



GUIDE FOR APPLICANTS

ARTEMIS Joint Undertaking

First Call for proposals

ARTEMIS-2008-1

Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded from https://www.artemis-ju.eu/call_2008

About this Guide

This is version number 1 of the Guide for Applicants, applying to the ARTEMIS Joint Undertaking first call for proposals (ARTEMIS Call 2008)

Please note: This Guide is based on the rules and conditions contained in the legal documents applicable to the ARTEMIS Joint Undertaking and the national funding schemes of the ARTEMIS Member States. The Guide does not in itself have legal value, and thus does not supersede these documents.

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1. The ARTEMIS Joint Undertaking

The ARTEMIS Joint Undertaking (JU) was created in February 2008 in order to implement a Joint Technology Initiative (JTI) in Embedded Computing Systems; the main component of this JTI is a research programme addressing the design, development and deployment of embedded systems. The ARTEMIS JU is set up as a public-private partnership, bringing together the European Commission and about 20 European countries with ARTEMISIA, which is an association representing the R&D actors in the area of embedded systems (companies, research centres, universities). The cost of running the JU is financed by the ARTEMIS Association (ARTEMISIA¹) paying up to 20-30 M€ and the European Commission paying up to 10 M€. The research budget of the JU is financed entirely by the European Commission.

The ARTEMIS JU will support **R&D projects** through open and competitive **calls for proposals**. The technological content of calls for proposals is described in detail in the ARTEMIS Annual Work Programme. A 5 years strategy is described in the ARTEMIS Multi-Annual Strategic Plan (MASP).

Funding decisions under the ARTEMIS JU Annual Work Programme are made on the basis of proposals submitted in response to a call. Proposals should describe planned research activities, information on who will carry them out, and how much they will cost. The ARTEMIS JU evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. This **evaluation** is a peer-review carried out by independent experts.

Following the evaluation, the Public Authorities Board² of the ARTEMIS JU decides on the selection of proposals and the allocation of public funding (ARTEMIS JU and national funding). The ARTEMIS Joint Undertaking then **negotiates** with selected proposals taking into account the maximum public funding allocated and the potential recommendations for changes.

If negotiations are successfully concluded, grant agreements providing for a **JU financial contribution** (JU grant agreements) are established with the participants. Participants from ARTEMIS Member States must also conclude national grant agreements with their own **national funding authorities** as they normally also receive a **national financial contribution**. Each project participant established in an ARTEMIS Member State thus receives two streams of funding: one from the JU (which comes from the EU budget) and one from the ARTEMIS Member State. If the participant comes from an EU Member State or a country associated to the Framework Programme that is *not* an ARTEMIS Member State then he receives only the JU financial contribution. The remaining support needed to cover the costs of the proposed work comes from the participants' own resources.

ARTEMIS Member States are:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Netherlands, Norway, Portugal, Romania, Slovenia, Spain, Sweden, United Kingdom.

This Guide for Applicants contains the essential information to guide you through the process of preparing and submitting a proposal.

2. ARTEMIS research projects

Purpose

¹ Note that ARTEMISIA has a system of variable membership fees for its members that depend on the costs of their participation in JU projects. For more information see: <https://www.artemis-association.eu>

² The Public Authorities Board is a body of the ARTEMIS JU composed of the public authorities (ARTEMIS Member States and the European Commission)

ARTEMIS research projects are industry-driven projects in the field of embedded systems, which aim at generating new and improved technologies and in applying them in products, processes or services; in order to strengthen the competitiveness of European industry, improve sustainability, and facilitate the emergence of new markets and applications that respond to societal needs.

The projects should have clearly defined and sharply focused objectives and approach. All projects should have a proper balance of application focus vs. generic technology development. The description of work and the composition of the consortium are normally fixed for the duration of the project.

Size and resources

The consortium must be composed of at least three 'legal entities' established in at least three different ARTEMIS Member States. The entities must be independent of each other.

The size, scope and internal organisation of projects can vary. Normally we expect projects to involve between 6 and 15 participants. The ARTEMIS JU promotes the involvement of SMEs in its activities. More specific guidance may be given in the ARTEMIS Annual Work Programme.

Duration

Projects are expected to last typically two to three years. However, there is no formal minimum or maximum duration. More specific guidance for particular research objectives may be given in the ARTEMIS Annual Work Programme or call text.

Activities

The activities to be carried out in the context of a project can include:

- research and technological development activities, including validation and testing, reflecting the core activities of the project; these should aim at a significant advance beyond the established state-of-the-art
- demonstration or experimental development activities, designed 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)
- management activities linking together all the project components and maintaining communications with the ARTEMIS JU
- other activities including dissemination, exploitation and market watch

Financial Regime

Support to projects is implemented through a co-funding scheme. The projects will be supported both by public funding (the financial contributions from the ARTEMIS Joint Undertaking and from the ARTEMIS Member States to reimburse part of the eligible costs) as well as by contributions in kind from the project participants. Public funding will be provided at a percentage of the total eligible costs incurred by participants to implement the projects. The total public financial contribution to a participant shall not give rise to a profit (i.e. it will not exceed its eligible costs).

The **financial contribution of the ARTEMIS Joint Undertaking** is published in the Call. For the ARTEMIS Call 2008 it will be 16.7% of eligible costs incurred by a participant to implement a project up to a total JU budget of €35.1 million for all participants funded under the 2008 Call.

A JU financial contribution may be given to any legal entity established in any EU Member State or FP7 Associated country (including the European Commission's Joint Research Centre). These are presently:

Albania, Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

Further countries are currently negotiating FP7 association; please check: http://cordis.europa.eu/fp7/who_en.html for the latest information.

The **financial contribution of the ARTEMIS Member States** will be a certain percentage of eligible costs incurred by a participant to implement a project, which may vary according to the type of participant and the type of R&D activity as specified by each Member State (see Annex 4). The list of ARTEMIS Member States and the maximum total financial contribution of each are specified in each Call.

Eligible costs are defined in the following way:

- For participants established in ARTEMIS Member States, eligible costs are defined by the respective funding authorities issuing the national grant agreements (see Annex 4).
- For participants established in Member States or Associated Countries to the Seventh Framework Programme that are *not* ARTEMIS Member States, eligible costs are defined by the ARTEMIS Joint Undertaking (see Annex 4).

Project Agreement

Participants to ARTEMIS JU projects need to jointly sign a 'Project Agreement' before entering into the ARTEMIS JU Grant agreement (to be published). A Project Agreement means an agreement between Project participants setting forth all or part of the terms and conditions that apply between them regarding a specific Project. The Project agreement should cover:

- the internal organisation of the consortium including the decision making procedures;
- rules on dissemination and use, and access rights;
- the settlement of internal disputes, including cases of abuse of power;
- liability, indemnification and confidentiality arrangements between the beneficiaries.

Templates for Project Agreements can be found at the ARTEMISIA and CORDIS websites (see Annex 1)

Project monitoring and review

The JU will set up procedures for the supervision and control of the R&D activities of projects which are underway. The aim of a technical audit or review shall be to assess the work carried out under the Project over a certain period, *inter alia*, by evaluating the Project reports and deliverables relevant to the period in question. Such audits and reviews may cover scientific, technological and other aspects relating to the proper execution of the Project and the grant agreement.

3. Proposal preparation

The work you set out in your proposal must correspond to one or more of the topics as indicated in this call for proposals. Refer to the ARTEMIS Annual Work Programme. Refer also to the **evaluation criteria** (see Annex 2) against which your proposal will be assessed. Keep these in mind as you develop your proposal.

Participation

In principle, a legal entity may participate in a proposal no matter where it is established. A legal entity can be a so-called "natural person" (e.g. Mme Dupont) or a "legal person" (e.g. National Institute for Research).

However, there are certain minimum conditions that have to be met relating to participation and to the submission of the proposal (**eligibility criteria for proposals**) that can be found in the "eligibility criteria" document attached to the Call text.

Funding

In order to receive public funding (from the ARTEMIS JU and ARTEMIS Member States), participants must satisfy the **eligibility criteria for funding** that can be found in the "eligibility criteria" document attached to the Call text.

