



**HELLENIC REPUBLIC
MINISTRY OF EDUCATION, LIFELONG LEARNING AND RELIGIOUS AFFAIRS
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY**

OPERATIONAL PROGRAMMES

**«COMPETITIVENESS AND ENTREPRENEURSHIP»
AND REGIONS IN TRANSITION**

**NATIONAL STRATEGIC REFERENCE FRAMEWORK
NSRF 2007-2013**

NATIONAL ACTION

**«COOPERATION 2010 - Partnerships of Production and Research Institutions
in Focused Research and Technology Sectors»**

PROPOSAL SUBMISSION FORM



**ΕΥΡΩΠΑΪΚΗ ΕΝΩΣΗ
ΕΥΡΩΠΑΪΚΟ ΤΑΜΕΙΟ
ΠΕΡΙΦΕΡΕΙΑΚΗΣ ΑΝΑΠΤΥΞΗΣ**



**ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ
ΔΙΑ ΒΙΟΥ ΜΑΘΗΣΗΣ
ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ**

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Note: For the proper completion of this form, the guide for applicants of the action should be studied thoroughly. **The fields to be completed are denoted as "Tabs". It should be emphasised that under no circumstances should the development of these fields exceed the maximum number of pages that has been determined.**

1. GENERAL INFORMATION TAB/SHORT PROJECT DESCRIPTION

[Proposal Title Proposal Title Proposal Title Proposal Title Proposal Title
Proposal Title Proposal Title Proposal Title Proposal Title Proposal Title]

[Proposal Acronym]

Date: _____

Participants List in the Consortium:

Participant No ¹	Participant Organization Name	Part. Short Name	Type of Organization ²
1 (<i>Coordinator</i>)			
2			
3			
4			
5			
6			

Project duration: _____ months (The maximum project duration is 36 months)

Proposal Abstract: (min 100, max 2000 characters – spaces and line breaks included)

Key words: max 90 characters

Total Budget and Public Expenditure Distribution per Participant and Region

PART. NO	PART. SHORT NAME	TYPE OF ORGANIZATION ³	BUDGET (€)	PUBLIC EXPENDITURE (€)	PUBLIC EXPENDITURE (%)	PARTICIPATION(€)	REGION ⁴
1 (<i>Coordinator</i>)							
2							
3							
4							
.....							
		TOTAL			⁵		

¹ Use the same participant numbering in all sections and forms

² EN: Enterprise, RO: Research Organisation, OO: Other Organisations, with the additional indication OBA for Organisations Based Abroad.

³ **EN:** Enterprise, **RO:** Research Organisation, **OO:** Other Organisations, with the additional indication OBA (wherever needed) for Organisations Based Abroad.

⁴ Note that a/ in the case of enterprises, the public expenditure is charged to the region where the beneficiary production unit or (in the case of a tertiary sector enterprises) the beneficiary Department is located and operates, independently of where the enterprise is officially registered b/ in the case of Universities or Research Centres, the public expenditure is charged to the region where the corresponding participant School/Department/Institute is located and operates

⁵ Public expenditure will be 80%, at most.

R&T Priority Sectors (Dropdown menu)

<i>R&T PRIORITY SECTORS</i>	Sector under which the proposal is submitted [Mark with X]⁶
1. Pharmaceutical/Cosmetics 7	
2. Food/ Drinks 4	
3. Agriculture, Fisheries, Livestock and Biotechnology 4	
4. Chemical Processes in industry 4	
5. Advanced Materials 4	
6. Information Technology, Telecommunications and Automations 4	
7. Energy 4	
8. Environment 4	
9. Safety 4	
10. Services 4	

To be completed by the related Authority

Submission Date: / /2011	Proposal No:
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⁶ The correspondence of the content of the submitted proposal to one of the areas of R&T priority sectors constitutes an **'integration / exclusion'** (section 9.2.2 of the application guide) criterion. Proposals that do not fit into one of these fields of R&T sectors are discarded.

