European Commission

GUIDE FOR PROPOSERS
PART 2

FOR 'FIXED DEADLINE CALLS'

(PERIODIC CALLS OF DECEMBER 15, 2000 AND JUNE 1, 2001)

☞ *Proposals for:*

- ❑ ***RTD, demonstration and combined projects*** *(including INCO bursaries) and*

- ❑ ***Thematic Networks, Concerted Actions***

☞ *Call identifiers:*

- ▪ *Growth 2001 (for the call of 15.12.00)*

- ▪ *Growth June 2001 (for the call of 1.06.01)*

Edition December 2000

COMPETITIVE AND SUSTAINABLE GROWTH

CORDIS ref: c_pg2_en_200004

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 information on the 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 receipt of proposals 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 – Periodic Call published on December 15, 2000 as well as Periodic Call to be published on June 1, 2001

IV.1 Introduction

This section details the procedure required for the "fixed deadline" calls for proposals under the Growth programme. This Guide provides detailed information on those actions implemented through a Periodic Call: **RTD, demonstration and combined activities**, **specific Accompanying Measures for Key Action 2**, **Thematic Networks and Concerted Actions** as well as bursaries for young researchers from developing countries (**INCO bursaries**).

Please note that:

- this Guide is valid for the December 2000 (*call identifier: Growth 2001*) and June 2001 (*call identifier: Growth June 2001*) Periodic Calls;

- the new version of the Growth Work Pogramme 2001-2002 (third Edition December 2000) covers the two above mentioned Periodic Calls, as well as the ongoing Open Calls and the dedicated Calls to be launched during the year 2001. The Growth Work Programme 2001-2002 replaces and supersedes the March 1999 and the December 2000 editions;

- New version of the FP5 Manual of Proposal Evaluation Procedures* (the FP5 Evaluation Manual): there are two important changes made to the procedures for checking the eligibility of proposals received, which should be noted by all potential participants:
    1. *Proposals submitted on paper must be received by the Commission at the address specified in the call text on or before the applicable deadline. The above constitutes a change with respect to the previous calls. DEADLINES NOW APPLY TO RECEIPT BY THE COMMISSION.*
    2. *It is no longer necessary for the Commission to be in receipt of original signatures of the proposal partners and/or the proposal co-ordinator at the proposal stage. Photocopies of complete signed proposals will now be accepted.*

    Other changes introduced by the above-mentioned Evaluation Manual do not necessarily apply across all programmes. As far as the Growth Programme is concerned, the definition of *'large scale proposals'* has been further clarified. It now reads: 'thresholds 4.0 for the criterion "Partnership & Management" in the case of large-scale proposals (e.g. technology platforms) with more than € 10 million total cost' (see Annex J of the Evaluation Manual).

    The new version of the Evaluation Manual is available on CORDIS at the following address: http://www.cordis.lu/fp5/src/evalman.htm

    * adopted by the Commission on July 14, 2000

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

IV.2 Types of actions

The above mentioned Periodic Calls invite submission of proposals for the following types of actions only:

➢ **RTD, demonstration and combined projects:** these are carried out by industrial or service organisations, universities or research centres and are targeted on strategic objectives with significant potential for socio-economic and industrial impact.

They need to respond to the priorities specified in the calls and objectives detailed in the *Growth Work Programme 2001-2002* (edition December 2000). The integration of socio-economic research in proposals for RTD, demonstration and combined projects is encouraged, where appropriate, to complement or support technical research.

➢ **Thematic Networks and Concerted Actions** are designed to facilitate networking of organisations, co-ordination of activities and exchange and dissemination of knowledge so as to optimise research efforts, reach critical mass, and enhance impact at European level. They bring together industry, universities, research centres, users, research infrastructures, and other relevant stakeholders around a common S&T objective related to the priorities of the programme. Please note that Thematic Networks and Concerted Actions cannot provide funding for research activities. Funding is intended to support co-ordination.

- **Thematic Networks** are used:
  a) to **co-ordinate** a group (or "*cluster*") of projects funded at Community level. Co-ordination and 'clustering' of RTD, demonstration and combined projects is encouraged in order to achieve greater critical mass and impact.
  b) to carry out activities addressing the objectives set out in the section **"Support for Research Infrastructures**", which is implemented through a 2-stage process (Expressions of Interest followed by Dedicated Calls);
  c) to establish and develop **networking activities** other than those defined above.
- **Concerted Actions** are used for the co-ordination of research activities already funded within individual Member states, in order for instance to channel efforts efficiently, to exchange and complement experience or to disseminate results.

Thematic Network and Concerted Action proposals submitted **in response to periodic calls** can address any research objectives specified in the Work Programme, with the exception of:
- KA1, where they must address one of the five Targeted Research Actions only;
- KA2, where they must address the objectives covered by the pertinent call.
Be reminded also that *Support for Research Infrastructures* proposals can only be submitted in response to a dedicated call

➢ **INCO Bursaries:** when preparing a research proposal, an application can be made at the same time for support of a young researcher from a developing country to work up to 6 months in a European research institute participating in the project.