Note that if you are a participant from an ARTEMIS Member State and if your project is selected by the ARTEMIS JU, **concluding a national grant agreement** with your national funding authority **is a prerequisite for receiving funding from the ARTEMIS JU**. This is true even if you do not receive any national funding – e.g. your country did not commit national funding to the Call, its funding run out before your project was reached in the selection process, or if you are not eligible for national funding.

Cooperation with other countries

Provided the necessary minimum of three different ARTEMIS Member States are represented, then additional participants from any other country in the world may be included. However, participants located outside the EU Member States or FP7 Associated countries will not receive a financial contribution from the JU nor from the ARTEMIS Member States.

National Funding Authorities

You are highly recommended to get in touch with your National Funding Authority at an early stage of the proposal preparation (see Annex 1 of this Guide).

National Contact Points

The ICT Theme of the Seventh Framework programme has established a network of National Contact Points (NCPs) to provide advice and support to organisations which are preparing proposals. This network may also be used by potential participants in JU projects.

Please note that the JU will provide the NCPs with statistics and information on the outcome of the call (in particular, details of participants, but not proposal abstracts or funding details) and the outcome of the evaluation and selection process for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

Other sources of help

Annex 1 of this Guide gives references to these further sources of help for this call. In particular:

- The ARTEMIS help desk
- A dedicated help desk has been set up to deal with technical questions related to the ARTEMIS Proposal Service (APS)
- The IPR help desk providing assistance on intellectual property matters
- Other services, including partner search facilities

Presenting your proposal

A proposal has three parts. **Part A** contains the administrative information about the proposal and the participants. **Part B** is a Word document that contains a description of the proposed research. **Part C** is a number of PDF or ZIP files that contain additional national information about participants from the countries France, Germany, Hungary and Italy.

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see Annex 3 of this Guide). This information will be encoded in a structured database for further computer processing to produce, for example, statistics and evaluation reports. This information will also support the experts and ARTEMIS staff during the evaluation process.

The information in Part A is entered through a set of on-line forms in the ARTEMIS Proposal Service which is described in the next section.

Part B is a "template", or list of headings, rather than an administrative form (see Annex 4 of this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work.

Part B also contains a **Funding calculation form annex (Annex A)**. The proposal should include forms for each participant with the calculation of his costs and his requested public funding. There are 2 different types of forms. One form for participants from ARTEMIS Member State and one form for participants from other EU Member States and FP7 Associated Countries which are not ARTEMIS Member States.

In addition to these forms participants from ARTEMIS Member States should also in Annex A give any additional information that national authorities will use to verify the national eligibility criteria for funding.

Part B of the proposal is uploaded by the applicant into the ARTEMIS Proposal Service.

Only black and white copies of Part B are used for evaluation and you are strongly recommended therefore not to use colour in your document. Do not insert hypertext links, only the text of your Part B will be read, not any documents linked to it.

A maximum length may be specified for the different sections of Part B, or for Part B as a whole (see annex 4 of this Guide). You must keep your proposal within these limits. 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 the evaluating experts.

Part C is a number of PDF or ZIP files. For each participant from France, Germany, Hungary or Italy you need to submit a PDF or ZIP file according to the guidelines given in Annex 4 under respectively France, Germany, Hungary and Italy.

4. Proposal submission

About the APS

Proposals must be submitted electronically, using the **ARTEMIS Proposal Service (APS)**. Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated.

All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline.

You can access the APS from the call page on https://www.artemis-ju.eu/call_2008 The APS system has a built in help function. The most important points are explained below.

Use of the system by the proposal coordinator

As a coordinator you can:

- register as interested in submitting a proposal
- set up (and modify) your consortium by inviting/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your own administrative details
- download the document template for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit the complete proposal Part A, Part B (one PDF file) and Part C (as several PDF or ZIP files).

Use of the system by the other participants

Other participants can:

- complete their own sections A2 (participant details)
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)
- view the whole proposal.
- for participants from France, Germany, Hungary or Italy, upload the relevant PDF or ZIP file according to the guidelines given in Annex 4.

Submitting the proposal

Only the coordinator is authorised to submit the proposal.

Completing the Part A forms in the APS and uploading a Part B and Part Cs (if applicable) does not yet mean that your proposal is submitted. **You must press the button "SUBMIT PROPOSAL".**

The APS then performs an automatic validation of the proposal for such problems as missing data, viruses, wrong file format or excessive file size. Submission is blocked until these problems are corrected. Only when these are corrected may the proposal be submitted.

Therefore "SUBMIT PROPOSAL" starts the final steps for submission; it does not in itself cause the proposal to be submitted.

When successfully submitted, the coordinator sees a message that indicates that the proposal has been received. This automatic message is not the official acknowledgement of receipt (see Section 6). The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.

For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 20 MBytes to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters, special characters and spaces must be avoided.

■ *You are advised to clean your document before converting it to PDF (e.g. accept all tracked changes, delete notes).*

Check that your conversion software has successfully converted all the pages of your original document (e.g. there is no problem with page limits).

Check that your conversion software has not cut down landscape pages to fit them into portrait format. Check that captions and labels have not been lost from your diagrams

Please note that your proposal will be printed in black and white on plain A4 paper for the evaluation.

About the deadline

Call deadlines are absolutely firm and are strictly enforced.

The APS will be closed for this call at the call deadline. After this moment, access to the APS for this call will be impossible. Do not wait until the last moment before submitting your proposal!

Please note that you may submit successive drafts of your proposal through the APS. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline**.

Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.

Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.

*The submission of a proposal requires some knowledge of the APS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **You are advised not to delegate the job of submitting your proposal!***

Correcting or revising your proposal

Errors discovered in proposals submitted to the APS can be rectified by simply submitting a corrected version. So long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, however, the JU can accept no further additions, corrections or re-submissions. The last eligible version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

Ancillary material

Only a single PDF file comprising the complete Part B and a number of specific participants' Part C PDF or ZIP files can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

Withdrawing a proposal

You may withdraw a proposal before the call deadline by submitting a revised version with a Part B section containing only the following text:

"The applicants wish to withdraw this proposal. It should not be evaluated".

You may also withdraw a proposal after the deadline. Contact the APS help desk.

5. Check list

Preparing your proposal

- **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the topics open in this call.
- **Is your proposal eligible?** The eligibility criteria for proposals can be found in the "eligibility criteria" document attached to the Call text. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- **Is your proposal complete?** Proposals must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the scientific and technical description of your proposal and Funding calculation form annex as described in chapter 3 of this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated. Participants that do not include the appropriate information on the corresponding funding calculation forms may not be eligible for allocation of public funding. If you have partners from France, Germany, Hungary or Italy you need to upload one Part C (PDF or ZIP File) for each participant from these countries.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (see annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** There may be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are advised to inform your National Contact Point of your intention to submit a proposal (see contact information in Annex 1 of this Guide). Remember also the other support services listed in Annex 1 of this Guide.

Final checks before submission

- Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?
- Is your Part B in portable document format (PDF), including no material in other formats?
- Is your Part B filename made up only of the letters A to Z and numbers 0 to 9 without special characters or spaces?
- Have you printed out your Part B, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file.
- Is your Part B file within the size limit of 20 MBytes?
- Is the individual Part C files within the size limit of 10MBytes each?

- Have you virus-checked your computer? The APS will automatically block the submission of any file containing a virus.

The deadline: very important!

- Have you made yourself familiar with the APS in good time?
- Have you allowed time to submit a draft version of your proposal well in advance of the deadline (at least several days before), and then continued to improve it with regular resubmissions?
- Have you completed the APS submission process for your final version?

6. What happens next

Shortly after the call deadline, the ARTEMIS JU will send an **Acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named as “person in charge” on the A2 form of participant no. 1. Please note that the brief electronic message given by the APS system after each submission is not the official Acknowledgement of receipt.

The sending of an acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

If you have not received an Acknowledgement of receipt within 12 working days after the call deadline, you should contact the ARTEMIS Help desk. However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and check the junk mail box of your email system for a few days following the close of the call.

The ARTEMIS JU will check the eligibility criteria for proposals. All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in Annex 2 of this Guide.

Soon after the completion of the evaluation and selection process, the results will be finalised and all coordinators will receive a letter containing initial information on the results of the evaluation, including the **Evaluation Report (ER)** giving the opinion of the experts on their proposal and any other information decided by the Public Authorities Board of the ARTEMIS JU. However, even if the experts viewed your proposal favourably, the ARTEMIS JU cannot at this stage indicate if there is a possibility of funding.

