

The logo of the European Commission, featuring the text "European Commission" in white on a red background.

GUIDE FOR PROPOSERS PART 2

FOR 'FIXED DEADLINE CALLS'

(PERIODIC CALLS OF DECEMBER 15, 1999
AND JUNE 2, 2000)

☞ *Proposals for:*

- *RTD, demonstration and combined projects (including INCO bursaries) and*
- *Thematic Networks, Concerted actions*

☞ *Call identifiers:*

- *Growth 2000 (for the call of 15.12.99)*
- *Growth June 2000 (for the call of 2.06.00)*

IMPORTANT NOTE:

The Growth Workprogramme 2000 (edition December 1999), which cover the two above mentioned Periodic Calls, the ongoing Open Calls and the Dedicated Calls to be launched during the year 2000, replaces and supersedes the March 1999 edition.



COMPETITIVE AND SUSTAINABLE GROWTH

Foreword

The Guide for Proposers is part of the information necessary to make a proposal for a programme under the Fifth Framework Programme. It will help you to locate the programme which is of interest to you and will provide the necessary guidance on how to submit a proposal and the forms for proposal submission. It is divided into two main parts and four sections.

PART 1

Section I describes the overall priorities, goals and structures of the Fifth Framework Programme.

Section II describes the priorities and objectives of the Specific Programme on **Competitive and Sustainable Growth**.

Section III outlines the main rules, which define who may participate in the Fifth Framework Programme, and the general conditions for this participation.

PART 2

Section IV provides detailed information for the **call for proposals for the Growth Programme, as well as proposal submission forms**.

The additional documents you will need to prepare a proposal are:

The Work Programme for the Specific Programme for which you are applying. The Work Programme provides the description of the content of the 'action lines' or 'research objectives', which are open for proposals, and an indicative timetable for programme implementation ("roadmap").

The Call for Proposals as published in the Official Journal of the European Communities. This will tell you which 'action lines' or 'research objectives' are open for proposals and what the deadline for the proposal submission is.

The Evaluation Manual (as well as programme specific guidelines that may be included in Part 2 of this Guide). These documents provide details of which criteria will be used in the evaluation of proposals, which weight is attributed to each of the criteria and where appropriate the threshold to be attained in order to be retained. You can use the Evaluation Manual and the guidelines as a checklist to ensure the completeness of your proposal.

The Guide for Proposers, including the proposal submissions forms, is together with the Work Programme, the Call for Proposals and the Evaluation Manual the Information Package for a Call. This Guide also contains references to other documents, reports, forms and software tools which are of assistance in the preparation of proposals (they are available on Cordis, www.cordis.lu).

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in the Council and Parliament Decisions relevant to the Fifth Framework Programme, the various Specific Programmes nor the Calls for Proposals of these Programmes.

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IV. Specific information for the Growth Programme – Periodic Call published on December 15, 1999 as well as Periodic Call to be published on June 2, 2000

IV.1 Introduction

This section details the procedure required for the “fixed deadline” call for proposals under the Growth programme. This Guide provides detailed information on those actions implemented through a Periodic Call: **RTD, demonstration and combined activities, specific Accompanying Measures for Key Action 2, Thematic Networks and Concerted Actions** as well as bursaries for young researchers from developing countries (**INCO bursaries**). Please note that this Guide is only valid for the December 1999 and June 2000 Periodic Calls.

Specific versions of Part 2 of the Guide for Proposers are available for those who wish to submit proposals for the activities implemented through Open calls and Dedicated calls respectively.

IV.2 Types of actions

The above mentioned Calls invite submission of proposals for the following types of actions only:

- **RTD, demonstration and combined projects:** these are carried out by industrial or service organisations, universities or research centres and are targeted on strategic objectives with significant potential for socio-economic and industrial impact. They need to respond to the priorities specified in the calls and objectives detailed in the *Growth Workprogramme 2000* (edition December 1999).
- **Thematic Networks and Concerted Actions** are designed to facilitate networking of organisations, co-ordination of activities and exchange and dissemination of knowledge so as to optimise research efforts, reach critical mass, and enhance impact at European level. They bring together industry, universities, research centres, users, research infrastructures, and other relevant stakeholders around a common S&T objective related to the priorities of the programme. Please note that Thematic Networks and Concerted Actions cannot provide funding for research activities. Funding is intended to support co-ordination.
 - **Thematic Networks** are used:
 - a) to **co-ordinate** a group (or “*cluster*”) of projects funded at Community level;
 - b) to carry out activities addressing the objectives set out in the section “**Support for Research Infrastructures**”;
 - c) to establish and develop **networking activities** other than those defined above,
 - **Concerted Actions** are used for the co-ordination of research activities already funded within individual Member states, in order for instance to channel efforts efficiently, to exchange and complement experience, to disseminate results.

Thematic Network and Concerted Action proposals submitted **in response to periodic calls** are not restricted to the priorities published in the call, and therefore can address any research objective specified in the work programme (except *Support for Research Infrastructures*, in which case proposals can only be submitted in response to a dedicated call). In the case of Key Action 1, they may only address the *Targeted Research Actions*.

- **INCO Bursaries:** when preparing a research proposal, an application can be made at the same time for support of a young researcher from a developing country to work up to 6 months in a European research institute participating in the project.

- **Specific Accompanying measures for Key Action 2 only:** these consist of policy driven research contributing to specific priorities of KA 2 “Sustainable mobility and intermodality”, which are implemented in the frame of Periodic Calls.

