

EN A 2 FP5SCO
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For guidelines see in relevant "Guide for Proposers"

**Proposal submission form for
 financial support from the EC:**

HIGH-LEVEL SCIENTIFIC CONFERENCES

If possible, these forms should be prepared using the Proposal Preparation Tool (ProTool), which is available via the Commission Internet site <http://www.cordis.lu/fp5/protol> or on CD-ROM. Use of the Proposal Preparation Tool is preferred by the Commission. However applicants may also use the forms in the Guide for Proposers. Using the ProTool, forms may be submitted electronically, or printed out and returned on paper.

Information on the Proposal

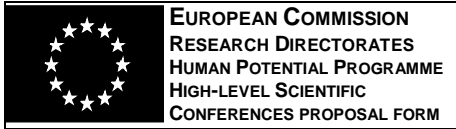
Proposal Full Name ²				
Proposal Acronym ³				
Call Identifier ⁴	IHP-CNF-99-1			
Research Programme ⁵	1.4.1			
Thematic priority(ies) ⁵	1.4.1.-3.1			

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Post stamp / /

Reception date / /

High-Level Scientific Conferences Proposal Form – Form A1



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Proposal Acronym ³

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A1.

General Proposal Information ¹

Proposal Full Name ²

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Discipline Codes ⁷
(In order of relevance)

1

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2

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3

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4

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Name and Postal Address of the Proposal Co-ordinator ⁸

Title (Dr, Prof., ...)

--

Gender ⁹

F

M

Family Name

--

First Name

--

Organisation Legal Name ¹⁰

--

Department / Institute Name ¹¹

--

PO Box ¹²

--

Street Name and Number

--

Post Code ¹³

--

Cedex ¹⁴

--

Town/City

--

Country Code ¹⁵

--

Country Name ¹⁵

--

Telephone No ¹⁶

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Fax No ¹⁶

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E-mail

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Internet Homepage

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High-Level Scientific Conferences Proposal Form – Form A2



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Proposal Acronym ³

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A2. Operational Summary of Events ¹⁷

Event No	Activity Type of Event ⁶	Short Title of Event ¹⁸	Starting Date (DD/MM/YYYY) ¹⁹	Duration (in days) ²⁰	Location of Event ²¹	Country Code ²²	Less-Favoured Region (YES/NO) ²³	Total Number of Participants ²⁴	Total Costs (in euro) ^{25a}	EC Contribution Requested (in euro) ²⁵
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Totals										

I, the Proposal Co-ordinator, certify that the information contained in this proposal is accurate and that my organisation has agreed to act as the responsible legal entity. I further certify, that Part A2 is consistent with the information contained in the Individual Event Profile/Information sheets.

Date (DD/MM/YYYY)		
Signature		



EUROPEAN COMMISSION
RESEARCH DIRECTORATES
HUMAN POTENTIAL PROGRAMME
HIGH-LEVEL SCIENTIFIC
CONFERENCES PROPOSAL FORM

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Proposal Acronym ³

A3.

Proposal Summary

Give below a brief summary of the objectives and content of the proposed events and, where appropriate, the relation between individual events. Also describe briefly the training content. Use plain typed text, avoiding formulae and other special characters, preferably in English.

Scientific / Technological Objectives and Content (maximum 2000 characters)

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Training Content (maximum 1000 characters)

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High-Level Scientific Conferences Proposal Form – Form A4



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Proposal Acronym ³

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A4.

Previous Proposals and Contracts

If the present proposal represents a continuation of a conference, school or course already financed in the frame of the current Human Potential Programme or of the earlier Training and Mobility of Researchers or Human Capital and Mobility Programmes, give the programme name, reference number of the contract and the contract period :

Programme Name ²⁶		Contract No	
Contract Period	From (DD/MM/YYYY)	To (DD/MM/YYYY)	

If the present proposal represents a resubmission of the same or a similar proposal previously rejected by the earlier Training and Mobility of Researchers or the current Human Potential Programmes, give the proposal reference number and indicate briefly the main differences from the previous proposal : (Use plain typed text, avoiding formulae and other special characters, preferably in English)

Proposal No	
Main Differences ²⁷ (maximum 1000 characters)	