➢ **Specific Accompanying measures for Key Action 2 only:** these consist of policy driven research contributing to specific priorities of KA 2 "Sustainable mobility and intermodality", which are implemented in the frame of Periodic Calls.

Details on the types of actions listed above are provided in the Guide for Proposers Part 1, in the Growth Work Programme as well as in the Growth web-site: http://www.cordis.lu/growth/src/ov-impl.htm.

Proposals **must** address the research objectives listed in the current periodic call and detailed in the Growth Work Programme 2001-2002 (edition December 2000) as well as the 'Additional Information Document' specifically related to KA2 (available at: http://www.cordis.lu/growth/calls/200004.htm). Tables summarising the priorities covered by the December 15, 2000 and the June 1, 2001 Periodic Calls are given below (see also the "Roadmap" - Section F of the Growth Work Programme):

	RTD areas and priorities for the DECEMBER 2000 periodic call	Indicative budget of call (Meuro)
KA 1 **(Last call)**	**For RTD, demonstration and Combined projects as well as Thematic Networks and Concerted Actions** **Targeted Research Actions:** 1.5 TRA *"products-services"* evolutionary value-added and resource-saving products-services, including miniaturised systems 1.6 TRA "*machines*": new generation of machinery production equipment and systems for manufacturing 1.7 TRA "*extended enterprise*": the knowledge based extended manufacturing enterprise 1.8 TRA "*modern factory*": customer-oriented, high tech, agile and towards zero-waste production 1.9 TRA "*infrastructures*": safe, sustainable and cost effective construction	*190*
KA 2	**For RTD, demonstration and Combined projects, Thematic Networks and Concerted Actions as well as Specific Accompanying Measures for KA2 only.** **Targeted Action: CIVITAS:** 2.1 Socio-economic scenarios for mobility of people and goods 2.1.3 Policies for sustainable mobility **Targeted Action: GALILEO** 2.3.3 Second Generation GNSS *Details are provided in the Additional Information Document for KA2*	*45*
KA 3	**Open only for Thematic Networks and Concerted Actions , for all objectives, from 3.1 to 3.8**	*2,5*
KA 4	**Thematic Networks and Concerted Actions: all objectives, from 4.1 to 4.13** **For RTD, demonstration and combined projects:** **Critical Technologies:** 4.1: Reducing aircraft development cost and time to market 4.2: Improving aircraft efficiency 4.3: Improving environmental friendliness of aircraft 4.4: Improving operational capability and safety of aircraft **Technology Platforms:** 4.9 TP 5: Power-optimised aircraft 4.11 TP 7: Friendly aircraft cabin environment 4.12 TP 8: Advanced wing configuration	*230*
MAT **(Last call)**	**For RTD projects as well as Thematic Networks and Concerted Actions:** 5.1: Cross-cutting generic materials technologies 5.2: Advanced functional materials 5.3: Sustainable chemistry 5.4: Expanding the limits and durability of new materials 5.5: Iron and steel production 5.6: Steel casting, rolling and downstream treatment 5.7: Steel utilisation	*65* *(of which up to 25 for nanotechnologies)*
M&T	**Thematic Networks and Concerted Actions: all objectives** **For RTD, demonstration and combined projects:** 6.1.2 Sensors, screening systems and instruments for the fight against fraud 6.1.3 Instrumentation for improvement of quality 6.2.3 Measurement and testing methodologies in support for quality	*35*
TOTAL		*567.5*

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	RTD areas and priorities for the JUNE 2001 periodic call	Indicative budget of call (Meuro)
KA 1	**CLOSED**	
KA 2	**For RTD, demonstration and Combined projects,** **Thematic Networks and Concerted Actions as well as Specific Accompanying** **Measures for KA2 only** **Targeted Action SMART RAIL,** priorities on **:** 2.1 Socio-economic scenarios for mobility of people and goods 2.2 Infrastructures and their interfaces with transport means and sytems 2.3 Modal and intermodal transport management systems *Details are provided in the Additional Information Document for KA2*	*39*
KA 3	**Thematic Networks and Concerted Actions: all objectives, from 3.1 to 3.8** **For RTD, demonstration and combined projects:** **Critical Technologies:** 3.1: Critical technologies for road and rail transport 3.2: Critical marine technologies **Technology Platforms:** 3.3 TP 1: New land transport vehicle concepts; Enhanced systems efficiency 3.8 TP 6: Efficient interoperability and transhipment	*98*
KA 4	**Open only for Thematic Networks and Concerted Actions , for all objectives,** **from 4.1 to 4.13**	*4*
MAT	**CLOSED**	
M&T	**Open only for Thematic Networks and Concerted Actions , for all objectives,**	*2*
TOTAL		143

Proposals corresponding to other parts of the Work Programme than those opened by the current call will not be evaluated.

