How to complete the administrative forms (Part A: Forms A1 – A2).

1. Proposal Full Name

Use a clear, self explanatory title of not more than 20 words, providing guidance as to the contents of the Exploratory Award.

2. Proposal Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the Exploratory Award. The same acronym should appear on each page of the Exploratory Award in order to prevent errors during its handling.

3. Thematic Priorities of the Research Programmes

The thematic priorities addressed by your Exploratory Award as indicated in this list. Full descriptions of these priorities are given in the workprogrammes of each thematic programme available at http://www.cordis.lu/fp5/src/programmes.htm. The list is organised so that the first three or four characters indicate the programme (in bold) and the last digit indicates the thematic priorities. If more than one thematic priority is addressed, indicate them in priority order, so that the main priority addressed by the Exploratory Award is mentioned first. For Exploratory Awards preparing a CRAFT Step 2 proposal, indicating the thematic priorities is recommended, but not mandatory.

QOL	**Quality of Life and Management of Living Resources**
QOL-1.	Key action Food, Nutrition and Health
QOL-2.	Key action Control of Infectious Diseases
QOL-3.	Key action The "Cell factory"
QOL-4.	Key action Environment and Health
QOL-5.	Key action Sustainable Agriculture, Fisheries and Forestry
QOL-6.	Key action The Ageing Population and Disabilities
QOL-7.	Chronic and degenerative diseases, cancer, diabetes, cardiovascular diseases and rare diseases
QOL-8.	Research into genomes and diseases of genetic origin
QOL-9.	Neurosciences
QOL-10.	Public health and health services research
QOL-11.	Research relating to the persons with disabilities
QOL-12.	Biomedical ethics and bioethics in the context of respect for fundamental human values
QOL-13.	Socio-economic aspects of life sciences and technologies
QOL-14.	Support for research infrastructures
IST	**User-friendly Information Society (IST)**
IST-1.	Key action Systems and services for the citizen
IST-2.	Key action New Methods of Work and Electronic Commerce
IST-3.	Key action Multimedia Content and Tools
IST-4.	Key action Essential Technologies and Infrastructures
IST-5.	Cross programme themes
IST-6.	Generic activities: Future and emerging technologies
IST-7.	Support for research infrastructures: research networking
IST-8.	IST support measures
GROW	**Competitive and Sustainable Growth**
GROW-1.	Key action: Innovative products, processes and organisation
GROW-2.	Key action: Sustainable mobility and intermodality
GROW-3.	Key action: Land transport and marine technologies
GROW-4.	Key action: New perspective in aeronautics
GROW-5.	RTD activities of a generic nature : Materials and their technologies for production and transformation and new and improved materials and production technologies in the steel field
GROW-6.	RTD activities of a generic nature : Measurement and testing
GROW-7.	Support for research infrastructures
EESD	**Energy, Environment and Sustainable Development**
Part A.	**Environment and Sustainable Development**
EESD-1.	Key action Sustainable Management and Quality of Water
EESD-2.	Key action Global Change, Climate and Biodiversity
EESD-3.	Key action Sustainable Marine Ecosystems
EESD-4.	Key action City of Tomorrow and Cultural Heritage

Part B.	**Energy**	
EESD-5.	Key action Cleaner Energy Systems, including Renewable Energies	
EESD-6.	Key action Economic and Efficient Energy for a Competitive Europe	
EESD-7.	RTD activities of a generic nature related to environment	
EESD-8.	RTD activities of a generic nature related to energy	
EESD-9.	Support for research infrastructures	
IPS	**Promotion of Innovation and Encouragement of SME Participation**	
IPS-1.	Promotion of Innovation	
	(only for Exploratory Awards envisaging innovation projects)	

4. Information on the Exploratory Award

The page A1 "Exploratory Award (Step 1) - Administrative Overview" is to be completed by the SME Co-ordinator submitting the Exploratory Award on behalf of the consortium.

5. SME Co-ordinator Organisation Legal Name

You must use the complete legal name of the organisation which acts as SME Co-ordinator. Use the same legal name as in form A2. The SME Co-ordinator acts as a contact on behalf of the consortium after the evaluation of the Exploratory Award. Payment of the Exploratory Award is made to the SME Co-ordinator.

6. Proposal Abstract

The proposal abstract should be a very short and precise presentation of the main features (scientific and technological) of the proposal. Why is it proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This proposal abstract will be used in the evaluation process and in communications about the proposals to the interested parties (Commission services and programme committees etc.). Please use plain typed text, avoiding formulae and other special characters. If the Exploratory Award is written in a language other than English, please include in form A1 an English version of the abstract.

7. Project Duration

Duration of the Exploratory Award in months. Maximum 12 months.

8. Total estimated Eligible Cost

Please indicate the total estimated eligible cost of the Exploratory Award (in euro). Please note that the maximum total cost is EUR 30 000. All proposals exceeding this amount will be considered ineligible and will not be evaluated. These eligible costs should mainly consist of (See also Form B3 for more details on eligible costs):

- personnel costs,
- subcontracting,
- travel and subsistence,
- computing,
- overhead costs.

9. EC Contribution requested

The total contribution requested for the Exploratory Award project from the European Community in euro. This EC contribution is 75% of the total exploratory costs, up to a maximum of EUR 22 500.

10. Type of Step 2 project envisaged

Please indicate the type of project which you intend to prepare with your Exploratory Award. More information on the possible types of projects is available on the cover of this information brochure.

