

European Commission



GUIDE FOR PROPOSERS PART 2

FOR 'CONTINUOUS SUBMISSION SCHEME'

(OPEN CALLS OF MARCH 16, 1999
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- ☞ *Proposals for Accompanying Measures (call identifier: Growth 1999)*
- ☞ *Expressions of Interests (EoIs) for the Needs of Research; in support for research infrastructures (call identifier: Growth 1999)*

IMPORTANT NOTES

1. Strictly speaking, an "**Expression of Interest ...**" is not a "proposal". However, for simplicity, the term "proposal" is used in this document when "proposal or expression of interest for the needs of research; in support for research infrastructures" is meant.
2. Separate information and participation documents are available for: **SMEs Specific Measures; Marie Curie Fellowships; Intelligent Manufacturing Systems-IMS**



COMPETITIVE AND SUSTAINABLE GROWTH

Foreword

The Guide for Proposers is part of the information necessary to make a proposal for a programme under the Fifth Framework Programme. It will help you to locate the programme which is of interest to you and will provide the necessary guidance on how to submit a proposal and the forms for proposal submission. It is divided into two main parts and four sections.

PART 1

Section I describes the overall priorities, goals and structures of the Fifth Framework Programme.

Section II describes the priorities and objectives of the Specific Programme on **Competitive and Sustainable Growth**.

Section III outlines the main rules, which define who may participate in the Fifth Framework Programme, and the general conditions for this participation.

PART 2

Section IV provides detailed information for the **call for proposals for the Growth Programme, as well as proposal submission forms**.

The additional documents you will need to prepare a proposal are:

The Work Programme for the Specific Programme for which you are applying. The Work Programme provides the description of the content of the 'action lines' or 'research objectives', which are open for proposals, and an indicative timetable for programme implementation ("roadmap").

The Call for Proposals as published in the Official Journal of the European Communities. This will tell you which 'action lines' or 'research objectives' are open for proposals and what the deadline for the proposal submission is.

The Evaluation Manual (as well as programme specific guidelines that may be included in Part 2 of this Guide). These documents provide details of which criteria will be used in the evaluation of proposals, which weight is attributed to each of the criteria and where appropriate the threshold to be attained in order to be retained. You can use the Evaluation Manual and the guidelines as a checklist to ensure the completeness of your proposal.

The Guide for Proposers, including the proposal submissions forms, is together with the Work Programme, the Call for Proposals and the Evaluation Manual the Information Package for a Call. This Guide also contains references to other documents, reports, forms and software tools which are of assistance in the preparation of proposals (they are available on Cordis, www.cordis.lu).

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in the Council and Parliament Decisions relevant to the Fifth Framework Programme, the various Specific Programmes nor the Calls for Proposals of these Programmes.

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IV. SPECIFIC INFORMATION FOR THE GROWTH PROGRAMME – OPEN CALL PUBLISHED ON MARCH 16, 1999; CONTINUOUS SUBMISSION SCHEME

IV.1 Introduction

The Open Call for proposals under the Growth Programme - “continuous submission scheme” remains open until the last year of the Framework Programme. The present document provides detailed information on Accompanying Measures and Expressions of Interest for the needs of Research; in support to research infrastructures in particular.

Separate information and participation documents are available for the SMEs specific measures, Marie Curie Fellowships and Intelligent Manufacturing Systems -IMS. An overview of these actions is provided in Part 1 of this Guide.

Other versions of Part 2 of the Guide for Proposers are available for those who wish to submit proposals for the activities implemented through Periodic and Dedicated Calls respectively.

IV.2 Types of actions

The Open Calls of the Growth programme published on March 16, 1999 – Official Journal C72, invites submission of proposals for the following types of actions:

- a) Accompanying Measures (indicative budget € 28 million);
- b) Expressions of Interest for the needs for research; in support for Research Infrastructures;
- c) SMEs Specific Measures (Exploratory Awards and Co-operative Research – indicative budget € 200 million from the Growth Programme);
- d) Marie Curie fellowships (Industry Host Fellowships and Experienced Researchers’ Fellowships – indicative budget € 12 million);
- e) Intelligent Manufacturing Systems – IMS (IST and Growth Programmes Joint Call for RTD proposals – indicative budget € 35 million from each of the specific programmes).

The "action lines" or "research priorities" concerned by the call are identified in the call text.

Proposers are normally free to define the timescale and resources required to carry out their proposed work, unless guidelines are supplied in the call for proposals or the work programme, depending on the type of activity to be carried out.

IV.2.1 Accompanying Measures

Accompanying measures¹ are aimed at contributing to the implementation of the programme, to the updating of the Work programme, the preparation of future activities and the dissemination of results.

For the specific case of accompanying measure proposals consisting of policy-driven research studies contributing to the specific priorities of the Key Action 2 “Sustainable mobility and intermodality”, these proposals must be submitted in response to periodic calls and conform to the priorities specified in these calls. Accompanying measures on very specific topics may be included in dedicated calls.

¹ In addition to calls for proposals, certain accompanying measures will be implemented through other processes. Services to the Commission (e.g. studies) will be carried out following specific calls for tenders, to be launched as appropriate. In particular cases (see Work programme, Objective 7.4), Certified Reference Materials can be produced via a modality being developed for this purpose in co-operation with JRC-IRMM. Recourse to external experts will be based on calls for candidates. Exceptionally, unsolicited applications for a subsidy may also be supported.

The Open Call published on March 16, 1999 covers the following types of measures:

- **Measure 1. Studies contributing to the implementation of Key Actions, Generic activities or Support for Research Infrastructures:** prospective, impact assessment, or strategic studies addressing scientific, technical, socio-economic, and policy dimensions related to a specific objective or activity (e.g. targeted research action, technology platform) of the programme²
- **Measure 2. Studies in preparation of future activities:** proposals should address, with a European perspective, broad cross-cutting RTD policy issues related to *industrial competitiveness and sustainable growth*, aiming at an emerging transport problem or focus on important specific socio-economic problems/needs, emerging technologies, technological systems, industrial sectors, or changing techno-industrial clusters. They should include as appropriate a combination of the following: socio-economic challenges and opportunities, driving forces and directions of change, short/medium/long term goals for technological innovation, technological bottlenecks and research roadmaps, prospective assessment of the impacts of new technologies, comparative assessment of European capabilities, needs and opportunities for European and international RTD cooperation, technical and non-technical barriers to technology deployment, and implications for European RTD and other policies.
- **Measure 3. Innovation support actions to promote and facilitate the diffusion, transfer, exploitation and broad use of results,** particularly in SMEs, through a variety of mechanisms, including, innovation support networks and events (e.g. investment fora, technology brokerage events), promotion of best practices regarding the use of well-founded and established methods and technologies, assessment actions (e.g. user needs), publications, web sites, and other dissemination actions and means aimed at various user communities (including policy makers, standardisation bodies). Actions addressing not only the technical aspects of innovation but also, where appropriate, social, organisational, management and skill related aspects are encouraged.

Take-up measures involving significant technical work (e.g. trials, first user actions, and assessment and qualification actions) are not funded through Accompanying Measures. They should be included in or submitted as Cooperative Research, R&D, demonstration or combined R&D/demonstration projects submitted in response to relevant calls for proposals.

