersede the rules and conditions laid out, in particular Commission Communication and Decision relevant to the Preparatory Action for Security Research and Annex, the Call for proposals or the Handbook for Evaluation and Selection of Proposals

II. Proposal preparation

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

Proposals for Projects and Supporting Activities in the Preparatory Action in the field of Security Research 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 time and date of the call.

II.2 Consortium composition

Legal entities established in the Member States will be eligible to participate and receive a Community financial contribution. The participants will be public authorities, industrial organisations: public and private (including SMEs), higher education institutions and research organisations.

Projects shall be carried out by a consortium composed of at least two independent legal entities³ from different Member States. It should be noted that collaborative working between different Member States entities, including public security organisations, is strongly encouraged and represents one key objective of this Preparatory Action.

Supporting activities may be carried out by a single participant or by a consortium.

The EU Member States as of 1 May 2004 are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia.

In exceptional cases and over and above the minimum number of participants, legal entities established in a third country or international organisations may participate. In such cases, a Community financial contribution may be exceptionally provided. Involvement of organisations from third countries will be subject to arrangement of a reciprocal nature with that country.

Appropriate measures will be taken to ensure that classified information is treated in accordance with the Commission provisions on security⁴. In addition, participants in a consortium shall ensure that the treatment of classified information complies with the security regulations applicable.

II.3 Structure of a proposal

A proposal has two parts. Full details about preparing these parts are annexed to this Vade-mecum.

- **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 may be encoded in a structured database for further computer processing to produce statistics, evaluation reports etc., and also to support the evaluators and Commission during the evaluation process.

³ If the composition of project partners in an EEIG is comparable with these conditions, the EEIG shall also be eligible.

⁴ OJ L317, 03/12/2001.

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

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos etc.) 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 Notification of intention to submit a proposal

To assist the Commission in its evaluation planning, proposers are kindly requested to notify their intention to submit a proposal at the Information and Help desk for the current call (see address in Section VI).

You may always submit a proposal without notification and notifying an intention to submit a proposal does not commit you to actually submit a proposal. When notifying, proposers will not get any feedback.

III. Submission of proposals

Proposals to the current call printed on paper can be created by using the PASR forms and have to be sent to the address indicated in the Call for proposals.

III.1 Proposal preparation and submission

The PASR FORMS available on CORDIS are for creating offline a proposal to be sent on paper. For preparing a proposal you have to download the PASR forms from CORDIS or use the forms from this Vademecum.

The proposal coordinator must include six **paper copies** of the proposal in the package.

Software problems with the PASR FORMS are not considered as extenuating circumstances for call deadlines. It is therefore advisable to test the functioning of the PASR FORMS well in advance of the deadline. In case of problems any similar forms containing the same information are acceptable.

III.2 Submission

III.2.1 Procedure

Proposal Part A – You can either complete the PASR FORMS electronically and print out the completed forms for submission, or, you may use the forms annexed to this Guide, photocopying extra copies of the form A2 as necessary for the number of participants 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 proposals the Commission does not require signatures of proposers.

III.2.2 Preparing your proposal for submission

Your proposal should be submitted as one complete unbound Part A and one complete unbound Part B. The proposers have to submit **5 extra copies** of the complete proposal needed by the evaluators.

You are strongly advised to retain in a safe place an additional complete unbound copy of your proposal for you and your participants.

III.2.3 Packaging and delivery

Proposals for projects and supporting activities must be submitted on paper using the forms of this Vademecum.

Six (6) paper copies must be submitted of each proposal wrapped into one package. Non compliance with this requirement will render a proposal ineligible.

Proposals for projects and supporting activities which are incomplete will be ineligible. Proposals for projects and supporting activities submitted by e-mail or by fax will be ineligible.

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

- The name of the call “Preparatory Action in the field of Security Research”
- The call identifier as given in the Call for proposals
- The proposal acronym

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

The envelope(s) should then be sealed within an overall package, 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. Errors or omissions by third parties such as postal services, courier services or other circumstances are not justifications for not meeting the call deadline. It is the proposers’ obligation to ensure that their proposal arrives on time at the correct location established in the call.

If you are submitting more than one proposal:

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

III.2.4 Errors in submitted paper proposals

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

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

III.3 Addresses for proposal submission

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

III.3.1 Address for sending proposals by post

PASR – Research Proposals
PASR-2004
Help and Information Desk
European Commission
JII-79 0/01
B-1049 Brussels

III.3.2 Address for delivering proposals by hand or by representatives (including courier services)⁵

PASR – Research Proposals
PASR-2004
European Commission
Rue de Genève, 1
B-1140 Brussels

⁵ Users of courier services that ask for recipient’s telephone number should give the following number: (32-2) 299 5180 (Ms. I. Duran Ortiz).

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.4 Deadline for reception

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

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

III.5 Acknowledgement of receipt

Once a proposal has been received and registered by the Commission, a pre-filled Acknowledgement of receipt letter (see Annex 5) 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.

