EU HEALTH PROGRAMME

Health Programme 2008-2013 Together for Health

Call for Proposals 2012

Projects

GUIDE FOR APPLICANTS

Directorate-General for Health & Consumers

Executive Agency for Health and Consumers

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PREFACE

Dear Applicant,

Welcome to the guide for submitting project proposals to the second Programme of Community action in the field of health (2008 – 2013).

It has been designed to offer you a user-friendly tool that guides you through the submission procedure and the application forms. It also serves as a reference tool and can be used as a quick guide to answer any questions you may have when preparing your application.

However, this is not a legally binding document. In case of doubt please consult the second Programme of Community action in the field of health (2008 – 2013), the annual Work plan for 2012 or the 2012 Call for Proposals for projects document.

The guide consists of two chapters:

- General information
    - Describes the legal terms and general conditions for participating in the Health Programme, in particular through the Call for proposals for projects;
    - Explains the Health Programme's evaluation and selection process that project proposals are subject to;
    - Lists the documents needed to prepare a project proposal and gives recommendations to organise your work;
    - Describes informatics aspects, such as software requirements and configuration of settings;
    - Presents the structure of the project application form;
    - Describes the procedure how to submit the project proposal;
- Practical Information

  Provides a step-by-step description of how to fill in the application form for project proposals.

In case of further questions the following options are at your disposal:

(1) The Frequently Asked Questions (FAQ), which can be found on-line **http://ec.europa.eu/**eahc.

(2) The helpdesk of the Executive Agency for Health and Consumers (EAHC)via e-mail: EAHC-PHP-CALLS@ec.europa.eu

(3) The helpdesk of the Executive Agency for Health and Consumers (EAHC) via telephone call: +352-4301-37707. This helpdesk is open on weekdays between 9.30-12.00 and 14.00 - 17.00.

Please do not contact the helpdesk before having tried to find the information in the documentation that is provided to you. The helpdesk is unavailable on weekends and during the Christmas period (23 December 2011 to 2 January 2012).

This guide is updated annually to make it as user-friendly as possible. You are more than welcome to share with us your comments and suggestions on how to further improve the guide by sending an e-mail to the helpdesk.

Finally, please be aware that filling in the form can take some time even if you have all the necessary documents at your disposal. Do not wait until the last minute to complete the form. We advise to draft an extensive outline of the proposal in a free style and then edit your text so that it fits into the different parts/chapters of the application form. Avoid typing directly into the windows.

Good luck!

Your EAHC Health Unit Team

PREAMBLE

This Guide for Applicants does not supersede the rules and conditions laid out in the following documents:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities[1], amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006[2] and Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007[3], hereafter referred to in this document as the Financial Regulation;

- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation[4] referred to in this document as the Implementing rules of the financial Regulation amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005[5] and by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006[4] and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007[6], hereafter referred to in this document as the Implementing rules of the Financial Regulation;

- Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a Second Programme of Community action in the field of Health (2008-2013))[5], hereafter referred to in this document as Decision No 1350/2007/EC;

- Commission Decision published on 8 December 2011 (OJ C 358/2011 pp. 8) on the adopting the work plan for 2012 for implementation of the programme of Community action in the field of health (2008 - 2013), including budgetary implications and funding criteria for grant, hereafter referred to in this document as the Work plan 2012;

- Call for proposals for projects 2012 – Second Programme of Community action in the field of Health (2008- 2013), hereafter referred to in this document as Call for proposals for projects;

- Action model grant agreement, hereafter referred to in this document as the grant agreement.

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[1] OJ L 248, 16.9.2002, p. 1
[2] OJ L 390, 30.12.2006, p. 1
[3] OJ L 343, 27.12.2007, p. 9
[4] OJ L 357, 31.12.2002, p. 3
[5] OJ L 201, 2.8.2005, p. 3
[4] OJ L 227, 19.8. 2006, p. 3
[5] OJ L 301, 20.11.2007, p. 13
[6] OJ L 111, 28.4.2007, p. 13

1. LEGAL FRAMEWORK AND PARTICIPANTS

1.1. Objectives of the Health programme and 2012 work plan

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008 - 2013).