- **Measure 4. Awareness, assistance and information exchange actions:** to increase awareness about specific objectives or activities of the programme and encourage the participation of particular communities (e.g. users and socio-economic researchers in RTD activities, SMEs in the Marie Curie fellowship schemes); to promote exchange of information between the research community, users and other stakeholders. Actions may include conferences, seminars, workshops or other scientific and technical meetings, publications, web sites, etc.

Information and assistance actions to promote the participation of SMEs in SME specific measures (Exploratory Awards and Co-operative research projects) will normally be supported by the horizontal programme "Innovation and participation of SMEs". Exchange of information and collaboration within network of projects is supported via Thematic Networks or Concerted Actions.

- **Measure 5. Training actions in support of RTD activities** of the programme (other than Marie Curie Fellowships), addressing researchers and users.

Proposals consisting of the organisation of an event (e.g. conference, workshop, exhibitions, etc.) (Measure 3 and 4) should be submitted sufficiently in advance of the planned date for evaluation (the time between the deadline for receipt of proposals and the date of the event should be at least 6 months).

² Note that the integration of socio-economic research in proposals for R&D, demonstration or combined R&D/demonstration projects, is encouraged where appropriate to complement or support technical research.

Actions devoted to the commercialisation of products, processes or services, marketing activities and sales promotion are excluded. Proposed actions must have a clear European dimension and well defined and significant contribution to the relevant objective or activity of the programme and be of interest to a wider group of organisations than the proposers themselves. Financial participation can be up to 100% of the total eligible costs if the action is of broad interest and the proposers do not benefit directly from the results of the action; up to 75% for studies and up to 50% for the other types of actions if the proposers benefit directly from the results of the action³.

IV.2.2 Expression of Interest for the needs of research; in support for Research infrastructures

The “Expressions of Interest” is a mechanism that enables the GROWTH programme to focus on specifically identified needs related to research or research infrastructures for Europe. The process is described in the flow chart that follows this section. The mechanism provides a flexible and efficient approach both in targeting resources towards the most important needs in pursuit of the Community’s objectives and in assisting eventual project proposers by ensuring that their efforts are directed towards those needs.

Interested parties can send to the Commission their research related needs as topics they would like to see developed, provided they are within an area covered by the “Expressions of interest” call. The topic must be presented as a brief but structured *supporting document* as described in Annex 1.

The *supporting documents* received by the Commission that are within scope are evaluated periodically by external experts. The evaluation will be made on the basis of the programme priorities, objectives and available budget, and the clarity of the supporting document. The selected priority topics are published in a second stage in the Official Journal of the European Community as a “Dedicated Call” for proposals (typically twice a year). The *supporting documents* of the published priority topics are made available to all interested parties to prepare and target their proposals in open competition.

The Call for “Expressions of interest” is applicable to the following R&D and Networking activities of the *Competitive and Sustainable Growth Programme*:

- **Methodologies in support of European standardisation (R&D)**

The aim should be to provide research for European standards to promote compatibility of systems, prevent the duplication of effort and enable advantages of economies of scale for the competitiveness of European industry and the operation of the internal market. Priority will be given to research needed for the development of new or improved standards in support of the “*New Approach Directives*” and will focus upon:

- ↳ the development and validation of measurement and testing methods,
- ↳ the production of scientific and metrological data needed to define performance, reliability and safety criteria for products and services.

Note: The feasibility studies for Certified Reference Materials (CRMs) which are needed to support the implementation of European and international standardisation and to favour mutual recognition agreements must be submitted following the format described for feasibility studies for CRMs on the following page.

Pre and co-normative research in the areas of agriculture, food, health, energy and the environment will be the responsibility of the relevant Thematic Programmes.

- **Methodologies in support of the fight against fraud (R&D)**

The aim should be to develop, improve and validate the measurement and testing methodologies that are needed in order to keep the know-how and technology ahead of the defrauder. The systems will help in the routine detection, control and prevention of fraud and/or provide the detailed scientific evidence that will

³ With regards to the financial participation in Accompanying Measures covered by Periodic and Dedicated calls, details will be indicated in the additional information on the content of these calls.

stand up in a court of law. General methodologies used for characterisation of products in the field of food, feed and the environment are outside of the scope of this activity. Priority will be given to:

- ↪ Characterising, mapping, tracking, and tracing procedures (including sampling) for industrial products, components, process ingredients, and consumer goods.
- ↪ Sampling, measurements, tests, and databanks for checking the authenticity of different industrial products and components in order to detect illegally used compounds, components or undesirable (e.g. toxic) substances in relation to safety and origin.
- ↪ Measurements and testing procedures including sampling plans, and chemometrical/statistical techniques to establish the authenticity of (or modifications to) products, goods, etc.
- ↪ Procedures for screening, identification and confirmatory purposes. These procedures should allow a reliable identification of the origin of products, components, and dangerous goods, as well as of product categorisation in custom tariffs and for pursuing the control of subsidies and quotas.
- ↪ Databases for various methods used for the identification of physical, chemical, and other properties in order to speed up or improve the identification of the origin of products, dangerous goods and components.
- ↪ Sampling, analytical procedures, and harmonised databases to detect illegal drug trafficking, to identify persons and illegally traded species; to determine the origin and age of cultural artefacts; and to permit comparison of investigation and prosecution activities (in consultation with stakeholders such as for example EUROPOL and relevant counterfeiting and industrial associations/federations).
- ↪ Sampling, analytical procedures, and harmonised databases for the detection of doping in sport.

The fight against fraud may require specific measures, particularly with regard to dissemination/exploitation.

▪ **Feasibility studies for certified reference materials CRMs (R&D)**

Research to develop the ability to produce and certify reference materials can be related to: preparation, properties of materials, sources of error in measurements and agreement between methods and laboratories, etc. The work can include the preparation of small test batches.

The actual production of CRMs for sale is considered to be exploitation of results and consequently is not funded in this research activity.

To enable the Commission to assess priority topics it is important to demonstrate the socio-economic importance and the European dimension of a possible project. Demonstration should also be made that a similar CRM does not (anymore) exist or is not under preparation elsewhere, or which essential requirements are currently not met by current existing CRM.

Topics for the “Expressions of interest” for CRM feasibility studies must relate to activities listed in the Work programme:

- ***CRMs for European standards:*** CRMs representative of manufactured products to verify quality and safety standards and for the testing of materials following a standard method; CRMs in support of Directives and Community policies including the fields of agriculture, food, health care, energy and the environment.
- ***CRMs for the fight against fraud:*** CRMs for checking the authenticity of origin of materials and components, for the identification of species, for the control of subsidies and quotas, for the verification of product category in relation to custom tariffs, subsidies and quotas, for the detection of illegal substances and dangerous goods, for the detection of illegal drugs in sport, for the determination of the origin and age of cultural artefacts, for the identification of persons.
- ***CRMs for the improvement of quality (traceability and calibration):*** CRMs for the calibration and performance testing of instruments, for material testing, for product testing and process monitoring, for chemical and biological analysis of industrial importance.

