

**FIFTH FRAMEWORK PROGRAMME OF THE EUROPEAN COMMUNITY
FOR RESEARCH, TECHNOLOGICAL DEVELOPMENT
AND DEMONSTRATION ACTIVITIES**

PROPOSAL FOR FINANCIAL SUPPORT FROM THE EC FOR

Cooperative Research (CRAFT)

Acknowledgement of receipt form

Part A : Application forms

Part B : Proposal description



It is obligatory to fill in all application forms by typewriter or by computer.



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Name and address of the SME Co-ordinator *

Fax number of the SME Co-ordinator *

**COOPERATIVE RESEARCH (CRAFT) –
 ACKNOWLEDGEMENT OF RECEIPT**

We are pleased to acknowledge receipt of your CRAFT proposal entitled:

CRAFT Identification *

Proposal Full Name ¹			
Proposal Acronym ²			
Thematic Priority(ies) ³			

This CRAFT proposal has been given an unique reference number (see label in top right hand corner).

You are kindly requested to always mention this reference number in all future correspondence relating to this proposal. Please ensure that your partners are also aware of this reference number.

Your proposal will be evaluated by the services of the Commission with the assistance of experts. The result of this evaluation will be communicated to you in due course.

We thank you for your proposal and your interest in EC RTD programmes.

* To be completed by the SME Co-ordinator

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Post stamp

 / /

Reception date

 / /

Proposal received by: _____

Cooperative Research Proposal – Form A1



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Proposal Acronym ²	
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A1 Cooperative Research Proposal (CRAFT) Overview ¹

Thematic Priority(ies) ³	
Proposal Full Name ¹	
SME Co-ordinator Organisation Legal Name ⁵	
Project Duration ⁶ (in months)	

Summary ^{7*}

Participants		Organisation Short Name ⁸	Country Code ⁹	Organisation Size ¹⁰	Eligible Costs ¹¹	EC Contribution Requested ¹²
SME Proposers ¹³ (SME Co-ordinator first)	A					
	A					
	A					
	A					
	A					
	A					
SUBTOTALS ¹⁴					A	C
RTD Performers ¹⁵	B					
	B					
	B					
SUBTOTALS ¹⁶					B	D
Total estimated Eligible Cost				A + B =		
Total EC Contribution Requested ¹⁷				C + D =		
Total Cash Input Required from SME Proposers ¹⁸				B - D =		

Proposal History

Has this proposal been prepared with the help of an Exploratory Award? If yes, please give details of the Exploratory Award ¹⁹					Y	N
Thematic Priority			Contract No			
Have you or any of yours partners, previously or currently, submitted this proposal or one similar in content to any Community Programme? If yes, please give details of the proposal ²⁰					Y	N
Programme Name			Proposal No			

Signature

Date (DD/MM/YYYY)	
Signature of SME Co-ordinator	

* Figures to be taken from Forms A2 as filled out by the participants.



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Proposal Acronym ³

A2.1 Individual Participant Profile/Information ²¹

Participant number and role

Participant Code/ No ²²	Is the organisation an eligible SME? ²³	Y	N
SME Co-ordinator <input type="checkbox"/>	SME Proposer ¹³ <input type="checkbox"/>	RTD Performer ¹⁵	<input type="checkbox"/>

Participant's legal information and address

Registration No with the European Commission's Research Programmes ²⁴			
Organisation Legal Name ²⁵			
Short Name ⁸	Legal Registration No ²⁶		
Business Area(NACE) ²⁷	Activity Type ²⁸		
Legal Status ²⁹	If 'PRC', Specify ³⁰		
PO Box ³¹			
Street Name and Number			
Post Code ³²	Cedex ³³		
Town/City			
Country Code ⁹	Country Name ⁹		
Internet homepage			