⁷ The indicated field of R&T priority sector in which the submitted proposal is included, as set out in detail in Section 4 of the Guide for Applicants, will be completed under the responsibility of the consortium.

2. COORDINATING ORGANIZATION TAB

Coordinating Organization and Contact Person Details

ORGANIZATION NAME	
CONTACT PERSON NAME	
POSITION IN ORGANIZATION	
ADDRESS	
TEL.	
FAX	
E-mail	

Name of the Scientific Supervisor (if possible to originate from the coordinating Organization)

NAME	
ORGANIZATION NAME	
POSITION IN ORGANIZATION	
ADDRESS	
TEL.	
FAX	
E-mail	

PRESENTATION OF COORDINATING ORGANIZATION (please go to page 17 to see the information needed, based on the type of organization. In the platform, there will be a direct connection to the respective description based on the type of organization that will be provided in the Participants list at the "General Information" Tab (Tab 1).)

3. RESEARCH TEAM TAB (OTHER ORGANIZATIONS)

There will be a tab for adding new organizations:

ORGANIZATION NAME	
REPRESENTATIVE NAME	<i>Delegate of Coordinating Organization (maybe Contact Person)</i>
TEL.	
FAX	
e-mail	
	PRESENTATION OF ORGANIZATION (please go to page 17 to see the information needed, based on the type of organization)
ORGANIZATION NAME	
REPRESENTATIVE NAME	<i>Scientific Supervisor (if different from the one stated previously)</i>

TEL.	
FAX	
e-mail	
	PRESENTATION OF ORGANIZATION (please go to page 17 to see the information needed, based on the type of organization)
ORGANIZATION NAME	
REPRESENTATIVE NAME	<i>Scientific Supervisor (if different from the one stated previously)</i>
TEL.	
FAX	
e-mail	
	PRESENTATION OF ORGANIZATION (please go to page 17 to see the information needed, based on the type of organization)
.....	
.....	

4. "STATEMENT FOR DOCUMENTATION" TAB

I hereby declare that in case of my proposal's approval, I am bound to provide the following information:

1. Consortium Agreement signed by the legal representatives of each participant organization, confirming their commitment to collaborate in order to carry out the project and also outlining the terms of collaboration.⁸
2. Signed statement (Law 1599/1996) stating that:
 - All information included in the proposal entitled «.....» are true and exact.
 - **(in case of SMEs)** based on recommendation 2003/361/EK of the Commission of the European Communities, the enterprise is an SME and more specifically a "Small Enterprise" "Very Small Enterprise" or "Medium Enterprise"»
 - The proposal titled «.....», submitted for funding, has not or is not being funded by other funding body in whole or part.
3. Provisional subcontracting agreements between participants and legal entities (if any subcontractors exist). Depending on the nature of the subcontracting, the provisional agreement may be signed by one or more participants.
4. Contracts with individuals that will carry out "contractual research", as well their CVs, in the cases where the individuals have been identified. Contracts should clearly state the contracted work and relevant fee.
5. Contracts for the supply of technology/technical know-how with the supplier of technology/technical know-how, as soon as the supplier has been identified.
6. For Large Enterprises (LEs): Viability Study of the subsidized plan/project or activity with and without aid, as described in Annex 2

⁸ Draft of the consortium agreement is available on the GSRT website. The cooperation agreement, in case of the proposal's approval, will be adjusted if and where necessary, according to the financing decision.

5. TAB "DETAILED DESCRIPTION OF PROJECT SCOPE & CONTENT – IMPACT" (UPLOADED DOCUMENT)

It should be stressed that the full proposal should not exceed **10 pages**, in total. The proposal will be uploaded in pdf format according to the following specifications:

Page Format: A4

Font type: Times New Roman

Font size: At least 11

Line spacing: Single

Margins: 2 cm right and left side, 1.5 cm top and bottom

5.1 Project Goals and Objectives – Expected results

Explain the concept of your project and the main ideas that led you to propose this work. Describe the Scientific and Technological objectives in a form that will allow verification during the course of the project. Additionally, the project should aim to promote knowledge and excellence in research organizations and its exploitation for the benefit of the participants or/and the economy and society in general.

