



# GUIDE FOR APPLICANTS

*ARTEMIS Joint Undertaking*

Sixth Call for proposals

***ARTEMIS Call 2013 (ARTEMIS-2013-1)***

*Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded from the Participant Portal*  
<http://ec.europa.eu/research/participants/portal/page/cooperation>

## **About this Guide**

This Guide for Applicants applies to the ARTEMIS Joint Undertaking sixth call for proposals (ARTEMIS Call 2013)

*Please note: This Guide is based on the rules and conditions contained in the legal documents applicable to the ARTEMIS Joint Undertaking and the national funding schemes of the ARTEMIS Member States. The Guide does not in itself have legal value, and thus does not supersede these documents.*

*Important change compared to 2012:*

*A new version of the electronic submission system is used. Please consult section 4 for the details.*

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## 1. The ARTEMIS Joint Undertaking

The ARTEMIS Joint Undertaking (JU) was created, by Council Regulation No 74/2008 of 20 December 2007<sup>1</sup>, in February 2008 in order to implement a Joint Technology Initiative (JTI) in Embedded Computing Systems; the main component of this JTI is a research programme addressing the design, development and deployment of embedded systems. The ARTEMIS JU is set up as a public-private partnership, bringing together the European Commission and about 23 European countries with ARTEMIS-IA, which is an association representing the R&D actors in the area of embedded systems (companies, research centres, universities).

The Statutes of the ARTEMIS JU (Article 11.5 of the Annex to the Council Regulation (EC) No 74/2008 of 20 December 2007)<sup>i</sup> stipulates that the running costs of the ARTEMIS Joint Undertaking shall be borne by its members:

- ARTEMIS-IA shall make a contribution of up to EUR 20 million or up to 1 % of the sum of the total cost of all projects, whichever figure is higher, but not exceeding EUR 30 million<sup>2</sup>;
- the Community shall make a contribution of up to EUR 10 million If part of this contribution is not used it may be available for R & D Activities
- ARTEMIS Member States shall make in-kind contributions to the running costs by facilitating the implementation of projects and the granting of public funds

The R & D Activities of the ARTEMIS Joint Undertaking shall be supported through:

- a financial contribution from the Community of up to EUR 410 million;
- financial contributions from ARTEMIS Member States that shall amount in total to at least 1,8 times the Community's financial contribution.
- in-kind contributions by research and development organisations participating in projects. Their overall contribution over the duration of the ARTEMIS Joint Undertaking shall be equal to or greater than the contribution of public authorities.

The ARTEMIS JU will support **R&D projects** through open and competitive **calls for proposals**. The technological content of calls for proposals is described in detail in the ARTEMIS Annual Work Programme (AWP). A longer term strategy is described in the ARTEMIS Multi-Annual Strategic Plan (MASP).

Funding decisions under the ARTEMIS JU Annual Work Programme are made on the basis of proposals submitted in response to a call. Proposals should describe planned research activities, information on who will carry them out, and how much they will cost. The ARTEMIS JU evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. This **evaluation** is a peer-review carried out by independent experts.

Following the evaluation, the Public Authorities Board<sup>3</sup> of the ARTEMIS JU decides on the selection of proposals and the allocation of public funding (ARTEMIS JU and national funding). The ARTEMIS Joint Undertaking then **negotiates** with selected proposals taking into account the maximum public funding allocated and the potential recommendations for changes.

If negotiations are successfully concluded, grant agreements providing for a **JU financial contribution** (JU grant agreements) are established with the participants. Participants from ARTEMIS Member States must also conclude national grant agreements with their own **national**

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<sup>1</sup> <http://www.artemis-ju.eu/publication/download/publication/57>,

<sup>2</sup> To fulfil this financial commitment, ARTEMIS-IA has adopted a system of variable membership fees for its members that depend on the costs of their participation in JU projects. For more information see: <https://www.artemis-ia.eu>

<sup>3</sup> The Public Authorities Board is a body of the ARTEMIS JU composed of the public authorities (ARTEMIS member States and the European Commission)

**funding authorities** as they normally also receive a **national financial contribution**. Each project participant established in an ARTEMIS Member State thus receives two streams of funding: one from the JU (which comes from the EU budget) and one from the ARTEMIS Member State. If the participant comes from an EU Member State or a country associated to the Framework Programme that is *not* an ARTEMIS Member State then he receives only the JU financial contribution. The remaining support needed to cover the costs of the proposed work comes from the participants' own resources.

ARTEMIS Member States are:

Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Netherlands, Norway, Portugal, Poland, Romania, Slovenia, Spain, Sweden, United Kingdom.

This Guide for Applicants contains the essential information to guide you through the process of preparing and submitting a proposal.

## 2. ARTEMIS research projects

### Purpose

ARTEMIS research projects are industry-driven projects in the field of embedded systems, which aim at generating new and improved technologies and in applying them in products, processes or services; in order to strengthen the competitiveness of European industry, improve sustainability, and facilitate the emergence of new markets and applications that respond to societal needs.

The projects should have clearly defined and sharply focused objectives and approach. All projects should have a proper balance of application focus vs. generic technology development. The description of work and the composition of the consortium are normally fixed for the duration of the project.

### Size and resources

The consortium must be composed of at least three 'legal entities' established in at least three different ARTEMIS Member States. The entities must be independent of each other.

The size, scope and internal organisation of projects can vary. The ARTEMIS JU promotes the involvement of SMEs in its activities. More specific guidance may be given in the ARTEMIS Annual Work Programme.

### Duration

Projects are expected to last typically three years. There is no formal minimum, but for ARTEMIS sixth call, projects duration should be no longer than 3 years.. More specific guidance for particular research objectives may be given in the ARTEMIS Annual Work Programme or call text.

### Activities

The activities to be carried out in the context of a project can include:

- research and technological development activities, reflecting the core activities of the project; these should aim at a significant advance beyond the established state-of-the-art
- demonstration or experimental development 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)
- management activities linking together all the project components and maintaining communications with the ARTEMIS JU
- other activities including dissemination, exploitation and market watch

### Financial Regime

Support to projects is implemented through a co-funding scheme. The projects will be supported both by public funding (the financial contributions from the ARTEMIS Joint Undertaking and from the ARTEMIS Member States to reimburse part of the eligible costs) as well as by contributions in kind from the project participants. Public funding will be provided at a percentage of the total eligible costs incurred by participants to implement the projects. The total public financial contribution to a participant shall not give rise to a profit (i.e. it will not exceed its eligible costs).

The **financial contribution of the ARTEMIS Joint Undertaking** to selected projects is published in the Call. For the ARTEMIS Call 2013 it will be 16.7% of eligible costs incurred by a participant to implement a project.

The indicative maximum budget committed by the JU is published in the Call fiche available on the Participant Portal and on the ARTEMIS JU website.

A JU financial contribution may be given to any legal entity established in any EU Member State or FP7 Associated country (including the European Commission's Joint Research Centre). These are presently:

Albania, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Montenegro, Netherlands, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

Further countries are currently negotiating FP7 association; please check: [http://cordis.europa.eu/fp7/who\\_en.html](http://cordis.europa.eu/fp7/who_en.html) for the latest information.

The **financial contribution of the ARTEMIS Member States** will be a certain percentage of eligible costs incurred by a participant to implement a project, which may vary according to the type of participant and the type of R&D activity as specified by each ARTEMIS Member State (see "Eligibility Criteria and Funding Rates" document). The list of ARTEMIS Member States and the maximum total financial contribution of each are specified in each Call.

**Eligible costs<sup>1</sup> are defined** in the following way:

- For participants established in ARTEMIS Member States, eligible costs are defined by the respective funding authorities issuing the national grant agreements (see "Eligibility Criteria and Funding Rates" document).
- For participants established in EU Member States or Associated Countries to the Seventh Framework Programme that are *not* ARTEMIS Member States, eligible costs are defined by the ARTEMIS Joint Undertaking (see ARTEMIS-GB-2010-D.15 Document article IV.7. Eligible costs).

#### Project Agreement

Participants to ARTEMIS JU projects need to jointly sign a 'Project Agreement' before entering into the ARTEMIS JU Grant agreement. A Project Agreement means an agreement between Project participants setting forth all or part of the terms and conditions that apply between them regarding a specific Project. The Project Agreement should cover:

- the internal organisation of the consortium including the decision making procedures;
- rules on dissemination and use, and access rights;
- the settlement of internal disputes, including cases of abuse of power;
- liability, indemnification and confidentiality arrangements between the beneficiaries.

Templates and/or checklists for Project Agreements can be found at the ARTEMIS-IA website and the Participant Portal (see Annex 1)

#### Project monitoring and review

The JU will set up procedures for the supervision and control of the R&D activities of projects which are underway. The aim of a technical audit or review shall be to assess the work carried out under the Project over a certain period, *inter alia*, by evaluating the Project reports and deliverables relevant to the period in question. Such audits and reviews may cover scientific, technological and other aspects relating to the proper execution of the Project and the grant agreement.

