



Research and Innovation Programme 2009

Rules for Participation

Version 1.1
21st August 2009

Table of Contents

Page No

01.	Introduction	1
01.1	National Strategic Plan	1
01.2	National Research and Innovation Programme	1
01.3	Priority Sectors	1
01.4	Definitions	1
01.5	Programme Scope and Focus	2
01.6	Timeframes	2
02.	Rules and Regulations	3
02.1	Definitions	3
02.2	General	3
02.3	Objectives and Scope	3
02.4	Consortium	3
02.5	Project Coordinator	4
02.6	Eligibility for Participation	4
02.7	Selection Procedure	4
02.8	Project Duration and Cost	4
02.9	Eligible Direct Costs	4
02.10	Eligible Indirect Costs	5
02.11	Funding Restrictions	5
02.12	Funding Levels	6
02.13	Subcontracting	6
02.14	Basis of Funding	6
02.15	Allocation of Funding	7
02.16	Accountability	7
02.17	Reporting and Auditing	8
02.18	Significant Events	8
02.19	Withdrawal of Participant	8
02.20	Default	8
02.21	Other Financial Assistance	8
02.22	State Aid Regime	9
02.23	Interpretation of Rules	9
02.24	Confidentiality of Submissions	9
03.	Guidelines for Submissions	10
03.1	Eligible Projects	10
03.2	Evaluation Criteria	10
03.3	Selection Procedure	11
03.4	Project Proposal	11
03.5	Assistance with Proposal	11
03.6	Negotiation of Grant Agreement	11

01. Introduction

01.1 National Strategic Plan

The Malta Council for Science and Technology (MCST) has charted the way forward in research and innovation through the formulation of a strategic plan titled *National Strategic Plan for Research and Innovation: 2007-2010 – Building and Sustaining the R&I Enabling Framework*. The strategy presents a vision for R&I in Malta as well as a set of underpinning strategic principles which guided the formulation of the plan. The R&I vision proposed for 2007 – 2010 is:

“Research and Innovation at the heart of the Maltese economy to support value-added growth and wealth.”

01.2 National Research and Innovation Programme

The National Research and Innovation (R&I) Programme is one of the instruments proposed in the National Strategy in support of its aims. It is a funding programme for research and innovation carried out by local organisations and will be operated in accordance with the strategic principles and recommendations of the National Strategic Plan.

01.3 Priority Sectors

The National Strategic Plan for R&I identified four priority areas where Government financing and State intervention will be focused. The R&I Programme 2009 shall focus on the following priority areas:

1. Environment and energy resources: with focus on solar, wind and bio energy together with energy efficiency technologies, as well as water, desalination, waste rehabilitation technologies, soil and marine management.
2. ICT: with focus on software development related to bridging technologies in security, hardware, telecommunications, health, marine and specialised applications.
3. Value-Added Manufacturing and Services with focus on building SMEs as cluster elements in value-added manufacturing and services provision.
4. Health-Biotech: with focus on human genetics, bio-informatics for support of clinical trials including pharmacogenetic ones and bio-technology for transition of generic pharmaceuticals.

01.4 Definitions

Research and development is defined as the systematic investigation, work or research carried out in any field of science or technology through experiment, theoretical work or analysis undertaken in order to acquire new knowledge, primarily directed towards a specific practical aim or objective, and includes:

- (a) **basic research** comprising activities undertaken for the advancement of scientific or technological knowledge that may draw on existing knowledge gained from research and practical experiences and is directed to produce new materials, products and devices, the implementation of new processes, systems or services, or to substantially improve those already produced, installed or existing;
- (b) **applied research** where a final specific application is in view;
- (c) **development** involving the use of the results of basic or applied research as aforesaid for the purpose of creating new or of improving existing material, devices, products or processes, but excludes routine or periodic design, testing and analysis of equipment or products for the purposes of quality or quantity control, routine or periodic alterations to existing products or processes, or routine activities where there is no appreciable novelty or problem resolution.