Proposers are reminded that the continuous submission scheme[1] is still open for the following types of actions:
- *SMEs Specific Measures* : Exploratory Awards and Co-operative Research - http://www.cordis.lu/sme/home.html;
- *Marie Curie training fellowships* (Industry Host Fellowships and Experienced Researcher Fellowships - http://cordis.lu/improving/src/hp_mcf_intro.htm)
- *Accompanying Measures* (http://www.cordis.lu/growth/src/accmea.htm);
- *Intelligent Manufacturing Systems* (IMS), which is open until September 2001 for RTD projects and Thematic Networks.

IV.2.1 Orientations for the December 2000 and June 2001 Periodic Calls
- **Growth Work Programme 2001-2002**
The strategy and the scientific/technical priorities were reviewed and updated. Some of the most significant changes consist of:

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[1] Please refer to the Open Call published in the O.J. C 72 of 16.03.99 as well as to the Corrigendum published in the O.J. C 299 of 20.10.00. Information are provided on CORDIS (http://www.cordis.lu/growth/src/calltype.htm#2) and in the Growth Workprogramme 2001-2002.

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- Key Action 1: refocused Targeted Research Actions; encouragement to large projects;
- Key Action 2: new strategy (see also the Additional Information Document for KA2);
- Key Action 3: TP7 and TP8 re-defined; emphasis on objectives 4.1.1 and 4.2.5;
- Materials: focus on long-term issues.

- **The e-Europe Action Plan**

The e-Europe action plan launched by the European Commission in December 1999 and adopted at the European Council in Feira calls for the exploitation of the potential of Information and Communication Technologies (ITC) resources in the context of the specific programmes. The Communication "*Towards a European Research Area*"[2] points out the need to encourage use of broadband electronic networks for research and to ensure the progressive establishment of digital co-operation.

Applicants in the next calls for proposals are therefore encouraged to extensively use new opportunities offered by ICT in performing, managing and networking RTD activities. Examples of applications are (near) real time planning and scheduling, modelling and simulations.

- **European Added Value, critical mass and partnership**

European Added Value and reaching the critical mass needed to attain concrete and tangible results are key features in the EU research programmes. Therefore proposals submitted under the Growth Programme should demonstrate clear added value at EU level and the possibility of achieving significant impact, in particular through the establishment of a critical mass in terms of human, material and other resources. In general, experience shows that larger projects can be more cost-effective in these respects and, for this reason, projects (research, demonstration and combined projects) with a minimum EC funding of 1.8 M€[3] (for KA2: 1.5 M€) are expected.

Given that some smaller projects may also achieve significant impact at EU level,
it is emphasised that the above guidance on a minimum project size is not considered as an evaluation criterion in itself.

Proposals will be evaluated in conformity with the provisions of the Evaluation Manual.

Co-ordination and 'clustering' of RTD, demonstration and combined projects (through Thematic Networks) are also encouraged in order to achieve greater critical mass and impact.

Projects of more than 10 M€ are defined in the Evaluation Manual as *'large-scale projects'*. These large-scale proposals must demonstrate an outstanding quality of their partnership and management and, for this reason, an increased threshold mark of 4.0 is applied for the criterion relating to 'Partnership and Management'.

For KA1 large scale projects are expected for the relevant parts of the key action and additional information and guidance on this type of projects are provided at the following address: http://www.cordis.lu/growth/calls/200004.htm .

As a general rule*, partnerships* should include the stakeholders **relevant** to the development and ultimate implementation of the RTD results. This includes research centres and

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[2] Com (2000) 6 of 18.01.2000 available at: http://europa.eu.int/comm/research/area.html

[3] This amount being the average amount of the EC contribution to RTD projects financed by the Growth programme in the last two years.

For reasons of their distinctive nature, it is expected that Thematic Networks and Concerted Actions should require a minimum EC funding of 0.5 M€. As far as the Craft projects are concerned, orientations on minimum EC funding do not apply. Proposers are reminded that the total costs for a Craft project must be between 0.3 and 2 M€.

universities, product or technology developers, component and material providers, service companies, industrial users, policy makers, regulatory and standardisation authorities and consumer organisations. SME participation in partnerships is particularly encouraged.

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 and combined projects, Thematic Networks, Concerted Action, Accompanying measures, etc.). **Proposers must ensure they are using the appropriate form for the type of action.**

The **Proposal Submission Forms for RTD, demonstration and combined projects** come 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.). Administrative information 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. This section must be "anonymous", that is to say, it may contain no information which reveals the identity of participants.
-   **Part C** (which is also in the form of a structure to be followed) 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, they are given Part C to review, except if otherwise specified.

Please note that for the **Accompanying Measure proposals related to Key Action 2 "Sustainable mobility and intermodality"** submitted in response to a Periodic Call, Parts B and C of the forms for shared-cost RTD projects must be used (while Part A must be prepared by using the Accompanying Measures administrative forms).

For projects being either a **research** or a **demonstration** project, the proposers need to make only one proposal description.

