



**Researchers' night 2009
Information Day, Brussels,
Filling in a proposal (part A)
13 November 2008**

RTD-T2, CR



Form A.1 "Our idea"

- **Proposal number:** to be given by EPSS system
- **Proposal acronym:** up to you
- **Proposal title:** up to you, should reflect the very content of your proposal
- **Duration** in months: maximum 7 months
- **Activity codes:** from the drop down menu
- **Free key words:** up to you, illustrating content and objectives
- **Abstract:**
 - in English
 - important: first « contact » between evaluators and your proposal (clear, to the point, punchy and convincing)
- **Similar proposals/signed contracts** under FP 7: to fill in ONLY when having submitted a RN 2007 /2008 proposal (either selected for funding or not)
 - If « yes » to the previous question: call identifier: 2007: FP7-PEOPLE-5.1.1.-NIGHT, n° 200...; 2008: FP7-PEOPLE-NIGHT-2008, n° 226/228...



Form A.2.1. "Who we are"

- **Participant number:** coordinator = 1
- **Participant identity code (PIC):**
 - If already having a PIC, use it and several sections will be automatically filled
 - If not, ask it through the « Unique registration facility »
http://cordis.europa.eu/fp7/urf_en.html
- **Legal name:** name under which body = officially registered
- **Administrative data:** legal address (street, number, mailbox, postcode, city, country) + website (not compulsory but really recommended)
- **Status:**
 - Non profit: as in national law
 - Public body: as in national law or international organisation
 - Research organisation: non profit + research objective
 - higher/secondary education establishment
- **Activity in NACE classification:** please consult
<http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm>



Form A.2.2. "Who we are"

- **SME:** you are a SME should the answer to the three questions (employees, turnover, balance sheet) is "yes"
- **Organisation short name:** the most commonly used
- **Dependencies:** participant "controlling" another participant
 - Holding > 50 % of nominal value of issued share capital
 - Holding a majority of voting rights or
 - Holding in fact or in law the decision making power
- **Person in charge:** particularly important at coordinator's level: means the person who will play the interface role with the Commission services (usually, NOT the same person as the one authorised to legally represent the participant)



Form A.3.1. "What it costs" (1)

- **General classification of the costs (VAT excluded):**
 - Management costs: linked to overall legal, financial, administrative and accounting management
 - Specific/support/others: linked to the non management activities necessary for the project's completion
- **Various types of costs:**
 - Personnel: salaries + social benefits (personnel hired by participant/ paid according normal practices/working under its supervision and responsibility)
 - Equipment: durable goods (devices, machinery, computers...) hired or purchased for the project's purposes (if purchase: only eligibility of the % share of the product's life cycle during which it has been used for the project, according to depreciation own practices)
 - Consumables: goods the lifetime of which is equal to this of the project
 - Subcontracting: tasks achieved by a third party to the contract (G.A.) , invoiced to one of the participants
 - Other direct costs: those not corresponding to any of the above categories
 - Indirect: whichever the method you have been choosing, 7 % of direct costs (- subcontracting and resources set at disposal by third parties outside the participants' premises)



Form A.3.1. "What it costs" (2)

The specific case of subcontracting:

- **Services** achieved by a non participant to the G.A.
- Subject of an invoice (including thus the costs + a profit margin)
- Usually accomplished outside the participants' premises, reason why it doesn't generate any indirect cost

- Covers a **limited part** of the project (subject to approval by P.O.)
- Explicitly referred to in part B of the proposal (description of the tasks and estimates of the costs)
- Remaining under participant's responsibility
- To be awarded according to
 - « Best value for money »
 - Transparency
 - Equal treatment
 - Publicity (rules of the participant)

- Examples: transport (goods, people), catering, promotional campaign, artistic performance, ...

- **Management** tasks **MAY NOT** be subcontracted (except for some minor technical duties such as report printing or similar)



Organising the costs (example)

WP 1	WP2	WP3	WP4
Awareness campaign (by participant)	Activities during the night (by participant)	Impact assessment (by participant)	Management (by participant)
Personnel costs	Personnel costs	Personnel costs	Personnel costs
Subcontracting (if relevant)	Subcontracting (if relevant) (performers, catering, transport, musicians, photographs...)	Subcontracting (if relevant)	
Consumables (gadgets, papers...provided that not covered by subcontracting, purchase of space without services linked, provided that not covered by subcontracting)	Consumables (products for experiments, lights, food and drinks, ...provided that not covered by subcontracting)	Consumables (paper for printing questionnaires..., small material)	Consumables (food and drinks for meetings ...)
Equipment (promotional equipment hired)	Equipment (durable goods necessary for night's implementation: computer, various devices...provided that not covered by subcontracting)		
Other costs (press conference, mailings, booths, websites...provided that not covered by subcontracting)	Other costs (excluding maintenance, security, cleaning, insurance, ..;deemed to be included under indirect costs)	Other costs (printing questionnaires if in house, mailings, display of questionnaires, fees for interviewers...)	Other costs (possibly organisation of meetings, travel..)
Total direct costs	Total direct costs	Total direct costs	Total direct costs
Indirect costs (7% direct costs - subcontracting)	Indirect costs (7% direct costs - subcontracting)	Indirect costs (7% direct costs - subcontracting)	Indirect costs (7% direct costs - subcontracting)
TOTAL WP 1	TOTAL WP 2	TOTAL WP 3	TOTAL WP4