Details on the types of actions listed above are provided in the Guide for Proposers Part 1, in the Growth Workprogramme as well as in the Growth web-site:

<http://www.cordis.lu/growth/src/ov-impl.htm>.

Proposals **must** address the research objectives listed in the current periodic call and detailed in the Growth Workprogramme 2000 (edition December 1999). Tables summarising the priorities covered by the December 15, 1999 and the June 2, 2000 Periodic Calls are giving below (see also the “roadmap”):

	RTD areas and priorities for the DECEMBER 1999 periodic call	<i>Indicative budget of call (Meuro)</i>	Activities
KA 1	Targeted Research Actions: 1.6 TRA “ <i>machines</i> ”: new generation of machinery, production equipment and systems for manufacturing 1.7 TRA “ <i>extended enterprise</i> ”: the knowledge based extended manufacturing enterprise 1.8 TRA “ <i>modern factory</i> ”: customer-oriented, high tech, agile and towards zero-waste production 1.9 TRA “ <i>infrastructure</i> ”: safe and cost effective industrial facilities, construction and civil infrastructures	180	<i>RTD, demonstration and combined projects</i>
KA 2	2.1: Socio-economic scenarios for mobility of people and goods 2.2: Infrastructures and their interfaces with transport means and systems 2.3: Modal and intermodal transport management systems	25	
KA 3	Critical Technologies: 3.1: Critical technologies for road and rail transport 3.2: Critical marine technologies Technology Platforms: 3.3 TP 1: New land transport vehicle concepts; Enhanced systems efficiency 3.4 TP 2: Advanced concepts for ships and vessels; Competitive shipbuilding	100	<i>Thematic Networks⁽¹⁾</i>
KA 4	Critical Technologies: 4.1: Reducing Aircraft development cost and time to market 4.2: Improving aircraft efficiency 4.3: Improving environmental friendliness of aircraft 4.4: Improving operational capability and safety of aircraft Technology Platforms: 4.7 TP 3: Novel rotary-wing aircraft configuration 4.9 TP 5: Power-optimised aircraft 4.10 TP 6: Low external noise aircraft 4.13 TP 9: Integrated and modular aircraft electronic systems	200	<i>Concerted Actions⁽¹⁾</i> <i>Specific Accompanyin g Measures (for KA 2 only)</i>
MAT	5.1: Cross-cutting generic materials technologies 5.2: Advanced functional materials 5.3: Sustainable chemistry 5.4: Expanding the limits and durability of structural materials 5.5: Iron and steel production 5.6: Steel casting, rolling and downstream treatment 5.7: Steel Utilisation	80	
M&T	6.1 Instrumentation (emphasis on antifraud)	10	
TOTAL		595	

(1) Thematic Network and Concerted Action proposals may address all objectives covered in the work programme (except *Support for Research Infrastructures*); in the case of Key Action 1, proposals must address one of the four Targeted Research Actions open in this call, indicated above.

	RTD areas and priorities for the JUNE 2000 periodic call	<i>Indicative budget of call (Meuro)</i>	Activities
KA 1	Targeted Research Actions: 1.5: TRA “products”: evolutionary value-added and resource-saving products-services, including miniaturised systems	70	<i>RTD, demonstration and combined projects</i>
KA 2	2.1: Socio-economic scenarios for mobility of people and goods 2.2: Infrastructures and their interfaces with transport means and systems 2.3: Modal and intermodal transport management systems	102	<i>Thematic Networks (1)</i> <i>Concerted Actions (1)</i>
KA 3	Open only for Thematic Networks and Concerted Actions (for all objectives)	2	<i>Specific Accompanying Measures (for KA 2 only)</i>
KA 4	Open only for Thematic Networks and Concerted Actions (for all objectives)	5	
MAT	5.1: Cross-cutting generic materials technologies 5.2: Advanced functional materials 5.3: Sustainable chemistry 5.4: Expanding the limits and durability of structural materials 5.5: Iron and steel production 5.6: Steel casting, rolling and downstream treatment 5.7: Steel Utilisation	80	
M&T	Open only for Thematic Networks and Concerted Actions (for all objectives)	1	
TOTAL		260	

(1) Thematic Network and Concerted Action proposals may address all objectives covered in the work programme (except *Support for Research Infrastructures*); in the case of Key Action 1, proposals may address any of the Targeted Research Actions.

Proposals corresponding to other parts of the Workprogramme than those opened by the current call will not be evaluated.

Partnerships should include the stakeholders **relevant** to the development and ultimate implementation of the RTD results. This includes research centres and universities, product or technology developers, component and material providers, service companies, industrial users, policy makers, regulatory and standardisation authorities and consumer organisations. SME participation in partnerships is particularly encouraged.

IV.3 Proposal preparation

IV.3.1 Proposal language

Proposals may be submitted in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators and an English translation of the abstract and proposal summary should be included in part A of the Proposal Submission Form.

IV.3.2 Proposal structures and submission forms

Forms have been prepared which collect the information required for each proposal - the Proposal Submission Forms. These are designed both to ensure that all necessary information is collected and also to allow a fair and equal comparison between proposals. There are several versions, differing according to the types of action proposed (RTD projects –

including demonstration and combined projects, Thematic Networks, Concerted Action, Accompanying measures, etc.). **Proposers must ensure they are using the appropriate form for the type of action.**

The **Proposal Submission Forms for RTD, demonstration and combined projects** come in three parts.

