



Guide for Applicants

**participating in a competitive call for additional beneficiaries in a
Research Infrastructure Project**

**Selection of additional beneficiaries in the Research
Infrastructure Project Number 605243 GN3plus**

Issue Date: 01-04-2013



THE SEVENTH FRAMEWORK PROGRAMME

The Seventh Framework Programme focuses on Community activities in the field of research, technological development and demonstration (RTD) for the period 2007 to 2013

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1 Introduction

The GÉANT project, funded by the *European Union's Seventh Framework Programme for research, technological development and demonstration activities contributing to the creation of the European Research Area and to innovation (2007-2013)* has reserved a portion of the project budget for specific tasks to be carried out by an additional beneficiary or beneficiaries. These later-joining beneficiaries are selected by means of a competitive Open Call.

This **Guide for Applicants** contains the basic information needed to guide you in preparing a proposal to join the GN3plus project through the first Open Call for the selection of additional beneficiaries. It also describes how the proposal should be submitted, and the criteria on which it will be evaluated.

Conditions of participation and funding are those of the Seventh Framework Programme, as defined principally in *Regulation (EC) No. 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013)*. This can be found at http://cordis.europa.eu/fp7/find-doc_en.html in the document "EC Rules for participation" link, under the section "FP7 legal basis".

Successful proposers will become beneficiaries either as Third Parties to existing GN3plus consortium members or will be asked to join the consortium as a Partner according to FP7 rules for participation. Where this is the case they will be required to accede to the existing Grant Agreement, a model example of which can be found at www.geant.net/opencalls. New partners will also be required to sign the existing Consortium Agreement, an internal project document concerning the relations between the partners. The Consortium Agreement is available to download on the GÉANT website www.geant.net/opencalls. Effective download will require that you confirm acceptance of an NDA (Non-Disclosure Agreement) that will be presented to you prior to downloading.

This Guide for Applicants does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Seventh Framework Programme.

2 Scope and Contents of Proposals

GÉANT's vision is to become the unified European Communications Commons, driving knowledge creation, innovation and learning by connecting and empowering research and education (R&E) communities within Europe and, as the global hub for research networking excellence, elsewhere in other partner regions. GÉANT's mission is to deliver world-class services with the highest levels of operational excellence to research and education communities within Europe and beyond, helping talent and providing opportunities to meet across the divides of resources and distance, and so promoting the free, unimpeded movement of scientific data and knowledge.

The GÉANT project will:

- Deliver world-class services to research and education communities, building on GN3's success.
- Support the growth of R&E communities within Europe in both breadth and depth, and expose them to talent elsewhere.
- Innovate to meet the needs of the community, and act as a catalyst to translate this into a competitive European ICT sector.
- Collect and share knowledge about network technologies and services through cooperation and community gathering.

The first Open Call for the GN3plus project, now launched, will be devoted to the following goals:

- Showcase innovation in the area of data communications and telecommunications by enabling the use of innovative GÉANT network technologies, services and infrastructure.
- Achieve maximum market visibility for the technologies and services developed by GÉANT.
- Undertake focused work packages that further the continued enhancement and ongoing operation of the leading-edge GÉANT network.
- Enhance the combined GEANT and NRENS ability to provide world class connectivity and services to the knowledge community and to push the state of the art in innovation in Research and Education networking.

It is expected that participants in this Call will propose concrete and specific plans that enable GÉANT to achieve these goals during the given timeframe. Selected beneficiaries will be invited to refine and implement the plan together with the GÉANT Open Calls Coordinator and in collaboration with the rest of the partners.

Intellectual Property Rights (IPR) will be managed according to the corresponding Consortium Agreement, which the new beneficiaries shall adhere to.

Any further details about what is expected from the proposals is available on the GÉANT website www.geant.net/opencalls. In particular, potential applicants should consult the Frequently Asked Questions (FAQ). Note that the FAQ page will be regularly updated with responses to questions received.

3 Funding of Participation

An indicative maximum EC budget of €3.3M will be assigned to selected beneficiaries for the purpose of carrying out the work under this Call, work will take place from October 2013 until the end of March 2015.