The general objectives of the programme are:

- to improve citizens' health security;
- to promote health, including the reduction of health inequalities and
- to generate and disseminate health information and knowledge.

The 2012 work plan sets out the priorities for action, grouped in strands, to implement the programme's objectives.

1.2. EU contribution

EU co-financing for projects is calculated on the basis of eligible costs incurred. The maximum rate of EU co-financing is 60%. However, this may go up to 80% in cases of exceptional utility. Assessment of exceptional utility will be carried out according to the criteria indicated in sections 1 and 2 of Annex VII of the Work Plan 20121 and 4 of Annex VII of the 2012 work plan. The Awarding Authority will determine in each individual case the maximum percentage to be awarded.

Note that there is no obligation for each individual partner to contribute equally to the action's budget. The minimum required percentage of own funding applies only at the project level.

The programme budget for the period 2008-2013 is € 321.500.000. For the work programme 2012, the indicative amount of the operating budget is € 49.688.800. Of this amount, € 13.171.820 are reserved for the call for proposals for projects.

Given the complementary and motivational nature of EU grants, Joint Actions are financed under the shared cost principle[7]. If the amount granted by the Awarding Authority is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the Project without diluting either the objectives or the content.

Chapter 3 of Annex I of the 2012 work plan sets out the priority areas for projects to be implemented through the present call. Only project proposals which directly correspond to the topic and description given in this chapter and where "Project grants" is indicated as the financing mechanism will be considered for funding.

[7] Art. 109 of the Financial Regulation and Art. 165a of the implementing rules

1.3. <u>Eligible participants</u>

In addition to the 27 Member States of the European Union, the call is also open to the participation of EFTA-EEA countries on the basis of the Agreement on the European Economic Area (Iceland, Liechtenstein and Norway) and Croatia. **<u>Eligible entities from these countries can receive funding from the second Health Programme.</u>**

Other third countries, in particular the European Neighbourhood Policy countries, countries that are applying for, are candidates for or are acceding to membership of the European Union, and the western Balkan countries included in the stabilisation and association process, may participate in the second Health Programme provided that the necessary agreements are in place. Of these countries, **Croatia** has concluded these arrangements and participates in the Programme. **Therefore, eligible entities from Croatia can receive funding from the second Health Programme.**

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. This should not involve funding from the Programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the Programme.

1.4. <u>Role and responsibility of participants</u>

Different entities can be involved a project. These categories are as follows:

- **main partner**
- **associated partner(s)**
- **subcontractor(s)**
- **collaborating partner(s)**

Please note that in the grant agreement, the term “main partner” will change to “main beneficiary” or “coordinator”. The term “associated partner” will change to “associated beneficiary” or “co-beneficiary”. In this guide, the denominations “main partner” and “associated partner” will be used throughout.

The main partner submits the project proposal and coordinates the associated partner(s).

If a proposal is recommended for funding, the negotiation procedure starts. If it is successful, the grant agreement is signed between the EAHC and the main partner. The main partner must have a mandate from the associated partners to sign the grant agreement, except where provisions in the grant agreement dispose otherwise. The associated partners are indicated on the first page of the grant agreement and they shall sign a mandate letter, mandating the main beneficiary to handle funds on behalf of the associated beneficiaries (Annex IV of the grant agreement).

