European Commission

Proposal submission forms for financial support from the EC for:

Accompanying measures

Including guidelines on how to complete the proposal submission form

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How to complete the proposal submission forms

Introduction

Proposals for **Accompanying Measures** can be submitted by either a **single participant** (the contractor) if this participant has the necessary competence and resources to carry out the work or proposals can be submitted by **multi participant** consortia with contractors and members. The participation of members is only allowed for accompanying measures with similar objectives as research training networks and thematic networks. See the Guide for Proposers for the relevant call for specification of whether the participation of members is allowed or not for the accompanying measure you are applying for.

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 an accompanying measure project.

The forms may be submitted either electronically or on paper. You are strongly advised to submit the forms electronically.

Submitting electronically:

You must use the Proposal Preparation Tool, which can be downloaded free-of-charge from the Internet site:

http://www.cordis.lu/fp5/protool

This tool provides on-line help facilities, and provides instructions for entering and submitting the required information electronically.

Submitting on paper:

There is a front-page (A0) and four forms, numbered A1, A2, A3 and A4. You should detach and complete these forms or you may use photocopies of them providing the quality is good. Alternatively, you can download the forms from the World Wide Web at the address given above. When you have completed the form, please keep a photocopy for your own file.

The forms are designed to collect the administrative information on the consortium or contractor making the proposal. This information is necessary for the Commission services to evaluate the proposal. A minimal amount of extra information is requested for statistical purposes only.

In addition to the administrative information provided in part A, a proposal must also contain parts B and C, describing the content and the management of your proposed project. Incomplete proposals will be ineligible and will not be evaluated. The layout and structure of parts B and C are described in the Guide for Proposers for the relevant call.

How to complete the forms

The forms should be completed as follows:

For single participant proposals for accompanying measures:

- The principal contractor fills in forms A0, A1, A2, A3 and A4 form

For multi participant proposals for accompanying measures:

- The financial and administrative co-ordinator fills in forms A0, A1, A2, A3, and A4;
- The principal contractors fill in one A3 form each.
- The members (where applicable) fill in one A3 form each.

Subcontractors are not required to fill the A3 form and should not appear separately on the A4 form.

Explanatory notes are appended to each form.

Forms A0 to A4 may be machine-read at the Commission, so to minimise the possibilities of your proposal details being read incorrectly, we would kindly ask you to read and follow these notes carefully.

Please fill in the forms by typewriter. A photocopy of the original may be used if the quality is good.

Please keep Forms A0 to A4 as clean as possible and do not fold, staple or amend them with correction fluid.

Please enter your data only in the white space on the forms, do not type outside the boundaries or the data is likely to be truncated in the Commission's database. For questions requiring a choice between different boxes, please enter X in the appropriate space. You may find it easier to do this by hand in black ink, rather than try to line up a single typed character.

When appropriate when completing the form, please replace the characters listed below by the corresponding double characters:

Ø	OE	Ä	AE	Ö	OE
ø	oe	ä	ae	ö	oe
Æ	AE	Ü	UE	Å	AA
æ	ae	ü	ue	å	aa
ß	ss				

For numbers, (amount, durations, percentages, person-months), 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) and proposal number (if a number has been allocated before submission) at the top of the form (part A) where indicated, and on every page of the other parts (part B and C), including any annexes.

All costs must be given in euro (and not kilo euro) and must exclude value-added tax (VAT).

Signatures of the forms

For multi participant proposals the contractors and members should send their completed A3 form to the proposal co-ordinator. They should confirm their organisation's agreement to participate in the proposal either by signing this form, or by providing a commitment letter to the co-ordinator before the deadline.

