



GUIDE FOR APPLICANTS

**COMBINATION OF COLLABORATIVE PROJECTS AND COORDINATION
AND SUPPORT ACTIONS FOR
INTEGRATING ACTIVITIES**

Annexes, specific to call:

FP7-INFRASTRUCTURES-2011-1

This part of the guide contains the annexes for the specific call and funding scheme shown above. It should be read in conjunction with the common part of the guide, published as a separate document, which contains the general information for applying to FP7 under this funding scheme.

Annex 1:

Timetable and specific information for this call

The **work programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The work programme is available on the CORDIS and Participant Portal call pages. The part giving the basic data on implementation (deadline, budget, additional conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.

- Indicative timetable for this call**

Publication of call	<i>20 July 2010</i>
Deadline for submission of proposals	<i>25 November 2010</i>
Evaluation of proposals	<i>Mid-December 2010 to mid-February 2011</i>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<i>March 2011</i>
Invitation letter to successful coordinators to launch grant agreement negotiations with Commission services	<i>May 2011</i>
Letter to unsuccessful applicants	<i>From End of 2011</i>
Signature of first grant agreements	<i>From End of 2011</i>

- Information on budget:**

The indicative budget for the full call FP7-INFRASTRUCTURES-2011-1 is EUR 163.45 million. The repartition of the call budget is indicated in the call fiche.

- 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.

Call information

CORDIS call page and work programme <http://cordis.europa.eu/fp7/dc/index.cfm>

Participant Portal <http://ec.europa.eu/research/participants/portal/>
(select tab "FP7 calls")

General sources of help:

The Commission's FP7 Enquiry service <http://ec.europa.eu/research/enquiries>

National Contact Points <http://cordis.europa.eu/fp7/ncp.htm>

National Contact Points in third countries http://cordis.europa.eu/fp7/third-countries_en.html

Annex 4:

Instructions for drafting "Part B" of the proposal

Combination of Collaborative Projects and Coordination and Support Actions for Integrating Activities

A description of this funding scheme is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2). Sections 1, 2 and 3 each correspond to an evaluation criterion. The sub-sections (1.1, 1.2 etc.) correspond to the sub-criteria.

IMPORTANT: Page limits: remember to keep to the page limits where these are specified.

The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system!

Ensure that the font type chosen leads to clearly readable text (e.g. Arial or Times New Roman).

As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

The Commission will instruct the experts to disregard any excess pages.

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 experts.

SUMMARY OF MANDATORY PAGE LIMITS ***(conforming to font and margin sizes mentioned above).***

Section	Maximum pages
1: Scientific and/or technical quality,	20 pages for whole section*,
1.1 Concept and objectives	2 pages
1.2 Progress beyond the state-of-the-art	4 pages
1.3 S/T methodology and associated work plan	1 page for section 1.3 (i) ("Overall strategy") 4 pages for each work package description in section 1.3 (d) 3 pages for significant risks and associated contingency plans
2.1 Management structure and procedures	5 pages
2.2 Individual participants	Half a page per participant/distinct department
2.3 Consortium as a whole	No specific limit

2.4	Resources to be committed	2 pages excluding tables
3.	Impact	5 pages for whole section
4.	Ethics Issues	No limit
5.	Consideration of gender aspects	1 page

* This limit does not include the Gantt chart under 1.3 ii), the tables 1.3a- e, and the Pert diagram under 1.3 iv).

Part B Layout

Cover Page

Proposal full title:

Proposal acronym:

Type of funding scheme:

Combination of Collaborative Projects and Coordination and Support Actions for Integrating Activities

Work programme topics addressed:

(if more than one, indicate their order of importance to the project)

Name of the coordinating person:

List of participants:

Participant no. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in section A2 of the administrative forms

Table of Contents

Proposal

1: Scientific and/or technical quality, relevant to the topics addressed by the call

1.1 Concept and objectives (maximum length: 2 pages)

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

Describe in detail the overall objectives of the Integrating Activity. Show how they relate to the topics addressed by the call, which you should explicitly identify. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the milestones that will be indicated under section 1.3 below.

1.2 Progress beyond the state-of-the-art (*maximum length: 4 pages*)

Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about in terms of integrated provision of infrastructure related services. If applicable, refer to the results of any patent search you might have carried out.

1.2.1 Explain how the ensemble of the “networking activities”, will enhance the services provided by the research infrastructures in the proposed programme of activities. Indicate how the networking activities will foster a culture of co-operation between the participants in the project and the scientific communities benefiting from the research infrastructures.

1.2.2 On the basis of the ensemble of the “transnational access activities and or service activities”, explain the overall coherence of the set of infrastructures offering access. Indicate to what extent the activities will offer access to state-of-the-art infrastructures, high quality services, and will enable users to conduct high quality research.

1.2.3 Looking at the ensemble of the proposed “joint research activities” (JRAs) explain how these activities will contribute to quantitative and qualitative improvements of the services provided by the infrastructures.

