



For guidelines on how to fill in the below forms, please refer to the "Guide for submission".

**Proposal submission set
for financial support from the European Commission**

ACTION N°: ENT/CIP/10/BN02C21
TITLE: CHINA IPR SME HELPDESK

The submission set includes the following documents:

- A. PROPOSAL SUBMISSION FORMS (A/1, A/2, A/3, A/4, A/5)**
- B. BUDGET SUMMARY FORM (B/1, B/2) (Please refer to the separate excel-file)**
- C. CO-FINANCING STATEMENT FORM**
- D. EXCLUSION CRITERIA FORM**

Information on the Proposal

Proposed acronym of the project (max 30 characters)¹

Is the proposal submitted by a group of organisations (consortium)?

If yes, please indicate the number of organisations involved

In applicable, please describe briefly the composition of the consortium

FOR COMMISSION USE ONLY

POST STAMP :

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RECEPTION DATE :

		/			/				
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N.B.: The (superscript) numbers refer to the 'Guide for submission' items

1. PROPOSAL OVERVIEW (ONE FORM PER PROJECT)

Contact person for the proposal (coordinator in case of multiple beneficiaries)²

Title (Mr, Mrs, Ms...)			
Usual Family Name			
First Name			
Function			
Address			
PO Box ³			
Street Name and Number			
Post Code ⁴		Cedex ⁵	
Town/City			
Country Name			
Telephone n° ⁶		Fax n° ⁶	
E-mail			
Internet homepage			
Proposal abstract (maximum 5 lines)			
Total Eligible Costs (in Euro)		EC Contribution requested	% EC Contribution requested
Duration requested (in months)		Planned start date ⁷ (DD/MM/YYYY)	

No	Name of Partner	Role and involvement in implementing the proposed project
1		
2		
3		
4		
5		
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2. PROPOSAL SUMMARY (ONE FORM FOR EACH PROJECT)

THIS FORM SHOULD BE ACCOMPANIED BY THE FULL PROPOSAL AND DESCRIPTION OF THE PROJECT/ACTION.

PLEASE REFER TO THE GUIDE FOR SUBMISSION – CHAPTER V.

Objectives (maximum 10 lines)

Description of the work (maximum 15 lines)

Milestones and expected results (maximum 10 lines)

3. LEAD ORGANISATION (CO-ORDINATOR) PROFILE/INFORMATION

(1 FORM + 2 ANNEXES (LEGAL ENTITY FORM AND FINANCIAL IDENTIFICATION FORM))

Legal Information (legal entity)				
Organisation Legal Name ⁸				
Short Name ⁹				
Legal Status ¹⁰				
The Legal Entity Form to be found at : http://ec.europa.eu/budget/execution/legal_entities_en.htm should be annexed to the present form, duly filled in, signed and accompanied by the appropriate supporting documents.				
Financial Identification				
The Financial Identification Form to be found at : http://ec.europa.eu/budget/execution/ftiers_en.htm , should be duly filled in and signed, and if applicable be accompanied by the relevant bank statement.				
Organisation details				
For private companies, please fill in the financial statement form A/5 ¹²			Total yearly revenues/ resources ¹²	
Is your Organisation independent ¹⁴ ?	Y	N	Number of employees ¹³	
If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation ¹⁴				
Business Area ¹¹				
Internet homepage				
Administrative officer authorised to commit the company/organisation. The power of attorney of this person must be annexed to the form.				
Title (Mr, Mrs, Ms, ...)				
Family Name				
First Name				
Position in the company/organisation				
Telephone n° ⁶			Fax n° ⁶	
E-mail				
Information concerning participation and involvement ¹⁵				
Amount of funding which the company/ organisation undertakes to provide for the operation (in Euro)				
By which means and when will the co-financing take place?				
Is the co-financing decision irrevocable? (if the answer is "No", please comment)				
Role and involvement in implementing the proposed project				
Previous contracts				
Have you, previously or currently, submitted this proposal or one similar in content to any Community Programme? ¹⁶ .	Y		N	
If yes, please give details and Indicate the main differences between the present and previous proposals.				

