

ANNEX 2: Guide for applicants

European Commission



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

GUIDE FOR APPLICANTS

participating in a competitive call for additional beneficiaries in an ICT Integrated Project or Network of excellence

**Additional beneficiaries in the ICT Project
Number 258301 Acronym CREW**

4 July 2012

CONTENTS

1. INTRODUCTION.....	3
1.2 FUNDING OF PARTICIPATION	3
2. HOW TO PREPARE AND SUBMIT A PROPOSAL.....	4
2.1 ONE STAGE SUBMISSION.....	4
2.2 PROPOSAL LANGUAGE.....	4
2.3 SUBMISSION OF PROPOSALS	4
2.4 ACKNOWLEDGEMENT OF RECEIPT	5
3. PROPOSAL EVALUATION AND SELECTION.....	5
4. SUPPORT TO PROPOSERS	5
4.1 CALL HELPDESK	5
4.2 NATIONAL CONTACT POINTS	6
4.3 THE INTELLECTUAL PROPERTY RIGHTS HELPDESK	6
ANNEX 1 – PROPOSAL FORMAT	7
ANNEX 2 – EVALUATION FORM.....	17

GUIDE FOR APPLICANTS

for the selection of additional beneficiaries in an ICT Integrated Project or Network of excellence

1. Introduction

The participants in the consortium managing an Integrated project or Network of excellence funded by the *Seventh Framework programme of the European Community for research, technological development and demonstration activities contributing to the creation of the European research area and to innovation (2007-2013)* can, during their initial grant agreement negotiation with the Commission, reserve a portion of the project budget for specific tasks to be carried out by a new beneficiary or beneficiaries which will join the consortium at a later date. These later-joining beneficiaries are selected by means of a competitive call.

This **Guide for applicants** contains the basic information needed to guide you in preparing a proposal to join an existing ICT project which has launched such a competitive call. It gives instructions on how to structure your proposal. 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".

The proposer which is selected to join the consortium will be required to accede to the existing grant agreement; a model example of which can also be found at the above website ("Standard model grant agreement"). It will also be required to sign the existing consortium agreement, an internal project document concerning the relations between the partners.

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

1.2 Funding of participation

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 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 is given in annex 1 of the ICT Workprogramme², but in principle it includes the developing countries of Africa, Asia and Latin America, as well as those European countries which are not already Member states or Associated countries.

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

Fuller 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".

2. How to prepare and submit a proposal

2.1 One stage submission

Proposals for selection as an additional beneficiary in an ICT project are submitted in a single stage, by submitting a complete proposal application, which is prepared as described in Annex 1 of this document.

Existing participants in the ICT project may not respond to this call.

2.2 Proposal language

The proposal must be prepared in the working language of the ICT project, which you wish to join. This is identified in the Call announcement, which the project published. Proposals submitted in any other language will not be evaluated.

2.3 Submission of proposals

Proposals must be submitted electronically in PDF format to the address given in the call announcement.

If you discover an error in your proposal, and 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.

Proposals must be received by the closing time and date of the call. Late proposals, or proposals submitted to any other address or by any other means than email, will not be evaluated.

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

² Obtainable at <http://cordis.europa.eu/fp7/ict/>

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

2.4 Acknowledgement of receipt

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

As soon as possible after the close of call, an Acknowledgment of receipt will be emailed to you by the ICT project. The sending of an Acknowledgement of receipt does not imply that your proposal has been accepted as eligible for evaluation.

3. Proposal evaluation and selection

The ICT project will evaluate proposals received in the light of the criteria that governed the Commission's original evaluation and selection of their project, using the form shown in Annex 2 of this document and with the assistance of at least two experts who are independent of any member of the consortium and of any proposer. The experts will be individuals from the fields of science, industry and/or with experience in the field of innovation and also with the highest level of knowledge, and who are internationally recognised authorities in the relevant specialist area.

Each independent expert will record his/her individual opinion of each proposal on the attached form. They will then meet or communicate together to prepare a "consensus" form for each proposal. Using the results given on the consensus form, the consortium will normally select the proposal with the highest overall score.