- **Part A** collects necessary administrative information about the proposal and the proposers (e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of expense etc.). This information is subject to verification by the Commission services.
- **Part B** (which unlike Part A is in the form of a structure or list of topics which should be followed, rather than a pre-prepared form) describes in detail the nature of the work which will be undertaken. This section must be "anonymous", that is to say, it may contain no information which reveals the identity of participants.
- **Part C** (which is also in the form of a structure to be followed) identifies and describes fully the partners and their role in the consortium and in the proposed project. Only after the evaluators have recorded their scores for Part B, they receive Part C to review, except if otherwise specified.

Please note that for the **Accompanying Measure proposals related to Key Action 2 "Sustainable mobility and intermodality"** submitted in response to a Periodic Call, Parts A, B and C of the forms for shared-cost RTD projects must be used.

For projects being either a **research** or a **demonstration** project, the proposers need to make only one proposal description.

For **combined projects (research and demonstration)**, the general rule is that the proposal should be made in two parts, one describing the research and one covering the demonstration. The proposing consortium must in this case make two separate descriptions of part B and C and also two A4 cost sheets, one for each part. In the cases, where it is impossible to separate clearly the research and demonstration parts of the proposal, the consortium may write one proposal description, but, in any case, the form A4 "Cost summary" must clearly reflect the percentage of funding corresponding to the research and the demonstration respectively.

There are special forms for **INCO bursaries** (Bursaries for young researchers from developing countries) which can be requested in conjunction with an RTD, demonstration and combined proposal: **Part A** provides administrative information, while **Part B** provides a description of the bursary as well as the Curriculum Vitae of the applicant.

The **Proposal Submission Forms for Concerted actions and Thematic networks** are similarly divided into **Parts A** and **B**. Thematic Network and Concerted Action proposals have no anonymity requirements for Part B and therefore there is no Part C (since these information are included in part B).

The form for *acknowledgment of receipt*, provided in Annex 1, must be attached to the proposal in order to ease confirmation of receipt of the proposal.

IV.3.3 Proposal preparation Tool (Pro-Tool)

The Commission has prepared a software tool (the Proposal Preparation Tool or "ProTool") which is available on CORDIS : <http://www.cordis.lu/fp5/protool/>. This tool helps proposers to prepare the administrative and financial information of a proposal (part A) in conformity with the appropriate Proposal Submission Form. This tool is therefore used by the Coordinating Partner. A version of the tool is also available for participants, allowing them to prepare their contribution electronically for electronic communication to the Coordinating Partner.

ProTool includes help-texts and references, as well as assistance in making the forms complete and consistent and assembling part A with part B and C. Its use supports proposers as well as the Commission services with high quality and efficient entry of administrative data.

Once the proposal has been prepared with the tool, it may be sent either electronically or on paper, as preferred by the proposers.

IV.3.4 Proposal anonymity

- **RTD, demonstration and combined projects (and therefore Key Action 2 related Accompanying Measures):** Part B of the proposal must be anonymous. In this part, which contains the description of the content of the proposed project, there must be no reference to the names of the organisations involved in the consortium or any information by which they may be identified, including proposers names in bibliographic references (those could be in part C of the forms). Participants must be referred to by the codes and numbers assigned in the Proposal Submission Form Part A, sheet A3.
- **Thematic Network and Concerted Action projects:** no anonymity is required for these proposals and therefore the partners must be named.

IV.3.5 Optional pre-proposal check

The Commission services offer to make a check of pre-proposal for the eligibility of consortia and that the proposed work is within the scope of the current call. This service which is beneficial to RTD, demonstration and combined proposal preparation as well as Key Action 2 Accompanying Measures (only) is open to all proposers. Forms are in Annex 2. Requests for pre-proposal checks can be received by the Commission up to **4 weeks before the closing date of the call**.

IV.3.6 Notification of intention to propose

As far as the Growth programme is concerned, the Notification of intention to propose may be sent in case of electronic submission only. The co-ordinating contractor (Co-ordinator) of the proposal should prepare a request for a proposal number using the appropriate form (Annex 3), which is sent to the Commission services via fax or electronic mail. The requested proposal number is sent back by the Commission to the proposer by fax or electronic mail. This proposal number is used to identify the proposal throughout the evaluation process.

IV.4 Submission of proposals

IV.4.1 Introduction

If the proposal has been prepared on paper following the format given in the appropriate Proposals submission Form, it may be submitted on paper to the European commission. If the proposal is made with the Pro-Tool and is then printed out on paper, this paper version may also be submitted.

If the proposal has been made with the Pro-Tool it may be submitted electronically. This electronic submission may be made by any member of the consortium (not only the Co-ordinating partner). The partner who makes the submission must obtain certification (see below) so that electronic submission can be securely carried out.

The co-ordinator has to have in his possession either the original signatures of the participants who would contribute to the funding of a project (i.e.) principal contractors and assistant contractors or the commitment letters from the participants stating that the co-ordinator is authorised to submit the proposal on behalf of the consortium and that the proposal is agreed by the partners.

IV.4.2 Submission modalities (please, see also check-list in section IV,9)

Proposers should submit either on paper or electronically, not both. If a proposal is submitted in both forms, the Commission will evaluate the electronic version.

IV.4.2.1 By electronic means

- **Certification**

In order that a proposal can be sent electronically to the Commission, the co-ordinator (or other partner who is submitting the completed proposal) must request in advance a certificate which will allow him to digitally sign the proposal.

