



# GUIDE FOR APPLICANTS

*ENIAC Joint Undertaking*

Second Call for proposals

***ENIAC-2009-1***

*Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded from  
<http://www.eniac.eu>*

## **About this Guide**

This is version number 1.4 of the Guide for Applicants, applying to the ENIAC Joint Undertaking second call for proposals (ENIAC Call 2009)

*Please note: This Guide is based on the rules and conditions contained in the legal documents applicable to the ENIAC Joint Undertaking and the national funding schemes of the ENIAC member States. The Guide does not in itself have legal value, and thus does not supersede these documents.*

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1 April 2009	1.1	Update of Polish funding rates
17 April 2009	1.2	Update of Greek contact point
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## 1. The ENIAC Joint Undertaking

The ENIAC Joint Undertaking (JU) was created in February 2008 in order to implement a Joint Technology Initiative (JTI) in Nanoelectronics; the main component of this JTI is a research programme to enhance the further integration and miniaturisation of devices, and increasing their functionalities. The ENIAC JU is set up as a public-private partnership, bringing together the European Commission and about 17 European countries with AENEAS, which is an association representing the R&D actors in the area of nanoelectronics (companies, research centres, universities). The operational costs of running the JU are financed by the ENIAC Industrial Association (AENEAS<sup>1</sup>) paying between 20-30 M€ and the European Commission paying up to 10 M€. The research budget of the JU is financed by the European Commission. AENEAS finances their contribution to the ENIAC JU operational costs from a 1.5% contribution fee on eligible project costs. Non-members of AENEAS might be invited by AENEAS to voluntarily sign a Declaration of Acceptance to pay the same 1.5% contribution fee to AENEAS, as the AENEAS members do, in order to participate in the support of the initiative.

The ENIAC JU will support **R&D projects** through open and competitive **calls for proposals**. The technological content of calls for proposals is described in detail in the ENIAC Annual Work Programme. A longer term strategy is described in the ENIAC Multi-Annual Strategic Plan (MASP).

Funding decisions under the ENIAC JU Annual Work Programme are made on the basis of proposals submitted in response to a call. Proposals should describe planned research activities, information on who will carry them out, and how much they will cost. The ENIAC JU evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. This **evaluation** is a peer-review carried out by independent experts.

Following the evaluation, the Public Authorities Board<sup>2</sup> of the ENIAC JU decides on the selection of proposals and the allocation of public funding (ENIAC JU and national funding). The ENIAC Joint Undertaking then **negotiates** with selected proposals taking into account the maximum public funding allocated and the potential recommendations for changes.

If negotiations are successfully concluded, grant agreements providing for a **JU financial contribution** (JU grant agreements) are established with the participants. Participants from ENIAC member States must also conclude national grant agreements with their own **national funding authorities** as they normally also receive a **national financial contribution**. Each project participant established in an ENIAC member State thus receives two streams of funding: one from the JU (which comes from the EU budget) and one from the ENIAC member State. If the participant comes from an EU Member State or a country associated to the Framework Programme that is *not* an ENIAC member State then he receives only the JU financial contribution. The remaining support needed to cover the costs of the proposed work comes from the participants' own resources.

ENIAC member States are:

Austria, Belgium, Czech Republic, Estonia, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Netherlands, Norway, Poland, Portugal, Slovakia, Spain, Sweden, United Kingdom.

This Guide for Applicants contains the essential information to guide you through the process of preparing and submitting a proposal.

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<sup>1</sup> Note that AENEAS has a system of variable membership fees for its members that depend on the costs of their participation in JU projects. For more information see: <http://www.eniac.eu>

<sup>2</sup> The Public Authorities Board is a body of the ENIAC JU composed of the public authorities (ENIAC member States and the European Commission)

## 2. ENIAC research projects

### Purpose

ENIAC research projects are industry-driven projects in the field of nanoelectronics, which aim at generating new and improved technologies and in applying them in products, processes or services; in order to strengthen the competitiveness of European industry, improve sustainability, and facilitate the emergence of new markets and applications that respond to societal needs.

The projects should have clearly defined and sharply focused objectives and approach. All projects should have a proper balance of application focus vs. generic technology development. The description of work and the composition of the consortium are normally fixed for the duration of the project.

### Size and resources

The consortium must be composed of at least three 'legal entities' established in at least three different ENIAC member States. The entities must be independent of each other.

The size, scope and internal organisation of projects can vary. Normally we expect projects to involve between 6 and 15 participants. The ENIAC JU promotes the involvement of SMEs in its activities. More specific guidance may be given in the ENIAC Annual Work Programme.

### Duration

Projects are expected to last typically two to three years. However, there is no formal minimum or maximum duration. More specific guidance for particular research objectives may be given in the ENIAC Annual Work Programme or call text.

### Activities

The activities to be carried out in the context of a project can include:

- research and technological development activities, reflecting the core activities of the project; these should aim at a significant advance beyond the established state-of-the-art
- demonstration or experimental development activities, designed 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)
- management activities linking together all the project components and maintaining communications with the ENIAC JU
- other activities including dissemination, exploitation and market watch

### Financial Regime

Support to projects is implemented through a co-funding scheme. The projects will be supported both by public funding (the financial contributions from the ENIAC Joint Undertaking and from the ENIAC member States to reimburse part of the eligible costs) as well as by contributions in kind from the project participants. Public funding will be provided at a percentage of the total eligible costs incurred by participants to implement the projects. The total public financial contribution to a participant shall not give rise to a profit (i.e. it will not exceed its eligible costs).

The **financial contribution of the ENIAC Joint Undertaking to selected projects** is published in the Call. For the ENIAC Call 2009 it will be 16.7% of eligible costs incurred by a participant to implement a project. The indicative maximum budget committed by the JU is published in the Call.

A JU financial contribution may be given to any legal entity established in any EU Member State or FP7 Associated country (including the European Commission's Joint Research Centre). These are presently:

Albania, Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

Further countries are currently negotiating FP7 association; please check: [http://cordis.europa.eu/fp7/who\\_en.html](http://cordis.europa.eu/fp7/who_en.html) for the latest information.

The **financial contribution of the ENIAC member States** will be a certain percentage of eligible costs incurred by a participant to implement a project, which may vary according to the type of participant and the type of R&D activity as specified by each member State (see Annex 5). The list of ENIAC member States and the maximum total financial contribution of each are specified in each Call.

**Eligible costs<sup>1</sup> are defined** in the following way:

- For participants established in ENIAC member States, eligible costs are defined by the respective funding authorities issuing the national grant agreements (see Annex 4).
- For participants established in EU Member States or Associated Countries to the Seventh Framework Programme that are *not* ENIAC member States, eligible costs are defined by the ENIAC Joint Undertaking (see Annex 4).

#### Project Agreement

Participants to ENIAC JU projects need to jointly sign a 'Project Agreement' before entering into the ENIAC JU Grant agreement. A Project Agreement means an agreement between Project participants setting forth all or part of the terms and conditions that apply between them regarding a specific Project. The Project Agreement should cover:

- the internal organisation of the consortium including the decision making procedures;
- rules on dissemination and use, and access rights;
- the settlement of internal disputes, including cases of abuse of power;
- liability, indemnification and confidentiality arrangements between the beneficiaries.

Templates for Project Agreements can be found at the ENIAC and CORDIS websites (see Annex 1)

#### Project monitoring and review

The JU will set up procedures for the supervision and control of the R&D activities of projects which are underway. The aim of a technical audit or review shall be to assess the work carried out under the Project over a certain period, *inter alia*, by evaluating the Project reports and deliverables relevant to the period in question. Such audits and reviews may cover scientific, technological and other aspects relating to the proper execution of the Project and the grant agreement.

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<sup>1</sup> VAT is not considered as an eligible costs under any circumstance

### 3. Proposal preparation

The work you set out in your proposal must correspond to one or more of the topics as indicated in this call for proposals. Refer to the ENIAC Annual Work Programme. Refer also to the **evaluation criteria** (see Annex 2) against which your proposal will be assessed. Keep these in mind as you develop your proposal.

The evaluation and selection of proposals will consist of a two-steps process. At the first step, the consortium will submit a **Project Outline (PO)**, with an outline of the main information on the project proposed. At the second step, a **Full Project Proposal (FPP)** will be required, where the project proposal will be described in detail, giving all the information needed for the evaluation. The submission of the PO is mandatory. An FPP will be rejected if there was no previous PO related to the project submitted in the first phase.

The assessment will provide each PO with a written feedback that partners can use for the preparation of the FPP proposal. The assessment will not contain any scores of the PO proposal. Only FPP proposals will be scored.

#### Participation

In principle, a legal entity may participate in a proposal no matter where it is established. A legal entity can be a so-called "natural person" (e.g. Mme Dupont) or a "legal person" (e.g. National Institute for Research).

However, there are certain minimum conditions that have to be met relating to participation and to the submission of the proposal (**eligibility criteria for proposals**) that can be found in the "eligibility criteria" document attached to the Call text.

#### Funding

In order to receive public funding (from the ENIAC JU and ENIAC member States), participants must satisfy the **eligibility criteria for funding** that can be found in the "eligibility criteria" document attached to the Call text.

Note that if you are a participant from an ENIAC member State and if your project is selected by the ENIAC JU, **concluding a national grant agreement** with your national funding authority is a **prerequisite for receiving funding from the ENIAC JU**. This is true even if you do not receive any national funding – e.g. your country did not commit national funding to the Call, its funding runs out before your project was reached in the selection process, or if you are not eligible for national funding.

#### Cooperation with other countries

Provided the necessary minimum of three different ENIAC member States are represented, then additional participants from any other country in the world may be included. However, participants located outside the EU Member States or FP7 Associated countries will not receive a financial contribution from the JU nor from the ENIAC member States.

#### National Funding Authorities

You are highly recommended to get in touch with your National Funding Authority at an early stage of the proposal preparation (see Annex 1 of this Guide). The Call publishes a list of ENIAC Contact Points to provide advice and support to organisations which are preparing proposals for the ENIAC Call.

#### National Contact Points

The ICT Theme of the Seventh Framework programme has established a network of National Contact Points (NCPs) to provide advice and support to organisations which are preparing

proposals in the wider context of the Framework Programme. This network may also be used by potential participants in JU projects.

#### Other sources of help

Annex 1 of this Guide gives references to these further sources of help for this call. In particular:

- The ENIAC help desk
- A dedicated help desk has been set up to deal with technical questions related to the ENIAC Proposal Service (EPS)
- The IPR help desk providing assistance on intellectual property matters
- Other services, including partner search facilities

### ***Presenting your proposal***

A proposal has two mandatory parts (Parts A & B). **Part A** contains the administrative information about the proposal and the participants. **Part B** is a Word document that contains a description of the proposed research. In some cases, there will be also a third part: **Part C** consists of a number of PDF or ZIP files that contain additional national information about participants from certain countries requesting it in order to check the national eligibility criteria for funding.

***Very important: Check very carefully the list of countries that require additional information from national partners in the following PO and FPP sections, as some countries may request information in only one phase, or in both.***

#### **Project Outline (PO):**

The information requested in the PO consists of an outline of the proposal, with the main points that will allow the assessment of the proposal. The intention is to give a first impression about the proposed work and explore the possibilities of funding.

The JU will assess the eligible POs and written comments will be given back to the applicants in the form of a "PO assessment". The criteria that will be used as a basis for this assessment can be found in section 5.4 of the ENIAC Annual Work Programme 2009 published in the Call.

**Part A** will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see Annex 3 of this Guide).

The information in Part A is entered through a set of on-line forms in the ENIAC Proposal Service which is described in the next section.

**Part B** is a summarized description of the work to be developed during the project. The information to be included in the PO should be: the objectives and expected results, strategic relevance, exploitation perspectives, consortium description, short description of the work plan and duration, resources planned, and the rest of information described in Annex 4 of this guide.

The maximum length of the Part B will be 10 pages.

Part B also contains a **Funding calculation form annex (Annex A)**. The proposal should include for each participant the calculation of his costs and his requested public funding. There are 2 different forms. One form for participants from ENIAC member States and one form for participants from other EU Member States and FP7 Associated Countries that are not ENIAC member States.

In addition to these forms, participants from ENIAC member States should also give in Annex A any additional information that national authorities will require to verify the national eligibility criteria for funding.

### **Part C: Verification of national eligibility criteria for funding:**

National eligibility criteria for funding can be found in the document "Eligibility Criteria" that is published with the Call. As a common rule, participants from ENIAC member States should make sure that their proposal (Annex A) contains any additional information that national authorities will require to verify the national eligibility criteria for funding.