Table 1: Terminology

Proposal	Agreement
Main partner	Main beneficiary or Coordinator
Associated partner	Associated beneficiary or Co-beneficiary
Subcontractor	Subcontractor
Collaborating partner	Collaborating partner

1.4.1. Main partner

- There is **only one main partner** per project;

- The main partner has full responsibility to ensure that the project is implemented according to the grant agreement. He is responsible for the technical and financial management of the action, except where specifically stated otherwise in the grant agreement;

- According to Article 173 of the Implementing rules of the Financial Regulation, the main partner shall annex to the proposal proof of his/her organisation's legal entity and demonstrate his/her financial and operational capacity to complete the proposed action. Later, at the request of the Awarding Authority , he/she shall submit the same information for the associated partners.

- All communication between the associated partners and the Awarding Authority is done through the main partner, following Article I.8.2 of the grant agreement. Any claims the Awarding Authority may have regarding the grant agreement shall be addressed to, and answered by, the main partner, except where specifically stated otherwise in the grant agreement;

- The main partner is responsible for the administrative and financial management of the action by providing the Awarding Authority with all required documents and information, particularly in relation to payment requests (i.e. original accounting documents, signed copies of sub-contracts etc.). The main partner shall not delegate any part of this task to the associated partners or to any other party as this is part of its legal responsibilities. Where information from the associated partners is required, the main partner shall be responsible for obtaining and verifying this information and passing it on to the Awarding Authority ;

- The main partner shall inform the associated partners of any event which he/she is aware of that could be liable to substantially affect the implementation of the project;

- The main partner shall inform the Awarding Authority of transfers between items of eligible costs, as indicated in Article I.4.4 of the grant agreement;

- The main partner shall make the appropriate arrangements for providing the financial guarantee or the joint guarantee of the partners participating in the action, when requested, under the provisions of Article I.5 of the grant agreement;

- The main partner shall establish the payment requests on behalf of the partners, detailing the exact share and amount assigned to each partner, in accordance with the agreement, the estimated eligible costs as foreseen in Annex II of the grant agreement and the actual costs incurred. All payments by the Awarding Authority are made to the bank account(s) referred to in paragraph 1 of Article I.7 of the grant agreement;

- Where designated the sole recipient of payments on behalf of all of the partners, the main partner shall ensure that all the appropriate payments are made to the associated partners without unjustified delay in accordance with Article I.7 of the grant agreement and shall inform the Awarding Authority of the distribution of the EU financial contribution among partners and of the date of transfer of funds to its associates;

- The main partner is responsible, in the event of audits, checks or evaluations, as described in Articles II.6 and II.20 of the grant agreement, for providing all the necessary documents, including the accounts of the associated partners, originals or certified copies of the original accounting documents and certified and signed copies of sub-contracts, if any have been concluded by the partners in accordance with Article II.9 of the grant agreement.

1.4.2. Associated partner(s)

- The form allows the applicant to introduce a substantial number of **associated partners**. Please bear in mind that the management of projects with a very large number of associated partners has proven to be administratively difficult.

- The associated partners shall participate in the project, for which their costs are borne and to which they contribute financially;

- The main partner and its associated partners shall agree upon appropriate arrangements between themselves for the proper performance of the action. The partners are encouraged to conclude an internal co-operation agreement regarding their internal operation and co-ordination. The co-operation agreement shall include all aspects necessary for the management of the partners and the implementation of the action;

- The associated partners shall forward to the main beneficiary the data needed to draw up the reports, financial statements and other documents provided for in the grant agreement including its annexes;

- The associated partners shall ensure that all information to be provided to the awarding authorities sent via the main partner, except where the grant agreement specifically stipulates otherwise;

- The associated partners shall inform the main partner immediately of any event liable to substantially affect or delay the implementation of the action of which they are aware;

- The associated partners shall inform the main partner of transfers between items of eligible costs, as provided in Article I.4.4 of the grant agreement;

- The associated partners shall provide the main partner with all the necessary documents in the event of audits, checks or evaluations, as described in Articles II.6 and II.20 of the grant agreement.

