

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

**Bursaries for young researchers from
Developing Countries**

Including guidelines on how to complete the proposal submission form

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How to complete the proposal submission forms

Introduction

This document provides guidance on how to complete the application forms for International co-operation bursaries. The application has two parts, 'Part A' provides the necessary administrative and financial information, while 'Part B' is the content description of the application for a bursary.

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/ptool>

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 applicant and the consortium 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 part B describing the content of your application. Incomplete proposals will be ineligible and will not be evaluated.

How to complete the forms

The forms should be completed as follows:

- The applicant fills in form A1;
- The applicants home organisation fills in form A2.
- The host organisation fills in form A3.
- The co-ordinator of the research or concerted action proposal to which the bursary is related fills in forms A0 and A4.

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), proposal number (if a number has been allocated before submission) and the name of the applicant at the top of the form where indicated, and on every page of the other parts, including any annexes.

All costs must be given in euro (and not kilo euro).

Signature of the forms

The applicant should send the A1 form together with the A2 form from the home organisation to the proposal co-ordinator. The host organisation should send form A3 to the proposal co-ordinator. The applicant, the home and host organisations should confirm their agreement to the bursary either by signing the forms, 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 should check that all parties have confirmed their agreement to the bursary, and then sign form A4.

The co-ordinator should then send the original (with original signatures) 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.

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 pack, 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 Community activities in the field of research and technological development and demonstration and concerted actions
- 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 forms (A0)

1. Information on the RTD or CA proposal

In this section, please provide information on the research, demonstration, combined R&D or concerted action proposal to which your application for the bursary is linked.

2. Proposal Full Name

Write the name of the research, demonstration, combined or concerted action proposal to which your application for the bursary is linked.

3. Proposal acronym

If applicable: Write the acronym chosen for the research, demonstration, combined or concerted action proposal to which your application for the bursary is linked.

4. Proposal number

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.

5. Name of applicant

Name and First Name will be used to identify the bursary application together with the proposal number and acronym.

6. 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.

7. Thematic Priorities of the Research Programmes

The thematic priorities addressed by your proposal as indicated in the list in Annex 1 to the RTD or Concerted Actions 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).

General information on the applicant (A1)

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

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

9. 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 please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

10. Residence (Only applicable for non -nationals)

The country code from the annex mentioned in note 9 for the country in which the applicant is resident at the time of the application.

11. Nationality Code / Name

Use the relevant country code and country name as indicated in note 9 for the nationality of the applicant. For any country not included in the list please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank. Proof of nationality must be provided as described in section B.

12. Planned start date

Remember that the bursary cannot start until the RTD or CA contract has been signed, which will be 4 to 5 months after the deadline for submission. You will be allowed up to 12 months after the contract has been signed to start your bursary. Failure to commence your bursary within this period could lead to the loss of the bursary.

13. Estimated Contribution requested

The total estimated contribution, which is requested for the bursary in euro. The total should be the sum of travel and daily allowance costs.

14. Travel costs

The cost of one return Apex ticket from the place of residence (normally the place of the home organisation) to the host organisation.

15. Allowance

Please calculate the costs for a bursary by multiplying the monthly allowances paid by the Commission for fellows under the Marie Curie fellowship scheme (see below) with the number of months that is foreseen for the bursary. The maximum duration for a bursary is 6 months.

Reference Rates for Marie Curie Fellows

This table sets out the total monthly allowance paid in the Member or Associated State where the host organisation is established. These costs relate to the following fellowship schemes:

- Marie Curie Individual Fellowships;
- Marie Curie Industry Host Fellowships (Researchers with the necessary research experience only*);
- Marie Curie Development Host Fellowships

Guidelines on how to complete the INCO Bursaries for young researchers
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- And should also be used for the bursaries

COUNTRY**	TOTAL MONTHLY ALLOWANCES PAID BY THE COMMISSION (EURO)
AUSTRIA	4.280
BELGIUM	4.993
DENMARK	4.373
FINLAND	3.807
FRANCE	3.600
GERMANY	4.500
GREECE	2.400
ICELAND	3.752
IRELAND	3.062
ISRAEL	3.875
ITALY	3.813
LIECHTENSTEIN	4.243
LUXEMBOURG	3.955
NETHERLANDS	4.225
NORWAY	4.302
PORTUGAL	3.841/3.104***
SPAIN	3.342
SWEDEN	4.291
SWITZERLAND	4.243
UNITED KINGDOM	3.128

* Post-graduate researchers will be allocated 70% of the reference rate

** In the case of new Associated States the rates for Marie Curie Fellowships will be determined on a case by case basis pending the agreement of rates with each Associated State

*** Lower rate applicable for host institutions in the public sector

16. Qualifications

Full details of qualifications must be included in your Curriculum Vitae, as stated in the Detailed Proposal Information in the description of the application in part B. In this section you indicate the type of education and the time of the awards.

17. Languages spoken /working language

For the applicant: Please indicate the languages that you speak. Write the name of the language in English (e. g. English, German, French). The first language should be the mother tongue.

For the host organisation: Please indicate the language which is the working language of the host institute. If there are more than one, please provide a list in priority order.

18. Level of language command

For each language you have mentioned in row 16, please indicate the level to which you master the language according to the following codes:

Mother tongue.

Excellent: Full active command of the spoken and written language.

Good: Reasonable active command of the spoken and written language.

19. Research Experience

Full details of your experience must be included in your Curriculum Vitae, as stated in the Detailed Proposal Information in part B of the application.

Information concerning the home organisation (A2)

20. Home organisation

This section is to be filled by the home organisation.

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

In case the organisation has already received a registration 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.**

22. Organisation Legal Name

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

23. Short Name

The short name chosen by the participant for this research, demonstration, combined or concerted action proposal. This should normally not be more than 20 characters.

24. Legal Registration No

If applicable, please provide the legal national registration number or code in, i. e. Chambers of Commerce or the business register.

25. 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.

26. 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).

27. P. O. Box

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

28. 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 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

29. Cedex

If applicable, indicate Cedex for surface mail delivery.

30. 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).

31. Authorised Person

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

Information concerning the host organisation (A3)

32. Host organisation

This section is to be filled by the host organisation, which must be one of the organisations participating to the research, demonstration, combined R&D or concerted action proposal to which this bursary application is linked.

33. Participant Role

The role for the participant as defined by the consortium for the research, demonstration, combined R&D or concerted action proposal to which the application is linked. The following codes should be used for role:

- CO:** scientific, administrative and financial co-ordinator;
- CS:** only scientific/technical co-ordinator (if different from co-ordinator);
- CR:** principal contractor (other than the co-ordinator);
- AC:** assistant contractor (in research, demonstration or combined R&D proposals)
- MB:** member (in concerted action proposals)

34. Participant No

The number allocated by the consortium to the participant as defined by the consortium for the research, demonstration, combined R&D or concerted action proposal to which the application is linked this proposal. The co-ordinator of a proposal is always number one. Assistant contractors (RTD proposals) and members (Concerted action proposals) should have numbers following the contractor whom they are working with. In case the assistant contractor or member is assisting more than one principal contractor, the assistant contractor or member should have a number following the first contractor listed.

35. Linked to Principal Contractor No (Participant No)

Only for assistant contractors and members: Indicate the number of the principal contractor, whom the assistant contractor or member is linked.

Declaration from proposal co-ordinator Form (A4)

36. Co-ordination organisation

This form should be filled by the organisation co-ordinating the research, demonstration, combined or concerted action proposal to which the application is linked.

Part B: Bursary application description

The applicant must give a description of the bursary according to the guidelines provided in the Part B Form.