A standard certificate (Class-II) or either a one-time certificate (Class-I) can be requested. Both are provided free of charge.

Standard certificates (Class-II) can be obtained by downloading, installing and using the ProTool (in the version to be launched early April 1999). Proposers are requested to complete and sign a request form and to send this to the FP5-CSP. Once the FP5-CSP has received and accepted the form, a certificate will be provided. This certificate allows electronic submission of proposals for the duration of the certificate (normally one year, but extendible), without any further exchange of paper information.

This form of certificate will allow encryption of the proposal. (It should be noted that national regulations may impose certain conditions to the use of the encryption software. It is the responsibility of the proposers to ensure that such national regulations are adhered to).

One-time certificates (Class-I) can also be obtained from the FP5-CSP, by use of the ProTool and electronic communication only. This form of certificate allows electronic submission of only one proposal, for those co-ordinators who want to try the system out, or who expect not to send another proposal soon. Electronic submission with this certificate requires in addition the sending of a manually signed form A.1 from Part A of the Proposal Submission Form on paper to the Commission before the deadline set out in the relevant Call for Proposals.

This form of certificate does not provide encryption. Security is restricted to the standard available on the secure servers used (SSL).

A request for certification is made by using the ProTool.

- **Procedure**

The tool for sealing the proposal forms part of ProTool. This tool is used by the co-ordinator to package the administrative and technical proposal information parts A, B and C into one file and produce a “fingerprint” or validation file of the proposal, which uniquely identifies the proposal file. Submission of the validation file signifies the time of proposal submission. In case of communication problems this file can be printed and faxed before the deadline of the Call. The proposal itself must be electronically received no more than 48 hours after the Call deadline. While the sender will be returned an electronic message indicating successful transfer of file, this is not however the formal acknowledgement of receipt of proposal.

IV.4.2.2 On paper

- **Procedure**

Where national regulations concerning the sending of data do not permit the use of encryption, and thus confidential transmission cannot be ensured; or where proposers for some other reason prefer it, proposals may be prepared using the ProTool then printed out on paper, or may be fully prepared on paper using the appropriate Proposal Submission Form.

ProTool permits preparation of proposals for the main types of activity within the Fifth Framework Programme. In exceptional cases an appropriate version of ProTool may not be available, in which case only paper submission will be possible.

This guide for proposers for the call concerned indicates the structure of the proposal required, and forms are available).

- **Number of copies**

Paper proposals should be prepared :

- **with five bound copies of Part A**
- **with five bound copies of Part B**
- **with five bound copies of Part C,**
- **with one complete unbound paper original with original signatures.**

The complete set of proposal documentation should be placed in an envelope or envelopes, marked “**Commercial-in-confidence**” with additionally the following information:

- The name of the Programme to which it is submitted, the date of publication of the Call and the Call identifier;
- The proposal number (if one has been issued by the Commission);
- A reference to the work addressed by the proposal (e.g. the name or number of the key action, action line etc., as given in the Work Programme or Call for Proposals).

The package should also contain a completed “*Acknowledgement of receipt*” form (see [Annex 1](#)) so that the Commission can return notification of safe arrival of the proposal.

This envelope/these envelopes should then be sealed within a second envelope or packaging,

<p>Holders of a Class-II certificate will also be able to encrypt the proposal file. The precise method is explained in the sealing tool.</p> <p>On receipt, the Commission will electronically archive, under secure conditions, the validation and proposal file as received. After decryption and unpacking also a copy of the proposal as provided to evaluators will be archived electronically under the same conditions, together with the necessary information on the tools and information used to decrypt and unpack.</p> <p>If the Commission receives multiple electronic versions of the same proposal, it will evaluate only the last version received before the Call deadline, and discard the others.</p> <p>Senders are warned that the Commission cannot be held liable for unlawful use of the encryption tools provided, the use of which may be forbidden in some circumstances in some Member States.</p> <ul style="list-style-type: none"> • Electronic submission fall-back procedure Failure in downloading or an inability to decrypt or read a proposal file will result in a fall-back procedure being initiated by the Commission. The Commission will within 24 hours request those proposers to submit a back-up copy of their proposal. The back-up should arrive within 48 hours and must be identical to the file produced during sealing, which will be checked by use of the unique identifier provided in the validation file. (Proposers planning electronic submission are recommended to prepare such a back-up copy in advance, for use if called for). 	<p>which is addressed to the Commission office for receipt of proposals given as specified in the call text.</p> <p>Proposals on paper may be sent to the Commission by mail, by trusted delivery service or by hand as described in the call text.</p> <p>If you use more than one package, please clearly mark them 1 of x, 2 of x....</p> <p>When preparing a proposal on paper, the proposer must indicate the proposal short name (acronym), the proposal number (if a number has been allocated before submission by the Commission) and the date of preparation at the top of every page of the parts B and C, and on <u>all annexes</u>. Pages must be clearly numbered.</p>
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IV.4.3 Acknowledgement of receipt

Once a proposal, either electronic or paper, has been received and registered by the Commission, an acknowledgement of receipt will be despatched.

Proposers who do not receive an acknowledgement of receipt within three weeks after the deadline, and fear their proposal is lost, should contact the programme Infodesk. **Proposers are reminded that it is their own responsibility to ensure the safe delivery of their proposal.**

IV.5 Deadlines

The deadline for submission of proposals is given in the Periodic Call text (also available on Cordis: <http://www.cordis.lu/growth/src/callmain.htm>).