For **combined projects (research and demonstration)**, the general rule is that the proposal should be made in two parts, one describing the research and one covering the demonstration.   The proposing consortium must in this case make two separate descriptions of Part B and C and, as far as Part A is concerned, also two A4 cost sheets, one for each part. In cases where it is impossible to separate clearly the research and demonstration parts of the proposal, the consortium may write one proposal description, but, in any case, the form A4 "Cost summary" must clearly reflect the percentage of funding corresponding to the research and the demonstration respectively.

There are special forms for **INCO bursaries** (Bursaries for young researchers from developing countries) which can be requested in conjunction with an RTD, demonstration and

combined proposal: **Part A** provides administrative information, while **Part B** provides a description of the bursary as well as the Curriculum Vitae of the applicant.

The **Proposal Submission Forms for Concerted actions and Thematic Networks** are similarly divided into **Parts A** and **B**. Thematic Network and Concerted Action proposals have no anonymity requirements for Part B and therefore there is no Part C (since these information are included in part B).

The form for *acknowledgment of receipt,* provided in Annex 1*,* 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/protool/. 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.

IV.3.4 Proposal anonymity
- **RTD, demonstration and combined projects (and therefore Key Action 2 related Accompanying Measures):** Part B of the proposal must be anonymous. In this part, which contains the description of the content of the proposed project, there must be no reference to the names of the organisations involved in the consortium or any information by which they may be identified, including proposers names in bibliographic references (those could be in part C of the forms). Participants must be referred to by the codes and numbers assigned in the Proposal Submission Form Part A, sheet A3.
- **Thematic Network and Concerted Action projects:** no anonymity is required for these proposals and therefore the partners must be named.

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 research is within the scope of the current call. This service which is beneficial to RTD, demonstration and combined proposal preparation as well as Key Action 2 Accompanying Measures (only) is open to all proposers. Forms are in Annex 2. Requests for pre-proposal checks must be received by the Commission up to **4 weeks before the closing date of the call**.

IV.3.6 Notification of intention to propose
As far as the Growth programme is concerned, the Notification of intention to propose has to 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 3), which is sent to the Commission services via fax or electronic mail. The requested proposal number is sent back by the Commission to the proposer by fax or electronic mail. 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 Pro-Tool and is then printed out on paper, this paper version may also be submitted and it must be received by the applicable deadline.

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 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.

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IV.4.2.1 By electronic means

- **Certification**

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.

A standard certificate (Class-II) or either a one-time certificate (Class-I) can be requested. Both are provided free of charge.

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.

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).

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.

This form of certificate does not provide encryption. Security is restricted to the standard available on the secure servers used (SSL).

A request for certification is made by using the ProTool.

- **Procedure**

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.

IV.4.2.2 On paper

- **Procedure**

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.

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 proposes for the call concerned indicates the structure of the proposal required, and forms are available).

- **Number of copies**

Paper proposals should be prepared :
- **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 with signatures.**

The complete set of proposal documentation should be placed in an envelope or envelopes, marked "**Commercial-in-confidence**" with additionally the following information:

- The name of the Programme to which it is submitted, the date of publication of the Call and the Call identifier;

- 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).

The package should also contain a completed "*Acknowledgement of receipt*" form (see Annex 1) so that the Commission can return notification of safe arrival of the proposal.

This envelope/these envelopes should then be 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.

Holders of a Class-II certificate will also be able to encrypt the proposal file. The precise method is explained in the sealing tool. 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. 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. 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. • **Electronic submission fall-back procedure** 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).	Proposals on paper may be sent to the Commission by mail, by trusted delivery service or by hand as described in the call text. If you use more than one package, please clearly mark them 1 of x, 2 of x…. **When preparing a proposal on paper, the proposer must indicate the proposal short name (acronym) 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.**

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 by the applicable deadline for receipt.

IV.5 Deadlines

The deadline for submission of proposals is given in the Periodic Call text (provided in Annex 4 of this Guide and available on Cordis: http://www.cordis.lu/growth/src/callmain.htm).

Proposals submitted on paper must be received by the Commission by 17.00 Brussels time on the date of the applicable dedline. The above constitutes a change with respect to previous calls (where deadlines applied to submission).

Deadlines *now* apply to receipt by the Commission.
Please note that, as far as the December 2000 periodic call is concerned, different deadlines for the different Key Actions and Generic Technologies are applicable.

IV.6 Delivery of proposals

Proposals must be received before the deadline to the address specified in the Call text and according to the modalities also provided in the Call.

IV.7 Support for proposers

IV.7.1 Growth Information desk

The address of the Growth Programme Infodesk is:

European Commission –Directorate General Research *Rue de la Loi/Wetsraat 200, MO75* *B-1049 Brussels – Belgium*	*e-mail:growth@cec.eu.int* *Fax: +32.2.296 67 57* *http:www.cordis.lu/growth*

NB: Please do not use this address 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. Latest information on planned information Days is obtainable from the Programme Infodesk and on 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 form 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

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 December 2000 Periodic Call	http://www.cordis.lu/growth/calls/200004.htm
Growth Work Programme	http://www.cordis.lu/growth/src/cwp_en.htm
Growth Actions	http://www.cordis.lu/growth/src/ov-impl.htm
Growth Documents	http://www.cordis.lu/growth/src/library.htm
Growth Pre-proposal Check	http://www.cordis.lu/growth/src/ppc.htm
Proposal submission forms	http://www.cordis.lu/growth/src/par-pre3.htm
Proposal Preparation Tool	http://www.cordis.lu/growth/src/par-pre4.htm
Evaluation Documents	http://www.cordis.lu/growth/src/part-ep.htm
Information and Assistance	http://www.cordis.lu/growth/src/info.htm
INCO Bursaries	http://www.cordis.lu/growth/src/inco.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 (RTD, demonstration and combined 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 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)?