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<sup>1</sup> VAT is not considered as an eligible costs under any circumstance

### 3. Proposal preparation

The work you set out in your proposal must correspond to one or more of the open topics as indicated in this call for proposals. Refer to the ARTEMIS Annual Work Programme. Refer also to the **evaluation criteria** (see Annex 2) against which your proposal will be assessed and evaluated. Keep these in mind as you develop your proposal.

For Call 2013, the submission of proposals will consist of a single step process. A **Full Project Proposal (FPP)** will be required, where the project proposal will be described in detail, giving all the information needed for the evaluation.

Additionally, an optional but recommended "Expression of Interest" is foreseen for this call.

#### Participation

In principle, a legal entity may participate in a proposal if it is established in in an Artemis Member State, and EU Member state, or an FP7 Associated country. A legal entity can be a so-called "natural person" (e.g. Mme Dupont) or a "legal person" (e.g. National Institute for Research).

However, there are certain minimum conditions that have to be met relating to participation and to the submission of the proposal (**eligibility criteria for proposals**) that can be found in the "Eligibility Criteria and Funding Rates" document attached to the Call text.

#### Funding

In order to receive public funding (from the ARTEMIS JU and ARTEMIS Member States), participants must satisfy the **eligibility criteria for funding** that can be found in the "Eligibility Criteria and Funding Rates" document attached to the Call text.

Note that if you are a participant from an ARTEMIS Member State and if your project is selected by the ARTEMIS JU, **concluding a national grant agreement** with your national funding authority **is a prerequisite for receiving funding from the ARTEMIS JU**. This is true even if you do not receive any national funding, this can be either because:

- your country did not commit national funding to the Call or
- National funding is fully allocated to proposals ranked higher than yours in the selection process

#### Cooperation with countries non-members of ARTEMIS

Provided the necessary minimum of three different ARTEMIS Member States is represented, then additional participants located in the EU Member States or in FP7 Associated countries may be included and may be eligible for JU funding. **Legal entities established in countries, which are not ARTEMIS Member States, EU Member States or FP7 Associated States, cannot participate in Call 2013.**

#### National Funding Authorities

You are highly recommended to get in touch with your National Funding Authority at an early stage of the proposal preparation (see Annex 1 of this Guide). The Call publishes a list of ARTEMIS Contact Points to provide advice and support to organisations which are preparing proposals for the ARTEMIS Call.

#### National Contact Points

The ICT Theme of the Seventh Framework programme has a network of National Contact Points (NCPs) to provide advice and support to organisations which are preparing proposals in the wider context of the Framework Programme. This network may also be used by potential participants in JU projects.

### Other sources of help

Annex 1 of this Guide gives references to these further sources of help for this call. In particular:

- The ARTEMIS-JU help desk
- A dedicated help desk is available to deal with technical questions related to the new application for submission and evaluation of proposals (ELECTRONIC SUBMISSION SERVICES).
- The IPR help desk providing assistance on intellectual property matters
- Other services, including partner search facilities

### ***Expression of interest***

ARTEMIS Call 2013 foresees for an optional but recommended "Expression of Interest (Eol)".

This "Eol" is an informal and optional submission that will be used by the ARTEMIS-JU Office staff to get a first picture of the anticipated coverage of the programme. It will also be sent to the National Funding Authorities of the ARTEMIS Member States participating in your proposal, so that they are given advance information about the projects they may be asked to finance.

Written feedback will be delivered by e-mail, but please note that this feedback will be based on very limited and preliminary information and will be informal in nature, having no legal value. It will simply provide opinions that we hope will be useful to you. Any information you provide in this Expression of Interest and any feedback you receive based on it will have no influence whatsoever on the evaluation of your Full Project Proposal.

Though the submission of this Expression of Interest is optional, we highly recommend that you do participate.

You can submit an "Expression of Interest" to ARTEMISJU by filling in the template [Eol Template - RTF.rtf](#) (provided with the call information in our webpage) and sending it by e-mail to "[ARTEMIS-CALL-2013@artemis-ju.europa.eu](mailto:ARTEMIS-CALL-2013@artemis-ju.europa.eu)" quoting "Eol submission" and the name of your proposal in the subject line before the deadline..

The deadline for submitting an Eol is 8th March 2013 (Eol's sent in later will not receive feedback).

### ***Presenting your proposal***

A proposal has two mandatory parts (Part A and Part B). **Part A** contains the administrative information about the proposal and the participants. **Part B** is a PDF document that contains a description of the proposed research. In some cases there will be also a third part, **Part C**, consisting of a number of PDF files that contain additional information about participants from certain countries which is required by the national funding authority in order to check the proposal against national eligibility criteria for funding.

***Very important: Check very carefully which countries require additional information from national partners in the "Eligibility Criteria and Funding Rates" document.***

### ***Full Project Proposal (FPP):***

Call 2013 has a single stage: the consortium will have to submit a complete FPP with a detailed description of the project, composed of parts A, B and C (when part C is required). The JU will evaluate the eligible FPPs. The evaluation criteria can be found in section 6.3 of the ARTEMIS Annual Work Programme 2013 published in the Call and as well in Annex 2 of this document. Note that the Annual Work Programme 2013 itself is also composed of two parts, ASP, for proposals addressing one of the ARTEMIS Sub-Programmes, and AIPP, for proposals addressing one of the ARTEMIS Innovation Pilot Projects.

**Part A** of the proposal will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see Annex 3 of this Guide). This information will be encoded in a structured database for further computer processing to produce, for example, statistics and evaluation reports. This information will also support the experts and ARTEMIS staff during the evaluation process.

The information in Part A is entered through a set of on-line forms in the new Electronic Submission Services which is described in section 4 of this document (see also Annex 3).

**Part B** of the proposal is based on a "template", or list of headings, rather than an administrative form (see Annex 4 of this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work.

In Part B, a cost breakdown of the project must be included. The different items of the budget to be funded must be explained: direct costs (equipment, material, manpower, etc), indirect costs (hiring of buildings, water/gas/electricity, ...), etc. An example breakdown table is given in the template.

Part B also contains a **Funding calculation form annex (Annex A)**. The proposal should include for each participant the calculation of his costs and his requested public funding. There are 2 different forms. One form for participants from ARTEMIS Member States and one form for participants from other EU Member States and FP7 Associated Countries which are not ARTEMIS Member States. See Annex 3 for instructions on how to map the required fields between this Annex A and the forms in the Electronic Submission Services tool.

In addition to these forms participants from ARTEMIS Member States should, in Annex A, also give any additional information that national authorities will use to verify the national eligibility criteria for funding.

Part B of the proposal is uploaded by the applicant into the Electronic Submission Services.

Only black and white copies of Part B are used for evaluation and you are strongly recommended therefore not to use colour in your document. Do not insert hypertext links: only the body of your Part B will be read, not any documents linked to it.

*A maximum length may be specified for the different sections of Part B, or for Part B as a whole (see annex 4 of this Guide). You must keep your proposal within these limits. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by the evaluating experts.*

**Part C; Verification of national eligibility criteria for funding (see "Eligibility Criteria and Funding Rates" document to check which countries require this part)**

National eligibility criteria for funding can be found in the "Eligibility Criteria and Funding Rates" document that is published in the Call. As a common rule, participants from ARTEMIS Member States should also make sure that Annex A contains any additional information that national authorities will require to verify the national eligibility criteria for funding.

In addition, participants from some countries (indicated in the "Eligibility Criteria and Funding Rates" document) must provide additional information in PDF files according to the guidelines given. These files should be included in the **Part C** of the Full Project Proposal unless the

guidelines given in the “Eligibility Criteria and Funding Rates” document instruct otherwise (e.g. uploading to the website of the national funding authority).  
All Part C files from one country must be compressed in a single zip file. For detailed instructions, please refer to Section 4.of this guide - Proposal submission.

## 4. Proposal submission

### *About the Electronic Submission Services*

Proposals must be submitted electronically, using the (new) Electronic Submission Services which are integrated in the Participants Portal. Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated.

The schedule and deadlines for the submission of FPP in Call 2013 (single step call) are as follows:

- Call open: 26<sup>th</sup> February 2013.
- Deadline for FPP submission: 6th June 2013, 17h00 Brussels Time

All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline.

Before using the system, it is highly recommended to read through the "SEP User manual" which is available [here](#)<sup>1</sup>. Additional information on how to submit a proposal is available [here](#)<sup>2</sup>. The information in this Guide for Applicants is only a short summary to get you started and to give you the information specific to the ARTEMIS Call 2013.

