

THE SIXTH FRAMEWORK PROGRAMME

The Sixth Framework Programme covers Community activities in the field of research, technological development and demonstration (RTD) for the period 2002 to 2006



GUIDE FOR PROPOSERS

**participating in a competitive call for additional
contractors in AXMEDIS project**

take ups proposal
for AXMEDIS integrated project

Paper submission only

17 January 2006

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GUIDE FOR PROPOSERS

for the selection of take up proposal of additional contractors in AXMEDIS IST Integrated project

1. Introduction

1.1 Projects in the Sixth Framework programme

The participants in the consortium managing AXMEDIS Integrated project funded by the *Sixth Framework programme of the European Community for research, technological development and demonstration activities contributing to the creation of the European research area and to innovation (2002-2006)* have reserved a portion of the project budget for specific tasks to be carried out by new contractors which will join the consortium at a later date. These later-joining contractors are selected by means of a competitive call.

This Guide for Proposers contains the basic information needed to guide you in preparing a proposal to join AXMEDIS Integrated project. It shows examples of the proposal forms which comprise Part A of a proposal, and gives instructions on how to write Part B. Both parts are required to make a complete proposal¹. It also describes how the proposal should be submitted, and the criteria on which it will be evaluated.

A overview of what a generic Integrated project comprises and how such a project is implemented is found at

http://europa.eu.int/comm/research/fp6/instruments_en.html or at
<http://www.cordis.lu/fp6/instruments.htm>.

Conditions of participation and funding are those of the Sixth Framework programme, as defined principally in

Decision No. 1513/2002/EC of the European Parliament and the Council concerning the sixth framework programme for research, technological development and demonstration activities

Council decision 2002/834/EC adopting a specific programme for research, technological development and demonstration: "Integrating and strengthening the European Research Area" (2002-2006)

Regulation (EC) No 2321/2002 of the European Parliament and of the Council of 16 December 2002 concerning the rules for the participation of undertakings, research centres and universities in, and for the dissemination of research results for, the implementation of the European Community Sixth Framework Programme (2002-2006)

¹ Incomplete proposals will be ineligible and therefore will not be evaluated.

Other documents which you should consult during the preparation of your proposal are:

The call text. This text is prepared by AXMEDIS project. It describes in detail the tasks within the project which are open for proposals from additional partners, and gives the deadline for proposal submission.

The brochure “The 6th Framework Programme in Brief”. This brochure gives a brief overview of FP6. It serves as a guide for navigating through the activities, funding schemes, thematic areas, types of instrument etc.

The model contract and its annexes for Integrated projects. This specifies the contractual terms and conditions with the Commission, to which your organisation must agree if you are selected to join the project consortium.

The consortium agreement. This specifies the agreements made between the existing contractors concerning the management of AXMEDIS project. It can be requested by signing a NDA reported in Annex 5 and sending it by fax at the attention of Paolo Nesi at +39-055-4796363, the Consortium Agreement will be sent to you so that please provide full information.

All of the above documents may be found at <http://www.cordis.lu/fp6/find-doc.htm>, with the exception of the call text and the consortium agreement. Copies of these may be obtained from the existing project, at the postal address or the web page given in the published call announcement <http://www.axmedis.org/callfortakeup/call.html>,

The proposer of the take up projects which will be selected will be asked to join the consortium completing the Form B which is annexed to the contract and its attachments, in order to accede to the contract (see Annex 4). They will also be required to sign the pre-existing consortium agreement (see Annex 5) with the declaration of accession reported in Annex 6. Proposers are strongly recommended therefore to familiarise themselves with the model contract for Integrated projects and the consortium agreement of AXMEDIS, before deciding whether they wish to proceed with a proposal. For any questions do not hesitate to contact Paolo Nesi via email nesi@dsi.unifi.it

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Sixth Framework Programme, the Specific Programme, the Workprogramme for IST, the Call for proposals or the Guidelines on evaluation and selection of proposals.

1.2 Funding of participation

Participation as a contractor in an FP6 Integrated project is on a cost-shared basis, the Commission making a contribution to the total cost of the work:

- RTD and innovation related activities may receive a grant of up to 50% of eligible costs
- Dissemination activities may receive a grant of up to 35% of eligible costs
- Consortium management activities may receive a grant of up to 100% of eligible costs

The funding scheme is described in more detail in the documents referenced in Section I above.

Funding may be granted to any organisation or individual established in a Member States of the EU, or in a state associated with the Sixth Framework programme. The EU Member States are: Austria,

Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

The states associated with the Sixth Framework programme are Bulgaria, Iceland, Israel, Liechtenstein, Norway, Romania, Switzerland and Turkey.

International organisations of European interest², and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in an EU Member state.

Organisations from countries on FP6 INCO (International Cooperation) target list will be funded on the same basis as organisations from the EU³. These include the countries of the former Soviet Union, the Western Balkans, the Mediterranean partner countries and developing countries elsewhere in the world. It also includes Croatia, which is a candidate to join the European Union but which is not at present an Associated candidate country for FP6. (Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation website, see Section VII).

Organisations from certain other countries may also receive a Community financial contribution, as defined in the Rules of Participation in FP6.

2. How to prepare a proposal

2.1 One stage submission

Proposals for selection as an additional contractor in AXMEDIS IST Integrated project are submitted in a single stage, by submitting a complete proposal application which is prepared as described in this document.

Existing participants in the project may not respond to this call and may not participate as proposers or subcontractors in proposals.

2.2 The structure of a proposal

A proposal has two parts. Full details about preparing these parts are annexed to this Guide.