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

M1	Machine tools	P10	Platforms	S21	Stress/psychological effects
M2	Magnetic	P11	Pneumatic systems	S22	Structural Analysis
M3	Maintenance	P12	Polymers	S23	Superalloys/Special alloys
M4	Man-machine interaction	P13	Powder metallurgy	S24	Superconductors
M5	Manufacturing	P14	Powders	S25	Supramolecular chemistry
M6	Material characterization/Testing	P15	Power beams	S26	Surface characterization /Analysis
M7	Material processing	P16	Power optimised aircraft	S27	Surface chemistry
M8	Materials science	P17	Powertrain components	S28	Surface treatment technologies
M9	Measurements/testing theory	P18	Powertrain optimisation technologies	S29	Survivability
M10	Mechanical systems	P19	Precision engineering	S30	Sustainability
M11	Mechatronics / Robotics	P20	Preventive maintenance	S31	Sustainable mobility
M12	Membrane/Separation technology	P21	Pricing and financing	S32	System/vehicle accessibility
M13	Metallogeny	P22	Primary structures	S33	Systems efficiency
M14	Metallurgy/Hydrometals	P23	Product testing	T1	Technology assessment and foresight
M15	Metrology, physical instrumentation	P24	Production technologies	T2	Technology transfer
M16	Micro engineering/ Microsystems	P25	Propulsion systems	T3	TENs
		P26	Prototyping (Soft/Hard)	T4	Testing, conformance testing
M17	Microelectronics	P27	Public transport	T5	Textiles / Leather
M18	Micro-mechanics	P28	Public-private partnerships	T6	Thermodynamics
M19	Minerals/Ores	Q1	Quality assurance/ Quality Control	T7	Tilt-rotor
M20	Mining / Quarrying			T8	Tools/Dies
M21	Mobility	Q2	Quality, quality control, traceability	T9	Total quality management
M22	Modeling and simulation	R1	Rail	T10	Toxicity testing
M23	Modular systems	R2	Recycling	T11	Traffic management / control
M24	Molecular engineering	R3	Reference materials/methods	T12	Training
M25	Monitoring / condition monitoring / remote sensing	R4	Refractories	T13	Transfer points
		R5	Reinforcement technology	T14	Transhipment technologies
M26	Moulding / Casting	R6	Reliability	T15	Transport demand
M27	Multifunctional engineering	R7	Renewable raw materials	T16	Transport economics
M28	Multilayers/ Multimaterials	R8	Repair / Restoration	T17	Tribology - Lubricants
M29	Multisensory technology, multi-sensing	R9	Research networking	T18	Turbo-machinery
		R10	Research policy	T19	Turnaround time
N1	Nanobiotechnology	R11	Risk assessment	U1	Ultra-low and near-zero emission vehicle propulsion systems
N2	Nanofabrication	R12	Road		
N3	Nanotechnology	R13	Road pricing		
N4	Navigation and positioning	R14	Rocks/Stones/ Aggregates	U2	Ultra-precision measurements
N5	New generation vehicles	R15	Rolling		
N6	New means of transport	R16	Rotary wing aircraft	U3	Ultrasonics
N7	New propulsion systems	S1	Safety technology	U4	Unmanned surveying
N8	New vehicle technologies	S2	Sample banks	U5	Urban infrastructure
N9	Noise and vibration	S3	Sea-bed	U6	Urban planning, land use planning
N10	Non ferrous	S4	Security systems		
N11	Non-destructive testing	S5	Semiconductors	U7	User-friendliness
N12	NOx (nitrous oxide)	S6	Semispan wing	V1	Vehicle control and design
O1	On-board monitoring	S7	Sensors / Signal processing	V2	Vehicle structures
O2	On-board systems	S8	Sensory science, sensors, instrumentation	V3	Vibration Analysis / Acoustics
O3	Operational cost				
O4	Operational safety	S9	Separation technology	V4	Virtual organisations
O5	Operator/user acceptance	S10	Shipbuilding	V5	Virtual reality/Virtual manufacturing
O6	Optical systems / Optics	S11	Ships		
O7	Opto-electronics	S12	Smart materials / products / Structures	V6	Vision/Optical systems
O8	Organic chemistry	S13	Socio-economic impacts	W1	Wake vortex
O9	Organometallic chemistry / materials	S14	Socio-economic needs and objectives	W2	Waste / Effluents reduction
				W3	Water
P1	Packaging materials	S15	Sociology	W4	Wear
P2	Paints	S16	Solders / Blazes / Welding / Joining	W5	Wood / Timber composites / Paper
P3	Paper				
P4	Particle technology	S17	Solid state chemistry	W6	Working conditions
P5	Passive safety	S18	Sonic boom		
P6	Petrochemicals	S19	SOx (sulphur dioxide)		
P7	Pharmaceuticals	S20	Standardisation, standardisation of new technologies		
P8	Photonics				
P9	Plastics / Rubbers				