If you have not received your ER by the date referred to in Annex I of this Guide, please contact the ARTEMIS Help desk.

Based on the results of the evaluation by experts and on checks against the pre-defined JU and national¹ eligibility criteria for funding, the Public Authorities Board of the ARTEMIS JU draws up the final list of selected proposals for possible funding, taking account of the available budgets.

Official letters are then sent to the applicants. If your proposal has been successful, this letter will mark the beginning of a negotiation phase. Due to budget or other constraints, it is possible that not all participants in a project are allocated national and/or JU funding. It is also possible that, due

¹ In the case of participants from ARTEMIS Member States. The checks of compliance with the national eligibility criteria shall be based on the verifications carried out by the respective national funding authorities.

to budget constraints, your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded in this occasion.

7. Project negotiations

Negotiation procedure

Negotiations between the applicants and the ARTEMIS JU aim to conclude a grant agreement which provides for JU funding of the proposed work and, where appropriate¹, a corresponding national grant agreement providing for additional national funding of the work. The negotiations follow a negotiation mandate decided by the Public Authorities Board of the ARTEMIS JU that covers both the scientific/technological and the administrative and financial aspects of the project. The staff conducting these negotiations on behalf of the ARTEMIS JU will be working within a predetermined budget envelope. They will refer to any recommendations which the experts or the Public Authorities Board may have made concerning modifications to the work presented in the proposal. The ARTEMIS JU may be assisted by experts during the negotiation.

In addition to any points raised in the ER, the applicants may receive requests for further administrative, legal, technical and financial information necessary for the preparation of the JU grant agreement. The ARTEMIS JU may request changes, possibly including modifications to the budget, in line with the negotiation mandate given by the Public Authorities Board of the JU. The ARTEMIS JU will justify all requested changes, but substantial changes of proposals not foreseen in the mandate will need approval by the Public Authorities Board.

Negotiations are carried out between the JU and the project coordinator who represents all the partners in a consortium. Negotiation of managerial and technical aspects would address, in particular, requested revisions to the proposed work. Negotiation of legal aspects would cover, in particular, the verification of the existence and legal status of the participants, review of any special clauses in the grant agreements, or conditions required for the project, and any other aspects relating to the development of the final grant agreements (including date of start of project, timing of reports and other legal requirements). The financial aspects could cover the establishment of the JU contribution, or the assessment of the financial capacity of project participants.

In accordance with the financial rules (to be published) of the ARTEMIS JU, grants may not be awarded to potential participants who are, at the time of a grant award procedure, in one of the situations referred to in section 2.2 of the eligibility criteria document (relating, for example, to bankruptcy, convictions, grave professional misconduct, social security obligations, other illegal activities, previous break of contract, conflicts of interest, misrepresentation).

Any potential participant who has committed an irregularity in the implementation of any other action under a Community Programme may be excluded from the selection procedure at any time, with due regard given to the principle of proportionality. Any proposal which does not fulfil the conditions set out in the Call for Proposals or in the eligibility criteria document attached to the call shall not be selected.

If it proves impossible to reach agreement with a coordinator, acting on behalf of the consortium, within a reasonable deadline that the JU may impose on any matter covered during the negotiation stage, negotiations may be terminated and the proposal rejected by the ARTEMIS JU.

The ARTEMIS JU may terminate negotiations if the coordinator proposes to modify the project in terms of its objectives, content, consortium composition or other aspects, to the extent that it

¹ In the case of participants coming from ARTEMIS Member States, the previous conclusion of national grant agreements is necessary for the establishment of the JU grant agreement

becomes significantly different from the proposal that was evaluated, or in a manner that it is not in line with the negotiation mandate.

Negotiation of proposals from the reserve list may begin once it is clear that sufficient budget has become available to fund one or more of these projects. Subject to budget availability, negotiations should begin with the proposals at the top of the reserve list and should continue in the order of the final ranking.

The ARTEMIS JU will publish Negotiation guidelines for further information on the negotiation procedure.

Award of a grant

If negotiations are successful and no further decision from the Public Authorities Board is needed (i.e. in cases of substantial changes outside the negotiation mandate), the ARTEMIS JU shall transmit to the coordinators of the selected consortia the JU grant agreement and the accession forms for signature.

At the same time, in the case of participants from ARTEMIS Member States, the ARTEMIS JU shall transmit to the respective national funding authorities the results of the negotiations and all relevant documentation in order for them to proceed with the establishment of the corresponding national grant agreements with the said participants according to national eligibility criteria and any other national financial and legal requirements¹.

Where national grant agreements are to be concluded, the signature of, or accession to, the JU grant agreement will only take place after the signature of the corresponding national grant agreement.

¹ The final approved "Technical Annex" resulting from the evaluation and negotiation process carried out by the ARTEMIS JU will be the same (except for translations if necessary) for establishing the corresponding national grant agreement in all participating ARTEMIS Member States.

Annexes

- Annex 1 Timetable and specific information for this call
- Annex 2 Evaluation criteria and procedure
- Annex 3 Instructions for completing Part A of the proposal
- Annex 4 Instructions for drafting Part B of the proposal

Annex 1: Timetable and specific information for this call

- **Indicative timetable for ARTEMIS Call 1**

Publication of call	8th May 2008
Deadline for submission of proposals	3 rd September 2008 <i>17h00 Brussels time</i>
Evaluation of proposals	<i>Commencing September 2008</i>
Evaluation Reports sent to all proposal coordinators	<i>Late October/Early November 2008</i>
Invitation letter to successful applicants to launch negotiations with JU services	<i>November 2008</i>
Letters to unsuccessful applicants	<i>From December 2008</i>
Signature of first grant agreements	<i>December 2008</i>

- **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.

General sources of help

ARTEMIS JU Help desk

e-mail: ict@ec.europa.eu
Tel: +32 2 296 8596
Fax: +32 2 296 8388

APS Help desk (IT Tool)

e-mail: helpdesk@artemis-ju.eu
Tel: +31 88 0036 181
Fax: +31 88 0036 180

National Funding Authorities
Contact list

https://www.artemis-ju.eu/call_2008

ARTEMIS JU
ARTEMISIA
ICT National Contact Points
FP7 Enquiry service

<https://www.artemis-ju.eu>
<https://www.artemis-ia-association.eu/>
http://cordis.europa.eu/fp7/ncp_en.html
<http://ec.europa.eu/research/enquiries>

Support projects

Idealist partner search project
IPR helpdesk

<http://www.ideal-ist.net/>
<http://www.ipr-helpdesk.org/index.html>

Legal documents generally applicable

Council Regulation (EC) No 74/2008 on the establishment of the 'ARTEMIS Joint Undertaking' to implement a Joint Technology Initiative in Embedded Computing Systems
ARTEMIS Call 2008
ARTEMIS JU financial rules

Decision of the Public Authorities Board of the ARTEMIS Joint Undertaking on the evaluation and selection procedures related to calls for proposals – ARTEMIS-PAB-4/08

All the above at <https://www.artemis-ju.eu/>

Contractual information (to be published)

Negotiation guidelines
Model grant agreement
Guide to financial issues

Other useful information

Project agreement (ARTEMISIA): <https://www.artemisia-association.eu/>

Consortium agreement checklist (FP7): ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf

Annex 2: Evaluation criteria and procedures to be applied to proposals in this call

1. General

All eligible proposals will be evaluated by independent experts.

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective and to behave throughout in a professional manner. All experts will sign a declaration of confidentiality and no conflict of interest before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In addition, an independent expert or experts may be appointed to observe the evaluation process from the point of view of its working and execution. The role of the observer(s) is to give independent advice to the JU on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria and on ways in which the procedures could be improved. The observer(s) will not express views on the proposals under examination or the experts' opinions on the proposals.

2. Before the evaluation

On receipt by the ARTEMIS JU, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for proposals listed in section 3 are also checked by ARTEMIS JU staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

The ARTEMIS JU establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate balance between academic and industrial expertise as well as between providers and users;
- A reasonable distribution of geographical origins.

