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Call Requirements, Procedural and Contractual Aspects FP6-2005-TREN-4

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04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 1


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Key Issues

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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 2


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Reference Documents I

Core documents:

- Call for proposals
- Work programme for priority 4, 6.1 or 6.2
- Guide for Proposers per instrument (including forms A and B)
- « FP6 in brief – an overview of the basic features of this programme »

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 3



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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**

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 4


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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

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, Call, Guides for Proposers, Evaluation Criteria)

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

[Classification of types of instruments in Annex 5 to the Guide for Proposers](#)

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 6


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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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 7


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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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 9


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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


04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 10


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Proposal Preparation

- Follow “Guide for Proposers”
- 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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 11


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Proposal Submission

Electronic submission only!
(In exceptional cases a co-ordinator may request permission from the Commission to submit on paper.)

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 user guide are available on CORDIS
- Submission by pressing “SUBMIT” button

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 12

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Eligibility

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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 13

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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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 14

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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>

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 16

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Proposal Evaluation

- Managed by the Commission
- with help of external experts
- Steps:
 - Independent experts (Evaluation Summary Report)
 - Commission review based on results of experts
 - Final ranked list

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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

See Annex B of the work programme

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Contract Negotiations

- Successful proposal: invited to enter into negotiations or put on reserve list
- Unsuccessful proposal: rejection decision
- Negotiations regard technical, legal and financial issues
- Programme Committee
- Final Commission selection decision
- Contract signature

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 19

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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.

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 20

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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

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 21

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Thank you very much for your attention.

04/10/2005 TREN-4 Info Day Brussels, 21/09/2005 22