Research will develop the ability to produce and certify reference materials that are fit for purpose. The planned exploitation of the results of the projects has to aim at the production and certification of the RMs in compliance with prevailing international quality standards (in accordance with the general contract rules the

research consortia can transfer the intellectual property rights for the production and certification of CRMs to a third party, e.g. the Commission, see also objective 7.4).

Type of CRM concerned:

Topics for feasibility studies may deal with CRMs for identification, calibration or quality control purposes:

- ↳ Reference substances, species or specimens for the purpose of identification or control of origin.
- ↳ Reference materials for calibration e.g. transfer standards for metrology, pure substances for use as calibrants, pure substances serving as generic reference standards in chemical analysis, stable isotope reference materials, CRMs to which commercial clinical test kits would become traceable, reference materials for the validation and calibration of a range of common instrumental methods, and reference microbiological preparations.
- ↳ Tools for quality control (certified control specimens, “matrix” CRMs including CRMs certified for composition, physical or technical properties, or effects).

▪ **Support for research infrastructures (Networking)**

The aim of this activity will be to enhance the problem solving approach of the GROWTH Programme by supporting via networking activities the relevant research infrastructure. The objectives are:

- ↳ the optimum utilisation of geographically dispersed medium and large scale research facilities;
- ↳ the rapid transfer and implementation of RTD results into industrial applications;
- ↳ the improvement of interoperability and common protocols.

The “Expressions of Interest” call will cover all four categories of activities in the Work programme, as mentioned below:

1. Support activities to medium and large-scale facilities

These activities will aim at identifying the needs and creating networks for optimum use of medium and large scale facilities having a strong and innovative scientific, technical or socio-economic relevance to the Programme.

Note: This activity will neither provide funding to specific RTD projects requiring the use of medium and large scale facilities (these costs should be included as eligible costs in the RTD proposal submissions) nor will it provide funding to individual researchers requiring access to medium and large scale facilities (support may be provided through the ‘Enhancing Access to Research Infrastructures’ specific action of the fourth activity “Improving Human Research Potential”).

2. Setting up of virtual institutes

A virtual institute is a network linking geographically dispersed complementary research and industrial capabilities with the potential to become a legal and self-supporting entity. The broad aim is the rapid exploitation of RTD results into industrial applications. A degree of flexibility is foreseen so that virtual institutes may be set up in such a way as to meet the differing needs of research/industrial sectors related to the GROWTH Programme. Proposers should give particular emphasis to topics that are strongly market-oriented. Eventual proposals for Virtual Institutes will need to demonstrate through a business plan that the institute can become self-financing in the longer term. Thus an outline to indicate the feasibility of the business plan should be given in the expression of interest.

3. Reference databases

The aim will be to provide improved access to existing databases. This could include initiatives that link data from various sources and which will be of value to European researchers and industry. The creation of so-called “platforms” of databases could for example create a single entry point of linked or related

databases, other activities could aim to promote acceptability, quality, comparability and interoperability of data, particularly that produced by EU funded research.

4. Measurement and quality management infrastructure

The aim is to develop and strengthen the European metrology infrastructure, to reinforce traceability and to improve cohesion of metrology systems and to promote the “measured once accepted everywhere” philosophy. Such activities could for example cover:

- ↪ transnational traceability chains and accreditation activities (including intercomparisons) particularly at inter-regional and candidate member state level and in the less developed metrological sectors;
- ↪ mutual recognition agreements for calibration capabilities of laboratories; and for the quality certification and accreditation measures via harmonisation and integration of accreditation and certification audits;
- ↪ the capability of National Metrology Institutes and Official Control Laboratories to set up international traceability systems including for example intercomparisons, in particular for metrology in biology and chemistry;
- ↪ the development of user-friendly guidelines needed for the certification and use of CRMs and other quality control tools such as proficiency tests and statistical control charts in order to improve international cohesion;
- ↪ the harmonisation of implementation associated with novel quality management and accreditation standards;
- ↪ helping consumer associations and industry to develop and test guidelines for good practices for the organisation of comparative studies on products and services.

EXPRESSIONS OF INTEREST: MECHANISM (FP5)

When?	What?	Refer to:
<u>Call for Expressions of interest</u>		
Open from March 1999 until 30 April 2001	Call for expressions of interest in the areas and for the objectives covered by this procedure	Publication in Official Journal, Info. pack and this guide on request
	Interested parties prepare brief definition and justification of need (max. 6 page “supporting document”)	
<u>Submission of supporting documents</u>		
Any time until 30 April 2001	External experts evaluate the “supporting document”	Same information as supplied to proposers
	Identification of priority topics	
Typically twice per year until Summer 2001	List of priority topics published as a dedicated call	Publication in Official Journal, Info. pack and “supporting document” on request

Organisations or individuals seeking further information on this call are invited to contact the programme Information Desk (Growth@cec.eu.int) or consult the Programme's web-site (<http://www.cordis.lu/growth>).

IV.2.3 Joint Call "Intelligent Manufacturing Systems" (IMS)

The Call published on March 16, 1999 also implements RTD activities under the specific programmes for RTD on a « User Friendly Information Society » (IST) and on « Competitive and Sustainable Growth » (Growth) on « Intelligent manufacturing Systems » (IMS).

The Guide for Proposers Part 2 specific for IMS is available on Cordis (http://www.cordis.lu/growth/calls/ims_199901.htm) or through the programme Information Desk (Growth@cec.eu.int).

IV.2.4 SMEs Specific Measures (Exploratory Awards and Co-operative Research- CRAFT); Marie Curie Fellowships

These two actions are also implemented through the open Call published on March 16, 1999.

An overview of these actions is provided in Part 1 of this Guide (Section II) and in the Growth Work Programme.

As far as the **SMEs Specific Measures** are concerned, they are implemented following common rules established in the horizontal programme 'Innovation and the participation of SMEs'. These rules include common contractual and proposal evaluation, a single complementary entry point for the reception of proposals, common rules for eligibility, common legal and financial provisions as well as a harmonised and rapid feed back to applicants. *A separate information brochure is available via the "SME" Infodesk:*

*Tel: + 32-2-295 71 75; Fax: + 32-2-295 71 10; E-mail: sme@cec.eu.int or through Cordis:
<http://www.cordis.lu/sme/home>.*

Marie Curie Fellowships: *a separate guide is available via the Marie Curie Fellowships Infodesk:*

*Tel: + 32-2-295 08 43; Fax: + 32-2-296 99 26; email: improvin@cec.eu.int or the web site:
<http://www.cordis.lu/improving/home.htm>*

IV.3 Proposal preparation

IV.3.1 Proposal language

Proposals may be submitted in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators and an English translation of the abstract and proposal summary should be included in part A of the Proposal Submission Form.

IV.3.2 Proposal structures and submission forms

Forms have been prepared which collect the information required for each proposal - the Proposal Submission Forms. These are designed both to ensure that all necessary information is collected and also to allow a fair and equal comparison between proposals. There are several versions, differing according to the types of action proposed (RTD projects – including Demonstration projects, Accompanying Measures, Concerted Actions, etc.). **Proposers must ensure they are using the appropriate form for the type of action they are proposing.**

The Proposal Submission Form for **Accompanying Measures** is in three parts:

Part A collects necessary administrative information about the proposal and the proposers (e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of

expense etc.). This information is collected to assist in the preparation of a contract if the proposal is successful. It is subject to verification by the Commission services.

