

eContentplus 2007

# How to use the proposal submission forms

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# A brief reminder...

- A proposal consists of three parts:
  - Part A: Forms A1, A2, A3 and A4
  - Part B: Narrative Description of Work (DoW)
  - Part C: Forms C1 and C2
- The A and C forms collect administrative & financial information on the consortium proposing the project.
- All parts are to be submitted *on paper* (1 unbound original, 5 bound copies) and *on CD-ROM* (*xls and pdf*)
- Don't forget to print and include all forms, too!



# Part A: The Administrative Forms (A1 - A4)

- A1: Declare acronym, duration, action (project type) and describe what the consortium intends to do (abstract)
- A2: Details about applicants (Legal name, address, contact person)
- A3: Estimated budget per applicant and cost category, requested funding.
- A4: Certified Applicant Declaration.

## Part A: Who fills in which form?

- The coordinator fills in one A1 form and one A3 form contained in a single Excel file, to be named forms\_A1\_A3\_coordinator.xls
- Each applicant (including the coordinator) fills in the A2, A4, C1 and C2 form contained in forms\_applicant\_xx.xls. The xx has to be replaced by the number of the applicant
- Both files can be downloaded from <http://ec.europa.eu/econtentplus>



# Part A: The A3 form shows the estimated budget

- Back to the A3 form...
- Be careful when filling in the A3 form (Estimated Budget)
- Check if 'short names' and 'Applicant No' are consistent with the A2 forms.
- Keep the rules of the funding model in mind! (50%, 80%, 100%)
- 'Total eligible costs' are calculated automatically to help you.
- Errors in 'Overheads' and 'requested Funding' are indicated in red



## Part A: You need to understand the funding model before you can fill in the A3 form!

- Targeted projects: Community funding limited to **50%** of direct & indirect costs (up to 30% of personnel costs).
- Best Practice Networks: Community funding limited to **80%** of direct costs, no indirect costs.
- Thematic Network: **100%** of direct eligible costs for coordinating and implementing the network. Members other than coordinator can only claim travel and subsistence costs.

# Part A: Some general remarks (A1 - A4)

- Read the instructions carefully when filling in those forms, they will answer all remaining questions!
  - Instructions are part of the “Guide for Proposers”
- Forms are locked to prevent changes. Please use Excel.
- Do not alter the forms, they will be machine-read.
- Pay attention to
  - legal name, address and status! (A2)
  - Applicants must be named consistently in all forms



# Part B: Templates for the Description of Work (DoW)

- DoW should be precise and concise. Each proposal will be assessed on the basis of what is written here.
- Use the right template for the chosen action (BPN, TP, TN)!
- Sections 1 to 3 will be the main focus to assess criterion 1 (Relevance and European Dimension). Exclusion criterion (6 out of 10)!
- Proposal Acronym must be on top of every page.

Templates can be downloaded from  
<http://ec.europa.eu/econtentplus>



## Part B: Templates for the Description of Work (DoW)

- Targeted Project
- Best Practice Network
  - Pay special attention to section 6 ('networking')
- Thematic Network
  - No section 4 ('content')
  - Focus on work done by coordinator



# Part C: The Financial Viability Information Forms

- Why?
  - Applicants must demonstrate that they have the financial and operational capacity to co-finance and successfully complete the project
- C1: Balance sheet and Profit & loss account of the last accounting year
  - > Not needed for governmental organisations, universities, other public bodies or applicants of a TN other than the co-ordinator
- C2: Participation in EC funded projects



## Part C: The Financial Viability Information Forms

- C1 / C2 forms come together with A2, A4 Forms in one Excel file.
- Essential for proper evaluation
- Consult the instructions if you are in doubt.



# How to use the proposal submission forms.

Thank you for your  
attention!

Questions?