Annex 1 – Acknowledgement of receipt form

EUROPEAN COMMISSION
RESEARCH DIRECTORATE –GENERAL

Brussels,

Please write the name and full postal 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

Annex 2: Pre-Proposal Check Forms and Guidelines

Pre-proposal check/consultation - Confidential information	**Page 1**

1. Coordinator:

Title (Dr, Prof…)		Gender (F/M)	
Family Name		First Name	
Organisation Name			
Department/ Institute Name			
Street name and no.			
PO Box		Post Code	
Town/City		CEDEX	
Country			
Telephone		Fax	
E-mail address			

Please answer carefully all the questions. The Commission services reserve the right to return without comment any incomplete pre-proposals.

2. Proposal title	
3. Proposal acronym	
4. Project duration (approx. months)	
5. Total cost (Euro)	
5.1 EC contribution requested (Euro)	
6. Main Programme	Growth
6.1. Research Area(s)	
7. Other Programme(s)	
7.1. Research Area(s)	

8. Participants

Nr.	Organisation name (Coordinator first)	Country	Activity code *	Business Activity or NACE code
1				
2				
3				
4				
etc				

* Activity codes: REC (Research Organisation), HES (High Education Institute), IND (commercial manufacturer/industry), SER (service provider i.e: engineering services or consultant), OTH (all others, i.e: standardisation bodies etc.)

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Pre-proposal check/consultation - Confidential information   Page 2

Give a short description of the work:

9. Objectives (maximum 2000 characters):

10. Description of the work (maximum 1000 characters):

11. Deliverables, exploitation and socio-economic impact (maximum 500 characters):

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Guidance note for potential participants to the "Pre-proposal check"

- **Purpose**

The pre-proposal check is a service established within the programme "Competitive and Sustainable Growth" for assisting people wishing to submit an RTD proposal.

It is intended to give advice and guidance mainly on the suitability of the proposed subject, with respect to the priorities of the work-programme and the particular call content.

- **Nature of the pre-proposal check**

The submission of outline proposals is on a voluntary basis.

It must be stressed that the informal advice provided through the pre-proposal check service cannot in any way be interpreted as a commitment by the Commission with regard to acceptance or rejection of proposals formally submitted at a later stage. Proposers at the very early stages of proposal preparation, looking for advice on ideas for projects not yet developed, should not use the pre-proposal check service.

Participants:

Although it is not absolutely necessary for the consortium to be finalised; the core partners should nevertheless be identified and the remaining members of the consortium at least tentatively defined. It will not be possible to process those pre-proposals, which do not satisfy these minimum requirements.

- **Description of the pre-proposal**

In order to receive a reasonable level of advice from the Commission services, please follow the guidelines given below concerning the description of the work.

Objectives:

The objectives should be quantified and realistic, but in order to be able to comment on the main impacts expected from the project, please describe briefly the following points:

- the need and the socio-economic problem(s) addressed and the way it will be approached, emphasising any new developments;
- the expected contribution to Community social objectives (employment, quality of life, safety, working conditions, protection of the environment …..);
- the Community added value (problem solving at European level, additional impact,...);
- and if appropriate, the project's contribution to EU policies or its addressing of standardisation and regulation problems;
- and finally economic scientific and technological prospects.

Description of the work:

A concise description of the work as well as the methodology used to achieve the objectives should be given, including where possible any work packages.

For the consortium, a justification should be given for the balance of the partnership in terms of complementarily, transnationality and multidisciplinary approach.

Deliverables, exploitation and socio-economic impact :

The practical results and the socio-economic impact expected from the project should be outlined.

The deliverables, the exploitation and dissemination strategies for the results (e.g. workshops, publications, etc.) should be explained, with reference to an eventual "Technology Implementation Plan".

- **Submission of pre-proposals**

Pre-proposals should be submitted using the apposite form, available for download (as Microsoft® Word 6.0 template) from the CORDIS web-site, at the address:

<div align="center">

http://www.cordis.lu/growth/src/ppc.htm.

</div>

This form should be saved as a Word document and then E-mailed to:

<div align="center">

Growth-precheck@cec.eu.int

</div>

Please mention the intended Key Action or Generic Activity as subject of the e-mail.

The response to the pre-proposal check will be provided by return e-mail as soon as possible, but normally within ten days from receipt. The Commission services reserve the right to refuse treatment of any incomplete pre-proposals.

