

V

(Anuncios)

PROCEDIMIENTOS ADMINISTRATIVOS

COMISIÓN

Convocatoria de propuestas referente al Programa de Trabajo del Programa específico «Capacidades» del Séptimo Programa Marco de la Comunidad Europea para acciones de investigación, desarrollo tecnológico y demostración

(2008/C 100/07)

Por el presente anuncio se hace pública una convocatoria de propuestas referente al Programa específico «Capacidades» del Séptimo Programa Marco de la Comunidad Europea para acciones de investigación, desarrollo tecnológico y demostración (2007 a 2013).

Se invita a presentar propuestas para la convocatoria indicada a continuación.

Programa específico «Capacidades»:

Parte: Ciencia y sociedad

Referencia de la convocatoria: FP7-SCIENCE-IN-SOCIETY-2008-3

Esta convocatoria de propuestas se refiere al Programa de Trabajo aprobado por la Decisión C(2008) 1387 de la Comisión, de 16 de abril de 2008.

En el sitio web de CORDIS: <http://cordis.europa.eu/fp7/calls/> se puede obtener información sobre el presupuesto, los plazos y las modalidades de la convocatoria, así como el Programa de Trabajo y unas orientaciones para los solicitantes sobre la presentación de propuestas.



GUIDE FOR APPLICANTS

Science in Society Part 5

**COORDINATION AND SUPPORT ACTION
(SUPPORTING)**

Call identifier FP7-SCIENCE-IN-SOCIETY-2008-3

*Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following web-site:
<http://cordis.europa.eu/>*

About this Guide

This is version number 2 of the FP7 Guide for Applicants for calls using single-stage submission procedures.

The main part of this Guide (sections 1 to 5) is common to all such calls. Information specific to this call is found in the annexes.

This version contains a number of clarifications and amendments, the most important of which are:

- Description of other funding schemes removed from section 2
- List of Associated Countries updated in section 3.
- Further guidance regarding the calculation of indirect costs, in annex 3.
- Minimum font size and page margins specified in annex 4.
- Two tables in annex 4 slightly modified.

Please note: This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS web-site. The Guide does not in itself have legal value, and thus does not supersede those documents.