Participation as a beneficiary in an FP7 project is on a cost-shared basis, the Commission making only a partial contribution to the total cost of the work. The different upper funding limits will depend on the type of activity and on the type of beneficiary. Note that all of the activities to be carried out by beneficiaries of this Call will be categorised as “Research and Technological Development” (RTD) activities and therefore funded at 50% or 75% depending on the type of beneficiary. Further details of the Commission’s funding arrangements can be found at [http:// \[http://cordis.europa.eu/fp7/find-doc_en.html\]\(http://cordis.europa.eu/fp7/find-doc_en.html\)](http://cordis.europa.eu/fp7/find-doc_en.html) in the document “Guide to Financial Issues” under the section “Guidance documents”.

The following may receive EU funding in an FP7 project:

- Any legal entity established in a Member State or an FP7 Associated country¹ (including the European Commission’s Joint Research Centre), or created under Community law (e.g. a European Economic Interest Grouping).
- Any international European interest organisation.
- Any legal entity established in an FP7 International Cooperation Partner Country (ICPC). A complete list of these countries can be found at:

<ftp://ftp.cordis.europa.eu/pub/fp7/docs/icpc-list.pdf>

Organisations from certain other countries may also receive a Community financial contribution, as defined in the Rules of Participation in FP7.

Further details of the Commission’s funding arrangements can be found at http://cordis.europa.eu/fp7/find-doc_en.html in the document “Guide to Financial Issues”.

Proposals may be submitted by a single organisation or by small consortiums. Large consortiums are not expected to submit proposals to GN3plus Open Calls.

¹ The FP7 Associated countries are Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.

Funding of Participation



The call is not exclusively open to external participants: existing participants and their Third Parties in the GN3plus project are able to respond to this Call.

Refer to Annex C in this Guide to check the evaluation criteria against which your proposal will be assessed.

4 How to Prepare and Submit a Proposal

4.1 One-Stage Submission

Proposals for selection as an additional beneficiary in a Research Infrastructure project are submitted in a single stage, by submitting a complete proposal application which has been prepared as described in Appendix A and Appendix B of this document.

The proposals must be made up of two parts, Part A and Part B:

- **Part A** provides the administrative information about the proposal and the applicants. The information must be provided through a number of predefined forms included in the template “GN3plus Open Calls – Template Part A” published on the Open Call page of the project website (www.geant.net/opencalls) and also annexed to this document. The information requested includes characteristics of the applicants and contact details.
- **Part B** is the description of the content of the proposed work. The description must respect template “GN3plus Open Calls – Template for Part B of Proposals” published on the Open Call page of the project website (www.geant.net/opencalls) and also annexed in this document. Applicants should follow this structure when presenting the content of their proposals. The list of headings is designed to highlight those aspects that will be assessed against the evaluation criteria as set out in Appendix C to this Guide. It covers, among other things, the concept and objectives of the proposed work, the participants and their roles, the implementation details and the impact that is expected to arise from the proposed work.

Applicants must:

- Download the document template for writing Part A of the proposal, and complete all Part A forms (administrative data).
- Follow the annotated document template defined for writing Part B of the proposal, and complete Part B of the proposal following that template.

When completed, the applicants will have to:

- Ensure that Part A and Part B of the proposals are saved as PDF (“portable document format”, compatible with Adobe version 7 or higher, with embedded fonts).

- Pack the two parts together in a “zip” file.

THE SIZE OF THE ELECTRONIC ZIP FILE CONTAINING YOUR PROPOSAL MUST NOT BE GREATER THAN 10 MB. YOU MUST KEEP THE SIZE OF THE ZIP FILE CONTAINING YOUR PROPOSAL WITHIN THIS LIMIT.

4.2 Proposal Language

The proposal must be prepared in English. Proposals submitted in any other language will not be evaluated.

4.3 Submission of Proposals

Proposals created according to the above instructions must be submitted electronically to the following address: opencalls@geant.net with the subject: “**GN3plus: Open Call for additional beneficiaries: [Topic Number]**”. Proposals sent to the GN3plus consortium by other means are regarded as “not submitted”, and will not be evaluated.

If you discover an error in your proposal, provided the Call deadline has not passed, you may submit a new version. Only the last version received before the Call deadline will be considered in the evaluation.