Innovation is defined as the renewal and enlargement of the range of services and the associated markets; the establishment of new methods of design, production, supply and distribution; the introduction of changes in management, work organisation, and working conditions and skills of the workforce and covers technological, non-technological and organisational innovation.

01.5 Programme Scope and Focus

The National R&I Programme shall provide financial support for research, development and innovation in the field of science and technology. The focus shall be on technology transfer and collaboration between (1) academia and (2) industry or public sector entities.

01.6 Timeframes

The following are the projected timeframes for the 2009 call for proposals of the National R&I Programme:

Launch of Programme	28 July 09
Deadline for Submissions	11 September 09
Evaluation of Proposals	23 September 09
Negotiation & Signing of Contracts	October – November 09

02. Rules and Regulations

02.1 Definitions

Maltese Legal Entity	means any natural person or any entity created under the law of Malta which has legal personality and which may, acting under its own name, exercise rights and be subject to obligations.
Maltese Private Body	means any Maltese Legal Entity which has more than 50% private shareholding.
Maltese Public Body	means any Maltese Public Service Department or Public Sector Entity, or any Maltese Legal Entity which has more than 50% government shareholding.

02.2 General

The National R&I Programme 2009 will be managed and administered by the MCST, and is a funding programme for research and innovation projects in the fields of science and technology.

Selection and funding of projects under this programme shall be on a competitive basis. The MCST shall issue a call for proposals for projects, which shall then be evaluated by the MCST in accordance with the procedures and criteria laid down in this document.

Programme funding for successful project submissions will be on the basis of a periodic cash advance, and will be regulated through a Grant Agreement establishing the terms and conditions governing the financing of the project. The MCST may, at its discretion, request any project participant to submit a Bank Guarantee before any funding is made available.

Funding under this Programme is made available on the basis that a Participant does not benefit from any other grant or financial incentive in respect of the expenses related to execution of the project.

02.3 Objectives and Scope

The National R&I Programme shall provide financial support for research, development and innovation in the field of science and technology. The focus shall be on technology transfer and collaboration between (1) academia and (2) industry or public sector entities.

Proposals should target the above mentioned themes as identified in the National R&I Strategy.

This Programme operates under the *de minimis* State Aid regime (Commission Regulation EC No 1998/2006). Specific sectors (agriculture, fisheries and aquaculture) are excluded from this regime and project proposals in these sectors are therefore outside the scope of this programme.

02.4 Consortium

A project proposal shall be submitted by a Consortium consisting of two or more Participants as follows:

- At least one Participant shall be an academic institution whose role in the project is primarily that of a knowledge provider;
- At least one Participant shall be a private sector entity, a public sector entity or an NGO .

At least one Participant from each of the two categories above must have a significant role in the project, and this balance must be reflected in the allocation of tasks and funding.

02.5 Project Coordinator

The project proposal must be submitted by a Project Coordinator on behalf of the Consortium. The role of Project Coordinator may be performed by any Maltese Legal Entity. Other entities (such as foreign entities) are not eligible to perform this role.

The Project Coordinator has overall responsibility for the project, and shall have the following responsibilities:

- To coordinate the development of the project plan, including establishing project activities, timeframes and financial estimates;
- To coordinate the activities of the individual project Participants on an ongoing basis, and to ensure that they fulfil their obligations in terms of the Grant Agreement;
- To compile the Annual Project Report including submissions by all project Participants;
- To act as the main point of contact between the MCST and the project Participants.

02.6 Eligibility for Participation

Any Maltese Legal Entity may be a Participant in a project and will be eligible for funding subject to the terms and conditions laid out elsewhere in this document.

Foreign entities are eligible to participate in a project, but are not eligible for funding under the programme.

02.7 Selection Procedure

The programme shall employ a **single stage submission and evaluation procedure**.

Interested applicants shall submit a full detailed project proposal, focusing on the benefits accruing from the project in terms of the objectives of the National R&I Programme including a detailed work plan of proposed activities and costings.