IV.6 Delivery of proposals

Proposals must be submitted before the deadline to the address specified in the Call text and according to the modalities also provided in the Call.

IV.7 Support for proposers

IV.7.1 Growth Information desk

The address of the Growth Programme Infodesk is:

<p><i>European Commission – Research Directorate General Rue de la Loi/Wetsstraat 200, MO75 B-1049 Brussels – Belgium</i></p>	<p><i>e-mail: growth@cec.eu.int</i> <i>Phone: +32.2.295 23 45</i> <i>Fax: +32.2.296 67 57</i> <i>http://www.cordis.lu/growth</i></p>
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NB: Please do not use this address for proposal submission.

The desk is manned 09h00 – 17h00 (Brussels), Monday to Friday.

IV.7.2 Partner search facilities

The Commission's Cordis server in Luxembourg (<http://www.cordis.lu>) offers a number of services and information sources which may be useful in partner search for participation in this programme, as well as a list of organisations which have already expressed an interest in participating in this programme.

IV.7.3 National Contact Points

National Contact Points for the Competitive and Sustainable Growth Programme can be helpful to organisations from their own country in finding partners from other countries, and should be contacted for further information for the country concerned. See the list included in the Growth Information Package or the Programme NCPs web-page: <http://www.cordis.lu/growth/src/ncps.htm>.

IV.7.4 Programme Information days

The Growth programme organises Information Days where those interested in proposing may attend for a presentation of the programme and of general Framework Programme, to obtain documentation and proposal preparation software (ProTool), to ask questions etc. and to meet potential consortium partners. Latest information on planned information Days is obtainable from the Programme Infodesk and on the Programme web-site.

IV.7.5 Other help facilities: the Intellectual Property Right-Helpdesk

The IPR-Helpdesk has been set up to support participants in RTD programmes seeking information on Intellectual Property Rights (IPR) and related contractual issues. The activity will also aid participants in locating the assistance necessary to register, protect, and exploit their inventions. The IPR-Helpdesk offers information on these issues and guides users to the services available from national patent offices, patent agents, and lawyers in their country.

IPR-Helpdesk

64-66 avenue Victor Hugo - L-1750 Luxembourg

Tel. +352-47 11 11 1; Fax. +352-47 11 11 60

e-mail: info@ipr-helpdesk.org

<http://www.cordis.lu/ipr-helpdesk>

IV.8 References on line

Potential proposers are invited to consult the Growth web-site:
<http://www.cordis.lu/growth/home.html>

Decision on the 5th Framework Programme	http://www.cordis.lu/growth/src/leg-docs.htm
Decision on the Growth Thematic Programme	http://www.cordis.lu/growth/src/leg-docs.htm
Growth Guided Tour	http://www.cordis.lu/growth/src/tour.htm
Growth calls for proposals	http://www.cordis.lu/growth/src/callmain.htm
Growth Work Programme	http://www.cordis.lu/growth/src/cwp_en.htm
Growth Actions	http://www.cordis.lu/growth/src/ov-impl.htm
Growth Documents	http://www.cordis.lu/growth/src/library.htm
Growth Pre-proposal Check	http://www.cordis.lu/growth/src/par-pre3.htm
Proposal submission forms	http://www.cordis.lu/growth/src/part-pre.htm
Proposal Preparation Tool	http://www.cordis.lu/growth/src/par-pre4.htm
Evaluation Documents	http://www.cordis.lu/growth/src/part-ep.htm
Information and Assistance	http://www.cordis.lu/growth/src/info.htm
INCO Bursaries	http://www.cordis.lu/growth/src/inco.htm
Growth National Focal points	http://www.cordis.lu/growth/src/ncps.htm
Growth FAQs and Tips	http://www.cordis.lu/growth/src/faqs.htm
Expert candidature	http://www.cordis.lu/expert-candidature/home.html
Women and science	http://www.cordis.lu/growth/src/women.htm

IV.9 Check-list for submission (RTD, demonstration and combined projects only)

In order to avoid last-minute problems with submission, there are a number of checks, which you should carry out.

For **ELECTRONIC** submission of your Growth proposal you should check the following items:

- Have you ordered your certificate (using ProTool with an electronic request, and by sending the full written and signed forms) well in advance of the deadline (at least 3 weeks before is recommended)?
- Have you imported this certificate to ProTool successfully?
- Have you requested a proposal number (at least three weeks before the deadline)?
- Are all parts of the proposal (A-B-C) duly completed?
- Have you integrated all parts (A-B-C and the filled out acknowledgement of receipt form) of the proposal into the file to be submitted?
- Have you checked the address of the server to which to upload the proposal?
- Have you checked that the proposal prints out correctly in one of the formats: PDF, RTF, Postscript or Word, and that it does not include files of another format (do not use picture, photo, voice or video formats, or MS projects, or similar tools)?
- Last but not least: Is your proposal submitted before the deadline according to the procedure for electronic submission?

For **PAPER** submission of your Growth proposal you should check the following items:

- Are all parts of the proposal (A-B-C) duly completed?
- Is your proposal prepared with five bound copies of part A, five bound copies of part B, five bound copies of part C, and one complete unbound original?

