

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

### **1. Proposal Full Name**

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

### **2. Proposal Acronym**

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

### **3. Thematic Priorities of the Research Programmes**

The thematic priorities addressed by your Exploratory Award as indicated in this list. The list is organised so that the first three digits indicate the programme (in bold) and the last digit(s) indicate(s) the thematic priorities. If more than one thematic priority is addressed, indicate them in priority order, so that the main priority addressed by the Exploratory Award is mentioned first. For Exploratory Awards preparing a CRAFT Step 2 proposal, indicating the thematic priorities is recommended, but not mandatory.

#### **1.1.1. Quality of Life and Management of Living Resources**

- 1.1.1.-1. Key action Food, Nutrition and Health
- 1.1.1.-2. Key action Control of Infectious Diseases
- 1.1.1.-3. Key action The "Cell factory"
- 1.1.1.-4. Key action Environment and Health
- 1.1.1.-5. Key action Sustainable Agriculture, Fisheries and Forestry
- 1.1.1.-6. Key action The Ageing Population and Disabilities
- 1.1.1.-7. Chronic and degenerative diseases, cancer, diabetes, cardiovascular diseases and rare diseases
- 1.1.1.-8. Research into genomes and diseases of genetic origin
- 1.1.1.-9. Neurosciences
- 1.1.1.-10. Public health and health services research
- 1.1.1.-11. Research relating to the persons with disabilities
- 1.1.1.-12. Biomedical ethics and bioethics in the context of respect for fundamental human values
- 1.1.1.-13. Socio-economic aspects of life sciences and technologies
- 1.1.1.-14. Support for research infrastructures

#### **1.1.2. User-friendly Information Society (IST)**

- 1.1.2.-1. Key action Systems and services for the citizen
- 1.1.2.-2. Key action New Methods of Work and Electronic Commerce
- 1.1.2.-3. Key action Multimedia Content and Tools
- 1.1.2.-4. Key action Essential Technologies and Infrastructures
- 1.1.2.-5. Cross programme themes
- 1.1.2.-6. Generic activities: Future and emerging technologies
- 1.1.2.-7. Support for research infrastructures: research networking
- 1.1.2.-8. IST support measures

#### **1.1.3. Competitive and Sustainable Growth**

- 1.1.3.-1. Key action: Innovative products, processes and organisation
- 1.1.3.-2. Key action: Sustainable mobility and intermodality
- 1.1.3.-3. Key action: Land transport and marine technologies
- 1.1.3.-4. Key action: New perspective in aeronautics
- 1.1.3.-5. RTD activities of a generic nature : Materials and their technologies for production and transformation and new and improved materials and production technologies in the steel field
- 1.1.3.-6. RTD activities of a generic nature : Measurement and testing
- 1.1.3.-7. Support for research infrastructures

#### **1.1.4. Energy, Environment and Sustainable Development**

##### **Part A. Environment and Sustainable Development**

- 1.1.4.-1. Key action Sustainable Management and Quality of Water
- 1.1.4.-2. Key action Global Change, Climate and Biodiversity
- 1.1.4.-3. Key action Sustainable Marine Ecosystems
- 1.1.4.-4. Key action City of Tomorrow and Cultural Heritage

##### **Part B. Energy**

- 1.1.4.-5. Key action Cleaner Energy Systems, including Renewable Energies

- 1.1.4.-6. Key action Economic and Efficient Energy for a Competitive Europe
- 1.1.4.-7 RTD activities of a generic nature related to environment
- 1.1.4.-8 RTD activities of a generic nature related to energy
- 1.1.4.-9 Support for research infrastructures

#### 4. Information on the Exploratory Award

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

#### 5. SME Co-ordinator Organisation Legal Name

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

#### 6. Proposal Abstract

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

#### 7. Project Duration

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

#### 8. Total estimated Eligible Cost

Please indicate the total estimated eligible cost of the Exploratory Award (in euro). Maximum EUR 30 000. These eligible costs should mainly consist of :

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

#### 9. EC Contribution requested

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

#### 10. Type of Step 2 project envisaged

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

#### 11. Business areas (NACE)

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

#### 12. Similar proposal

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

Example:

Y		N	X
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### 13. Participant Profile/Information

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

### 14. Eligible SME

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

### 15. Registration No with the European Commission's Research Programmes

In case the organisation has already received a registration number under the Fifth Framework Programme, please enter it here, and only give the organisation details if they have changed since the registration number is received. Please note that this registration number is not the same as the proposal number.