- **Part A** is a set of forms which collect necessary administrative data about the proposal and the proposer e.g. proposer's name and address, brief description of the work, total funding requested by type of activity etc..
- **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 participant and his role in the project. A recommended/maximum length is specified for the different sections of Part B.

2.3 Proposal language

The proposal must be prepared in the working language of the project which you wish to join. This is identified in the Call text.

² 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

³ Up to the limit of the amount of funding reserved for this action

3. Submission of proposals

Proposals should be submitted on paper to the address given in the call text and reported here below.

Proposals must be received by the closing date of the call. Late proposals will not be evaluated.

Address at which the proposals have to be delivered:

Prof. Paolo Nesi
Department of Systems and Informatics
Distributed Systems and Internet Technology Lab
University of Florence
Via S. Marta 3
50139 Firenze
ITALY

The envelope containing your proposal should report as follows: “AXMEDIS Competitive Call”

3.1 Submission on paper

Proposal Part A – We recommend you to complete the forms electronically using the facilities provided at http://fp6.cordis.lu/fp6/sub_paper.cfm, then print out the completed forms for submission. Alternatively, you may use the forms annexed to this Guide.

Proposal Part B – Prepare a text document following the outline supplied as an annex to this Guide.

- each page of Part B **must** be numbered (preferably in the format “page X of Y”).
- each page of Part B **must** be headed with the acronym you have chosen for your proposal.

Your proposal should be submitted as one complete unbound Part A and one complete unbound Part B. We will reproduce the number of copies needed by the evaluators, therefore:

- Print your proposal on white A4 paper, 80 g/m²
- Print on one side of the paper only; no two-sided copies please
- Do not convey information using colour; the copies will be made in black and white
- Do not use glossy or surfaced paper
- Do not include paper clips or staples
- Do not include front or back covers of plastic, card etc.
- Do not bind your proposal

You are strongly advised to securely retain an additional complete unbound copy of your proposal.

3.2 Multiple submissions

Proposer may submit more than one version of their proposal, for example if an error is discovered and you wish to send a corrected version before the call closes. If multiple versions are submitted, the one which was last to arrive before the closure of the call will be evaluated.

3.3 Deadline for reception

Proposers are reminded that it is their own responsibility to ensure the timely submission of their proposal.

Paper submission

Proposals submitted on paper must be received before the deadline **at the address specified in the call**. If you send or deliver your proposal to any other address, its time of receipt is still based on its time of arrival at the address specified in the call, there is a high probability it will not reach that address in time.

3.4 Acknowledgement of receipt

As soon as possible after the close of call, an Acknowledgment of receipt will be mailed to you. The sending of an Acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

4. Proposal evaluation and selection

The consortium will evaluate proposals received in the light of the criteria that governed the Commission's original evaluation and selection of their project, using the attached forms (see Annex 3) and with the assistance of at least two experts who are independent of any member of the consortium and of any proposer. The experts will be individuals from the fields of science, industry and/or with experience in the field of innovation and also with the highest level of knowledge, and who are internationally recognised authorities in the relevant specialist area.

Each independent expert will record his/her individual opinion of each proposal on the attached "individual" evaluation forms. They will then meet or communicate together to prepare a "consensus" form for each proposal. Using the scores given on the consensus form, the consortium will normally select the highest scoring proposal.

However, the consortium is not obliged to select the highest scoring proposal where it has objective grounds for objecting to the participant, for example commercial competition. In this case the choice may pass to the next-ranked proposal.

Also the consortium may conclude that even the highest scoring proposal is of inadequate quality, in which case it will make no selection. In the event of no selection being made, the consortium may or may not re-open the call at a later date.

5. Proposer checklist

For **PAPER** submission of your proposal you must check the following:

- Have you completed both a Part A and a Part B?
- Does the instrument type on the header of each of your forms (Part A) indicate “Integrated project”?
- Is each page of your proposal headed with the proposal acronym?
- Is each of the pages numbered (page X of Y)?
- Is your proposal prepared as one complete unbound single-sided paper copy for both parts (plus one additional copy for you to hold in reserve)?
- Is the copy of your proposal complete, with no pages missing?
- Is the complete set of proposal documentation placed in a package, correctly addressed using the address given in the call text?
- Does your envelope report “*AXMEDIS Competitive Call*”?
- Last but not least, have you made all possible arrangements to ensure that the proposal arrives before the deadline?

6. Support to proposers

General support actions for the IST Priority are also available to proposers in the competitive calls for additional partners in existing projects.

6.1 Information Desk for this AXMEDIS call for take up only

The address from where you can get further information on the call is:

Simonetta Ceglia or Prof. Paolo Nesi
Department of Systems and Informatics
University of Florence
Via S. Marta 3
50139 – Firenze - Italy
email: ceglia@dsi.unifi.it, nesi@dsi.unifi.it
tel: +39-055-4796567, +39-055-4796523
fax: +39-055-4796363

The Information Desk operates 14h00 - 17h00 (Florence/Italy time), Monday to Friday.

6.2 IST Information Desk

The address of the IST Priority Information Desk is:

European Commission
The IST Information Desk
Directorate General Information Society
BU31 01/19
B-1049 Bruxelles/Brussel
email: ist@cec.eu.int
tel: +322 296 8596
fax: +32 2 296 8388

The Information Desk operates 09h00 - 17h00 (Brussels time), Monday to Friday.

6.4 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 and particularly on preparing proposals. Organisations should contact the NCP of their own country for further information (see Section 7).

6.5 The Intellectual Property Rights Helpdesk

The IPR-Helpdesk has as its main objective to assist potential and current contractors taking part in Community funded projects on Intellectual Property Rights issues, and in particular on Community diffusion and protection rules and issues relating to IPR in international projects. Another objective is to raise awareness in the European research community on IPR issues, emphasising their European dimension.