5.2 Progress beyond the state-of-the-art

Describe the international state-of-the-art in the area concerned. The description may include literature research, patent search or standards and database searches necessary to justify a. The innovative nature of the methodologies and techniques selected to carry out the project, b. the advance that the proposed project would bring about over the current state of art. The patent search should also demonstrate that there are no patent infringement issues concerning the proposed project.

5.3 Technical Description, Scientific / Technological Methodology, Overall Strategy and Associated Work Plan

*Describe the overall strategy of the proposed work plan, with reference to project activities and in particular: **a**/Research and Technological Development activities: basic and industrial research and experimental development and **b**/other activities (feasibility studies, IPR protection etc). Describe each of the above topics and indicate the participants that will carry out the relevant tasks.*

Activities regarding dissemination and exploitation of the project results, networking etc. will be included in research and technological development activities in the corresponding Work Package that they are carried out. The proposal should also clearly outline how the consortium intends to protect, share, manage and exploit IPR (intellectual property rights) ownership and user rights (e.g. licenses, royalties) that result from the project ("foreground"). It is recommended that a short presentation on already existing IPR and knowledge inside ("background") and outside the consortium is provided.

Contingency planning for the case of unforeseen results must also be included. Research and technological Development activities should be linked to Experimental Development/Demonstration activities. Experimental development should be linked to feasibility studies. Provide Work Package (WP) description, which should follow the logical phases of the implementation of the project and will be matched to the degree of complexity of the proposed work and the overall value of the proposed project.

In case a part of a relevant WP which a participant undertakes, is given as subcontracting (Research contract expenses by legal entities), please provide the following information for the subcontractor:

- 1) Legal name of subcontractor
- 2) Subcontractor's budget for the specific WP
- 3) Exact scope of work that has been assigned to the subcontractor.
- 4) Duration of subcontracting execution for the specific WP.

- 5) Delivery time of the project assigned to the subcontractor, in the framework of each WP.

Identify and describe any significant risks and present ways to manage those risks-contingency plans.

5.4 Analysis of scope and expected benefit for the participant organizations

Please analyze the implementation scope of the submitted proposal as well as the benefit that the consortium participants will accumulate. Special attention should be given to the analysis of the expected benefits for the enterprises of the consortium.

Benefits for the Participants and especially for the Enterprises

Please describe the benefits for all participants, depending on their involvement and role in the project, accompanied with performance and impacts indicators.

The impacts-benefits to the participating enterprises should be clearly stated in terms of financial development, employment (contribution to the maintenance of existing jobs / creation of new), improvement of working conditions, market strategies, distribution channels, etc., supported by quantitative and qualitative indicators. Describe how the project will enable participating enterprises, including SMEs, to improve their competitiveness, increase their market share and expand /globalize their businesses.

Benefits for the national economy, society, environment

Describe the extent to which the proposed project will lead to new and improved products, processes or services.

Highlight the project contribution to the achievement of economic and social objectives (quality of life, health, safety, working conditions, employment, environment, etc.).

Where appropriate, please justify the international approach and explain how the project will enhance cross-border technological cooperation between enterprises as well as between enterprises and research or other agencies, in a European or international level.

5.5 Techno-economic feasibility study for the optimum use of new / improved products or services which will derive from the project

- *Highlight any further technological development or demonstration activities, which may be required after the completion of the project in order to produce products, processes or services that can be commercially exploited by the participating companies. Give time estimations about promotion in the market.*
- *Describe the expected methods for industrial or commercial exploitation of the results by the participating enterprises. Describe the steps envisaged to ensure that participating enterprises will be able to assimilate and exploit the project results with the necessary resources. Identify the specific role of each company which will use the results, as well as the role of other companies, research institutions and end users and the actions that need to be undertaken throughout the duration of the project, in order to verify the technology and facilitate the absorption of the results.*
- *Prepare techno-economic study, which indicatively will include:*
 - *Current status analysis (already presented in Section 4)*
 - *Market and competition analysis*
 - *Competitive advantages*
 - *Infrastructure required, personnel and materials for products or services (provide the relevant cost as well as cost effectiveness achieved)*
 - *Financial plan – scenarios (conservative, realistic, optimistic)*
 - *Indicators depending on the economic sector of the product / service*
 - *Timetable*

