

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

FELLOWSHIPS TO JAPAN FOR COMMUNITY RESEARCHERS

(Training Fellowships)

Including guidelines on how to complete the proposal submission form

How to complete the proposal submission forms

Introduction

This document provides guidance on how to complete the application forms for Fellowships to Japan for Community Researchers.

The application has two parts, 'Part A' provides the necessary administrative information, while 'Part B' is the detailed description of the application.

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>

This tool provides on-line help facilities, and provides instructions for entering and submitting the required information electronically. **If you choose to submit electronically there is no need to read the remainder of these notes.**

Submitting on paper:

There is a front-page (A0) and two forms, numbered A1 and A2. 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. This information is necessary for the Commission Services to prepare the evaluation of the application. 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 (included in the dedicated Guide for Proposers, part 2). Incomplete proposals will be ineligible and will not be evaluated.

How to complete the forms

The applicant should complete forms A1, A2 and B.

Please fill in the forms by typewriter. A photocopy of the original may be used if the quality is good. However, the form A2 sent to the European Commission must have an original signature.

Please keep Forms A0 to A2 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.

The forms and the requested documents must be submitted to the address specified in the Call.

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 to Proposers, and other documents provided in the information pack like the Call for proposals, where you will find more complete descriptions of the principles used to implement the programme.

How to complete the administrative forms (sheets A0 – A2).

1. Name of applicant

Name and First Name will be used to identify the fellowship.

2. 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.

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

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

4. Country - Nationality Code / Name

Use the relevant country code as indicated in the annexed list, the proposal submission forms: "Country Codes". For any country - nationality not included in the annexed list, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

5. P. O. Box

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

6. 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.

7. Cedex

If applicable, indicate Cedex for surface mail delivery.

8. 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).

9. Qualifications summary

Full details of qualifications must be included in part B. In part A, only a summary.

10. Languages spoken /working language

Please indicate the languages that you speak (max. 3). Write the name of the language in English (e. g. English, German, French). The first language should be the mother tongue.

11. Level of language

For each language you have mentioned in the upper row, 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.

12. Present position

Full details of your professional experience must be included in part B. In part A, only the present one.

13. Research Experience

Full details of your research experience must be included in part B. In part A, only a number of year.

General information on the applicant (A2)

14. Envisaged research in Japan

Full details of your research project must be included in part B. In part A, only a short summary (3 lines preferably in English).

15. References

More details are requested in part B (please include reference letters)