In addition, and for this Project Outline phase, each participant from a country requiring additional information must provide it in PDF or ZIP files according to the guidelines given in Annex 5 (see the respective national section). These files should be included in the **Part C** of the Project Outline.

### **Full Project Proposal (FPP):**

After the PO phase, the consortium will have to submit a complete FPP with a longer and more detailed description of the project, composed also for the same three parts A, B and C (when part C is required). The JU will evaluate the eligible FPPs. The evaluation criteria can be found in section 5.4 of the ENIAC Annual Work Programme 2009 published in the Call.

**Part A** will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see Annex 3 of this Guide). This information will be encoded in a structured database for further computer processing to produce, for example, statistics and evaluation reports. This information will also support the experts and ENIAC staff during the evaluation process.

The information in Part A is entered through a set of on-line forms in the ENIAC Proposal Service which is described in the next section.

**Part B** is a "template", or list of headings, rather than an administrative form (see Annex 4 of this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work. There should also be a description of the way in which the comments received in the PO phase were taken into account in the FPP.

In part B a breakdown of the project costs must be included. The different items of the budget to be funded must be explained: direct costs (equipment, materiel, manpower, etc), indirect costs (overheads), etc. A template for such a breakdown table is given in Annex 4.

Part B also contains a **Funding calculation form annex (Annex A)**. The proposal should include for each participant the calculation of his costs and his requested public funding. There are 2 different forms. One form for participants from ENIAC member States and one form for participants from other EU Member States and FP7 Associated Countries which are not ENIAC member States.

In addition to these forms participants from ENIAC member States should also in Annex A give any additional information that national authorities will use to verify the national eligibility criteria for funding.

Part B of the proposal is uploaded by the applicant into the ENIAC Proposal Service.

Only black and white copies of Part B are used for evaluation and you are strongly recommended therefore not to use colour in your document. Do not insert hypertext links, only the text of your Part B will be read, not any documents linked to it.

*A maximum length may be specified for the different sections of Part B, or for Part B as a whole (see annex 4 of this Guide). You must keep your proposal within these limits. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by the evaluating experts.*

**Part C: Verification of national eligibility criteria for funding:**

National eligibility criteria for funding can be found in the document "Eligibility Criteria" that is published with the Call. As a common rule, participants from ENIAC member States should make sure that their proposal (Annex A) contains any additional information that national authorities will require to verify the national eligibility criteria for funding.

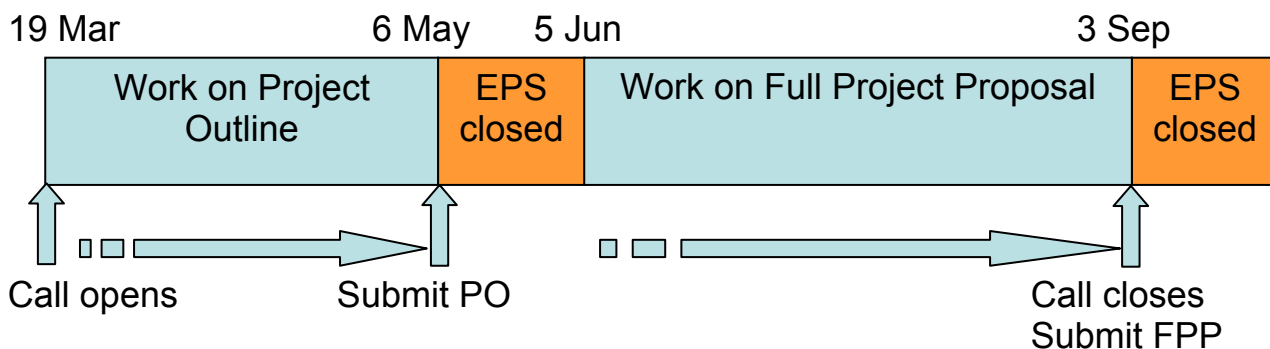
In addition, and for this Project Outline phase, each participant from a country requiring additional information must provide it in an PDF or ZIP files according to the guidelines given in Annex 5 (see the respective national section). These files should be included in the **Part C** of the FPP

**4. Proposal submission (PO and FPP)**

*About the EPS*

Proposals, both PO and FPP, must be submitted electronically, using the **ENIAC Proposal Service (EPS)**. Proposals arriving by any other means are regarded as ‘not submitted’, and will not be evaluated.

The schedule and deadlines for the submission of proposals is the following:



All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline.

You can access the EPS from the call page on <http://www.eniac.eu/>. The EPS system has a built-in help function. The most important points are explained below.

### Use of the system by the proposal coordinator

As a coordinator you can:

- register as interested in submitting a proposal
- set up (and modify) your consortium by inviting/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general and to your own administrative details
- download the document template for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit, for both PO and FPP phases before the relevant deadlines, the complete proposal: Part A, Part B (one PDF file) and, in relevant cases, Part C (as several PDF or ZIP files).

### Use of the system by the other participants

Other participants can:

- complete their own sections A2 (participant details)
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)
- view the whole proposal
- for participants from the countries requesting additional information either in the PO or the FPP, upload the relevant PDF or ZIP file according to the guidelines given in Annex 4.

### ***Submitting the proposal (PO and FPP)***

For both phases the documents to be submitted will consist of a Part A, Part B and Part C (when required), as detailed in chapter 3 of this guide.

Only the coordinator is authorised to submit the proposal.

Completing the Part A forms in the EPS and uploading a Part B and Part Cs (if applicable) does not yet mean that your proposal is submitted. **You must press the button "SUBMIT PROPOSAL".**

**The EPS then performs an automatic validation of the proposal for such problems as missing data, viruses, wrong file format or excessive file size. Submission is blocked until these problems are corrected. Only when these are corrected may the proposal be submitted.**

**Therefore "SUBMIT PROPOSAL" starts the final steps for submission; it does not in itself cause the proposal to be submitted.**

When successfully submitted, the coordinator sees a message (both in PO and FPP phases) that indicates that the proposal has been received. This automatic message is not the official acknowledgement of receipt (see Section 6). The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.

For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 20 MBytes to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters, special characters and spaces must be avoided.

**■** *You are advised to clean your document before converting it to PDF (e.g. accept all tracked changes, delete notes).*

*Check that your conversion software has successfully converted all the pages of your original document (e.g. there is no problem with page limits).*

*Check that your conversion software has not cut down landscape pages to fit them into portrait format. Check that captions and labels have not been lost from your diagrams*

*Please note that your proposal will be printed in black and white on plain A4 paper for the evaluation. Therefore please make sure that any security features that prevent printing are turned OFF in your PDF document*

#### About the deadlines

Call deadlines are absolutely firm and are strictly enforced.

The EPS will be closed after the deadline of each phase of the call (PO and FPP). After these deadlines, access to the EPS for this call will be impossible. Do not wait until the last moment before submitting your proposal!

Please note that you may submit successive drafts of your proposal through the EPS. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline**.

*Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.*

*Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*

*The submission of a proposal requires some knowledge of the EPS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **You are advised not to delegate the job of submitting your proposal!***

#### Correcting or revising your proposal

Errors discovered in proposals submitted to the EPS can be rectified by simply submitting a corrected version. So long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, however, the JU can accept no further additions, corrections or re-submissions. The last eligible version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

#### Ancillary material

Only a single PDF file comprising the complete Part B and a number of specific participants Part C PDF or ZIP files can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

#### Withdrawing a proposal

You may withdraw a proposal (PO or FPP) before the call deadline by submitting a revised version with a Part B section containing only the following text:

*"The applicants wish to withdraw this proposal. It should not be assessed or evaluated".*

You may also withdraw a proposal after the deadline. Contact the EPS help desk.

## 5. Check list

### *Preparing your proposal*

- **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the topics open in this call.
- **Is your proposal eligible?** The eligibility criteria for proposals can be found in the "eligibility criteria" document published with the Call text. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be assessed/evaluated.

- **Is your proposal complete?**

The PO must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the description of your proposal and funding calculation form annex as described in chapter 3 of this Guide. A proposal that does not contain both parts will be considered ineligible and will be withdrawn from any further examination. Participants that do not include the appropriate information on the corresponding funding calculation forms may not be eligible for allocation of public funding. If you have partners from countries requiring additional information in the Project Outline (see section 3 above), you need to upload this additional information in the form of PDF or ZIP files in the Part C of the FPP as instructed in the corresponding national sections in Annex 5.

The FPP must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the scientific and technical description of your proposal and Funding calculation form annex as described in chapter 3 of this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated. Participants that do not include the appropriate information on the corresponding funding calculation forms may not be eligible for allocation of public funding. If you have partners from Germany, France, Hungary and Italy you need to upload one Part C (PDF or ZIP File) . If you have partners from countries requiring additional information in the Full Project Proposal (see section 3 above) you need to upload this additional information in the form of PDF or ZIP files in the Part C of the FPP as instructed in the corresponding national sections in Annex 5.

- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (see annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Before submitting a Full Project Proposal, have you submitted an eligible Project Outline?** Remember that the evaluation and selection of proposals will consist in a two-steps process, for which you have to submit a Project Outline (PO), followed by a Full Project Proposal (FPP). An FPP will be rejected if there is not a previous eligible PO related to the project, submitted in the first phase.
- **Have you maximised your chances?** There may be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert

evaluator; refer to the evaluation criteria given in annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.

- **Do you need further advice and support?** You are advised to inform your National ENIAC Contact Point of your intention to submit a proposal (see contact information in Annex 1 of this Guide). Remember also the other support services listed in Annex 1 of this Guide.

### *Final checks before submission*

- Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?
- Is your Part B in portable document format (PDF), including no material in other formats?
- Is your Part B filename made up only of the letters A to Z and numbers 0 to 9 without special characters or spaces?
- Have you printed out your Part B, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file.
- Is your Part B file within the size limit of 20 MBytes?
- Are the Part C files within the size limit of 10MBytes each?
- Have you virus-checked your computer? The EPS will automatically block the submission of any file containing a virus.

### *The deadlines: very important!*

- Have you made yourself familiar with the EPS in good time?
- Have you allowed time to submit a draft version of your proposal well in advance of the deadline (at least several days before), and then continued to improve it with regular resubmissions?
- Have you completed the EPS submission process for your final version?

## **6. What happens next**

Shortly after the call deadline for PO and for FPP, the ENIAC JU will send an **Acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named as “person in charge” on the A2 form of participant no. 1. Please note that the brief electronic message given by the EPS system after each submission is not the official Acknowledgement of receipt.

### **After the Project Outline:**

The sending of an acknowledgement of receipt does not imply that the PO has been accepted as eligible for assessment.

*If you have not received an Acknowledgement of receipt within 12 working days after the call deadline, you should contact the ENIAC Help desk. However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and*

*check the junk mail box of your email system for a few days following the close of the call.*

After the completion of the assessment process of the PO, all the coordinators will receive the initial information on the results (PO assessment), including the opinion of the experts and the National Authorities, if appropriate.

Before the submission of the FPP, it is highly recommended to take into account the possible comments resulting from the PO assessment.

*Read carefully the results of the assessment of your Project Outline and develop your Full Proposal accordingly.*

Based on the feedback that you receive, you might:

- fine tune your objectives in order to improve the relevance of your work in relation to the topic(s) of the work programme and the contribution to the overall ENIAC targets;
- improve the description of the basic concept of your proposal;
- better specify the expected results, including the expected impacts at the European and/or international level;
- clarify the degree of application innovation in the context of the sub-programmes addressed;
- better describe and quantify the expected market impact of the results for the industrial partners;
- improve the quality of the consortium as a whole including complementarities, balance and involvement of SMEs, possibly by modifying its composition.

The overall approach and objectives in the Full Proposal should not deviate significantly from the descriptions in the Project Outline. Your FPP should not become a entirely new project in comparison to the PO. You should carefully document how the results of the assessment were incorporated in the FPP.

*If you modify the composition of your consortium when moving from PO to FPP, you are advised to contact the relevant national public authorities in order to check any potential issues dealing with national eligibility criteria for the newly introduced partners.*

### **After the Full Project Proposal:**

The sending of an acknowledgement of receipt does not imply that the FPP has been accepted as eligible for evaluation.

*If you have not received an Acknowledgement of receipt within 12 working days after the call deadline, you should contact the ENIAC Help desk. However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and check the junk mail box of your email system for a few days following the deadline for FPP's.*

The ENIAC JU will check the eligibility criteria for proposals. All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in Annex 2 of this Guide.