### *Prerequisites (Step One)*

#### ECAS account (European Commission Authentication Service)

The coordinator and all participant contact persons that will enter data into the proposal need to have an ECAS account. In case you do not yet have an ECAS account, you can create one here: [create ECAS account](#)<sup>3</sup>. AN ECAS account is linked to a person through the e-mail address used during registration.

#### PIC (Participant Identification Code)

It is mandatory for the coordinator and all participating organisations to have a PIC number (9-digit identifier). After entering the PIC, sections of their A forms are filled in automatically. Organisations not yet having a PIC code (e.g. from previous projects or proposals) can register through the [Participant Portal](#)<sup>4</sup> – "My Organisations" tab. A PIC number is linked to an organisation. Note that the PIC code which is requested does not need to be validated for proposal submission. If your proposal is selected, then additional information and validation will be needed at a later stage.

#### Adobe Reader

The electronic submission system relies on Adobe form technology for key parts of the process (Adobe Reader version 9 or above must be installed on your machine).

To download Adobe Reader follow this link [Adobe Reader Download](#)<sup>5</sup>. For a complete overview of supported system configurations, please consult the SEP user manual.

To check if your system fulfils the requirements, click on:

<https://ec.europa.eu/research/participants/submission/manage/diagnostics>

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<sup>1</sup>[http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal\\_content/docs/submission/sep\\_user\\_manual.pdf](http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/sep_user_manual.pdf)

<sup>2</sup>[http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal\\_content/docs/submission/pp\\_submission\\_of\\_proposals.pdf](http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/pp_submission_of_proposals.pdf)

<sup>3</sup> <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

<sup>4</sup> <https://ec.europa.eu/research/participants/portal/page/registerorganisation>

<sup>5</sup> <http://get.adobe.com/uk/reader/>

***Step two: Starting the process (coordinator)***

You can access the electronic proposal service from the call page on the [Participant Portal](#):

- Go to the section "Electronic Proposal Submission"
- Select the activity topic that is relevant for your proposal
  - o The selected primary activity topic defines if your proposal will be submitted as an AIPP or ASP proposal. You have the possibility to change the activity topic in the later stages.
- Press "GO": this opens a new window where you can create a draft proposal.

***Step three: Creating a draft proposal (coordinator)***

- The first step is to identify the coordinating entity (PIC number) and to provide a Short name (which only applies to the current proposal).
  - o The short name should be the same one as used in the Part B of the proposal
- Enter the acronym for your proposal and the short summary (max 2000 characters)
  - o The acronym should be the same one as used in the Part B of the proposal
- Select the other activity topic
- Press NEXT to start creating a draft proposal
  - o A notification is sent to your e-mail address associated with your ECAS account.
- The draft proposal is now created and available for further editing.
  - o Next time you logon to the participant portal, you can access the proposal under "My proposals".

***Step four: Further complete the proposal (coordinator)***

- The coordinator adds additional partners (PIC number, organisation short name, contact person).
  - o Please check the e-mail of the person beforehand. If the person already has an ECAS account, It should be the corresponding e-mail address. If this person doesn't have an ECAS account yet, the e-mail address you entered will be the one used for the creation of a new ECAS account.
  - o The short name can be edited after adding the participant
  - o You need at least 3 participants from different ARTEMIS member states to be eligible. This condition is not checked by the submission system. Please consult the Eligibility Guide for more details
  - o The list can be re-ordered by dragging the participants sections (except for the coordinator)
  - o Save changes.
    - After saving the changes, an automatic invitation email will be sent to the contact persons

***Step Five: forms, files and submission******The coordinator***

- completes all of Part A of the proposal, pertaining to the proposal in general and to his own administrative details. The administrative details and budget per participant can either be completed by the coordinator or by the participant contact person.
- downloads the document template (zip file) for writing Part B of the proposal. Use the correct template (AIPP or ASP) and, when it is completed, upload the finished Part B as PDF file (10MB maximum file size).
- if applicable, upload one or more Part C files in the appropriate space reserved per country
  - o check the Eligibility Criteria document to identify if your proposal has participants from countries that require a Part C uploaded through the Participant Portal (some countries do not require a Part C, some ask to upload it on the national website, some ask to upload it through the Participant Portal)
  - o make one compressed ZIP-file per country that contains all the Part C PDF's for participants from that country. Use the following naming scheme:

- “PropAcronym\_PartC\_Country.zip”. The name of the PDF's within the ZIP-file should allow to identify to which participant they refer.
- The maximum file size of the ZIP-file per country is 30MB. If this is not sufficient, make a 2<sup>nd</sup> ZIP-file and upload it in the section Part C (additional). Contact the ARTEMIS-JU helpdesk if you need further information on this.
  - Additional info regarding files to be uploaded:
    - Any spaces in the file name will be replaced with an underscore - this will not change the contents of the file itself
    - Any files uploaded will be available for download by any participant in the proposal
    - If you upload a file then it will replace any existing file and cannot be reversed

### *Other participants:*

- The participant contact persons can (after login to the participant portal):
  - complete their own sections A2.x (participant details) and budget (A3.1.x)
  - download the whole proposal for review

### *Validating the proposal*

This shows a list of empty fields, fields with wrong data, missing parts etc. on the last page of the proposal submission forms. In some cases users are allowed to submit incomplete administrative information but for significant omissions, proposal submission will be blocked until the problems are corrected. Therefore you are strongly advised, when preparing your proposal, to regularly click on 'validate' at the bottom of any page of the Part A to obtain updated validation messages and to review them on the last page of the proposal submission forms.

### *Submitting the proposal*

The documents to be submitted will consist of a Part A, Part B and Part C (when required), as detailed in chapter 3 of this guide.

Only the coordinator is authorised to submit the proposal.

Completing the Part A forms, uploading a Part B and Part Cs (if applicable) and validating the whole does not yet mean that your proposal is submitted. **You must press the button "SUBMIT"**.

Electronic Submission Services then performs an additional validation of the proposal for such problems as missing data etc. Submission is blocked until the errors are corrected. Only when these are corrected may the proposal be submitted.

**Therefore pressing "SUBMIT" starts the final steps for submission; it does not in itself guarantee that the proposal is submitted.**

When successfully submitted, the coordinator sees a confirmation window that indicates that the proposal has been received. This is also confirmed by an e-mail message from no-reply@ec.europa.eu. This automatic message is not the official acknowledgement of receipt (see Section 6 of this guide).

The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time. The system issues a confirmation mail for each submission. It is advised to download the proposal once submitted to check that it has been correctly sent. The downloaded proposal will be digitally signed and time stamped.

Draft and submitted proposals:

A proposal can be at the same time in draft and in submitted status, with different contents. Upon the submit action, the draft version becomes the submitted version. You can still update the draft version with new content with one version of the proposal already submitted.

For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 10 MBytes to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters, special characters and spaces must be avoided.

*You are advised to clean your document before converting it to PDF (e.g. accept all tracked changes, delete notes).*

*Check that your conversion software has successfully converted all the pages of your original document (e.g. there is no problem with page limits).*

*Check that your conversion software has not cut down landscape pages to fit them into portrait format. Check that captions and labels have not been lost from your diagrams*

*Please note that your proposal will be printed in black and white on plain A4 paper for the evaluation. Therefore please make sure that any security features that prevent printing must be turned OFF in your PDF document*

### ***Step six: proposal status page***

Reaching this step means that the proposal is submitted (i.e. sent to the Commission/Agency services for evaluation). It does not mean that the proposal is valid, complete, eligible in all respects or that it will be funded.

In Step six you can:

- Download the proposal. It is advised to download the proposal once submitted to check that it has been correctly sent. The downloaded proposal will be digitally signed and time stamped.
- Re-edit the proposal, going back to step 5. After re-editing the proposal (any data in the forms or a modified attachment), modifications have to be resubmitted. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline.
- Withdraw the proposal. If the proposal is withdrawn, it will not be considered for evaluation. A reason for the withdrawal will be requested by the service.  
(Note: Your proposal draft is not deleted from the server and this withdrawal action can be reversed, but only before the deadline, by simply submitting it again).

### **About the deadlines**

Call deadlines are absolutely firm and are strictly enforced.

The Electronic Submission Services will be closed at the deadline of the call. Please note that the deadline established in the call refers to the sharp time, no extra seconds allowed (for example, call deadline at 17.00 means at 17.00.00). After this moment, the proposal can no longer be modified. It is however visible in a read-only version.

**Do not wait until the last moment before submitting your proposal!**

Please note that you may submit successive drafts of your proposal. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline**.

*Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.*

*Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*

*The submission of a proposal requires some knowledge of the Electronic Submission Services, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **You are advised not to delegate the job of submitting your proposal!***

#### Correcting or revising your proposal

Errors discovered in proposals submitted to the Electronic Submission Services can be rectified by simply submitting a corrected version. So long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, however, the JU can accept no further additions, corrections or re-submissions. The last eligible version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

#### Ancillary material

Only a single PDF file comprising the complete Part B and a number of specific participants' Part C ZIP files can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

#### Withdrawing a proposal

You may withdraw a proposal before the call deadline by simply submitting a revised version with an empty Part B section, and with the following text in the abstract field of form A1:  
"The applicants wish to withdraw this proposal. It should not be evaluated by ARTEMIS-JU".

You may also withdraw a proposal, before the call deadline, by accessing the 'My Proposals' tab when you log in to the participant portal. With the action 'view submitted' the coordinator will move to Step 6, where the proposal can be withdrawn.

A withdrawn proposal will not be subsequently considered by ARTEMIS-JU. However, the proposal draft will be kept by the system and the withdraw action may be reversed by resubmitting the proposal before the deadline. A reason for the withdrawal will be requested by the system. A confirmation e-mail will be sent. The status will be shown on the "My Proposals" tab of the participant portal.

You may also withdraw a proposal after the deadline. Contact the ARTEMIS help desk.

## 5. Check list

### *Preparing your proposal*

- **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the topics open in this call.
- **Is your proposal eligible?** The eligibility criteria for proposals can be found in the "Eligibility Criteria and Funding Rates" document published in the Call. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated/assessed.
- **Is your proposal complete?**  
The FPP must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the scientific and technical description of your proposal and funding calculation form annex as described in chapter 3 of this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated. Participants that do not include the appropriate information on the corresponding funding calculation forms may not be eligible for allocation of public funding. If you have partners from countries requiring additional information in the Full Project Proposal (see section 3 above) you need to upload this additional information in the form of PDF files in the Part C of the FPP as instructed in the corresponding national sections in the "Eligibility Criteria and Funding Rates" document. NB Some countries may require these "Part C" data to be submitted locally (e.g. by uploading to the website of the national funding authority) - it is important that the instructions of each National Authority are strictly followed.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (see annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** There may be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in Annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are advised to inform your national ARTEMIS Contact Point of your intention to submit a proposal (see contact information in Annex 1 of this Guide). Remember also the other support services listed in Annex 1 of this Guide.

### *Final checks before submission*

- Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?
- Is your Part B in portable document format (PDF), including no material in other formats?
- Have you selected the correct activity topic (this will define if your proposal is evaluated as ASP or AIPP)?
- Is your Part B filename made up only of the letters A to Z and numbers 0 to 9 without special characters or spaces?
- Have you printed out your Part B, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file.
- Is your Part B file within the size limit of 10 MBytes?

- Are the Part C ZIP-files within the size limit of 30 MBytes each?
- Are Part A and Part B consistent (participant numbering, numbers for cost and funding, ..) ?
- Have you virus-checked your computer? (Electronic Submission Services will automatically block the submission of any file containing a virus).

### ***The deadlines: very important!***

- Have you made yourself familiar with the Electronic Submission Services in good time?
- Have you allowed time to submit a draft version of your proposal well in advance of the deadline (at least several days before), and then continued to improve it with regular resubmissions?
- Have you completed the Electronic Submission Services submission process for your final version?

## **6. What happens next**

Shortly after the call deadline, the ARTEMIS JU will send an **Acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named as “person in charge” on the A2 form of participant no. 1. Please note that the brief electronic message given by the Electronic Submission Services after each submission is not the official Acknowledgement of receipt.

The sending of an acknowledgement of receipt does not imply that the FPP has been accepted as eligible for evaluation.

*If you have not received an Acknowledgement of receipt within 12 working days after the call deadline, you should contact the ARTEMIS Help desk. However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and check the junk mail box of your email system for a few days following the deadline for FPPs.*

The ARTEMIS JU will check the eligibility criteria for proposals. All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in Annex 2 of this Guide.

Soon after the completion of the evaluation and selection process, the results will be finalised and all coordinators will receive a letter containing initial information on the results of the evaluation, including the **Evaluation Summary Report** (ESR) giving the opinion of the experts on their proposal and any other information decided by the Public Authorities Board of the ARTEMIS JU. However, even if the experts viewed your proposal favourably, the ARTEMIS JU cannot at this stage indicate if there is a possibility of funding.

Based on the results of the evaluation by experts and on checks against the pre-defined JU and national<sup>1</sup> eligibility criteria for funding, the Public Authorities Board of the ARTEMIS JU draws up the final list of selected proposals for possible funding, taking account of the available budgets.

Official letters are then sent to the applicants. If your proposal has been successful, this letter will mark the beginning of a negotiation phase. Due to budget or other constraints, it is possible that not all participants in a project are allocated national and/or JU funding. It is also possible that, due to budget constraints, your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded in this occasion.

<sup>1</sup> In the case of participants from ARTEMIS member States. The checks of compliance with the national eligibility criteria shall be based on the verifications carried out by the respective national funding authorities.

## 7. Project negotiations

### *Negotiation procedure*

Negotiations between the applicants and the ARTEMIS JU aim to conclude a grant agreement which provides for JU funding of the proposed work and, where appropriate<sup>1</sup>, a corresponding national grant agreement providing for additional national funding of the work. The negotiations follow a negotiation mandate decided by the Public Authorities Board of the ARTEMIS JU that covers both the scientific/technological and the administrative and financial aspects of the project. The staff conducting these negotiations on behalf of the ARTEMIS JU will be working within a predetermined budget envelope. They will refer to any recommendations which the experts or the Public Authorities Board may have made concerning modifications to the work presented in the proposal. The ARTEMIS JU may be assisted by experts during the negotiation.

In addition to any points raised in the ESR (Evaluation Summary Report), the applicants may receive requests for further administrative, legal, technical and financial information necessary for the preparation of the JU grant agreement. The ARTEMIS JU may request changes, possibly including modifications to the budget, in line with the negotiation mandate given by the Public Authorities Board of the JU. The ARTEMIS JU will justify all requested changes, but substantial changes of proposals not foreseen in the mandate will need approval by the Public Authorities Board.

Negotiations are carried out between the JU and the project coordinator who represents all the partners in a consortium. Negotiation of managerial and technical aspects would address, in particular, requested revisions to the proposed work. Negotiation of legal aspects would cover, in particular, the verification of the existence and legal status of the participants, review of any special clauses in the grant agreements, or conditions required for the project, and any other aspects relating to the development of the final grant agreements (including date of start of project, timing of reports and other legal requirements). The financial aspects could cover the establishment of the JU contribution, or the assessment of the financial capacity of project participants.

In accordance with the financial rules of the ARTEMIS JU, grants may not be awarded to potential participants who are, at the time of a grant award procedure, in one of the situations referred to in section 2.2 of the Eligibility Criteria and Funding Rates document (relating, for example, to bankruptcy, convictions, grave professional misconduct, social security obligations, other illegal activities, previous break of contract, conflicts of interest, misrepresentation).

Any potential participant who has committed an irregularity in the implementation of any other action under a Community Programme may be excluded from the selection procedure at any time, with due regard given to the principle of proportionality. Any proposal which does not fulfil the conditions set out in the Call for Proposals or in the eligibility criteria document attached to the call shall not be selected.

If it proves impossible to reach agreement with a coordinator, acting on behalf of the consortium, within a reasonable deadline that the JU may impose on any matter covered during the negotiation stage, negotiations may be terminated and the proposal rejected by the ARTEMIS JU.

The ARTEMIS JU may terminate negotiations if the coordinator proposes to modify the project in terms of its objectives, content, consortium composition or other aspects, to the extent that it becomes significantly different from the proposal that was evaluated, or in a manner that it is not in line with the negotiation mandate.

Negotiation of proposals from the reserve list may begin once it is clear that sufficient budget has become available to fund one or more of these projects. Subject to budget availability,

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<sup>1</sup> In the case of participants coming from ARTEMIS member States, the previous conclusion of national grant agreements is necessary for the establishment of the JU grant agreement

negotiations should begin with the proposals at the top of the reserve list and should continue in the order of the final ranking.

For further information on the negotiation procedure applicants are referred to the ARTEMIS JU Negotiation guidelines published on the Participant Portal and the JU website.

### *Award of a grant*

If negotiations are successful and no further decision from the Public Authorities Board is needed (i.e. in cases of substantial changes outside the negotiation mandate), the ARTEMIS JU shall transmit to the coordinators of the selected consortia the JU grant agreement and the accession forms for signature.

At the same time, in the case of participants from ARTEMIS Member States, the ARTEMIS JU shall transmit to the respective national funding authorities the results of the negotiations and all relevant documentation in order for them to proceed with the establishment of the corresponding national grant agreements with the said participants according to national eligibility criteria and any other national financial and legal requirements<sup>1</sup>.

Where national grant agreements are to be concluded, the signature of, or accession to, the JU grant agreement will only take place after the signature of the corresponding national grant agreement.