The Executive Director of the ARTEMIS JU allocates four experts (two evaluators from the experts suggested by the Industry and Research Committee and two from experts suggested by the Public Authorities Board) to individual proposals, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Evaluation of proposals

At the beginning of the evaluation, experts will be briefed on the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

The proposal will be evaluated against the following pre-determined evaluation criteria:

1. Relevance and contributions to the content and objectives of the Call
 - o Relevance will be considered in relation to the work programme open in a given call
- 2 R&D innovation and technical excellence
 - o Soundness of the concept and quality of the scientific and technological objectives
 - o Progress beyond the state-of-the-art
- 3 S&T approach and work plan
 - o Quality and effectiveness of the S&T methodology and associated work plan
- 4 Market innovation and impact

- o Contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme and to the general ARTEMIS targets
 - o Appropriateness of measures for the dissemination and exploitation of project results
 - o Contribution to standards
 - o Management of intellectual property
- 5 Quality of consortium and management
- o Appropriateness of the management structure and procedures
 - o Quality and relevant experience of the individual participants
 - o Quality of the consortium as a whole including complementarities, balance and involvement of SMEs
 - o Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment)

Evaluation scores will be awarded for each of the five criteria, and not for the sub-criteria. Each criterion will be scored out of 10. No weightings will apply. The threshold for the individual criteria (1), (2), (3), (4) will be 6. There is no threshold for the individual criterion (5). The overall threshold, applying to the sum of the five individual scores, will be 35.

4. Individual evaluation

The individual evaluation will be carried out on the premises of the experts concerned ("remotely").

Each proposal will first be assessed independently by the four experts chosen by the Executive Director of the ARTEMIS JU. At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an **Individual Evaluation Report (IER)** giving scores and also comments against the evaluation criteria.

When scoring proposals, experts must only apply the above evaluation criteria.

Experts will assess and mark the proposals exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justification will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

Signature of the IER also entails a declaration that the expert has no conflict of interest in evaluating a particular proposal.

Scope of the call: It is possible that a proposal is found to be out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, an ARTEMIS JU staff member will be informed immediately and the views of the other experts will be sought. If the general view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation and it will be deemed ineligible.

5. Panel session

Once all the experts to whom a proposal has been assigned have completed their IER, the Executive Director of the JU organises the panel session. The Executive Director assigns the evaluators that will participate in the panel.

The panel session is chaired by the Executive Director or by his/her appointed staff of the JU. In this session, evaluators synthesise and consolidate the individual evaluators' scores, remarks and recommendations for each proposal. These recommendations will address, if appropriate, adjustments to the total costs and the technical content of the proposal, and will identify key partners and activities necessary for the success of the project if selected. The outcome of the panel session is the Evaluation Report for each proposal.

Two lists of proposals are established by the panel: "above threshold" and "below threshold". Proposals with a score below threshold in any of the individual criteria (1), (2), (3) or (4) or below the minimum total threshold are included in the "below threshold" list. The "above threshold" list is ordered according to the total score of the proposals.

6. Verification of eligibility criteria for funding

Before the selection of proposals the Executive Director will verify participants against the JU and national eligibility criteria for funding (as described in the "eligibility criteria" document attached to the Call text). These verifications will be done on the basis of verifications made by national funding authorities of their national participants in proposals against national eligibility criteria for funding, and by the Commission of all participants against the JU eligibility criteria for funding.

7. Selection of proposals

The Executive Director presents to the Public Authorities Board (PAB) of the JU the "above threshold" list, and on this basis the PAB decides on the final ranking of proposals. Any change to this relative order of proposals is decided by the PAB taking into account the proposals' synergy with EU and national R&D and innovation¹ policies and activities as well as the overall coverage of the objectives of the Call. The justifications for such changes are recorded and communicated by the Executive Director to the applicants.

Following this decision and on the basis of the final ranking of proposals, the PAB decides on the selection of proposals and the allocation of public funding, taking into account the budgets available and the verifications of national and JU eligibility criteria for funding made in the previous step. The PAB will also decide which proposals are not viable in the light of the public funding available.

The PAB may decide to create a reserve list of proposals that could proceed to the negotiation step if sufficient funding becomes available (e.g. following failure of negotiations).

The coordinators of proposals will receive the **Evaluation Report** and any other information decided by the Public Authorities Board of the ARTEMIS JU. For selected proposals, an invitation will be sent by the ARTEMIS JU to start the negotiations (taking into account the public funding allocated by the PAB and the potential recommendations for changes).

¹ Only R&D policies that are applied by the Community and national governments at the time of the Call and that have been made widely and publicly available can be taken into account.

Annex 3: Instructions for completing Part A of the proposal

Proposals in this call must be submitted electronically, using the ARTEMIS Proposal System (APS) The procedure is summarised in section 4 of this Guide.

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the participants in the consortium.

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *You have inserted zeros ("0") where there are no costs or funding figures. Leaving cells empty will block the submission of your proposal*
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*

The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance will also be available. The precise questions and options in APS are presented in a different layout than the forms you see underneath. However, when you have filled in all the necessary information you can print Part A for your own verification of the data.

Proposal Submission Forms



ARTEMIS
Joint Undertaking

**Full Project
Proposal**

**A2
Participants**

One form A2 per participant

Proposal Number		Proposal Acronym	[filled in from A1]	Participant number ^{vi}	
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If registered for FP7, enter your Participant Identity Code (PIC) ^{vii}	
--	--

Information on the organisation

Legal name ^{viii}			
Organisation short name ^{ix}			
Legal Address			
Street name			Number
Town			
Postal Code / Cedex			
Country ^x			
Internet homepage			

Leading researcher in charge of this proposal

Family name		First name(s)	
Title ^{xi}		Sex (Female – F / Male – M) ^{xii}	
Position in the organisation			
Department/Faculty/Institute/Lab name			
Phone 1 ^{xiii}		Phone 2	
E-mail		Fax	

Status of your organisation

Please tick the relevant box(es) to characterise your organisation as completely as possible.

<input type="checkbox"/>	Natural person ^{xiv}
<input type="checkbox"/>	Legal Person ^{xiv}
<input type="checkbox"/>	Non-profit
<input type="checkbox"/>	Non-profit research organisation ^{xv}
<input type="checkbox"/>	Public body ^{xvi}
<input type="checkbox"/>	International organisation ^{xvii}
<input type="checkbox"/>	Secondary and higher education establishment ^{xviii}
<input type="checkbox"/>	Enterprise ^{xix}
<input type="checkbox"/>	SME ^{xx}
<input type="checkbox"/>	None of the above
	Please specify

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

Transfer of contact details to ARTEMISIA

Please tick this box if you agree that the ARTEMIS Joint Undertaking provides your contact details to the ARTEMISIA association, which acts as a representative of R&D actors in the field of embedded computing systems in Europe. The ARTEMISIA association would then be entitled to use your contact details only for sending you information about its services and membership conditions via e-mail, telephone or post. ARTEMISIA would not further transfer this information to third parties. Ticking or not ticking this box has no influence on the evaluation of your proposal by the ARTEMIS JU.

ⁱ **Organisation Legal Name**

It is the official name of your organisation. If applicable, enter the name under which your organisation is registered in the official trade registers.

ⁱⁱ **Title**

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

ⁱⁱⁱ **Sex**

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

^{iv} **Country**

Insert the name of the country as commonly used.

^v **Phone and fax numbers**

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

^{vi} **Participant number**

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

^{vii} **Participant Identity Code**

If your organisation has participated to at least one FP7 indirect action (project), you have received a Participant Identity Code (PIC).

^{viii} **Organisation Legal Name**

It is the official name of your organisation. If applicable, enter the name under which your organisation is registered in the official trade registers.

^{ix} **Organisation Short Name**

Choose an abbreviation of your Organisation Legal Name, only for use in this proposal. This should not be more than 4 characters and the same should be used for the participant in all documents relating to the proposal.

^x **Country**

Insert the name of the country as commonly used.

^{xi} **Title**

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

^{xii} **Sex**

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

^{xiii} **Phone and fax numbers**

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

xiv Legal person or Natural person

Legal entities can be either legal persons or natural persons. A legal person is an entity created under national law of its place of establishment, or under Community law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations. Natural person refers to a physical person. The place of establishment refers in this case to the habitual residence of the person.

xv Research organisation

Research organisation means a legal entity established as a non-profit organisation that carries out research or technological development as one of its main objectives.

xvi Public body

Public body means any legal entity established as such by national law.

xvii International organisation

International organisation means an intergovernmental organisation other than the Community which has legal personality under international public law, as well as any specialised agency set up by such an international organisation.

xviii Secondary and higher education establishment

Organisations that deliver diplomas recognised by a country (typically universities).

xix Enterprise

Any entity engaged in an economic activity, irrespective of its legal form.

xx SME

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003
(see http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm).

