Lecture 4: Participate in IST

Find a Call

All FP6 activities are implemented through calls for proposals.

> **Call for proposals:**
>
> A legal text calling interested parties to submit proposals for projects. The text defines the necessary specifications to prepare and submit a proposal, *i.e.*, thematic priorities, instruments used, address and other technical modalities for submission, deadlines, *etc*. Calls are published in the Official Journal of the EU in all Community languages. They are also published on CORDIS, together with detailed guides for proposers, submission forms and an electronic proposal submission tool (EPSS).

Calls

- ### Call 1 of the IST Priority

Identifier: FP6-2002-IST-1

Publication date:	Budget:
17 December 2002	€ 1070 million

Closing Date(s): 24 April 2003
OJ Reference: OJ C315 of 17.12.2002
Specific programme: Integrating and Strengthening the European Research Area
Activity area(s): Information Society Technologies
Restrictions to participation: None

- ### Thematic call in the area of "manufacturing, products and services engineering in 2010"

Identifier: FP6-2002-IST-NMP-1

Publication date:	Budget:
17 December 2002	€ 25 million for Priority 2 and €35 million for Priority 3

Closing Date(s):
- For Integrated project (IP) and Network of excellence (NoE): 24 April 2003 (first stage), at 17.00 (Brussels local time)
- For other instruments: 24 April 2003 and 16 September 2003, at 17.00 (Brussels local time)

OJ Reference: OJ C315 of 17.12.2002
Specific programme: Integrating and Strengthening the European Research Area
Activity area(s): Information Society Technologies; Nanotechnologies and nanosciences, knowledge-based multifunctional materials, and new production processes and devices
Restrictions to participation: None

- **Future and Emerging Technologies – Open domain (Continuous submission)**

| Identifier: FP6-2002-IST-C | **Publication date:** 17 December 2002 | **Budget:** € 60 million |

Closing Date(s): 31 December 2004. Proposals can be received from 10 February 2003
OJ Reference: OJ C315 of 17.12.2002
Specific programme: Integrating and Strengthening the European Research Area
Activity area(s): Information Society Technologies
Restrictions to participation: None

Information Package

In order to receive a complete Information Package for a selected call, it is necessary to obtain the following elements:

1. The call text in user preferred language;
2. The work programme in user preferred language;
3. FP6 in Brief - an overview of the basic features of this programme;
4. The Guides for Proposers relevant to the instruments used in this call, including application forms A and B.

Documents can be downloaded from the Web-page (to be reached via the IST Call page) or sent by request by email in *.pdf* or *.doc* formats.

http://www.cordis.lu/calls/ist/

Get support

The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in FP6.

Network of National Contact Points

NCPs are national structures established and financed by governments of the 15 EU member states and the states associated to the framework programme. NCPs give personalised support on the spot and in proposers' own languages. The NCP systems in the different countries show a wide variety of architectures, from highly centralised to decentralised networks, and a number of very different actors, from ministries to universities, research centres and special agencies to private consulting companies. This reflects the different national traditions, working methodologies, research landscapes and funding schemes.

http://www.cordis.lu/fp6/ncp.htm

Other support services

FP6 support services

- **Commission Infodesks**

The European Commission has set up dedicated infodesks by thematic priorities and research areas to supply information and assistance on FP6-related issues.

http://www.cordis.lu/fp6/infodesks.htm

- **IGLO - Informal Group of RTD Liaison Offices**

IGLO is an informal association of Brussels-based non-profit R&D Liaison Offices. The aim of IGLO is to facilitate and enhance the interaction, information exchange and co-operation between Members of IGLO, their national research systems and the European institutions on issues related to EU R&D, in particular, the Framework Programmes.

http://www.iglortd.org/

Non-FP6 specific support services

- **IPR HelpDesk - Intellectual Property Rights**

To assist potential and current contractors taking part in Community funded research and development projects with IPR issues. The Helpdesk offers two main services: an informative website open to all interested parties, and a free legal Helpline aimed at participants in EU-funded research under the Framework Programmes.

http://www.cordis.lu/ipr-helpdesk/en/home.html

- **Gate2Growth Initiative**

Unique portal, bringing together a community of entrepreneurs, investors, service providers, and several networks supported by the European Commission that provides information and guidance on innovation financing sources and helps to locate professional expertise in innovation financing issues.

http://www.gate2growth.com/g2g/g2g_welcome.asp

- **IRCs - Innovation Relay Centres**

Network of centres in the European Union and beyond providing local help to promote technology partnerships and transfer. The goal of the IRC network is to promote innovation, to encourage exchange of research results between organisations across Europe, and to provide advice, consulting and training support which meets the specific needs of each company and their local industrial situation.