1.3 S/T methodology and associated work plan

A detailed work plan should be presented, broken down into work packages¹ (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results. (Please note that your overall approach to management will be described later, in section 2).

Please present your plans as follows:

- i) Describe the overall strategy of the work plan (*maximum length: 1 page*). Describe in particular how the various types of activities (i.e. networking, transnational access and/or service activities and the joint research activities) will be integrated with one another.
- 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 1.3a);
 - Deliverables list (please use tables 1.3b1 and 1.3b2 and/or 1.3b3);
 - List of milestones (please use table 1.3c);
 - Description of each work package (please use tables 1.3d1 and 1.3d2); *Please note that each individual Work package description should not exceed 4 pages.*
 - Summary effort table (please use table 1.3e)
- iv) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)
- v) Describe any significant risks, and associated contingency plans (*maximum length: 3 pages*).

¹ 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. In an Integrating Activity a work package represents a single activity (management, or a transnational access activity, or a service activity, or a joint research activity).

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 by the Commission.

Maximum length for the whole of Section 1: Twenty pages. This limit does not include the Gantt chart under 1.2 ii), the tables 1.2a- e, and the Pert diagram under 1.2 iv).

Table 1.3 a: Work package list

Work package No ¹	Work package title	Type of activity ²	Lead participant No ³	Lead participant short name	Person months ⁴	Start month ⁵	End month ⁷	Indicative Total costs	Indicative requested EC contribution
WP1	Management	MGT							
WP2	Title of Networking activity 1	COORD							
...									
WPx	Title of Transnational access/Service activity 1	SUPP							
...									
WPy	Title of Joint research activity 1	RTD							
...									
		TOTAL							

¹ Work package number: WP 1 – WP n.² Please indicate one activity per work package:

MGT = Management of the consortium; COORD = Networking activity; SUPP = Transnational access activity or Service activity; RTD = Joint research activity; according to the description given previously in section 2.2 of the guide.

³ Number of the participant leading the work in this work package.⁴ The total number of person-months allocated to each work package, except human effort already included in the calculation of the access costs.⁵ Measured in months from the project start date (month 1).

Table 1.3 b1: Deliverables List

Del. no. ¹	Deliverable name	WP no.	Nature ²	Dissemination level ³	Delivery date ⁴

¹ 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.

² Please indicate the nature of the deliverable using one of the following codes:

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

³ Please indicate the dissemination level using one of the following codes:

PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

⁴ Measured in months from the project start date (month 1).

Table 1.3 b2: Summary of transnational access provision

Participant number	Organisation short name	Short name of infrastructure	Installation		Operator country code ²	Unit of access	Estimated unit cost (€)	Min. quantity of access to be provided	Estimated number of users	Estimated number of projects
			Number ¹	Short name						

YOU MAY EXTEND THIS TABLE IF NECESSARY

Table 1.3 b3: Summary of service provision

Participant number	Organisation short name	Short name of infrastructure	Installation			Operator country code ⁴	Access costs charged to the GA
			Number ³	Short name	Estimated costs		

YOU MAY EXTEND THIS TABLE IF NECESSARY

¹ Number progressively the installations of a same infrastructure. An installation is a part of an *infrastructure* that could be used independently from the rest.

² Give the country code of the operator of the infrastructure or INO if the operator is an international organization.

³ Number progressively the installations of a same infrastructure. An installation is a part of an *infrastructure* that could be used independently from the rest.

⁴ Give the country code of the operator of the infrastructure or INO if the operator is an international organization.

Table 1.3 c: List of 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 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.

Milestone number	Milestone name	Work package(s) involved	Expected date ¹	Means of verification²

¹ Measured in months from the project start date (month 1).

² 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 1.3 d1: Work package description for Management, Networking activity or Joint research activity

For each work package:

Work package number		Start date or starting event:	
Work package title			
Activity Type¹			
Participant number			
Participant short name			
Person-months per participant²:			

Objectives

Description of work (possibly broken down into tasks), and role of participants
--

Deliverables (brief description and month of delivery)

¹ Please indicate one activity per work package:

MGT = Management of the consortium; COORD = Networking activity; RTD = Joint research activity.

² Except human effort already included in the calculation of the access costs.