ANNEX 3: Notification of Intention to Propose (Pre-registration)

➥ ONLY TO BE USED FOR ELECTRONIC SUBMISSION

To be send by email to:
rtd-growth-prereg@cec.eu.int
Note: Pre-registration is mandatory in case of electronic submission

PROPOSAL

Proposal Title:		
Acronym:		
Type: Accompanying Measure ☐	RTD or Demo ☐	Thematic Network ☐
Research Area(s):		
Call Identifier:		

CO-ORDINATOR

Title:	First Name:		Family Name:
Function:			
Department/Institute:			
Organisation:			
Street and Number:			
Post Code:	Town/City:		Country:
Telephone:		Fax:	
E-mail address:			

The assigned proposal number will be sent by return of e-mail.

Date:_____

ANNEX 4: Call text as published on the O.J. on December 15, 2000

Call for proposals for indirect RTD actions under the specific programme for research, technological development and demonstration on Competitive and Sustainable Growth

Call identifier: Growth 2001

1. In accordance with the Decision of the European Parliament and of the Council of December 22, 1998, concerning the fifth framework programme of the European Community for research, technological development and demonstration (RTD) activities for the period 1998 to 2002[4] (hereinafter referred to as the fifth framework programme), and with the Council Decision of January 25, 1999, adopting the specific programme for research, technological development and demonstration on competitive and sustainable growth[5] (hereinafter referred to as the specific programme), the European Commission hereby invites proposals for indirect RTD actions under the specific programme.

   In conformity with Article 5 of the specific programme, a revised work programme[6] (GROWTH WORK PROGRAMME 2001 - 2002), specifying detailed objectives and RTD priorities and an indicative timetable for their implementation, was drawn up by the European Commission to serve as the basis for implementing the specific programme. The objectives, priorities, indicative budget and types of indirect RTD actions referred to in this call notice correspond to those set out in the work programme.

2. This call relates to proposals, specified under Point 4 of this call, called by a fixed deadline following which evaluation will take place. Proposals not having met this deadline will not be considered under this call notice.

   Proposals responding to the continuous submission scheme of the call published on 16 March 1999[7] (Call identifier: Growth 1999) (Marie Curie Fellowships, SME Specific Measures, Accompanying Measures and Expressions of Interest) can continue to be submitted following the conditions and specifications foreseen.

3. The specific programme is implemented through indirect RTD actions as provided for in Annexes II and IV of the fifth framework programme and in Annex III of the specific programme.

   Evaluation and selection criteria and modalities relevant to this call are given in the fifth framework programme, the specific programme, the Council Decision of December 22, 1998, concerning the rules for the participation of undertakings, research centres and universities and for the dissemination of research results for the implementation of the fifth framework programme[8] (hereinafter referred to as the rules for participation and dissemination), and the revised work programme. The fifth framework programme Manual of Proposal Evaluation Procedures[9], along with its Annex on the specific programme, and Commission Regulation (EC) n° 996/1999 on the implementation of the rules for participation and dissemination[10], provide further details.

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[4]   OJ L 26, 1.2.1999, p. 1.
[5]   OJ L64, 12.3.1999,p. 40.
[6]   Commission Decision not yet published.
[7]   OJ C 72, 16.3.1999, p. 31, modified by corrigendum OJ C 299, 20.10.2000, p. 6.
[8]   OJ L 26, 1.2.1999, p. 46.
[9]   Commission Decision C/99/710 of 24 March 1999, as last amended by Commission Decision C/2000/2002 of 14 July 2000.
[10]   OJ L 122,12.5.1999, p.9.

Information on these rules and on how to prepare and submit proposals is given in the Guide for Proposers, which can be obtained, along with the revised work programme and other information relating to this call, from the European Commission using one of the following addresses:

> *European Commission*
> *Research DG - C – GROWTH 2001*
> *Email: growth@cec.eu.int*
> *Fax: +32.2.296 67 57*
> *Web: http://www.cordis.lu/growth/calls/200004.htm*

4. Those eligible to participate in indirect RTD actions under the specific programme are hereby invited to submit proposals for RTD, demonstration activities, combined activities, thematic networks and concerted actions that address the following research objectives as specified in the revised work programme. In the case of proposals for RTD, demonstration activities and combined activities, the Commission services offer an optional pre-proposal check[11].

KEY ACTION: INNOVATIVE PRODUCTS, PROCESSES AND ORGA-NISATION (indicative budget: 190 M€; deadline for receipt of proposals: 15 May 2001 at 5pm.):

RTD proposals, combined activities, thematic networks and concerted actions may only address the following "Targeted Research Actions (TRA)":

> 1.5 TRA "*product-services*": evolutionary value-added and resource-saving products-services
> 1.6 TRA "*machines*": new generation of machinery, production equipment and systems for manufacturing
> 1.7 TRA "*extended enterprise*": the knowledge based extended manufacturing enterprise
> 1.8 TRA "*modern factory*": customer-oriented, agile & towards zero-waste production
> 1.9 TRA "*infrastructures*": safe, sustainable and cost effective construction

Large-scale research proposals are encouraged.