The proposal co-ordinator should check that the forms have been filled in correctly and that there is consistency between the information in the various forms and the rest of the proposal. The co-ordinator must have in his possession either the signed A3 forms from the contractors or letters of commitment, but he/she does not have to include the originals in the proposal. If submitting the proposal on paper, the co-ordinator has to sign form A1 before sending it. The co-ordinator should then send one original proposal with a signed A1 form and the required number of copies to the European Commission. The number of copies is specified in the Guide for Proposers and the address is specified in the Call for Proposals.

If it is submitted electronically, electronic signature must be provided. The co-ordinator has to have in his position either the original signatures of the participants who would contribute to the funding of a project (i.e. potential contractors and members) on form A3 or commitment letters from the participants stating that the co-ordinator is authorised to submit the proposal on behalf of the consortium and that the proposal is agreed to by the partners. The Commission can ask the co-ordinator to produce these forms at any time if needed.

Additional information

The notes accompanying the forms are intended to help you complete them correctly. However, you should also read the other parts of the Guide for Proposers, and other documents provided in the information package, where you will find more complete descriptions of the principles used to implement the programme. Specifically, the following documents are essential to submit a proposal:

- The call for proposals published in the Official Journal,
- The Guide for Proposers for the call,
- The proposal submission form for the type of action you apply for,
- The work programme for the relevant Community programme,
- The evaluation manual with its programme specific annexes.

Other sources of information which contain relevant information are:

- The model contracts for accompanying measures,
- The rules for participation and dissemination of research results of the fifth framework programme.

Copies of these documents can be requested from the information desk of the Commission services mentioned in the Guide for Proposers for the call or be downloaded from the WWW at the following address: http://www.cordis.lu/fp5.

How to complete the administrative forms (Part A - Forms A0 to A4).

Proposal Information and Administrative Overview Forms (A0, A1)

1. 'Proposal information and administrative overview forms' (A0 and A1)

These forms are to be completed by the proposal co-ordinator on behalf of the consortium for multi participant proposals and by the contractor for single participant proposals.

2. Thematic Priorities of the Research Programmes

The thematic priorities addressed by your proposal as indicated in the list in Annex 1 of Appendix 1, the proposal submission forms: "Structure of the thematic priorities of the 5th Framework Programme 1998-2002 (indirect actions)". The list is organised so that the first three or four characters indicate the programme (in bold) , the next four digits indicate the year of the workprogramme, and the two or three last digits indicate the thematic priorities (action lines or research objectives).

When you fill in the box(es) for the research programme in form A0, you should only use the abbreviated name of the programme(s), (e. g. QOL, IST, GROW, etc).

When you fill in the box(es) for the thematic priorities on form A0 and A1, you should use the abbreviated name of the programme (the first three or four characters), followed by the year, and the two or three digits that identify the thematic priorities. If more than one thematic priority is addressed, indicate them in priority order, so that the main priority addressed by the proposal is mentioned first (e. g. QOL-2000-1.3.4).

3. Call Identifier

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

4. Type of Action

The type of action you are applying for. For accompanying measure proposals you should use the following code:

AM: Accompanying Measure

5. Proposal Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the proposal. The same acronym should appear on each page of the proposal in order to prevent errors during its handling.

6. Proposal No

The proposal number you were given at pre-registration by the Commission services, where this service was applicable. If you have not received a proposal number, you should leave this field blank. In this case, the Commission services will allocate a proposal number after reception. This number will be communicated to you on the acknowledgement of receipt form.

7. Contact person for the proposal

The name and contact details for the person responsible for the proposal who acts as a contact on behalf of the consortium after the evaluation of the proposal, normally the proposal co-ordinator.

8. Gender (F(emale) / M(ale))

This information is required for statistical purposes only. Please indicate with a cross as appropriate.

9. Organisation Legal Name

You must use the complete legal name of the organisation. If applicable, name under which the participant is registered in the official trade registers.

10. Department / Institute Name

Name of the unit (department or institute) in the organisation, which will be carrying out the work and for which the contact person is working. The address details given in the following fields must be for the department/institute and not the legal address of the organisation.