THE GN3plus CONSORTIUM UNDERTAKES NOT TO OPEN ANY PROPOSAL BEFORE THE DEADLINE EXPIRES.

Proposals must be received by the closing date and time of the call (29th May 2013 at 17h00 Brussels time). Late proposals, or proposals submitted to any other address or by any other means than email, will not be evaluated.

Do not wait until the last minute to submit your proposal. Failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance. The time of receipt of your message as recorded by the email system will be definitive.

4.4 Acknowledgement of Receipt

You should request a delivery receipt for your email (for example, in Microsoft Outlook select this under View/Options).

An acknowledgement of receipt will be emailed to the email address of the proposal coordinator given in the submitted proposal as soon as possible after the close of the Open Call. This is assumed to be the individual named as the “responsible person” on the form of Part A.

Sending an acknowledgement of receipt does not imply that your proposal has been accepted as eligible for evaluation.

5 Proposal Evaluation and Selection

5.1 Process

The evaluation of proposals will take place shortly after the close of the Call (see the calendar published on the Open Call web pages for details www.geant.net/opencalls). Eligible proposals will be evaluated against the criteria outlined in Appendix B, using the form shown in Appendix C of this Guide and with the assistance of at least two experts who are independent of any member of the consortium and of any applicant.

Each independent expert will record his/her individual assessment of each proposal using the form in Appendix C. They will then meet or communicate together to prepare a “consensus” form for each proposal. In addition to providing an overall score for a given proposal, they will evaluate how it meets and covers each of the evaluation criteria defined in the form. For a proposal to be considered for selection it must reach the minimum threshold score against each criteria (3) – as well as a minimum overall threshold score of 10. All applicants will receive from the GN3plus project the consensus report of the experts who examined their proposal.

Using the results given on the consensus form, the GN3plus project will normally select from the proposals awarded the highest overall score, the set that can provide the best coverage of target activities while keeping the resulting funding figures below the overall funding planned for the Open Call. This may mean that a given proposal may be selected to perform only part of the work it proposed (i.e., to perform only part of the work package(s) (WPs) it proposed). A priority list resolving any tied scores and balancing across all topics will be issued by a final decision panel.

An applicant submitting an initially selected proposal may be invited for negotiations with the GN3plus project where appropriate. Applicants may be invited to face-to-face meetings (with travel expenses at their own cost) to facilitate such negotiations. The purpose of these negotiations is to clarify issues (if any) identified during the evaluation related to the proposal budget and the extent of the proposal. These negotiations will also be used to negotiate what WPs will be definitively covered by the applicant, including the tasks that will be developed. Note that the number of WPs/tasks that the GN3plus project asks the applicant to cover may be less than the applicant originally proposed, based on the evaluation by independent experts or on any other criteria approved by the GN3plus Project Officer. This could lead to final funding being lower than that originally requested by the applicant.

Based on the results of the evaluation and the outcome of the negotiations, the GN3plus project will officially approve the selection of the new beneficiary(ies) and submit the request for amendment of the Grant

Agreement to the Commission for acceptance. Upon approval by the Commission, the new beneficiary(ies) will either join as a Third Party of an existing GN3plus consortium member or will become a Partner in the GN3plus project. The process for amending the Consortium Agreement will then start. Upon signature of these Agreements, new beneficiary(ies) will become either a Third Party or a Partner of the GN3plus project.

Applicants should bear in mind that the GN3plus project may conclude that even the highest scoring proposal is of inadequate quality, in which case it will make no selection. In the event of no selection being made, the project may or may not re-open the Call at a later date.

5.2 Timetable

The indicative timetable for the first GN3plus Open Call is shown in Table 5.1 below:

Activity/Milestone	Start
Call publication on the project website	April 1, 2013
Deadline for submission of proposals	May 29, 2013 17:00 CET
Acknowledgement of receipt emails	May 30 – June 1, 2013
Evaluation of proposals	June 10, 2013 – July, 5 2013
Experts' consensus report sent to all proposers	Week commencing July 15, 2013
Negotiation	August/September 2013
Endorsement by GN3plus consortium and signature of Consortium Agreement where appropriate	Early October 2013

Table 5.1: Indicative timetable for the first GN3plus Open Call

5.3 Legal Documents Generally Applicable

The following legal documents are generally applicable to this Open Call:

- Capacity Work Programme 2013 and its annexes. They can be downloaded from:
- http://ec.europa.eu/research/participants/portal/page/capacities;efp7_SESSION_ID=dLQnRMISprcxVykNdcyJXF6tCMynLs7CvMxm9kGXbDbJMVnc072q!225141917?callIdentifier=FP7-INFRASTRUCTURES-2013-1#wlp_call_FP7
- More guidance documents at http://cordis.europa.eu/fp7/find-doc_en.html.