An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 250 persons
- has an annual turnover not exceeding EUR 50 million, and/or
- an annual balance sheet total not exceeding EUR 43 million
- is autonomous

Please note that some additional requirements have to be fulfilled (see http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm).

The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:

- (a) employees;
- (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law;
- (c) owner-managers;
- (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

ATTENTION: Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.

The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.

In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a bona fide estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.

xxi Previously submitted similar proposals or signed contracts

If one or several of the participants have submitted or are in the process of submitting the same or a similar proposal to other public funding programmes insert YES, or else NO. If yes, give the programme name, year of submission and proposal number or contract number.

Annex 4: Instructions for drafting Part B of the proposal

Cover Page

Proposal full title

Proposal acronym

Sub-programme addressed (see Annual Work Programme 2008 section 3.2)

Industrial Priority addressed see Annual Work Programme 2008 section 3.1)

(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	Part. short name	Country	ARTEMIS Member state (Y/N)	EU Member state/Assoc country (Y/N)
1 (Coordinator)					
2					
3					

** Please use the same participant numbering as that used in Proposal submission forms A2*

Proposal abstract

(copied from Part A)

Table of Contents

Part B Section 1 - Relevance and contributions to the content and objectives of the Call

Relevance

Show the relevance of your proposal in relation to at least one or more of the Industrial Priorities (see section 3.1 in Annual Work Programme 2008) and one or more of the sub-programmes (section 3.2 in Annual Work Programme 2008)

(Recommended length 2 pages)

Part B Section 2 - R&D innovation and technical excellence

Concept and objectives

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

Describe in detail the overall objectives as well as the underpinning S&T objectives. The objectives should be those to be achieved within the project, not through subsequent development. They should be stated in a measurable and verifiable form.

Progress beyond the state-of-the-art

Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. Explain the main technological or scientific innovations you aim to achieve and why they would be important.

(Recommended length for the whole of Section 2 –5 pages)

Part B Section 3 - S&T approach and work plan

Quality and effectiveness of the 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 present your plans as follows:

- i) Describe the overall strategy of the work plan (*Maximum length – one page*)
- 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 3a);
 - Deliverables list (please use table 3b);
 - List of milestones (please use table 3c)
 - Description of each work package (please use table 3d)
 - Summary effort table (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

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.

(Recommended length for the whole of Section 3 –15 pages not including the Gantt chart, Pert diagram or tables 1.3a-e)

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.

Table 3 a: Template - Work package list

Work package list

Work package No ¹	Work package title	Lead partic no. ²	Lead partic. short name	Person-months ³	Start month ⁴	End month ⁵
	TOTAL					

¹ Workpackage number: WP 1 – WP n.
² Number of the participant leading the work in this work package.
³ The total number of person-months allocated to each work package.
⁴ Measured in months from the project start date (month 1).

Table 3 b: Template - Deliverables List

List of Deliverables

Del. no. ¹	Deliverable name	WP no.	Nature ²	Dissemination level ³	Delivery date ⁴ (proj. month)

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 JU).

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

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

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

Table 3c Template - List of milestones

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 a 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 verification ²

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 3 d: Template - Work package description

Work package description

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

Objectives

Description of work (possibly broken down into tasks) and role of partners

Deliverables (brief description) and month of delivery

Table 3e Summary of effort

Summary of effort

A summary of the effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure **in bold**.

Partic. no.	Partic. short name	WP1	WP2	WP3	...	Total person months
1						
2						
3						
Etc						
Total						

Part B Section 4 - Market innovation and impact

Impact

Describe the contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme and to the general ARTEMIS targets. Also describe any additional contributions to the broader ARTEMIS goals of industrial competitiveness, sustainability (environmental, energy, use of raw materials etc.), and helping the emergence of new markets or of applications that address societal challenges.

Dissemination and exploitation

Describe the plans and measures for the dissemination and exploitation of project results. Show how the project results would be used to produce innovative products, processes or services that have a significant market potential.

Contribution to standards and regulations

Describe any contributions to standards which may arise from the proposed project and explain their importance as requested in section 4.6 of the Annual Work Programme 2008.

Management of intellectual property

Describe the arrangements made by the consortium for the management of intellectual property brought to the project by the participating partners, and arising from the joint work within the project.

(Recommended length for the whole of Section 4 – 10-15 pages)

Part B Section 5 - Quality of consortium and management

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.

(Recommended length 5 pages)

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 CVs of the individuals who will be undertaking the work.

(Recommended length: one page per participant + CVs)

Consortium as a whole

Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and 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 and in order to ensure exploitation of the results and to achieve the desired impacts. Show 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.

(No recommended length for this section – depends on the size and complexity of the consortium)

Resources to be committed

Describe how the the necessary resources will be mobilised. Show how the overall financial plan for the project is adequate.

In addition to the personnel costs/effort indicated elsewhere in the proposal, please identify any other major costs (e.g. equipment).
(Recommended length – 2 pages)

Part B Annex A – Funding calculation forms

Annex A.1 (for partners established in ARTEMIS Member States)

For each participant from an ARTEMIS Member State please fill in the standard form underneath and include it in your part B of the proposal. Furthermore transfer the totals to the Form A1 in the ARTEMIS Proposal Service (APS) system. In order to calculate your national contributions please see details under each country.

Partner x	Total eligible costs according to national rules (in €)	National Contribution requested (in €)
Fundamental/Basic Research		
Industrial/Applied Research		
Experimental development		
Total		
Total requested from the JU (16.7% of total above)		

National eligibility criteria information

Please provide also in this Annex any additional necessary information, which does not fit in any other section of the proposal that will allow the national funding authorities to verify the corresponding eligibility criteria for national funding.

Example (Start)

In order to help you understand what information is needed in Annex A an example is given here of a consortium with six partners:

- Partner 1: Belgian SME doing 50% industrial research and 50% experimental development
- Partner 2: French large enterprise doing 70% industrial research and 30% experimental development
- Partner 3: Swedish large enterprise doing only industrial research
- Partner 4: German SME doing 50% industrial research and 50% experimental development
- Partner 5: Maltese university doing 100% industrial research
- Partner 6: Estonian university doing 100% industrial research

Each partner first needs to calculate its total cost according to national rules. In each national section underneath please find a link to web-pages explaining how to do this. For our example we now assume that each partner has done this calculation and here is the result:

- Partner 1: Total cost: 1.000.000 €
- Partner 2: Total cost: 1.500.000 €
- Partner 3: Total cost: 800.000 €
- Partner 4: Total cost: 1.500.000 €
- Partner 5: Total direct cost: 300.000 €+ overheads 20%=360.000 €
- Partner 6: Total cost: 400.000 €

The 6 forms that have to be included in Annex A in the proposal will then look like this:

Partner 1 Belgian SME	Total eligible costs according to national rules (in €)	National Contribution requested (in €)
Fundamental/Basic Research	0	0
Industrial/Applied Research	500000	216500
Experimental development	500000	91500
Total	1000000	308000
Total requested from the JU (16.7% of total above)	167000	

Please include this form in Part B (Annex A) of your proposal

For Belgian SMEs the national contribution for industrial research is (33.3 + 10) %:
500 000*43.3%=216 500

For Belgian SMEs the national contribution for experimental development is (8.3 + 10) %:
500 000*18.3%=91 500

The JU contribution is 16.7% of 1 000 000=167 000

The 3 totals (1 000 000, 308 000, 167 000) are then transferred to Form A1 in the APS system.

Partner 2 French Large enterprise	Total eligible costs according to national rules (in €)	National Contribution requested (in €)
Fundamental/Basic Research	0	0
Industrial/Applied Research	1050000	139650
Experimental development	450000	59850
Total	1500000	199500
Total requested from the JU (16.7% of total above)	250500	

Please include this form in Part B (Annex A) of your proposal

For French Large enterprises the national contribution for industrial research is 13.3%:
 $1050000 * 13.3\% = 139650$

For French Large enterprises the national contribution for experimental development is 13.3%:
 $450000 * 13.3\% = 59850$

The JU contribution is 16.7% of 1500000 = 250500

The 3 totals (1500000, 199500, 250500) are then transferred to Form A1 in the APS system.