11. P. O. Box

If applicable, indicate number of Post Office Box for surface mail delivery.

12. Post Code

If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 <u>and not</u> B-1000 or SW1H 9AS <u>and not</u> UK-SW1H 9AS.

13. Cedex

If applicable, indicate Cedex for surface mail delivery.

14. Country Code / Name

Use the relevant country code and country name as indicated in the list in Annex 2 of Appendix 1, the proposal submission forms: “Country Codes”. For any country not included in the list in Annex 2, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

15. Telephone No and Fax No

Please give the telephone and fax numbers in the following format, for example (a European Commission telephone number in Brussels, Belgium): (32-2)2988888 (32 being the country code number; 2 the area code number for international calls; 2988888 the subscriber's number).

16. Proposal Abstract

The proposal abstract should be a very short and precise presentation of the main features of the proposal. Why is it proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This proposal abstract will be used together with the proposal summary description in form A2 in the evaluation process and in communications about the proposals to the interested parties (Commission services and programme committees, etc.). Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include in form A1 an English version of the abstract.

17. Project Duration

Project duration in months.

18. Total estimated Eligible Costs

The total estimated eligible costs of the project in euro as in form A4.

19. EC Contribution requested

The total contribution requested by the project from the European Community in euro as in form A4.

20. Keywords

If applicable, the keywords to be filled in these fields will be defined in the Guide for Proposers, Part 2, Section IV, “Call specific information”, for the calls according to the needs of the specific programmes.

21. Similar Proposal

If you have previously submitted the same proposal or one similar in content to any European Community programme, you should indicate the details here. In the field programme name, you should use the code in the list of thematic priorities in Annex 1 of Appendix 1, the proposal submission forms if the programme is a fifth framework programme, in all other cases, write the name of the programme. If more than one proposal has been or is being submitted, please list these in part B of the proposal.

Proposal Summary Form (A2)

22. Proposal Summary

The proposal summary form, (A2) should be filled in by the co-ordinator only, for single participant proposals by the principal contractor. You should not use more than 3,500 characters. The proposal summary should, at a glance, provide the reader with a clear understanding of the proposal objectives and how the objectives will be achieved, and their relevance in the context of the objectives of the specific programme. This summary may be used as an alternative to the proposal abstract, as the description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include in form A2 an English version of the proposal summary.

Participant Profile / Information Form (A3)

23. Form A3

Form A3 should be filled in by contractors (including the co-ordinator) and members only. Make sure that the form is signed by a person in your organisation authorised to sign for accompanying measure proposals. Keep a photocopy or an electronic copy of the completed form for your own files before sending it to your proposal co-ordinator.

24. Participant Role

The role for the participant as defined by the consortium for this proposal. This role should also be used on form A4. The following codes should be used for role:

CO: co-ordinator for multi participant proposals and for single participant proposals, the principal contractor;

CR: principal contractor for multi participant proposals (other than the co-ordinator);

MB: member (where applicable).

25. Participant No

Only applicable to multi participant proposals. The number allocated by the consortium to the participant for this proposal. The co-ordinator of a multi participant proposals is always number one. Members should have numbers following the principal contractor to whom they are linked, if they are linked to a specific principal contractor.

26. Linked to Principal Contractor No (Participant No)

Only for members: Indicate the number of the principal contractor, to whom the member is linked.

27. Registration No with the European Commission's Research Programmes

In case the organisation has already received a registration number under the fifth Framework Programme, please enter it here, and only give the organisation details if they have changed since the registration number is received. **This registration number will only be issued once the organisation has been validated during the negotiation of a contract with the Commission.**

28. Organisation Legal Name

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

29. Short Name

The short name chosen by the participant for this proposal. This should normally not be more that 20 characters and should be used for the participant in the A4 form

30. Legal Registration No

If applicable, please provide the organisation's legal national registration number or code found in, e.g. the Chambers of Commerce register or the business register.