6. FINANCIAL DATA TAB

6.1 Overall Project Budget by Participant and Cost Category

SGA ⁹	Costs Category	Participant 1 (...)		Participant 2 (...)		Participant 3 (...)			TOTAL	
		BUDGET		BUDGET		BUDGET		BUDGET		BUDGET		BUDGET	%		
7.1a1	Existing salaried personnel ¹⁰														
7.1a2	New salaried personnel ¹¹														
7.1b	Instruments & equipment														
7.1c	Buildings														
7.1d	Technology-Technical know-how acquisition														
7.1e1	Legal entity contractual research ¹²														
7.1e2	Individual contractual research														
7.1f	Other Costs														
7.1g	Consumables														
7.2	Feasibility Studies														
7.3	Patents/IPR in general														
	TOTAL														100

⁹ Section of Guide for Applicants

¹⁰ Aid intensity up to 30% of relevant cost

¹¹ Aid intensity up to 70% of relevant cost

¹² Legal entity contractual research costs collectively (for all participants) may not exceed 20% of the overall project budget.

6.2 Budget by Work Package and Activity Type

Participant name	WP	Activity type ¹³	Budget	% of overall project budget ¹⁴	Public Expenditure (€) ¹⁵	% of Public Expenditure ¹⁶	Region
	1						
	2						
	3						
	4						
	...						
Total (Participant 1, Coordinator)			
	1						
	2						
	..						
Total (Participant 2)			
	1						
	...						
	...						
Total (Participant 3)			
Total (Participant N)			
GRANT TOTAL				100		¹⁷	

It is noted that participation of "Other Organizations" is limited to a maximum of 3% of the project budget (for details and exceptions see. Par. 6.1.3 Guide for Applicants).

¹³ BR: Basic Research or IR: Industrial Research or ED: Experimental Development and/or TFS: Technical Feasibility Study and/or IPR: IPR protection

¹⁴ This is the participant budget over the overall project budget (%)

¹⁵ The intensity of aid depends on the organization type as well as the RTD activity type and the percentage of budget allocation. (see Section 6.1.1, Guide for Applicants).

¹⁶ The Public Expenditure % is the funding requested for each corresponding budget figure on each line of the table.

¹⁷ The Public Expenditure will be maximum 80%

6.3 Annual budget distribution

YEAR	2010	2011	2012	2013	TOTAL
Participant's no. – Participant's short name					
1					
2					
3					
...					
TOTAL:					

7. ANNEX I TAB. WORKPACKAGES TABLE & DELIVERABLES

Table of Workpackages- Project Plan

Present a project plan (GANNT chart) at month level resolution, showing the titles and timing of WPs and their components which form the logical phases of the project implementation. The project plan will also include consortium management and assessment of progress and results.

Table of Deliverables

Deliverables					
Del. No	Deliverable Title and Description	Type*	Implementing Organization/s	Budget (€)	Delivery date (month)
D.1					
D.2					
...					

* 1-Report, 2-Product, 3-Service, 4-Method, 5-Software, 6-Original, 7-Other (Please indicate)

Table of Milestones/ Control Points¹⁸ of the Project

No	Title	WPs involved	Date (in months)	Means of verification
M.1			<i>Measured from the project start date. ex. M12, where M1 indicates the end of the first month of the project</i>	<i>Please explain how you will confirm that the milestone/control point has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.</i>
M.2				

¹⁸ Milestones

8. ANNEX 2 TAB. STRUCTURE AND OPERATION OF THE CONSORTIUM - RESEARCH WORK TEAM (UPLOADED DOCUMENT)

It is emphasized that this section has a maximum length of 1 page + the table 9.3 (Uploaded in pdf format)

Page Format: A4

Font type: Times New Roman

Font size: At least 11

Line spacing: Single

Margins: 2 cm right and left side, 1.5 cm top and bottom

8.1 Organizational Structure, Procedures and Management of the Project

Describe the organizational structure and mechanisms of decision-making for the project. Indicate how they are suitable to the scale and complexity of the project.