1.4.3. Subcontractor(s)

- The partners are expected to have the resources necessary to carry out the work required by the project. Nevertheless, in certain circumstances subcontracting some aspects of the work may be more cost effective or efficient. Please refer to Chapter 2, paragraph 16.2.5, for more details about the procedure;
- Subcontractors may under no circumstances be taken for associated partners;
- Subcontractors are service providers to a partner who fully funds (100 %) their activity;
- Their cost shall be borne by the main partner and/or the associated partners;
- Subcontractors shall not contribute financially to the project;
- Subcontractors have no access or rights to the results of the action.

1.4.4. Collaborating partner(s)

- In the application form you can list up to **15 collaborating partners** participating in your project. Note that it is not mandatory to involve collaborating partners;
- The collaborating partners may significantly increase the technical and scientific content of the project, as well as its relevance for different users in the Union.
- The collaborating partners have no contractual relationship with the Awarding Authority , nor do they receive any EU funding;

Table 2: Possible roles of the different participants involved in a project

	Project coordination	Project core participation	Eligible costs to be borne by the project	Financial contribution to the project	Contractual relationship with the Awarding Authority
Main partner	Yes	Yes	Yes	Yes	Yes
Associated partner	No	Yes	Yes	Yes	Yes
Subcontractor	No	No	Yes, invoiced to the main and/or associated partner(s)	No	No
Collaborating partner	No	No	No	Yes, indirectly covering own cost	No

1.5. Number of participants and dimension of the proposal

A proposal, in order to be eligible, should involve at least two mutually independent legal entities (one main partner and one associated partner) established in two different eligible countries. However, the number of associated partners in a given proposal should reflect a genuine European dimension of the proposed action and should make sense both technically and politically.

On the other hand, the management of projects with a very large number of associated partners has proven to be administratively difficult. It is thus strongly recommended not to include too many associated partners in the Joint Action.

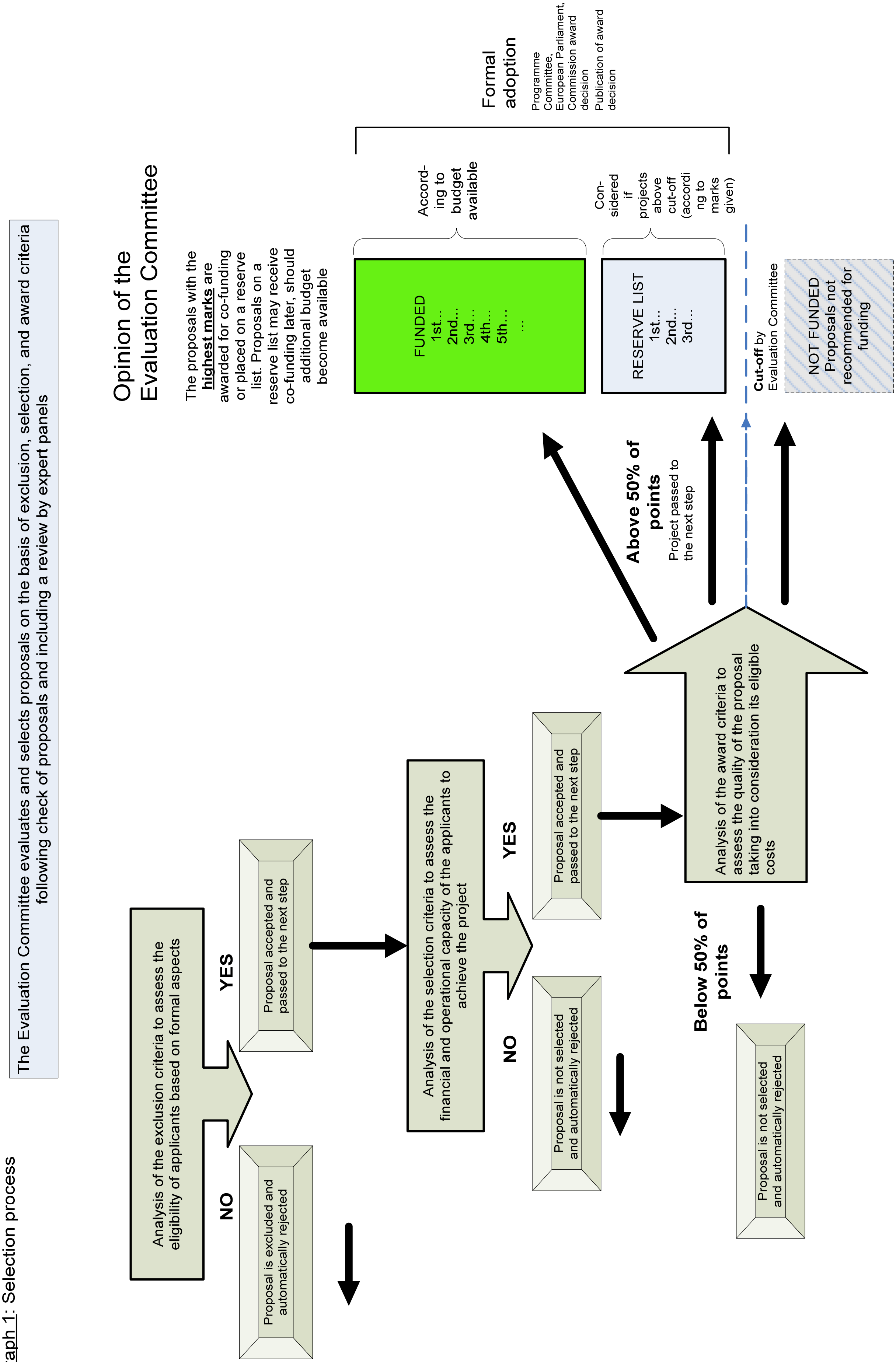
Proposals involving only a regional, sub-national or national dimension (i.e. which involves only one eligible country or a region in a specific country) are not eligible for co-funding and will be rejected immediately and not be submitted to the evaluation of the award criteria. Also, project proposals must directly correspond to the specific topics described in chapter 3 of Annex I of the 2012 work plan – where "project grant" is indicated.