Table 1.3 d2: Work package description for transnational access or Service activity

For each work package:

Work package number		Start date or starting event:	
Work package title			
Activity Type	SUPP		
Participant number			
Participant short name			
Person-months per participant¹:			

Description of the infrastructure
<u>Name of the infrastructure:</u>
<u>Location (town, country):</u> If the infrastructure comprises installations (i.e. parts of the infrastructure that can be used independently and for which the operating costs can be singled out) at different locations, indicate briefly the location of each installation and give a justification for considering them as a single infrastructure.
<u>Web site address:</u>
<u>Legal name of organisation operating the infrastructure:</u>
<u>Location of organisation (town, country):</u>
<u>Annual operating costs (excl. investment costs) of the infrastructure (€):</u>
<u>Description of the infrastructure:</u> Give a brief general description of the infrastructure to which access is offered. Illustrate, in particular, its state-of-the-art equipment and services offered to users that make it rare or unique in Europe. Outline the areas of research normally supported by the infrastructure, as well as new areas opening to users, if any. If the infrastructure is part of a larger ensemble (other installations, laboratories, etc.), describe their relationship and its impact on the scientific environment, from which visiting scientists may benefit. If parts of the infrastructure are still under construction, specify the starting date of construction and indicate the date when access can realistically be made available.
<u>Services currently offered by the infrastructure:</u> Describe the services offered by the infrastructure and its research environment, and demonstrate how it will enable scientists to carry out high quality research (you should summarise some of the most interesting scientific achievements already obtained by users). Demonstrate that there is a widespread interest from users in other countries to conduct research at the infrastructure (or make otherwise use of its services), e.g. indicate the number of international users currently using the facility per year.

¹ Except human effort already included in the calculation of the access costs.

Description of work

When some of the following elements are common for all the infrastructures of the Integrating Activity (e.g. a unique entry point for requesting access and/or a single Selection/Review Panel) they can be described only once under one of the networking activities.

Modality of access under this proposal: *Outline how a user, or user group, will be given access to the infrastructure, or to its services, e.g. typical location and duration of work, type of equipment/service used, expected output/deliverables, etc. Where relevant, indicate how the users will be integrated into the scheduling of the infrastructure and the degree of independence they will experience with respect to the normal research activity of the infrastructure.*

Support offered under this proposal: *Describe the scientific, technical and logistic support that would be offered to the users. Where relevant, emphasise the quality of the scientific environment in which the users will be working and explain how this might stimulate their research. Explain to what extent such support is already normally provided to external users.*

Outreach of new users: *State what measures will be taken, or have been taken, to attract potential new users (e.g. web-page, call for proposals, etc.), including users from new areas of research, if appropriate. Indicate why and to which extent the EU funding of this Transnational access and/or service activity will provide European research teams with new opportunities of access to the infrastructure. Indicate if the number of international users is expected to increase as a result of this proposal. If the infrastructure is being opened to international users for the first time, what evidence is there that there will be sufficient demand to use the access being offered in this proposal?*

Review procedure under this proposal: *For Transnational access activities, describe the peer review procedure that will be used to select users under this proposal. Outline the composition of the User Selection Panel. Demonstrate that the selection of users will follow the principles of transparency, fairness and impartiality. For Service activities, describe how the periodical assessment of the services offered to the scientific community will be carried out (i.e. international review panel).*

Give a multi annual implementation plan for the full duration of the proposed project using the table below (implementation plan). The implementation plan quantifies the minimum quantity of access to be provided (e.g. in terms of beam-hours, experimental days) by the infrastructure if the proposal were to be accepted for funding, including the estimated number of users, number of person-days they will spend at the infrastructure and corresponding number of user projects. This table should include as many lines as necessary when the infrastructure is made up of several installations.

Implementation plan

Short name of installation	Unit of access	Unit cost	Min. quantity of access to be provided	Estimated number of users	Estimated number of days spent at the infrastructure	Estimated number of projects

--	--	--	--	--	--	--

Unit of Access: *Define clearly the unit of access being offered and indicate what is covered and included (e.g. preparatory work, specific training courses) in one unit. This is essential also to justify the corresponding costs (see section 2.4 of this document).*

Table 1.3 e: Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table the number of person months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Participant no./short name	WP1	WP2	WP3	...	Total person months
Part.1 short name					
...					
...					
...					
Total					

2. Implementation

2.1 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.

(Maximum length for Section 2.1: five pages)

2.2 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 a short profile of the staff members who will be undertaking the work.

(Maximum length for Section 2.2: in average half a page per participant. However, where two or more departments within an organisation have quite distinct roles within the proposal, half a page per department is acceptable.)

The maximum length applying to a legal entity composed of several members, each of which is a separate legal entity, is half a page per member, provided that the members have quite distinct roles within the proposal.)

2.3 Consortium as a whole

Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are 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.

If appropriate describe the industrial/commercial involvement to ensure exploitation of the results, and 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.

ii) Other countries: If one or more of the participants requesting EU funding is based in a country that is outside the EU, and is not an Associated Country, and is not on the list of International Cooperation Partner Countries¹, explain in terms of the project's objectives why such funding would be essential.

iii) Additional partners: If there are as-yet-unidentified participants in the project, the expected competences, the role of the potential participants and their integration into the running project should be described. **However, these as-yet-unidentified participants will not be counted in the minimum number of participants condition regarding the eligibility of the proposal.**

(No maximum length applies to this section)

2.4 Resources to be committed

¹ See CORDIS web-site, and annex 1 of the work programme.