Part B (which unlike Part A is in the form of a structure or list of topics which should be followed, rather than a pre-prepared form) describes in detail the nature of the work which will be undertaken.

Part C (which is also in the form of a structure to be followed) then identifies and describes fully the partners and their role in the consortium and in the proposed project. Only after the evaluators have recorded their scores for Part B are they given Part C to review, except if otherwise specified.

The submission of a topic for the **Expressions of Interest for the needs of Research; in support to Research Infrastructures** Call should comprise the following elements: the specific administration form (with name, institution, address and other co-ordinates); the supporting documents (in the form of a given structure to be followed) as provided in Annex 1 and any additional documentation; the acknowledgement of receipt must also be included.

IMS proposals, Marie Curie Fellowship applications and applications for the **SME Specific Measures** also have their own forms, which are included in the specific Guides that have been prepared for these actions.

Application forms for Accompanying Measures are included in the Growth Information Package.

The form for *acknowledgement of receipt*, provided in Annex 2, must be attached to the proposal in order to ease confirmation of receipt of the proposal.

IV.3.3 Proposal preparation Tool (Pro-Tool)

The Commission has prepared a software tool (the Proposal Preparation Tool or “ProTool”) which is available on CORDIS : <http://www.cordis.lu/fp5/prottool/>. This tool helps proposers to prepare the administrative and financial information of a proposal (part A) in conformity with the appropriate Proposal Submission Form. This tool is therefore used by the Coordinating Partner. A version of the tool is also available for participants, allowing them to prepare their contribution electronically for electronic communication to the Coordinating Partner.

ProTool includes help-texts and references, as well as assistance in making the forms complete and consistent and assembling part A with part B and C. Its use supports proposers as well as the Commission services with high quality and efficient entry of administrative data.

Once the proposal has been prepared with the tool, it may be sent either electronically or on paper, as preferred by the proposers.

Pro-Tool is not available in the case of Expressions of Interest for the needs.

IV.3.4 Proposal anonymity

The supporting documents to be prepared for the Expressions of Interests of the needs for research; in support for Research infrastructures must be anonymous.

It should be noted that there is **no anonymity requirement for Accompanying Measures proposals, or bursary applications.**

Anonymity requirements for IMS proposals, SMEs specific measures and Marie Curie Fellowships are described in the Guides specific to these actions.

IV.3.5 Optional pre-proposal check

The Commission services offer to make a check of pre-proposal for the eligibility of consortia and that the proposed work is within the scope of the current call. As far as the actions under the ‘continuous submission scheme’ are concerned, please note that this service is **only offered for IMS proposals**. Details are available in the Guide for Proposers Part 2 specific to IMS.

No pre-proposal check service is offered for Accompanying Measure proposals and Expressions of Interest for the needs.

IV.3.6 Notification of intention to propose

As far as the Growth programme is concerned, the Notification of intention to propose may be sent in case of electronic submission only. The co-ordinating contractor (Co-ordinator) of the proposal should prepare a request for a proposal number using the appropriate form (Annex 2), which is sent to the Commission services via fax or electronic mail. The requested proposal number is sent back to the proposer by fax or electronic mail from the Commission. This proposal number is used to identify the proposal throughout the evaluation process.

IV.4 Submission of proposals

IV.4.1 Introduction

If the proposal has been prepared on paper following the format given in the appropriate Proposals submission Form, it may be submitted on paper to the European commission. If the proposal is made with the Pro-Tool and is then printed out on paper, this paper version may also be submitted.

If the proposal has been made with the Pro-Tool it may be submitted electronically. This electronic submission may be made by any member of the consortium (not only the Co-ordinating partner). The partner who makes the submission must obtain certification (see below) so that electronic submission can be securely carried out.

The co-ordinator has to have in his possession either the original signatures of the participants who would contribute to the funding of a project (i.e.) principal contractors and assistant contractors (or the commitment letters from the participants stating that the co-ordinator is authorised to submit the proposal on behalf of the consortium and that the proposal is agreed by the partners.

IV.4.2 Submission modalities (please see also check-list in section IV.9)

Proposers should submit either on paper or electronically, not both. If a proposal is submitted in both forms, the Commission will evaluate the electronic version.