http://irc.cordis.lu/

- **EICs - Euro Info Centres**

As an interface between European institutions and the local companies, the EICs provide information, advice and assistance to small and medium-sized enterprises in all Community matters.

http://europa.eu.int/comm/enterprise/networks/eic/eic.html

- **BICs - Business Innovation Centres**
  Regional structure of support to innovative SMEs and entrepreneurs which plays an important role in the development of regional economies throughout Europe. The network ensures an A to Z range of assistance to new and existing SMEs : promotion, detection, selection, strategic support and post launch follow-up.

  http://www.ebn.be/pub/page.cfm

Find a partner

Consortium composition

Proposals must be presented by a consortium comprising a minimum number of mutually-independent legal entities (organisations or individuals) established in different Member States of the EU or Associated States, of which a certain number must be Member States or Associated candidate countries. The default minimum numbers defined in the Rules for participation in FP6 are at least three mutually-independent legal entities established in three different EU Member States or Associated States, of which at least two must be established in EU Member States or Associated candidate countries. Any changes to these minimum numbers are set out in the Call for proposals. Exceptionally, a Specific support action may also be presented by a single organisation.

The EU Member states are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Spain, Sweden, Portugal and the United Kingdom.

International organisations of European interest[1], and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities based in an EU Member state.

The candidate countries are: Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia and Turkey. All of these countries have signed memoranda of understanding associating them with FP6[2]. Other countries which are expected to become associated to the 6th Framework programme are: Iceland, Israel, Liechtenstein, Norway and Switzerland[3]. Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation Web-site.

Organisations from any other country may additionally take part, provided the above minimum requirements have been met. Organisations from certain other countries may receive a Community financial contribution, as defined in the Rules of participation in FP6.

Co-operation with international organisations with intergovernmental agreements is welcomed. Co-operation with organisations in INCO target countries is encouraged.

---

[1] International organisations, the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation.

[2] The association to FP6 has come into force for Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia. At time of writing, the remaining countries are engaged in ratifying their association to FP6.

[3] The association agreements with Iceland, Liechtenstein and Norway are expected to come into force on 15 January 2003.

Partner search

CORDIS

CORDIS has a number of services and information sources which may be useful in partner search for participation in IST projects, as well as a list of organisations which have already expressed an interest in participating in the calls (call for Expression of Interest).

http://www.cordis.lu/fp6/partners.htm

National Contact Points

The IST Priority supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice (particularly on preparing proposals) and in finding partners from other countries. Organisations should contact the NCP of their own country for further information.

http://www.cordis.lu/ist/ncps.htm

IDEALIST-project

The IDEALIST-project helps potential proposers and newcomers to the IST Priority to find the right partners across international boundaries. It comprises a network of organisations in each Member and Associated State, coordinated by the DLR Germany. IDEALIST offers:

- a partner brokerage service, targeted on particular calls and Action Lines, that pools the local knowledge of partners from 33 countries;
- international partner brokerage events;
- general support for potential proposers;
- special workshops and seminars.

The IDEALIST partners, many of whom are also official National Contact Points for the IST Priority, or who working in close cooperation with NCPs, represent all EU Member States and Associated States.

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

Prepare & submit a proposal

How to prepare a proposal

One stage submission

Most proposals for the IST Priority are submitted in a single stage – by submitting a complete proposal application to the address set out in the Call for proposals as published in the Official Journal of the European Communities. Proposals must be received by the Commission by the closing date of the call.

Independent experts (evaluators) will evaluate the submitted proposals, following criteria given to them in the IST Priority Workprogramme and IST Guidelines for Evaluators.

Following discussions, the evaluators will prepare an Evaluation Summary Report on each proposal which will be sent to the proposal co-ordinator, and they will make a prioritised list of the proposals for consideration by the Commission.

The evaluators' conclusions are reviewed by the Commission with the support of the IST Committee, which comprises representatives of EU Member and Associated States. If it is decided to support your proposal, representatives from your consortium will be invited to Brussels or Luxembourg to begin contract negotiations. The officials conducting these negotiations on behalf of the Commission will be working within a predetermined budget envelope for the work and also within the framework of any recommendations, which the evaluators may have made concerning modifications to the work. Proposals that involve ethical issues will have gone through an ethical review prior to the contract negotiation. This may also raise issues which will be included in the negotiations.