Soon after the completion of the evaluation and selection process, the results will be finalised and all coordinators will receive a letter containing initial information on the results of the evaluation, including the **Evaluation Report** (ER) giving the opinion of the experts on their proposal and any other information decided by the Public Authorities Board of the ENIAC JU. However, even if the

experts viewed your proposal favourably, the ENIAC JU cannot at this stage indicate if there is a possibility of funding.

**■** *If you have not received your ER by the date referred to in Annex I of this Guide, please contact the ENIAC Help desk.*

Based on the results of the evaluation by experts and on checks against the pre-defined JU and national<sup>1</sup> eligibility criteria for funding, the Public Authorities Board of the ENIAC JU draws up the final list of selected proposals for possible funding, taking account of the available budgets.

Official letters are then sent to the applicants. If your proposal has been successful, this letter will mark the beginning of a negotiation phase. Due to budget or other constraints, it is possible that not all participants in a project are allocated national and/or JU funding. It is also possible that, due to budget constraints, your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded in this occasion.

## 7. Project negotiations

### *Negotiation procedure*

Negotiations between the applicants and the ENIAC JU aim to conclude a grant agreement which provides for JU funding of the proposed work and, where appropriate<sup>2</sup>, a corresponding national grant agreement providing for additional national funding of the work. The negotiations follow a negotiation mandate decided by the Public Authorities Board of the ENIAC JU that covers both the scientific/technological and the administrative and financial aspects of the project. The staff conducting these negotiations on behalf of the ENIAC JU will be working within a predetermined budget envelope. They will refer to any recommendations which the experts or the Public Authorities Board may have made concerning modifications to the work presented in the proposal. The ENIAC JU may be assisted by experts during the negotiation.

In addition to any points raised in the ER, the applicants may receive requests for further administrative, legal, technical and financial information necessary for the preparation of the JU grant agreement. The ENIAC JU may request changes, possibly including modifications to the budget, in line with the negotiation mandate given by the Public Authorities Board of the JU. The ENIAC JU will justify all requested changes, but substantial changes of proposals not foreseen in the mandate will need approval by the Public Authorities Board.

Negotiations are carried out between the JU and the project coordinator who represents all the partners in a consortium. Negotiation of managerial and technical aspects would address, in particular, requested revisions to the proposed work. Negotiation of legal aspects would cover, in particular, the verification of the existence and legal status of the participants, review of any special clauses in the grant agreements, or conditions required for the project, and any other aspects relating to the development of the final grant agreements (including date of start of project, timing of reports and other legal requirements). The financial aspects could cover the establishment of the JU contribution, or the assessment of the financial capacity of project participants.

In accordance with the financial rules of the ENIAC JU, grants may not be awarded to potential participants who are, at the time of a grant award procedure, in one of the situations referred to in section 2.2 of the eligibility criteria document (relating, for example, to bankruptcy, convictions,

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<sup>1</sup> In the case of participants from ENIAC member States. The checks of compliance with the national eligibility criteria shall be based on the verifications carried out by the respective national funding authorities.

<sup>2</sup> In the case of participants coming from ENIAC member States, the previous conclusion of national grant agreements is necessary for the establishment of the JU grant agreement

grave professional misconduct, social security obligations, other illegal activities, previous break of contract, conflicts of interest, misrepresentation).

Any potential participant who has committed an irregularity in the implementation of any other action under a Community Programme may be excluded from the selection procedure at any time, with due regard given to the principle of proportionality. Any proposal which does not fulfil the conditions set out in the Call for Proposals or in the eligibility criteria document attached to the call shall not be selected.

If it proves impossible to reach agreement with a coordinator, acting on behalf of the consortium, within a reasonable deadline that the JU may impose on any matter covered during the negotiation stage, negotiations may be terminated and the proposal rejected by the ENIAC JU.

The ENIAC JU may terminate negotiations if the coordinator proposes to modify the project in terms of its objectives, content, consortium composition or other aspects, to the extent that it becomes significantly different from the proposal that was evaluated, or in a manner that it is not in line with the negotiation mandate.

Negotiation of proposals from the reserve list may begin once it is clear that sufficient budget has become available to fund one or more of these projects. Subject to budget availability, negotiations should begin with the proposals at the top of the reserve list and should continue in the order of the final ranking.

The ENIAC JU will publish Negotiation guidelines for further information on the negotiation procedure.

### *Award of a grant*

If negotiations are successful and no further decision from the Public Authorities Board is needed (i.e. in cases of substantial changes outside the negotiation mandate), the ENIAC JU shall transmit to the coordinators of the selected consortia the JU grant agreement and the accession forms for signature.

At the same time, in the case of participants from ENIAC member States, the ENIAC JU shall transmit to the respective national funding authorities the results of the negotiations and all relevant documentation in order for them to proceed with the establishment of the corresponding national grant agreements with the said participants according to national eligibility criteria and any other national financial and legal requirements<sup>1</sup>.

Where national grant agreements are to be concluded, the signature of, or accession to, the JU grant agreement will only take place after the signature of the corresponding national grant agreement.

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<sup>1</sup> The final approved "Technical Annex" resulting from the evaluation and negotiation process carried out by the ENIAC JU will be the same (except for translations if necessary) for establishing the corresponding national grant agreement in all participating ENIAC member States.

## Annexes

- Annex 1 Timetable and specific information for this call
- Annex 2 Evaluation criteria and procedure
- Annex 3 Instructions for completing Part A of the proposal
- Annex 4 Instructions for drafting Part B of the proposal
- Annex 5 National funding rates and instructions about Part C

## **Annex 1: Timetable and specific information for this call**

- **Indicative timetable for ENIAC Call 2009: ENIAC-2009-1**

Publication of call	19th March 2009
Deadline for submission of the Project Outline (PO)	6 <sup>th</sup> May 2009 <i>17h00 Brussels time</i>
Provision to the applicants with an assessment of PO	5 <sup>th</sup> June 2009
Deadline for submission of the Full Project Proposal (FPP)	3 <sup>rd</sup> September 2009 <i>17h00 Brussels time</i>
Evaluation and selection of proposals	October 2009
Start of negotiations for the selected proposals	Late October 2009

- **Further information and help**

The CORDIS call page contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

### **General sources of help**

ENIAC JU Help desk

email: [ict@ec.europa.eu](mailto:ict@ec.europa.eu)

Tel: +32 2 296 8596

Fax: +32 2 296 8388

EPS Help desk (IT Tool)

email: [helpdesk@eniac.eu](mailto:helpdesk@eniac.eu)

Tel: + 31 88 0036 181

Fax: + 31 88 0036 180

National Funding Authorities

Contact list

<http://www.eniac.eu>

ENIAC JU

<http://www.eniac.eu>

AENEAS

[http://www.eniac.eu/web/aeneas/aeneas\\_ex.php](http://www.eniac.eu/web/aeneas/aeneas_ex.php)

ICT National Contact Points

[http://cordis.europa.eu/fp7/ncp\\_en.html](http://cordis.europa.eu/fp7/ncp_en.html)

FP7 Enquiry service

<http://ec.europa.eu/research/enquiries>

### **Support projects**

Idealist partner search project

<http://www.ideal-ist.net/>

IPR helpdesk

<http://www.ipr-helpdesk.org/index.html>

### **Legal documents generally applicable**

Council Regulation (EC) No 72/2008 setting up the ENIAC Joint Undertaking to implement a Joint Technology Initiative on Nanoelectronics

ENIAC Call 2009

ENIAC JU financial rules

Decision of the Public Authorities Board of the ENIAC Joint Undertaking on the evaluation and selection procedures related to calls for proposals – ENIAC-PAB-4-08

All the above at <http://www.eniac.eu/>

**Contractual information** (to be published)

Negotiation guidelines  
Model grant agreement  
Guide to financial issues

**Other useful information**

Project agreement (AENEAS) [http://www.eniac.eu/web/aeneas/aeneas\\_ex.php](http://www.eniac.eu/web/aeneas/aeneas_ex.php)  
Consortium agreement checklist (FP7)  
[ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf)

**National ENIAC Contact Points**

Country	Name	First name	Tel	E-mail
Austria	Niklfeld	Georg	+43 (0)5 7755 - 5020	georg.niklfeld@ffg.at
	Brandenburg	Roland	+43 (0)5 7755 - 5090	roland.brandenburg@ffg.at
Belgium	Deprez	Francis	+32 2 209 0913	fd@iwt.be
Czech Republic	Kadlec	Jiri	+420 2 66052216	kadlec@utia.cas.cz
Estonia	Raim	Toivo	+ 372 735 0125	toivo.raim@hm.ee
France	Béguin	Alain	+ 33 1 53 44 90 19	alain.beguvin@industrie.gouv.fr
Germany	Schröder	Sabine	+ 49 30 670 55772	sabine.schroeder@dlr.de
	Dressen	Jochen	+ 49 211 62 14-580	eniac@vdi.de
Greece	Maria	Koutrokoi	+30 210 7458 101	mkoutr@gsrt.gr
Hungary	Pap	David	+36 1 484 2580	david.pap@nkth.gov.hu
Ireland	O'Reilly	Stephen	+35 3 21 4800217	stephen.oreilly@enterprise-ireland.com
Italy	Covello De Angelis Mercurio	Aldo	+39 06 9772 6465	aldo.covello@miur.it
		Iacopo	+39 06 4893 9993	deangelis@apre.it
		Daniela	+39 06 4893 9993	mercurio@apre.it
Netherlands	van der Bijl	Robert-Jaap	+31 70 373 5965	r.van.der.bijl@senternovem.nl
	van Werkhoven	Bert	+31 70 373 5260	ldc@senternovem.nl
Norway	Espeli	Tron	+47 9822 3564	te@rcn.no
	Bencze	Paul	+47 2203 7000 +47 9056 2926	pib@rcn.no
Poland	Sypien	Jakub	+48 515 06 1539	j.sypien@ncbir.gov.pl
Portugal	de Melo	Luis	+351 21 392 43 77	luis.melo@fct.mctes.pt
Slovakia	Helmich	Patrik	+421 2 59102651	patrik.helmich@minedu.sk
Spain	Oficina Europea		+34 916 037 985	eniac@mec.es
	Velasco	Paloma	+34 91 5815562	PVG@cdti.es
Sweden	Bäcklund	Ylva	+46 8 473 3215	ylva.backlund@vinnova.se
United Kingdom	Walters	Peter	+44 1932 251 260	pwalters@tuvnel.com

## ***Annex 2: Evaluation criteria and procedures to be applied to proposals in this call***

### **1. General**

All eligible proposals will be evaluated by independent experts.

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective and to behave throughout in a professional manner. All experts will sign a declaration of confidentiality and no conflict of interest before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In addition, an independent expert or experts may be appointed to observe the evaluation process from the point of view of its working and execution. The role of the observer(s) is to give independent advice to the JU on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria and on ways in which the procedures could be improved. The observer(s) will not express views on the proposals under examination or the experts' opinions on the proposals.

### **2. Assessment of the PO**

The Executive Director of the ENIAC JU will allocate experts to individual PO, taking into account their fields of expertise and avoiding conflicts of interest.

These experts will assess the POs and will produce, as a result, a document with comments and recommendations about the proposal.

The Project Outline will be assessed by the ENIAC JU, on the basis of the following criteria:

- o Relevance will be considered in relation to the topic(s) of the work programme open in a given call and to the objectives of a call.
- o Relevance and contribution to the overall ENIAC targets listed in section 3.
- o Soundness of the concept
- o Clarity and quality of the objectives and expected results
- o Contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme
- o Degree of application innovation in the context of the sub-programmes addressed
- o Expected market impact of the results for the industrial partners
- o Quality of the consortium as a whole including complementarities, balance and involvement of SMEs

### **3. Evaluation and selection of FPP**

#### **3.1 Before the evaluation of the FPP**

On receipt by the ENIAC JU, the FPPs are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for proposals listed in section 3 are also checked by ENIAC JU staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

The ENIAC JU establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate balance between academic and industrial expertise as well as between providers and users;
- A reasonable distribution of geographical origins.

The Executive Director of the ENIAC JU allocates four experts (two evaluators from the experts suggested by the Industry and Research Committee and two from experts suggested by the Public Authorities Board) to individual proposals, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

### 3.2. Evaluation of the FPP

At the beginning of the evaluation, experts will be briefed on the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

The evaluation criteria against which proposals will be judged are set out in the document ENIAC-PAB-4-08: "ENIAC Joint Undertaking selection and evaluation procedures related to Calls for proposals".

The 5 evaluation criteria are:

1. Relevance and contributions to the objectives of the Call.
2. R&D innovation and technical excellence.
3. S&T approach and work plan.
4. Market innovation and market impact.
5. Quality of consortium and management.