<p>IV.4.2.1 By electronic means</p> <ul style="list-style-type: none"> • Certification <p>In order that a proposal can be sent electronically to the Commission, the co-ordinator (or other partner who is submitting the completed proposal) must request in advance a certificate which will allow him to digitally sign the proposal.</p> <p>A standard certificate (Class-II) or either a one-time certificate (Class-I) can be requested. Both are provided free of charge.</p> <p><i>Standard certificates (Class-II) can be obtained by downloading, installing and using the ProTool (in the version to be launched early April 1999). Proposers are requested to complete and sign a request form and to send this to the FP5-CSP. Once the FP5-CSP has received and accepted the form, a certificate will be provided. This certificate allows electronic submission of proposals for the duration of the certificate (normally one year, but extendible), without any further exchange of paper information.</i></p> <p><i>This form of certificate will allow encryption of the proposal. (It should be noted that national regulations may impose certain conditions to the use of the encryption software. It is the responsibility of the proposers to ensure that such national regulations are adhered to).</i></p> <p><i>One-time certificates (Class-I) can also be obtained from the FP5-CSP, by use of the ProTool and electronic communication only. This form of certificate allows electronic submission of only one proposal, for those co-ordinators who want to try the system out, or who expect not to send another proposal soon. Electronic submission with this certificate requires in addition the sending of a manually signed form A.1 from Part A of the Proposal Submission Form on paper to the Commission before the deadline set out in the relevant Call for Proposals.</i></p> <p><i>This form of certificate does not provide encryption. Security is restricted to the standard available on the secure servers used (SSL).</i></p> <p>A request for certification is made by using the ProTool.</p> <ul style="list-style-type: none"> • Procedure <p>The tool for sealing the proposal forms part of ProTool. This tool is used by the co-ordinator to package the administrative and technical proposal information parts A, B and C into one file and produce a “fingerprint” or validation file of the proposal, which uniquely identifies the proposal file. Submission of the validation file signifies the time of proposal submission. In case of communication problems this file can be printed and faxed before the deadline of the Call. The proposal itself must be electronically received no more than 48 hours after the Call deadline. While the sender will be returned an electronic message indicating successful transfer of file, this is not however the formal acknowledgement of receipt of proposal.</p>	<p>IV.4.2.2 On paper</p> <ul style="list-style-type: none"> • Procedure <p>Where national regulations concerning the sending of data do not permit the use of encryption, and thus confidential transmission cannot be ensured; or where proposers for some other reason prefer it, proposals may be prepared using the ProTool then printed out on paper, or may be fully prepared on paper using the appropriate Proposal Submission Form.</p> <p>ProTool permits preparation of proposals for the main types of activity within the Fifth Framework Programme. In exceptional cases an appropriate version of ProTool may not be available, in which case only paper submission will be possible. This guide for proposers for the call concerned indicates the structure of the proposal required, and forms are available).</p> <ul style="list-style-type: none"> • Number of copies <p>Paper proposals should be prepared :</p> <ul style="list-style-type: none"> – with five bound copies of Part A – with five bound copies of Part B – with five bound copies of Part C, – with one complete unbound paper original with original signatures. <p>The complete set of proposal documentation should be placed in an envelope or envelopes, marked “Commercial-in-confidence” with additionally the following information:</p> <ul style="list-style-type: none"> ➤ The name of the Programme to which it is submitted, the date of publication of the Call and the Call identifier; ➤ The proposal number (if one has been issued by the Commission); ➤ A reference to the work addressed by the proposal (e.g. the name or number of the key action, action line etc., as given in the Work Programme or Call for Proposals). <p>The package should also contain a completed “<i>Acknowledgement of receipt</i>” form (see Annex I) so that the Commission can return notification of safe arrival of the proposal.</p> <p>This envelope/these envelopes should then be</p>
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<p>Holders of a Class-II certificate will also be able to encrypt the proposal file. The precise method is explained in the sealing tool.</p> <p>On receipt, the Commission will electronically archive, under secure conditions, the validation and proposal file as received. After decryption and unpacking also a copy of the proposal as provided to evaluators will be archived electronically under the same conditions, together with the necessary information on the tools and information used to decrypt and unpack.</p> <p>If the Commission receives multiple electronic versions of the same proposal, it will evaluate only the last version received before the Call deadline, and discard the others.</p> <p>Senders are warned that the Commission cannot be held liable for unlawful use of the encryption tools provided, the use of which may be forbidden in some circumstances in some Member States.</p> <ul style="list-style-type: none"> • Electronic submission fall-back procedure <p>Failure in downloading or an inability to decrypt or read a proposal file will result in a fall-back procedure being initiated by the Commission. The Commission will within 24 hours request those proposers to submit a back-up copy of their proposal. The back-up should arrive within 48 hours and must be identical to the file produced during sealing, which will be checked by use of the unique identifier provided in the validation file. (Proposers planning electronic submission are recommended to prepare such a back-up copy in advance, for use if called for).</p>	<p>sealed within a second envelope or packaging, which is addressed to the Commission office for receipt of proposals given as specified in the call text.</p> <p>Proposals on paper may be sent to the Commission by mail, by trusted delivery service or by hand as described in the call text.</p> <p>If you use more than one package, please clearly mark them 1 of x, 2 of x....</p> <p>When preparing a proposal on paper, the proposer must indicate the proposal short name (acronym), the proposal number (if a number has been allocated before submission by the Commission) and the date of preparation at the top of <u>every</u> page of the parts B and C, and on <u>all annexes</u>. Pages must be clearly numbered.</p>
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Please note that electronic submission is not applicable for the **Expressions of Interest for the needs**. All topics for the Expressions of Interest call **must** be submitted in paper form, with a copy (including administrative information) on floppy disk, preferably in Word format (see Annex 1).

IV.4.3. Acknowledgement of receipt

Once a proposal, either electronic or paper, has been received and registered by the Commission, an acknowledgement of receipt will be despatched.

Proposers who do not receive an acknowledgement of receipt within three weeks after the deadline, and fear their proposal is lost, should contact the programme Infodesk. **Proposers are reminded that it is their own responsibility to ensure the safe delivery of their proposal.**

IV.5 Deadlines

Proposals submitted in the frame of the Open Call are evaluated in batches according to the following deadlines for receipt:

Type of action	Opening/ closing dates	Deadlines for receipt
Marie Curie Fellowships: - Industry Host Fellowships - Experienced Researchers Fellowships	16 March 1999 / 20 March 2002	02/06/1999, 19/11/1999, 22/03/2000, 18/09/2000, 21/03/2001, 19/09/2001, 20/03/2002
SME specific Measures: - Exploratory Awards	16 March 1999 / 18 April 2001	14/04/1999, 15/09/1999, 12/01/2000, 26/04/2000, 13/09/2000, 17/01/2001, 18/04/2001
- Co-operative research (CRAFT)	16 March 1999 / 17 April 2002	15/09/1999, 12/01/2000, 26/04/2000, 13/09/2000, 17/01/2001, 18/04/2001, 19/09/2001, 16/01/2002, 17/04/2002
IMS (RTD Projects)	16 March 1999 / 15 Sept 2000 ⁽¹⁾	15/06/1999, 15/12/1999, 01/04/2000, 15/09/2000
Accompanying measures	16 March 1999 / 15 March 2002	15/06/1999, 15/11/1999, 15/03/2000, 15/09/2000, 15/03/2001, 15/09/2001, 15/03/2002
Call for Expressions of Interest for the needs for research: - Measurements and Testing (objectives 6.2.1, 6.2.2, 6.3.1, 6.3.2, 6.3.3) - Support for Infrastructure (objectives 7.1 to 7.4)	15 March 99 / 30 April 2001	30/4/99, 15/6/99, 15/12/99, 15/6/2000, 30/4/2001

(1) may be extended following the revision of the work programme

IV.6 Delivery of proposals (Accompanying Measures and Expressions of Interest)

Proposals must be submitted before the deadline by one of the following methods:

- Post, preferably registered, as confirmed by the postmark, to:

*European Commission
DG XII-C.O – GROWTH 1999
The Research Proposal Office (ORBN 8)
Rue de la Loi/Wetstraat 200
B-1049 Brussels, Belgium*

- Courier² or hand-delivery, as confirmed by acknowledgement of receipt, to:

*European Commission
DG XII-C.O – GROWTH 1999
The Research Proposal Office (ORBN 8)
Square Frère Orban 8
B-1000 Brussels, Belgium*

² For courier services that require a telephone number for the recipient, please use +32.2.296 02 45.

- Electronic submission (not applicable for Expressions of Interest which can only be submitted on paper with a copy on floppy disk), the details of which are given above (see also paragraph IV.5)

The Proposal Preparation Tool (ProTool) contains the necessary information for electronic submission to the Commission (web page: <http://www.cordis.lu/growth/src/par-pre4.htm>).

Proposals submitted under the continuous submission scheme which are not received before a given deadline for receipt, will be evaluated after the next deadline for receipt.

Proposers are requested to use only one of the methods described above by which to submit proposals, and to submit only one version of any given proposal. In the case of an eligible proposal being received in both paper and electronic formats, only the electronic version will be evaluated.

IV.7 Support for proposers

IV.7.1 Growth Information desk

The address of the GROWTH Programme Infodesk is:

<p><i>European Commission – Research Directorate General Rue de la Loi/Wetsstraat 200, MO75 B-1049 Brussels – Belgium</i></p>	<p><i>e-mail: growth@cec.eu.int Phone: +32.2.295 23 45 Fax: +32.2.296 67 57 Http://www.cordis.lu/growth</i></p>
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NB: This address must not be used for proposal submission

The desk is manned 09h00 – 17h00 (Brussels), Monday to Friday.

IV.7.2 Partner search facilities

The Commission's Cordis server in Luxembourg (<http://www.cordis.lu>) offers a number of services and information sources which may be useful in partner search for participation in this programme, as well as a list of organisations which have already expressed an interest in participating in this programme.