Participant details

Annual turnover ³⁴	Annual Balance Sheet Total ³⁵	Number of employees ¹⁰
Is Your Organisation independent ³⁶ ?		
Y		
N		
If No, please indicate Legal Name(s), Annual Turnover, Annual Balance Sheet and number of employees of owner(s) who own 25% or more ³⁷		
Legal Name		
Annual turnover ³⁴	Annual Balance Sheet Total ³⁵	Number of employees ¹⁰
Legal Name		
Annual turnover ³⁴	Annual Balance Sheet Total ³⁵	Number of employees ¹⁰
Is Your Organisation affiliated to any other participant(s) in the proposal ³⁸ ?		
Y		
N		
If Yes, please indicate Participant No, Short Name(s) and character of affiliations(s) (D / I) ³⁹		

Address of the main department carrying out the work ⁴⁰

Department/ Institute Name			
PO Box ³¹			
Street Name and Number			
Post Code ³²	Cedex ³³		
Town/City			
Country Code ⁹	Country Name ⁹		



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Proposal Acronym ³	
Participant Code/N° ²²	

A2.2 Individual Participant Profile/Information (continued)²¹

Authorised person⁴¹

Title (Dr, Prof., ...)		Gender ⁴²	F	M
Family Name				
First Name				
Telephone No ⁴³		Fax No ⁴³		
E-mail				

Cost breakdown^{*}

Cost Basis (FC/FF) ⁴⁴		
Cost Categories ⁴⁵	Amount (in euro)	Details / Specifications
Personnel Cost ⁴⁷ (give details of person/months ⁴⁶)		
Travel and Subsistence ⁴⁸ (specify number of business trips estimated)		
Subcontracting ⁴⁹		
Durable Equipment ⁵⁰		
Consumables ⁵¹ (specify type)		
Computing ⁵²		
Other specific project costs ⁵³ (specify)		
Protection of Knowledge ⁵⁴		
Overhead Costs ⁵⁵ (specify rate and on which items it is applied)		
Subtotal		
EC Contribution Requested⁵⁶		
Cash Input⁵⁷		
Total Input (eligible costs + cash)		
External sources of funding⁵⁸		

Declaration

I certify that the information about my organisation is accurate and that my organisation has agreed to participate in this proposal. **

Authorised signatory ⁵⁹ (Full Name in capitals)	
Date (DD/MM/YYYY)	
Signature	

* The cost categories and the definition of the cost categories only strictly apply to the SME Proposers.

** Each participant should accept the obligations which are explained in the information brochure before signing this form.



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Proposal Acronym ³**B1.****Proposal Summary ⁶⁰****Objectives (maximum 1000 characters)****Description of the work (maximum 2000 characters)****Milestones, expected results and exploitation of results (maximum 500 characters)**

How to complete the Proposal Description (Part B2).

THIS PAGE CONTAINS INSTRUCTIONS ONLY. DO NOT SUBMIT THIS PAGE WITH YOUR PROPOSAL
USE THE LAYOUT AND STRUCTURE AS SUGGESTED BELOW TO WRITE YOUR PROPOSAL.

B2.	Proposal Description
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PROPOSAL FULL NAME¹ AND ACRONYM²

1. Scientific/Technological quality and innovation *(Maximum 10 A4 pages)*

1.1 The (**quality** of the) research proposed and its contribution to the general objectives of the **relevant thematic programme** *(Maximum 1 A4 page)*

- Specify clearly the need and issues, and their particular relevance to the SME Proposers, their sector and, if relevant, other sectors.
- Specify and quantify verifiable and realistic industrial, economic and social objectives and/or targets.
- Give the estimated time-to-market and indicate any further technical development or demonstration activities required after the completion of the research project to produce marketable products, processes or services by the SMEs
- Explain how the objectives comply with the general scope and objectives of the thematic programme covering the main thematic priority.