There is no specific requirement as regards the number of collaborating partners (see paragraph 1.4.4 above).

2. SELECTION AND EVALUATION OF THE PROPOSAL

The section describes how the proposals received are selected for funding, including the criteria and the consecutive stages of the evaluation process.

2.1. Diagram of the Awarding Authority 's project selection process



Graph 1: Selection process

2.2. Evaluation process: general principles

The evaluation of proposals is carried out in the **strictest confidence**. Evaluation criteria apply in accordance with Articles 174 and 176 of the Implementing Rules of the Financial Regulation. Financial and administrative penalties may apply in accordance with Article 175 of the Implementing Rules of the Financial Regulation.

Proposals must comply with the following principles:

- Co-financing rule: you need to have **your own financial resources** or financial resources of third parties to contribute to the costs of the project

- Non-profit rule: the grant **may not have the purpose or effect of producing a profit** for you;

- Non-retroactivity rule: you **shouldn't start spending on the project before starting date** stipulated in the grant agreement;

- Non-cumulative rule: each action may give rise to the award of **only one grant** to any one beneficiary (you can't get paid twice for the same cost);

2.3. Evaluation process: exclusion, eligibility and selection criteria

The exclusion, eligibility and selection criteria for project proposals are specified in Annex II of the work plan 2012. Project proposals failing to meet any of these criteria will be excluded and not submitted to the evaluation of the award criteria.

2.4. Evaluation process: award criteria

Only project proposals which have satisfied the requirements of the exclusion, eligibility and selection criteria will be eligible for further evaluation by external experts and the Evaluation Committee on the basis of the award criteria.

More specifically, each proposal will be assessed according to the points set out in the table below, while a threshold is also set for each of the award criteria blocks.

Any proposal that does not reach all of these thresholds will be rejected.