IV.7.3 National Contact Points

National Contact Points for the Competitive and Sustainable Growth Programme can be helpful to organisations from their own country in finding partners from other countries, and should be contacted for further information for the country concerned. See the list included in the Growth Information Package or the Programme NCPs web-page: <http://www.cordis.lu/growth/src/ncps.htm>.

IV.7.4 Programme Information days

The Growth programme organises Information Days where those interested in proposing may attend for a presentation of the programme and of general Framework Programme, to obtain documentation and proposal preparation software (ProTool), to ask questions etc. and to meet potential consortium partners. The latest information on planned information Days is obtainable from the Programme Infodesk and at the Programme web-site.

IV.7.5 Other help facilities: the Intellectual Property Right-Helpdesk

The IPR-Helpdesk has been set up to support participants in RTD programmes seeking information on Intellectual Property Rights (IPR) and related contractual issues. The activity will also aid participants in locating the assistance necessary to register, protect, and exploit their inventions. The IPR-Helpdesk offers information on these issues and guides users to the services available from national patent offices, patent agents, and lawyers in their country.

IPR-Helpdesk

64-66 avenue Victor Hugo - L-1750 Luxembourg

Tel. +352-47 11 11 1; Fax. +352-47 11 11 60

e-mail: info@ipr-helpdesk.org

<http://www.cordis.lu/ipr-helpdesk>

IV.8 References on line

Potential proposers are invited to consults the Growth web-site: <http://www.cordis.lu/growth/home.html>

Decision on the 5th Framework Programme	http://www.cordis.lu/growth/src/leg-docs.htm
Decision on the Growth Thematic Programme	http://www.cordis.lu/growth/src/leg-docs.htm
Growth Guided Tour	http://www.cordis.lu/growth/src/tour.htm
Growth calls for proposals	http://www.cordis.lu/growth/src/callmain.htm
Growth Work Programme	http://www.cordis.lu/growth/src/cwp_en.htm
Growth documents	http://www.cordis.lu/growth/src/library.htm
Pre-proposal Check	http://www.cordis.lu/growth/src/par-pre3.htm
Proposal submission forms	http://www.cordis.lu/growth/src/part-pre.htm
Proposal Preparation Tool	http://www.cordis.lu/growth/src/par-pre4.htm
SME specific measures	http://www.cordis.lu/sme/home.html
Marie Curie Fellowship	http://www.cordis.lu/improving/src/hp_mcf.htm
IMS	http://www.cordis.lu/growth/calls/ims_199901.htm
Expressions of Interest for the needs	http://www.cordis.lu/growth/calls/199901.htm
Evaluation Documents	http://www.cordis.lu/growth/src/part-ep.htm
Information and Assistance	http://www.cordis.lu/growth/src/info.htm
Growth National Focal points	http://www.cordis.lu/growth/src/ncps.htm
Growth FAQs and Tips	http://www.cordis.lu/growth/src/faqs.htm
Expert candidature	http://www.cordis.lu/expert-candidature/home.html
Women and science	http://www.cordis.lu/growth/src/women.htm

IV.9 Check-list for submission (Accompanying Measures projects only)

In order to avoid last-minute problems with submission, there are a number of checks, which you should carry out.

For **ELECTRONIC** submission of your Growth proposal you should check the following items:

- Have you ordered your certificate (using ProTool with an electronic request, and by sending the full written and signed forms) well in advance of the deadline (at least 3 weeks before is recommended)?
- Have you imported this certificate to ProTool successfully?
- Have you requested a proposal number (at least three weeks before the deadline)?
- Are all parts of the proposal (A-B-C) duly completed?
- Have you integrated all parts (A-B-C and the filled out acknowledgement of receipt form) of the proposal into the file to be submitted?
- Have you checked the address of the server to which to upload the proposal?
- Have you checked that the proposal prints out correctly in one of the formats: PDF, RTF, Postscript or Word, and that it does not include files of another format (do not use picture, photo, voice or video formats, or MS projects, or similar tools)?
- Last but not least: Is your proposal submitted before the deadline according to the procedure for electronic submission?

For **PAPER** submission of your Growth proposal you should check the following items:

- Are all parts of the proposal (A-B-C) duly completed?
- Is your proposal prepared with five bound copies of part A, five bound copies of part B, five bound copies of part C, and one complete unbound original?

- Does the A1 form contain the original signature of the Co-ordinator? (A3 "Participant Profile/Information" form must be printed either from ProTool or using the pdf forms).
- Is the complete set of proposal forms placed in an envelope, marked "Commercial-in-confidence", with the following information:
 - "... Programme" and date of publication of the call?
 - The Call identifier (see call text)?
 - The proposal number (if one has been issued)?
 - A reference to the Key Action(s) and Action Line(s) addressed by the proposal (as given in the Work Programme)?
- Have you completed the "Acknowledgement of Receipt" form and included it in the package?
- If you use more than one Package, are the packages clearly marked parcel 1 of X, 2 of X, etc.? Is each parcel clearly marked as described above?
- Is the address on the package complete and correct (see call text)
- Last but not least: Is your proposal sent on time for the closing date of the call?