However, the ICT project is not obliged to select the highest scoring proposal where it has objective grounds, for example commercial competition. In this case the choice may pass to the next-ranked proposal.

Also the ICT 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.

4. Support to proposers

4.1 Call Helpdesk

For further information on the call, contact:

Name: Ingrid Moerman
email: ingrid.moerman@intec.ugent.be
tel: +32 9 33 14 925

4.2 National Contact Points

The ICT Theme supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice and particularly on preparing proposals. Organisations should contact the NCP of their own country for further information. http://cordis.europa.eu/fp7/ict/ncps_en.html .

4.3 The Intellectual Property Rights Helpdesk

The 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>

Annex 1 – Proposal format

Proposals must be submitted:

as a single file in PDF format
in the language stated in the call announcement (in the case of CREW: English)
to the address given in the call announcement (request a delivery receipt) (info@crew-project.eu)
before the date and time given as the call deadline in the call announcement (October 3 2012, 17:00 CET)
with as the subject line of your message, "CREW2012-OC2"

Front page

Full title of the existing project you wish to join: Cognitive Radio Experimentation World
Acronym of the existing project: CREW
Grant agreement number of existing project: No. 258301
Type of instrument: Integrated project

<Full title of your proposal>

<Acronym of your proposal (optional)>

Category (exactly one category must be selected)

1. Advanced spectrum sensing algorithms	<input type="checkbox"/>
2. Layer 2 and higher layer cognitive radio / cognitive networking protocols	<input type="checkbox"/>
3. Coexistence of wireless networks in licensed bands	<input type="checkbox"/>
4. Strengthening CREW experimentation tools	<input type="checkbox"/>

<Date of preparation of your proposal>

<Version number (optional)>

<Your organisation name>

<Your organisation address>

<Name of the coordinating person>

<Coordinator telephone number>

<Coordinator email>

Email address to which the Acknowledgement of Receipt should be sent:

(insert)

Proposal abstract

(maximum 2000 character summary of your proposed work)

Contents page

(Show contents list)

Cost and funding breakdown

Please show your figures in euros (not thousands of euros)

	RTD	Demonstration	Other	Management	Total
1. Personnel costs					
2. Other direct costs					
3. Total direct costs (Sum of row 1 and 2)					
4. Indirect costs					
5. Total costs (Sum of row 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 creating new knowledge, new technology, and products including scientific coordination.

Demonstration activities: activities designed to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product like prototypes).

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.

In row 5, calculate the sum of your direct and indirect costs.

In row 6, insert your requested EC contribution

RTD activities: you may request up to 50% of the total cost figure. 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 request up to 75% funding.

Demonstration: you may request up to 50% funding

Other, Management: you may request up to 100% funding

Note: If you are successful in the evaluation, your final costs and funding estimates agreed with the ICT project will also be subject to legal and financial verification by the Commission services

Section 1: Scientific and/or technical quality, relevant to the topics addressed by the call

1.1 Concept and objectives

Describe in detail the S&T objectives of your proposed action. Show how they relate to the topic(s) addressed by the competitive call and how and why the CREW federated testbed is needed for realizing them. Motivate the selected category of your experiment. Also, describe how your action can scientifically strengthen the CREW project. These objectives should be those achievable within your proposed action, not through subsequent development. They should be stated in a measurable and verifiable form.

1.2 S/T methodology and associated work plan

The proposal contains two work packages, of which one work package is dedicated to the proposer's experiment, while the other work package is a predefined work package for dissemination and promotion activities. For the work package dedicated to the experiment, a detailed work plan should be presented, broken down into tasks³, which should follow the logical phases of the implementation of your work, and include assessment of progress and results.

Please carefully read the CREW call document, available at www.crew-project.eu/opencallinfo, where additional guidelines are given for the experiment work plan and timing.

Please present your plans as follows:

- i) Describe the overall strategy of the work plan
- ii) Show the timing of the different tasks and their components (Gantt chart or similar).
- iii) Provide a detailed work description broken down into tasks:
 - Work package list (please use table 1.2a);
 - Description of each task within WP7, clearly explaining all phases of the experiment (please use table 1.2b)
 - Deliverables list (please use table 1.2c);
- iv) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)
- v) Describe any significant risks, and associated contingency plans

Note: The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the ICT project coordinator.