It operates a free helpline offering a first line assistance on IPR related issues. The helpline is run in English, French, Italian, German and Spanish.

Website

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

Helpline (detailed queries)

ipr-helpdesk@ua.es

tel +34 96 590 97 18

fax +34 96 590 97 15

6.6 ETI actions

As part of the special support for SME participation in European research activities, the Sixth Framework Programme funds a range of Economic and Technological Intelligence (ETI) projects. The goal of these projects is to facilitate the participation of SMEs in FP6 proposals. The existing ETI projects already cover most of the Priority Thematic Areas and are establishing extensive networks of SMEs, and thus they offer a unique source of information and contacts.

There is more information at:

http://sme.cordis.lu/economic/eti_projects.cfm

7. References

Potential proposers could consult the following documents:

Legal decisions

Decision on the Framework Programme	http://www.cordis.lu/find-doc.htm
Participation rules	
Specific decision “Integrating and strengthening the European Research Area” (includes the IST Priority)	

General information

Existing IST projects	http://www.cordis.lu/ist/projects/projects.htm
Brochure “The FP6 in Brief”	http://www.cordis.lu/ist
Guides for Proposers	
IST Workprogramme	
Access to Electronic Proposal Submission Service (EPSS)	
EPSS helpdesk	support@epss-fp6.org tel +32 2 233 3760
Information on instruments	http://www.cordis.lu/fp6/instruments/

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6/
Document search	http://www.cordis.lu/fp6/find-doc.htm
National Contact Points	http://www.cordis.lu/fp6/ncp.htm
IST Information Days and other events	http://fp6.cordis.lu/ist/events/events.cfm
IPR helpdesk	http://www.ipr-helpdesk.org
IPR issues	http://www.cordis.lu/fp6/ipr-issues
ETI actions	http://sme.cordis.lu/economic/eti_projects.cfm
International co-operation (INCO) target countries	http://www.cordis.lu/fp6/inco.htm

Contractual information

Contract Preparation Forms	http://europa.eu.int/comm/research/fp6/working-groups/model-contract/index_en.html
Model contracts	

Annex 1 – Proposal Part A

Proposal Submission Forms



EUROPEAN COMMISSION

6th Framework Programme for
Research, Technological
Development and Demonstration

Integrated Project

A1

Proposal Number¹

Proposal Acronym²

AXMEDIS-<YOUR PROJECT>

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title³
(max. 200 char.)

**Automating Production of Cross Media Content for Multi-channel
Distribution -- <your title>**

Duration in months⁴

Call (part) identifier⁵

*Activity code(s) most
relevant to your topic⁶*

Keyword code 1⁷

Keyword code 2⁷

Keyword code 3⁷

*Free
keywords⁸*

Abstract⁹ (max. 2000 char.)

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

Proposal Submission Forms



EUROPEAN COMMISSION

6th Framework Programme for
Research, Technological
Development and Demonstration

Integrated Project

A2

Proposal Number ¹		Proposal Acronym ²	AXMEDIS-<YOUR PROJECT>
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INFORMATION ON PARTICIPANTS					
Participant number ²⁶					
Participant organisation					
Organisation legal name ¹¹					
Organisation short name ¹²					
Legal address					
PO Box ¹³		Postal Code ¹³		Cedex ¹³	
Street name and number ¹³					
Town ¹³		Country ¹⁴			
Internet homepage					
Activity Type HE, RES, IND, OTH ¹⁵		Legal Status GOV, INO, JRC, PUC, PRC, EEIG ¹⁷ , PNP ¹⁶			
If Legal Status "PRC", specify ¹⁸					
Is the organisation a Small or Medium-Sized Enterprise (SME)? ¹⁹					YES/NO
Are there dependencies between the organisation and (an) other participant(s) ? ²⁰					YES/NO
If yes, participant number		If yes, participant short name			
Character of dependence SG, CLS, CLB ²¹					
If yes, participant number		If yes, participant short name			
Character of dependence SG, CLS, CLB ²¹					
If yes, participant number		If yes, participant short name			
Character of dependence SG, CLS, CLB ²¹					
Person in charge ²²					
Name		First name(s)			
Title ²³		Sex: Female=F, Male=M ²⁴			
Department/Faculty/Institute/ Laboratory name					
Address (if different from above)					
PO Box ¹³		Postal Code ¹³		Cedex ¹³	
Street name and number ¹³					
Town ¹³		Country ¹⁴			
Phone 1 ²⁵		Phone 2 ²⁵			
e-mail		Fax ²⁵			

Previously submitted similar proposals or signed contracts? ¹⁰		YES/NO	
If yes, programme name(s) and year			
If yes, proposal number(s) or contract number			

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.



Proposal Submission Forms

Integrated Project

A3

<i>Proposal Number</i> ¹		<i>Proposal Acronym</i> ²	AXMEDIS-<YOUR PROJECT>
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[illegible]

Please use additional copies of form A3 if the number of lines is not sufficient

Form A3: page ... of

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

How to complete the proposal submission forms (Proposal Part A)

Introduction

This document provides guidance on how to complete the administrative forms. These forms will be an integral part (the Part A) of your proposal for AXMEDIS Integrated project.

How to complete the forms

- The coordinator of your proposal fills in form A1 and A3;
- The participants already identified at the time of proposal submission (including the coordinator) fill in one A2 form each.

For numbers, (amount, duration, etc.), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number. Please remember to indicate the proposal short name (acronym) in all sheets of the forms where indicated, and on every page of the other parts, including any annexes. All costs must be given in €(not thousands of €) and must exclude value-added tax (VAT).