6 Check List

This section provides a list of points against which applicants are advised to check their proposals prior to submission.

- **Does the planned work fit with the Call for proposals?**

Check that the work you propose follows the recommendations provided in Appendix B of this Guide and that it actually addresses the goals of the Call.

- **Is the proposal eligible?**

Ensure that you submit a complete proposal, before the call deadline and using the communication channels specified in this Guide. Moreover, please check that the proposal complies with any budgetary limits that may have been set on the requested Community contribution (as outlined in Section 3 of this Guide) and that you sign the “Non Exclusion Declaration” in Part A. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.

- **Is the proposal complete?**

Proposals must comprise a Part A, containing the administrative information on standard forms, and a Part B, containing the description of the applicant’s proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.

- **Does the proposal follow the required structure?**

Proposals should be precise and concise, and **must follow exactly the proposal structure prescribed by the forms for Part A and the templates for Part B**. This proposal structure is designed to correspond to the evaluation criteria that will be applied. Omitting requested information or not aligning with the proposed structure will almost certainly lead to lower scores and possible rejection.

- **Has the “Non Exclusion Declaration” (see Appendix A) been signed by a legal representative of the respective applicant?**

Applicants must check that their organisation is not subject to any of the situations of exclusion as specified in the Financial Regulation. The “Non Exclusion Declaration” should be signed by a legal representative of the respective applicant.

- **Do you need further advice and support?**

For further information and help please send an email to opencalls@geant.net. Answers to your question may be included in an FAQ section available on the Open Call web page on the GÉANT website.

- **(For proposals submitted on behalf of a consortium): Do you have authorisation from all the partners in the consortium to submit this proposal on their behalf?**
- **Does the proposal use the correct Part A forms and Part B format and templates, as given in this Guide?**
- **Are Part A and Part B in portable document format (PDF), with no material in other formats? Is the zip file containing the proposal (Part A and Part B) within the size limit of 10 MB?**
- **Have you printed out Part B, to check that it really is the file you intend to submit, and that it is complete, printable and readable?**

Once the Call deadline has passed, it will not be possible to submit the Part B file.

- **Have your computer and your proposal been virus-checked?**

The submission of files containing a virus could lead to the GN3plus project being unable to carry out the evaluation, which would result in a rejection.

7 Support to Applicants

7.1 Website

For further information and help, please consult the Open Call web pages in the first instance www.geant.net/opencalls.

7.2 Call Helpdesk

If the Call information you require is not on the website, please contact:

Name: Annabel Grant

email: opencalls@geant.net

7.2.1 Requests for Clarification

Requests for clarifications should be submitted at least 7 days before the Call deadline. Provided this condition is met, the clarification request will be responded to within a reasonable timeframe, and in any case within 4 days before the Call deadline. Some of the responses will be provided through the FAQ.

7.3 National Contact Points

The Capacity Theme supports a network of National Contact Points (NCPs), which can provide help to organisations from their respective country in terms of general advice and particularly with regard to preparing proposals. Organisations should contact the NCP of their own country for further information. See http://cordis.europa.eu/fp7/ncp_en.html and searching for "infrastructures".

7.4 Intellectual Property Rights Helpdesk

The Intellectual Property Rights (IPR) Helpdesk has as its main objective to assist potential and current beneficiaries taking part in Community-funded projects on Intellectual Property Rights issues, and in particular on Community diffusion and protection rules and issues relating to IPR in international projects.

<http://www.ipr-helpdesk.org>

7.5 Ethical Issues Support

In recent years there has been an increase in the importance of ethical issues related to research and technological development projects. Please check http://cordis.europa.eu/fp7/ethics-ict_en.html before you complete Section B.4 Ethical Issues in Part B of your proposal.