Evaluation scores will be awarded for each of the five criteria, and not for the sub-criteria. Each criterion will be scored out of 10. Criteria 1, 2, 3, and 5 will have a weight of 1 and criterion 4 will have a weight of 2. The threshold for the individual criteria (1), (2), (3), (4) will be 6. There is no threshold for the individual criterion (5). The overall threshold, applying to the weighted sum of the five individual scores, will be 40.

Some further explanation on the evaluation criteria:

1. Relevance and contributions to the objectives of the Call.
  - o Relevance will be considered in relation to the topic(s) of the work programme open in a given call and to the objectives of a call.
  - o Relevance and contribution to the overall ENIAC targets listed in section 3.
2. R&D innovation and technical excellence.
  - o Soundness of the concept
  - o Clarity and quality of the objectives and expected results
  - o Progress beyond the state-of-the-art.
3. S&T approach and work plan
  - o Quality and effectiveness of the S&T methodology
  - o Quality of the work plan.
4. Market innovation and market impact
  - o Contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme
  - o Market impact and quality of the exploitation plans of the industrial partners; quality of the market analysis section including competitor descriptions and market opportunities.

- o Appropriateness of measures for the dissemination of project results.
  - o Contribution to standards.
  - o Management of intellectual property.
5. Quality of consortium and management<sup>1</sup>.
- o Appropriateness of the management structure and procedures
  - o Quality and relevant experience of the individual participants
  - o Quality of the consortium as a whole including complementarities, balance and involvement of SMEs
  - o Appropriateness of the level, allocation and justification of the resources to be committed (budget, staff, equipment)

### 3.3. Individual evaluation of FPP

The individual evaluation will be carried out on the premises of the experts concerned ("remotely").

Each proposal will first be assessed independently by the four experts chosen by the Executive Director of the ENIAC JU. At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an **Individual Evaluation Report (IER)** giving scores and also comments against the evaluation criteria.

When scoring proposals, experts must only apply the above evaluation criteria.

Experts will assess and mark the proposals exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justification will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

Signature of the IER also entails a declaration that the expert has no conflict of interest in evaluating a particular proposal.

Scope of the call: It is possible that a proposal is found to be out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, an ENIAC JU staff member will be informed immediately and the views of the other experts will be sought. If the general view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation and it will be deemed ineligible.

### 3.4. Panel session

Once all the experts to whom a proposal has been assigned have completed their IER, the Executive Director of the JU organises the panel session. The Executive Director assigns the evaluators that will participate in the panel.

The panel session is chaired by the Executive Director or by his/her appointed staff of the JU. In this session, evaluators synthesise and consolidate the individual evaluators' scores, remarks and recommendations for each proposal. These recommendations will address, if appropriate, adjustments to the total costs and the technical content of the proposal, and will identify key partners and activities necessary for the success of the project if selected. The outcome of the panel session is the Evaluation Report for each proposal.

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<sup>1</sup> This evaluation criterion corresponds to the **selection criteria** in the meaning of the general financial regulation (article 115) [OJ L 248, 16.09.2002, p. 1] and its implementing rules (article 176 and 177) [OJ L 357, 31.12.2002, p.1] and of the financial rules of the Joint Undertaking (article 101). It will also be the basis for assessing the 'operational capacity' of participants. The other four evaluation criteria (1-4) correspond to the **award criteria**.

Two lists of proposals are established by the panel: "above threshold" and "below threshold". Proposals with a score below threshold in any of the individual criteria (1), (2), (3) or (4) or below the minimum total threshold are included in the "below threshold" list. The "above threshold" list is ordered according to the total score of the proposals.

### 3.5. Verification of eligibility criteria for funding

Before the selection of proposals, the Executive Director will verify participants against the JU and national eligibility criteria for funding (as described in the "eligibility criteria" document attached to the Call text). These verifications will be done on the basis of verifications made by national funding authorities of their national participants in proposals against national eligibility criteria for funding, and by the Commission of all participants against the JU eligibility criteria for funding.

### 3.6. Selection of proposals

The Executive Director presents to the Public Authorities Board (PAB) of the JU the "above threshold" list, and on this basis the PAB decides on the final ranking of proposals. Any change to this relative order of proposals is decided by the PAB taking into account the proposals' synergy with EU and national R&D and innovation<sup>1</sup> policies and activities as well as the overall coverage of the objectives of the Call. The justifications for such changes are recorded and communicated by the Executive Director to the applicants.

Following this decision and on the basis of the final ranking of proposals, the PAB decides on the selection of proposals and the allocation of public funding, taking into account the budgets available and the verifications of national and JU eligibility criteria for funding made in the previous step. The PAB will also decide which proposals are not viable in the light of the public funding available.

The PAB may decide to create a reserve list of proposals that could proceed to the negotiation step if sufficient funding becomes available (e.g. following failure of negotiations).

The coordinators of proposals will receive the **Evaluation Report** and any other information decided by the Public Authorities Board of the ENIAC JU. For selected proposals, an invitation will be sent by the ENIAC JU to start the negotiations (taking into account the public funding allocated by the PAB and the potential recommendations for changes).

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<sup>1</sup> Only R&D policies that are applied by the Community and national governments at the time of the Call and that have been made widely and publicly available can be taken into account

### ***Annex 3: Instructions for completing Part A of the proposal***

Proposals, both PO and FPP, in this call must be submitted electronically, using the ENIAC Proposal System (EPS) The procedure is summarised in section 4 of this Guide.

#### **3.1 Project Outline**

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the participants in the consortium.

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *You have inserted zeros ("0") where there are no costs or funding figures. Leaving cells empty will block the submission of your proposal*
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*

The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance will also be available. The precise questions and options in EPS are presented in a different layout than the forms you see underneath. However, when you have filled in all the necessary information you can print Part A for your own verification of the data.



## Proposal Submission Forms



**Project  
Outline (PO)**

**A2  
Participants**

*One form A2 per participant*

Proposal Number		Proposal Acronym	[filled in from A1]	Participant number <sup>vii</sup>	
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If registered for FP7, enter your Participant Identity Code (PIC) <sup>viii</sup>	
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### Information on the organisation

Legal name <sup>viii</sup>			
Organisation short name <sup>ix</sup>			
<b>Legal Address</b>			
Street name			Number
Town			
Postal Code / Cedex			
Country <sup>x</sup>			
Internet homepage			

### Leading researcher in charge of this proposal

Family name		First name(s)	
Title <sup>xi</sup>		Sex (Female – F / Male – M) <sup>xii</sup>	
Position in the organisation			
Department/Faculty/Institute/Lab name			
Phone 1 <sup>xiii</sup>		Phone 2	
E-mail		Fax	

### Status of your organisation

Please tick the relevant box(es) to characterise your organisation as completely as possible.

<input type="checkbox"/>	Natural person <sup>xiv</sup>
<input type="checkbox"/>	Public body <sup>xv</sup>
<input type="checkbox"/>	Non-profit public body <sup>xvi</sup>
<input type="checkbox"/>	Profit public body <sup>xvii</sup>
<input type="checkbox"/>	International organisation of European interest <sup>xviii</sup>
<input type="checkbox"/>	International organisation - other <sup>xix</sup>
<input type="checkbox"/>	Secondary and higher education establishment <sup>xx</sup>
<input type="checkbox"/>	Non-profit research organisation <sup>xxi</sup>
<input type="checkbox"/>	Commercial enterprise <sup>xxii</sup>
<input type="checkbox"/>	SME <sup>xxiii</sup>
<input type="checkbox"/>	Small <sup>xxiv</sup>
<input type="checkbox"/>	Non-SME <sup>xxv</sup>
<input type="checkbox"/>	None of the above
	Please specify

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

### Transfer of contact details to AENEAS

Please tick this box if you agree that the ENIAC Joint Undertaking provides your contact details to the AENEAS association, which acts as a representative of R&D actors in the field of nanoelectronics in Europe. The AENEAS association would then be entitled to use your contact details only for sending you information about its services and membership conditions via e-mail, telephone or post. AENEAS would not further transfer this information to third parties. Ticking or not ticking this box has no influence on the evaluation of your proposal by the ENIAC JU.

**i Organisation Legal Name**

It is the official name of your organisation. If applicable, enter the name under which your organisation is registered in the official trade registers.

**ii Title**

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

**iii Sex**

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

**iv Country**

Insert the name of the country as commonly used.

**v Phone and fax numbers**

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

**vi Participant number**

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

**vii Participant Identity Code**

If your organisation has participated to at least one FP7 indirect action (project), you have received a Participant Identity Code (PIC).

**viii Organisation Legal Name**

It is the official name of your organisation. If applicable, enter the name under which your organisation is registered in the official trade registers.

**ix Organisation Short Name**

Choose an abbreviation of your Organisation Legal Name, only for use in this proposal. This should not be more than 4 characters and the same should be used for the participant in all documents relating to the proposal.

**x Country**

Insert the name of the country as commonly used.

**xi Title**

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

**xii Sex**

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

**xiii Phone and fax numbers**

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

**xiv Natural person**

Natural person refers to a physical person. The place of establishment refers in this case to the habitual residence of the person.

**xv Public body**

Public body means any legal entity established as such by national law and international organisations..

**xvi Non profit public body**

Non profit organisation is an organisation considered as such by national law or international law. Public body – see above.

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**xvii Profit public body**

A Public body that is not considered non profit – see above.

**xviii International organisation of European interest**

An international organisation, the majority of whose members are Member States or Associated Countries and whose principal objective is to promote scientific and technological cooperation in Europe.

**xix International organisation - other**

International organisation means an intergovernmental organisation other than the Community which has legal personality under international public law, as well as any specialised agency set up by such an international organisation.

**xx Secondary and higher education establishment**

Organisations that deliver diplomas recognised by a country (typically universities).

**xxi Research organisation**

Research organisation means a legal entity established as a non-profit organisation that carries out research or technological development as one of its main objectives.

**xxii Enterprise**

Any entity engaged in an economic activity, irrespective of its legal form.

**xxiii SME**

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003  
(see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 250 persons
- has an annual turnover not exceeding EUR 50 million, and/or
- an annual balance sheet total not exceeding EUR 43 million
- is autonomous

Please note that some additional requirements have to be fulfilled (see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:

(a) employees;

- 
- (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law;
  - (c) owner-managers;
  - (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

**ATTENTION:** Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.

The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.

In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a bona fide estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.

#### **xxiv Small**

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003

(see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

An enterprise is considered small, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 50 persons
- has an annual turnover not exceeding EUR 10 million, and/or
- an annual balance sheet total not exceeding EUR 10 million
- is autonomous

Please note that some additional requirements have to be fulfilled (see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

#### **xxv Non-SME**

An enterprise that is not an SME.

#### **xxvi 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, or else NO. If yes, give the programme name, year of submission and proposal number or contract number.

### 3.2 Full Project Proposal

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the participants in the consortium.

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *You have inserted zeros ("0") where there are no costs or funding figures. Leaving cells empty will block the submission of your proposal*
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*

The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance will also be available. The precise questions and options in EPS are presented in a different layout than the forms you see underneath. However, when you have filled in all the necessary information you can print Part A for your own verification of the data.

<b>Proposal Submission Forms</b>
 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p style="font-size: 24px; margin: 0;"><b>Full Project Proposal</b></p> </div> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p style="font-size: 36px; margin: 0;"><b>A1</b></p> <p style="font-size: 24px; margin: 0;"><b>Summary</b></p> </div>

Proposal Number		Proposal Acronym	
-----------------	--	------------------	--

GENERAL INFORMATION	
<i>Proposal Title</i>	
<i>Call identifier</i>	
<i>Topic code</i>	
<i>Abstract (max. 2000 char.)</i>	

Person in charge for the coordinator of the Consortium			
Family name		First name(s)	
Legal name of organisation <sup>i</sup>			
Title <sup>ii</sup>		Sex (Female – F / Male – M) <sup>iii</sup>	
Position in the organisation			
Department/Faculty/Institute/Lab name			
<b>Address (if different from the legal address in form A2)</b>			
Street name		Number	
Town			
Postal Code / Cedex			
Country <sup>iv</sup>			
Phone 1 <sup>v</sup>		Phone 2	
E-mail		Fax	

Costs and funding				
Participant n°	Country	Total eligible costs (in €)	Requested ENIAC JU contribution (in €)	National requested contribution (in €)
1				
2				
3				
4				
5				
	Total			

## Proposal Submission Forms



**Full Project  
Proposal**

**A2  
Participants**

*One form A2 per participant*

Proposal Number		Proposal Acronym	[filled in from A1]	Participant number <sup>vi</sup>	
-----------------	--	------------------	---------------------	----------------------------------	--

If registered for FP7, enter your Participant Identity Code (PIC) <sup>vii</sup>	
--	--

### Information on the organisation

Legal name <sup>viii</sup>			
Organisation short name <sup>ix</sup>			
<b>Legal Address</b>			
Street name		Number	
Town			
Postal Code / Cedex			
Country <sup>x</sup>			
Internet homepage			

### Leading researcher in charge of this proposal

Family name		First name(s)	
Title <sup>xi</sup>		Sex (Female – F / Male – M) <sup>xii</sup>	
Position in the organisation			
Department/Faculty/Institute/Lab name			
Phone 1 <sup>xiii</sup>		Phone 2	
E-mail		Fax	

### Status of your organisation

Please tick the relevant box(es) to characterise your organisation as completely as possible.