All submitted proposals will be evaluated and a final ranked list of projects will be drawn up.

The final decision on selection of projects rests with the MCST. Grants will only be awarded subject to successful negotiation and endorsement of grant agreement.

02.8 Project Duration and Cost

Project proposals submitted through this call should normally have a duration of between one and three years. However, projects with a short timeframe shall be given preference.

As an indicative target, any project submitted under this programme should aim for a funding component from the programme of between €50,000 and €100,000.

02.9 Eligible Direct Costs

Eligible direct costs are those costs incurred during the duration of the project and used primarily for the purpose of achieving the objectives of the project. Eligible costs include but are not limited to:

- personnel costs (technical and management);
- purchase of specialised equipment including software (normal office equipment does not constitute an eligible cost);
- travel, networking and dissemination activities;
- access to scientific information sources including databases and publications;
- other operating expenses directly related to the project;
- subcontracting (limited to 25% of the project grant).

Expenses which are recoverable through other funding mechanisms are not eligible costs for the purpose of this programme.

Good Practice

Any expenses incurred during the course of the project must be consistent with the principles of economy, efficiency and effectiveness.

In the case of purchases of significant value, it is good practice to obtain three quotations. While it is not mandatory to select the cheapest offer, the choice of supplier should be justified in writing by means of a concise note.

When it is not possible or feasible to obtain quotations, a concise justification note should be made by way of explanation.

Ineligible Costs

Expenses related to loans, interest, etc are not eligible costs for the purpose of this programme.

02.10 Eligible Indirect Costs

Overheads will be covered at 10% of direct eligible costs, excluding the costs of (1) subcontracting and (2) items of equipment of value exceeding €5,000.

Expenses which are recoverable through other funding mechanisms are not eligible costs for the purpose of this programme.

02.11 Funding Restrictions

In accordance with the objectives of this Programme, a project proposal should represent a good distribution of workload and financing between the different categories constituting the Consortium, and no single Participant should dominate the project

The following funding limits shall be applicable:

- funding for any individual Participant shall be limited to 75% of the value of the project grant;
- combined funding for any category of Participants shall be limited to 75% of the value of the project grant.

Maltese Public Entities

The National Strategic Plan for R&I recommends that public sector entities should have their own research funding, and under this Programme funding for a Maltese Public Body shall be limited to 25% of the value of the project grant.

Subcontracting

Funding for subcontracting shall be limited to 25% of the value of the project grant. In cases where the proposed subcontracting component exceeds this limit, the Project Coordinator must provide adequate justification for the subcontracting.

02.12 Funding Levels

The following funding levels shall be applicable:

- The programme financial contribution to a project Participant which is a Maltese Public Body, NGO, Academic or Research Institute shall be 100% of eligible costs.
- The programme financial contribution to a project Participant which is a Maltese Private Body shall be limited to 75% of eligible costs.
- There shall be no funding for other categories of project Participants.

02.13 Subcontracting

Where a component of the project work is to be subcontracted to a third party, the following considerations shall apply:

- the value of the subcontracting shall not exceed 25% of the total project grant;
- the Project Coordinator remains responsible for the timely delivery of the subcontracted tasks;
- the Project Coordinator shall ensure that such a third party is selected in a manner which is transparent, fair and impartial.

Where the financial value of the subcontracting component is significant, the MCST may require the Project Coordinator to establish criteria in advance for the selection of such third parties and to be notified in advance of any contractual agreement with the third party. The MCST reserves the right to object to the selection of the third parties. Subcontracting to foreign companies should only be considered if suitable expertise is not available locally.

02.14 Basis of Funding

For the purposes of funding and reporting, a project submission shall be divided into one or more stages, with each stage of duration normally in the range of twelve to eighteen months.