Appendix A **Instructions for Completing Part A of the Proposal**

Proposals sent in response to this Call must be submitted according to the procedure described in Sections 2–5 of this Guide.

The proposal is composed of two parts: Part A and Part B.

This Annex provides the instructions and the forms to help you to structure Part A of your proposal, of which it forms an integral part and which is aimed at providing the administrative details that will be used in the evaluation and further processing of your proposal.

Instructions are given in *italicised text*. You may delete this text from the final version of the Part A document you generate. Text to be replaced by you is marked in **yellow**.

Apart from the front page of the proposal, Part A comprises a set of forms, provided in the following pages, which the applicant(s) must fill in, respecting the instructions inserted in the forms themselves when necessary.

In addition to the Part A forms provided in the following pages, a standalone electronic version of Part A can be obtained from the Open Call web pages on the GÉANT website www.geant.net/opencalls

Section A.1 gives a snapshot of your proposal, Section A.2 gives legal and administrative information.

Please note that in the case of proposals submitted by a consortium:

- The coordinator fills in Section A.1.
- The coordinator and each of the other participants identified at the time of proposal submission fill in Section A.2.
- If the proposal is selected by the GN3plus project and approved by the Commission, each new beneficiary or beneficiaries will either join the project as a Third Party to an existing GN3plus consortium member or join the GN3plus consortium as Partners on an individual basis.

Response to the GN3plus Open Call for selection of additional beneficiaries

[Proposal full title]

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Project Title:	Multi-Gigabit European Research and Education Network and Associated Services
Project Acronym:	GN3plus
Type of instrument:	Integrated Infrastructure Initiative (I3)
Grant Agreement number:	605243

Response to the GN3plus Open Call for selection of additional beneficiaries

Call Identifier: GN3plus: Open Call for additional beneficiaries

[Proposal full title]

[Proposal acronym]

PROPOSAL PART A

Version: <major-digit>.<minor-digit>

A.1 Overview

Date of preparation of the proposal:

Name of responsible person: [Person name, organisation]

Email: [Contact email]

Phone number: [Contact phone number]

List of participants *[consortia should list all partners; single organisations should fill in only Participant no. 1 (Coordinator)]*:

Participant no.	Participant organisation name	Participant short name	Country
1 (Coordinator)			
2 (Participant)			
3 (Participant)			
4 (Participant)			
5 (Participant)			
6 (Participant)			
....			

[Form to be completed by applicants (one per applicant in the case of consortia).]

Form for “Non Exclusion Declaration”

Certification and Declaration on Honour

I certify that

- Our organisation is committed to participate in the above-mentioned project (GN3plus).
- The information relating to our organisation set out in the A2 forms is accurate and correct.
- The estimated costs meet the criteria for eligible costs for the GN3plus project and our normal cost accounting principles, and that they reflect the estimated costs expected to be incurred in carrying out the work described in Part B of the proposal (Description of Work).

As required by the Implementing Rules to the Financial Regulation I declare on my honour that our organisation is NOT in any of the following situations of exclusion as specified in Articles 93 and 94 of the Financial Regulation:

- It is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- It has been convicted of an offence concerning its professional conduct by a judgement which has the force of res judicata;
- It has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- It has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- It has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Community's financial interests;
- It is currently subject to an administrative penalty imposed by the European Community, consisting in the exclusion from contracts or grants financed by the Community budget, and/or the payment of financial penalties;
- Is subject to a conflict of interest or;
- Is guilty of misrepresentation in supplying information required by the European Community as a condition of participation in a procurement procedure or grant award procedure or failed to supply this information.

Signature:

Name First name(s):

Full legal name of organisation:

Date:

[Stamp of organisation and Signature of the legal representative of the organisation]

A.2 Legal and Administrative Information

[Form to be completed by applicants (one per applicant in the case of consortia).]