31. Activity Type

Indicate the habitual activity of your organisation. Please use one of the following codes:

REC: Research (i. e. organisations only or mainly established for research purposes);
HES: Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, colleges);
IND: Industry (i. e. industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance);
OTH: Others

32. Legal Status

Please use one of the following codes:

GOV: Governmental (local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);
INO: International Organisation (i. e. an international organisation established by national governments);
JRC: Joint Research Centre (i. e. the Joint Research Centre of the European Commission);
PUC: Public Commercial Organisation (i. e. commercial organisation established and owned by a public authority) ;
PRC: Private Commercial Organisation including Consultant (i. e. any commercial organisations owned by individuals either directly or by shares);
EEI: European Economic Interest Group;
PNP: Private Organisation, Non Profit (i. e. any privately owned non profit organisation).

33. Legal Status : 'If 'PRC', Specify'

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

34. Business Area (NACE)

For statistical purposes, the Commission services need to classify the principal economic activity of each participant. This is done for the programmes in the 5th Framework programme according to the 2-digit or 3-digit NACE Rev. 1 classification, listed in Annex 3 of Appendix 1, the proposal submission forms. (NACE is "Nomenclature générale des activités économiques dans les Communautés européennes"). You should identify the principal economic activity of your organisation, or, in the case of a larger organisation, of the executive division of your organisation making the proposal.

35. User/Supplier

Only if applicable (see the relevant Guide for Proposers). Please indicate whether the participant is principally a user (i. e. a participant in the project who participates as a user of the project's result) or a supplier (i. e. a participant in the project who provides the solution or result to solve the users problem) in this project.

36. Organisation details

This section is for statistical information only. The fields should be filled by all private organisations and other participants who have an accurate accountancy system, but public research institutions, like universities only have to fill field 39 (see the notes to the fields in this section).

37. Annual turnover

This field is for statistical information only. It should be filled in by all participants who use the full cost model or the full cost flat rate overhead model, and also for those research organisations, which are able to provide the figures, but normally not for universities. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. The following codes for intervals should be used:

- **T1**: 0 ≤ EUR 7 million (Annual turnover less than or equal to EUR 7 million)
- **T2**: > EUR 7 million or ≤ EUR 40 million (Annual turnover more than EUR 7 million or less than or equal to EUR 40 million
- **T3**: > EUR 40 million (Annual turnover more than EUR 40 million).

If not applicable (e.g. for universities) please write **N/A.**

38. Annual Balance sheet Total (i.e., total of assets or total of liabilities)

This field is for statistical information only. It should be filled in by all participants who use the full cost model or the full cost, flat overhead rate model, and also by those research organisations, which are able to provide the figures, but normally not for universities. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. The following codes for intervals should be used:

- **B1**: 0 ≤ EUR 5 million (Annual balance sheet total less than or equal to EUR 5 million)
- **B2**: > EUR 5 ≤ EUR 27 million (Annual balance sheet total more than EUR 5 million or less than or equal to EUR 27 million)
- **B3**: > EUR 27 million (Annual balance sheet total more than EUR 27 million).

If not applicable (e.g. for universities) please write **N/A**

39. Number of employees

This field is for statistical information only. All participants should fill it in. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent employees according to the following classification:

S1: 0 employee
S2: 1 – 9 employees
S3: 10 – 49 employees
S4: 50 – 249 employees
S5: 250 – 499 employees
S6: 500 – 1999 employees
S7: 2000+ employees

40. Independence

An organisation is independent if less than 25% of the capital or the voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

If the organisation is not independent, you should provide the name(s) of the company(ies) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has less than 250 full time equivalent employees, has an annual turnover not exceeding EUR 40 million, or an annual balance sheet total not exceeding EUR 27 million, and is not controlled by 25% or more by a company which is not an SME (on the issue of control, see note 42).

