

How to complete the administrative forms (Forms A0 to A7 and B1 to B5).

As specified in the guide for proposals, the proposal forms can be prepared using the Proposal Preparation Tool (ProTool), which can be downloaded free-of-charge from:

<http://www.cordis.lu/improving>.

When using ProTool

If only possible ProTool should be used to fill in the forms. Proposals forms prepared with ProTool may be printed out and submitted on paper, or submitted electronically. If possible, it is strongly advised to submit the forms electronically. ProTool provides on-line help facilities and instructions for entering and submitting the required information electronically.

When not using ProTool

When ProTool cannot be accessed, only paper submission is possible. In such cases, you should detach and complete the forms or you may use photocopies of them provided the quality is good. Alternatively, you can download the forms from the above Internet address. When you have completed the forms, please keep a photocopy for your own file.

Please note that the forms may be machine-read at the Commission, so to minimise the possibilities of your proposal details being read incorrectly, you should read the explanatory notes below carefully and follow the following instructions:

- If possible, please fill in the forms by typewriter. A photocopy of the original may be used if the quality is good. However, the forms sent to the European Commission must have original signatures.
- Please keep the forms 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 and do not type outside the boundaries (to avoid the data being truncated during the optical reading process). 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 using characters in Danish, German, Finnish, Norwegian or Swedish, please replace the characters listed below by the corresponding double characters:

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

- For numbers (amounts, 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. If relevant, costs must be given in euro (and not kilo euro).
- Please remember to indicate the applicant name at the top of each of the pages of the forms.

1. Proposal Full Name

Use a clear, self explanatory title of not more than 10 words, providing guidance as to the contents of the project.

2. Applicant Name

Name and First Name will be used to identify the proposal file. When using ProTool, it is filled in by ProTool with Applicant Name, First Name and Date of birth.

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. (See on the Internet Site <http://www.cordis.lu/improving>)

4. Research Programme

Indicate one programme code (e.g. QOL) from the list of programmes offering Marie Curie Individual Fellowships given below. For further details, see the section on programmes offering Marie Curie Fellowships in the Guide for Proposers.

IHP	Human Potential
QOL	Quality of Life
GROW	Competitive Growth
EESD	Energy, Environment and Sustainable Development
NUC	Nuclear Energy

5. Category of Fellowship

Please use one of the following codes:

- 30:** Young researcher, typically with a doctoral degree or at least four years of full-time research experience at postgraduate level other than doctoral studies;
- R:** Researchers from a Less Favoured Region (LFR, see annex of the Guide for Proposers) who have benefited from a post-doctoral grant of 24 months within a fellowship scheme under Framework Programmes 4 and/or 5;
- 40:** Experienced researcher with at least 10 years research experience at post-doctoral level, or 14 years of research experience at postgraduate level.

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

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

7. Evaluation panel code

For applications to the Human Potential Programme indicate one evaluation panel code from the list below that best reflects the scientific field of the proposal. For applications to other programmes leave this field blank. Before choosing a panel code, please refer to the list of subdisciplines given in the Guide for Proposers (section on the Human Potential Programme).

CHE	Chemistry	ENV	Environmental and Geo-Sciences
ECO	Economic Sciences	LIF	Life Sciences
SOC	Social and Human Sciences	MAT	Mathematics and Information Sciences
ENG	Engineering Sciences	PHY	Physics

Note that the evaluation of proposals within ECO and SOC will be carried out in one panel.

8. Sub-disciplines/areas

Enter codes in order of their relevance to the project as given in the Guide for Proposers: for applications to the Human Potential Programme choose sub-disciplines, for applications to other Programmes choose thematic priorities, for example:

M-01	" Statistics and Probability " (Human Potential Programme)
QOL-2000-6.1.	"Age-related illnesses and health problems" (Quality of Life Programme)

9. Planned start date

Remember that the project cannot start until the contract has been signed, which will be 4 to 5 months after the deadline for submission. You will be allowed up to 6 months after the contract has been signed to start your fellowship. Failure to commence your project within this period could lead to the loss of the fellowship.

10. Country/Nationality Code

Use the relevant country code and country name as indicated in the list in Annex 2. 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.

11. Current Country of Residence (Only applicable for non-nationals of a Member State or Associated State)

To be eligible, non-nationals of a Member State or Associated State must have been residing in the Community (15 Member States) for at least the last 5 years at the deadline for submission for proposals. Proof must be provided as stated in Section B (Project Description).