1.2 The originality, **degree of innovation** and progress beyond the state of the art, taking into account the level of risk associated with the project *(Maximum 1 A4 page)*

- Describe the international state-of-the-art on which the project's approach is based, by means of a documentary study including, for example, literature, publications, patents, standards and data-base searches (relevant references should be given in section 6 below).
- Where appropriate, refer to the results of any Feasibility Check, Novelty Verification or Economic Impact Assessment by Market Analysis, carried out during a preceding Exploratory Phase.
- Briefly describe the technical limitations of existing products/processes/services and include comments on competing techniques.
- Specify the main innovations claimed, defining the scope for development of new or improved products, processes or services, and show that it represents a significant step forward beyond the state-of-the-art.
- Give a critical appraisal of the level of technical risk and any relevant factors which may influence the chance of success.
- You can find information on :
 - *past and current RTD projects financed by the European Union in the RTD Projects data-base of the CORDIS server at <http://dbs.cordis.lu/>;*
 - *projects funded by RTD programmes of EU member states in the ERGO data-base at <http://www.cordis.lu/ergo/>;*
 - *existing patents from the free patents data-bases available through the "Quick Scan" page at the SME website: <http://www.cordis.lu/sme/src/helptool.htm>.*

1.3 The **adequacy** of the chosen approach, methodology and work plan for achieving the scientific and technological objectives *(Maximum 8 A4 pages)*

- Describe the research approach and technical programme in terms of its structure and methodology.
- Include a project flow diagram to illustrate the sequence of major tasks.
- Divide the technical programme into workpackages and tasks and for each task, provide:
 - *the relevant and quantified technical objectives*
 - *the partner mainly responsible for the task and the other partners involved*
 - *a description of the technical work to be carried out including its justification*
- Include the specific tasks to be implemented during the project (e.g. training, secondment or exchange of technical staff, etc.) to protect the knowledge generated or facilitate the absorption of results by the SME Proposers.

B2.

Proposal Description (continued)

2. Community added value and contribution to EU policies (*Maximum 2 A4 pages*)

2.1 The European dimension of the problem.

- Explain why the project would contribute to solving problems at the European level, i.e. why the expected impact of carrying out the work at European level, with a transnational approach would be greater than the sum of the impacts of national projects
- Explain how the research may increase transnational technological cooperation among SMEs and between SMEs and research organisations or other organisations at the European level.
- Describe the links and complementarity to any other relevant European-funded or nationally-funded research and identify the potential scope for interaction or technology transfer.

2.2 The European added value for the consortium

- Explain the need to establish a critical mass in human and financial terms and the combination of complementary expertise and resources available Europe-wide in different organisations
- Discuss the transnational character of the participants' group including possibilities of technology transfer between industrial sectors.

2.3 The project's contribution to the implementation or the evolution of one or more **EU policies (including "horizontal" policies, such as towards SMEs, etc.) or addressing problems connected with standardisation and regulation**

- Explain how the research may improve European social and economic cohesion, for example by technology transfer to less technically advanced regions.
- Identify contributions to facilitating the adaptation of SMEs to a given European regulation or directive or to the fulfilment of other EU policies (e.g. transport policy, common agricultural and fisheries policies, ...etc). A description of all EU policies can be found at <http://europa.eu.int/pol/index-en.htm>.
- Identify contributions to the development or dissemination of codes of best practice and standards.

3. Contribution to Community social objectives (*Maximum 1 A4 page*)

3.1 The contribution of the project to improving the **quality of life and health and safety**

- Identify and quantify where possible improvements to the quality of life, better working or living conditions (health and safety, improved ergonomics, enhanced job satisfaction ...), taking into account ethical issues where relevant

3.2 The contribution of the project to improving **employment prospects and the level of skills in Europe**

- Identify and quantify where possible the impact of the project results on the creation of new employment opportunities or on maintaining existing jobs.
- Identify and quantify where possible any new opportunities arising from the project for education, training or otherwise improving the level of skills for European workers and citizens
- Mention any contribution to favouring activities of women entrepreneurs

3.3 The contribution of the project to **preserving and/or enhancing the environment and natural resources**

- Identify and quantify where possible:
 - *environmental benefits in terms of pollution reduction or prevention*
 - *conservation of raw materials and preservation of natural resources.*

B2.