41. Owners

Please provide the legal name(s) of the organisation(s) controlling the organisation by 25% or more (on the issue of control, see note 42).

42. Affiliation

An organisation is affiliated to another organisation if:
It is under the same direct or indirect control as another organisation, or
It directly or indirectly controls another organisation, or
It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

- A, directly or indirectly, holds more than 50% of the share capital of B*, or*,
- A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, *or,*
- A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

43. Affiliated Organisations

Please provide the participant number, short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

- **D**: Direct control;
- **I**: Indirect control.

44. Department carrying out the work

Provide here the name and address of the department carrying out the work

45. Authorised Person

This is a person with authority to commit the organisation to participate to an accompanying measure project.

Cost Summary in euro Form (A4)

46. Cost Summary in euro, form A4

The A4 form consists of two pages. Each page must be filled in. For single participant proposals the A4 form should be filled by the contractor. For multi participant proposals the A4 form should be filled in by the co-ordinator based on the budget distribution agreed by the consortium. It should only contain the eligible costs. All figures should be in euro and not kilo euro. For more detailed information on eligible costs categories for the accompanying measures please refer to the notes below and to section 3 of the Guide for Proposers.

For certain accompanying measures, the contract may provide that not all eligible cost categories may be allowable. Please refer to the Work-programme for the specific programmes and the related Guide for Proposers to see which cost categories are allowed for the different types of accompanying measures.

47. Costs of the co-ordinator

The project co-ordinator should include here only the costs for the performance of its part of the work under the project. The costs of the administrative/financial co-ordination may be included in the overheads of the work (row 47, col. 61).

Alternatively, if the project co-ordinator is able to identify the direct costs of the administrative/financial co-ordination, such costs may not be included in the overheads and may be indicated separately (see point 48).

48. Administrative / Financial Co-ordination costs

Only for multi participant proposals. Proposal co-ordinators may be required to perform considerable administrative / financial co-ordination tasks directly related to the co-ordination of the project and to incur the associated costs. Such costs will be considered as eligible costs only for the co-ordinator. Co-ordination costs may include costs falling under the other categories of costs. As far as administrative or financial coordination is subcontracted, the related costs can only be considered as indirect costs. They may cover in particular:

Personnel: remuneration of administrative and clerical personnel for performing co-ordination tasks for a specific project.

Durable equipment, consumables and computing: expenditure used strictly for co-ordination purposes in the project.

Travel and subsistence: costs of administrative and clerical personnel performing co-ordination tasks specific to the project.

Knowledge protection: costs related to the protection of knowledge specific to the project.

Other specific costs: project specific co-ordination costs other than those charged under the categories mentioned above.

The co-ordinator may decide not to indicate the direct co-ordination costs in row 48, and include them instead in the overhead costs (see note 47).

Costs for co-ordination of clusters of projects will normally be covered by a specific contract when clusters have been decided after the evaluation of proposals and should normally not be foreseen at the proposal stage in this cost category.

49. Total co-ordinator costs

Only for multi participant proposals. The total costs of the project co-ordinator for the scientific/technical tasks and the administrative / financial co-ordination task (i. e. the sum of the two rows above).

50. Participant short name

The short name chosen by the participant in this proposal from form A3.

51. Number of person/months

Total number of person-months for the participants.

52. Personnel costs

Labour costs for the participant for personnel directly working on the project excluding overheads and labour costs of subcontractor(s). Only the costs of the actual hours worked by the persons directly carrying out the scientific and technical work under the project may be charged to the contract.

For specific programme INCO see Annex 4 of Appendix 1.

53. Durable equipment

Cost of equipment purchased or leased for the purpose of the project. The amount you can charge to the project is calculated in the following way:

(A/B) x C x D

where:

A. = the number of months that the equipment is to be used in the project, after the date of its invoicing;
B. = the depreciation period (for computer equipment that cost less than EUR 25,000, the depreciation period is 36 months; for all other equipment, the depreciation period is 60 months);
C. = the actual cost of the equipment;
D. = the percentage usage of the equipment in the project expressed as a fraction of 1 (e.g. 70% corresponds to 0.7).