A Policy and contextual relevance of the project 40/100 (threshold: 20)	Proposed Weighting	B Technical quality of the project 30/100 (threshold: 15	Proposed Weighting	C Management quality of the project and budget 30/100 (threshold: 15)	Proposed Weighting
(a) Project's contribution to meeting the objectives and priorities defined in the work plan for 2012;	8	(a) Evidence base Applicants must include a problem analysis and clearly describe the factors, impact, effectiveness and applicability of proposed measures	6	(a) Planning and organisation of the project Applicants must clearly describe the activities to be undertaken, timetable and milestones, deliverables, nature and distribution of tasks, and provide a risk analysis	5
(b) Strategic relevance with regard to the EU Health Strategy[8] and with regard to expected contribution to existing knowledge and implications for health;	8	(b) Content specification Applicants must clearly describe aims and objectives, target groups, including relevant geographical factors, methods, anticipated effects and outcomes	6	(b) Organisational capacity Applicants must clearly describe the management structure, competence of staff, responsibilities, internal communication, decision making, and monitoring and supervision;	5
(c) Added value at EU level in the field of public health: — impact on target groups, long term effect and potential multiplier effects such as replicable, transferable and sustainable activities; — contribution to, complementarity, synergy and compatibility with relevant EU policies and programmes;	8	(c) Innovative nature, technical complementarity and avoidance of duplication of other existing actions at EU level Applicants must clearly identify the progress the project intends to make within a given field in relation to the state of the art and ensure that there will be neither inappropriate duplication nor overlap, whether partial or total, between projects and activities already carried out at EU and international level	6	(c) Quality of partnership Applicants must clearly describe the partnerships envisaged in terms of extensiveness, roles and responsibilities, relationships between the partners, and the synergy and complementarity of partners and network structure	5
(d) Pertinence of the geographical coverage Applicants must ensure that the geographical coverage of the project is commensurate with its objectives, and explain the role of the eligible countries as partners and the relevance of project resources or the target populations they represent.	8	(d) Evaluation strategy Applicants must clearly explain the methods proposed and indicators chosen and their adequacy	6	(d) Communication strategy Applicants must clearly describe the communication strategy in terms of planning, target groups, adequacy of channels used, and visibility of EU co-financing;	5
(e) Social, cultural and political context Applicants must explain how the project relates to the situation of the countries or specific areas involved, ensuring the compatibility of envisaged actions with the culture and views of the target groups	8	(e) Dissemination strategy Applicants must clearly illustrate the adequacy of the envisaged strategy and methodology to ensure transferability of results and sustainability of dissemination	6	(e) Overall and detailed budget including financial management Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself, between partners and in relation to the specific objectives of the project. The budget should be distributed between partners at a minimum reasonable level, avoiding excessive fragmentation. Applicants must clearly describe financial circuits, responsibilities, reporting procedures and controls.	10 (threshold 5)

Below you will find orientation regarding what is expected under each of the individual criteria; **this text has a purely informative role.**

[8] COM(2007)630 final; http://ec.europa.eu/health/ph_overview/strategy/health_strategy_en.htm

A. Policy and contextual relevance of the project (40 points, threshold: 20 points)

(a) Project's contribution to meeting the objectives and priorities defined in the work plan for 2012 (8 points);

The proposal must be compatible with the second Health programme and the annual work plan. A proposal must clearly cover the priority topic of the annual work plan under which it has been submitted.

(b) Strategic relevance with regard to the EU Health Strategy[9] and with regard of expected contribution to the existing knowledge and implications for health (8 points);

The strategic relevance of a proposal depends on the way the project brings added value to the existing public health knowledge allowing the practical use of that knowledge on the field. It is also expected to contribute and to add value to EU policies formulated or in the process of being so. A project is also expected to have a positive implication for the health of the citizens. Moreover, a project has to demonstrate that the reproducibility and transferability of the actions have been planned, so to cover the whole concerned population in the future. In as much as the Second Health programme is not expected to fund recurrent projects, the proposal should cover its sustainability issue.