1. Funding for a selected project will be made available to each Participant in advance on a periodic basis, and will be based on the forecast project expenses for the forthcoming stage.
2. At the end of each stage, the Project Coordinator will be required to submit a Project Report to MCST with details of actual expenditure over the past stage, together with an updated forecast of projected expenditure for the following stage. Such details must be broken down by Participant.
3. Funding advances will be made available taking into account past allocations and projected expenditure according to the submitted Project Report. Further details of the periodic funding allocation are given in section 2.16 below.
4. Funding for any one stage shall not exceed 80% of the total project financial contribution due.
5. Following the termination of the project or expiry of the Grant Agreement, Participants will be required to submit a final Project Report. This will be audited by an auditor appointed by

MCST in order to determine all eligible costs. Following finalisation of the audit, MCST will forward any outstanding payments due to the Participant. In the case of overpayment, the Participant will be required to refund any monies to MCST.

The MCST reserves the right to alter the funding parameters under certain circumstances.

02.15 Allocation of Funding

Single-stage projects

In the case of a single-stage project, MCST will make an advance payment to each Participant equivalent to 80% of the due financial contribution calculated on the Participant's projected costs. This will include both direct and indirect eligible costs.

Following termination of the project or expiry of the Grant Agreement, the Project Coordinator shall submit a Project Report with details of project expenditure. MCST will conduct an audit to determine the total eligible costs and calculate any balances due to Participants or refunds due to MCST.

Multiple-stage projects

In the case of a multiple-stage project, the periodic funding will be allocated according to the following schedule.

1. For the first stage, MCST will make an initial advance payment of 100% of the due financial contribution to each Participant. This will be calculated on the Participant's component of projected expenditure for that stage, and will include both direct and indirect costs.
2. For the second and subsequent stages, MCST will calculate the due financial contribution based on the Project Report submitted by each Participant. This contribution will be calculated as forecast eligible expenditure, adjusted for any overspend or underspend of the preceding stage.
3. Except for the final stage of the project, MCST will make an advance payment to each Participant equivalent to 100% of the due financial contribution calculated as in point (2) above.
4. For the final stage of the project, MCST will make an advance payment to each Participant of up to 80% of the due financial contribution calculated as in bullet (2) above. However, MCST shall retain 10% of the project grant to be transferred upon successful completion of the project.
5. Following the termination of the project or expiry of the Grant Agreement, Participants will be required to submit a final Project Report. This will be audited by an auditor appointed by MCST in order to determine total eligible costs and compare these to funds forwarded to the Participant. Following finalisation of the audit, MCST will forward any outstanding payments due to the Participant. In the case of overpayment, the Participant will be required to refund any monies to MCST within a specific timeframe, or as agreed with MCST.

It is to be noted that the total financial contribution over the lifetime of the project will not exceed the funding limit as established in the Grant Agreement, irrespective of actual expenditure.

02.16 Accountability

All relevant expenses must be recorded in the accounts of the Participant and, in the case of any contribution from third parties, they must be recorded in the accounts of the third parties.

Eligible expenses must have been determined in accordance with the usual accounting and management principles and practices of the Participant. Direct costs must be backed up with fiscal receipts or payslips in the case of salaries.

02.17 Reporting and Auditing

At the end of each project stage, the Project Coordinator will be required to submit a Project Report to MCST with the following details:

- An account of project activity and achievements.
- An account of actual expenditure over the past stage for each Participant.
- An updated forecast of projected expenditure for the following stage for each Participant.

The MCST will conduct a detailed audit following the termination of the project.

The MCST reserves the right to request additional project-related information and conduct intermediate audits at any time.

In the event that a project is found to be in breach of the Grant Agreement or to materially depart from the submitted proposal, the MCST reserves the right to discontinue the award and the Participants may be required to refund the grant. In any such event, the MCST may also exclude an applicant from participating in future calls of the National R&I Programme.

02.18 Significant Events

The Project Coordinator is obliged to immediately advise the MCST of any internal or extraneous significant event which might affect the validity or implementation of the project. This obligation applies to the entire period between the submission of the preliminary project proposal and the termination of the project.

Failure on the part of the Project Coordinator to respect this obligation may lead MCST to suspend or terminate funding for the project and request a refund of monies already paid out.