Enter your data only in the white space on the forms, and do not type outside the boundaries. For questions requiring a choice between different boxes, please enter X in the appropriate space. You may find it easier to do this by hand in black ink, rather than try to line up a single typed character. Please keep forms A1 to A3 as clean as possible and do not fold, staple or amend them with correction fluid. In particular in form A3, do not add any lines or columns to the cost table. Use additional copies of the A3 sheet if there are more participants than the number of lines allows for.

These forms can be completed electronically with a tool and then printed out by using the facilities provided at http://fp6.cordis.lu/fp6/sub_paper.cfm.

1 Proposal number

The proposal number will be assigned on submission. Please leave the field empty.

2 Proposal Acronym

Insert the acronym of the project you wish to join.

The **same acronym AXMEDIS-<your project>** should appear on each page of the proposal (part A and part B) to prevent errors during its handling.

3 Proposal Title

Insert the title of the project you wish to join. **Automating Production of Cross Media Content for Multi-channel Distribution -- <your title>**

4 Duration

Insert the estimated duration of your participation in the project in full months. For example, from M12 to M18

5 Call (part) Identifier

Insert the call identifier as given in the call text: FP6-2006-IST-AXMEDIS.

6 Activity code(s) most relevant to your topic

Leave blank

7 Keyword codes from thesaurus

Leave blank

8 Free keywords

Leave blank

9 Abstract

You should not use more than 2000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the existing project. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters.

10 Previously submitted similar proposals or signed contracts

Leave blank

11 Organisation legal name

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

12 Organisation short name

The short name chosen by the participant for this proposal. This should normally not be more than 20 characters and the same should be used for the participant in all documents relating to the proposal.

13 Address data

Fill in only the fields forming your complete postal address . If your address is specified by an indicator of location other than a street name and number, please insert this instead.

14 Country

Insert the name of the country as commonly used.

15 Activity Type

Please insert the abbreviation for the activity type most appropriate to the organisation (only one), according to the following explanations:

- **HE-Higher Education:** organisations only or mainly established for higher education/training, e. g. universities, colleges
- **RES-Research:** organisations only or mainly established for carrying out research activities
- **IND-Industry:** industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance;
- **OTH-Others:** Organisations not fitting in one of the above categories

16 Legal status

Please insert only one abbreviation from the list below, according to the following explanations:

GOV: Governmental (local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);

INO: International Organisation (i. e. an international organisation established by national governments);

JRC: Joint Research Centre (the Joint Research Centre of the European Community);

PUC: Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority) ;

PRC: Private Commercial Organisation including Consultant (i.e. any commercial organisations owned by individuals either directly or by shares, physical persons);

EEIG: European Economic Interest Group;

PNP: Private Organisation, Non Profit (i.e. any privately owned non profit organisation).

17 Legal Status: If “EEIG”

If the organisation is a European Economic Interest Group you have to add a sheet to part B of the proposal listing the members of the group (legal names, addresses, dependencies). This is necessary to verify if the proposal meets the eligibility criterion of minimum partnership.

18 Legal Status: 'If 'PRC', Specify'

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

19 Small or Medium Sized Enterprise (SME)

Please note that a new definition of SME enters into force on 1 January 2005. According to this, an SME (Micro, Small or Medium-sized Enterprise) is an enterprise which:

- has fewer than 250 employees,
- has an annual turnover not exceeding 50 million euro, and/or
- an annual balance-sheet total not exceeding 43 million euro.

Please be aware that according to the new SME definition, you may have to take into account possible relationships with other enterprises when calculating the data for your enterprise.

For further information please consult the [SME definition \(Commission Recommendation 2003/361/EC of 6 May 2003\)](http://europa.eu.int/comm/enterprise/enterprise_policy/sme_definition/index_en.htm), in particular Articles 1-6 of the Annex on http://europa.eu.int/comm/enterprise/enterprise_policy/sme_definition/index_en.htm

If all the above conditions apply to the organisation insert YES, else NO.

20 Dependencies between participants

Indicate any dependencies between your organisation and any other organisation already participating in the project. You may find the list of other organisations participating in the project at <http://www.cordis.lu/fp6/projects.htm> Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity,
- or
- A legal entity directly or indirectly controls another legal entity,
- or
- A legal entity is directly or indirectly controlled by another legal entity.

Control:

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,
- or
- A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

21 Character of dependence

Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:

- **SG:** Same group: if your organisation and the other participant are controlled by the same third party
- **CLS:** Controls: if your organisation controls the other participant
- **CLB:** Controlled by: if your organisation is controlled by the other participant

22 Person in charge

Please insert in this section the data of the main scientist or team leader in charge of the proposal for your organisation. For participant number 1 (the co-ordinator of the take up proposal and project), this will be the person the AXMEDIS Project will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

23 Title

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

24 Sex

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

25 Phone and fax numbers

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

26 Participant number

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

27 Requested grant to the budget and cost models

The **Community grant** requested for a proposal depends on the cost model applicable to each participant and on the costs for the different activities. At the proposal stage, costs and requested Community contribution have to be broken down by type of activity and by participant. There are no pre-defined cost categories. In establishing their budget participants should follow their own accounting rules.