Multi-Gigabit European Research and Education Network and Associated Services (GN3plus)

Grant n.605243

First GN3plus Open Call for selection of additional beneficiaries

Call Identifier: GN3plus: Open Call for additional beneficiaries

Your Proposal

Proposal Title

Date of Preparation of your Proposal

Your Organisation

Participant Identity Code (if your organisation is already registered for FP7)

Participant Legal Name

Participant Short Name

Role in the Proposal (Coordinator; yes/no)

Official Address

Street Name

Number

Town

Postal Code

Country

Internet Homepage (optional)

Status of Your Organisation

Non-Profit Organisation (yes/no)

Public Body (yes/no)

Research Organisation (yes/no)

Higher or Secondary education Establishment (yes/no)

SME

Is your number of employees less than 250? (FTE) (yes/no)

Is your annual turnover less than €50 million (yes/no)

Is your annual balance sheet total less than €43 million (yes/no)

Are you an autonomous legal entity (yes/no)

Following this check, do you conform to the Commission's definition of an SME (yes/no)

Dependencies with another participant(s)

Are there dependencies between your organisation and another participants in this proposal? (yes/no)	
If Yes:	
Participant Number	
Organisation Short Name	
Character of dependence* (SG/CLS/CLB)	

Contact Point (Coordinating person for the Proposal)

Family Name	
First Name	
Position in Organisation	
Department Name	
Street Name	
Number	
Town	
Postal Code	
Country	
Phone Number	
Email	

- * SG: Same Group: If your organisation and the other participant are controlled by the same third party;
 CLS: Controls: If your organisation controls the other participant;
 CLB: Controlled By: If your organisation is controlled by the other participant.

Appendix B Instructions for Completing Part B of the Proposal

This Annex provides the instructions and the templates to help you to structure Part B of your proposal, which is aimed at providing information on the rationale, objectives and work plan of the proposal, as well as implementation details and contribution to the impact of GN3plus.

The instructions are inserted within the templates themselves, explaining the expected content in each section. Instructions are inserted inside the proposed sections and WP description templates using *italicised text*. You may delete this text from the final version of the Part B document you generate. Text to be replaced by you is marked in **yellow**.

In addition to the Part B templates provided in the following pages, a standalone electronic version of Part B can be obtained from the Open Call web pages on the GÉANT website www.geant.net/opencalls

The templates will help you to present important aspects of the proposed work in a way that will enable the experts to make an effective assessment against the defined evaluation criteria. Please always keep the evaluation criteria in mind and follow carefully the instructions for each section and subsection when preparing Part B of the proposal.

It is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by

the evaluating experts.

When you complete budget information in Part B, please make sure that:

- Numbers are always rounded to the nearest whole number.
- All costs are given in euros (not thousands of euros), and exclude value added tax (VAT).

Notes:

- 1. Each page of Part B must be numbered and should be headed with the project acronym and the date. The completed proposal Part B MUST be submitted in PDF format.**
- 2. Your project should plan to start at the beginning of October 2013 and finish no later than March 2015.**

Project Title:	Multi-Gigabit European Research and Education Network and Associated Services
Project Acronym:	GN3plus
Type of instrument:	Integrated Infrastructure Initiative (I3)
Grant Agreement number:	XXXXXX

Response to the GN3plus Open Call for selection of additional beneficiaries [Topic]

Call Identifier: GN3plus: Open Call for additional beneficiaries

[Proposal full title]

[Proposal acronym]

PROPOSAL PART B Description of Work

Version: <major-digit>.<minor-digit>

B.1 Proposal Abstract

This section should provide a summary (maximum 2000 characters) of Part B, describing in particular:

- *The relevant features of the proposal.*
- *The strengths of the proposal, and its contribution to the goals of the GN3plus Open Call as well as the overall goals of GN3plus.*
- *The strengths of the applicant(s).*
- *How participation in the GN3plus project complements the applicant's core business.*

B.2 Cost and Funding Breakdown

Complete the table below (one table for each organisation involved in the proposal). Please show figures in euros (not thousands of euros), round to the nearest whole number and exclude VAT.