- Does the A1 form contain the original signature of the Co-ordinator? (A3 "Participant Profile/Information" form must be printed either from ProTool or using the pdf forms.
- Is the complete set of proposal forms placed in an envelope, marked "Commercial-in-confidence", with the following information:
 - "... Programme" and date of publication of the call?
 - The Call identifier (see call text)?
 - The proposal number (if one has been issued)?
 - A reference to the Key Action(s) and Action Line(s) addressed by the proposal (as given in the Work Programme)?
- Have you completed the "Acknowledgement of Receipt" form and included it in the package?
- If you use more than one Package, are the packages clearly marked parcel 1 of X, 2 of X, etc.? Is each parcel clearly marked as described above?
- Is the address on the package complete and correct (see call text)
- Last but not least: Is your proposal sent on time for the closing date of the call?

V. Keywords to be used in the proposal application form A1

(The first space is for business area keywords (NACE))

A1	Acoustics	C22	Composite Materials	F2	Fibres/Reinforcing materials
A2	Active noise control	C23	Composites (Ceramic matrix)	F3	Financing
A3	Active safety	C24	Composites (Metal matrix)	F4	Fine/specialty chemicals
A4	Active vibration control	C25	Composites (Polymer matrix)	F5	Fire testing / Fire control/ Fire prevention
A5	Actuators	C26	Compressor	F6	Fixed wing aircraft
A6	Adaptive wing	C27	Computational chemistry and modeling	F7	Flexibility
A7	Adhesives / Bonding	C28	Computer science/ Software	F8	Flexible / non rigid materials
A8	Aerodynamics	C29	Concrete	F9	Flight control / Flight management
A9	Aeroelastics	C30	Concurrent engineering	F10	Flight stability and control
A10	Aero-engine efficiency	C31	Congestion pricing	F11	Flow measurements
A11	Aerothermodynamics	C32	Construction	F12	Fluid-dynamics
A12	Air quality	C33	Consumer sciences, consumers' rights	F13	Foamed materials
A13	Airports	C34	Corrosion	F14	Forming
A14	Analytical chemistry	C35	Cost-benefit	F15	Freight transport
A15	Anti-fraud	C36	Crashworthiness	F16	Fuel cells
A16	Applied physics	C37	Criminology	F17	Fuel management
A17	Automatic control	D1	Dangerous goods	F18	Fuselage
A18	Automation, robotic control systems	D2	Databases / Expert systems / Data collection	G1	Geochemistry
A19	Autonomous aircraft	D3	Demand and traffic management	G2	Geology / Exploration
A20	Avionics	D4	Design / Design technologies	G3	Geophysics
B1	Benchmarking	D5	Deterioration/failure mechanisms	G4	Geotechnics / Soil mechanics
B2	Best practice / good practice	D6	Diagnostic systems	G5	Glasses
B3	Bicycles	D7	Diagnostics, diagnosis	G6	Geotextiles
B4	Biochemistry	D8	Diamonds/Superhard materials	H1	Health and working conditions
B5	Biomaterials	D9	Dismantling	H2	Human factors
B6	Bio-medical materials	D10	Displays	H3	Human-vehicle interaction
B7	Bio-mimetic materials	D11	Door-to-door service	H4	Hydraulic systems
B8	Biosensors	D12	Drag reduction	I1	Imaging / Image processing
B9	Biotechnology	D13	Drug abuse, addiction	I2	In vitro testing/trial methods
B10	Body fluids/ Tissues/ Cultures,etc.	D14	Drug discovery, profiling, targeting	I3	Industrial operations in the sea
B11	Boundary layer	D15	Dynamics/Fluid dynamics	I4	Information Society Technologies/ Information systems
B12	Braking systems	E1	Eco-efficiency	I5	Inorganic chemistry
B13	Building materials	E2	Ecology / Environment	I6	In-process measurements
B14	Buses (Transports)	E3	Economics	I7	Inspection and maintenance
C1	Cabin environment	E4	Efficiency	I8	Instrumentation / Measuring systems
C2	CAE/CAD/CAM systems	E5	Electrical	I9	Inter cooler
C3	Carbon/Graphite	E6	Electro-magnetic	I10	Interconnectivity
C4	Cargo tracking & visibility	E7	Electronics	I11	Interfacial science
C5	Casting	E8	Emissions / Emission measurements	I12	Intermodality
C6	Catalysts/Zeolites	E9	Energy	I13	Interoperability
C7	Ceramics	E10	Engines	I14	Iron making
C8	Certification	E11	Engineering	J1	Joining
C9	Chemical engineering	E12	Environmental impacts	K1	Knowledge based systems
C10	Chemical metrology	E13	Ergonomics	K2	Knowledge engineering
C11	Chemical synthesis/ Conversion	E14	Exhaust gas recuperator	L1	Landing gear
C11	Chronology, datation technology	E15	Exploitation and diffusion of results	L2	Laser technology
C12	CIME	E16	Exploration of the sea	L3	Layers
C13	Civil engineering / Infrastructure	E17	Extraction techniques	L4	Leaching / Bio-availability / Solubility
C14	CO (carbon monoxide)	F1	Ferrous	L5	Leather
C15	CO2 (carbon dioxide)			L6	Life cycle impacts
C16	Coatings/Thin films			L7	Lightning
C17	Coke making			L8	Logistics
C18	Collision avoidance			L9	Lubricants
C19	Colloidal chemistry				
C20	Combined transport				
C21	Combustion				