Maximum contributions by activity type as percentage of the respective costs are as follows:

	Maximum grant as percentage of full costs (participants applying the FC or FCF model)	Maximum grant as percentage of additional costs (participants applying the AC model)
RTD activities (see note 28)	50%	100%

Demonstration activities (see note 29)	35%	100%
Innovation-related activities (see note 30)	50%	100%
Training activities (see note 31)	100%	100%
Consortium management activities (see note 32)	100% (up to a maximum percentage of 7% of the Community contribution)	100% (up to a maximum percentage of 7% of the Community contribution)

The **cost models** to be applied by the participants are:

- **FC**: a full-cost model in which all actual eligible direct and actual eligible indirect costs may be charged to the contract;
- **FCF**: a simplified variant of the full-cost model, in which all actual eligible direct costs may be charged to the contract, together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct eligible costs minus the costs of subcontracts.;
- **AC**: an additional-cost model, covering all eligible direct costs that are additional to the recurring costs of a participant (with the exception of consortium management for which recurring costs would also be eligible), together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct additional costs minus the costs of subcontracts.

Which cost model to use

Which cost model to use depends on the type of legal entity concerned and the accounting system:

Cost model	Who can use it ?
FC	- All legal entities except physical persons
FCF	- Non-commercial or non-profit organisations - International organisations (like CERN, ESA, EMBL) - Small or Medium-Sized Enterprises (SMEs)
AC	- Physical persons (only cost model open to physical persons) - Only non-commercial or non-profit organisations or international organisations not having an accounting system allowing them to distinguish the share of their direct and indirect costs

Each contractor shall apply the same cost reporting model in all contracts established under the Sixth Framework Programme. As a derogation to this principle:

- any legal entity which is eligible to opt for the AC model in a first contract can change to the FCF or the FC model in a later contract (except physical persons). If it does so, it must then use the new cost reporting model in subsequent contracts;
- any legal entity which is eligible to opt for the FCF model in a first contract can change to the FC model in a later contract. If it does so, it must then use the new cost reporting model in subsequent contracts.

Eligible costs

Eligible costs for FP6 contracts must be:

- actual, economic and necessary for the implementation of the project;
- determined in accordance with the usual accounting principles of the contractor;
- incurred during the duration of the project ;
- recorded in the accounts of the contractors (or third parties where third party resources have been agreed).

They exclude indirect taxes, interest, provisions for future losses or charges, exchange losses, costs related to other Community projects, return on capital, debt and debt service charges, excessive and reckless expenses and any cost which does not meet the criteria in the first four bullets.

28 RTD activities

RTD activities are all activities directly aimed at creating new knowledge. They form the core of the Integrated Projects and Specific Targeted Research Projects.

29 Demonstration activities

Integrated Projects may contain a demonstration component to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product-like prototypes).

30 Innovation-related activities

Projects should include activities relating to the protection and dissemination of knowledge, and, when relevant, studies on the wider societal impact of that knowledge, activities to promote the exploitation of the results, and "take-up" actions. These activities are inter-related and should be conceived and implemented in a coherent way:

- **intellectual property protection:** protection of the knowledge resulting from the project (including patent searches, filing of patent (or other IPR) applications, etc.);
- **dissemination activities** beyond the consortium: publications, conferences, workshops and Web-based activities aiming at disseminating the knowledge and technology produced;
- **studies on socio-economic aspects:** assessment of the expected socio-economic impact of the knowledge and technology generated, as well as analysis of the factors that would influence their exploitation (e.g. standardisation, ethical and regulatory aspects, etc.);
- **activities promoting the exploitation of the results:** development of the plan for the use and dissemination of the knowledge produced, feasibility studies for the creation of spin-offs, etc, "take-up" activities to promote the early or broad application of state-of-the-art technologies. Take-up activities include the assessment, trial and validation of promising, but not fully established, technologies and solutions, easier access to and the transfer of best practices for the early use and exploitation of technologies. In particular, they will be expected to target SMEs.

31 Training activities

Integrated projects are likely to provide an excellent vehicle for the advanced **training of researchers and other key staff, research managers, industrial executives (in particular for SMEs), and potential users** of the knowledge produced within the project. Such training activities should contribute to the professional development of the persons concerned. The salary costs of those being trained are not eligible costs.

32 Consortium management activities

Projects will require particular attention by the consortium to overall management and coordination issues. Over and above the technical management of individual work packages, an appropriate management framework linking together all the project components and maintaining communications with the Commission will be needed. Depending on the size and scope of a project, a specially constituted management team with dedicated staff covering a range of skills may need to be set up.

Consortium management activities include:

- coordination of the technical activities of the project;
- the overall legal, contractual, ethical, financial and administrative management;
- coordination of knowledge management;

- overseeing the promotion of gender equality in the project;
- overseeing science and society issues related to the research activities conducted within the project;
- obtaining audit certificates by each of the participants;
- implementation of competitive calls by the consortium for the participation of new participants, in accordance with the provisions of the contract;
- maintenance of the consortium agreement;
- obtaining any financial security such as bank guarantees when requested by the Commission.

33 (Sub-)Total

If the number of lines in the table on form A3 is not sufficient for your consortium, please use additional copies of A3. Do not add lines to the cost table. Indicate at the bottom the total number of A3 sheets used and the number of each sheet. On each sheet, except on the last one, insert the total values per sheet. On the last sheet, insert the overall totals.

Annex 2 – Proposal Part B

INSTRUCTIONS FOR PREPARING PART B OF A PROPOSAL FOR INCLUSION AS ADDITIONAL PARTNERS IN AN INTEGRATED PROJECT AXMEDIS AS BELONGING TO TAKE UPS IN THE SIXTH FRAMEWORK PROGRAMME.

Front page

Automating Production of Cross Media Content for Multi-channel Distribution

AXMEDIS

Contract number: 511299

Integrated Project

Take Up:

Your project title:

Your project acronym:.....

