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## Procedural aspects

Unit A1:  
 Financial resources and activity based management  
 Research Coordination Cell

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## Key Issues

- Choice of instrument
- Eligibility
  - Consortia / partnership
  - Correct proposal submission
  - Completeness of proposal
- Quality, presentation
  - Evaluation criteria (instrument specific)

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## Reference Documents I

**Core documents:**

- Call for proposals
- Work programme for priority 6.1
- Guide for Proposers by instrument (including forms A and B)
- « FP6 in brief – an overview of the basic features of this programme »

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## Reference Documents II

**Additional documents:**

- Rules for Participation (Regulation No. 2321/2002 of 6.12.2002, OJ L355 of 30.12.2002)
- Guidelines on Proposal Evaluation and Selection Procedures
- Guidance Notes for Evaluators
- Model contract
- Guide to Financial Issues

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## Reference Documents III

Where do I find these documents?

call FP6-2005-TREN-4:  
[http://fp6.cordis.lu/fp6/calls\\_open.cfm](http://fp6.cordis.lu/fp6/calls_open.cfm)

Documents:  
<http://www.cordis.lu/fp6/find-doc.htm>

Further information:  
 Cordis FP6 homepage:  
<http://fp6.cordis.lu/fp6/home.cfm>

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## Instruments

(A Strategic Choice – see Work Programme, Guides for Proposers, Evaluation Criteria)

- Integrated projects (IP)
- Strategic targeted research projects (STREP)
- Specific support action (SSA)
- Co-ordination actions (CA)

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## Integrated Projects (IP) a "new instrument"

- To generate knowledge
- To achieve ambitious S&T objectives
- Comprehensive partnership
- Critical mass - mobilisation of resources
- Forms of integration:
  - "vertical" - full value chain of stakeholders
  - "horizontal" - multi-disciplinary
  - "sectoral" - private/public

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## Specific Targeted Research Projects (STREPs)

To generate the knowledge required to improve European competitiveness and to meet the needs of society or Community policies.

- Targeted, well defined and precisely focused research and technological development
- Demonstration component(s) as appropriate

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## Co-ordination Actions (CA)

To promote and support networking, and the coordination of research and innovation activities at regional, national and EU levels.

- collaborative co-ordination activities work plan with a range of activities (e.g. joint conferences, studies, exchange of personnel, dissemination of good practices, common information system)
- Training activities

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## Specific Support Actions (SSA)

- To complement other FP6 instruments
- To prepare EU policy activities
- To stimulate, encourage and facilitate the participation of SMEs and new partners
- Other support activities

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## Proposal Preparation

- One stage submission
- Structure of proposal
  - Part A: standard forms for administrative info'
  - Part B: scientific and technical description
- Only pdf format for part B
- Any additional files will be rejected
- Prepare proposal well in advance

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## Proposal Submission

Electronic submission only!

Electronic Proposal Submission System (EPSS) via Cordis

- on-line preparation and submission or
- off-line preparation with the help of the off-line version of the tool (EPT) and on-line submission
- Detailed instructions on using EPSS, and EPSS users guide are available on CORDIS
- Submission by pressing "SUBMIT" button

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## Eligibility

- **Verified by the Commission**
- **If ineligible - no evaluation**
- **Receipt of proposal before deadline - in time !!!**
- **Correct submission (electronic)**
- **Minimum number of participants (see Call)**
- **Completeness of proposal : (Parts A & B) all forms + proposal description**

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## Minimum number of participants

**Participation of SME's is encouraged**


**For IP, STREP and CA:**

- **3 mutually independent legal entities (organisations or individuals)**
- **established in different Member States of the EU or Associated States,**
- **of which at least 2 must be Member States or Associated Candidate Countries**

**For SSA:**

- **1 legal entity from Member State or Associated State**

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## Associated countries

- **Associated Candidate Countries (ACC): Bulgaria, Romania, and Turkey**
- **Associated States (AS): ACC and Iceland, Israel, Liechtenstein, Norway, Switzerland.**

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## Third country Participation

- **Organisations from third countries (neither MS nor AS) may also take part, if minimum requirements are met.**
- **Entities from international co-operation (INCO) target countries receive EC funding.**
- **Entities from third countries other than INCO target countries may receive EC funding only if their participation is essential for carrying out the research.**
- **Co-operation with organisations in INCO target countries is encouraged.**
- **<http://www.cordis.lu/fp6/inco.htm>**

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## Consortium Agreement for FP6-2005-TREN-4

- **Obligatory for Integrated Projects**  
Participants in IP are required to conclude a consortium agreement.
- **Participants in STREP, CA, SSA are encouraged and may be required to conclude a consortium agreement.**
- **Costs of drawing up the Consortium agreement are not eligible (before the Start date of the project).**
- **The Commission does not check the content of the Consortium agreement.**

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## Consortium Agreement

- **Information and guidance on Consortium agreement via the IPR-helpdesk:**  
**<http://www.ipr-helpdesk.org/index.htm>**
- **Check-list:**  
**[http://europa.eu.int/comm/research/fp6/model-contract/index\\_en.html](http://europa.eu.int/comm/research/fp6/model-contract/index_en.html)**

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## Proposal Evaluation


- **Managed by the Commission**
- **with help of external experts**
- **Evaluation Criteria for each instrument are given in:**
  - “Rules for Participation” (Art. 10)
  - “Work Programme” (Annex B)



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## Evaluation Criteria

- **Relevance**
- **Potential impact**
- **S&T excellence**  
(quality of coordination / support action)
- **Quality of the Consortium**
- **Quality of the Management**
- **Mobilisation of Resources**



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## Thank you very much for your attention.



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