IV. Evaluation and negotiation

IV.1 Evaluation Process

All proposals that fulfil the eligibility criteria (see the Annex of the Commission Decision⁶) are evaluated to determine their quality. Evaluators will evaluate the eligible proposals, following the criteria of the Preparatory Action in the field of Security Research Handbook for Evaluation and Selection of Proposals.

The Commission services will verify that proposals meet the following eligibility criteria:

- Receipt of proposal by the Commission on or before the deadline date and time established in the call;
- Minimum number of participants, as referred to in the call for proposals;
- Completeness of the proposal, i.e. presence of all requested administrative forms and the proposal description.

Evaluations of eligible proposals might be carried out, sometimes with the help of external experts.

The evaluators will prepare an Evaluation Summary Report addressing the main findings or issues identified in the evaluation. The evaluators will make a list of the proposals ranked in order of merit for consideration by the Commission.

The evaluators' conclusions are examined by the Commission.

After the evaluation results are finalised, all proposers will receive the Evaluation Summary Report with the outcome of the evaluation of their proposal.

Proposers that cannot be funded will subsequently receive a formal notification that their proposal has not been retained.

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

IV.2 Contract negotiations

If the proposal has been successful in the evaluation and has been selected for possible funding, contract negotiation will start. The Commission will send within six weeks after evaluation an invitation to contract negotiation.

Proposers should familiarise themselves well before these meetings with the content of the model contract, and its annexes. This contract model will be available before the contract negotiations start on the Internet (see address in Section VII).

Before a negotiation can begin, the Commission may request certain legal and financial information on participating organisations (and in particular the Commission may ask for copies of the documents, which legally establish each organisation, which is in the consortium). All participants in the proposals should familiarise themselves at an early stage with the documentation they will need to provide if they are successful and the Coordinator must ensure on behalf of the consortium that the correct documentation is sent to the Commission. This information must be made available with the submission of the Contract Preparation Form. The information required is fully described in detail in the Contract preparation forms (see address in Section VII).

⁶ 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

If the negotiation is successful, a decision approving the funding is foreseen in a timeframe starting from October 2004. 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 the submission of your proposal on paper you must check the following: (1)

- ? Have you completed both a Part A and a Part B?
- ? Is each page of your proposal headed with the proposal acronym
- ? Is each of the pages numbered (page X of Y)?
- ? Is your proposal prepared as one complete unbound single-sided paper copy and five additional copies?
- ? Are the copies of the proposal placed in an envelope, marked “Commercial in Confidence”, with the following information:
 - ? “Preparatory Action in the field of Security Research”
 - ? The Call identifier (as given in the Call for proposals)?
 - ? The proposal acronym?
- ? If you used more than one envelope, are they numbered 1 of X, 2 of X, etc., with each clearly marked as described above?
- ? Is the complete set of proposal documentation placed in a package, correctly addressed using the address given in the Call for proposals?
- ? Is the outside of the package marked “Preparatory Action in the field of Security Research”?
- ? 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 Preparatory Action in the field of Security Research Information Desk

The coordinates of the Preparatory Action in the field of Security Research Information Desk is:

European Commission
The Preparatory Action in the field of Security Research Information Desk
Directorate General Research
III-79 0/01
B-1049 Brussels

Email: rtd-pasr@cec.eu.int
Phone: +32-2-299-5180
Fax: +32-2-296-6757
Web: <http://www.cordis.lu/security>

The desk is open (Brussels time):

Monday to Thursday: 8.00 – 17.00

Friday and days before Commission holidays: 8.00 – 16.00

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

VI.2 Preparatory Action in the field of Security Research Information Days

The Commission services and/or EU-25 Member States organise Information Days, where those interested in proposing may attend for a presentation of the Preparatory Action in the field of Security Research, to obtain documentation, to ask questions and to meet potential consortium participants.

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

VII. References

Potential proposers could consult the following documents:

Legal decision

Commission Communication , Towards a programme to advance European security through Research and Technology	http://www.cordis.lu/security
Commission Decision on the implementation of the Preparatory Action on the Enhancement of the European Industrial Potential in the Field of Security Research	

Call page: Preparatory Action in the field of Security Research– Call identifier: PASR-2004

Call for proposals	http://www.cordis.lu/security
Vade-mecum for Proposers	
Handbook for Evaluation and Selection of Proposals	
Guidelines for Evaluators	

Contractual information (will be available later)