02.19 Withdrawal of Participant

If during the course of a project a Participant withdraws from the consortium, the Project Coordinator may request the authority of the MCST to reallocate tasks among the remaining Participants or nominate a replacement Participant.

02.20 Default

If the implementation of a project becomes impossible or if the participants fail to implement it, the MCST shall be entitled to withdraw funding for the project and collect refunds of monies already paid out.

02.21 Other Financial Assistance

Funding under this Programme is made available on the basis that it is the only form of financial assistance from which a Participant will benefit in respect of expenses related to the execution of the project. All other forms of financial assistance whether in the form of a grant, tax incentive or other measure, whether resulting from a local or overseas scheme, are forbidden.

Participants will be required to sign a declaration to this effect and authorising the MCST to exchange essential information related to the project with other funding agencies, both local and overseas, for any necessary checks.

02.22 State Aid Regime

This Programme operates under the *de minimis* State Aid regime, which stipulates that a commercial organisation cannot receive more than €200,000 in aid over any 3-year period through schemes operating under this regime. Applicants are required to ensure they are eligible for the requested grant under State Aid rules before submitting an application. Successful applicants will be required to fill in and sign the necessary State Aid forms before any funds are transferred..

02.23 Interpretation of Rules

This document endeavours to establish comprehensive and unambiguous rules governing participation in the R&I Programme. However, should circumstances arise where the rules are inadequate, unclear, ambiguous or conflicting, MCST will exercise its discretion in the interpretation of the rules or will extrapolate the rules as necessary.

02.24 Confidentiality of Submissions

Unless otherwise indicated, all project submissions shall be treated in strict confidence. Reviewers shall be bound by confidentiality and shall be required to declare that they do not have any conflict of interest in reviewing the individual projects.

03. Guidelines for Submissions

03.1 Eligible Projects

The National R&I Programme 2009 shall provide financial support for research, development and innovation in the field of science and technology. The focus shall be on technology transfer and collaboration between (1) academia and (2) industry or public sector entities.

Proposals shall target the four priority areas as identified in the National R&I Strategy.

Projects in sectors fall outside the scope of the *de minimis* State Aid regulations are not eligible for funding under this programme.

03.2 Evaluation Criteria

Project proposals will be evaluated in accordance with the following criteria. Shorter projects shall attract additional points:

1. Programme Objectives

This criterion assesses the extent to which the proposal addresses the objectives of the R&I Programme:

- the degree of fit with the identified priority sectors;
- the project adequately addresses the programme objective of increasing collaboration between academia and other sectors;
- the project addresses a genuine need for knowledge transfer between academia and other sectors.

2. Concept and Approach

This criterion assesses the idea behind the project, and what it hopes to achieve.

- the proposal is conceptually sound;
- the project has clearly defined objectives and deliverables which are suitably ambitious yet achievable.;
- the proposal clearly indicates suitable actions that will be taken to achieve the objectives and deliverables.

3. Quality

This criterion assesses the quality of the project structures:

- the consortium includes participants having the necessary knowledge and competence to undertake the project;
- the project includes balanced participation and funding between the different categories of participants.

4. Potential Impact

This criterion assesses the potential impact and benefits of the project in the local context

- the proposed deliverables should have a clear application, and the proposal should seek to identify realistic uses for the deliverables of the project;
- the proposal identifies any commercialisation potential of the project results;
- the proposal identifies benefits of the project including organisational benefits;
- the proposal identifies any cost reduction anticipated through the project;

- the proposal identifies any potential licensing as a result of the project;
- the proposal identifies any potential networking as a result of the project;
- the proposal identifies a roadmap for the realisation of the identified benefits (unless these are realised within the lifetime of the project);
- the project will have spill over benefits (e.g. Malta's reputation in S&T.).

03.3 Selection Procedure

Evaluation and selection of project submissions will be a single-stage process.

Interested applicants are to submit a **full detailed project proposal**. All project proposals will be evaluated and a final list of projects will be selected for funding.