KEY ACTION: SUSTAINABLE MOBILITY AND INTERMODALITY (indicative budget 45 M€; deadline for receipt of proposals: 15 March 2001 at 5pm)
Additional information to the revised work programme is available for this Key Action in the above-mentioned Web.

RTD proposals may only address the following Targeted Actions:

> 2.1.3 Policies for Sustainable Mobility (*CIVITAS*)
> 2.3.3 Second generation satellite navigation and positioning system (*GALILEO*)

These two Targeted Actions respond to the strategy of the revised work programme based on the **concentration** of a substantial fraction of the key action activities around a core set of Targeted Actions which are designed to facilitate the emergence of solutions with a measurable impact, high profile and direct relevance to European citizens and policy objectives. In this context preference will be given to shared cost RTD proposals of outstanding quality that present cost-effective RTD arrangements for which a

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[11]   Details are provided in the Information Package.

minimum EC funding of EUR 1,5 million is expected. An increased attention should be paid to the dissemination and exploitation of results by these large projects.

KEY ACTION: LAND TRANSPORT AND MARINE TECHNOLOGIES (indicative budget 2,5 M€; deadline for receipt of proposals: 15 March 2001 at 5pm).

All the research objectives in this Key Action are open for thematic networks and concerted actions only.

KEY ACTION: NEW PERSPECTIVES IN AERONAUTICS (indicative budget 230 M€; deadline for receipt of proposals: 30 March 2001 at 5pm)

All the research objectives in this Key Action are open for thematic networks and concerted actions.
RTD, demonstration and combined proposals may only address the following:
    Critical Technologies:
        4.1 Reducing Aircraft development cost and time to market
        4.2 Improving aircraft efficiency
        4.3 Improving environmental friendliness of aircraft
        4.4 Improving operational capability and safety of aircraft
    Technology Platforms:
        4.9 TP 5: Power-optimised aircraft
        4.11 TP 7: Friendly aircraft cabin environment
        4.12 TP 8: Advanced wing configuration

GENERIC ACTIVITY MATERIALS (indicative budget 65 M€ of which up to 25 M€ for nanotechnologies; deadline for receipt of proposals: 15 May 2001 at 5pm).

All the research objectives in Generic Activity are open for RTD proposals, thematic networks and concerted actions. For RTD proposals, long term project proposals are encouraged.

        5.1: Cross-cutting generic materials technologies
        5.2: Advanced functional materials
        5.3: Sustainable chemistry
        5.4: Expanding the limits and durability of new materials
        5.5: Iron and steel production
        5.6: Steel casting, rolling and downstream treatment
        5.7: Steel utilisation

GENERIC ACTIVITY MEASUREMENTS AND TESTING (indicative budget 35 M€; deadline for receipt of proposals: 15 March 2001 at 5pm)

All the research objectives in this Generic Activity are open for thematic networks and concerted actions.
RTD, demonstration and combined proposals may only address the following:
        6.1.2 Sensors, screening systems and instruments for the fight against fraud
        6.1.3 Instrumentation for improvement of quality
        6.2.3 Measurement and testing methodologies in support of quality

When submitting a proposal for an RTD project, a demonstration project, a combined project or a co-ordinated action, proposers may include an application for a *Bursary for young researcher from Developing Countries*. Further information on this scheme is given in the Guide for Proposers.

5.   Proposals may be sent by one of the following methods:

- Made with the Proposal Preparation Tool and submitted electronically, the details of which are given in the Guide for Proposers. When packaging a proposal for electronic submission, two files are created. The first is a small validation file, which provides basic information on the proposal and a unique identification code. The European Commission must receive this validation file <u>before the deadline</u> specified in this call. The second file contains the proposal and must be received unmodified, as verifiable from the unique identification code, not later than 48 hours after this deadline.

- Made with the Proposal Preparation Tool and printed out by the co-ordinator, or prepared on the paper forms distributed with the Guide for Proposers and sent by post, courier[12] or hand delivery to the following address. To be receivable, proposals submitted on paper must be received by the Commission <u>before the applicable deadline</u> for receipts at the following address:

  The GROWTH Programme
  Research Proposals Office
  Square Frère-Orban/Frère-Orbanplein 8
  B – 1040 Brussels

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.

6. In all correspondence relating to this call (eg, when requesting information, or submitting a proposal) please make sure to cite the relevant call identifier.

In submitting a proposal, either on paper or electronically, proposers accept the procedures and conditions as described in this call and in the documents to which it refers.

All proposals received by the European Commission will be treated in strict confidence.

According to the rules for participation and dissemination and the European Commission regulation for implementing them, Member States and Associated States may have access, on presentation of a reasoned request, to useful knowledge which is relevant to policy-making. This knowledge must have been generated by those RTD actions supported as a result of this call and which addressed a part of the work programme specified as eligible for such access.

The European Community pursues an equal opportunities policy and, in this context, women are particularly encouraged to either submit proposals or to be involved in their submission.

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[12]   For courier services that require a telephone number for the recipient, please use (32-2)298 42 06