Contract preparation forms	http://www.cordis.lu/security
Model contract	

Annexes

Annex 1 - Proposal Part A: forms and instructions

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

Annex 3 - Ethical rules for PASR projects and Supporting activities

Annex 4 - Integrating the gender dimension

Annex 5 – Acknowledgment of receipt

Annex 1 - Proposal Part A: forms and instructions

Proposal Submission Forms



EUROPEAN COMMISSION
PREPARATORY ACTION ON
SECURITY RESEARCH

**Projects and Supporting
Activities**

A2

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

Participant number ³¹				<input type="text"/>	
Participant organisation					
Organisation legal name ¹⁶				<input type="text"/>	
Organisation short name ¹⁷				<input type="text"/>	
Legal address					
PO Box ¹⁸	<input type="text"/>	Postal Code ¹⁸	<input type="text"/>	Cedex ¹⁸	<input type="text"/>
Street name and number ¹⁸				<input type="text"/>	
Town ¹⁸	<input type="text"/>	Country ¹⁹	<input type="text"/>		
Internet homepage				<input type="text"/>	
Activity Type HE, RES, IND, OTH ²⁰		Legal Status GOV, INO, PUC, PRC, EEIG ²² , PNP ²¹			
If Legal Status "PRC", specify ²³				<input type="text"/>	
Is the organisation a Small or Medium-Sized Enterprise (SME)? ²⁴			YES/NO	<input type="text"/>	
Are there dependencies between the organisation and (an)other participant(s) ? ²⁵			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 ²⁶				<input type="text"/>	
If yes, participant number	<input type="text"/>	If yes, participant short name	<input type="text"/>		
Character of dependence SG, CLS, CLB ²⁶				<input type="text"/>	
If yes, participant number	<input type="text"/>	If yes, participant short name	<input type="text"/>		
Character of dependence SG, CLS, CLB ²⁶				<input type="text"/>	
Person in charge²⁷					
Name	<input type="text"/>	First name(s)	<input type="text"/>		
Title ²⁸	<input type="text"/>	Sex: Female=F, Male=M ²⁹	<input type="text"/>		
Department/Faculty/Institute/ Laboratory name				<input type="text"/>	
Address (if different from above)					
PO Box ¹⁸	<input type="text"/>	Postal Code ¹⁸	<input type="text"/>	Cedex ¹⁸	<input type="text"/>
Street name and number ¹⁸				<input type="text"/>	
Town ¹⁸	<input type="text"/>	Country ¹⁹	<input type="text"/>		
Phone 1 ³⁰	<input type="text"/>	Phone 2 ³⁰	<input type="text"/>		
e-mail	<input type="text"/>	Fax ³⁰	<input type="text"/>		

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

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

How to complete the proposal submission forms

Introduction

This document provides guidance on how to complete the attached administrative forms. These forms will be an integral part ('Part A') of your proposal for a 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 Annex⁷)

⁷ 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

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

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.

Annex 2 - 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 proposal⁸. 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

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)

⁸ In the event of inconsistency between information given in Part A and that given in Part B, the Part A version will prevail

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 sub-division 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
--	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----------------------------	-----	-----------------------

Industrial Research							
WP name							
WP name							
WP name							
Etc							
Total Industrial Research							

Pre-competitive Development activities							
WP name							
WP name							
WP name							
Etc							
Total Pre-competitive Development activities							

Management activities							
WP name							
WP name							
WP name							
Etc							
Total management activities							

TOTAL ACTIVITIES							
-------------------------	--	--	--	--	--	--	--

Deliverables list (full duration of project)

Deliverable No¹⁵	Deliverable title	Delivery date¹⁶	Nature¹⁷	Dissemination level¹⁸

¹⁵ Deliverable numbers in order of delivery dates: D1 – Dn

¹⁶ 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.

¹⁷ Please indicate the nature of the deliverable using one of the following codes:

- R** = Report
- P** = Prototype
- D** = Demonstrator
- O** = Other

¹⁸ 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)

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

Objectives

Description of work

Deliverables

Milestones¹⁹ and expected result

¹⁹ 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.

Annex 3 – Ethical rules for Preparatory Action in the field of Security Research Projects and Supporting activities²⁰

National legislation

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

EU legislation

Participants carrying out projects that raise ethical issues must conform to relevant EU legislation such as:

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

International conventions and declarations

Participants should respect the following international conventions and declarations:

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

Opinions of the European Group on Ethics

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

Protection of Animals

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

²⁰ This annex is only applicable if ethics issues are identified (see section B7, Other Issues page 32)

Ethical review at EU level

An ethical review is implemented systematically by the Commission for proposals dealing with ethically sensitive issues. In specific cases, further ethical reviews may take place during the implementation of a project.

Fields of research which are excluded from the Preparatory Action

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 heritable²¹;
- 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;
- Research intended to create offensive weapons.

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.

²¹ Research relating to cancer treatment of the gonads can be financed.

Annex 4 - Integrating the gender dimension in Preparatory Action in the field of Security Research projects and supporting activities²²

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 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.

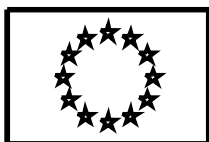
We need to go a step further by questioning systematically whether, and in what sense, sex and gender are relevant in the objectives and in the methodology of projects. Many science and research projects include humans as subjects. There is no such thing as a universally neutral person. Because sex and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

- 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 knowledge in the biomedical sector.
- 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.

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

²² This annex is only applicable if gender issues are identified (see section B7, Other Issues page 32)

Annex 5 – 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]¹
[Organisation]²
[Address]³
[Postal Code] [Town]⁴
[Country]⁵*

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

Dear co-ordinator,

Thank you for submitting your proposal
[Title]⁷

[Acronym]⁶

under the call PASR-2004-SECURITY-1
Your proposal has been given the following reference number:

Proposal reference number : PASR-000000⁸

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 coordinator, this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

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.