

# Proposal Submission Forms



EUROPEAN COMMISSION

6<sup>th</sup> Framework Programme for  
Research, Technological  
Development and Demonstration

## Integrated Project

# A2

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>	MENTHAL_CHANGE
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INFORMATION ON PARTICIPANTS					
Participant number <sup>26</sup>					
<b>Participant organisation</b>					
Organisation legal name <sup>11</sup>		Høgskolen i Stavanger (Stavanger University College)			
Organisation short name <sup>12</sup>		SUC			
Legal address					
PO Box <sup>13</sup>		8002	Postal Code <sup>13</sup>	4068	Cedex <sup>13</sup>
Street name and number <sup>13</sup>					
Town <sup>13</sup>	Stavanger			Country <sup>14</sup>	Norway
Internet homepage		http://www.his.no			
Activity Type HE, RES, IND, OTH <sup>15</sup>		HE	Legal Status GOV, INO, JRC, PUC, PRC, EEIG <sup>17</sup> , PNP <sup>16</sup>		GOV
If Legal Status "PRC", specify <sup>18</sup>					
Is the organisation a Small or Medium-Sized Enterprise (SME)? <sup>19</sup>					YES/NO
					NO
Are there dependencies between the organisation and (an)other participant(s) ? <sup>20</sup>					YES/NO
					NO
If yes, participant number		If yes, participant short name			
Character of dependence SG, CLS, CLB <sup>21</sup>					
If yes, participant number		If yes, participant short name			
Character of dependence SG, CLS, CLB <sup>21</sup>					
If yes, participant number		If yes, participant short name			
Character of dependence SG, CLS, CLB <sup>21</sup>					
<b>Person in charge<sup>22</sup></b>					
Name	Frick		First name(s)	Jan	
Title <sup>23</sup>	Dr	Sex: Female=F, Male=M <sup>24</sup>			M
Department/Faculty/Institute/ Laboratory name		Department of Business Administration			
Address (if different from above)					
PO Box <sup>13</sup>		Postal Code <sup>13</sup>		Cedex <sup>13</sup>	
Street name and number <sup>13</sup>					
Town <sup>13</sup>				Country <sup>14</sup>	
Phone 1 <sup>25</sup>	0047-51831560		Phone 2 <sup>25</sup>	004751831000	
e-mail	jan@frick.biz		Fax <sup>25</sup>	004751831550	

Previously submitted similar proposals or signed contracts? <sup>10</sup>		YES/NO	No
If yes, programme name(s) and year			
If yes, proposal number(s) or contract number			

## How to complete the proposal submission forms

### Introduction

This document provides guidance on how to complete the attached administrative forms. These forms will be an integral part ('Part A') of your proposal for an Integrated Project. Proposals may be submitted either electronically or on paper. **You are strongly advised to prepare and submit your proposal electronically** (for the procedure see chapter "Electronic submission" of the guide for proposers).

### How to complete the forms

- The co-ordinator fills in form A1 and A3;
- The participants (including the co-ordinator) fill in one A2 form each.

Subcontractors are not required to fill in the A2 form and are not listed separately in the A3 form.

Explanatory notes are attached. Forms A1 to A3 submitted on paper may be machine-read at the Commission, so to avoid misreading of your proposal details, we would kindly ask you to read and follow these notes carefully. Please keep forms A1 to A3 as clean as possible and do not fold, staple or amend them with correction fluid. Enter your data only in the white space on the forms, and do not type outside the boundaries as the data then may be truncated in the Commission's database. For questions requiring a choice between different boxes, please enter X in the appropriate space. In case of paper submission, you may find it easier to do this by hand in black ink, rather than try to line up a single typed character. For numbers, (amount, duration, etc.), 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) in all sheets of the forms (part A) where indicated, and on every page of the other parts, including any annexes. All costs must be given in euro (and not kilo euro) and must exclude value-added tax (VAT).

### 1 Proposal number

The proposal number will be assigned by the Commission on submission. Please leave the field empty.

### 2 Proposal Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the proposal. The same acronym should appear on each page of the proposal (part A and part B) in order to prevent errors during its handling.

### 3 Proposal Title

Give a title no longer than 200 characters that should be understandable also to the non-specialist in your field.

### 4 Duration

Insert the estimated duration of the project in full months.

### 5 Call (part) Identifier

The call (part) identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal.