## **Annexes**

Annex 1	Timetable and specific information for this call
Annex 2	Evaluation criteria and procedure
Annex 3	Instructions for completing Part A of the proposal
Annex 4	Instructions for drafting Part B of the proposal

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<sup>1</sup> The final approved "Technical Annex" resulting from the evaluation and negotiation process carried out by the ARTEMIS JU will be the same (except for translations if necessary) for establishing the corresponding national grant agreement in all participating ARTEMIS member States.

**Annex 1: Timetable and specific information for this call**

- **Indicative timetable for ARTEMIS Call 2013: ARTEMIS-2013-1**

Publication of call	26th February 2013
Deadline to submit Expression of Interest	8 <sup>th</sup> March 2013
Deadline for submission of the Full Project Proposal (FPP)	6 <sup>th</sup> June 2013 <i>17h00 Brussels time</i>
Evaluation and selection of proposals	July 2013
Start of negotiations for the selected proposals	September 2013

- **Further information and help**

The ARTEMIS JU call page ([www.artemis-ju.eu/call2013](http://www.artemis-ju.eu/call2013)) contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

**General sources of help**

ARTEMIS JU Help desk

email: [helpdesk@artemis-ju.europa.eu](mailto:helpdesk@artemis-ju.europa.eu)Electronic Submission Services  
Help deskemail: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu  
Tel: +32 2 29 92222 (business hours)National ARTEMIS Contact Points  
ARTEMIS JU[www.artemis-ju.eu/call\\_contacts](http://www.artemis-ju.eu/call_contacts)  
[www.artemis-ju.eu](http://www.artemis-ju.eu)ICT National Contact Points  
FP7 Enquiry service[http://cordis.europa.eu/fp7/ncp\\_en.html](http://cordis.europa.eu/fp7/ncp_en.html)  
<http://ec.europa.eu/research/enquiries>**Support projects**

ARTEMIS IA project idea tool

[http://www.artemis-ia.eu/partner\\_search](http://www.artemis-ia.eu/partner_search)Idealist partner search project  
IPR helpdesk<http://www.ideal-ist.net/>  
<http://www.ipr-helpdesk.org/>**Documents applicable ([ARTEMIS JU Call 2013](#))**

- ARTEMIS Call 2013 Call fiche
- ARTEMIS JU Eligibility Criteria and Funding Rates
- ARTEMIS JU Annual Work Programme (Part ASP and Part AIPP)
- Decision of the Public Authorities Board of the ARTEMIS Joint Undertaking on the evaluation and selection procedures related to calls for proposals
- Negotiation guidelines
- Model grant agreement
- ARTEMIS JU financial rules

- Guide to financial issues
- Council Regulation (EC) No 72/2008 setting up the ARTEMIS Joint Undertaking to implement a Joint Technology Initiative on Embedded Computing Systems

### Other useful information

ARTEMISIA Project Consortium Agreement (APCA) template:

[http://www.artemis-ia.eu/official\\_documents](http://www.artemis-ia.eu/official_documents)

Consortium agreement checklist (FP7) in CORDIS

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf)

## ***Annex 2: Evaluation criteria and procedures to be applied to proposals in this call***

### ***1. General***

All eligible proposals will be evaluated by independent experts.

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective and to behave throughout in a professional manner. All experts will sign a declaration of confidentiality and no conflict of interest before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In addition, an independent expert or experts may be appointed to observe the evaluation process from the point of view of its working and execution. The role of the observer(s) is to give independent advice to the JU on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria and on ways in which the procedures could be improved. The observer(s) will not express views on the proposals under examination or the experts' opinions on the proposals.

### ***2. Evaluation and selection of FPP***

#### ***2.1 Before the evaluation of the FPP***

On receipt by the ARTEMIS JU, the FPPs are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for proposals (see "Eligibility criteria and Funding rates" document attached to the Call text) are also checked by ARTEMIS JU staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

The ARTEMIS JU establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate balance between academic and industrial expertise as well as between providers and users;
- A reasonable distribution of geographical origins.

The Executive Director of the ARTEMIS JU allocates four experts (two evaluators from the list of experts suggested by the Industry and Research Committee and two from the list of experts suggested by the Public Authorities Board) to individual proposals, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

#### ***2.2. Evaluation criteria***

At the beginning of the evaluation, experts will be briefed on the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

The evaluation criteria against which proposals will be judged are set out in the document ARTEMIS-PAB-2012-D.18: "ARTEMIS Joint Undertaking evaluation and selection procedures related to Calls for proposals".

**2.2.1 Evaluation criteria of the FPP addressing AWP2013 part ASP.**

The 5 evaluation criteria are:

1. Relevance and contributions to the objectives of the Call.
2. R&D innovation and technical excellence.
3. S&T approach and work plan.
4. Market innovation and market impact.
5. Quality of consortium and management.

Evaluation scores will be awarded for each of the five criteria, and not for the sub-criteria. Each criterion will be scored from 1 to 10. Criteria 1, 2, 3, and 5 will have a weight of 1 and criterion 4 will have a weight of 2. The threshold for the individual criteria (1), (2), (3), (4) will be 6. There is no threshold for the individual criterion (5). The overall threshold, applying to the weighted sum of the five individual scores, will be 40.

Some further explanation on the evaluation criteria:

1. Relevance and contributions to the objectives of the Call.
  - Relevance will be considered in relation to the topic(s) of the work programme open in a given call and to the objectives of the sub-programmes for those topics as set out in Sections 3.2.1 to 3.2.8.
  - Relevance and contributions to the ARTEMIS general requirements set out in paragraph 4.1.
  - Relevance and contribution to the ARTEMIS strategic targets listed in paragraph 4.2.

*[It must be noted that ARTEMIS puts high emphasis on the downstream relevance of proposals. Therefore, the contribution to specific ASP targets takes precedence over contribution to the Industrial Priorities, though both must be addressed.]*

2. R&D innovation and technical excellence.
  - Soundness of the concept
  - Clarity and quality of the objectives and expected results
  - Progress beyond the state-of-the-art.

*[Here, the State of the Art refers to that which is currently seen in an 'industrial' context, i.e. existing, commercially viable solutions, technologies or applications. ARTEMIS views the novel application or integration of existing technologies, alongside new technologies, in new domains or for improving efficiency in existing domains as valid advances on the State of the Art under this interpretation]*

3. S&T approach and work plan
  - Quality and effectiveness of the S&T methodology
  - Quality of the work plan.

*[The S&T methodology and work plan must also consider the specificities of the downstream nature of the ARTEMIS programme, addressing also prototype and/or demonstration phases]*

4. Market innovation and market impact
  - Contribution, at the European and/or international level, to the expected impacts of the work programme, and specifically to the expected impacts of the sub-programme(s) that the proposed project intends to address as set out in Sections 3.2.1 to 3.2.8 and in section 4. Degree of application innovation in the context of the sub-programmes addressed
  - Market impact and quality of the exploitation plans of the industrial partners; quality of the market analysis section including competitor descriptions and market opportunities.
  - Introduction and enablement of new, more competitive practices and methodologies
  - Appropriateness of measures for the dissemination of project results.

- Contribution to the Innovation Environment
- Contribution to ARTEMIS Repository
- Contribution to standards
- Contribution to ARTEMIS tool-platform policy
- Management of intellectual property.

*[Applicants and reviewers/evaluators are reminded that **this criterion has a weight of 2**, emphasising the market innovation orientation of the ARTEMIS programme. Sub-criteria such as Market impact, Degree of application innovation have therefore the most important weight;*

*The "Management of intellectual property" embraces generation and protection of IPR. It can go beyond the management of the IPR within the project boundaries and it may also use and/or contribute to IP business models, such as Open or Community Source.]*

#### 5. Quality of consortium and management<sup>1</sup>.

- Appropriateness of the management structure and procedures
- Quality and relevant experience of the individual participants
- Quality of the consortium as a whole including complementarities, balance and involvement of SMEs
- Appropriateness of the level, allocation and justification of the resources to be committed (budget, staff, equipment)

### 2.2.2 Evaluation criteria of the FPP addressing AWP2013 part AIPP.

The 5 evaluation criteria are:

1. Relevance and contributions to the objectives of the Call.
2. R&D&I and technical excellence.
3. Technological solution and work plan.
4. Market innovation and market impact.
5. Quality of consortium and management.

Evaluation scores will be awarded for each of the five criteria, and not for the sub-criteria. Each criterion will be scored from 1 to 10 with a threshold of 6 points.

Criterion (1) will have a weight of 0,5. Criteria (2) and (3) will have a weight of 1. Criterion (4) will have a weight of 2.

Criterion (5) will have a weight of 1,5.

The overall threshold, applying to the weighted sum of the five individual scores, will be 40.