Proposal Description (continued)

4. Economic development and S&T prospects (*Maximum 5 A4 pages*)

4.1 The possible contribution to growth, in particular the **usefulness and range of applications** and quality of the **exploitation plans** (*Maximum 3 A4 pages*)

- Identify direct expected applications and potentially patentable ideas and explain how the SME Proposers could benefit from these.
- Explain how the results of the projects will improve the competitiveness of SME Proposers
- Give quantitative estimates, supported by references, for the direct and, when possible, indirect benefits. Use tables and graphs to describe :
 - *the market size in euro/year both inside and outside the EC.*
 - *increased productivity*
 - *reduced costs, e.g. energy consumption, maintenance, consumables, use of cheaper materials*
 - *increased quality and reliability*
 - *improved functionality*
 - *the direct potential in terms of increased market share for sale of improved products, processes or services.*
- Provide economic justification for the proposed research (i.e. its cost-effectiveness), taking into account the overall cost of the project in relation to its potential direct economic benefits for the individual SME Proposers.
- Describe the industrial or commercial routes envisaged for the exploitation of the results.
 - *Describe in particular specific tasks to be implemented during the project to prepare exploitation (e.g. gathering of reliable information and comments on the proposed exploitation route, updating initial market analysis and sales forecast, feed-back from pilot end-users...)*
 - *Mention any possible agreement between the partners, or intention to extend their cooperation in the exploitation phase and relevant agreements with companies, in particular users external to the partnership.*
- Describe the steps that are foreseen to ensure that the SME Proposers will be able to assimilate and exploit the results of the project. Specify in particular the role of each participant and the tasks to be implemented during the project (e.g. training, secondment or exchange of technical staff, etc.) to validate the technology and facilitate the absorption of results by the SME Proposers.
- Describe specific tasks to be implemented during the project and explain the partnership policy and agreements concerning the protection of the knowledge generated during the project (e.g. securing patents, protecting design models and software codes...) and the granting of licences for exploiting the results. Mention in particular any existing or anticipated business agreements or commitments which may impose limitations on the subsequent exploitation of information or inventions generated as a result of the research.

4.2 The **strategic impact** of the proposed project and its potential to improve competitiveness and the development of applications markets for the partners and the users of the RTD results (*Maximum 1 A4 page*)

- Identify potential indirect benefits to other European organisations (in particular SMEs) in the same or other sectors.
- Identify any expected application market which may be developed and explain how the participants and other European organisations (in particular SMEs and users of research results) could benefit from it.

4.3 The contribution to European technological progress and in particular the **dissemination strategies** for the expected results, choice of target groups, etc. (*Maximum 1 A4 page*)

- Explain how the results of the project may contribute to the European technological progress.
- Describe the scope, any intended measures and time scale for dissemination of the results and transfer of the technology to other organisations, in particular SMEs in the same or other sectors, indicating the role of the RTD Performers and the SME Proposers. This part is mandatory in the case that no exploitation is foreseen by the SME Proposers.

B2.

Proposal Description (continued)

5. Management, partnership and resources

5.1 The **quality of the management and project approach** proposed (*Maximum 3 1/2 A4 pages + tables*).

- Demonstrate the management capability of the co-ordinator in terms of experience and available resources.
- Describe the management structure and techniques and outline the communication strategy of the partnership.
- Identify methods for monitoring and reporting progress, and documenting results.
- Include a specific project management task which also covers preparatory measures for the exploitation of results.
- Include, for each task, the list of deliverable items, indicating type, content and timing, including for example software codes, experimental results, laboratory demonstrations, prototype products, etc.
- Define specified indicators of impact and performance (e.g. major project milestones), allowing to measure the progress of the project, indicating the type, timing and assessment criteria.
- Highlight the mid-term review as well as the final achievements.

5.2 The **appropriateness of the resources**.

- Include the following tables and charts:
 - bar chart showing the scheduling of tasks and partners' involvement, interdependencies between tasks, timing of reports, deliverables and milestones
 - table indicating the manpower allocation per task or sub-task, and per partner in person/months (1 person/month equals approx. 135 workable hours)
 - specify for each partner the quality and/or level and/or type of manpower allocated, indicating in particular the expertise of key personnel
 - table giving the major durable equipment, including computing and other facilities, indicating if it is to be provided or purchased by each partner and referencing the tasks for which it will be used.