Partner 3 Swedish Large enterprise	Total eligible costs according to national rules (in €)	National Contribution requested (in €)
Fundamental/Basic Research	0	0
Industrial/Applied Research	800000	146400
Experimental development	0	0
Total	800000	146400
Total requested from the JU (16.7% of total above)	133600	

Please include this form in Part B (Annex A) of your proposal

For Swedish large enterprises the national contribution for industrial research is 18.3%:
 $800000 \times 18.3\% = 146400$

The JU contribution is 16.7% of 800000 = 133600

The 3 totals (800000, 146400, 133600) are then transferred to Form A1 in the APS system.

Partner 4 German SME	Total eligible costs according to national rules (in €)	National Contribution requested (in €)
Fundamental/Basic Research	0	0
Industrial/Applied Research	750000	249750
Experimental development	750000	62250
Total	1500000	312000
Total requested from the JU (16.7% of total above)	250500	

Please include this form in Part B (Annex A) of your proposal

For German SMEs the national contribution for industrial research is 33.3%:
 $750000 \times 33.3\% = 249750$

For German SMEs the national contribution for experimental development is 8.3%:
 $750000 \times 8.3\% = 62250$

The JU contribution is 16.7% of 1500000 = 250500

The 3 totals (1500000, 312000, 250500) are then transferred to Form A1 in the APS system.

Partner 5 Maltese university	Total eligible costs (in €)
Direct costs (in €)	300000
Indirect costs 20% (in €)	60000
Total	360000
Total requested from the JU (16.7% of total above)	60120

Please include this form in Part B (Annex A) of your proposal

The JU contribution is 16.7% of 360000=60120

The 2 totals (360000, 60120) are then transferred to Form A1 in the APS system.

Partner 6 Estonian University	Total eligible costs according to national rules (in €)	National Contribution requested (in €)
Fundamental/Basic Research	0	0
Industrial/Applied Research	400000	0
Experimental development	0	0
Total	400000	0
Total requested from the JU (16.7% of total above)	66800	

Please include this form in Part B (Annex A) of your proposal

Estonia is an ARTEMIS Member State but Estonia has decided in the ARTEMIS 2008 Call not to allocate any national funding. However, Estonian participants should calculate their total cost according to the national Estonian rules.

The JU contribution is 16.7% of 400000=66800

The 3 totals (400000, 0, 66800) are then transferred to Form A1 in the APS system.

This is part of the corresponding A1 form that has to be submitted through the ARTEMIS Proposal System.

Costs and funding				
Participant n°	Country	Total eligible costs (in €)	Requested ARTEMIS JU contribution (in €)	National requested contribution (in €)
1	BE	1000000	167000	308000
2	FR	1500000	250500	199500
3	SE	800000	133600	146400
4	DE	1500000	250500	312000
5	MT	360000	60120	0
6	ET	400000	66800	0
	Total	5560000	928520	965900

Example (End)

B.1.1 Austria

For the national funding authority: www.ffg.at/artemis

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	25%	35%	45%	59%
Industrial/Applied Research	25%	35%	45%	59%
Experimental development	25%	35%	45%	59%

B.1.2 Belgium

For the national funding authority: www.iwt.be . For further information please contact Carine Lucas (cl@iwt.be) or Anne Van den Bosch (avb@iwt.be).

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries (1)			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises (2)	Small Enterprises (3)	Public Research Institutes and Universities (4)
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	33,3%	33,3%	33,3%	0%
Experimental development	8,3%	8,3%	8,3%	0%

Notes:

(1) These percentages are given under the constraints that the project proposal fulfills the ARTEMIS eligibility criteria and that no participant in the ARTEMIS project holds more than 70% of the total ARTEMIS project budget.

(2) SME's could receive 10% extra.

(3) Small enterprises could receive 20% extra.

(4) Can act as subcontractor in the legal sense.

Additional:

- 10% extra can be given to projects fulfilling specific political goals such as contributing to sustainable development or cooperation with research institutes.

B.1.3 Czech Republic

Principal legal rules and regulations and documents on research and development in the Czech Republic:

<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=15607>

<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=858>

<http://www.mvcr.cz/sbirka/2008/sb025-08.pdf>

Type of Organisation Type of activity	Maximum percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research	33,3%	33,3%	33,3%	83,3%
Experimental development	8,3%	8,3%	8,3%	83,3%

Additional:

For private enterprises total public funding (national +ARTEMIS JU) can be provided up to 80 % of the eligible costs.

The limit 80% for the industrial participants is related to the requirement that the CZ industrial partners will be asked to plan mix of:

Fundamental/Basic research
Industrial/Applied research
Experimental development

The maximal limit of 80% = 63,3 + 16,7 means, that companies can have their Fundamental/Basic research funded at 100% = 83,3 + 16,7 but they have to complement it with other 2 types of activities funded at 50% = 33,3 + 16,7 and 25%= 8,3 + 16,7 to reach the max public funding limit 80% = 63,3 + 16,7.

Detailed specifications for funding are governed by Government Regulation No. 83/2008 Coll.“

<http://www.mvcr.cz/sbirka/2008/sb025-08.pdf>

B.1.4 Denmark

For the national funding authority: <http://fi.dk/site/forside/internationalt/eu-samarbejde>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	13.3%	48.3%	48.3%	58.3%
Industrial/Applied Research	13.3%	48.3%	48.3%	58.3%
Experimental development	13.3%	48.3%	48.3%	58.3%

B.1.5 Estonia

For the national funding authority: Estonian Science Foundation – <http://www.etf.ee>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	0%	0%	0%	0%
Experimental development	0%	0%	0%	0%

B.1.6 Finland

Eligible costs according to Finnish national rules:

http://www.tekes.fi/rahoitus/yritys/yleiset_ehdot.html

http://www.tekes.fi/rahoitus/laitos/yleiset_ehdot.html

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	20 %	48 %	48 %	55 % ³
Industrial/Applied Research	20 %	48 %	48 %	55 % ³
Experimental development	20 %	33 % ¹	43 % ²	55 % ³

¹. A typical project comprises both industrial research and experimental development work. For medium enterprises, the overall funding level is up to 64,7% if, at least, 60% of the project volume is industrial research. If the project comprises 100% experimental development work, the national funding level is 33%.

². A typical project comprises both industrial research and experimental development work. For small enterprises, the overall funding level is up to 64,7% if, at least, 20% of the project volume is industrial research. If the project comprises 100% experimental development work, the national funding level is 43%.

³. Full Cost Model accounting.

B.1.7 France

Reference website where partners can calculate what their eligible cost are according to national rules: <http://www.telecom.gouv.fr/artemis>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities (2)
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	13,3%	13,3%	13,3%	83,3%
Experimental development	13,3%	13,3%	13,3%	83,3%

Notes:

- (1) The basis for eligible costs are total costs.
- (2) The general basis for eligible costs are the marginal costs. For more details, see the reference website.

Please note that for each French participant you need to create a ZIP file with administrative information requested by the French authorities and upload this in the ARTEMIS Proposal Submission system as **Part C** (one file for each participant). Specific information on the content and how to create this ZIP file can be found at: <http://www.telecom.gouv.fr/artemis>

B.1.8 Germany

Basic principles of R&D-funding by BMBF are described in "Staatliche Beihilfe Nr. N 375/2007 – DEUTSCHLAND, IKT 2020 - Forschung für Innovationen (Änderung der bestehenden Beihilferegulung N 602/2003 ,Mikrosysteme)" http://ec.europa.eu/community_law/state_aids/comp-2007/n375-07.pdf

Type of Organisation Type of activity		Percentage of the national subsidy to the beneficiaries (1)			
		Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises (2)	Small Enterprises (2)	Public Research Institutes and Universities (3)
Fundamental/Basic Research		33.3%	33.3%	33.3%	83.3%
Industrial/Applied Research		33.3%	33.3%	33.3%	33.3%
Experimental development		8.3%	8.3%	8.3%	8.3%

Note:

(1) The amounts reported in the table are upper limits which may not be exceeded. Funding rates need to be justified within the limits of the aid intensity – also taking into account national funding policies and budgetary considerations – and might therefore be below the reported rates on an individual case basis.