- *Document the management capacity of the Coordinator Organization and the Scientific Supervisor (Coordinator's and Scientific Supervisor's experience in the execution and coordination of large projects and interdisciplinary research and technology projects, as well as their previous experience in managing and implementing the RTD and exploitation of results of projects insofar as they correspond to the role of each one of them)*
- *Describe the organizational structure for the management of the project and the decision-making mechanisms.*
- *Describe the strategic interaction between Partners*
- *Describe the procedures for monitoring, progress reports and documenting results*

Clarifications regarding management costs are provided in the relevant note of section 7.1 of the implementation guide.

8.2 The Consortium as a Whole

Describe how the participants constitute a consortium capable to achieve project objectives and how the participants undertake to complete the tasks assigned to them within the project.

Justify the role of each participant and explain how participants complement each other in the implementation of the project. If an organization based abroad participates in the project as a partner, explain the reasons for this participation and particularly, how it applies to the mutual benefit of all participants, and how it contributes to the National Economy, in general..

Subcontracting: If any part of the work undertaken by a participant shall be subcontracted, explain why the approach of subcontracting was chosen. Describe also the criteria according to which the subcontractor was selected and justify the costs of the subcontracting. Particular importance to the justification must be given in the case of subcontracting assigned to an organization based abroad.

Describe industrial and/or commercial partnerships/activities that will ensure the exploitation of the results of the project.

(Complete this section in conjunction with section 8.4.1-Research Expenditure contracted by legal persons)

8.3 "Composition of the Research Team" Table

No.	Name	Specialization	Participant no. & short name	Category ¹⁹	Employment Relationship ²⁰	WP In- volved

¹⁹ **A**-Senior Researchers

B – Researchers

C – Support personnel (If the persons have not been yet identified, only the remaining fields are filled in)

As described in Section 11.3, Guide for Applicants

²⁰ **ESP**: Existing salaried personnel, **NSP**: New salaried personnel, **RCNP**: Research contracted by natural persons

9. ETHICAL ISSUES TAB

Does the proposal involve children?	<input type="text"/>
Does the proposal involve patients or persons not able to give consent?	<input type="text"/>
Does the proposal involve adult healthy volunteers?	<input type="text"/>
Does the proposal involve Human Genetic Material?	<input type="text"/>
Does the proposal involve Human Biological Samples?	<input type="text"/>
Does the proposal involve Human Data Collection?	<input type="text"/>
Does the proposal involve Human Embryos?	<input type="text"/>
Does the proposal involve Human Foetal tissue / Cells?	<input type="text"/>
Does the proposal involve Embryonic Stem Cells?	<input type="text"/>
Does the proposal involve processing of genetic information on personal data?	<input type="text"/>
Does the proposal involve tracking the location of observation of people?	<input type="text"/>
Does the proposal involve research on animals?	<input type="text"/>
Are those animals transgenic small laboratory animals?	<input type="text"/>
Are those animals transgenic farm animals?	<input type="text"/>
Are those animals cloned farm animals?	<input type="text"/>
Are those animals non-human primates?	<input type="text"/>
Are those animals non-human primates?	<input type="text"/>
Use of local resources (genetic, animal, plant etc)	<input type="text"/>
Impact on local community	<input type="text"/>
Research having direct military application	<input type="text"/>
Research having the potential for terrorist abuse	<input type="text"/>
Does the proposal involve trials of ICT implants?	<input type="text"/>

If the answer to any of the questions of the Ethical Issues Table is "Yes", you must provide a brief explanation of the ethical issue involved and how it will be dealt with appropriately.