03.4 Project Proposal

Contents

The full proposal must present a coherent, comprehensive and credible plan based on reasonable estimates of human resources, finance, deliverables and timeframes.

It must be of high quality and shall include the following:

- A precise plan of project activities, timeframes and deliverables.
- A precise estimate of costings.
- Details of project participants and relevant track record to clearly establish that the proposed consortium has the skills, experience and resources necessary to perform the project tasks and achieve the project objectives.

Full details on how to compile the project proposal may be found in Appendix A.

03.5 Assistance with Proposal

Prospective project coordinators are encouraged to seek the advice of the MCST in the preparation of the project proposal. This should help identify any areas of concern prior to the submission of the proposal and lead to a better quality of submission.

03.6 Negotiation of Grant Agreement

In the case of a proposal which is selected for funding, the Project Coordinator will be invited to enter into negotiation regarding the proposed project. Items for discussion may include financial estimates, deliverables, timeframes and consortium members.

Following successful conclusion of negotiations, the Project Coordinator together with any other Participants will be invited to sign a Grant Agreement establishing the terms and conditions governing the financing of the project.

Appendix A

R&I Programme 2009 – Project Proposal Form

For Internal Use Only

PROPOSAL REFERENCE NO.

SECTION A – PROJECT DETAILS

*The parts in this section should be kept as brief as possible. If a heading is not relevant to the project, simply write “Not Applicable” or “N/A” under the related heading. **This section should not exceed 5 pages.***

1. Project Title

The project title should not exceed 200 characters in length.

<Insert Text Here>

2. Abstract

The abstract should consist of 50 – 150 words outlining the principal ideas behind the project together with the scientific and commercial results expected from the project. This abstract may be made public and should therefore not include any information which is considered to be commercially sensitive by the Project Coordinator or any of the Participants.

<Insert Text Here>

3. Background

Briefly establish the context of the proposal by giving an account of the problem it is trying to address.

<Insert Text Here>

4. State of the art

Give a brief overview of existing and emerging technology in the field, including an account of rival technologies or solutions and a comparison of the advantages and disadvantages of the various options.

<Insert Text Here>

5. Proposal

Give a brief overview of the proposed project. Clearly establish the research element or novelty component in the proposal.

<Insert Text Here>

6. Competitiveness

If applicable, establish the competitiveness or advantages of the proposed solution compared to other solutions, whether these already exist or are still being researched. Whenever possible, include ballpark figures of output, efficiency, cost savings, or other relevant metrics. If not relevant, simply enter “n/a”.

<Insert Text Here>

7. Objectives

List as bullets the objectives (normally 3 – 4) of the proposed project.

<Insert Text Here>

8. Deliverables

List the deliverables of the proposed project. Specify date relative to start of project e.g. Month 6, Month 12.

Deliverable	Date
<Deliverable 1>	<Month x>
<Deliverable 2>	<Month x>
<Deliverable n>	<Month x>

9. High-level Project Plan

List the work packages and activities which will be undertaken to achieve the project objectives. As a guide to the requested level of detail, each work package would normally consist of 2 – 5 activities.

Specify start date and end date relative to start of the Work Packages. e.g. Month 1, Month 6.

You are also requested to specify the overall project duration (number of months) in the first row of the table.

Overall Project Duration	<Total Duration in Months>	
Activity	Start Date	End Date
1. Work Package 1 <Activity 1.1> <Activity 1.2> <Activity 1.n>	<Month x>	<Month y>
2. Work Package 2 <Activity 2.1> <Activity 2.2> <Activity 2.n>	<Month x>	<Month y>
3. Work Package m <Activity m.1> <Activity m.2> <Activity m.n>	<Month x>	<Month y>

10. Consortium

Coordinator	Organisation <Insert Text Here>
	Individuals who will work on project <Insert Text Here>
	Role in project <Insert Text Here>
	Track record, skills and competencies <Insert Text Here>
Participant 2	Organisation <Insert Text Here>
	Individuals who will work on project <Insert Text Here>
	Role in project <Insert Text Here>
	Track record, skills and competencies <Insert Text Here>

Participant n	Organisation <Insert Text Here>
	Individuals who will work on project <Insert Text Here>
	Role in project <Insert Text Here>
	Track record, skills and competencies <Insert Text Here>

11. Impact

11.1 Markets and Uses

Briefly identify possible uses and markets for the deliverables of the project.