<input type="checkbox"/>	Natural person <sup>xiv</sup>
<input type="checkbox"/>	Public body <sup>xv</sup>
<input type="checkbox"/>	Non-profit public body <sup>xvi</sup>
<input type="checkbox"/>	Profit public body <sup>xvii</sup>
<input type="checkbox"/>	International organisation of European interest <sup>xviii</sup>
<input type="checkbox"/>	International organisation - other <sup>xix</sup>
<input type="checkbox"/>	Secondary and higher education establishment <sup>xx</sup>
<input type="checkbox"/>	Non-profit research organisation <sup>xxi</sup>
<input type="checkbox"/>	Commercial enterprise <sup>xxii</sup>
<input type="checkbox"/>	SME <sup>xxiii</sup>
<input type="checkbox"/>	Small <sup>xxiv</sup>
<input type="checkbox"/>	Non-SME <sup>xxv</sup>
<input type="checkbox"/>	None of the above
	Please specify

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

### Transfer of contact details to AENEAS

Please tick this box if you agree that the ENIAC Joint Undertaking provides your contact details to the AENEAS association, which acts as a representative of R&D actors in the field of nanoelectronics in Europe. The AENEAS association would then be entitled to use your contact details only for sending you information about its services and membership conditions via e-mail, telephone or post. AENEAS would not further transfer this information to third parties. Ticking or not ticking this box has no influence on the evaluation of your proposal by the ENIAC JU.

**i Organisation Legal Name**

It is the official name of your organisation. If applicable, enter the name under which your organisation is registered in the official trade registers.

**ii Title**

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

**iii Sex**

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

**iv Country**

Insert the name of the country as commonly used.

**v Phone and fax numbers**

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

**vi Participant number**

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

**vii Participant Identity Code**

If your organisation has participated to at least one FP7 indirect action (project), you have received a Participant Identity Code (PIC).

**viii Organisation Legal Name**

It is the official name of your organisation. If applicable, enter the name under which your organisation is registered in the official trade registers.

**ix Organisation Short Name**

Choose an abbreviation of your Organisation Legal Name, only for use in this proposal. This should not be more than 4 characters and the same should be used for the participant in all documents relating to the proposal.

**x Country**

Insert the name of the country as commonly used.

**xi Title**

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

**xii Sex**

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

**xiii Phone and fax numbers**

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

**xiv Natural person**

Natural person refers to a physical person. The place of establishment refers in this case to the habitual residence of the person.

**xv Public body**

Public body means any legal entity established as such by national law and international organisations..

**xvi Non profit public body**

Non profit organisation is an organisation considered as such by national law or international law. Public body – see above.

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**xvii Profit public body**

A Public body that is not considered non profit – see above.

**xviii International organisation of European interest**

An international organisation, the majority of whose members are Member States or Associated Countries and whose principal objective is to promote scientific and technological cooperation in Europe.

**xix International organisation - other**

International organisation means an intergovernmental organisation other than the Community which has legal personality under international public law, as well as any specialised agency set up by such an international organisation.

**xx Secondary and higher education establishment**

Organisations that deliver diplomas recognised by a country (typically universities).

**xxi Research organisation**

Research organisation means a legal entity established as a non-profit organisation that carries out research or technological development as one of its main objectives.

**xxii Enterprise**

Any entity engaged in an economic activity, irrespective of its legal form.

**xxiii SME**

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003

(see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 250 persons
- has an annual turnover not exceeding EUR 50 million, and/or
- an annual balance sheet total not exceeding EUR 43 million
- is autonomous

Please note that some additional requirements have to be fulfilled (see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:

(a) employees;

- 
- (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law;
  - (c) owner-managers;
  - (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

**ATTENTION:** Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.

The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.

In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a bona fide estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.

#### **xxiv Small**

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003

(see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

An enterprise is considered small, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 50 persons
- has an annual turnover not exceeding EUR 10 million, and/or
- an annual balance sheet total not exceeding EUR 10 million
- is autonomous

Please note that some additional requirements have to be fulfilled (see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

#### **xxv Non-SME**

An enterprise that is not an SME.

#### **xxvi 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, or else NO. If yes, give the programme name, year of submission and proposal number or contract number.

## ***Annex 4: Instructions for drafting Part B of the proposal***

### **4.1 Project Outline**

The maximum indicative length of Part B (excluding cover page, abstract and table of contents) is 10 pages. Recommended lengths for each of the Part B sections are indicated below.

#### **Cover Page**

Proposal full title

Proposal acronym

Sub-programme addressed (see Annual Work Programme 2009 section 2)

Target Activity addressed (see Annual Work Programme 2009 section 2.n)  
(if more than one, indicate their order of importance to the project)

Name of the coordinating person

List of participants:

<b>Participant no. (1)</b>	<b>Participant organisation name</b>	<b>Part. short name</b>	<b>Country</b>	<b>ENIAC member State (Y/N)</b>	<b>Other EU Member or State/Assoc. country (Y/N)</b>	<b>National eligibility checked (Y/N) (2)</b>
1 (Coordinator)						
2						
3						

*(1) Please use the same participant numbering as that used in Proposal submission forms A2*

*(2) For partners from ENIAC member States, please indicate whether you consider that you comply with the national eligibility criteria for funding as stated in the document "Eligibility Criteria" published in the Call.*

#### **Proposal abstract**

*(copied from Part A)*

#### **Table of Contents**

### **Part B Section 1 - Relevance and contributions to the content and objectives of the Call**

#### **Relevance**

Show the relevance of your proposal in relation to at least one or more of the Target Activities (see section 2.n in Annual Work Programme 2009) and one or more of the Sub-Programmes (section 2 in Annual Work Programme 2009)

*(Recommended length: half a page)*

### **Part B Section 2 - R&D innovation and technical excellence**

#### **Concept and objectives**

Explain the concept of your project. What are the main ideas that led you to propose this work?

Outline the overall objectives as well as the underpinning S&T objectives. The objectives should be those to be achieved within the project, not through subsequent development. They should identify measurable and verifiable targets.

**Progress beyond the state-of-the-art**

Explain the main technological or scientific innovations with respect to the state-of-art that you aim to achieve and why they would be important.

*(Recommended length for the whole of Section: 2 pages)*

**Part B Section 3 - S&T approach and work plan**

**Quality and effectiveness of the S&T methodology and associated work plan**

An outline of the work plan should be presented which should follow the logical phases of the implementation of the project.

Please present your plans as follows:

- i) Describe the overall strategy of the work plan
- ii) Identify any significant risks.

**Summary of effort**

A summary of the effort is useful for the assessment. Please indicate in the table the expected number of person months over the whole duration of the planned work, for each major work item by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure **in bold**.

<b>Partic. no.</b>	<b>Partic. short name</b>	<b>Work Item 1</b>	<b>Work Item 2</b>	<b>Work Item 3</b>	<b>...</b>	<b>Total person months</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>etc</b>						
<b>Total</b>						

*(Recommended length for the whole of Section3 –2 pages)*

**Part B Section 4 - Market innovation and impact**

**Impact**

Outline the contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme and to the general ENIAC targets. Also identify any additional contributions to the broader ENIAC goals of industrial competitiveness, sustainability (environmental, energy, use of raw materials etc.), and helping the emergence of new markets or of applications that address societal challenges.

**Dissemination and exploitation**

Outline the plans and measures for the dissemination and exploitation of project results. Give hints on how the project results would be used to produce innovative products, processes or services that have a significant market potential.

**Contribution to standards and regulations**

Identify any contributions to standards which may arise from the proposed project and outline their importance.

*(Recommended length for the whole of Section 4 – 3 pages)*

**Part B Section 5 - Quality of consortium and management**

**Management structure and procedures**

Outline the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.

*(Recommended length 1 page)*

**Consortium as a whole**

Outline how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and committed to the tasks assigned to them. Show the complementarity between participants. Show how the composition of the consortium is well-balanced in relation to the objectives of the project and in order to ensure exploitation of the results and to achieve the desired impacts. Show how the opportunity of involving SMEs has been addressed.

**Resources to be committed**

- Indicate the estimated personnel effort per partner and identify any other major costs (e.g. equipment).
- **Sub-contracting:** If any major part of the work is to be sub-contracted, describe the work involved and explain why a sub-contract approach has been chosen for it. Please use the following Table.

<b>Partic. no.</b>	<b>Partic. name</b>	<b>Partic. short name</b>	<b>Total person months</b>	<b>Total costs</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>etc</b>				
<b>Total</b>				

The figures indicated in the column "Total costs" must match the figures of the "Total eligible costs" of the funding calculation forms (Annex A).

*(Recommended length – 2 page)*

## 4.2 Full Project Proposal

### Cover Page

Proposal full title

Proposal acronym

Sub-programme addressed (see Annual Work Programme 2009 section 2)

Target Activity addressed (see Annual Work Programme 2009 section 2.n)  
(if more than one, indicate their order of importance to the project)

Name of the coordinating person

List of participants:

Participant no. (1)	Participant organisation name	Part. short name	Country	ENIAC member State (Y/N)	Other EU Member or State/Assoc. country (Y/N)	National eligibility checked (Y/N) (2)
1 (Coordinator)						
2						
3						

*(1) Please use the same participant numbering as that used in Proposal submission forms A2*

*(2) For partners from ENIAC member States, please indicate whether you consider that you comply with the national eligibility criteria for funding as stated in the document "Eligibility Criteria" published in the Call.*

**Proposal abstract**  
(copied from Part A)

### Table of Contents

## **Part B Section 1 - Relevance and contributions to the content and objectives of the Call**

### **Relevance**

Show the relevance of your proposal in relation to at least one or more of the Target Activities (see section 2.n in Annual Work Programme 2009) and one or more of the Sub-Programmes (section 2 in Annual Work Programme 2009)  
(Recommended length 2 pages)

## **Part B Section 2 - R&D innovation and technical excellence**

### **Concept and objectives**

Explain the concept of your project. What are the main ideas that led you to propose this work?

Describe in detail the overall objectives as well as the underpinning S&T objectives. The objectives should be those to be achieved within the project, not through subsequent development. They should be stated in a measurable and verifiable form.

### **Progress beyond the state-of-the-art**

Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. Explain the main technological or scientific innovations you aim to achieve and why they would be important.

*(Recommended length for the whole of Section 2 –5 pages)*

## **Part B Section 3 - S&T approach and work plan**

### **Quality and effectiveness of the S&T methodology and associated work plan**

A detailed work plan should be presented, broken down into work packages<sup>1</sup> (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results.

Please present your plans as follows:

- i) Describe the overall strategy of the work plan (*Maximum length – one page*)
- ii) Show the timing of the different WPs and their components (Gantt chart or similar).
- iii) Provide a detailed work description broken down into work packages:
  - Work package list (please use table 3a);
  - Deliverables list (please use table 3b);
  - List of milestones (please use table 3c)
  - Description of each work package (please use table 3d)
  - Summary effort table (3e)
- iv) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)
- v) Describe any significant risks, and associated contingency plans

**Note:** The number of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring.

*(Recommended length for the whole of Section3 –15 pages not including the Gantt chart, Pert diagram or tables 3a-e)*

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<sup>1</sup> A work package is a major sub-division of the proposed project with a verifiable end-point - normally a deliverable or a milestone in the overall project.

Table 3 a: Template - Work package list

**Work package list**

Work package No <sup>10</sup>	Work package title	Lead partic no. <sup>11</sup>	Lead partic. short name	Person-months <sup>12</sup>	Start month <sup>13</sup>	End month <sup>14</sup>
	TOTAL					

<sup>10</sup> Workpackage number: WP 1 – WP n.  
<sup>11</sup> Number of the participant leading the work in this work package.  
<sup>12</sup> The total number of person-months allocated to each work package.  
<sup>13</sup> Measured in months from the project start date (month 1).  
<sup>14</sup> Measured in months from the project start date (month 1).