Date of preparation of your proposal:.....

List of participants:

Participant no.	Participant name	Participant short name
1 (coordinator)	[Organisation name]	[abbreviated organisation name]
2		
3		

Your organisation name:.....

Name of the coordinating person:.....

Coordinator telephone number:.....

Coordinator email:.....

Coordinator www:.....

Coordinator fax:.....

Contents page

Show contents list

Proposal summary page

Automating Production of Cross Media Content for Multi-channel Distribution

AXMEDIS

Contract number: 511299

Integrated Project

Take Up:

Your project title:

Your project acronym:.....

Proposal abstract

copied from Part A

B.0 Tasks addressed

Indicate which task or tasks within the call this proposal addresses

(The call may be a multi-part call, with several different sets of tasks, in which case you must identify here which set of tasks your proposal is addressing. If this is not the case, then simply state here that you address all tasks in the call)

B.1 Outline implementation plan

Describe your proposed S&T approach, and show how this approach will enable you to achieve your objectives. Describe the overall implementation plan broken down to the level of activities and the components of each of the activities. Show how this plan integrates the various components to a coherent whole.

Then describe in detail as many of the following as are relevant to your proposal:

Research, technological development and innovation activities: Explain how the research/innovation effort of your work is useful for the AXMEDIS Framework. Describe each of the contributions, identify who will carry out each. Show the relevance and contribution of each to your work as a whole. The description of the innovation components should cover the plans for management of knowledge and of intellectual property; a description of the exploitation of results and a plan for disseminating of knowledge beyond the consortium.

Demonstration activities: Describe how the demonstration will exploit the AXMEDIS Framework technology. Identify your major components who will carry out each. Show the relevance and contribution of each of them for the whole your project and for the goals of AXMEDIS (see www.axmedis.org). Show contingency planning for unexpected outcomes of the research work.

(Recommended length for the whole section B.1 – ten pages).

B.2 Description of the participants

Describe the participants in the proposed project. 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 complementarity between participants, describe the industrial/commercial involvement foreseen to ensure exploitation of the results. Show how the opportunity of involving SMEs has been addressed.

Show complementarity between yourself and the existing participants. (Recommended length – five pages)

Other countries: If one or more of the participants is based outside of the EU Member and Associated states, additionally explain in terms of the project's objectives why this/these participants should be included, describe the level of importance of their contribution to the project and the unique skills or qualities which they bring from outside the EU/AS. (Recommended length –one page).

B.3 Project resources

IP Project Effort Form. Complete an IP Project Effort Form (given below) to show the person-months per partner associated with each activity identified in the sections above.

IP management level justification of resources and budget. Describe the resources needed to carry out the work (personnel, equipment, finance...). Demonstrate how you will mobilise the critical mass of resources necessary for success; show how the resources will be integrated to form a coherent whole, and show that the overall financial plan for the sub-project is adequate. (Recommended length –three pages).

B.4 Detailed implementation plan

This section describes in detail the work planned to achieve the objectives of the proposed sub-project *The recommended length, excluding the forms specified below, is up to 15 pages.* The plan must be broken down into workpackages (WPs) which should follow the logical phases of the sub-project and include assessment of progress and results. Essential elements of the plan are:

- a) Detailed Implementation plan introduction – explaining the structure of this plan and the overall methodology used to achieve the objectives.
- b) Work planning, showing the timing of the different WPs and their tasks (Gantt chart or similar)
- c) Graphical presentation of the components, showing their interdependencies (Pert diagram or similar)
- d) Detailed work description broken down into workpackages:
 - Workpackage list (use Workpackage list form below);
 - Deliverables list (use Deliverables list form below);
 - Description of each workpackage (use Workpackage description form below, one per workpackage):

Note: The number and structure of workpackages used must be appropriate to the complexity of the work and the overall value of the proposed sub-project. Each workpackage should be a major subdivision of the proposed sub-project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall sub-project). The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission.

Use the following schema for each of the Workpackages of your proposal One (1) page for each of them.

Workpackage description				
Workpackage number :			
Workpackage name:			
Start or event and end:	month	End:	month	
Participant:				
Person-months				
Objectives The goals of this WP are: <ul style="list-style-type: none"> • 				
Description of work <i>Describe the work to be performed, decompose the work in subWPs and tasks if needed.</i>				
Deliverables <ul style="list-style-type: none"> • ... 				
Dependencies, Milestones and expected results:				

B.5 Other issues

If relevant to your work package, show how you will contribute to the project's efforts to engage with actors beyond the research community, to help spread awareness and knowledge and to explore wider societal implications. If relevant set out synergies with education at all levels. If there are gender issues associated with the work package, show how they have been adequately taken into account. Please also be aware that you will be required to contribute to the Gender Action Plan of the project/network (eg. provision of sex-disaggregated work force statistics).

If there are ethical issues associated with your activities within the project, show how they have been taken into account - indicate which national and international regulations are applicable and explain how they will be respected. Explore potential ethical aspects of the implementation of network results. In all cases include the Ethical issues checklist given below.

AXMEDIS IP Take Up Project Effort Form

Full duration of project

(insert person-months for activities in which participants are involved)

Project acronym – AXMEDIS-<your proposal>

	Participant 1 short name	Participant 2 short name	Participant 3 short name	Participant 4 short name	Participant 5 short name	etc.	TOTAL PARTICIPANTS
RTD/Innovation activities							
Activity name							
Activity name							
Activity name							
etc.							
Total research							
Demonstration activities							
Activity name							
Activity name							
Activity name							
etc.							
Total demonstration							
TOTAL ACTIVITIES							

Workpackage list

Workpackage No ⁴	Workpackage title	Lead contractor No ⁵	Person- months ⁶	Start month ⁷	End month ⁸	Deliverable No ⁹
	TOTAL					

⁴ Workpackage number: WP 1 – WP n.