11. Business areas (NACE)

Use the appropriate code(s) for the principal economic activities as indicated in the NACE Rev. 1 classification as defined in the annex "NACE codes for business activities" (NACE is "Nomenclature générale des activités économiques dans les Communautés européennes"). The principal economic activity of the organisation is the activity that contributes most to the gross value added at factor cost.

12. Similar proposal

If you have previously submitted the same proposal or one similar in content to any European Community programme, you should indicate the details here. Please answer the question by writing a cross in the box to the right of your selected answer. In the field programme name, you should use the code in the list of thematic priorities if the programme is part of the Fifth Framework programme, in all other cases, write the name of the programme. If more than one proposal has been or is being submitted, please list these in part B of the proposal.

Example:

Y		N	✘

13. Participant Profile/Information

The SME Co-ordinator and the second participant should each fill in one A2 form.

14. Eligible SME

See cover of this information brochure for the definition of eligible SME. Please indicate with a cross in the box to the right of your selected answer.

15. 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.**

Please note that this registration number is not the same as the proposal number.

16. Organisation Legal Name

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

17. Organisation Short Name

The short name chosen by the participant for this Exploratory Award. This should normally not be more than 20 characters.

18. Legal Registration No

If applicable, please provide the organisation's legal national registration number or code found in, e.g. the Chambers of Commerce or the business register.

19. 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: 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

20. Legal Status

Please use one of the following codes:

If you are an eligible SME:

PRC= Private Commercial Organisation (i.e. any commercial organisation owned by individuals either directly or by shares)

PNP= Private Organisation, non profit (i.e. any privately owned non profit organisation such as a cooperative, a private hospital, an orchestra, …)

If you are an end user: (biomedical research only)

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 Consultants (i.e. any commercial organisation 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 such as a cooperative, a private hospital, an orchestra, …)

21. 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,…).

22. P. O. Box

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

23. 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.

24. Cedex

If applicable, indicate Cedex for surface mail delivery.

25. Country Code / Name

Please use the country codes as indicated below:

EU Member States	Country code	Associated States or countries likely to become so	Country code
Austria	A	Bulgaria	BG
Belgium	B	Switzerland	CH
Denmark	DK	Cyprus	CY
Finland	FIN	Czech Republic	CZ
France	F	Estonia	EE
Germany	D	Hungary	HU
Greece	EL	Israel	IL
Ireland	IRL	Iceland	IS
Italy	I	Liechtenstein	LI
Luxembourg	L	Lithuania	LT
Netherlands	NL	Latvia	LV
Portugal	P	Malta	MT
Spain	E	Norway	NO
Sweden	S	Poland	PL
United Kingdom	UK	Romania	RO
		Slovenia	SI
Other	Specify	Slovakia	SK

For any country not included in this list, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

26. Annual turnover

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 department carrying out the work. The following codes for intervals should be used:

T1: 0 ≤ EUR 7 million (Annual turnover less than or equal to EUR 7 million)
T2: > EUR 7 million ≤ EUR 40 million (Annual turnover more than EUR 7 million but less than or equal to EUR 40 million
T3: > EUR 40 million (Annual turnover more than EUR 40 million).

27. Annual Balance Sheet Total (i.e. total assets or total liabilities)

Indicate annual balance sheet total of most recent accounting year (in euro). The figures should be given for the organisation as a whole and not just for the department carrying out the work. The following codes for intervals should be used:

B1: 0 ≤ EUR 5 million (Annual balance sheet total less than or equal to EUR 5 million)
B2: > EUR 5 million ≤ EUR 27 million (Annual balance sheet total more than EUR 5 million but less than or equal to EUR 27 million)
B3: > EUR 27 million (Annual balance sheet total more than EUR 27 million)

28. Number of employees

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. The owner is not considered as an employee.

If you are an eligible SME:	*If you are an end user:* (biomedical research only)
S1: 0 employee (single person company)	**S1**: 0 employee (single person company)
S2: 1 – 9 employees	**S2**: 1 – 9 employees
S3: 10 – 49 employees	**S3**: 10 – 49 employees
S4: 50 – 249 employees	**S4**: 50 – 249 employees
	S5: 250 – 499 employees
	S6: 500 – 1999 employees
	S7: 2000+ employees

29. Independence

An organisation is independent if less than 25% of the capital or voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment or 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 details of the company(ies) which together own(s) 25% or more of the organisation (see note 30).

Please indicate with a cross in the box to the right of your selected answer.

30. Owners

Please provide the legal name(s), annual turnover, annual balance sheet total and the number of employees of the organisation(s) controlling 25% or more (on issue of control, see note 31). If this information cannot be accommodated in this form, please add a second form A2. In this case, you should indicate the proposal acronym, the name of your organisation and your participant role again.

31. Affiliation

An organisation is affiliated to another organisation if:

- It is under the same direct or indirect control as another organisation, or
- It directly or indirectly controls another organisation, or
- It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

- A, directly or indirectly, holds more than 50% of the share capital of B, *or,*
- A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, *or,*
- A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.
Please indicate with a cross in the box to the right of your selected answer.

32. Character of Affiliation

Please use the following codes:

D: Direct control;
I: Indirect control.

33. Authorised person

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

34. Gender (Female / Male)

This information is required for statistical purposes only. Please indicate with a cross in the box to the right of your selected answer.

35. 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).