.....

**10. PROJECT EVALUATION AND MONITORING INDICATORS – PROJECT CONTRIBUTION IN ACHIEVING
GENERAL RTD OBJECTIVES WITHIN NSRF 2007-2013.**

Expected results must be quantified according to the indicators proposed in the following Table. These indicators, amongst others, will constitute one of the success criteria for the project.

Please only use indicators most relevant to the project objectives and expected results, which will be attributed to each participant. Note that several of the indicators have been included for statistical purposes and the processing of this information will be useful to an early evaluation of the degree of achievement of the Action objectives.

no.	Indicator Name	Units	Target Value (End of Project ²¹ and Beyond)	Participant 1	Participant 2	3
1	Enterprises that benefit from the project	Number of						
2	SMEs that benefit from the project	Number of						
3	Number of patents that will be obtained in the project context	Number of	³⁷					
4	Number of patents to be used for the implementation of the project	Number of	³⁷					
5	Expected New Products / Services / Procedures / Processes to: a/ enterprise b/ domestic market c/ international market	a/ Number of	³⁷					
		b/ Number of	³⁷					
		c/ Number of						
6	Expected Improved products / services / procedures / processes	Number of	³⁷					
7	Scientific communications and publications that will result from the project	Number of						
8	Collaborations abroad	Number of						
9	Jobs created during the course of the project (equal full time person-years)	Number of						
10	Individuals under research contract with the participant organisations	Number of						
11	Mobilization of private funds for RTD by participating enterprises, as a percentage of the	%						

²¹ Reference to specific Deliverables that are related to the indicator

no.	Indicator Name	Units	Target Value (End of Project ²¹ and Beyond)	Participant 1	Participant 2	3
	overall project budget							

11. REVIEWERS TAB

In this section, the applicants provide the names of up to six (6) reviewers that can evaluate their proposals. Three (3) reviewers must belong to the industrial scientific community: two (2) from abroad and one (1) from Greece. The other three (3) reviewers must belong to the academic community: two (2) from abroad and one (1) from Greece.

12. SUMMARY TAB

In this section the applicants can print a printer-friendly summary of their research proposal.

13. FINALIZE TAB

In this section the applicants can review the status of their uploaded data and they can finalize their submission. Please note that unless the applicants finalize their submission (i.e. press the 'Finalize Submission' button) their proposal will not be considered for evaluation. Following submission of their proposal the applicants will not be able to modify their data. An automatic confirmation email will be sent to the project coordinator to acknowledge receipt of the research proposal in our database. Please ensure that the coordinator's email has been entered correctly in the relevant field.

ANNEX: EXPLANATORY DOCUMENT FOR THE DESCRIPTION OF THE ORGANIZATIONS IN THE PROPOSAL'S CONSORTIUM

Presentation of Participants

Fill in the following forms depending on the type of organization/beneficiary (Enterprise, Research Organization, Other Organization and Organization Based Abroad).

In each case, the project Coordinator must fill in the relevant details first. Note that participant numbering must be consistent throughout this document as well as any associated documents and must match the numbering used in Section 1, both within the related section, and those to be presented further on.

Please use, for Enterprises: Form 1, for Research Organizations: Form 2, for Other Organizations: Form 3 and for Organizations Based Abroad: Form 4.

Form 1: Participant Name ... [Enterprise]

Form 1.1 Administrative Data

Enterprise Legal Name and Short name		Participant Number	
Main activity			

Large Enterprise ²²		SME – Medium Enterprise ²³		SME – Small Enterprise ¹²	
--------------------------------	--	---------------------------------------	--	--------------------------------------	--

Legal Address – Organization			
Street Name		Number	
City/Town		Postal Code	
Tax Office		Tax. Reg. No	
Region ²⁴		County	
		Municipality	

Legal Address – Beneficiary's Production Unit or Department (for tertiary sector enterprises and if different from organization legal address)			
Street Name		Number	
City/Town		Postal Code	
Tax Office		Tax Reg. No	
Region ¹³		County	
		Municipality	

Internet Home Page			
Legal Representative			
Surname		Name	

²² According to Article 3 of the Annex of Recommendation 2003/361/EK of the European Commission.