Have you submitted (or do you intend to submit) <u>in the current year</u> a grant application directly or indirectly from a European institution or agency? ¹⁶						Y		N	
If yes, please give the following details; operating grant or action grant - indicate the main differences between the present and previous proposals.									
Programme name	DG	Action Name	Amount (in Euro)	Differences					
Have you <u>during the last three years</u> obtained a Community grants, procurement contracts or loans directly or indirectly from a European institution or agency? ¹⁶						Y		N	
If yes, please give the following details; indicate the main differences between the present and previous proposals.									
Programme name	DG	Action Name	Year	Amount (in Euro)	Differences				
<p> <input type="checkbox"/> I declare on oath that the above actions do not represent a risk of double funding with the present action. </p> <p> <input type="checkbox"/> I commit myself to immediately inform the Commission service to which the current Grant Application is addressed of any request for funding submitted to, or approved by other Commission departments or Community Institutions <u>AFTER</u> the submission of the present application, and, if my proposal is accepted, until the request for payment of the balance is submitted.¹⁶ </p> <p> <u>Only for public bodies – legal status GOV¹⁰ (to be taken out if not applicable):</u> </p> <p> <input type="checkbox"/> I declare that the financial workflows of the public officials employed in this action are fully under my control and a part of their salary is booked to eligible costs only to carry out activities in addition to our routine activities.¹⁶ </p>									
<p> <input type="checkbox"/> I declare that I have read and accept the rules governing this call for proposal. I certify that the information in this proposal about my company/organisation is accurate and complete and that my company/organisation has agreed to host the applicants mentioned below. </p>									
STAMP OF COMPANY/ ORGANISATION									
DATE OF SIGNATURE									
SIGNATURE OF AUTHORISED PERSON									

4. PARTNER PROFILE

(1 FORM + 1 ANNEX (LEGAL ENTITY FORM) PER PARTNER INVOLVED IN THE PROJECT)

Lead organisation (co-ordinator) name ²							
Participant Legal Information (legal entity)							
Organisation Legal Name ⁸							
Short Name ⁹							
Legal Status ¹⁰							
The Legal Entity Form to be found at : http://ec.europa.eu/budget/execution/legal_entities_en.htm should be annexed to the present form, duly filled in, signed and accompanied by the appropriate supporting documents.							
Organisation details							
For private companies, please fill in the financial statement form A/5 ¹²			Total yearly revenues/ resources ¹²				
Is Your Organisation independent ¹⁴ ?	Y	N	Number of employees ¹³				
If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation ¹⁴	<hr/> <hr/> <hr/>						
Business Area ¹¹							
Internet homepage							
Administrative officer authorised to commit the company/organisation							
Title (Dr, Prof., ...)							
Family Name							
First Name							
Position in company/ organisation							
Telephone n° ⁶			Fax n° ⁶				
E-mail							
Information concerning participation and involvement¹⁵							
Amount of funding which the company/ organisation undertakes to provide for the operation (in Euro)							
By which means and when will the co-financing take place?							
Is the co-financing decision irrevocable? (if the answer is "No", please comment)							
Previous contracts							
Have you, previously or currently, submitted <u>this</u> proposal or one similar in content to any Community Programme? ¹⁶				Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If yes, please give details and Indicate the main differences between the present and previous proposals.							
Have you submitted (or do you intend to submit) <u>in the current year</u> a grant application directly or indirectly from a European institution or agency? ¹⁶				Y	<input type="checkbox"/>	N	<input type="checkbox"/>

If yes, please give the following details; operating grant or action grant - indicate the main differences between the present and previous proposals.

Programme name	DG	Action Name	Amount (in Euro)	Differences

Have you during the last three years obtained a Community grants, procurement contracts or loans directly or indirectly from a European institution or agency? ¹⁶. Y N

If yes, please give the following details; indicate the main differences between the present and previous proposals.

Programme name	DG	Action Name	Year	Amount (in Euro)	Differences

- ✓ I declare on oath that the above actions do not represent a risk of double funding with the present action.
- ✓ I commit myself to immediately inform the Commission service to which the current Grant Application is addressed of any request for funding submitted to, or approved by other Commission departments or Community Institutions **AFTER** the submission of the present application, and, if my proposal is accepted, until the request for payment of the balance is submitted. ¹⁶.

Only for public bodies – legal status GOV¹⁰ (to be taken out if not applicable):

- ✓ I declare that the financial workflows of the public officials employed in this action are fully under my control and a part of their salary (not exceeding the amount of co-financing provided by my organisation) is booked to eligible costs only to carry out activities in addition to our routine activities. ¹⁶.

- ✓ I declare that I have read and accept the rules governing this call for proposal. I certify that the information in this proposal about my company/ organisation is accurate and complete.
- ✓ I do hereby grant power of attorney to the lead organisation (co-ordinator) mentioned above, to act in my name and on my behalf in signing the possible grant agreement with the European Commission. I declare that I am aware and agree that in case of a successful evaluation, the Commission shall, subject to payment arrangements, pay the grant in full to the lead organisation (co-ordinator) mentioned above.
- ✓ I declare that I am aware that, except in cases of force majeure, I shall make good any damage sustained by the Commission as a result of the execution or faulty execution of my obligations.

STAMP OF COMPANY/
ORGANISATION

DATE OF SIGNATURE

SIGNATURE OF AUTHORISED PERSON

The following is a specimen table. Please fill in the excel version.