Some further explanation on the evaluation criteria:

1. Relevance and contributions to the objectives of the Call.
  - Relevance will be considered in relation to the topic(s) of the work programme open in a given call and to the objectives of the ARTEMIS Innovation Pilot Programmes for those topics as set out in Sections 3.1.1 to 3.1.6.
  - Relevance and contributions to the ARTEMIS general requirements set out in paragraph 4.1
  - Relevance and contribution to the ARTEMIS strategic targets listed in section 4.2.

<sup>1</sup> This evaluation criterion corresponds to the **selection criteria** in the meaning of the general financial regulation (article 115) [OJ L 248, 16.09.2002, p. 1] and its implementing rules (article 176 and 177) [OJ L 357, 31.12.2002, p.1] and of the financial rules of the Joint Undertaking (article 101). It will also be the basis for assessing the 'operational capacity' of participants. The other four evaluation criteria (1-4) correspond to the **award criteria**.

*[It must be noted that ARTEMIS puts high emphasis on the downstream relevance of proposals. Therefore, the contribution to specific AIPP targets takes precedence over contribution to the Industrial Priorities, though both must be addressed.]*

## 2. R&D&I and technical excellence:

- Soundness of the R&D&I concept
- Clarity and quality of the objectives and expected results
- Progress beyond the of state-of-the-art in innovating; progress beyond the state of industrial practice
- Leveraging on existing / previous projects, with emphasis on ARTEMIS projects.

*[Here, the State of the Art refers to that which is currently seen in an 'industrial' context, i.e. existing, commercially viable solutions, technologies or applications. ARTEMIS views the novel application or integration of existing technologies, alongside new technologies, in new domains or for improving efficiency in existing domains as valid advances on the State of the Art under this interpretation]*

## 3. Technological solution for innovation and work plan

- Quality and effectiveness of the methodology
- Quality of the work plan.
- Quality and effectiveness of the demonstration and related infrastructure
- Quality of new set-up experimentation platform for co-creation and collaboration, or interaction with existing ones, including end-users involvement.

*[The technological solution for innovation and work plan must also consider the specificities of the downstream nature of the ARTEMIS programme, addressing also prototype and/or demonstration phases]*

## 4. Market innovation and market impact

- Contribution, at the European and/or international level, to the expected impacts of the work programme, and specifically to the expected impacts of the Innovation Pilot programmes) that the proposed project intends to address as set out in Sections 3.1.1 to 3.1.6 and in Section 4
- Degree of application innovation in the context of the Innovation Pilot programmes addressed.
- Market impact and quality of the exploitation plans of the industrial partners; quality of the market analysis section including competitor descriptions and market opportunities.
- Introduction and enablement of new, more competitive business practices and methodologies.
- Appropriateness of measures for the dissemination of project results.
- Contribution to standards.
- Management of intellectual property.
- Interaction with the CoIE

*[Applicants and reviewers/evaluators are reminded that **this criterion has the highest weight**, emphasising the market innovation orientation of the ARTEMIS programme. Sub-criteria such as Market impact, Degree of application innovation have therefore the most important weight;*

*The "Management of intellectual property" embraces generation and protection of IPR. It can go beyond the management of the IPR within the project boundaries and it may also use and/or contribute to IP business models, such as Open or Community Source.]*

#### 5. Quality of consortium and management<sup>1</sup>.

- Appropriateness of the management structure and procedures.
- Quality and relevant experience of the individual participants.
- Quality of the consortium as a whole including complementarities, balance and involvement of SMEs.
- Effectiveness of the eco-system: large scale and critical mass, and further plan for attracting other partners and reinforcing the eco-system.
- Appropriateness of the level, allocation and justification of the resources to be committed, either tangible or intangible such as staff, equipment, (access to) infrastructure, know-how, patents, etc.

### 2.3. Individual evaluation of FPP

The individual evaluation will be carried out on the premises of the experts concerned ("remotely").

Each proposal will first be assessed independently by the four experts chosen by the Executive Director of the ARTEMIS JU. At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an **Individual Evaluation Report (IER)** giving scores and also comments against the evaluation criteria.

When scoring proposals, experts must only apply the above evaluation criteria.

Experts will assess and mark the proposals exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justification will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

Signature of the IER also entails a declaration that the expert has no conflict of interest in evaluating a particular proposal.

Scope of the call: It is possible that a proposal is found to be out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, an ARTEMIS JU staff member will be informed immediately and the views of the other experts will be sought. If the general view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation and it will be deemed ineligible.

### 2.4. Panel session

Once all the experts to whom a proposal has been assigned have completed their IER, the Executive Director of the JU organises the panel session. The Executive Director assigns the evaluators that will participate in the panel.

The panel session is chaired by the Executive Director or by his/her appointed staff of the JU. In this session, evaluators synthesise and consolidate the individual evaluators' scores, remarks and recommendations for each proposal. These recommendations will address, if appropriate, adjustments to the total costs and the technical content of the proposal, and will identify key partners and activities necessary for the success of the project if selected. The outcome of the panel session is the Evaluation Summary Report for each proposal.

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<sup>1</sup> This evaluation criterion corresponds to the selection criteria in the meaning of the general financial regulation (article 115) [OJ L248, 16.09.2002, p. 1] and its implementing rules (article 176 and 177) [OJ L 357, 31.12.2002, p.1] and of the financial rules of the Joint Undertaking (article 101). It will also be the basis for assessing the 'operational capacity' of participants. The other four evaluation criteria (1-4) correspond to the award criteria.

Two lists of proposals are established by the panel: "above threshold" and "below threshold". Proposals with a score below threshold in any of the individual criteria or below the minimum total threshold are included in the "below threshold" list. The "above threshold" list is ordered according to the total score of the proposals.

## 2.5. Verification of eligibility criteria for funding

Before the selection of proposals, the Executive Director will verify participants against the JU and national eligibility criteria for funding (as described in the "Eligibility Criteria and Funding Rates" document attached to the Call text). These verifications will be done on the basis of verifications made by national funding authorities of their national participants in proposals against national eligibility criteria for funding, and by the Commission of all participants against the JU eligibility criteria for funding.

## 2.6. Selection of proposals

The Executive Director presents to the Public Authorities Board (PAB) of the JU the "above threshold" list, and on this basis the PAB decides on the final ranking of proposals. Any change to this relative order of proposals is decided by the PAB taking into account the proposals' synergy with EU and national R&D and innovation<sup>1</sup> policies and activities as well as the overall coverage of the objectives of the Call. The justifications for such changes are recorded and communicated by the Executive Director to the applicants.

Following this decision and on the basis of the final ranking of proposals, the PAB decides on the selection of proposals and the allocation of public funding, taking into account the budgets available and the verifications of national and JU eligibility criteria for funding made in the previous step. The PAB will also decide which proposals are not viable in the light of the public funding available.

The PAB may decide to create a reserve list of proposals that could proceed to the negotiation step if sufficient funding becomes available (e.g. following failure of negotiations).

The coordinators of proposals will receive the **Evaluation Summary Report** and any other information decided by the Public Authorities Board of the ARTEMIS JU. For selected proposals, an invitation will be sent by the ARTEMIS JU to start the negotiations (taking into account the public funding allocated by the PAB and the potential recommendations for changes).

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<sup>1</sup> Only R&D policies that are applied by the Community and national governments at the time of the Call and that have been made widely and publicly available can be taken into account

### ***Annex 3: Instructions for completing Part A of the proposal***

Proposals in this call must be submitted electronically, using the Electronic Submission Services. The procedure is summarised in section 4 of this Guide.

In Part A, you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (Annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the participants in the consortium.

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*

The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance is also available.

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## Proposal Submission Forms

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### A1: Content

Proposal Number  Proposal Acronym

Project Type

### General Information

Proposal Title

*Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &*

Duration In months  Call (part) Identifier

Activity code(s) most relevant to your topic

Abstract (max. 2000 chars)

Remaining characters: 1986

Free keywords

Remaining characters: 200

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a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme ?  Yes  No

b) Is this proposal (or a similar one) currently being submitted to another call under FP7 ?  Yes  No

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**Proposal Submission Forms**

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## A2.1 Participant #1

### JDC

If your organisation has already registered for FP7, enter your Participant Identity Code **994638001**

Legal Name *John Doe Corp*

Organisation short name *JDC*

### Administrative data (legal address)

Street name	<i>Trafalgar Square</i>	Number	<i>23</i>
Town	<i>London</i>		
Postal Code / Cedex	<i>AHX235</i>		
Country	<i>United Kingdom</i>		
Internet homepage	<i>http://www</i> ...		

### Status of your organisation Change this data

Certain types of organisations benefit from special conditions under the FP7 participant rules. The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one ore more of the following categories.