(2) Additional bonuses may be awarded to SMEs, according to the European Commission's SME definition.

(3) The basis for calculating the grants for universities, public research institutes and similar institutions is the eligible project-related expenditure (in the case of Helmholtz centres and the Fraunhofer Gesellschaft (FhG) the eligible project-related costs), which can be funded up to a maximum of 100% - JU%.

Please note that for each German participant you need to create a ZIP file with administrative information requested by the German authorities and upload this in the ARTEMIS Proposal Submission system as Part C (one file for each participant). Specific information on the content and how to create this ZIP file can be found at: <http://www.pt-it.pt-dlr.de/de/artemis.php>

B.1.9 Greece

Reference weblink where partners can calculate what their eligible cost are according to national rules:
<http://www.gsrt.gr>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33.3%	33.3%	33.3%	83.3%
Industrial/Applied Research	33.3%	33.3%	33.3%	83.3%
Experimental development	18.3%	28.3%	28.3%	83.3%

B.1.10 Hungary

The Reference web link where partners can calculate what their eligible cost are according to national rules is: <http://www.nkth.gov.hu/artemis>

Type of Organisation Type of activity	Percentage of costs covered by national funding*			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83.3%	83.3%	83.3%	83.3%
Industrial/Applied Research projects	33.3%	43.3% (1)	53.3% (2)	83.3%
Experimental development projects	8.3%	18.3% (1)	28.3% (2)	83.3%

*Please read the "Additional rules" carefully!

Please note that each Hungarian participant needs to create a ZIP file with administrative information requested by the Hungarian authorities and to upload this in the ARTEMIS Proposal Submission system as Part C (one file for each participant). Specific information on the content and how to create this ZIP file can be found at: <http://www.nkth.gov.hu/artemis>

Notes:

- (1) Might be increased by 10%
- (2) Might be increased by 20%

Additional:

Funding intensity may be increased by a further 15% up to a maximum of 80% (This means the whole public funding (national Hungarian funding + JU funding))

a) for industrial research and experimental development if the project is implemented through an actual cooperation of at least two independent enterprises under the following conditions:

- aa) none of the participating enterprises covers more than 70% of total eligible project costs, and
- ab) the project brings about cooperation with at least one SME or results in cross-border cooperation (i.e. R&D activities are carried out in at least two member countries);

b) for industrial research and experimental development if the project is implemented through an actual cooperation of an enterprise and a research organization under the following conditions:

- ba) the research organization covers at least 10% of eligible costs, and
- bb) the research organization is entitled to publish the results of the research project if those stem from its own research activity;

c) exclusively for industrial research if project results are disseminated to a wide audience at technical and scientific conferences, or are published in scientific and technology periodicals, or made available in freely accessible databases (databanks, where anyone can have access to the raw research data), or by means of open source-code and free software.

For the purposes of points a) and b), subcontracting shall not qualify as actual cooperation.

For a given activity type, consortium members may receive a 15% increase in funding intensity only once and with observing the maximum funding intensity of 80% (This means the whole public funding (national Hungarian funding + JU funding))

If conditions described under point a) or b) or c) are met under a project,

- in the case of industrial research maximum funding intensity shall be 80% for small sized enterprises, 75% for medium sized enterprises and 65% for large enterprises,
- in the case of experimental development maximum funding intensity shall be 60% for small sized enterprises, 50% for medium sized enterprises and 40% for large enterprises.

If the tasks of a given consortium member under a project include different stages of R&D activities, applicable funding intensity - calculated based on the incurred eligible costs - shall be established by calculating the weighted average of the relevant funding intensity figures. **Priority shall be given to projects which are implemented using significant own financial resources.**

Research organizations are organizations, e.g. universities or research units - regardless of their legal form (whether they are regulated by public law or common law) and form of financing -, whose primary objective is to carry out basic research, industrial research and experimental development and the dissemination of the results thereof by means of education, publications or technology transfer; all their profit is reinvested in such activities, dissemination of their results or education; those enterprises which may have influence upon these organizations, like shareholders or members, do not have preferential access to the research capacities of these institutions or to their research results.

B.1.11 Ireland

www.enterprise-ireland.com/JTIs				
Type of Organisation	Percentage of costs covered by national funding			
	Large Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities (1)
	30%	50%	50%	83.3%

Note:

(1) Third level research performing organisations.

B.1.12 Italy

The Italian laws applicable to ARTEMIS projects:

- Decreto Legislativo n. 297 of 27/07/1999
- Decreto Ministeriale n. 593 of 8/08/2000
- Decreto del Ministro dell'Economia e delle Finanze n.90402 del 10 ottobre 2003 d'intesa con il Ministro dell'Istruzione dell'Università e della Ricerca

The only version legally valid is the Italian text published on the Italian Official Journal. These laws can be found on the web site:
: http://www.miur.it/0003Ricerca/0139FAR - /index_cf3.htm

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	20% Grant ⁽¹⁾ + 75% Loan - JU%	30% Grant ⁽²⁾ + 65% Loan - JU%	30% Grant ⁽²⁾ + 65% Loan - JU%	50% - JU% = 33.3%
Experimental development	10% Grant + 70% Loan - JU%	20% Grant + 60% Loan - JU%	20% Grant + 60% Loan - JU%	25% - JU% = 8.3%

Notes:

(1) 25% when at least 75% of the Italian activities are located in the following regions: Abruzzo, Molise, Campania, Puglia, Basilicata, Calabria, Sicilia and Sardegna.

(2) 35% when at least 75% of the Italian activities are located in the following regions: Abruzzo, Molise, Campania, Puglia, Basilicata, Calabria, Sicilia and Sardegna.

Additional:

For any of the above mentioned cases, on top of the percentages mentioned, the following additional contribution can be granted. This additional contribution is given as a grant but with a corresponding reduction of the loan part. The total additional contribution, including the possible 10% additional contribution for SME, can never exceed 25%.

- a. + 10% for the activities performed in the underdeveloped areas of the Country as defined by art. 83.3.a of the Amsterdam Treaty.
- b. + 5% for the activities performed in the underdeveloped areas of the Country as defined by art. 83.3.c of the Amsterdam Treaty.
- c. +10% if at least one of the following conditions is fulfilled.
 - There is a cooperation with at least one organisation from another Country of the European Union.
 - There is cooperation with an Italian university or public research institute. In this case the share of the Universities or research institutes must be greater than 10%.

Please note that for each Italian participant you need to create a ZIP (or PDF) file with administrative information requested by the Italian authorities and upload this in the ARTEMIS Proposal Submission system as **Part C** (one file for each participant). For specific information on the content and how to create this document please contact the Italian Contact person Dr. Aldo Covello.

B.1.13 The Netherlands

For information see on the website: www.senternovem.nl/pointone

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research projects	18.3%	28.3%	28.3%	33.3%
Experimental development projects	8.3%	18.3%	18.3%	8.3%

The maximum national funding per project amounts to: € 3,5 million
This amount is subject to change per call/per year

B.1.14 Norway

For guidelines on calculation of eligible cost and further information on national funding, Norwegian partners should consult the following website:

<http://www.forskningsradet.no/ictjti>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33,3 %	33,3 %	33,3 %	50 %
Industrial/Applied Research	33,3 %	33,3 %	33,3 %	50 %
Experimental development	33,3 %	33,3 %	33,3 %	50 %

Additional:

The above percentage rates are indicative maximum figures. However, for SMEs the national funding rate may be increased up to 50 % based on specific considerations.

In the case there are several Norwegian partners in a project, only one national funding contract will be issued. It will then be up to the consortium of Norwegian project partners to decide how the funding is allocated among them, within the mentioned limits for the individual partners.

B.1.15 Portugal

http://alfa.fct.mctes.pt/jti/artemis/					
Type of activity	Type of Organisation	Percentage of costs covered by national funding			
		Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities
Fundamental/Basic Research		33,3 %	33,3 %	33,3 %	83,3%
Industrial/Applied Research		33,3 %	33,3 %	33,3 %	83,3%
Experimental development		33,3 %	33,3 %	33,3 %	83,3%

Note:

(1) During the execution of the project the Companies should present to Fundação para a Ciência e a Tecnologia (FCT) the documents related to the total expenses made, either financed by FCT or by themselves.