(c) Added value at EU level in the field of public health (8 points):

- impact on target groups, long term effect and potential multiplier effects, such as replicable, transferable and sustainable activities;
- contribution to complementarity, synergy and compatibility with relevant EU policies and programmes;

Projects funded within the EU Second Health programme are expected to contribute to solving problems at the European level, and the expected impact of co-ordinating the work at European level should be greater than the sum of the impacts of national activities. The project should contribute to the implementation or evolution of one or more EU policies (including the "horizontal" policies and taking into account that many policies are evolving), or address problems connected with the standardisation, regulation or co-ordination of practices across Member States. The projects should not simply duplicate actions that can be taken at Member State level but rather enable to address problems that would otherwise not be sufficiently addressed by the Member States.

(d) Pertinence of geographical coverage (8 points)

- Applicants must ensure that the geographical coverage of the project is commensurate with its objectives, and explain the role of the eligible countries as partners and the relevance of project resources or the target populations they represent.

As public health practices and policies differ considerably between EU Member States, projects funded within the EU Second Health Programme should take account of this geographical, cultural and social diversity. A sufficient number of organisations from different EU Member States and candidate countries should be involved in the project depending on the scope, objectives and target group of the project.

(e) Social, cultural and policy context (8 points)

- Applicants must explain how the project relates to the situation of the countries or specific areas involved, ensuring the compatibility of envisaged actions with the culture and views of the target groups

[9] COM(2007) 630 final; http://ec.europa.eu/health/ph_overview/strategy/health_strategy_en.htm.

The project should demonstrate its compatibility with the culture, knowledge, views, customs and roles of the target group, and with the local policy context in which it will be implemented. This compatibility should take account of the information deriving from the context analysis identifying the trends, opportunities and threats in the broader social and policy context.

B. Technical quality of the project (30 points, threshold: 15 points)

(a) Evidence base (6 points)

Applicants must include a problem analysis and clearly describe the factors, the impact, the effectiveness and applicability of proposed measures;

The relevant evidence on which the project bases itself has to be produced. It may concern the analysis of the health problem and its impact on quality of life and on society (incidence, prevalence, distribution in the population, evolution over time, seriousness…), the analysis of the factors underlying the problem (factors regarding human biology, quality of health care, lifestyle, physical and social environment, risk factors, protective factors), the effectiveness of the proposed measures, or the applicability in the proposed context. This context analysis should look at elements in the environment which may facilitate or hinder the project implementation process.

(b) Content specification (6 points)

Applicants must clearly describe the aims and objectives, target groups, including relevant geographical factors, methods, anticipated effects and outcomes;

A general objective is a general indication of the project's contribution to society in terms of its longer-term benefits (e.g., contribute to the reduction of cancer mortality; reduce social inequality in population's health). The general objective has to correlate with the different specific objectives.

The specific objectives are concrete statements describing what the project is trying to achieve in order to reach its general objective. They should be matched to the problem determinants identified in the problem analysis, and should be written at a level which allows them to be evaluated at the conclusion of the project. They should also be specific, measurable, acceptable for the target group, realistic, and time-bound (containing an indication of the time within which it must be reached). Objectives can be hierarchically and temporally structured, so that the achievement of some objectives is a precondition for another.
Target groups are persons or entities who will be positively affected by the project. A proper target group specification provides a clear definition including information about the demographic characteristics, the needs and social norms with regard to the health problem(s) of interest, the size (i.e., the numbers that will be reached by the project), and the method to reach these people. For certain types of interventions it is also useful to segment the target group into subgroups based on relevant characteristics.

The methods should be explicitly linked to the objectives, in the sense that for each objective at least one intervention method is specified.