²³ According to the Recommendation 2003/361/EK of the European Commission, 6th of May 2003

²⁴ Note that the public expenditure is charged to the region where the beneficiary production unit or the beneficiary department (in the case of a tertiary sector enterprise) is located and operates, independently of where the enterprise is officially based.

Title		Sex	
Position in Organization			
Department/Division			
Address (if different from the one above)			
Street Name		Number	
City/Town		Postal Code	
Phone 1		Fax	
Phone 2		Email	

Form 1.2 Financial Data

<i>Participant Short Name...</i>	ANNUAL ACCOUNTING PERIODS		
	2009	2008	2007
Number of employees (NE) ²⁵			
SALES			
1. Domestic			
2. Exports (SE)			
TOTAL SALES (TS) (€)			
Less: Cost of Sales (€)			
Gross Profit (GP) (€)			
Net Profit (before Tax)			
Growth / Viability Indices			
Growth Rate of NE ²⁶			
Growth Rate of TS ²⁷			
Growth Rate of GP ²⁸			
Total Export Sales (TES) ²⁹			

Form 1.3 Personnel Data

Employees (current year)	Scientific	Technical	Administrative	TOTAL
PhD or Post-Doctoral Level				
Postgraduate Level				
Higher Education Level				
Superior Education Level				
Secondary/Elementary Education Level				

²⁵ Accounting for: salaried personnel (in enterprise payroll), persons that have a dependent work relation with the enterprise and have rights equal to salaried staff according to Greek National Law, company owners and shareholders that are systematically occupied with the enterprise and have financial benefits from it. Trainees or students engaged in an apprenticeship/internship agreement are not accounted for.

²⁶ Growth Rate **NE** = (NE2009- NE2008) + (NE2008-GR2007). NE ≥ 0= satisfying, NE < 0= non satisfying.

²⁷ Growth Rate **TS** = [(TS2009 - TS2008) + (TS2008 - TS2007)] / 2. TS > 0 satisfying, TS ≤ 0 non satisfying

²⁸ Growth Rate **GP** = [((GP2009 - GP2008) / GP2008) + ((GP2008 - GP2007) / GP2007)] / 2. GP > 0 satisfying, GP ≤ 0 non satisfying

²⁹ Total Export Sales (**TES**) = (SE2007, 2008, 2009) / (TS2007, 2008, 2009). TES > 0 satisfying, TES = 0 non satisfying.

Moreover, please describe and analyze the following two points:

Number of employees with specialization similar to personnel dealing exclusively with R&D issues (requires the existence of an R&D Department):

Number of employees with specialization similar to personnel that have dealt with R&D issues:

Form 1.4 Company Presentation

*Please give a company presentation in **1 page** (depending on enterprise size and the degree of its involvement in the project) emphasizing in the following:*

- Brief Company history
- Description of the most recent activities (products and services) and their relation to the project objectives and/or work undertaken in the proposed context
- Description of human resources and existing infrastructure in general. Experience relevant to the particular project

Please provide brief CVs of key staff members in 2 pages max

Form 2: Participant Name ... [Research Organization³⁰]

Form 2.1 Administrative Data

Organization Legal Name and Short Name		Participant Number	
Main Activity			
Name of Main Organization which the participant is part of (University/Research Center/...)			

Legal Address – Main Organization			
Street Name		Number	
City/Town		Postal code	
Tax Office		Tax Reg. No	
Region ³¹		County	
		Municipality	

Legal Address- Participant Organization (if different form main organization)			
Street Name		Number	
City/Town		Postal code	
Tax Office		Tax Reg. No	
Region ²⁰		County	
		Municipality	

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³⁰ As defined in the Guide for Applicants, Chapter 5

³¹ In the case of Universities and Research centers, the public expenditure is charged to the region where the participant School/Department/Institute is located and operates, independently of the location of the Main Organization (University, Research Center etc).