12. P. O. Box

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

13. 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.

14. Cedex

If applicable, indicate Cedex for surface mail delivery.

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. Qualifications / Research Experience

Full details of qualifications and experience must be included in your Curriculum Vitae, as stated in the Detailed Proposal Information in the Project Section.

17. Organisation Legal Name

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

18. Institution where applicant has most recently been doing research

Only for applicants who have been doing research under a paying contract; for applicants who have not, leave this field blank.

- For Return Fellowship applicants: indicate details of the host institution of the initial postdoctoral fellowship.
- For category 40 applicants: indicate details of the research institution in which you are currently an established staff member and provide proof of your status as stated in the Detailed Proposal Information.

19. Type of fellowship

Indicate a code from the following list of individual and host fellowships and training grants.

B20	Individual fellowship, category 20	IND20	Industry Host Fellowship, category 20
B30	Individual fellowship, category 30	IND30	Industry Host Fellowship, category 30
BRT	Return fellowship, category R	DEV30	Development Host Fellowship, category 30
B40	Experienced researcher fellowship, category 40	PHD20	Stay at Marie Curie Training site
OTH	Other	INS20	HCM, Institutional Fellowship, category 20
		INS30	HCM, Institutional Fellowship, category 30

20. Additional Income

Other income connected with the fellow's professional status that he/she will continue to receive without engaging de facto in any activity related to this status must be declared (i.e., any income received in connection with the maintenance of an employment position).

- **For category 30 the amount declared on page A7 will be used as the basis for a reduction in the amount of fellowship awarded. For category 40 (only for the individual amount scheme) page A7 must also be completed.**
- **For category R such an additional income is not allowed.**

Please note that it will not be possible to hold another fellowship together with the Marie Curie Fellowship.

21. Place of normal activity

The information provided in this section must be coherent with the CV and must be clear enough to allow the assessment of the eligibility requirements concerning mobility.

Short stays in another country, such as holidays, etc., will be considered as being spent in the place of normal activity.

Applicants who have carried out part of their normal activity in the host country in the 2 years prior to the deadline for submission of proposals, must provide a detailed breakdown and written proof of their normal activity during that period (e.g. letters from employers, universities, etc.)

22. Less-Favoured Region (LFR)

The LFRs of the Community are listed in the annex of the Guide for Proposers.

23. 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.**

24. Organisation Short Name

If applicable, the short name of the organisation chosen by the participant for this proposal. This should normally not be more than 20 characters.

25. 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.

26. Activity Type

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

REC: Research (i.e. organisations only or mainly established for research purposes);

HES: High 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

27. 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);

EEL: European Economic Interest Group;

PNP: Private Organisation, Non Profit (i.e. any privately owned non profit organisation).

28. 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...).

29. 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. (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.

For example: 80 for Universities (Code for Education)
 73 for Research and Development

30. For companies only : Annual Turnover

This field is for statistical information only. 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: $0 \leq \text{EUR } 7 \text{ million}$ (Annual turnover less than or equal to EUR 7 million)

T2: $> \text{EUR } 7 \text{ million or } \leq \text{EUR } 40 \text{ million}$ (Annual turnover more than EUR 7 million or less than or equal to EUR 40 million)

T3: $> \text{EUR } 40 \text{ million}$ (Annual turnover more than EUR 40 million).

If not applicable (e.g. for universities) leave blank

31. For companies only : Annual Balance Sheet Total

This field is for statistical information only. 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: $0 \leq \text{EUR } 5 \text{ million}$ (Annual balance sheet total less than or equal to EUR 5 million)

B2: $> \text{EUR } 5 \leq \text{EUR } 27 \text{ million}$ (Annual balance sheet total more than EUR 5 million or less than or equal to EUR 27 million)

B3: $> \text{EUR } 27 \text{ million}$ (Annual balance sheet total more than EUR 27 million).

If not applicable (e.g. for universities) leave blank

32. 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

33. 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.

34. Owners

Please provide the legal name(s) of the organisation(s) controlling the organisation by 25% or more.

35. Administrative Officer's Signature / Co-ordinator's Signature

For electronic submission only: the applicant researcher **must** keep the original of form page A5 –as well as A6 and A7 when used- with the **original signatures**. The Commission may request these original documents at any time.