V. KEYWORDS TO BE USED IN THE PROPOSAL APPLICATION FORM A1**(The first space is for business area keywords (NACE))**

A1	Acoustics	C22	Composite Materials	F6	Fixed wing aircraft
A2	Active noise control	C23	Composites (Ceramic matrix)	F7	Flexibility
A3	Active safety	C24	Composites (Metal matrix)	F8	Flexible / non rigid materials
A4	Active vibration control	C25	Composites (Polymer matrix)	F9	Flight control / Flight management
A5	Actuators	C26	Compressor	F10	Flight stability and control
A6	Adaptive wing	C27	Computational chemistry and modeling	F11	Flow measurements
A7	Adhesives / Bonding	C28	Computer science/ Software	F12	Fluid-dynamics
A8	Aerodynamics	C29	Concrete	F13	Foamed materials
A9	Aeroelastics	C30	Concurrent engineering	F14	Forming
A10	Aero-engine efficiency	C31	Congestion pricing	F15	Freight transport
A11	Aerothermodynamics	C32	Construction	F16	Fuel cells
A12	Air quality	C33	Consumer sciences, consumers' rights	F17	Fuel management
A13	Airports	C34	Corrosion	F18	Fuselage
A14	Analytical chemistry	C35	Cost-benefit	G1	Geochemistry
A15	Anti-fraud	C36	Crashworthiness	G2	Geology / Exploration
A16	Applied physics	C37	Criminology	G3	Geophysics
A17	Automatic control	D1	Dangerous goods	G4	Geotechnics / Soil mechanics
A18	Automation, robotic control systems	D2	Databases / Expert systems / Data collection	G5	Glasses
A19	Autonomous aircraft	D3	Demand and traffic management	G6	Geotextiles
A20	Avionics	D4	Design / Design technologies	H1	Health and working conditions
B1	Benchmarking	D5	Deterioration/failure mechanisms	H2	Human factors
B2	Best practice / good practice	D6	Diagnostic systems	H3	Human-vehicle interaction
B3	Bicycles	D7	Diagnostics, diagnosis	H4	Hydraulic systems
B4	Biochemistry	D8	Diamonds/Superhard materials	I1	Imaging / Image processing
B5	Biomaterials	D9	Dismantling	I2	In vitro testing/trial methods
B6	Bio-medical materials	D10	Displays	I3	Industrial operations in the sea
B7	Bio-mimetic materials	D11	Door-to-door service	I4	Information Society Technologies/ Information systems
B8	Biosensors	D12	Drag reduction	I5	Inorganic chemistry
B9	Biotechnology	D13	Drug abuse, addiction	I6	In-process measurements
B10	Body fluids/ Tissues/ Cultures,etc.	D14	Drug discovery, profiling, targeting	I7	Inspection and maintenance
B11	Boundary layer	D15	Dynamics/Fluid dynamics	I8	Instrumentation / Measuring systems
B12	Braking systems	E1	Eco-efficiency	I9	Inter cooler
B13	Building materials	E2	Ecology / Environment	I10	Interconnectivity
B14	Buses (Transports)	E3	Economics	I11	Interfacial science
C1	Cabin environment	E4	Efficiency	I12	Intermodality
C2	CAE/CAD/CAM systems	E5	Electrical	I13	Interoperability
C3	Carbon/Graphite	E6	Electro-magnetic	I14	Iron making
C4	Cargo tracking & visibility	E7	Electronics	J1	Joining
C5	Casting	E8	Emissions / Emission measurements	K1	Knowledge based systems
C6	Catalysts/Zeolites	E9	Energy	K2	Knowledge engineering
C7	Ceramics	E10	Engines	L1	Landing gear
C8	Certification	E11	Engineering	L2	Laser technology
C9	Chemical engineering	E12	Environmental impacts	L3	Layers
C10	Chemical metrology	E13	Ergonomics	L4	Leaching / Bio-availability / Solubility
C11	Chemical synthesis/ Conversion	E14	Exhaust gas recuperator	L5	Leather
C11	Chronology, datation technology	E15	Exploitation and diffusion of results	L6	Life cycle impacts
C12	CIME	E16	Exploration of the sea	L7	Lightning
C13	Civil engineering / Infrastructure	E17	Extraction techniques	L8	Logistics
C14	CO (carbon monoxide)	F1	Ferrous	L9	Lubricants
C15	CO2 (carbon dioxide)	F2	Fibres/Reinforcing materials	M1	Machine tools
C16	Coatings/Thin films	F3	Financing	M2	Magnetic
C17	Coke making	F4	Fine/specialty chemicals	M3	Maintenance
C18	Collision avoidance	F5	Fire testing / Fire control/ Fire prevention		
C19	Colloidal chemistry				
C20	Combined transport				
C21	Combustion				

M4	Man-machine interaction	P11	Pneumatic systems	S22	Structural Analysis
M5	Manufacturing	P12	Polymers	S23	Superalloys/Special alloys
M6	Material characterization/Testing	P13	Powder metallurgy	S24	Superconductors
M7	Material processing	P14	Powders	S25	Supramolecular chemistry
M8	Materials science	P15	Power beams	S26	Surface characterization /Analysis
M9	Measurements/testing theory	P16	Power optimised aircraft	S27	Surface chemistry
M10	Mechanical systems	P17	Powertrain components	S28	Surface treatment technologies
M11	Mechatronics / Robotics	P18	Powertrain optimisation technologies	S29	Survivability
M12	Membrane/Separation technology	P19	Precision engineering	S30	Sustainability
M13	Metallogeny	P20	Preventive maintenance	S31	Sustainable mobility
M14	Metallurgy/Hydrometals	P21	Pricing and financing	S32	System/vehicle accessibility
M15	Metrology, physical instrumentation	P22	Primary structures	S33	Systems efficiency
M16	Micro engineering/ Microsystems	P23	Product testing	T1	Technology assessment and foresight
M17	Microelectronics	P24	Production technologies	T2	Technology transfer
M18	Micro-mechanics	P25	Propulsion systems	T3	TENs
M19	Minerals/Ores	P26	Prototyping (Soft/Hard)	T4	Testing, conformance testing
M20	Mining / Quarrying	P27	Public transport	T5	Textiles / Leather
M21	Mobility	P28	Public-private partnerships	T6	Thermodynamics
M22	Modeling and simulation	Q1	Quality assurance/ Quality Control	T7	Tilt-rotor
M23	Modular systems	Q2	Quality, quality control, traceability	T8	Tools/Dies
M24	Molecular engineering	R1	Rail	T9	Total quality management
M25	Monitoring / condition monitoring / remote sensing	R2	Recycling	T10	Toxicity testing
M26	Moulding / Casting	R3	Reference materials/methods	T11	Traffic management / control
M27	Multifunctional engineering	R4	Refractories	T12	Training
M28	Multilayers/ Multimaterials	R5	Reinforcement technology	T13	Transfer points
M29	Multisensory technology, multi-sensing	R6	Reliability	T14	Transshipment technologies
N1	Nanobiotechnology	R7	Renewable raw materials	T15	Transport demand
N2	Nanofabrication	R8	Repair / Restoration	T16	Transport economics
N3	Nanotechnology	R9	Research networking	T17	Tribology - Lubricants
N4	Navigation and positioning	R10	Research policy	T18	Turbo-machinery
N5	New generation vehicles	R11	Risk assessment	T19	Turnaround time
N6	New means of transport	R12	Road	U1	Ultra-low and near-zero emission vehicle propulsion systems
N7	New propulsion systems	R13	Road pricing	U2	Ultra-precision measurements
N8	New vehicle technologies	R14	Rocks/Stones/ Aggregates	U3	Ultrasonics
N9	Noise and vibration	R15	Rolling	U4	Unmanned surveying
N10	Non ferrous	R16	Rotary wing aircraft	U5	Urban infrastructure
N11	Non-destructive testing	S1	Safety technology	U6	Urban planning, land use planning
N12	NOx (nitrous oxide)	S2	Sample banks	U7	User-friendliness
O1	On-board monitoring	S3	Sea-bed	V1	Vehicle control and design
O2	On-board systems	S4	Security systems	V2	Vehicle structures
O3	Operational cost	S5	Semiconductors	V3	Vibration Analysis / Acoustics
O4	Operational safety	S6	Semispan wing	V4	Virtual organisations
O5	Operator/user acceptance	S7	Sensors / Signal processing	V5	Virtual reality/Virtual manufacturing
O6	Optical systems / Optics	S8	Sensory science, sensors, instrumentation	V6	Vision/Optical systems
O7	Opto-electronics	S9	Separation technology	W1	Wake vortex
O8	Organic chemistry	S10	Shipbuilding	W2	Waste / Effluents reduction
O9	Organometallic chemistry / materials	S11	Ships	W3	Water
P1	Packaging materials	S12	Smart materials / products / Structures	W4	Wear
P2	Paints	S13	Socio-economic impacts	W5	Wood / Timber composites / Paper
P3	Paper	S14	Socio-economic needs and objectives	W6	Working conditions
P4	Particle technology	S15	Sociology		
P5	Passive safety	S16	Solders / Blazes / Welding / Joining		
P6	Petrochemicals	S17	Solid state chemistry		
P7	Pharmaceuticals	S18	Sonic boom		
P8	Photonics	S19	SOx (sulphur dioxide)		
P9	Plastics / Rubbers	S20	Standardisation, standardisation of new technologies		
P10	Platforms	S21	Stress/psychological effects		