Table 3 b: Template - Deliverables List

### List of Deliverables

Del. no. <sup>15</sup>	Deliverable name	WP no.	Nature <sup>16</sup>	Dissemination level <sup>17</sup>	Delivery date <sup>18</sup> (proj. month)

<sup>15</sup> Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

<sup>16</sup> Please indicate the nature of the deliverable using one of the following codes:

**R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

<sup>17</sup> Please indicate the dissemination level using one of the following codes:

**PU** = Public

**PP** = Restricted to other programme participants (including the JU).

**RE** = Restricted to a group specified by the consortium (including the JU).

**CO** = Confidential, only for members of the consortium (including the JU).

<sup>18</sup> Measured in months from the project start date (month 1).

*Table 3c Template - List of milestones*

**Milestones**

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

<b>Milestone number</b>	<b>Milestone name</b>	<b>Work package(s) involved</b>	<b>Expected date <sup>19</sup></b>	<b>Means of verification<sup>20</sup></b>

<sup>19</sup> Measured in months from the project start date (month 1).

<sup>20</sup> Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

*Table 3 d: Template - Work package description*

**Work package description**

<b>Work package number</b>		<b>Start date or starting event:</b>					
<b>Work package title</b>							
<b>Participant number</b>							
<b>Participant short name</b>							
<b>Person-months per participant</b>							

**Objectives**

**Description of work** (possibly broken down into tasks) and role of partners

**Deliverables** (brief description) and month of delivery

*Table 3e Summary of effort and resources*

**Summary of effort**

A summary of the effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure **in bold**.

<b>Partic. no.</b>	<b>Partic. short name</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>...</b>	<b>Total person months</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>etc</b>						
<b>Total</b>						

## **Part B Section 4 - Market innovation and impact**

### **Impact**

Describe the contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme and to the general ENIAC targets. Also describe any additional contributions to the broader ENIAC goals of industrial competitiveness, sustainability (environmental, energy, use of raw materials etc.), and helping the emergence of new markets or of applications that address societal challenges.

### **Dissemination and exploitation**

Describe the plans and measures for the dissemination and exploitation of project results. Show how the project results would be used to produce innovative products, processes or services that have a significant market potential.

Include if relevant a market analysis section including competitor descriptions and market opportunities.

### **Contribution to standards and regulations**

Describe any contributions to standards which may arise from the proposed project and explain their importance.

### **Management of intellectual property**

Describe the arrangements made by the consortium for the management of intellectual property brought to the project by the participating partners, and arising from the joint work within the project.

*(Recommended length for the whole of Section 4 – 10-15 pages)*

## **Part B Section 5 - Quality of consortium and management**

### **Management structure and procedures**

Describe the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.

*(Recommended length 5 pages)*

### **Individual participants**

For each participant in the proposed project, provide a brief description of the legal entity, the main tasks they have been attributed, and the previous experience relevant to those tasks. Provide also CVs of the individuals who will be undertaking the work.

*(Recommended length: one page per participant + CVs)*

### **Consortium as a whole**

Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and committed to the tasks assigned to them. Show the complementarity between participants. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project and in order to ensure exploitation of the results and to achieve the desired impacts. Show how the opportunity of involving SMEs has been addressed.

**i) Sub-contracting:** If any part of the work is to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.

*(No recommended length for this section – depends on the size and complexity of the consortium)*

**Resources to be committed**

Describe how the necessary resources will be mobilised. Show how the overall financial plan for the project is adequate.

In addition to the personnel costs/effort indicated elsewhere in the proposal, please identify any other major costs (e.g. equipment). The following template table should be used to detail the cost by categories.

**Indicative breakdown of costs**

This should be a breakdown table with common items of expenditure and, if necessary, additional customised columns (*e.g. Category X in the table below*) in case your corresponding national cost categories do not fit the common ones

Partic. no.	Partic. short name	Personnel	Travel	Durable Equipment	Consumables	(Category X)	Indirect costs	Sub contracting	Total costs
1									
2									
3									
etc									
<b>Total</b>									

*(Recommended length – 2 pages)*

**4.3 Part B Annex A – Funding calculation forms for PO and FPP**

**Annex A.1 (for partners established in ENIAC member States)**

For each participant from an ENIAC member State please fill in the standard form underneath and include it in your part B of the proposal. Furthermore transfer the totals to the Form A1 in the ENIAC Proposal Service system. In order to calculate your national contributions please see details under each country in Annex 5.

Partner x	Total eligible costs according to national rules (in €)	National Contribution requested (in €)	Percentage of the national subsidy to the beneficiaries applied for the calculation
Fundamental/Basic Research			
Industrial/Applied Research			
Experimental development			
<b>Total</b>			
<b>Total requested from the JU (16.7% of total above)</b>			

**Annex A.2 (for partners established in other EU Member States and Associated Countries (Albania, Bulgaria, Croatia, Cyprus, Denmark, Finland, Iceland, Israel, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Montenegro, Romania, Serbia, Slovenia, Switzerland, Turkey), the JRC<sup>21</sup> and international organisations<sup>22</sup> (i. e. ESA) having a seat in EU Member States or Associated Countries to the Seventh Framework Programme.**

For each participant from the above countries, for JRC or for each international organisation, fill in the standard form underneath and include it in your part B of the proposal. Furthermore transfer the totals to the Form A1 in the ENIAC Proposal Service system. In order to calculate your costs please see explanation of eligible costs below.

Partner x	<b>Total eligible costs (in €)</b>
<b>Direct costs (in €)</b>	
<b>Indirect costs 20% (in €)</b>	
<b>Total</b>	
<b>Total requested from the JU (16.7% of total above)</b>	

**Eligible costs**

The ENIAC JU financial contribution must not give rise to a profit. Receipts shall be taken into consideration for the payment of the grant.

In order to be considered eligible, costs incurred in the implementation of a project must meet the following conditions:

- (a) they must be actual;
- (b) they must have been incurred during the duration of the project, with the exception of final reports where provided for in the grant agreement;
- (c) they must have been determined in accordance with the usual accounting and management principles and practices of the participant and used for the sole purpose of achieving the objectives of the project and its expected results, in a manner consistent with the principles of economy, efficiency and effectiveness;
- (d) they must be recorded in the accounts of the participant and, in the case of any contribution from third parties, they must be recorded in the accounts of the third parties;
- (e) they must be exclusive of non-eligible costs, in particular identifiable indirect taxes including value added tax, duties, interest owed, provisions for possible future losses or charges, exchange

<sup>21</sup> Unless the JRC applies in the proposal for national funding from an ENIAC member State. In that case, the Annex A.1 should be used.

<sup>22</sup> Unless the international organisation applies in the proposal for national funding from an ENIAC member State. In that case, the Annex A.1 should be used.

losses, costs related to return on capital, costs declared, incurred or reimbursed in respect of another project funded by the Joint Undertaking or by the European Communities, debt and debt service charges, excessive or reckless expenditure, and any other costs that do not meet the conditions laid down in points (a) to (d).

The reimbursement of the Joint Undertaking's financial contribution shall be based on the reported costs of each participant.

Eligible costs shall be composed of costs attributable directly to the action ("direct eligible costs") and of costs which are not attributable directly to the action, but which have been incurred in direct relationship with the direct eligible costs attributed to the action ("indirect eligible costs").

Indirect costs shall represent up to 20% of the participant's total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the participant.

### **Subcontracting**

Any subcontract, the costs of which are to be claimed as an eligible cost, must be awarded according to the principles of best value for money (best price-quality ratio), transparency and equal treatment. Subcontracts concluded on the basis of framework contracts entered into between a participant and a subcontractor, prior to the beginning of the Project in accordance with the beneficiary's usual management principles, may also be accepted

Further information on subcontracting is given in the "Guide to financial issues".

**Annex A.3 (for partners established in other countries not included in Annex A.1 and A.2)**

Partners from countries other than EU Member States and Associated Countries to FP7 are not eligible for funding, but they have to calculate their total costs and include them in form A.1 of the ENIAC Proposal Submission system.

Example (start)

In order to help you understand what information is needed in Annex A an example is given here of a consortium with six partners:

- Partner 1: Belgian SME doing 50% industrial research and 50% experimental development
- Partner 2: French large enterprise doing 70% industrial research and 30% experimental development
- Partner 3: Swedish medium enterprise doing only industrial research
- Partner 4: German SME doing 50% industrial research and 50% experimental development
- Partner 5: Maltese university doing 100% industrial research
- Partner 6: UK university doing 100% industrial research

Each partner first needs to calculate its total cost according to national rules. In each national section underneath please find a link to web-pages explaining how to do this. For our example we now assume that each partner has done this calculation and here is the result:

- Partner 1: Total cost: 1.000.000 €
- Partner 2: Total cost: 1.500.000 €
- Partner 3: Total cost: 800.000 €
- Partner 4: Total cost: 1.500.000 €
- Partner 5: Total direct cost: 300.000 € + overheads 20%=360.000 €
- Partner 6: Total cost: 400.000 €

The 6 forms that have to be included in Annex A in the proposal will then look like this:

<b>Partner 1 Belgian medium sized SME</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>500 000</b>	<b>216 500</b>	<b>33.3%+10%</b>
<b>Experimental development</b>	<b>500 000</b>	<b>91 500</b>	<b>8.3%+10%</b>
<b>Total</b>	<b>1 000 000</b>	<b>308 000</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>167 000</b>		

Please include this form in Part B (Annex A) of your proposal

For Belgian SMEs, the national contribution for industrial research is (33.3 + 10)%:  
 $500\,000 \times 43.3\% = 216\,500$

For Belgian SMEs, the national contribution for experimental development is (8.3 + 10)%:  
 $500\,000 \times 18.3\% = 91\,500$

The JU contribution is 16.7% of 1 000 000 = 167 000

The 3 totals (1 000 000, 308 000, 167 000) are then transferred to Form A1 in the EPS system.

<b>Partner 2 French Large enterprise</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>1 050 000</b>	<b>87 150</b>	<b>8,3%</b>
<b>Experimental development</b>	<b>450 000</b>	<b>37 350</b>	<b>8,3%</b>
<b>Total</b>	<b>1 500 000</b>	<b>124 500</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>250 500</b>		

Please include this form in Part B (Annex A) of your proposal

For French Large enterprises, the national contribution for industrial research is 8.3%:  
 $1\,050\,000 \times 8.3\% = 87\,150$

For French Large enterprises, the national contribution for experimental development is 8.3%:  
 $450\,000 \times 8.3\% = 37\,350$

The JU contribution is 16.7% of 1 500 000=250 500

The 3 totals (1 500 000, 124 500, 250 500) are then transferred to Form A1 in the EPS system.

<b>Partner 3 Swedish Medium Enterprise</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>800 000</b>	<b>346 400</b>	<b>43.3%</b>
<b>Experimental development</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>800 000</b>	<b>346 400</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>133 600</b>		

Please include this form in Part B (Annex A) of your proposal

For Swedish medium enterprises, the national contribution for industrial research is 43.3%:  
 $800\,000 \times 43.3\% = 346\,400$

The JU contribution is 16.7% of 800 000 = 133 600

The 3 totals (800 000, 346 400, 133 600) are then transferred to Form A1 in the EPS system.

<b>Partner 4 German SME</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>750 000</b>	<b>249 750</b>	<b>33.3%</b>
<b>Experimental development</b>	<b>750 000</b>	<b>62 250</b>	<b>8.3%</b>
<b>Total</b>	<b>1 500 000</b>	<b>312 000</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>250 500</b>		

Please include this form in Part B (Annex A) of your proposal

For German SMEs, the national contribution for industrial research is 33.3%:  
 $750\,000 \times 33.3\% = 249\,750$

For German SMEs, the national contribution for experimental development is 8.3%:  
 $750\,000 \times 8.3\% = 62\,250$

The JU contribution is 16.7% of 1 500 000 = 250 500

The 3 totals (1 500 000, 312 000, 250 500) are then transferred to Form A1 in the EPS system.

<b>Partner 5 Maltese university</b>	<b>Total eligible costs (in €)</b>
<b>Direct costs (in €)</b>	<b>300 000</b>
<b>Indirect costs 20% (in €)</b>	<b>60 000</b>
<b>Total</b>	<b>360 000</b>
<b>Total requested from the JU (16.7% of total above)</b>	<b>60 120</b>

Please include this form in Part B (Annex A) of your proposal

The JU contribution is 16.7% of 360 000=60 120

The 2 totals (360 000, 60 120) are then transferred to Form A1 in the EPS system.