B.1.16 Romania

No national website				
Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	0%	0%	0%	0%
Experimental development	0%	0%	0%	0%

B.1.17 Slovenia

Those interested may consult the national eligibility criteria for funding and national funding rates in the document entitled "Programme for the promotion of technological development and information society for the period 2007-2012" at the following WWW site (in Slovene: "Program za spodbujanje tehnološkega razvoja ter informacijske družbe za obdobje 2007-2012"):

http://www.mvzt.gov.si/si/zakonodaja_in_dokumenti/veljavni_predpisi/tehnologija/

within the chapter

MEASURE: Collaboration in programmes of the European Union (UKREP: Sodelovanje v programih Evropske unije)
in the paragraph "Eligible costs and the amount of aid" ("Upravičeni stroški in višina pomoči")

Type of activity	Type of Organisation	Percentage of costs covered by national funding			
		Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research		n.a.	n.a.	n.a.	n.a.
Industrial/Applied Research		65%	75%	80%	65% (*)
Experimental development		40%	50%	60%	40% (*)
Technical feasibility studies preparatory to industrial research activities		65%	75%	75%	65% (*)
Technical feasibility studies preparatory to experimental development activities		40%	50%	50%	40% (*)

n.a. - not applicable

(*) - at least one Slovenian enterprise has to be involved/ included in the project

The allocation of state aid is subject to the general rules laid down in the chapter 2 - "Rules on the allocation of direct development state incentives within the framework of the programme" ("Pravila dodeljevanja neposrednih razvojnih spodbud države v okviru programa") of the document referenced in the heading.

ADDENDUM

Duration of projects: maximum 3 years.

Maximal state cofinancing per project and per year is 100.000 EUR.

National funds allocated for the call 2008: maximum of 200.000 per year.

B.1.18 Spain

Detailed information on the funding rates applicable to ARTEMIS projects including the participation of Spanish entities will be available through the AyudaTEC website: <http://WWW.MITyC.ES/PortalAyudas>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities (2)
Fundamental/Basic Research (3)	0%	0%	0%	0%
Industrial/Applied Research	23,3%	33,3%	33,3%	Marginal Costs only 83,3%
Experimental development	23,3%	33,3%	33,3%	Marginal Costs only 83,3%

Notes:

(1) A **research organisation** may be qualified as an **enterprise** if it carries out an economic activity, which is an activity consisting of offering goods and/or services on a given market, in the terms established by the Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01). Research organisations include:

- Public R&D Centres, including Public Universities.
- Private Academic R&D Organizations, including Private Universities.
- “Technological Centres” according to Spanish Royal Decree 2609/1996 of December 20th, 1997. Spanish Official Journal No. 15 17/1/1997.
- Non Profit R&D Private Centres.

(2) **Public research Institutes and Universities marginal costs:** The aids granted to the public research organisations regulated by the Law 13/1986 of Promotion and General Co-ordination of Scientific and Technical Research, and to the public universities regulated by Universities Organic Law 6/2001, modified by Organic Law 4/2007, will be used to finance the marginal costs of the project. Those marginal costs do not take into account ordinary operating expenses of the centre (permanent staff statutory or contractually bound to them, overhead costs, etc.) already covered by the ordinary public budget of the centre, but only those additional expenses needed to carry out the project, not covered by the referred budget. The eligible marginal costs will be funded 100% by ARTEMIS JU and Spanish Public Authorities, when the beneficiaries do not carry out economic activities, in the terms established by the Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01).

(3) **Fundamental research costs** will not be funded by Spanish Public Authorities.

B.1.19 Sweden

For the national funding authority: Please insert HERE the Reference weblink where partners can calculate what are their eligible cost according to national rules : <http://www.vinnova.se/finansiering>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	18,3%	43,3%	43,3%	63,3%
Industrial/Applied Research	18,3%	43,3%	43,3%	63,3%
Experimental development	18,3%	43,3%	43,3%	63,3%

B.1.20 United Kingdom

Definitions of eligible costs, and particular rules relating to micro companies and to research technology organisations (RTOs) can be found at www.technologyprogramme.org.uk

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33.3%	43.3%	43.3%	83.3%
Industrial/Applied Research	33.3%	43.3%	43.3%	83.3%
Experimental development	33.3%	43.3%	43.3%	83.3%

Additional:

Funding for the UK Component of the Project

The funding levels above apply to individual partners in a project. Additional limits apply to the total funding from the national subsidy to all UK partners in the consortium:

- Fundamental/basic research can only be funded for up to (75% - JU%) of the eligible project costs,
- Applied research can only be funded for up to (50% - JU%) of the eligible project costs,
- Experimental development can only be funded for up to (25% - JU%) of the eligible project costs.

Within the limits for the project and for individual partners, it is then up to the consortium to decide how the funding is allocated among the UK project partners.

Funding for Public Research Institutes and Universities

Eligible costs for academic organisations are calculated on the basis of 80%FEC as defined by the UK Research Councils, and support for 100% of this sum must be secured from the JTI programme or from other named sources.

To secure this funding whilst complying with the funding limits on the UK component of the project, Public Research Institutes and Universities must be accompanied in the project by a UK industrial collaborator.

Annex A.2 (for partners established in other Member States and Associated Countries (Albania, Bulgaria, Croatia, Cyprus, Iceland, Israel, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Montenegro, Poland, Serbia, Slovakia, Switzerland, Turkey), the JRC¹ and international organisations² (i.e. ESA) having a seat in EU Member States or Associated Countries to the Seventh Framework Programme

For each participant from the above countries, for JRC or for each international organisation, fill in the standard form underneath and include it in your part B of the proposal. Furthermore transfer the totals to the Form A1 in the ARTEMIS Proposal Service system. In order to calculate your costs please see explanation of eligible costs below.

Partner x	Total eligible costs (in €)
Direct costs (in €)	
Indirect costs 20% (in €)	
Total	
Total requested from the JU (16.7% of total above)	

Eligible costs

The ARTEMIS JU financial contribution must not give rise to a profit. Receipts shall be taken into consideration for the payment of the grant.

In order to be considered eligible, costs incurred in the implementation of a project must meet the following conditions:

- (a) they must be actual;
- (b) they must have been incurred during the duration of the project, with the exception of final reports where provided for in the grant agreement;
- (c) they must have been determined in accordance with the usual accounting and management principles and practices of the participant and used for the sole purpose of achieving the objectives of the project and its expected results, in a manner consistent with the principles of economy, efficiency and effectiveness;
- (d) they must be recorded in the accounts of the participant and, in the case of any contribution from third parties, they must be recorded in the accounts of the third parties;
- (e) they must be exclusive of non-eligible costs, in particular identifiable indirect taxes including value added tax, duties, interest owed, provisions for possible future losses or charges, exchange losses, costs related to

¹ Unless the JRC applies in the proposal for national funding from an ARTEMIS Member State. In that case, the Annex A.1 should be used

² Unless the international organisation applies in the proposal for national funding from an ARTEMIS Member State. In that case, the Annex A.1 should be used

return on capital, costs declared, incurred or reimbursed in respect of another project funded by the Joint Undertaking or by the European Communities, debt and debt service charges, excessive or reckless expenditure, and any other costs that do not meet the conditions laid down in points (a) to (d).

The reimbursement of the Joint Undertaking's financial contribution shall be based on the reported costs of each participant.

Eligible costs shall be composed of costs attributable directly to the action ("direct eligible costs") and of costs which are not attributable directly to the action, but which have been incurred in direct relationship with the direct eligible costs attributed to the action ("indirect eligible costs").

Indirect costs shall represent 20% of the participant's total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the participant.

Subcontracting

Any subcontract, the costs of which are to be claimed as an eligible cost, must be awarded according to the principles of best value for money (best price-quality ratio), transparency and equal treatment. Subcontracts concluded on the basis of framework contracts entered into between a participant and a subcontractor, prior to the beginning of the Project in accordance with the beneficiary's usual management principles, may also be accepted.

Further information on subcontracting is given in the "Guide to financial issues".

Annex A.3 (for partners established in other countries not included in Annex A.1 and A.2)

Participants from these other countries (participants from outside the EU Member States and countries associated to the FP7 programme) are not eligible for funding, but they have to calculate their total costs and include them in form A.1 of the ARTEMIS Proposal Submission system.