³ A task is a major sub-division of the proposed work with a verifiable end-point - normally a deliverable or a milestone in the overall action.

Table 1.2a: Template - Work package list

Work package list

Work package No ⁴	Work package title	Type of activity ⁵	Person-months ⁶	Start month ⁷	End month ⁷
WP7	External Test Cases	RTD			
WP8	Promotion	OTH			
	TOTAL				

⁴ Workpackage number: WP 1 – WP n.

⁵ Please indicate one activity per work package:

RTD = Research and technological development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities if applicable in this call, including any activities to prepare for the dissemination and/or exploitation of project results and coordination activities.

⁶ The total number of person-months allocated to each work package.

⁷ Measured in months from your action start date (month 1).

Table 1.2b: Template - Work package description

Work package description

Work package number	WP7	Start date or starting event:	
Work package title	External Test Cases		
Activity type⁸	RTD		

Objectives

Description of work (broken down into tasks)

Deliverables (brief description) and month of delivery

D7.1 [Mxx]: *Detailed experiment design (report)*. This report will give a detailed description of the cognitive solution(s) that will be experimentally validated, together with the CREW infrastructures/components and federation functionality that will be used for executing the experiment. The deliverable will also specify the experiment and identify possible demands for extensions to the CREW federation.

D7.2 [Mxx]: *Intermediate report on experiments (report)*. This deliverable report gives a status overview of the intermediate experimentation results, the possible problems that are encountered and the remedies proposed to solve or circumvent the problems.

D7.3 [Mxx]: *Final report on experiment results and user experience (report)*. This report will give a detailed description of the experiment results and analysis thereof. This deliverable will also report on the user experience (good as well as bad experiences). Finally, this report will make recommendations for improvements, optimizations and/or additional extensions to the CREW federation.

D7.4 [Mxx]: *Showcase of experiment ready (demonstrator)*. The deliverable will demonstrate a working implementation of the experiment, hereby clearly showcasing the functionalities and benefits of the CREW federation for experimental validation of cognitive solutions.

⁸ Please indicate one activity per work package:

RTD = Research and technological development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities, if applicable in this call, including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities.

Breakdown of manpower effort over the different tasks:

Task	Effort (person months)
Task 1; <Title of task>	
Task 2: <Title of task>	
...	
Total effort for WP7	

Work package number	WP8	Start date or starting event:	
Work package title	Promotion		
Activity type⁹	OTH		

Objectives

- To promote the capabilities of the CREW federated platform through demonstration to a broader public;
- To disseminate results of the experiment through publications and public website;

Description of work (broken down into tasks)

Task 8.1. Demonstrations

This task is responsible for public demonstration of the operational use of the CREW federated testbed, where we want to show the benefits and use of the CREW federation to a broader public through participation at European-wide or international demonstration events (e.g. demonstration and training events organized by CREW or other FIRE initiatives, demonstration at relevant conferences like DySPAN, Tridentcom, etc.); The actual set-up of the demonstration happens in WP7.

Task 8.2. Dissemination

This tasks involves the following dissemination activities:

- Publication of the experiment results in scientific articles in refereed international journals and contributions to international conferences;
- Publication of the experiment results on the public CREW website.

Deliverables (brief description) and month of delivery

D8.8 [Mxx]: *Promotion and dissemination report*: This deliverable will report on the demonstration and dissemination activities performed during the course of the experiment.

Total effort (person months): (maximum 1 person month)

⁹ Please indicate one activity per work package:

RTD = Research and technological development; DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities, if applicable in this call, including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities.