<b>Partner 6 UK Large Enterprise</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>400 000</b>	<b>133 200</b>	<b>33.3%</b>
<b>Experimental development</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>400 000</b>	<b>133 200</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>66 800</b>		

Please include this form in Part B (Annex A) of your proposal

For UK universities, the national contribution for industrial research is 83.3%:  
 $400\,000 \times 83.3\% = 333\,200$

The JU contribution is 16.7% of 400 000=66 800

The 3 totals (400 000, 333 200, 66 800) are then transferred to Form A1 in the EPS system.

This is part of the corresponding A1 form that has to be submitted through the ENIAC Proposal System.

<b>Costs and funding</b>				
Participant n°	Country	Total eligible costs (in €)	Requested ENIAC JU contribution (in €)	National requested contribution (in €)
1	BE	1 000 000	167 000	308 000
2	FR	1 500 000	250 500	124 500
3	SE	800 000	133 600	346 400
4	DE	1 500 000	250 500	312 000
5	MT	360 000	60 120	0
6	UK	400 000	66 800	133 200
	<b>Total</b>	<b>5 560 000</b>	<b>928 520</b>	<b>1 224 100</b>

Example (end)

## Annex 5: National funding rates and information for Part C

### A.5.1 Austria

For the national funding authority: <a href="http://www.ffg.at/eniac">http://www.ffg.at/eniac</a>				
Type of Organisation  Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	25%	35%	45%	59%
Industrial/Applied Research projects	25%	35%	45%	59%
Experimental development projects	25%	35%	45%	59%

Austria intends to provide to SMEs and research institutions the following quota of the available national funds:

- small and medium sized enterprises should receive at least 20% of total national funding
- research organisations should receive at least 10% of total national funding

#### Preparation of Part C (required for FPP phase only):

Please note that for each Austrian participant you need to create a ZIP (or PDF) file with administrative information requested by the Austrian authorities and upload this in the ENIAC Proposal Submission system as Part C (one file for each participant). Specific information on the content and how to create this ZIP file can be found at: <http://www.ffg.at/eniac>.

### A.5.2 Belgium

For the national funding authority: <http://www.iwt.be>; For further information please contact Francis Deprez (fd@iwt.be).

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries (1)			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises (2)	Small Enterprises (3)	Public Research Institutes and Universities (4)
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research projects	33,3%	33,3%	33,3%	0%
Experimental development projects	8,3%	8,3%	8,3%	0%

#### Notes:

(1) These percentages are given under the constraints that the project proposal fulfills the ENIAC eligibility criteria and that no participant in the ENIAC project holds more than 70% of the total ENIAC project budget.

(2) SME's could receive 10% extra.

(3) Small enterprises could receive 20% extra.

(4) The support of public research institutes is determined by the general principles of O&O-bedrijfsprojecten as published on the website ([www.iwt.be](http://www.iwt.be)).

#### Additional:

10% extra can be given to projects fulfilling specific political goals such as contributing to sustainable development or cooperation with research institutes. More information about this can be found on the website [www.iwt.be](http://www.iwt.be).

#### Preparation of Part C:

Please note that for each proposal (Project Outline and Full Project Proposal), each Belgian partner must create a ZIP (or PDF) file with additional information requested by the Belgian authorities and upload this in the ENIAC Proposal Submission System as Part C of the proposal (one file per participant). This file should contain the following information:

- **For both the PO and FPP phase:**

1. motivation of the type of funding that is asked for (industrial research vs. experimental development) according to the rules applicable for O&O-bedrijfsprojecten (for further details see website [http://www.iwt.be/downloads/documenten/oeno/O&O\\_toelichtingsdoc\\_onderzoek\\_ontwikkeling.pdf](http://www.iwt.be/downloads/documenten/oeno/O&O_toelichtingsdoc_onderzoek_ontwikkeling.pdf))
2. description of the innovation goal, using the following structure:
  - General purpose  
Describe in 1 or 2 sentences what you want to achieve with the proposed project. The general purpose is in essence the innovation to be achieved in terms of a product, process and/or service. The general goal should be the foundation for understanding the various concrete objectives, criteria, activities and desired results.
  - Concrete objectives and criteria

Indicate explicitly the (interim) results to be achieved, such as specific knowledge, solutions to specific problems or breakthroughs related to equipment, test installations or software. Indicate per interim result the main quantitative (preferred option) and qualitative benchmarks, criteria, requirements and standards, in order to be able to determine at the end of the project to what extent the expected results have been obtained.

Valorisation procedures

Give a concise description of the procedure (1 to 2 paragraphs) to be followed after the (interim) objectives have been achieved. Indicate which interim objectives can be almost immediately applied or valorized. Describe the (main) follow-up procedure for those results that constitute only a step towards a more general objective.

- **For the FPP phase only:**

in case the non-personnel costs (large subcontracting costs excluded) exceed 80% of the personnel costs, you need to give a detailed description of these costs.

### A.5.3 Czech Republic

Principal legal rules and regulations and documents on research and development in the Czech Republic:

<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=15607>

<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=858>

<http://www.mvcr.cz/sbirka/2008/sb025-08.pdf>

Type of Organisation  Type of activity	Maximum percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research projects	33,3%	33,3%	33,3%	83,3%
Experimental development projects	8,3%	8,3%	8,3%	83,3%

Additional:

For private enterprises total public funding (national + ENIAC JU) can be provided up to 80 % of the eligible costs.

The limit 80% for the industrial participants is related to the requirement that the CZ industrial partners will be asked to plan mix of:

Fundamental/Basic research  
Industrial/Applied research  
Experimental development

The maximal limit of 80% = 63,3 + 16,7 means, that companies can have their Fundamental/Basic research funded at 100% = 83,3 + 16,7 but they have to complement it with other 2 types of activities funded at 50% = 33,3 + 16,7 and 25%= 8,3 + 16,7 to reach the max public funding limit 80% = 63,3 + 16,7.

Detailed specifications for funding are governed by Government Regulation No. 83/2008 Coll.  
<http://www.mvcr.cz/sbirka/2008/sb025-08.pdf>

A.5.4 Estonia

<i>Guidelines for the Estonian partners for national eligible cost: <a href="http://www.etf.ee">http://www.etf.ee</a></i>				
Type of Organisation  Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research projects	33,3%	58,3%	58,3%	58,3%
Experimental development projects	8,3%	33,3%	33,3%	33,3%

A.5.5 France

Reference website where partners can calculate what their eligible cost are according to national rules: <http://www.telecom.gouv.fr/eniac>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities (2)
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research projects	8,3%	13,3%	13,3%	83,3%
Experimental development projects	8,3%	13,3%	13,3%	83,3%

Notes:

(1) The basis for eligible costs is total costs.

(2) The general basis for eligible costs is the marginal costs. For more details, see the reference website.

Preparation of Part C (required for FPP phase only):

Please note that for each French participant you need to create a ZIP file with administrative information requested by the French authorities and upload this in the ENIAC Proposal Submission system as Part C of the **FPP** (one file for each participant).

Application forms, guidelines, information required (including regulations), instructions and auxiliary terms and conditions can be downloaded from the website: <http://www.telecom.gouv.fr/eniac>

### A.5.6 Germany

Basic principles of R&D-funding by BMBF are described in „Staatliche Beihilfe Nr. N 375/2007 – DEUTSCHLAND, IKT 2020 - Forschung für Innovationen (Änderung der bestehenden Beihilferegelung N 602/2003 ‚Mikrosysteme‘)“: [http://ec.europa.eu/community\\_law/state\\_aids/comp-2007/n375-07.pdf](http://ec.europa.eu/community_law/state_aids/comp-2007/n375-07.pdf)  
Basic principles of R&D-funding by Saxon State Ministry of Economic and Affairs (SMWA) are illustrated in “Staatliche Beihilfe Nr. N 549/04 – Deutschland, Verlängerung der Beihilferegelung Nr. NN 30/198. Innovative technologie-orientierte Verbundprojekte in Sachsen“:  
[http://ec.europa.eu/community\\_law/state\\_aids/comp-2004/n549-04.pdf](http://ec.europa.eu/community_law/state_aids/comp-2004/n549-04.pdf) ;  
Saxon Technological Funding Website: <http://www.sab.sachsen.de/de/foerderung/index.html>  
German ENIAC website: <http://www.pt-it.pt-dlr.de/de/eniac.php>

Type of Organisation Type of activity	Percentage of costs covered by national funding (1)			
	Large Enterprises, Groups and Associations of Enterprises (2)	Medium Enterprises (3)	Small Enterprises (3)	Public Research Institutes and Universities (4)
Fundamental/Basic Research (5)	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research projects	33,3%	33,3%	33,3%	33,3%
Experimental development projects	8,3%	8,3%	8,3%	8,3%

#### Notes:

(1) The amounts reported in the table are upper limits which may not be exceeded. Funding rates need to be justified within the limits of the aide intensity – also taking into account national funding politics and budgetary considerations – and might be therefore below the reported rates on an individual case basis.

(2) Within Saxon joint project funding, large enterprises based in Saxony which publish their research results may get an additional bonus of 5 %.

(3) An additional bonus of 10% may be awarded to SMEs according to the European Commission's SME definition.

Within Saxon joint project funding the overall maximal funding rates for industrial / applied research projects amount up to 65% for medium enterprises and up to 70% for small enterprises. Funding rates for experimental development projects of SMEs accordingly range between 35 and 45%.

(4) The basis for calculating the grants for universities, research establishments and similar institutions is the eligible project-related expenditure (in the case of Helmholtz centres and the Fraunhofer-Gesellschaft (FhG) the eligible project-related costs), which can be funded up to a maximum of 100% - JU%.

Within Saxon joint project funding the funding rates for public research institutes and universities may amount up to 100% - JU%. This may reduce funding rates of participating enterprises within the same project.

(5) Fundamental respectively basic research can not be funded within Saxon joint project funding.

#### Preparation of Part C (required for FPP phase only):

Please note that for each German participant you need to create a ZIP file with administrative information requested by the German authorities (AZK/AZA 1 - 6 without any annexes) and upload

this in the ENIAC Proposal Submission system as **Part C** (one file for each participant). Specific information on the content and how to create this ZIP file can be found at: <http://www.kp.dlr.de/profi/easy/formular.html>.

Each Saxon participant has to use AZK/AZA 1 – 8 of Saxon technological funding, available at [http://www.sab.sachsen.de/de/foerderung/formularservice/fs\\_wirtschaft/detailfs\\_wi\\_2437.html](http://www.sab.sachsen.de/de/foerderung/formularservice/fs_wirtschaft/detailfs_wi_2437.html) .

A.5.7 Greece

Reference website where partners can calculate what their eligible cost are according to national rules: <http://www.gsrt.gr>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33.3%	33.3%	33.3%	83.3%
Industrial/Applied Research projects	33.3%	33.3%	33.3%	83.3%
Experimental development projects	18.3%	28.3%	28.3%	83.3%

### A.5.8 Hungary

The reference web link where partners can calculate what their eligible cost are according to national rules is: <http://www.nkth.gov.hu/eniac>

Type of Organisation Type of activity	Percentage of costs covered by national funding*			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83.3%	83.3%	83.3%	83.3%
Industrial/Applied Research projects	33.3%	43.3% (1)	53.3% (2)	83.3%
Experimental development projects	8.3%	18.3% (1)	28.3% (2)	83.3%

\*Please read the "Additional rules" carefully!

Notes:

(1) Might be increased by 10%

(2) Might be increased by 20%

Additional:

**Funding intensity may be increased by a further 15% up to a maximum of 80%.**

**(This means the whole public funding (national Hungarian funding + JU funding))**

a) for industrial research and experimental development if the project is implemented through an actual cooperation of at least two independent enterprises under the following conditions:

aa) none of the participating enterprises covers more than 70% of total eligible project costs, and

ab) the project brings about cooperation with at least one SME or results in cross-border cooperation (i.e. R&D activities are carried out in at least two member countries);

b) for industrial research and experimental development if the project is implemented through an actual cooperation of an enterprise and a research organization under the following conditions:

ba) the research organization covers at least 10% of eligible costs, and

bb) the research organization is entitled to publish the results of the research project if those stem from its own research activity;

c) exclusively for industrial research if project results are disseminated to a wide audience at technical and scientific conferences, or are published in scientific and technology periodicals, or made available in freely accessible databases (databanks, where anyone can have access to the raw research data), or by means of open source-code and free software.

For the purposes of points a) and b), subcontracting shall not qualify as actual cooperation.