### 16. Organisation Legal Name

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

### 17. Organisation Short Name

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

### 18. Legal Registration No

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

### 19. Activity Type

Indicate the principal activity of your organisation. Please use one of the following codes:

**REC:** Research;  
**HES:** Higher Education;  
**OTH:** Others

### 20. Legal Status

Please use one of the following codes:

*If you are an eligible SME:*

PRC= Private Commercial Organisation  
PNP= Private Organisation, non profit  
(e.g. a cooperative, a private hospital,  
an orchestra, ...)

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

GOV= Governmental  
INO= International Organisation  
JRC= Joint Research Centre  
PUC= Public (i.e. non private) Commercial  
Organisation  
PRC= Private Commercial Organisation,  
including Consultant  
EEI= European Economic Interest Group  
PNP= Private Organisation, non profit

### 21. Legal Status : 'If 'PRC', Specify'

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation (e.g.: SA, LTD, GmbH, independent person,...).

### 22. P. O. Box

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

### 23. Post Code

If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

### 24. Cedex

If applicable, indicate Cedex for surface mail delivery.

## 25. Country Code / Name

Please use the country codes as indicated below:

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

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

## 26. Annual turnover

Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the department carrying out the work. The following codes for intervals should be used:

**If you are an eligible SME:**

**T1:** 0 ≤ EUR 7 million (Annual turnover less than or equal to EUR 7 million)

**T2:** > EUR 7 million ≤ EUR 40 million (Annual turnover more than EUR 7 million but less than or equal to EUR 40 million)

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

**T1:** 0 ≤ EUR 7 million (Annual turnover less than or equal to EUR 7 million)

**T2:** > EUR 7 million ≤ EUR 40 million (Annual turnover more than EUR 7 million but less than or equal to EUR 40 million)

**T3:** > EUR 40 million (Annual turnover more than EUR 40 million).

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

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

**If you are an eligible SME:**

**B1:** 0 ≤ EUR 5 million (Annual balance sheet total less than or equal to EUR 5 million)

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

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

**B1:** 0 ≤ EUR 5 million (Annual balance sheet total less than or equal to EUR 5 million)

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

**B3:** > EUR 27 million (Annual balance sheet total more than EUR 27 million)

## 28. Number of employees

The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent employees according to the following classification. The owner is not considered as an employee.

*If you are an eligible SME:*

- S1:** 0 employee (single person company)
- S2:** 1 – 9 employees
- S3:** 10 – 49 employees
- S4:** 50 – 249 employees

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

- S1:** 0 employee (single person company)
- S2:** 1 – 9 employees
- S3:** 10 – 49 employees
- S4:** 50 – 249 employees
- S5:** 250 – 499 employees
- S6:** 500 – 1999 employees
- S7:** 2000+ employees

## 29. Independence

Is 25% or more of the capital or voting rights owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment or corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

If the organisation is not independent, you should provide the details of the company(ies) which own(s) 25% or more of the organisation (see note 30).

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

## 30. Owners

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

## 31. Affiliation

An organisation is affiliated to another organisation if:

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

**Control:**

Company A controls company B if:

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

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

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

## 32. Character of Affiliation

Please use the following codes:

- D:** Direct control;
- I:** Indirect control.

## 33. Authorised person

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

## 34. Gender (Female / Male)

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

## 35. Telephone No and Fax No

Please give the telephone and fax numbers in the following format; for example (a European Commission telephone number in Brussels, Belgium) (32-2)2988888 (32 being the country code number; 2 the area code number for international calls ; 2988888 the subscriber's number).