Contents

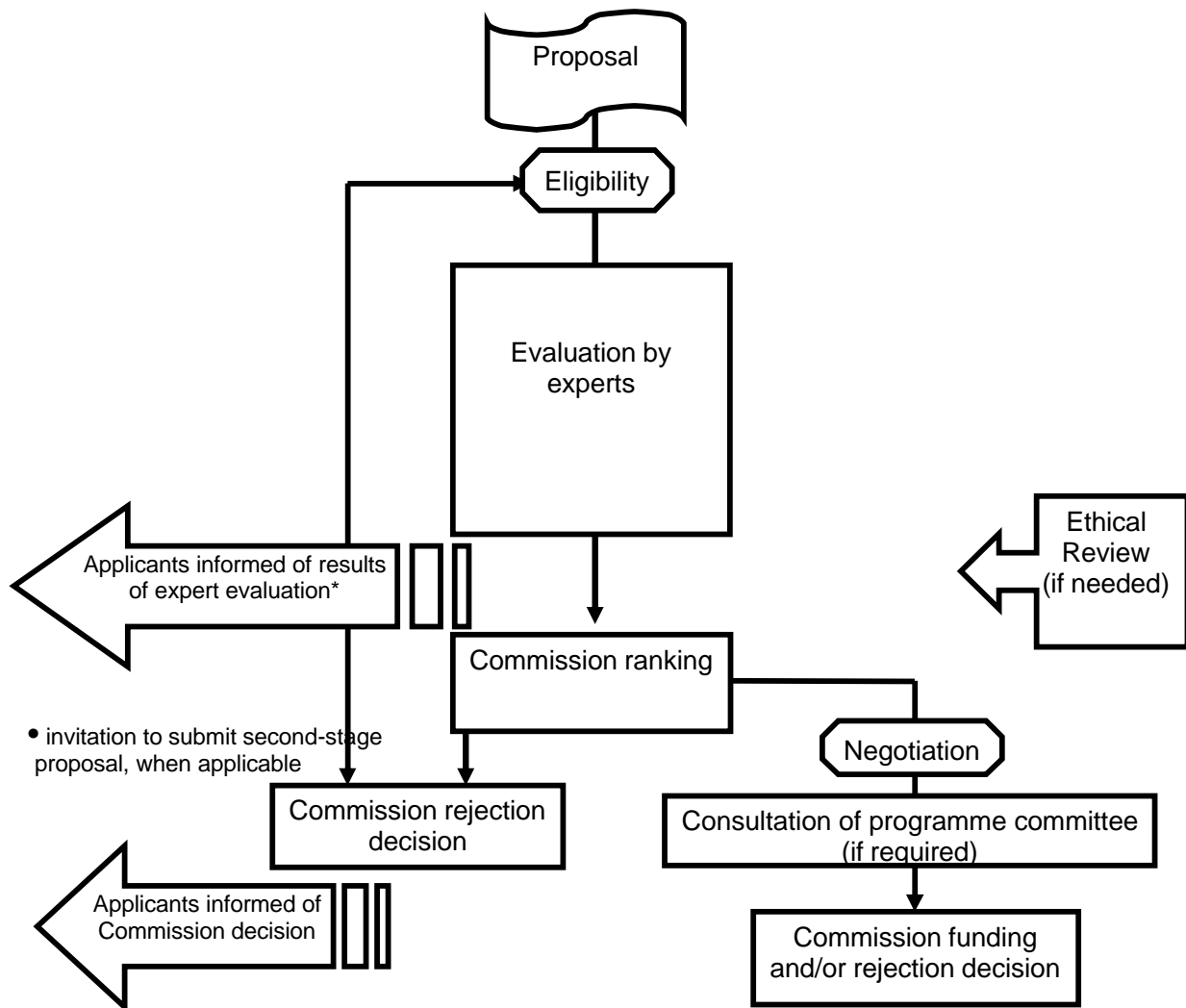
1. GETTING STARTED	3
2. ABOUT THE FUNDING SCHEME: COORDINATION AND SUPPORT ACTION (SUPPORTING).....	5
2.1 GENERAL	5
2.2 COORDINATION AND SUPPORT ACTIONS	5
3. HOW TO APPLY	7
3.1. TURNING YOUR IDEA INTO AN EFFECTIVE PROPOSAL	7
3.2. PROPOSAL SUBMISSION	10
4. CHECK LIST	15
4.1. PREPARING YOUR PROPOSAL.....	15
4.2. FINAL CHECKS BEFORE SUBMISSION	16
4.3 FOLLOWING SUBMISSION	16
5. WHAT HAPPENS NEXT	17
GLOSSARY	19
ANNEX 1:	26
TIMETABLE AND SPECIFIC INFORMATION FOR THIS CALL	26
ANNEX 2:	28
EVALUATION CRITERIA AND PROCEDURES TO BE APPLIED FOR THIS CALL	28
ANNEX 3	35
INSTRUCTIONS FOR COMPLETING "PART A" OF THE PROPOSAL	35
ANNEX 4:	44
INSTRUCTIONS FOR DRAFTING "PART B" OF THE PROPOSAL	44

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission. Proposals describe planned research activities, information on who will carry them out, and how much they will cost. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The Commission evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

The Commission then **negotiates** with some or all of those whose proposals have successfully passed the evaluation stage, depending on the budget available. If negotiations are successfully concluded, **grant agreements** providing for an EU financial contribution are established with the participants.

The sequence of steps is summarised in this flow chart:



This **Guide for Applicants** contains the essential information to guide you through the mechanics of preparing and submitting a proposal. It is important that you have the correct document! Not

only are there different Guides for different calls, there may also be different Guides for other funding schemes within the same call.