If the same or a similar proposal has been submitted before to another Community programme or to any other European programme for support (including non-Community programmes such as EUREKA and COST), please indicate below which programme, the proposal reference number and whether or not the proposal was accepted :

Programme Name	
Proposal No	
Evaluation Result ²⁸ (FUNDED, REJECTED)	

High-Level Scientific Conferences Proposal Form – Form A5



EN F 2 FP5SCO	<input type="text"/>	<input type="text"/>
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Proposal Acronym ³	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A5.	Responsible Organisation Information
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Responsible Organisation (legal entity):			
Registration No with the European Commission's Research Programmes ²⁹		<input type="text"/>	
Organisation Legal Name ³⁰	<input type="text"/>		
Short Name ³¹	<input type="text"/>	Legal Registration No ³²	<input type="text"/>
Activity Type ³³	<input type="text"/>	Legal Status ³⁴	If 'PRC', Specify ³⁵
Business Area ³⁶ (NACE)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address			
PO Box ¹²	<input type="text"/>		
Street Name and Number	<input type="text"/>		
Post Code ¹³	<input type="text"/>	Cedex ¹⁴	<input type="text"/>
Town/City	<input type="text"/>		
Country Code ¹⁵	<input type="text"/>	Country Name ¹⁵	<input type="text"/>
Less-Favoured Region ²³ (YES / NO)	<input type="text"/>	Name of Less-Favoured Region ²³	<input type="text"/>
Telephone No ¹⁶	<input type="text"/>	Fax No ¹⁶	<input type="text"/>
E-mail	<input type="text"/>		

I certify that the information in this proposal about my organisation is accurate and that my organisation has agreed to act as the responsible legal entity ³⁷

Authorised Signatory ³⁸ (Full name in capitals)	<input type="text"/>		
Position in Organisation	<input type="text"/>		
Date (DD/MM/YYYY)	<input type="text"/>	<input type="text"/>	
Signature	<input type="text"/>		

High Level Scientific Conferences Proposal Form – Form B



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Proposal Acronym ³			
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B.	Individual Event Profile/Information ³⁹
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Event No		Activity Type ⁶		Short Title of Event ¹⁸	
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Event					
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Starting Date ¹⁹ (DD/MM/YYYY)		Duration ²⁰ (in days)		Less-Favoured Region (YES/NO) ²³	
Location ²¹					
Country Code ¹⁵		Country Name ¹⁵			

Participants ⁴⁰					
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Number of Young Researchers ^{41, 43}		Lecturers ^{42,43}		Others		Total	
Total Number of Participants in Largest Nationality Group ⁴⁴				Country Code ¹⁵			

Budget ⁴⁵						
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Costs (in euro)	Category A	Category B	Category C	Category D	Other	Total
Total Costs ^{25a}						
EC Contribution ²⁵						

Largest Other Source of Funding			
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Organisation legal Name ¹⁰			
Country Code ¹⁵		Country Name ¹⁵	

Name and Postal Address of the Local Organiser (if different from Co-ordinator)					
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Title (Dr, Prof., ...)		Gender ⁹	F		M	
Family Name						
First Name						
Organisation Legal Name ¹⁰						
Department / Institute Name ¹¹						
PO Box ¹²						
Street Name and Number						
Post Code ¹³		Cedex ¹⁴				
Town/City						
Country Code ¹⁵		Country Name ¹⁵				
Telephone No ¹⁶		Fax No ¹⁶				
E-mail						

The Proposal Description should be submitted on single-sided A4 pages. **Please print the proposal acronym or short title as a header to each page.** All pages should be numbered in a single series to prevent errors during handling.

The structure of the Proposal Description given below must be followed for all seven types of High-Level Scientific Conferences. The guidance on the content of each section is often of rather general nature to encompass all types of Conference activities and it is left to the proposer to match it to the specificity of the type proposed (see main text of this Guide for Proposers, in particular Chapters 2,3,4 and 8).

Please note that information in this part (C) should correspond exactly to that provided in the administrative forms of parts A and B, in particular the Individual Event Profile/Information sheets (part B) or risk negatively influencing the evaluation process.

If your proposal is selected for financing, the Commission will normally offer a contract based on the proposal, and, if possible using the Proposal Description as the technical annex (Project Programme) of the contract. Therefore, please write all factual information (as opposed to justification and arguments in favour of the proposal) in a clear and formal way.