Non-profit organisation	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Public body	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Research organisation	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Higher or secondary education establishment	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Main area of activity (NACE code) Legal, accounting, auditing, consultancy

- Data in this form is pre-filled with the data provided during registration in URF (PIC number)
- The administrative data cannot be changed in this form (consult the LEAR of your organisation to correct it through the Participant Portal). You can also change yourself the data prefilled from the PIC in your A forms, but these changes will remain local to the Electronic Submission Services for this proposal only. The original data,,which is stored in the Commission's database, will always re-appear whenever the PIC is used, until the new data is validated.
- The “Status of your organisation” can be changed after clicking the button
- Clicking the NACE code box will open a new window with a selection list. More information on NACE codes can be found at:

[http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_CLS\\_DLD&StrNom=NACE\\_1\\_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC)

European Commission  
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## Proposal Submission Forms



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1. Is your number of employees smaller than 250? (full time equivalent)  Yes  No

2. Is your annual turnover smaller than € 50 million?  Yes  No

3. Is your annual balance sheet total smaller than € 43 million?  Yes  No

4. Are you an autonomous legal entity?  Yes  No

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".

In all other cases, you might conform to the Commission's definition of an SME.

Please check the additional conditions given in the guidance notes to the forms.

Following this check, do you conform to the Commission's definition of an SME?  Yes  No

### Dependencies with (an)other participant(s)

---

Are there dependencies between your organisation and (an)other participant(s) in this proposal?  Yes  No

The dependencies between organisations will be cross-checked during validation and need to be consistent.

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## Contact point - Person in charge for participant #1

For the co-ordinator (Participant #1) this person is the one who the ARTEMIS-JU will contact in the first instance.

Family name* <b>Doe</b>	First name(s)* <b>John</b>
Title <span style="border: 1px solid #ccc; padding: 2px 10px;">Mr.</span>	<input checked="" type="radio"/> Male <input type="radio"/> Female
Position in the organisation <span style="border: 1px solid #ccc; padding: 2px 10px;">Manager</span>	
Department/Faculty/Institute/Laboratory name/... <span style="border: 1px solid #ccc; padding: 2px 10px;">R&amp;D</span>	

**Address**     Same as legal address

Street name <span style="border: 1px solid #ccc; padding: 2px 10px;">Trafalgar Square</span>	Number <span style="border: 1px solid #ccc; padding: 2px 10px;">23</span>
Town <span style="border: 1px solid #ccc; padding: 2px 10px;">London</span>	Postal Code/Cedex <span style="border: 1px solid #ccc; padding: 2px 10px;">AHX235</span>
Country <span style="border: 1px solid #ccc; padding: 2px 10px;">United Kingdom</span>	

Phone1* + <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span>	Phone2 + <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span> <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span>
Fax + <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span> <span style="border: 1px solid #ccc; padding: 2px 10px;"> </span>	E-mail* <b>john.doe@jd.com</b>

\* Contact details can only be changed by the Proposal Coordinator via the "Step 4 – Manage Your Related Parties" screen.

I agree that my contact details are provided to the ARTEMIS-IA Association, which acts as the representative of R&D actors in the ARTEMIS-JU. ARTEMIS-IA would then be entitled to use my contact details only for sending me information about its services, membership conditions, or about a Declaration of Acceptance for non-members to share in the running costs of the Joint Undertaking, which are paid largely by ARTEMIS-IA, via e-mail, telephone or post. (Note: ARTEMIS-IA would not further transfer this information to third parties. See the Guide for Applicants and <http://www.artemis-ia.eu/> for more information. Your choice has no influence on the evaluation of your proposal by the ARTEMIS-JU).

Agree     Disagree

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The contact person name and email address is copied from the data entered by the coordinator and cannot be changed in this form.

**Form A3.1**

This form should be filled in for each participant. The relation with the funding calculation forms of Part B - Annex A is as follows:

- The total budget for column A3.1-RTD should be the same number as total eligible cost in Annex A (i.e. the sum of eligible cost for fundamental/basic research + industrial/applied research + Experimental development). This is indicated as "Total EC" in figure below.
- The requested JU contribution should be 16.7% of the figure above ("Total JU")
- Requested national contribution (NC) is only for participants from ARTEMIS Member States
- Insert zeros ("0") if there are no costs, or if no funding is requested. Do not leave blanks
- The requested national contribution should be the same number as total national contribution requested in Part B-Annex A (i.e. the sum of national contribution requested for fundamental /basic research + industrial/applied research+experimental development): "Total NC".

Only RTD column should be used. The other columns (demonstration, coordination etc. ) can not be used for this call. **Ensure that data in Parts A, B and (where relevant) C match!**

Part B - Annex A (see Annex 4.3 of this guide)

Partner x	Total eligible costs according to national rules (in €)	National Contribution requested (in €)	Percentage of the national subsidy to the beneficiaries applied for the calculation
Fundamental/Basic Research			
Industrial/Applied Research			
Experimental development			
Total	Total EC	Total NC	
Total requested from the JU (16.7% of total above)	Total JU		

**Eligible costs for ARTEMIS Member States**

For participants established in ARTEMIS Member States, eligible costs are defined by the respective funding authorities issuing the national grant agreements (see "Eligibility criteria and Funding Rates" document).

**Eligible costs for Non ARTEMIS Member States**

For participants established in EU Member States or Associated Countries to the Seventh Framework Programme that are *not* ARTEMIS Member States, eligible costs are defined by the ARTEMIS Joint Undertaking.

The ARTEMIS JU financial contribution must not give rise to a profit. Receipts shall be taken into consideration for the payment of the grant.

In order to be considered eligible, costs incurred in the implementation of a project must meet the following conditions:

- a) they must be actual;
- b) they must be incurred by the beneficiary;
- c) they must be incurred during the duration of the Project
- d) they must be determined in accordance with the usual accounting and management principles and practices of the beneficiary.
- e) they must be used for the sole purpose of achieving the objectives of the Project and its expected results, in a manner consistent with the principles of economy, efficiency and effectiveness;
- f) they must be recorded in the accounts of the beneficiary;
- g) they must be indicated in the estimated overall budget in the FPP.

The reimbursement of the Joint Undertaking's financial contribution shall be based on the reported costs of each participant.

Eligible costs shall be composed of costs attributable directly to the action ("direct eligible costs") and of costs which are not attributable directly to the action, but which have been incurred in direct relationship with the direct eligible costs attributed to the action ("indirect eligible costs").

Indirect costs shall represent up to 20% of the participant's total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the participant.

For more information please refer to the ARTEMIS-GB-2010-D.15 Document.

**Subcontracting**

The general rule is that beneficiaries shall implement the project and shall have the necessary resources to that end. However, it is accepted that as an exception certain parts of the work may be subcontracted.

When it is necessary to subcontract certain elements of the work, the following conditions must be fulfilled:

- Subcontracts may only cover a limited part of the project
- Subcontracting must be duly justified in the FPP including a description of the tasks to be subcontracted and an estimation of the costs
- Subcontracts by a beneficiary may not affect its rights and obligations regarding Background and Foreground

For participants established in ARTEMIS Member States, terms and conditions for subcontracting laid down by the respective national funding authorities must be fulfilled.

For participants established in EU Member States or Associated Countries to the Seventh Framework Programme that are *not* ARTEMIS Member States, any subcontract, the costs of which are to be claimed as an eligible cost, must be awarded according to the principles of best value for money (best price-quality ratio), transparency and equal treatment. Subcontracts concluded on the basis of framework contracts entered into between a participant and a subcontractor, prior to the beginning of the Project in accordance with the beneficiary's usual management principles, may also be accepted.

Further information on subcontracting is given in the "Guide to financial issues" and in the ARTEMIS-GB-2010-D.15 Document.

**Form A3.2**

This form is calculated automatically and cannot be edited.

An example of this form is given below. The column "Total receipts" contains the numbers for requested national contribution, the column "Requested EU Contribution" contains the numbers for JU contribution.

See the example in Annex 4.3 of this guide for more details.

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## A3.2: Budget

---

Estimated budget in EUR (whole of the project)

Nr.	Organisation Short Name	Organisation country	RTD	Demonstration	Coordination	Support	Management	Other	Total	Total receipts	Requested EU contributions
1	TEST Company	BE	1 000 000						1 000 000	308 000	167 000
2	Company B	BE	1 500 000						1 500 000	124 500	250 500
3	Company C	SE	800 000						800 000	346 400	133 600
4	Company D	DE	1 500 000						1 500 000	312 000	250 500
5	Company E	MT	360 000						360 000	0	60 120
6	Company F	UK	400 000						400 000	133 200	66 800
<b>Total</b>			5 560 000						5 560 000	1 224 100	928 520

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Validate Form

Upload Changes

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## ***Annex 4: Instructions for drafting Part B of the proposal***

All instructions for drafting Part B are contained in the Full Project Proposal (FPP) template, which can be downloaded from the Participant Portal or from the Electronic Submission Services.