You must also refer to the **work programme** covering the theme¹ of FP7 related to this call. This provides a detailed description of the objectives and topics which are open for proposals, and will describe the wider context of research activities in this area. Work programmes are revised each year, so make sure you refer to the latest version before preparing your proposal.

*Please check that this is the right guide for you by consulting the work programme, the **call fiche** (both posted on CORDIS), and the description of the funding scheme in the next section.*

This Guide and the work programme are essential reading. However, you may also wish to consult other reference and background documents, particular those relating to negotiation and the grant agreements, which are available on the Commission's CORDIS web site (see annex 1 to this guide).

¹ In addition to the main domains of the "Cooperation" programme, the term "theme" is used in this guide to refer, as appropriate, to the parts of FP7 in "Capacities".

2. About the funding scheme: Coordination and Support action (Supporting)

2.1 General

A number of funding schemes are available to implement projects in FP7, but only certain ones may be available for the topics covered by this call. These are indicated in the call fiche.

This Guide covers the **Coordination and support action (Supporting)** funding scheme, and a description is given in this section.

Please note that special conditions may apply on a call-by-call basis. These will always be set out in the work programme, including the call fiche.

2.2 Coordination and support actions¹

Research, technological development or demonstration activities cannot be supported within this scheme.

Purpose

This funding scheme allows for two different types of actions to be financed:

- “*Co-ordination (or networking) actions*” aimed at coordinating research activities and policies.
- “*Support actions*” aimed at contributing to the implementation of the Framework Programmes and the preparation of future Community research and technological development policy or the development of synergies with other policies, or to stimulate, encourage and facilitate the participation of SMEs, civil society organisations and their networks, small research teams and newly developed or remote research centres in the activities of the thematic areas of the Cooperation programme, or for setting up of research-intensive clusters across the EU regions. Support actions normally focus on one specific activity and often one specific event.

Specific Programmes concerned

This Funding Scheme is to be used for the implementation of the actions under the Specific Programmes “Cooperation”, “Capacities”, “People” and “Ideas”.

Participation

¹ Coordination and Support Actions may also be awarded to participants named in the work programme. In these cases other indicative conditions may apply.

For Coordination (or networking) actions whose purpose is to coordinate research activities: There must be at least three 'legal entities' established in different EU Member States or Associated countries (the countries concerned are listed in section 3). The entities must be independent of each other.

For other coordination actions and support actions, the minimum condition shall be the participation of one legal entity.

A higher number of participants may be specified on a call-by-call basis (See the call fiche).

"Target audience": Research organisations; universities; industry including sME; research programme managers and owners (ERA-NET and Research Infrastructure actions).

Size and resources

The size, scope and internal organisation of coordination actions and support actions can vary from research theme to research theme and from topic to topic.

Indicative average duration

Coordination actions are expected to have a duration of typically two to four years, while support actions are expected to have a shorter duration from some months to two to four years. However, there will be no formal minimum or maximum duration.

Activities

Coordination (or networking) actions may cover activities such as:

the organisation of events – including conferences, meetings, workshops or seminars, related studies, exchanges of personnel, exchange and dissemination of good practices, and, if necessary, the definition, organisation and management of joint or common initiatives, together with management of the action.

Support actions may cover activities, depending on their nature such as:

monitoring and assessment; conferences; seminars; workshops; working or expert groups or individual expert appointment letters; studies; fact finding; monitoring; strategy development; high level scientific awards and competitions; operational support; data access and dissemination, information and communication activities; management activities; specific services activities related to research infrastructures, such as for example transnational access; preparatory technical work, including feasibility studies for the development of new infrastructures; contribution to the construction of new infrastructures; cooperation with other European research schemes; or a combination of these.

Form of Reimbursement

Reimbursement will be based on eligible costs (based on maximum rates of reimbursement specified in the grant agreement for different types of activities within the project). In some cases the reimbursement of indirect costs is based on a flat rate.

The work programmes shall specify if other forms of reimbursement are to be used in the actions concerned. International Cooperation Partner Countries (see annex 1 to the Work programme) may opt for a lump sum.