M1	Machine tools	P10	Platforms	S21	Stress/psychological effects
M2	Magnetic	P11	Pneumatic systems	S22	Structural Analysis
M3	Maintenance	P12	Polymers	S23	Superalloys/Special alloys
M4	Man-machine interaction	P13	Powder metallurgy	S24	Superconductors
M5	Manufacturing	P14	Powders	S25	Supramolecular chemistry
M6	Material characterization/Testing	P15	Power beams	S26	Surface characterization /Analysis
M7	Material processing	P16	Power optimised aircraft	S27	Surface chemistry
M8	Materials science	P17	Powertrain components	S28	Surface treatment technologies
M9	Measurements/testing theory	P18	Powertrain optimisation technologies	S29	Survivability
M10	Mechanical systems	P19	Precision engineering	S30	Sustainability
M11	Mechatronics / Robotics	P20	Preventive maintenance	S31	Sustainable mobility
M12	Membrane/Separation technology	P21	Pricing and financing	S32	System/vehicle accessibility
M13	Metallogeny	P22	Primary structures	S33	Systems efficiency
M14	Metallurgy/Hydrometals	P23	Product testing	T1	Technology assessment and foresight
M15	Metrology, physical instrumentation	P24	Production technologies	T2	Technology transfer
M16	Micro engineering/ Microsystems	P25	Propulsion systems	T3	TENS
M17	Microelectronics	P26	Prototyping (Soft/Hard)	T4	Testing, conformance testing
M18	Micro-mechanics	P27	Public transport	T5	Textiles / Leather
M19	Minerals/Ores	P28	Public-private partnerships	T6	Thermodynamics
M20	Mining / Quarrying	Q1	Quality assurance/ Quality Control	T7	Tilt-rotor
M21	Mobility	Q2	Quality, quality control, traceability	T8	Tools/Dies
M22	Modeling and simulation	R1	Rail	T9	Total quality management
M23	Modular systems	R2	Recycling	T10	Toxicity testing
M24	Molecular engineering	R3	Reference materials/methods	T11	Traffic management / control
M25	Monitoring / condition monitoring / remote sensing	R4	Refractories	T12	Training
M26	Moulding / Casting	R5	Reinforcement technology	T13	Transfer points
M27	Multifunctional engineering	R6	Reliability	T14	Transshipment technologies
M28	Multilayers/ Multimaterials	R7	Renewable raw materials	T15	Transport demand
M29	Multisensory technology, multi-sensing	R8	Repair / Restoration	T16	Transport economics
N1	Nanobiotechnology	R9	Research networking	T17	Tribology - Lubricants
N2	Nanofabrication	R10	Research policy	T18	Turbo-machinery
N3	Nanotechnology	R11	Risk assessment	T19	Turnaround time
N4	Navigation and positioning	R12	Road	U1	Ultra-low and near-zero emission vehicle propulsion systems
N5	New generation vehicles	R13	Road pricing	U2	Ultra-precision measurements
N6	New means of transport	R14	Rocks/Stones/ Aggregates	U3	Ultrasonics
N7	New propulsion systems	R15	Rolling	U4	Unmanned surveying
N8	New vehicle technologies	R16	Rotary wing aircraft	U5	Urban infrastructure
N9	Noise and vibration	S1	Safety technology	U6	Urban planning, land use planning
N10	Non ferrous	S2	Sample banks	U7	User-friendliness
N11	Non-destructive testing	S3	Sea-bed	V1	Vehicle control and design
N12	NOx (nitrous oxide)	S4	Security systems	V2	Vehicle structures
O1	On-board monitoring	S5	Semiconductors	V3	Vibration Analysis / Acoustics
O2	On-board systems	S6	Semispan wing	V4	Virtual organisations
O3	Operational cost	S7	Sensors / Signal processing	V5	Virtual reality/Virtual manufacturing
O4	Operational safety	S8	Sensory science, sensors, instrumentation	V6	Vision/Optical systems
O5	Operator/user acceptance	S9	Separation technology	W1	Wake vortex
O6	Optical systems / Optics	S10	Shipbuilding	W2	Waste / Effluents reduction
O7	Opto-electronics	S11	Ships	W3	Water
O8	Organic chemistry	S12	Smart materials / products / Structures	W4	Wear
O9	Organometallic chemistry / materials	S13	Socio-economic impacts	W5	Wood / Timber composites / Paper
P1	Packaging materials	S14	Socio-economic needs and objectives	W6	Working conditions
P2	Paints	S15	Sociology		
P3	Paper	S16	Solders / Blazes / Welding / Joining		
P4	Particle technology	S17	Solid state chemistry		
P5	Passive safety	S18	Sonic boom		
P6	Petrochemicals	S19	SOx (sulphur dioxide)		
P7	Pharmaceuticals	S20	Standardisation, standardisation of new technologies		
P8	Photonics				
P9	Plastics / Rubbers				

Annex 1 – Acknowledgement of receipt form



EUROPEAN COMMISSION
RESEARCH DIRECTORATE –GENERAL

Brussels,

Please write the name and full postal address to which this acknowledgement of receipt should be sent (in the box ⇨)

Dear Madam/Sir

We are pleased to acknowledge receipt of your proposal:

To be completed by Coordinating Partner			
Programme:	GROWTH		
Research Area(s):			
Proposal Title:			
Proposal Acronym:			

This proposal has been given the following reference number (To be completed by the Commission):

Date of reception:

Proposal registration number:

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

After a check for eligibility, your proposal will be evaluated. It is expected that the final result of the evaluation will be communicated to you three to four months after the deadline for submission of proposals.