1. PROJECT TOPIC (*maximum half an A4 page*)

Describe the scientific, technological or socio-economic reason for carrying out a High-Level Scientific Conference project in the field of research.

2. SCIENTIFIC ORIGINALITY (*maximum one and a half A4 pages*)

Outline the current international state-of-the-art in the field covered by the project, then explain how the proposed conference project could lead to a significant step forward.

3. PROGRAMME CONTENT (*maximum two A4 pages, plus draft agenda(s)*)

Provide a project programme in which an overview of the content of the Conference project is given. In case of series of events, the project programme should consist of several sub-programmes, one per event. A (sub-) programme consists of an explanatory text and an agenda.

Identify in the explanatory text, whether a highlight can be expected, or in case of Euro Summer Schools and EuroLabCourses, whether truly advanced training is offered. If relevant for the topic, explain how the interaction between academia and industry is promoted.

The agenda should be presented as a structured overview list, in order to give the evaluators a rapid impression of what will happen in the proposed event(s).

4. KEYNOTE SPEAKERS (*maximum half an A4 page, plus tables*)

Indicate names, nationality, and home institutions of invited keynote speakers of each event, describe their role and state how you intend to assure their participation. Explain how the organisers intend to encourage interaction between young researchers and leading scientists, but also to which extent all participants are given the opportunity to learn about the state-of-the-art in the field covered by the project.

5. ORGANISATION AND MANAGEMENT (*maximum one A4 page, plus charts and graphs*)

Describe, using charts and graphs if appropriate, the organisation and management structure of the Conference project and the techniques to be used to co-ordinate its activities. Identify methods for ensuring good communication between all the parties concerned, - co-ordinator, local organisers, scientific committee, keynote speakers and all attending participants - as well as methods for the monitoring and reporting progress.

The proposed co-ordinator should also specify any relevant project management experience.

Outline how the organisers assure an adequate publicising of the event(s) and an effective dissemination of the results or event summaries in the case of Euro Summer Schools and EuroLabCourses.

Please note that Conference projects containing several events should be particularly closely scrutinised to ensure that they would have the structures necessary to provide an effective co-ordination and integration of the events.

6. LOCATION AND INFRASTRUCTURE (*maximum two A4 pages, plus tables and graphs*)

The location and the infrastructure play an important, often decisive role for the success of an event. In case different locations are chosen within a series of events, describe each location and its infrastructure. Explain why the location is particularly well suited for the type of Conference proposed.

7. TRAINING NEED (*maximum half an A4 page*)

Explain why there is a special interest or need, at the Community level, to promote the training of young researchers in the research areas covered by the Conference project. The term Young Researcher is defined in Chapter 2.

8. TRAINING IMPACT (*maximum half an A4 page*)

Outline the relevance of the training offered by the Conference project to young researchers of Europe, by describing the training environment, i.e. how young researchers are given the opportunity to take advantage of the advanced topic, the international nature of the conference project and the presence of leading scientists. Training is one of the principal objectives of this activity. **The training aspect of the project should therefore be described carefully in all proposals, particularly in the case of a Large Conference or where the guidelines on participant numbers are reached or exceeded.**

9. EUROPEAN ADDED VALUE OF TOPIC (*maximum half an A4 page*)

High-Level Scientific Conferences intended to promote scientific and technological excellence and thus should help to maintain or contribute towards achieving European leadership in all fields of research. In this context, state the added value of organising event(s) on the proposed topic at European level.

10. EUROPEAN ADDED VALUE FOR PARTICIPANTS (*maximum half an A4 page*)

Explain how the proposed project encourages interaction between researchers of different nationalities, in particular researchers from Member States and Associated States. In terms of expertise, will there be a sufficient range of European researchers present at the event(s) to take advantage of the advanced topic or training offered?

11. FINANCIAL INFORMATION (*maximum half an A4 page, plus table*)

Summarise, using table F1 shown below, how the **total EC contribution** (*not* the total costs) will be distributed between the cost categories and the events. Note that while in cost categories A and B expenses of up to 100% for eligible participants may be entered, for cost category C expenses of only up to 50% of the eligible costs should be listed. Cost category D should only contain a contribution towards the eligible costs of that category, which is (max.) proportional to the number of Community funded participants of the event(s) when compared to all participants, e.g. if 40% of the participants are funded by the Community, then up to 40% of the eligible expenses of cost category D may be entered here.