5.3 The **quality of the partnership** (*Maximum 1/2 A4 page per participant*)

- Present a profile of each participant: organisation name, type (e.g. SME, large enterprise, university, research organisation, industrial association, etc.), size, full range of business activities (identifying the core business, and specifying products, services, etc.), contractual role (e.g. SME Co-ordinator, SME Proposer, RTD Performer etc.), role in the research project, degree of involvement and qualifications for these roles.
- For each individual participant, outline the consistency between its business activities, its intended role in the project and the benefits it expects to derive from participating.
- For the RTD Performer(s), explain why they were selected to carry out the work, making reference to their experience in similar research projects, and identify the principal research personnel who will be involved.
- Please describe the type of affiliations (if any).
- Justify the structure of the group of participants in terms of their common or complementary interests in the RTD and in the exploitation of the results (e.g. as suppliers, manufacturers, end-users).

6. List of References and Related Projects (*Maximum 2 A4 pages*)

- If the same (or similar or related) application has been, is being or is planned to be submitted to a Community programme or to another European programme, please give details (i.e. date, programme, proposal reference number, outcome) and indicate any differences in the proposal (e.g. in terms of partners, aims or technical content, etc.)
- Include a list of any other related European funded or nationally funded projects.
- Include the list of relevant references cited in this proposal.



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Proposal Number
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Proposal Acronym ²

B3.

Cost summary in euro^{61*}

Participant code and number ²²	Participant short name ⁸	Number of person/months ⁴⁶	Personnel Costs ⁴⁷	Travel and Subsistence ⁴⁸	Sub-contracting ⁴⁹	Durable equipment ⁵⁰	Consumables ⁵¹	Computing ⁵²	Other specific project costs ⁵³	Protection of knowledge ⁵⁴	Overhead Costs ⁵⁵	Total eligible cost	Requested contribution from the Commission ⁵⁶
Subtotal SME Proposers													
Subtotal RTD Performers													
Overall Total													

* Figures to be taken from Forms A2 as filled out by the participants.



B4. Overview of costs and funding^{62*}

Organisation short name ⁸	N ^o	Country ⁹	Eligible SME? ²³ (Y/N)	Number of person/months ⁴⁶	Eligible Costs ¹¹	EC Contribution ¹²	Proposers' cash input ¹⁸	Total input
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SME Proposers¹³ (SME Co-ordinator first)

	A1							
	A2							
	A3							
	A4							
	A5							
	A6							

SUBTOTALS				i.	A.	C.	E.	F.=A+E
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RTD Performers¹⁵

	B1							
	B2							
	B3							
	B4							

SUBTOTALS				ii.	B.	D.		
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Total person/months
Total estimated Eligible Cost
Total EC contribution req'd
Total Cash Input from SME Proposers
Total SME Proposers' Input

RTD Performers must account for at least 40% of Total estimated Eligible Cost (A+B) and at least 50% of the project's personnel time (in person/months)

i+ii =	
A+B =	
C+D =	
E=B-D =	
F =	

EC contribution has priority use to pay the RTD Performers

Total EC Contribution Requested (C+D) must not be more than 50% of Total estimated Eligible Cost (A+B)

No EC contribution can be allocated to the SME Proposers if cash inputs are used

No more than 40% of Total SME Proposers' Input (F) from single partner or affiliates

EC contribution to an SME proposer should not be more than 50% of its own eligible costs

No more than 60% of Total SME Proposers' Input (F) can come from single country eligible to receive EC contribution

* Figures to be taken from Forms A2 as filled out by the participants.
This table can be completed with the help of an electronic calculation tool (the "CRAFT Calculator") which can be downloaded from the SME website (<http://www.cordis.lu/sme/src/helptool.htm>).