The structure of a proposal

The Guides for Proposers for a selected Call can be downloaded from the Web-page (to be reached via the IST Call page) in *.pdf* or *.doc* formats.

http://www.cordis.lu/calls/ist/

A typical proposal has two parts:

- **Part A** is a set of forms which collect 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 activity, *etc.* This information will be encoded in a structured database for further computer processing to produce statistics, evaluation reports, *etc.*, and also to support the evaluators and Commission during the evaluation process.

- **Part B** comprises a structure or list of headings, which should be followed, rather than a pre-prepared form. It describes among other things the nature of the proposed work, the participants and their roles in the proposed project. It describes the reasons for carrying out the work, and the benefits, which would come from it.

Part B is structured so that a proposal covers, one after another, the areas and issues on which it will be evaluated. Certain sections of Part B have a recommended length in numbers of pages.

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos etc.) will be disregarded. In proposals submitted electronically, other embedded material or hyperlinks to other documents will be disregarded.

Proposal language

Proposals may be prepared 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 should be included in Part B of the proposal.

Proposal pre-registration

Proposers are strongly requested to pre-register their intention to submit a proposal. This is to assist the Commission in planning to have available an appropriate number of evaluators with the necessary technical background to carry out the evaluation. Proposals are pre-registered via the Internet, at the Call page for IST. This service will be available from early 2003.

http://www.cordis.lu/calls/ist/

It is necessary to pre-register no later than three weeks before the Call deadline, though later pre-registrations will be also accepted.

It is always possible to submit a proposal without pre-registration. Pre-registering an intention to submit a proposal in no way commits the proposers to actually submitting a proposal.

Submission of proposals

An electronic proposal submission system will be available from early 2003 via the IST call page to help preparing proposal. This system may be used directly online to prepare and submit a proposal. Alternatively, it may be downloaded to prepare a proposal offline. In this case, once the proposal has been prepared, it may be sent either electronically via the proposal submission system, or on electronic media (CD-ROM, diskette), or on paper to the address indicated in the Call for proposals, as preferred by the proposers.

Electronic submission

The proposal co-ordinator must register his/her intention to prepare a proposal by visiting the Web-page set up for this purpose (to be reached via the IST Call page). In return, he/she receives by post a co-ordinator login and password, as well as a partner login and password. The co-ordinator may now access the electronic proposal submission system (EPSS) in order to fill in the Part A administrative forms and upload files containing the contents of the proposal Part B. On upload, the EPSS performs a check for computer viruses. If any virus is detected, the co-ordinator is informed of the fact and that the upload has been refused. It is the proposal co-ordinator's responsibility to ensure that infected files are deleted or that viruses are removed before the file can be uploaded.

Once they have received their login and password from the co-ordinator, proposal partners may access and edit their individual administrative forms and view all other parts of the proposal. Only the co-ordinator however may compile and edit the proposal contents in Part B.

File formats accepted by the Commission for the proposal contents in Part B are Portable Document Format (*.pdf*), version 3 or higher with embedded fonts, and Rich Text Format (*.rtf*). The submission of other file formats is at the risk of the proposers. Other file formats will only be accepted if they can be read and printed. In the case that this is not possible, the proposal may be rejected. Parts of proposals that cannot be printed will not be included in the evaluation.

Once the proposal is complete, the co-ordinator submits it by entering his/her login and password. On submission, the EPSS performs an initial check on eligibility and informs the co-ordinator of any apparent eligibility problems with the proposal. This check does not replace the eligibility check carried out by the Commission and the co-ordinator may decide to submit the proposal even when apparent eligibility problems have been indicated by the EPSS.

Once successfully submitted, the co-ordinator receives a message that indicates that the proposal has been received and accepted for submission. The co-ordinator may continue to modify the proposal and submit revised versions overwriting the previously submitted one up until the call closure, but will not be able to modify the proposal after call closure. Proposal files successfully submitted, but which later turn out to contain computer viruses or which are unreadable or unprintable, will be excluded from the evaluation.

Failure of a proposal to arrive in time because of communications delays, or because the submission contained a computer virus, are not acceptable as extenuating circumstances.

Submission on CD-ROM or diskette

The EPSS also comprises a software tool for preparing proposals offline. The co-ordinator may download this tool to fill in forms and attach the proposal content file(s). The same restrictions on file formats apply as for the online submission method. Submission may then be carried out in three ways:

- by registering as set out above to use the online preparation and submission system and then uploading and submitting the files via the online system;

- by using the offline tool to write files to CD-ROM or diskette, which are then delivered before the call closure to the address given in the call for proposals;
- by using the offline tool to prepare a paper copy of the proposal, which is then delivered before the call closure to the address given in the call for proposals.