### 6 Activity code(s) most relevant to your topic

Please insert the code for the activity of FP6 that is addressed by your proposal (for the list see <http://www.cordis.lu/activitycodes>) If you consider that your proposal aims at more than one activity of FP6, you can indicate several codes, starting with the most relevant one (maximum three).

### 7 Keyword codes from thesaurus

Choose maximum 3 codes for keywords characterising your project from the hierarchical list available at <http://www.cordis.lu/fp6/keywords>.

## 8 Free keywords

In addition to the keywords from the hierarchical thesaurus, you have the possibility to freely choose additional words characterising your project (maximum 100 characters including spaces, commas etc.).

## 9 Abstract

You should not use more than 2000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the objectives of the Specific Programme and the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.

## 10 Previously submitted similar proposals or signed contracts

If one or several of the participants have submitted or are in the process of submitting the same or a similar proposal to other public funding programmes insert YES, else NO. If yes, give the programme name, year of submission and proposal number or contract number.

## 11 Organisation legal name

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

## 12 Organisation short name

The short name chosen by the participant for this proposal. This should normally not be more than 20 characters and the same should be used for the participant in all documents relating to the proposal.

## 13 Address data

Fill in only the fields forming your complete postal address (e.g. if the P.O. Box is sufficient, you do not have to give a street name). If your address is specified by an indicator of location other than a street name and number, please insert this instead.

## 14 Country

Insert the name of the country as commonly used.

## 15 Activity Type

Please insert the abbreviation for the activity type most appropriate to the organisation (only one), according to the following explanations:

- **HE-Higher Education:** organisations only or mainly established for higher education/training, e. g. universities, colleges
- **RES-Research:** organisations only or mainly established for carrying out research activities
- **IND-Industry:** industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance;
- **OTH-Others:** Organisations not fitting in one of the above categories

## 16 Legal status

Please insert only one abbreviation from the list below, according to the following explanations:

**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 (the Joint Research Centre of the European Community);

**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);

**EEIG:** European Economic Interest Group;

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

### 17 Legal Status: If “EEIG”

If the organisation is a European Economic Interest Group you have to add a sheet to part B of the proposal listing the members of the group (legal names, addresses, dependencies). This is necessary to verify if the proposal meets the eligibility criterion of minimum partnership.

### 18 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 etc.).

### 19 Small or Medium Sized Enterprise (SME)

To be regarded as an SME, your organisation must have:

- less than 250 full time equivalent employees

**and**

- an annual turnover not exceeding EUR 40 million **or** an annual balance sheet total not exceeding EUR 27 million,

**and**

- must not be controlled by 25% or more by a company which is not an SME (on the issue of control, see note 20).

If all the above conditions apply to the organisation insert YES, else NO.

### 20 Dependencies between participants

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity,
- or
- A legal entity directly or indirectly controls another legal entity,
- or
- A legal entity is directly or indirectly controlled by another legal entity.

#### **Control:**

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,
- or
- A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

### 21 Character of dependence

Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:

- **SG:** Same group: if your organisation and the other participant are controlled by the same third party
- **CLS:** Controls: if your organisation controls the other participant
- **CLB:** Controlled by: if your organisation is controlled by the other participant

## 22 Person in charge

Please insert in this section the data of the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the co-ordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

## 23 Title

Please choose one of the following: Prof., Dr., Mr., Ms.

## 24 Sex

This information is required for statistical purposes. Please indicate with an F for female or an M for male as appropriate.

## 25 Phone and fax numbers

Please insert the full numbers including country and city/area code. Example +32-2-2991111.

## 26 Participant number

The number allocated by the consortium to the participant for this proposal. The **co-ordinator** of a proposal is always **number one**.

## 27 Requested grant to the budget and cost models<sup>1</sup>

The **Community grant** to be requested for a proposal depends on the cost model applicable to each participant and on the costs for the different activities. Maximum contributions as percentage of the respective costs are as follows:

	Maximum grant as percentage of full costs (participants applying the FC or FCF model)	Maximum grant as percentage of additional costs (participants applying the ACF model)
RTD activities (see note 28)	50%	100%
Demonstration activities (see note 29)	35%	100%
Innovation-related activities (see note 30)	50%	100%
Training activities (see note 31)	100%	100%
Consortium management activities (see note 32)	100% (up to a maximum percentage of 7% of the Community contribution)	100% (up to a maximum percentage of 7% of the Community contribution)