3. How to apply

3.1. Turning your idea into an effective proposal

The coordinator

For a given proposal, the coordinator acts as the single point of contact between the participants and the Commission. The co-ordinator is generally responsible for the overall planning of the proposal and for building up the consortium that will do the work.

Focusing your planned work

The work you set out in your proposal must correspond to one or more of the topics, and associated **funding scheme(s)**, indicated in this call for proposals. **Proposals that fail to do so will be regarded as ineligible.**

Multidisciplinary proposals addressing several topics may be submitted, provided that the 'centre of gravity' lies in a topic or topics open in the call in question.

Refer to annex 2 to this Guide, and the work programme, to check all the **eligibility criteria** and any other additional conditions that apply.

Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in annex 2. Keep these in mind as you develop your proposal.

National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page - annex 1 to this Guide).

Please note that the Commission will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation 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 to this guide gives references to these further sources of help for this call. In particular:

- The Commission's general **enquiry service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply.
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service (EPSS)**. See section 3.2 below.
- A further help desk providing assistance on intellectual property matters.

- Any other guidance documents or background information relating specifically to this call.
- The date and contact address for any ‘**information day**’ that the Commission may be organising for this call.
- Other services, including partner search facilities, provided via the CORDIS web site.

Who can participate?

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 from the EU and Associated countries. These conditions vary between funding scheme and may vary from call to call. See the call fiche for the conditions applicable to this call.

■ *The EU Member States are:*

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

■ *The Associated Countries are:*

Albania, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland and Turkey

■ *Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.*

The following may receive EU funding in an FP7 project:

- Any legal entity established in a Member State or an Associated country (including the European Commission’s Joint Research Centre), or created under Community law (e.g. a European Economic Interest Grouping),
- Any International European Interest Organisation (see glossary).
- Any legal entity established in an FP7 International Cooperation Partner Country (ICPC). The list of ICPC can be found on the CORDIS web site, and is given in Annex 1 to the related work programme.

In the case of a participating international organisation, other than an international European interest organisation, or a legal entity established in a non-EU country other than an associated country or ICPC, a Community financial contribution may be granted provided that at least one of the following conditions is satisfied:

- (a) Provision is made to that effect in the specific programmes or in the relevant work programme,
- (b) It is essential for carrying out the indirect action,

(c) Such funding is provided for in a bilateral scientific and technological agreement or any other arrangement between the Community and the country in which the legal entity is established.

International cooperation

The Commission attaches great importance to international cooperation in research, and FP7 has been designed to ensure that such activities can be integrated across the programme. In addition to the opportunities mentioned above, which are generally applicable, calls may include:

- Topics of mutual interest defined in the work programmes where international cooperation is particularly encouraged.
- Specific international cooperation actions (SICA), also on topics of mutual interest. Here special minimum conditions apply.

Please check the work programme, including the call fiche, to see if these possibilities apply to this call.

Ethical principles

Please remember that research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals. For this reason, the European Commission carries out an ethical review of proposals when appropriate. The following fields of research shall not be financed under this Framework Programme:

- research activity aiming at human cloning for reproductive purposes;
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable¹;
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

As regards human embryonic stem cell research, the Commission will maintain the practice of the Sixth Framework Programme, which excludes from Community financial support research activities destroying human embryos, including for the procurement of stem cells. The exclusion of funding of this step of research will not prevent Community funding of subsequent steps involving human embryonic stem cells.

Risk-Sharing Finance Facility (RSFF)

This innovative debt-based facility, designed by the European Commission and the European Investment Bank creates an additional capacity of up to EUR 10 billion for financing higher risk research, technological development, demonstration and innovation activities. The EIB will implement RSFF in close collaboration with all major EU national and regional banks within Member States and Associated Countries to FP7, which are providing support to the development of European companies. Financing through the RSFF can be sought either in addition to, or instead of FP7 grants.

For additional information on RSFF see:

¹ Research relating to cancer treatment of the gonads can be financed.