**For a given activity type, consortium members may receive a 15% increase in funding intensity only once and with observing the maximum funding intensity of 80%. (This means the whole public funding (national Hungarian funding + JU funding))**

If conditions described under point a) or b) or c) are met under a project,

- in the case of industrial research maximum funding intensity shall be 80% for small sized enterprises, 75% for medium sized enterprises and 65% for large enterprises,

- in the case of experimental development maximum funding intensity shall be 60% for small sized enterprises, 50% for medium sized enterprises and 40% for large enterprises.

If the tasks of a given consortium member under a project include different stages of R&D activities, applicable funding intensity - calculated based on the incurred eligible costs - shall be established by calculating the weighted average of the relevant funding intensity figures. **Priority shall be given to projects which are implemented using significant own financial resources.**

Research organizations are organizations, e.g. universities or research units - regardless of their legal form (whether they are regulated by public law or common law) and form of financing -, whose primary objective is to carry out basic research, industrial research and experimental development and the dissemination of the results thereof by means of education, publications or technology transfer; all their profit is reinvested in such activities, dissemination of their results or education; those enterprises which may have influence upon these organizations, like shareholders or members, do not have preferential access to the research capacities of these institutions or to their research results.

Preparation of Part C (required for FPP phase only):

Please note that for each Hungarian participant you need to create a ZIP file with administrative information requested by the Hungarian authorities and upload this in the ENIAC Proposal Submission system as **Part C** (one file for each participant). Specific information on the content and how to create this ZIP file can be found at: <http://www.nkth.gov.hu/eniac>

Also please visit the reference website for additional information and for the prevailing Hungarian law!

A.5.9 Ireland

<a href="http://www.enterprise-ireland.com/JTIs">http://www.enterprise-ireland.com/JTIs</a>				
Type of Organisation	Percentage of costs covered by national funding			
	Large Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities (1)
	30%	50%	50%	83.3%

Note:

(1) Third level research performing organisations.

Not more than 50% of the precommitted national funding will be available for research groups in third level institutions.

Preparation of Part C (required for FPP phase only):

Please note that each Irish participant must create a PDF file indicating how they meet the national eligibility criteria for funding as indicated in the Irish section of the Eligibility Criteria document published in the Call. You must upload this in the ENIAC Proposal Submission system as Part C of the **FPP** proposal (one file for each participant).

### A.5.10 Italy

The Italian laws applicable to ENIAC projects:

- Decreto Legislativo n. 297 of 27/07/1999
- Decreto Ministeriale n. 593 of 8/08/2000
- Decreto del Ministro dell'Economia e delle Finanze n.90402 del 10 ottobre 2003 d'intesa con il Ministro dell'Istruzione dell'Università e della Ricerca
- Decreto Ministeriale n. 4 del 2/01/2008 e relativa nota esplicativa del 15/05/08
- Procedure operative per la valutazione ed il finanziamento dei progetti selezionati dalle JTI ARTEMIS ed ENIAC e dagli art. 169 AAL ed Eurostars del 28/08/08

The only version legally valid is the Italian text published on the Italian Official Journal. These laws can be found on the web site:

- [http://www.miur.it/0003Ricerca/0139FAR\\_-\\_/\\_/index\\_cf3.htm](http://www.miur.it/0003Ricerca/0139FAR_-_/_/index_cf3.htm)
- [http://www.miur.it/0003Ricerca/0142Ricerca/\\_/index\\_cf3.htm](http://www.miur.it/0003Ricerca/0142Ricerca/_/index_cf3.htm)

Type of Organisation  Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
<b>Fundamental/Basic Research</b>	0%	0%	0%	0%
<b>Industrial/Applied Research</b>	33.3% Grant	33.3% Grant	33.3% Grant	33.3% Grant
<b>Experimental development</b>	8.3% Grant	8.3% Grant	8.3% Grant	8.3% Grant

Preparation of Part C (required for PO phase in draft form and FPP phase in final form):

Please note that for each Italian participant you need to create a ZIP (or PDF) file with administrative information requested by the Italian authorities and upload this in the ENIAC Proposal Submission system as Part C (one file for each participant). A draft version of Part C is sufficient at PO phase while a final, duly signed, version is mandatory at FPP phase. For specific information on the content and how to create this document, please contact the Italian Contact person Dr. Aldo Covello.

### **A.5.11 Latvia**

No national funding will be available for this call.

### A.5.12 The Netherlands

For information see on the website: <a href="http://www.senternovem.nl/pointone">http://www.senternovem.nl/pointone</a>				
Type of Organisation  Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research projects	35%-R = 18,3%	45%-R = 28,3%	45%-R = 28,3%	50%-R = 33,3%
Experimental development projects	25%-R = 8,3%	35%-R = 18,3%	35%-R = 18,3%	25%-R = 8,3%

Notes:

R is the contribution of the Joint Undertaking to the ENIAC project and will be calculated per year. In 2009 it is 16.7%.

Subsidy maxima, percentages, eligible costs for subsidy:

- ✓ The **eligible costs for subsidy** are in compliance with the RTD State Aid Rules
- ✓ In case another Dutch administrative body has already granted a subsidy for the eligible costs of the Dutch part of an ENIAC project or part of such project, the contribution will be granted so that the total amount of subsidy will not exceed the above-mentioned percentages.
- ✓ In case that a contribution has been already granted for the eligible costs for subsidy to the Dutch part of an ENIAC project or part of it on the basis of a subsidy scheme of the Ministry of Economic Affairs, no subsidy will be granted for the already subsidized part.
- ✓ Per individual Dutch partner the subsidy percentages will be applied according to the activities (research; development). The project eligible costs per partner will be defined and the corresponding percentages will be applied. The Dutch consortium is responsible for the distribution of the subsidy amongst the Dutch partners.

The **contribution of SMEs** in projects is essential for the achievement of the ecosystem targets of the Innovation Programme Point One. Therefore as a target figure it is defined that 20% of the Dutch share of the call and project budget will be performed by SMEs as defined in Regulation 2003/361 EC and/or by company's not-being SME with a yearly turnover of less than 500 million EURO.

Preparation of Part C (required for both PO and FPP phases):

Please note that, for each proposal, a ZIP file with **administrative information** is requested by the Dutch authorities. When there are several Dutch partners in the proposal, the Dutch partner coordinating them (the so-called "Dutch coordinator") will be in charge of creating this ZIP file with the necessary administrative information and submit it as Part C of the PO/FPP. There will be only one ZIP file for all Dutch participants in a given proposal. Specific information on the content and how to create this ZIP file can be found at:

[www.senternovem.nl/pointone/artemis\\_en\\_eniac\\_aanvraag/formulieren.asp](http://www.senternovem.nl/pointone/artemis_en_eniac_aanvraag/formulieren.asp)

A.5.13 Norway

<p><i>For guidelines on calculation of eligible cost and further information on national funding, Norwegian partners should consult the following website:  <a href="http://www.forskningsradet.no/ictjti">http://www.forskningsradet.no/ictjti</a></i></p>				
Type of Organisation	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
	33,3%	33,3%	33,3%	50%

Additional:

The above percentage rates are indicative maximum figures. However, for SMEs, according to the SME definition of the European Commission, the national funding percentage may be increased up to maximum 50 % based on specific considerations.

In the case there are several Norwegian partners in a project, only one national funding contract will be issued. It will then be up to the consortium of Norwegian project partners to decide how the funding is allocated among them, within the mentioned limits for the individual partners.

A.5.14 Poland

National funding authority website: <a href="http://www.ncbir.pl/">http://www.ncbir.pl/</a>				
Type of Organisation Type of activity	Ceilings of the national subsidy to the beneficiaries			
	Entrepreneurs *			Public Research Institutes and Universities **
	Large ones, Groups and Associations	Medium	Small and Micro	
<b>Fundamental/Basic Research</b>	0 %	0 %	0 %	60,0 %
<b>Industrial/Applied Research projects</b>	48,3 %	58,3 %	63,3 %	60,0 %
<b>Experimental development projects</b>	23,3 %	33,3 %	43,3 %	60,0 %

\*According to the regulation of 7 Nov. 2008 of the Ministry of Science and Higher Education on state aid for targeted research projects, Polish Journal of Laws (Dz.U.08.201.1241)

\*\*According to the regulation of 25 Sept. 2007 of the Ministry for Science and Higher Education on criteria and procedure of funding scientific collaboration with foreign countries, Polish Journal of Laws (Dz.U.07.188.1346)

A.5.15 Portugal

<a href="http://alfa.fct.mctes.pt/jti/eniac/">http://alfa.fct.mctes.pt/jti/eniac/</a>				
Type of Organisation  Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities
Fundamental/Basic Research	33,3%	33,3%	33,3%	83,3%
Industrial/Applied Research projects	33,3%	33,3%	33,3%	83,3%
Experimental development projects	33,3%	33,3%	33,3%	83,3%

Note:

(1) During the execution of the project the Companies should present to FCT (Fundação para a Ciência e a Tecnologia), the documents related to the total expenses made, either financed by FCT or by themselves.

A.5.16 Slovak Republic

<i>For the national funding authority:</i>				
Type of Organisation  Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Micro and Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research projects	33,3%	33,3%	33,3%	83,3%
Experimental development projects	8,3%	8,3%	8,3%	83,3%

A.5.17 Spain

Information and documents related to this call for Spanish applicants can be found at:  
<http://www.mec.es/planidi/eniac>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research projects	33,3%	43,3%	53,3%	83,3%
Experimental development projects	8,3%	18,3%	28,3%	83,3%

A.5.18 Sweden

The Reference weblink where partners can calculate what are their eligible cost according to national rules : <http://www.vinnova.se/finansiering>

Type of Organisation Type of activity	Percentage of costs covered by national funding (1)			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	Up to 18,3%	Up to 43,3%	Up to 43,3%	Up to 63,3%
Industrial/Applied Research projects	Up to 18,3%	Up to 43,3%	Up to 43,3%	Up to 63,3%
Experimental development projects	Up to 18,3%	Up to 43,3%	Up to 43,3%	Up to 63,3%

Note:

(1) Total national funding of a project consortium is, however, limited to **33,3%** of the *total cost* for all Swedish participants (one or more) in the project consortium. This limitation is based on the principle of equal share of funding between private industry and public authorities (VINNOVA and European Commission)

**Subcontracting**

Subcontracting of project work is permissible within the following limitations:

- Cross-linked subcontracting between participants in the same project is not permitted
- Subcontracting to foreign companies/organisations or to companies' foreign units is not permitted
- Subcontracting to companies, with a declaration of interest in project work, must be for non-profit and audited
- A participant, with public funding exceeding 50% of total cost, is responsible for complying with the financial regulations of the European Commission

### A.5.19 United Kingdom

Definitions of eligible costs, and particular rules relating to micro companies and to research technology organisations (RTOs) can be found at [www.technologyprogramme.org.uk](http://www.technologyprogramme.org.uk)

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities <sup>(2)</sup>
Fundamental/Basic Research <sup>(1)</sup>	50% - R = 33.3%	60% - R = 43.3%	60% - R = 43.3%	100% - R = 83.3%
Industrial/Applied Research projects <sup>(1)</sup>	50% - R = 33.3%	60% - R = 43.3%	60% - R = 43.3%	100% - R = 83.3%
Experimental development projects <sup>(1)</sup>	50% - R = 33.3%	60% - R = 43.3%	60% - R = 43.3%	100% - R = 83.3%

#### Notes:

R is the contribution of the Joint Undertaking to the ENIAC project and will be calculated per year. In 2009, it is 16.7%.

#### Additional:

##### <sup>(1)</sup> Funding for the UK Component of the Project

The table above gives limits for each individual partner in a project. There are also limits on the total funding to all UK partners in the consortium:

- Fundamental/basic research can only be funded for up to  $(75\% - JU\%) = 58.3\%$  of the eligible project costs,
- Applied research can only be funded for up to  $(50\% - JU\%) = 33.3\%$  of the eligible project costs,
- Experimental development can only be funded for up to  $(25\% - JU\%) = 8.3\%$  of the eligible project costs,

Within the limits for the project and for individual partners, it is then up to the consortium to decide how the funding is allocated among the UK project partners.

##### <sup>(2)</sup> Funding for Public Research Institutes and Universities

Eligible costs for academic organisations are calculated on the basis of 80%FEC as defined by the UK Research Councils, and support for 100% of this sum must be secured from the JTI programme or from other named sources.

To secure this funding whilst complying with the funding limits on the UK component of the project, Public Research Institutes and Universities must be accompanied in the project by a UK industrial collaborator.