Recommended lengths for each of the Part B sections are indicated in the template.

Make sure you use the correct template, depending on your type of project:

- ARTEMIS JU ASP Proposal Template (for proposals addressing ASPs) or
- ARTEMIS JU AIPP Proposal Template (for proposals addressing AIPPs)

The Proposal Part B templates are available for download on the Participant Portal:  
<http://ec.europa.eu/research/participants/portal/page/cooperation?callIdentifier=ARTEMIS-2013-1>.

Part B Annex A – Funding calculation forms

**Annex A.1 (for partners established in ARTEMIS Member States)**

For each participant from an ARTEMIS Member State please fill in the standard form underneath and include it in your part B of the proposal. Furthermore transfer the totals to the Form A1 in Electronic Submission Services. In order to calculate your national contributions please see details under each country.

Partner x	Total eligible costs according to national rules (in €)	National Contribution requested (in €)	Percentage of the national subsidy to the beneficiaries applied for the calculation
Fundamental/Basic Research			
Industrial/Applied Research			
Experimental development			
<b>Total</b>			
<b>Total requested from the JU (16.7% of total above)</b>			

**Annex A.2 (for partners established in other Member States and Associated Countries, the JRC<sup>1</sup> and international organisations<sup>2</sup> (i.e. ESA) having a seat in EU Member States or Associated Countries to the Seventh Framework Programme.**

For each participant from the above countries, for JRC or for each international organisation, fill in the standard form underneath and include it in your part B of the proposal. Furthermore transfer the totals to the Form A1 in Electronic Submission Services system. In order to calculate your costs please see explanation of eligible costs below.

Partner x	<b>Total eligible costs (in €)</b>
<b>Direct costs (in €)</b>	
<b>Indirect costs 20% (in €)</b>	
<b>Total</b>	
<b>Total requested from the JU (16.7% of total above)</b>	

<sup>1</sup> Unless the JRC applies in the proposal for national funding from an ARTEMIS member State. In that case, the Annex A.1 should be used.

<sup>2</sup> Unless the international organisation applies in the proposal for national funding from an ARTEMIS member State. In that case, the Annex A.1 should be used.

Example (start)

In order to help you understand what information is needed in Annex A an example is given here of a consortium with six partners:

- Partner 1: Belgian medium sized SME doing 50% industrial research and 50% experimental development
- Partner 2: French large enterprise doing 70% industrial research and 30% experimental development
- Partner 3: Swedish medium enterprise doing only industrial research
- Partner 4: German Small Enterprise doing 50% industrial research and 50% experimental development
- Partner 5: Maltese university doing 100% industrial research
- Partner 6: UK large enterprise doing 100% industrial research

Each partner first needs to calculate its total cost according to national rules. In each national section underneath please find a link to web-pages explaining how to do this. For our example we now assume that each partner has done this calculation and here is the result:

- Partner 1: Total cost: 1.000.000 €
- Partner 2: Total cost: 1.500.000 €
- Partner 3: Total cost: 800.000 €
- Partner 4: Total cost: 1.500.000 €
- Partner 5: Total direct cost: 300.000 € + overheads 20%=360.000 €
- Partner 6: Total cost: 400.000 €

The 6 forms that have to be included in Annex A in the proposal will then look like this:

Example - Partner 1

<b>Partner 1 Belgian medium sized SME</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>500 000</b>	<b>216 500</b>	<b>43.3%</b>
<b>Experimental development</b>	<b>500 000</b>	<b>91 500</b>	<b>18.3%</b>
<b>Total</b>	<b>1 000 000</b>	<b>308 000</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>167 000</b>		

Please include this form in Part B (Annex A) of your proposal

For Belgian medium sized SMEs the national contribution for industrial research is 43.3%:  
 $500\,000 \times 43.3\% = 216\,500$

For Belgian medium sized SMEs the national contribution for experimental development is 18.3% :  
 $500\,000 \times 18.3\% = 91\,500$

The JU contribution is 16.7% of 1 000 000=167 000

The 3 totals (1 000 000, 308 000, 167 000) are then transferred to Form A3.1 in the Electronic Submission Services.

Example - Partner 2

<b>Partner 2 French Large enterprise</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>1 050 000</b>	<b>87 150</b>	<b>8,3%</b>
<b>Experimental development</b>	<b>450 000</b>	<b>37 350</b>	<b>8,3%</b>
<b>Total</b>	<b>1 500 000</b>	<b>124 500</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>250 500</b>		

Please include this form in Part B (Annex A) of your proposal

For French Large enterprises the national contribution for industrial research is 8.3%:  
 $1\,050\,000 \times 8.3\% = 87\,150$

For French Large enterprises the national contribution for experimental development is 8.3%:  
 $450\,000 \times 8.3\% = 37\,350$

The JU contribution is 16.7% of 1 500 000 = 250 500

The 3 totals (1 500 000, 124 500, 250 500) are then transferred to Form A3.1 in the Electronic Submission Services.

Example - Partner 3

<b>Partner 3 Swedish Medium Enterprise</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>800 000</b>	<b>346 400</b>	<b>43.3%</b>
<b>Experimental development</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>800 000</b>	<b>346 400</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>133 600</b>		

Please include this form in Part B (Annex A) of your proposal

For Swedish medium enterprises the national contribution for industrial research is 43.3%:  
 $800\,000 \times 43.3\% = 346\,400$

The JU contribution is 16.7% of 800 000 = 133 600

The 3 totals (800 000, 346 400, 133 600) are then transferred to Form A3.1 in the Electronic Submission Services.

Example - Partner 4

<b>Partner 4 German SE</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>750 000</b>	<b>249 750</b>	<b>33.3%</b>
<b>Experimental development</b>	<b>750 000</b>	<b>62 250</b>	<b>8.3%</b>
<b>Total</b>	<b>1 500 000</b>	<b>312 000</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>250 500</b>		

Please include this form in Part B (Annex A) of your proposal

For German Small Enterprise the national contribution for industrial research is 33.3%:  
 $750\,000 \times 33.3\% = 249\,750$

For German Small Enterprise the national contribution for experimental development is 8.3%:  
 $750\,000 \times 8.3\% = 62\,250$

The JU contribution is 16.7% of 1 500 000 = 250 500

The 3 totals (1 500 000, 312 000, 250 500) are then transferred to Form A3.1 in the Electronic Submission Services.

Example - Partner 5

<b>Partner 5 Maltese university</b>	<b>Total eligible costs (in €)</b>
<b>Direct costs (in €)</b>	<b>300 000</b>
<b>Indirect costs 20% (in €)</b>	<b>60 000</b>
<b>Total</b>	<b>360 000</b>
<b>Total requested from the JU (16.7% of total above)</b>	<b>60 120</b>

Please include this form in Part B (Annex A) of your proposal

The JU contribution is 16.7% of 360 000=60 120

The 2 totals (360 000, 60 120) are then transferred to Form A3.1 in the Electronic Submission Services.

Example - Partner 6

<b>Partner 6 UK Large Enterprise</b>	<b>Total eligible costs according to national rules (in €)</b>	<b>National Contribution requested (in €)</b>	<b>Percentage of the national subsidy to the beneficiaries applied for the calculation</b>
<b>Fundamental/Basic Research</b>	<b>0</b>	<b>0</b>	
<b>Industrial/Applied Research</b>	<b>400 000</b>	<b>133 200</b>	<b>33.3%</b>
<b>Experimental development</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>400 000</b>	<b>133 200</b>	
<b>Total requested from the JU (16.7% of total above)</b>	<b>66 800</b>		

Please include this form in Part B (Annex A) of your proposal

For UK Large Enterprises the national contribution for industrial research is 33.3%:  
 $400\,000 \times 33.3\% = 133\,200$

The JU contribution is 16.7% of 400 000 = 66 800

The 3 totals (400 000, 133 200, 66 800) are then transferred to Form A3.1 in the Electronic Submission Services.

**Budget overview**

The form A3.2 below shows the budget overview. The column "Total receipts" contains the numbers for requested national contribution, the column "Requested EU Contribution" contains the numbers for JU contribution.

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**Proposal Submission Forms**

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### A3.2: Budget

Estimated budget in EUR (whole of the project)

Nr.	Organisation Short Name	Organisation country	RTD	Demonstration	Coordination	Support	Management	Other	Total	Total receipts	Requested EU contributions
1	TEST Company	BE	1 000 000						1 000 000	308 000	167 000
2	Company B	BE	1 500 000						1 500 000	124 500	250 500
3	Company C	SE	800 000						800 000	346 400	133 600
4	Company D	DE	1 500 000						1 500 000	312 000	250 500
5	Company E	MT	360 000						360 000	0	60 120
6	Company F	UK	400 000						400 000	133 200	66 800
<b>Total</b>			5 560 000						5 560 000	1 224 100	928 520

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<example end>