⁵ Number of the contractor leading the work in this workpackage.

⁶ The total number of person-months allocated to each workpackage.

⁷ Relative start date for the work in the specific workpackages, month 0 marking the start of the project, and all other start dates being relative to this start date.

⁸ Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.

⁹ Deliverable number: Number for the deliverable(s)/result(s) mentioned in the workpackage: D1 - Dn.

Deliverables list

Deliverable No¹⁰	Deliverable title	Delivery date¹¹	Responsible contractor No¹²	Nature¹³	Dissemination level¹⁴

¹⁰ Deliverable numbers in order of delivery dates: D1 – Dn

¹¹ Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

¹² Number of the contractor leading the work in this workpackage.

¹³ Please indicate the nature of the deliverable using one of the following codes:

R = Report

P = Prototype

D = Demonstrator

O = Other

¹⁴ 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).

Ethical issues checklist

Table A. Proposers are requested to fill in the following table

Does your proposed research raise sensitive ethical questions related to:	YES	NO
Human beings		
Human biological samples		
Personal data (whether identified by name or not)		
Genetic information		
Animals		

If you answer “YES” to any of the above, please include in your proposal section B.4 the more detailed version of Table A (“Crucial information”) obtained from:

http://europa.eu.int/comm/research/science-society/ethics/rules_en.html

and also incorporate in section B.4 and in other appropriate parts of your proposal comments corresponding to the detailed instructions given in sections C-D at the above address

Table B. Proposers are requested to confirm that the proposed research does not involve:

Research activity aimed at human cloning for reproductive purposes,

Research activity intended to modify the genetic heritage of human beings which could make such changes heritable¹⁵

Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

Confirmation : the proposed research involves none of the issues listed in Table B	YES	NO

Further information on ethics requirements and rules are given at the science and ethics website at

http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html

¹⁵ Research relating to cancer treatment of the gonads can be financed

Annex 3 – Evaluation forms

Individual Assessment Report for an Integrated Project

Proposal id :

1 – poor: 2 – fair: 3 – good: 4 - very good: 5 – excellent
0 -the proposal fails to address the issue/cannot be judged against the criterion due to missing or incomplete information
Half marks may be given

1. S&T excellence (Threshold 4/5)	Mark:

2. Quality of the proposer (<i>Threshold 3/5</i>)	Mark:
--	--------------

3. Mobilisation of the resources <i>(Threshold 3/5)</i>	Mark:
Overall score <i>(Threshold 12.5/15)</i>	Mark:

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal

Name	
Signature	
Date	

Consensus Report for an Integrated Project

Proposal id :

1 – poor: 2 – fair: 3 – good: 4 - very good: 5 – excellent
0 -the proposal fails to address the issue/cannot be judged against the criterion due to missing or incomplete information
Half marks may be given

1. S&T excellence (Threshold 4/5)	Mark:
2. Quality of the proposer (Threshold 3/5)	Mark:

3. Mobilisation of the resources <i>(Threshold 3/5)</i>	Mark:
Overall score <i>(Threshold 12.5/15)</i>	Mark:

	Evaluator	Evaluator
Name		
Signature		
Date		

Annex 4 – Form B for joining the consortium Contract

FORM B – REQUEST FOR ACCESSION OF A NEW CONTRACTOR TO AXMEDIS CONTRACT

[full name and legal form of new contractor], represented for the purpose hereof by *[(name of legal representative) (function) or her/his/their authorised representative established in (full address: city/state/province/country)]* acting as its legal authorised representative, hereby requests to become a *contractor* to contract n° IST-2-511299 (relating to project AXMEDIS) signed between the *Commission of the European Community and Università degli Studi di Firenze* and accepts, in accordance with the provisions of the aforementioned *contract*, all the rights and obligations of a *contractor* starting the [date] should the *Commission* not oppose to this request within six weeks upon its receipt.

Università degli Studi di Firenze - Dipartimento di Sistemi e Informatica (acronym: UNIFI - DSI) established in (Italy, piazza San Marco 4, 50121 Firenze), represented for the purpose hereof by *[(name of legal representative) (function) or her/his/their authorised representative established in (full address: city/state/province/country)]* (DSI Director), established in Italy, Via di Santa Marta 3, 50139 Firenze, acting as its legal authorised representative, hereby certifies as representative of the *contractors* to contract n° IST-2-511299 (relating to project AXMEDIS) that the *consortium* proposes and agrees to the accession of *[full name and legal form of new contractor]* to the aforementioned *contract* as *contractor* starting the [date].

Enclosures:

- Contract Preparation Form duly completed and signed by the new *contractor*.
- modified Annex I to the *contract* describing the work to be performed by the new *contractor*.

-where the new *contractor* is proposed by the *consortium* following a competitive call, the documents required by Annex III relating to competitive calls shall be provided in addition to this Form. If a competitive call has not been carried out to select this/these *contractor(s)*, justification for selection of this *contractor* and, where necessary, justification for not having used a competitive call.

Done in 3 copies, of which one shall be kept by the coordinator and one by [name of new contractor], the third being sent to the Commission by the coordinator in accordance with Article 2.1 and Article 11 of the contract

[name of the new contractor (legal entity)]

Name of legally authorised representative: (written out in full)

Title of legally authorised representative:.....

Signature of legally authorised representative:

Date:

Stamp of the organisation.....

Name of the coordinator: Università degli Studi di Firenze – Dipartimento di Sistemi e Informatica

Name of legally authorised representative:.....