Legal Representative - Main Organization			
Surname		Name	
Title		Sex	
Position in Organization			
Department/Division/Institute/Laboratory name... ..			
Address (if different from legal address)			
Street Name		Number	
City/town		Postal Code	
Phone 1		Fax	
Phone 2		Email	

Form 2.2 Personnel Data

Organization Short Name ...

Employees (current year)	Research	Technical	Administrative	TOTAL
PhD or Post-Doctoral Level				
Postgraduate Level				
Higher Education Level				
Superior Education Level				
Secondary/Elementary Education Level				

Form 2.3 Organization Presentation

Give a presentation of the research Organization in **1 page**:

- Research and technology activity areas; human resources and existing infrastructure in general
- Previous experience relevant to the activities and tasks undertaken in the project
- Available resources and infrastructure for research (personnel, equipment, budget)

Please provide brief CVs of key staff members in 2 pages max

Form 3: Participant Name ... [Other Organizations]

Form 3.1 Administrative Data

Organization Legal Name and Short Name		Participant Number	
Main Activity			

Legal Address			
Street name		Number	
City/Town		Postal Code	
Tax Office		Tax reg. No	
Region		County	
		Municipality	

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Legal Representative			
Surname		Name	
Title		Sex	
Position in Organization			
Department/Sector Name ...			
Address(if different from legal address)			
Street Name		Number	
City/Town		Postal Code	
Phone 1		Fax	
Phone 2		Email	

Form 3.2 Financial Data

Financial information in this section will depend on the type of organization and the type of financial data that the organization is obliged to maintain. In any case, within this section organizations must justify their ability to cover their financial contribution to the project.

Form 3.3 Personnel Data

Organization Short Name ...

Employees (current year)	Scientific	Research	Technical	Administrative	TOTAL
PhD or Post-Doctoral Level					
Postgraduate Level					
Higher Education Level					
Superior Education Level					
Secondary/Elementary Education Level					

Form 3.4 Organization Presentation

*Give a presentation of the organization in **1 page** with emphasis in the following:*

- *Activity areas and their relevance to the project objectives.*
- *Activity areas in research and technology, human resources and existing infrastructure in general*
- *Previous experience relevant – if any - to the activities and tasks undertaken in the project context*
- *Available resources and infrastructure for research (personnel, equipment, budget), if any*

Please provide brief CVs of key staff members in 2 pages max

Form 4: Participant Name ... [Organization Based Abroad]

Form 4.1 Administrative Data

Organization Legal Name and Short Name		Participant Number	
Main Activity			

Type of Organization (e.g. enterprise, Research Organi-	
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zation ...

Legal Address			
Street Name		Number	
City/Town		Postal Code	
Region		Country	

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Legal Representative			
Surname		Name	
Title		Sex	
Position in Organization			

Contact Person			
Surname		Name	
Title		Sex	
Position in Organization			
Address (if different from legal address)			
Street Name		Number	
City/Town		Postal Code	
Region		Country	
Phone 1		Fax	
Phone 2		Email	

Form 4.2 Personnel Data

Organization Short Name ...

Employees (current year)	Scientific	Research	Technical	Administrative	TOTAL
PhD or Post-Doctoral Level					
Postgraduate Level					
Higher Education Level					
Superior Education Level					
Secondary/Elementary Education Level					

Form 4.3 Organization Presentation

Give a presentation of the organization in **1 page** (depending on the organization size and the degree of involvement in the project) with emphasis in the following:

- Activity areas in research and technology or other fields relevant to the project; human resources and infrastructure in general.
- Previous experience relevant to the activities and tasks undertaken in the project context.
- Available resources and infrastructure for research (personnel, equipment, budget)

Please provide brief CVs of key staff members in 2 pages max