Costs for durable equipment may be eligible if the equipment has been purchased or leased (i) within 6 months before the starting date of the project, or (ii) for the performance of a contract previously concluded with the Community and provided that the depreciation period has not lapsed. In the last case, the eligible costs will depend on the length of the remaining depreciation period. (see Section III of the Guide for Proposers).

Note that costs related to rented equipment should be charged under “Subcontracting” (column 57).

For the specific programme INCO see Annex 4 of Appendix 1.

54. Consumables

According to usual practises of the participant these costs may be included in overhead costs for contractors using the full cost model with real cost overheads. Otherwise, the amount for consumables can be entered here.

55. Travel and subsistence

The amount for travel and subsistence costs of personnel referred to under note 52, calculated on the basis of the usual practices of the participant. The prior agreement of the Commission will be required at the contract stage for any destination outside the territory of a Member State, an Associated state or a third country where a contractor or member is established.

56. Computing

The costs for using own computing facilities or services (to be established in accordance with usual applicable rules, including, for instance, recorded computer usage).
For full cost participants charging real cost overheads, such costs may, in accordance with the usual practice of such participants, be charged as part of the overheads.

57. Subcontracting

Costs for all subcontracting specific to the project (goods and services including costs for external services and subcontractors). Such costs must be in accordance to usual market costs.

58. Subtotal part 1/2

The sum of the cost categories in columns 52 to 57. The sum is transferred to page 2/2.

59. Other specific costs

Other significant specific project costs necessary to carry out the research, and which do not fall under any of the other defined cost categories or under overheads, may be charged under this category. Costs under this category will be subject to prior written agreement from the Commission at the contract stage.

60. Protection of knowledge resulting from the project

The costs for intellectual property right (IPR) protection (e.g., patents) may be considered eligible costs. Such costs must have been foreseen in the project proposal and in particular, in the plan for dissemination and exploitation. They must also be incurred during the project period, and they must satisfy the basic cost eligibility terms and conditions of the contract. Costs under this category will be subject to prior written agreement from the Commission at the contract stage.

61. Overhead costs

Overheads are intended to cover general indirect costs needed to employ, manage, accommodate and support directly or indirectly the cost of personnel performing the work on the project. Overheads are calculated as a lump sum of personnel costs for all participants. The percentage shall in no case exceed 80% of personnel costs. The overhead percentages for the different types of Accompanying Measures may be further defined in Section IV of Part 2 of the Guide for Proposers.

For certain accompanying measures, the contract may provide that overheads may not be refunded, see the Guide for Proposers for specification of the whether overheads are allowable or not for the accompanying measure you are applying for.

62. Total costs

The sum of all the cost categories.

63. Percentage requested from the Community

The percentage of the total cost requested by each participant from the European Community for this project. The percentage, which can be requested from the European Community, depends on the funding model used by the organisations, the type of project and the country of the participant.

Participants can request up to 100% of the total eligible costs for accompanying measures projects depending on the type of the project. Please refer to the relevant work-programme and the associated Guide for Proposers to see which percentage can be requested for the different types of accompanying measures.

As a rule, EC contributions can only be requested by participants from Member States and Associated States. For participants from countries, which do not qualify for EC Contribution, the percentage for EC contribution is set to zero (0).

For cases where participants from other countries may receive EC Contribution, please refer to the relevant Guide for Proposers for details on which countries can receive EC contribution.

For specific programme INCO see Annex 4 of Appendix 1.

64. Requested contribution from the Community

The contribution requested from the Community in euro, calculated as the product of the multiplication of the total estimated eligible costs by the percentage requested.

65. Total

The sum of each cost category from the rows above including row 49, total co-ordinator costs, but not row 47 and 48.