<Insert Text Here>

11.2 Commercialisation of Project results.

Identify any commercialisation potential of the project results.

<Insert Text Here>

11.3 Benefits and Beneficiaries

Briefly identify the beneficiaries of the project's results such as the project participants, the general public, third parties and the manner in which they will benefit.

<Insert Text Here>

11.4 Roadmap

Give an indication regarding what further steps, effort, costs and timeframes are necessary before tangible benefits can be realised from the deliverables or results of the project (unless these are realised within the lifetime of the project).

<Insert Text Here>

11.5 Cost Reduction

Identify any cost reductions anticipated through the project

<Insert Text Here>

11.6 Licensing

Identify any potential licensing as a result of the project

<Insert Text Here>

11.7 Networking

Identify any networking potential through the project

<Insert Text Here>

11.8 Organisational Benefits

Identify any organisational benefits envisaged through the project (e.g. increased reputation and prestige; impact on overall organisational development; enhancement of overall competence and skills, training and method learning)

<Insert Text Here>

11.9 Spillover Benefits

Identify any secondary benefits of the project (e.g. project promotes the use of technology in other parts of the business; facilitating participation in funding programmes, improving Malta's ranking, strengthening Malta's reputation in a particular area, etc.)

<Insert Text Here>

11.10 Other Benefits

Identify any other benefits envisaged through the project (e.g. user and social benefits)

<Insert Text Here>

12. IP

In this section, the proposal should address the ownership of project deliverables and Intellectual Property.

<Insert Text Here>

13. Other Issues

If applicable, briefly identify any gender, ethical or legal issues that may be connected with the proposed project. Otherwise enter "n/a".

<Insert Text Here>

SECTION B – BUDGET DETAILS

Give an estimate of the project budget in Euros (€), broken down by Participant (Section 14) and by Phase (Section 16). You may refer to the “Rules for Participation” for further details.

You are to include the following costs:

- Eligible direct costs
- Eligible indirect costs are calculated at 10% of the direct costs, exclusive of subcontracting costs and items of equipment costing more than €5,000.
- Total eligible cost is the sum of eligible direct and indirect costs
- Requested Funding is calculated as the total eligible cost in the case of academic and research institutes, public organisations and NGOs, and 75% of the total eligible cost in the case of private organisations.

Write the Name of the Project Coordinator and the Participants where required

14. Budget Details by Participant

Project Coordinator <Insert Name of Organisation Here>	Eligible Direct Costs €	Eligible Indirect Costs €	Total Eligible Costs €	Requested Funding €
Personnel (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here>				
Equipment (give details) <Insert Text Here>				
Subcontracting (give details) <Insert Text Here>				
Travel etc (give details) <Insert Text Here>				
Other (give details) <Insert Text Here>				
Total				

Participant 2 <Insert Name of Organisation Here>	Eligible Direct Costs €	Eligible Indirect Costs €	Total Eligible Costs €	Requested Funding €
Personnel (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here>				
Equipment (give details) <Insert Text Here>				

Subcontracting (give details) <Insert Text Here>				
Travel etc (give details) <Insert Text Here>				
Other (give details) <Insert Text Here>				
Total				

Participant <i>n</i> <Insert Name of Organisation Here>	Eligible Direct Costs €	Eligible Indirect Costs €	Total Eligible Costs €	Requested Funding €
Personnel (give details of position, rate, duration) e.g. research assistant x 36 man-months x €1,250 p.m. <Insert Text Here>				
Equipment (give details) <Insert Text Here>				
Subcontracting (give details) <Insert Text Here>				
Travel etc (give details) <Insert Text Here>				
Other (give details) <Insert Text Here>				
Total				

15. Budget Summary by Participant

	Eligible Direct Costs €	Eligible Indirect Costs €	Total Eligible Costs €	Requested Funding €
Project Coordinator <Insert Name of Organisation Here>				
Participant 2 <Insert Name of Organisation Here>				
Participant <i>n</i> <Insert Name of Organisation Here>				
Total				

16. Budget Details by Phase

This section should include a staged project budget breakdown.