**ANNEX 1: FORM AND GUIDELINES FOR EXPRESSIONS OF
INTEREST FOR THE NEEDS**

**Form for the submission of Expressions of interest
for the needs for research; in support to research
Infrastructures
and
Guidelines for the preparation of the related supporting
documents**



GROWTH PROGRAMME
EXPRESSION OF INTEREST FOR THE NEED OF ♦ research
 ♦ infrastructure

ADMINISTRATIVE INFORMATION FORM

Contact Person

<i>Title (Dr, Prof.,...)</i>		<i>Gender</i>	F		M	
<i>Family Name</i>						
<i>First Name</i>						
<i>Organisation Legal Name</i>						
<i>Department/Institute Name</i>						
<i>PO Box</i>						
<i>Street Name and Number</i>						
<i>Post Code</i>		<i>Cedex</i>				
<i>Town / City</i>						
<i>Country Code</i>		<i>Country Name</i>				
<i>Telephone Nr</i>		<i>Fax Nr</i>				
<i>E-mail</i>						

Title of the Expression of Interest and abstract

<i>Title</i>
<i>Abstract</i>

Indicate at which Expression of Interest activity this submission is aimed³

.....
.....

Indicate relevant Key Action or Generic Activity (as described in the Workprogramme)

.....
.....

<i>Have you, previously or currently, submitted this topic or similar in content to any Community Programme? If yes, please give details.</i>	Y		N	
---	---	--	---	--

<i>Programme Name</i>		<i>Year</i>		<i>References</i>	
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Date and signature

³- in support of European standardisation;
 - in support of the fight against fraud;
 - feasibility studies for certified reference materials.

In support for research infrastructures:
 - support activities to medium and large-scale facilities;
 - setting up of virtual institutes;
 - reference data bases;
 - measurement and quality management infrastructures.

***Expression of Interest for the Needs Guidelines:
How to prepare a supporting document***

 **General information**

Complete the attached administrative form and the acknowledgement of receipt form. The administrative information should not be repeated in the text of the *supporting document which must remain anonymous*.

A submitted *supporting document* (maximum 6 pages) has to fulfil two requirements:

- provide information needed to decide on the merit and priority of the proposed topic (the decision of the Commission whether or not to include the topic in the dedicated call for proposals will be taken primarily on the basis of this information), and
- supply a text which will, if the topic is published, be suitable for distribution as an informative document, which defines the objectives and scope for all those wishing to make a proposal (inadequate quality of the text can also be cause for non retention of the topic).

 **Layout**

The layout for the *supporting document* should comprise the following sections:

Title

For practical reasons, a self-explanatory title should be chosen and should be no more than three lines.

Conformity with the Work programme

The topic must be related to those GROWTH Programme activities that utilise the “Expressions of interest”. The GROWTH Programme - key action(s), generic activity(ies) / support to research infrastructure to which the proposed topic is linked should be clearly indicated.

Keywords

5 to 10 keywords linked to the proposed topic should be included. The keywords should reflect both the objectives and technical/scientific fields as appropriate.

Summary of objectives and justification

The need should be described briefly in no more than 10 lines. (The problem and not the solution should be described.) The reasons leading to this need should be explained.

Background

The state-of-the-art leading to the need should be described. Documents or studies that identify the need to undertake the work should be referenced.

Economical and social benefits

In order to enable the Commission to assess priority topics, it is necessary to demonstrate that sufficient socio-economic interest exists. Reasons should be given as to why the activity will benefit from being carried out at the EU level. The European added value of the envisaged activities should be emphasised including secondary effects such as economic or structural benefits, protection of the European market, protection of products and enterprises against

defrauders, an improved system of metrology etc. Knowledge should be demonstrated of the needs of end-users, and/or existing and potential markets by making reference to market analysis, studies, etc. If applicable, any potential benefits related to health, safety, the environment and employment should be highlighted.

Scientific and technological objectives

The objectives of the work should be stated wherever possible in quantitative terms. These should be very clear both to enable a proper and fair evaluation of the “Expression of interest” and to provide an appropriate basis for an eventual evaluation of proposals. Thus, vague statements, which could lead to either a misinterpretation of the requirements or to an inappropriate work plan, should be avoided. Note that topics related to the *support for the research infrastructures* will lead to co-ordinating (network) type of activity proposals and not R&D.

Time-scale

For certain topics, it may only be meaningful to proceed if the solutions are available by a pre-defined date. If this is the case, the date and the reason should be indicated. Any requirements must be realistic and should take into account the period of time needed to complete the procedures as well as the work.

Additional information

For certain topics, there may be other requirements that must be met if the output is to be meaningful. If this is the case, the reason and requirement should be stated. It should be noted that unjustified restrictions would not be accepted. All documents needed to develop the proposed topic must be identified and available to all proposers.

Advice

In order to help interested parties to better identify the areas of the GROWTH Programme open for the call for “Expressions of interest” and to prepare their supporting documents, additional information and highlights of the work programme are given in the following Annex.

ANNEX 2: NOTIFICATION OF INTENTION TO PROPOSE (PRE-REGISTRATION)

➡ ONLY TO BE USED FOR ELECTRONIC SUBMISSION

It is the proposers' responsibility to ensure that national regulations relating to the use of encryption software are adhered to.

Request for Proposal Number for the open call of the GROWTH programme

Fax to: +32 2 295.31.23

Title _____ **First Name** _____ **Surname** _____

Function _____

Organisation _____

Internal Address _____

Street and Number _____

Postal Code _____ **City** _____ **Country** _____

Fax _____ **Fax (alternative)** _____

Tel. _____ **Tel.(alternative)** _____

E-mail _____ **E-mail (alternative)** _____

We are considering submitting a proposal in response to the 'Competitive and Sustainable Growth' Call for proposals dated 16th March 1999.

Name of Requester: _____

Signature: _____

Date: _____

ANNEX 3: ACKNOWLEDGEMENT OF RECEIPT FORM



**EXPRESSION OF INTEREST FOR THE NEEDS*
 * *ACCOMPANYING MEASURES*
ACKNOWLEDGEMENT OF RECEIPT

Brussels,

Address to which this acknowledgement of receipt should be sent (in the box)

Dear Madam/Sir

We are pleased to acknowledge receipt of your proposal:

To be completed by Coordinating Partner			
Programme:	GROWTH		
Research Area(s):			
Proposal Title:			
Proposal Acronym:			

This proposal has been given the following reference number (To be completed by the Commission):

Date of reception:

Proposal registration number:

You are kindly requested to quote this reference number in all future correspondence relating to this proposal. Please ensure that all your partners are also made aware of this reference number.

After a check for eligibility, your proposal will be evaluated. It is expected that the final result of the evaluation will be communicated to you three to four months after the deadline for submission of proposals.

On behalf of the Commission we thank you for your proposal and your interest in the research programmes.

Yours faithfully,
 5FP Evaluation Coordinator