Table 1.2c: Template - Deliverables List

List of Deliverables

Del. no. ¹⁰	Deliverable name	WP no.	Nature ¹¹	Dissemination level ¹²	Delivery date ¹³ (proj. month)
D7.1	<i>Detailed experiment design</i>	WP7	R	RE	
D7.2	<i>Intermediate report on experiments</i>	WP7	R	RE	
D7.3	<i>Final report on experiment results and user experience</i>	WP7	R	RE	
D7.4	<i>Showcase of experiment ready</i>	WP7	D	PU	
D8.8	<i>Promotion and dissemination report</i>	WP8	R	PU	

¹⁰ Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

¹¹ Please indicate the nature of the deliverable using one of the following codes:
R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

¹² Please indicate the dissemination level using one of the following codes:

PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

¹³ Measured in months from your action start date (month 1).

Section 2. Implementation

2.2 Participant

Provide a brief description of your organisation, and your previous experience relevant to the tasks you will undertake in this action. Provide also a short profile of the main individuals who will be undertaking the work.

2.4 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 action is adequate.

Please identify any major non-personnel direct costs and explain why they are necessary for the activity you propose. Please note that the available budget in the open call is primarily meant for experimentation and not for buying hardware. The CREW platform already offers a wide range of hardware. New existing hardware can be brought in, but only if there is sufficient diversity with the current CREW hardware and if the new hardware offers sufficiently sustainable benefits (see also Section 3: impact).

Section 3. Impact

3.1 Expected impact

Describe how your activity will contribute towards the expected impact of the CREW 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. Show that the proposed activities have sufficient sustainable benefits for the CREW project, meaning that there should be an added value for the CREW project, even after you have left CREW project upon completion of your activity.

3.2 Dissemination and/or exploitation of results, and management of intellectual property

Describe the measures you propose for the dissemination and/or exploitation of the results of your action, first within the CREW project and then show how your contribution will increase the impact of the project as a whole.

Describe your plans for the management of knowledge (intellectual property) acquired in the course of the action. We encourage the proposers to carefully read the existing CREW consortium agreement (available at <http://www.crew-project.eu/opencallinfo>) and clearly describe how your plans for the management of knowledge are compliant with the CREW consortium agreement, as proposers who are selected to join the consortium will be required to sign the existing consortium agreement.

One of the main overall objectives of the CREW project is to offer sustainable experimental facilities for experimentation on advanced spectrum sensing, cognitive radio and cognitive networking strategies. It is hereby important that relevant foreground knowledge created within the project can be further used during the project (after you have left, but while the CREW project is still running) and after the project (many years after you have left the CREW project).

So clearly identify if any foreground will be created and under which conditions access rights for using foreground will be granted during and after the CREW project.

Section 4. Ethical Issues

Describe any ethical issues that may arise in the action.

Section 5. Use of proposal information

Proposals are treated in a confidential way, meaning that only successful proposals may be disclosed to the CREW consortium. Open calls previously organized by CREW and other FIRE projects were very successful and have revealed that many submitted non-granted proposals also contain very interesting and valuable information that could be used for setting up collaborations or to extract ideas for further improving the federated test infrastructures. The proposers are therefore asked to include the statement below in their proposal and tick the YES box, if they agree, or NO box, if they do not agree.

I allow that this proposal may be accessed by the CREW consortium, also if the proposal is not selected for funding. In any case, the CREW consortium will treat all information of this proposal confidentially. Any use of information from this proposal will be discussed and agreed upon with the proposers.

YES

NO

Annex 2 – Evaluation form
Individual evaluation/Consensus

Proposal No. :	Acronym :
<p>1. Scientific and/or technological excellence (relevant to the topics addressed by the call) <i>Note: when a proposal only partially addresses the topics, this condition will be reflected in the scoring of this criterion</i></p>	<p>Score: <i>(Threshold 3/5; Weight 1)</i></p>
<p>2. Quality and efficiency of the implementation and the management</p>	<p>Score: <i>(Threshold 3/5; Weight 1)</i></p> <p><i>For the purposes of any subsequent negotiation, an above-threshold score for this criterion is regarded as an indication that the proposer(s) has the operational capacity to carry out the work</i></p>

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 through the development, dissemination and use of project results	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 <input type="checkbox"/>	YES <input type="checkbox"/>
---	-----------------------------	------------------------------

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	

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.