The Deliverables listed per stage should reflect the deliverables specified in Section A.8.

The Work Packages Listed per stage should reflect those specified in Section A.9.

The Period should include the number of months of the related stage. e.g. Months 1 – 12

The Budget should include the item, organisation and requested funding e.g. Research Assistant ; AAA Research Centre. ; €16,500.

The Budget should reflect and tally with that specified in Sections B.14 and B.15.

STAGE 1	<ul style="list-style-type: none"> • WP1 : <Insert Title of Work Package 1 Here> • WP2 : <Insert Title of Work Package 2 Here> • WPn : <Insert Title of Work Package n Here> 		
Period	<Months x – y>		
Deliverables	Item	By (month)	
	<Deliverable 1>	<Month x>	
	<Deliverable 2>	<Month x>	
	<Deliverable n>	<Month x>	
Budget	Item	Organisation	Requested Funding €
	<Item 1>		
	<Item 2>		
	<Item n>		
	TOTAL		

STAGE 2	<ul style="list-style-type: none"> • WPx: <Insert Title of Work Package x Here> • WPx: <Insert Title of Work Package x Here> • WPx: <Insert Title of Work Package x Here> 		
Period	<Months x – y>		
Deliverables	Item	By (month)	
	<Deliverable 1>	<Month x>	
	<Deliverable 2>	<Month x>	
	<Deliverable n>	<Month x>	
Budget	Item	Organisation	Requested Funding €
	<Item 1>		
	<Item 2>		
	<Item n>		

	TOTAL		
STAGE <i>n</i>	<ul style="list-style-type: none"> WPx: <Insert Title of Work Package x Here> WPx: <Insert Title of Work Package x Here> WPx: <Insert Title of Work Package x Here> 		
Period	<Months x – y>		
Deliverables	Item	By (month)	
	<Deliverable 1>	<Month x>	
	<Deliverable 2>	<Month x>	
	<Deliverable <i>n</i> >	<Month x>	
Budget	Item	Organisation	Requested Funding €
	<Item 1>		
	<Item 2>		
	<Item <i>n</i> >		
	TOTAL		

17. Budget Summary by Phase

Stages	Start Month	End Month	Requested Funding €
Stage 1	<Month x>	<Month y>	
Stage 2	<Month x>	<Month y>	
Stage 3	<Month x>	<Month y>	
Total			

SECTION C – PARTICIPANT DETAILS

N.B. This Section needs to be filled by **each** Participant

Participant Details	
Organisation Name	<Insert Text Here>
Organisation Role	<input type="checkbox"/> Project Coordinator <input type="checkbox"/> Participant
Organisation Type	<input type="checkbox"/> Academic or Research Institution <input type="checkbox"/> Company <input type="checkbox"/> SME <input type="checkbox"/> Government entity <input type="checkbox"/> NGO <input type="checkbox"/> Other (please specify) _____
Organisation Address	<Insert Text Here>

Project Manager (for Project Coordinator only)	
Name	<Insert Text Here>
Position	<Insert Text Here>
Telephone / Fax	<Insert Text Here> / <Insert Text Here>
Email	<Insert Text Here>

Organisation Profile
1. Brief history, when established, number of employees. <Insert Text Here>
2. Field of activity and core competencies. <Insert Text Here>
3. Research capacity & track record in related activities. <Insert Text Here>
4. Other relevant information. <Insert Text Here>

Signatures	
Signature of Project Manager	Signature of CEO / Director / Senior Manager
Name and Date <Insert Text Here>	Name and Date <Insert Text Here>