When using the second method, the proposal co-ordinator is required to include a paper copy of the proposal in the package with the CD-ROM/diskette. The paper copy is only used for processing and subsequent evaluation if the electronic media are unreadable or if the files on the media are found to contain a computer virus. A proposal submitted on CD-ROM or diskette, which is unreadable or which contains a computer virus, will be excluded from the evaluation if a paper copy is not included in the same package.

Submission on paper

A proposal should be submitted as one complete unbound Part A and one complete unbound Part B prepared according to the Guides for Proposers for a selected Call. The Commission will reproduce the number of copies needed by the evaluators.

The complete set of proposal documentation should be placed in an envelope or envelopes marked "Commercial-in-confidence" and with the following information:

- The name of the Priority (IST or Information Society Technologies);
- The call identifier as given in the Call for proposals;
- The proposal acronym.

The package should also include the "Acknowledgement of receipt" form, so that the Commission can notify you of the arrival of the proposal.

The envelope(s) should then be sealed within an overall packaging, which should be addressed to the address given in the Call for proposals.

The proposal may be sent by mail, by trusted delivery service or delivered by hand, but **must** arrive at the specified address no later than the deadline given in the Call for proposals.

Acknowledgement of receipt

Once a proposal has been received and registered by the Commission, the Acknowledgement of receipt will be either returned electronically in the case of electronic submission[4], or despatched to the proposal co-ordinator in the case of paper, CD-ROM or diskette submission.

The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

Evaluation and negotiation

Evaluation

After the completion of the evaluation all proposers, whether successful or unsuccessful, will receive an Evaluation Summary Report giving the opinion of the evaluators on their proposal. These reports will be sent out during June 2003.

Unsuccessful proposers will subsequently receive a formal notification of a Commission Decision not to retain their proposal.

---

[4] The brief electronic message given by the EPSS system after electronic submission does not constitute the official Acknowledgement of receipt.

Contract negotiations

If the proposal has been successful in this evaluation and have been retained for possible funding, proposers will be invited to Brussels or Luxembourg to begin contract negotiation. This will involve a number of meetings which will take place from July 2003.

Proposers should familiarise themselves well before these meetings with the content of the model contract. This contract can be downloaded from the Internet.

http://www.cordis.lu/fp6/contracts/

Before negotiations can begin, the Commission may request certain legal and financial information from participating organisations (and in particular, the Commission may ask for copies of the documents, which legally establish each organisation which is in the consortium) [5]. This information must be made available with the submission of the Contract Preparation Form. All participants should familiarise themselves at an early stage with the documentation they may need to provide if they are successful, and the co-ordinator must ensure on behalf of the consortium that the correct documentation is sent to the Commission. The documentation required is fully described at the Web-site concerning the Contract Preparation Form.

http://www.cordis.lu/fp6/contractpreparation/

All projects in the IST Priority must also complete a Consortium agreement. The Consortium agreement should be finalized as early as possible, and at the latest at the same time as the contract. A checklist, which will assist you in drawing up a Consortium agreement, is available on the Internet.

http://www.cordis.lu/fp6/consortiumchecklist/

Proposers should also note that the European Commission's Science and Society Action Plan[6] places an onus on all recipients of Community funding through the framework programme to systematically disseminate to the public information that will raise awareness of the scientific work being undertaken and the benefits to society that are likely to accrue.

If the negotiation is successful, it is foreseen that a Commission Decision approving the funding will be made in the timeframe starting October 2003. The project may begin work as soon as the Commission Decision is made and the contract is signed by the co-ordinator and the Commission, in accordance with the provision in the contract signed with the Commission regarding the project start date.

In the event of unsuccessful negotiations among the initially-selected proposers, or the conclusion of negotiations at a lower level of funding than originally anticipated, proposal co-ordinators from a short reserve list of proposals may be contacted to begin negotiations.

---

[5] Documentation on legal and financial viability is not requested from public organisations, only from private non-profit and private participants)

[6] see Section VII

IST Contacts

IST Information Desk

Address: European Commission
The IST Information Desk
Directorate General Information Society
Office BU31 01/19
B-1049 Brussels, Belgium

E-mail: ist@cec.eu.int

Fax: +32 2 296 83 88

The desk is open 09h00 - 17h00 (Brussels time), Monday to Friday.

IST Web-site

http://www.cordis.lu/ist