On behalf of the Commission we thank you for your proposal and your interest in the research programmes.

Yours faithfully,

5FP Evaluation Coordinator

Annex 2: Pre-Proposal Check Forms and Guidelines

Pre-proposal check/consultation - Confidential information

Page 1

1. Coordinator:

Title (Dr, Prof...)		Gender (F/M)	
Family Name		First Name	
Organisation Name			
Department/ Institute Name			
Street name and no.			
PO Box		Post Code	
Town/City		CEDEX	
Country			
Telephone		Fax	
E-mail address			

Please answer carefully all the questions. The Commission services reserve the right to return without comment any incomplete pre-proposals.

2. Proposal title			
3. Proposal acronym			
4. Project duration (approx. months)			
5. Total cost (Euro)			
5.1 EC contribution requested (Euro)			
6. Main Programme	Growth		
6.1. Research Area(s)			
7. Other Programme(s)			
7.1. Research Area(s)			

8. Participants

Nr.	Organisation name (Coordinator first)	Country	Activity code *	Business Activity or NACE code
1				
2				
3				
4				
etc				

* Activity codes: REC (Research Organisation), HES (High Education Institute), IND (commercial manufacturer/industry), SER (service provider i.e: engineering services or consultant), OTH (all others, i.e: standardisation bodies etc.)

Pre-proposal check/consultation - Confidential information**Page 2****Give a short description of the work:****9. Objectives (maximum 2000 characters):****10. Description of the work (maximum 1000 characters):****11. Deliverables, exploitation and socio-economic impact (maximum 500 characters):**

Guidance note for potential participants for the “Pre-proposal check”

▪ Purposes

The pre-proposal check is a service established within the Growth Programme to assist proposers intending to submit an RTD proposal.

The pre-proposal check is intended to give advice and guidance mainly concerning the suitability of the proposed subject with respect to the priorities of the work programme, and the particular call content.

▪ Nature of the pre-proposal check

The submission of outline proposals is on a voluntary basis.

It must be stressed that the informal advice provided through the pre-proposal check service cannot in any way be interpreted as a commitment by the Commission with regard to acceptance or rejection of proposals formally submitted at a later stage. Proposers at the very early stages of proposal preparation, looking for advice on ideas for projects not yet developed, should not use the pre-proposal check service.

Participants:

Although it is not absolutely necessary for the consortium to be finalised; the core partners should nevertheless be identified and the remaining members of the consortium at least tentatively defined. It will not be possible to process those pre-proposals, which do not satisfy these minimum requirements.

▪ Description of the pre-proposal

In order to receive a reasonable level of advice from the Commission services, please follow the guidelines given below concerning the description of the work.

Objectives:

The objectives should be quantified and realistic, but in order to be able to comment on the main impacts expected from the project, please describe briefly the following points:

- the need and the socio-economic problem(s) addressed and the way it will be approached, emphasising any new developments;
- the expected contribution to Community social objectives (employment, quality of life, safety, working conditions, protection of the environment);
- the Community added value (problem solving at European level, additional impact,...);
- and if appropriate, the project's contribution to EU policies or its addressing of standardisation and regulation problems;
- and finally economic scientific and technological prospects.

Description of the work:

A concise description of the work as well as the methodology used to achieve the objectives should be given, including where possible any work packages.

For the consortium, a justification should be given for the balance of the partnership in terms of complementarity, transnationality and multidisciplinary approach.

Deliverables, exploitation and socio-economic impact :

The practical results expected from the project, as well as the socio-economic impact expected, should be outlined.

The expected deliverables, the exploitation and the dissemination strategies for the results e.g. workshops, publications should be explained, in reference to an eventual “Technology Implementation Plan”.

▪ Submission of pre-proposals

Pre-proposals should be submitted using the apposite form, available for download (as Microsoft® Word 6.0 template) from the CORDIS web-site:
<http://www.cordis.lu/growth/src/ppc.htm>.

This form should preferably be filled in by computer, saved as a Word document and then E-mailed to:

Growth-precheck@cec.eu.int

Please mention in the e-mail ‘Subject line’ the intended Key Action or Generic Activity.

Alternatively, a printed version of the completed form can be faxed to the number:

Growth Pre-check fax: +32.2.29 531 23

A response to the pre-proposal check will be provided by e-mail or by fax as soon as possible, but normally within ten days from receipt. The Commission services reserve the right to refuse treatment of any incomplete pre-proposals.

ANNEX 3: Notification of Intention to Propose (Pre-registration)**➤ ONLY TO BE USED FOR ELECTRONIC SUBMISSION**

It is the proposers' responsibility to ensure that national regulations relating to the use of encryption software are adhered to.

Request for Proposal Number for the periodic calls of the GROWTH programme**Fax to: +32 2 295.31.23**

Title _____ **First Name** _____ **Surname** _____
Function _____
Organisation _____
Internal Address _____
Street and Number _____
Postal Code _____ **City** _____ **Country** _____
Fax _____ **Fax (alternative)** _____
Tel. _____ **Tel.(alternative)** _____
E-mail _____ **E-mail (alternative)** _____

We are considering submitting a proposal in response to the 'Competitive and Sustainable Growth' Periodic Call for proposals dated 15.12.99 or 02.06.00.

Name of Requester: _____

Signature: _____

Date: _____