The **cost models** to be applied by the participants have to be chosen according to the following instructions:

- **FC:** a full-cost model in which all actual direct and actual indirect costs may be charged to the contract;

<sup>1</sup> Provisional, subject to the Commission decision on the Model Contract. Please check for updates on the CORDIS call page.  
*IST Priority - – 1<sup>st</sup> call - Guide for Proposers –Integrated Projects - Final Edition, December, 2002*

- **FCF**: a simplified variant of the full-cost model, in which all actual direct costs may be charged to the contract, together with a flat-rate rate of 20% of all these direct costs, excluding subcontracts, which will be deemed to cover all related indirect costs;
- **ACF**: an additional-cost model, covering all direct costs that are additional to the recurring costs of a participant (with the exception of consortium management for which recurring costs would also be eligible), together with a flat-rate of 20% of all these direct costs, excluding subcontracts, which will be deemed to cover all related non-recurring indirect costs.

The FC model will be open to all participants, except for international organisations, physical persons and those public bodies obliged to use the additional-cost model. The FCF model will be an option available only to SMEs.

The ACF model will be the only model available to international organisations and physical persons as well as to those public bodies obliged to use this model. It will also be an option open to any public body free to choose its cost model.

Where an entity has a choice of models, it may choose only one for all its participations in those indirect actions of FP6 where these models are relevant. SMEs, which initially opt for the FCF model may however change to FC for later contracts.

## 28 RTD activities

RTD activities are all activities directly aimed at creating new knowledge. They form the core of the Integrated Projects and Specific Targeted Research Projects.

## 29 Demonstration activities

Integrated Projects may contain a demonstration component to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product-like prototypes).

## 30 Innovation-related activities

Projects should include activities relating to the protection and dissemination of knowledge, and, when relevant, studies on the wider societal impact of that knowledge, activities to promote the exploitation of the results, and "take-up" actions. These activities are inter-related and should be conceived and implemented in a coherent way:

- **intellectual property protection**: protection of the knowledge resulting from the project (including patent searches, filing of patent (or other IPR) applications, etc.);
- **dissemination activities** beyond the consortium: publications, conferences, workshops and Web-based activities aiming at disseminating the knowledge and technology produced;
- **studies on socio-economic aspects**: assessment of the expected socio-economic impact of the knowledge and technology generated, as well as analysis of the factors that would influence their exploitation (e.g. standardisation, ethical and regulatory aspects, etc.);
- **activities promoting the exploitation of the results**: development of the plan for the use and dissemination of the knowledge produced, feasibility studies for the creation of spin-offs, etc, "take-up" activities to promote the early or broad application of state-of-the-art technologies. Take-up activities include the assessment, trial and validation of promising, but not fully established, technologies and solutions, easier access to and the transfer of best practices for the early use and exploitation of technologies. In particular, they will be expected to target SMEs.

## 31 Training activities

Integrated projects are likely to provide an excellent vehicle for the advanced **training of researchers and other key staff, research managers, industrial executives (in particular for SMEs), and potential users** of the knowledge produced within the project. Such training activities should contribute to the professional development of the persons concerned.

## 32 Consortium management activities

Projects will require particular attention by the consortium to overall management and co-ordination issues. Over and above the technical management of individual work packages, an appropriate management framework linking together all the project components and maintaining communications with the Commission will be needed. Depending on the size and scope of a project, a specially constituted management team with dedicated staff covering a range of skills may need to be set up.

Consortium management may include:

- co-ordination at consortium level of the technical activities of the project;
- the overall legal, contractual, ethical, financial and administrative management of the consortium;
- preparing, updating and managing the consortium agreement between the participants;
- co-ordination at consortium level of knowledge management and other innovation-related activities;
- the implementation of competitive calls by the consortium to find new participants (if applicable)
- overseeing the promotion of gender equality in the project;
- overseeing science and society issues, related to the research activities conducted within the project;
- obtaining audit certificates by each of the participants
- bank guarantees for SMEs (if applicable)

### **33 (Sub-)Total**

If the number of lines in the table on form A3 is not sufficient for your consortium, please use additional copies of A3. Indicate at the bottom the total number of A3 sheets used and the number of each sheet. On each sheet, except on the last one, insert the total values per sheet. On the last sheet, insert the overall totals.