Organisation legal name	
Public sector body? (yes=1, no=0)	
Project Acronym	
	t-1
BALANCE SHEET	
ASSETS	
1. Subscribed capital unpaid	
2. Fixed assets	0
2.1. Intangible fixed assets	
2.2. Tangible fixed assets	
2.3. Financial assets	
3. Current assets	0
3.1. Inventory	
3.2.1. Debtors due within one year	
3.2.2. Debtors due after one year	
3.3. Cash at bank and in hand	
3.4. Other current assets	
Total assets	0
LIABILITIES	
4. Capital and reserves	0
4.1. Subscribed capital	
4.2. Reserves	
4.3. Profit and loss brought forward	
4.4. Profit and loss brought forward for the financial year	0
5. Creditors	0
5.1.1 Long term non-bank debt	
5.1.2. Long term bank debt	
5.2.1. Short term non-bank debt	
5.2.2. Short term bank debt	
Total liabilities	0
PROFIT AND LOSS	
6. Turnover	
7. Variation in inventory	
8. Other operating income	
9. Costs of material & consumables	
10. Other operating charges	
10b. Added value	0
11. Staff costs	
12. Gross operating profit	0
13. Depreciation and value adjustments on non-financial assets	
14. Net operating profit	0
15. Financial income and value adjustments on financial assets	
16. Interest paid	
17. Similar charges	
18. Profit/loss on ordinary activities	0
19. Extraordinary income and charges	
20. Taxes on profits	
21. Profit/loss for the financial year	0
Control assets - liabilities	0
Total Grants received from European institutions and agencies	

CO-FINANCING STATEMENT FORM

(TO BE FILLED IN FOR EACH CO-FINANCING THIRD PARTY, WHO IS NOT A PARTNER OF THE CONSORTIUM)

Information on the Proposal

Proposal Full Name ¹			
Legal Information (legal entity)			
Organisation Legal Name ⁸			
Short Name ⁹			
Legal Status ¹⁰		Legal Registration n°	
VAT number			
Business Area			
Registered Address of the legal entity			
PO Box ³			
Street Name and Number			
Post Code ⁴		Cedex ⁵	
Town/City			
Country Name			
Information concerning participation and involvement			
Amount of funding which the company/organisation undertakes to provide for the operation (in Euro)			
How and when will the co-financing take place?			
Is the co-financing decision irrevocable? (if the answer is "No", please comment)			
Administrative officer authorised to commit the company/organisation			
Title (Dr, Prof., ...)			
Family Name			
First Name			
Position in company/organisation			
Telephone n° ⁶		Fax n° ⁶	
E-mail			
STAMP OF COMPANY/ ORGANISATION			
DATE OF SIGNATURE		SIGNATURE OF AUTHORISED PERSON	

Standard Form concerning the Exclusion criteria

The undersigned:

Complete Official Name of the Candidate Company or organisation:

Official legal status:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form (representative legally authorised to represent the candidate vis-à-vis third parties and acting on behalf of the aforementioned company or organisation):

declares on his honour that the company or organisation that he represents:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) Is not currently subject to an administrative penalty referred to article 96.1 of the Financial Regulation applicable to the general budget of the European Communities.

The Commission shall accept as satisfactory evidence that the candidate:

- § is not in one of the situations described in a), b) or e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- § is not in the situation described in d) above, a recent certificate issued by the competent authority of the Member State concerned. Where no such document or certificate is issued by the country concerned, it may be replaced by a declaration under oath or, failing that, a solemn statement made by the candidate before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Depending on the national legislation of the country in which the candidate is established, the documents referred to above shall relate to legal persons and/or natural persons including, where considered necessary by the Commission, company directors or any person with powers of representation, decision-making or control in relation to the candidate.

By returning this form duly signed, the candidate undertakes to send to the Commission, within seven calendar days following the receipt of the Commission's request, these documents and any document the Commission considers necessary to perform its checks.

In addition, the undersigned declares on his honour:

- g) that on the date of submission of the proposal, the company or organisation he represents and the staff proposed for this action are not subject to a conflict of interests in the context of this call for proposals; he undertakes to inform the Commission without delay of any change to this situation after the date of submission of the proposal.
- h) that the information provided to the Commission within the context of this call for proposals is accurate, sincere and complete.

By signing this form, the undersigned acknowledges that he has been acquainted with the administrative and financial penalties specified in articles 114.3 and 114.4 of the financial regulation (OJEU L 390/1 of 30.12.2006) and in articles 134b and 175 of the detailed rules for the implementation of the financial regulation (OJEU L 111/1 of 28.04.2007), which may be applied if one of the situations described in points a) to h) above arises.

Full name

Date

Signature

Stamp of the Applicant Company or Organisation