B.2.1 Organisation Name: [enter organisation name]

	RTD	Other	Management	Total
1. Personnel costs				
2. Other direct costs				
3. Total direct costs (sum of rows 1 and 2)				
4. Indirect costs				
5. Total costs (sum of rows 3 and 4)				
6. Requested EC contribution				

In row 1, insert your personnel costs for the work involved, differentiating between:

- **RTD activities:** Activities directly aimed at addressing a topic of the Call. Each topic will deal with a set of functionalities to be supported by the GN3plus project.
- **Other activities:** Any specific activities not covered by the above-mentioned types of activity such as training, coordination, networking and dissemination (including publications). These activities should be specified later in the proposal.
- **Management activities** include the maintenance of the Consortium Agreement, if it is obligatory; the overall legal, ethical, financial and administrative management, including, for each of the participants, obtaining the certificates on the financial statements or on the methodology; the implementation of competitive calls by the consortium for the participation of new participants; and any other management activities foreseen in the proposal except coordination of research and technological development activities.

In row 2, insert any other direct costs, for example equipment or travel costs.

In row 3, calculate the sum of your personnel and other direct costs.

In row 4, insert your indirect (overhead) costs.

- **Indirect costs** are all those eligible costs which cannot be identified by the participant as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.
- You may use your actual overhead costs if this is possible within your organisation's accounting system. If not, you may use a calculated figure of 20% of the sum in row 3. If you are a non-profit public body, a research organisation, a secondary or higher education establishment or a small or medium enterprise, you may use a calculated figure of 60% of the sum in row 3.

B.2.2 Costs for the Whole Consortium

	RTD	Other	Management	Total
1. Personnel costs				
2. Other direct costs				
3. Total direct costs (sum of rows 1 and 2)				
4. Indirect costs				
5. Total costs (sum of rows 3 and 4)				
6. Requested EC contribution				

Notes:

1. **If you are successful in the evaluation, your final costs and funding estimates agreed with the GN3plus project will also be subject to legal and financial verification by the Commission services.**
2. **It is expected that the majority of costs will fall into the RTD section, given the topic and nature of the GN3plus Open Call. Note the any scientific co-ordination work associated with the proposal is to be classified as RTD.**

B.3 Proposed Plan – Scientific and/or Technical Quality

B.3.1 Objectives and Approach

Describe in detail how you propose to address the objectives of the targeted topic of the GN3plus Open Call.

B.3.2 Progress Beyond the State of the Art

Describe how your proposed approach compares with, and represents a step beyond, the state of the art.

B.3.3 Methodology and Associated Work Plan

A detailed work plan should be presented, broken down into work packages (WPs).

Please present your plans as follows:

- i Describe the overall strategy of the work plan.*
- ii Describe how this plan will be executed throughout the duration of the project.*
- iii Provide a detailed work description broken down into WPs:*
 - o WP list (please use Table B1);*
 - o Description of WPs target to dissemination, take up of GN3plus results and networking (therefore classified as Other). Please use description template provided in 0.*
 - o Description of RTD WPs if any. Please use description form provided in GN3plus.*
 - o Description of a Management WP describing how you plan to carry out overall management of activities. Note that technical coordination of RTD activities are not considered as Management.*
- iv Provide a graphical presentation of the Work Packages showing their interdependencies (Pert diagram or similar)*

Note: The number of work packages used must be appropriate to the complexity of the work. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the GN3plus Open Calls coordinator of GN3plus partners.

Your project should plan to start beginning of October 2013 and finish no later than March 2015.

B.3.3.1. Template – Work Package List

Work package no. ¹	Work package title	Type of activity ²	Person months ³	Start month ⁴	End month ⁵
	TOTAL		0		

Table B1: Work package list

¹ Work package number: WP1 – WPn.

² Please indicate one activity per work package:

RTD = Research and Technological Development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities applicable in this Call, including any activities targeted to dissemination, take up of GN3plus results and networking activities.

³ The total number of person months allocated to each work package.

⁴ Measured in months from your action start date (month 1).

⁵ Measured in months from your action start date (month 1).

B.3.3.2. Template – Work Package Description

Work package number:	WP <x>	Start date or starting event:			M <x>	End:	M <y>
Work package title:	<WP name>						
Activity type:	<WP type> (RTD / OTHER / MGT)						
Participant number:	1	2	3	...	n		
Participant short name:	<partner-1>	<partner-2>	<partner-3>		<partner-n>		

Objectives:

Description of Work:

Task <x>.1: <title of task>

Task <x>.2: <title of task>

...

Task <x>.n: <title of task>

Task <x>.1: <title of task>

Task <x>.2: <title of task>

...