Table F2 should provide an additional, different breakdown of the **same organisational costs** (Category D in table F1) according to the standardised cost structure used in accounting, such as Personnel Costs or Consumables. Only organisational costs which at the same time fall under tables F1 and F2 are eligible. E.g. costs for Consumables are only allowable if these Consumables are used in the Event Secretariat or as Training Material at the event(s). **All costs entered must be strictly related to the event(s).**

In the table F3, please give for each event an estimate on the number of participants funded by the EC for each relevant cost category as well as on the number of participants funded by other sources without further breakdown. Finally, the last column, being the sum of the two previous ones, gives an estimate of the total number of participants regardless of funding. **All figures entered should be consistent with those entered on the administrative forms A2 and B.**

Any deviations from the financial guidelines and the allowable costs should be avoided (see Chapters 4 and 8).

Financial Information on Requested EC Contribution

Event ¹ No.	Table F1 Costs (in euro)										
	Category A ²		Category B ²		Category C ³	Category D ⁴				Total EC Contribution for Event	
	Travel & Subsistence	Other Spec. Costs: Participation Fees (if any) ⁵	Travel & Subsistence	Other Spec. Costs: Participation Fees (if any) ⁵	Travel & Subsistence	Renting of Venue/Equip.	Publications	Training Material	Event Secretariat		
1											
2											
3											
Total of Column											
	Total A		Total B		Tot C		Total D			Total A+B+C+D	

Notes: 1) Use one row of the table for each event. Insert further rows as required.
 2) Up to 100% per eligible individual.
 3) Up to 50% per eligible individual.

4) Proportional contribution towards eligible costs for the four indicated organisational items.
 5) **Only** Participation Fees may be entered here as Other Specific Costs.

Event ¹ No.	Table F2 Costs (in euro)				
	Category D ²				
	Personnel	Consumables	Subcontracting	Other Specific Costs ⁴	Total ³
1					
2					
3					
Total					

Notes: 1) Use one row of the table for each event. Insert further rows as required.
 2) Additional breakdown of the organisational costs (Category D) according to the standardised cost structure used in contractual provisions. Note that only organisational costs (Category D) which at the same time fall under tables F1 and F2 are eligible. For details see Chapter 8.
 3) **The overall total at the bottom of this column must be identical to the "Total D" of table F1.**
 4) Do **not** enter Participation Fees here.

Event ¹ No.	Table F3 Number of Participants					
	EC-Funded in Cost Category				Funded by Other Sources	Total ²
	A	B	C	All (A+B+C)		
1						
2						
3						
Total						

Notes: 1) Use one row of the table for each event. Insert further rows as required.
 2) The figures given in this column should be identical to those entered into the Administrative Form(s) B under "Participants - Total". There is a separate Form B for each event.

D.**ACKNOWLEDGEMENT OF RECEIPT**

*To be completed by the proposal co-ordinator.
Please complete positions (a) and (b) and return this form to the Commission with the proposal
(except for electronic submission).*

EUROPEAN COMMISSION
Science, Research & Development
Human Potential Programme DG RTD-F1
High-Level Scientific Conferences
Rue de la Loi 200
B-1049 Brussels

(a) Write your name and your address in the box below

Dear Sir or Madam,

We are pleased to acknowledge receipt of your proposal with the following short title (b):

This proposal has been given the following reference number (c):

You are requested to quote this reference number in all future correspondence relating to this proposal. Please ensure that all other parties in your proposal are also made aware of this reference number.

After a check for eligibility, your proposal will be evaluated. It is expected that the final result of the evaluation will be communicated to you within 4 month following the corresponding deadline (see indicative roadmap of Chapter 2).

On behalf of the Commission, we would like to thank you for your proposal and your interest in High-Level Scientific Conferences.

Yours faithfully,

Proposal registered on (d): _____, by: _____

- a) Name and postal address of the proposal co-ordinator - to be completed by the applicant;*
- b) Short title or acronym of the proposal - to be completed by the applicant;*
- c) Reference number of the proposal - to be completed by the Commission;*
- d) Date of registration of the proposal - to be completed by the Commission.*