Title of legally authorised representative: DSI Director

Signature of legally authorised representative:
 Date:
 Stamp of the organisation

Annex 5 – NDA, Non Disclosure Agreement

To be signed and send at the attention of Prof. Paolo Nesi via fax at +39-055-4796363 to have access at the AXMEDIS Consortium Agreement.

IMPORTANT-READ CAREFULLY: This Non-Disclosure STATEMENT (“NDA”) is a legal agreement binding you (either an individual or a single entity) (“Recipient”) to confidentiality about the AXMEDIS Consortium Agreement and eventual other AXMEDIS private documents that will be provided to you from the AXMEDIS Coordinator. BY TAKING, COPYING, OR OTHERWISE USING THE MATERIALS, YOU AGREE TO BE BOUND BY THE TERMS OF THIS NDA.

1. General

- e) The Parties (“Discloser”) of the AXMEDIS project (“Project”) have signed a Consortium Agreement under the project in order to detail the scope of the work to be undertaken, and to clarify and establish the rights and obligations of each of the Parties in the performance of the Project.
- f) Recipient is interested in the subproject call and wants to access the AXMEDIS Consortium Agreement, which is confidential information of the Project.
- g) In case of being awarded the Project, you will sign this Consortium Agreement.

2. Confidentiality

- a) Confidential Information includes all information, in any form, disclosed to a Party in connection with the preparation and submission of the Proposal, which the disclosing party: (i) clearly marks as “Confidential”; or (ii) if disclosed orally, at the time of disclosure the disclosing party indicates it to be “confidential” and within thirty (30) calendar days reduces it to physical form and marks it as “Confidential”. Confidential Information shall include the Consortium Agreement.
- b) During the term of this NDA, a Recipient shall not disclose or distribute the Confidential Information to anyone except its own employees, or employees of its consulting firms, who reasonably need to know such Confidential Information. A Recipient shall use Confidential Information only for the purpose hereunder, unless agreed to expressly in writing by the Discloser.
- c) The obligation of confidentiality does not apply to information that the recipient party can establish:
 - (i) is at the time of disclosure already publicly available or subsequently becomes available to the public through no breach by the recipient party of this NDA;
 - (ii) is lawfully obtained by the recipient party from a third party without an obligation of confidentiality, provided such third party is not, to the recipient party’s knowledge, in breach of any confidentiality obligation relating to such information;
 - (iii) is developed by the recipient party independently from and without reference to the other parties’ Confidential Information;
 - (iv) is required to be disclosed by law or the rules of any governmental organization, provided that written notice of such judicial action was given to the disclosing party and that the recipient party fully cooperates with the disclosing party seeking confidential treatment for any such disclosure; or

(v) is approved for public release by written agreement of the disclosing party.

d) Nothing herein shall obligate the Discloser to disclose any particular information.

3. Term

This NDA shall take effect with accepting it. This NDA shall continue in force from the date of this NDA, and shall terminate if and on the date that

- a. the Recipients Proposal is rejected.
- b. the Recipients is awarded the Project and signs a corresponding Consortium Agreement.
- c. as to an individual Party, when such Party withdraws from this NDA with 30 days prior written notice.

The confidentiality obligations of Recipient hereunder shall survive any termination or expiration of this NDA for a period of five years from the date of termination.

With termination, Recipient shall delete all Confidential Information.

4. Intellectual Property Rights

Nothing in this NDA shall be deemed to assume or provide for the transfer of ownership of any intellectual property rights. All intellectual property rights including, without limitation, copyright in any material provided hereunder, shall vest in and at all times remain vested in the originator of that intellectual property.

5. Miscellaneous

- a. Recipient shall not be entitled to claims against the Disclosers, especially in respect of claims for damages, unless one of the Disclosers behaves wilfully or with gross negligence.
- b. Any publication of the contents hereof may only be made with the express agreement of the Disclosers.
- c. This NDA shall be governed by the laws of Italy.
- d. This text represents the complete and full agreement. No verbal side-agreements exist.

Name of Legal Entity

[*name of the Affiliated Partner or party interested in getting a copy of the consortium agreement*]

Postal Address:.....

Country:.....

WEB page:.....

Name of legally authorised representative (*written out in full*)......

Email:.....

Fax:.....

Phone:.....

Title of legally authorised representative.....

Signature of legally authorised representative.....

Date.....

Stamp of the organisation.....

Annex 6 – Declaration of Accession to the AXMEDIS Consortium Agreement

Declaration of Accession to the AXMEDIS Consortium Agreement

(to be filled in by each participant joining AXMEDIS *Project*
after the date of commencement of the *Project*)

[*name of Contractor (legal entity)*], represented for the purpose hereof by [*name and title of person written out in full (person legally authorised to act on behalf of the legal entity)*] acting as its legal authorised representative, hereby consents to become a *Contractor* to the *Consortium Agreement [identification of final version of the Consortium Agreement]* related to AXMEDIS *Project* and accepts all the rights and obligations of a *Contractor*.

Done in 2 copies, of which one (1) shall be kept by the *Co-ordinator* and one (1) by [*name of Contractor (legal entity)*].

Name of Legal Entity [*name of Contractor*]

Name of legally authorised representative (*written out in full*)

Title of legally authorised representative.....

Signature of legally authorised representative.....

Date.....

Stamp of the organisation.....

Name of the coordinator: Università degli Studi di Firenze – Dipartimento di Sistemi e Informatica

Name of legally authorised representative:.....

Title of legally authorised representative: DSI Director

Signature of legally authorised representative:

Date:

Stamp of the organisation