Task <x>.n: <title of task>

Deliverables:

Table Table B.1 below lists the deliverables and delivery dates for this WP.

Deliverable number ⁶	Deliverable title / description	Nature ⁷	Dissem. level ⁸	Delivery months
	<Deliverable title>. <deliverable description>.			M<x>, M<y>

Table B.1: Deliverables for WPX

Detailed allocation of effort (person months)

Tasks	<partner-1>	<partner-2>	...	<partner-3>	Total
<Task 1>					
<Task 2>					
...					
<Task n>					

Table B.2: Allocation of effort for WP<x>

⁶ Deliverables follow numbering D.<i>.<j>.<n> where <i> designates the WP, <j> designates the deliverable within that WP and <n> identifies the release of the deliverable.

⁷ Documents are tagged as (R) in “Nature” column while software for experimentation is tagged as (P) in the same column.

⁸ Depending on the business model, deliverables will have a dissemination level of “PU” (publicly available) or “PP” (private to the consortium, GN3plus partners and FP7 participants).

B.4 Implementation

B.4.1 Participants

Per participant, provide:

- *A brief description of the organisation(s).*
- *The previous experience relevant to the tasks the participant will undertake in the project.*
- *A short profile of the main individuals per organisation who will be undertaking the work.*

B.4.2 Resources to be Committed

Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how your overall financial plan for the activity is adequate.

Please identify any major non-personnel direct costs and explain why they are necessary for the activity you propose.

B.5 Impact

B.5.1 Expected Impact

Describe how your activity will contribute towards a higher impact of the GN3plus project. Mention the steps that will be needed to bring about these impacts. Mention any assumptions and external factors that may determine whether the impacts will be achieved.

B.5.2 Evaluation of Project Results and Management of Intellectual Property

Describe the KPIs you propose for evaluating achievement of results.

If appropriate, describe your plans for the management of knowledge (intellectual property) generated in the course of the action (e.g., RTD activities covered).

B.6 Ethical Issues

Describe any ethical issues that may arise in the activity, filling in the following form.

	YES	NO	PAGE
Informed Consent			
Does the proposal involve children?			
Does the proposal involve patients or persons not able to give consent?			
Does the proposal involve adult healthy volunteers?			
Does the proposal involve Human Genetic Material?			
Does the proposal involve Human biological samples?			
Does the proposal involve Human data collection?			
Research on Human Embryo/Foetus			
Does the proposal involve Human Embryos?			
Does the proposal involve Human Foetal Tissue / Cells?			
Does the proposal involve Human Embryonic Stem Cells?			
Privacy			
Does the proposal involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)			
Does the proposal involve tracking the location or observation of people?			
Research on Animals			
Does the proposal involve research on animals?			
Are those animals transgenic small laboratory animals?			
Are those animals transgenic farm animals?			
Are those animals cloned farm animals?			
Are those animals non-human primates?			
Research Involving Developing Countries			
Use of local resources (genetic, animal, plant, etc.)			
Impact on local community			
Dual Use			
Research having direct military application			
Research having the potential for terrorist abuse			
ICT Implants			
Does the proposal involve clinical trials of ICT implants?			
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Appendix C Evaluation Form

C.1 Individual Evaluation/Consensus

Proposal No.:		Acronym:	
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<p>1. Excellence of the proposal (relevant to the topics addressed by the call)</p> <p><i>Note: when a proposal only partially addresses the topics, this condition will be reflected in the scoring of this criterion</i></p>	<p>Score¹⁰:</p> <p><i>(Threshold 3/5; Weight 1)</i></p>
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¹⁰ **0** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;

1 Poor The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;

2 Fair While the proposal broadly addresses the criterion, there are significant weaknesses;

3 Good The proposal addresses the criterion well, although improvements would be necessary;

4 Very good The proposal addresses the criterion very well, although certain improvements are still possible;

5 Excellent The proposal successfully addresses all relevant aspects of the criterion in question. Any

shortcomings are minor.

3. Potential impact	Score: <i>(Threshold 3/5; Weight 1)</i>
Remarks	Overall score: <i>(Threshold 10/15)</i>

Does this proposal contain ethical issues that may need further attention?

NO

YES

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal.

Name	
Signature	
Date	

Name	
Signature	
Date	