

TIMETABLE FOR IST CALL 7 EVALUATION AND NEGOTIATION

This is the seventh call of the IST programme since it began in 1999. Concern has frequently been expressed that the time from the submission of a proposal until a project starts has been too long. Reducing this time will benefit project proposers, and will help to increase the impact of the programme. In this light, call 7 of the IST programme will operate a tight time schedule which will shorten the time from evaluation to contract start.

All consortia which have proposed to call 7 will receive a letter in the **week of 29 October 2001** laying out the indicative timetable of meetings for those proposals which will be invited for contract negotiation, and will indicate deadlines for the conclusion of the negotiation.

Between **19 and 29 November 2001**, all proposers will receive a letter with the results of the evaluation, and those proposers who are invited to negotiations will receive a letter of invitation with the precise timetable. The aim is to complete negotiations with the majority of projects by **8 January 2002**. This will allow for a rapid start for the first projects on **1 March 2002***. This timetable relates to the majority of the projects. For the remaining proposals, negotiations will be completed by 23 January, 2002. This should allow these projects to start on 1 April, 2002.

Before a negotiation can be finished, the Commission needs to receive from all organisations involved in the proposals **legal and financial information**. All participants in the proposals should familiarise themselves with the documentation they need to provide. This information needs to be available on the first day of negotiations. Project proposers should note that a deadline for replying to any request for information will be given. If the information is not received before this deadline, the Commission may terminate discussions on contract preparation and reject the particular proposal.

For **all organisations** the Commission will ask for a copy of the document that **legally establish the organisation**. This is described in detail in the Contract Preparation Forms, which can be downloaded from the following webpage on CORDIS: <http://www.cordis.lu/fp5/cpf.htm>.

For **private companies**, the Commission will in addition ask for **financial documentation, the so called Annex II to the CPF forms**. A description of the which financial data should be delivered can be downloaded from the following webpage on CORDIS: http://www.cordis.lu/fp5/cpf_annex2.htm.

* In practice this will mean that negotiations will have to be completed before the holiday period.