The project specification includes a description of the anticipated outcomes and deliverables. Project outcomes are the changes that are expected to occur as a result of the project when the objectives are reached. They can be distinguished from a specific type of output, the deliverables. A deliverable is a physical output related to a specific objective of the project, e.g. a report, publication, newsletter, tool, website, or conferences. Each deliverable must be assessable by the stakeholders and the Awarding Authority .

(c) Innovative nature, technical complementarity and avoidance of duplication of other existing actions at EU level (6 points)

Applicants must clearly identify the progress the project intends to accomplish within the field in relation to the state of the art and ensure that there will be neither inappropriate duplication nor overlap, whether partial or total, between projects and activities already carried out at European and international level.

Projects funded within the Second Health Programme should not duplicate existing initiatives, but provide an added value. The innovative nature of a project can be documented using an analysis of the state of the art, in order to demonstrate that a project adds to what is already available, addresses the existing shortcoming and represents an improvement in comparison with the current situation.

While providing innovation, projects funded within the Second Health programme must also be sufficiently compatible with existing actions.

In this context, participation in networks and coordination meetings between different health programme portfolio projects is important.

(d) Evaluation strategy (6 points)

Applicants must clearly explain the methods proposed and indicators chosen and their adequacy.

This concerns the project own internal evaluation, a systematic appraisal of the quality of the project (e.g., whether the project outcomes are useful and meet the user needs), and its effects (e.g., whether the project achieved its objectives and had an impact on the target group). The evaluation methodology should be adequate (formulation of specific evaluation questions and for each evaluation question, methods to collect data), inferred from an evaluation plan, specifying purpose, questions, design, method, measurement instruments, and the task, responsibilities and timing of the evaluation and based on indicators which are variables measuring the performance of a project and the level to which the set objectives are reached. For each objective, at least one indicator should be formulated. If possible, the indicators should also specify target values.

(e) Dissemination strategy (6 points)

Applicants must clearly illustrate the adequacy of the envisaged strategy and methodology proposed to ensure transferability of results and sustainability of dissemination.

Dissemination refers to the process of making the results and deliverables of the project available to the stakeholders and a wider audience. The dissemination could be based on the results of a stakeholder analysis. A dissemination plan should be elaborated, explaining how the project plans to share outcomes with stakeholders, relevant institutions, organizations, and individuals. Specifically, the dissemination plan should illustrate what will be disseminated (key message), to whom (audience), why (purpose), how (method), and when (timing).

Although a project is by definition limited in time, the purpose is to make the results and outcomes sustainable. The dissemination strategy should therefore pay attention to the transfer of knowledge and to the processes needed for embedding and future take-up.

C. Management quality of the project and budget (30 points, threshold: 15 points)

(a) Planning and organisation of the project (5 points)

Applicants must clearly describe the activities to be undertaken, timetable and milestones, deliverables, nature and distribution of tasks, and provide a risk analysis

To achieve its objectives and bring about the intended changes, a project foresees a number of activities. These actions need to be described to serve as a guideline for the project implementation.

All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the project. The time to complete the tasks and objectives of the project and each of the work packages must be realistic, taking into account the available resources (person/days) and capacities.

A deliverable is a physical output related to a specific objective of the project, e.g. a report, publication, newsletter, tool, website, or conferences. Each deliverable must be assessable by the stakeholders and the EAHC.
The nature and distribution of tasks have to be described and the tasks have to be grouped in work packages. A work package contains a set of coherent tasks grouped together in order to facilitate the project management. Each core work package is

linked with one or several specific objectives and produce one or several deliverables. It is not possible to find the same specific objective or the same deliverable in several work packages

Even in the best-planned projects there are uncertainties, and unexpected events can occur. A risk analysis at the start of the project will help to predict the risks that could prevent the project from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the project, and what can be done about it.

(b) Organisational capacity (5 points)

Applicants must clearly describe the management structure, competence of staff, responsibilities, internal communication, decision making, and monitoring and supervision;

The capacity of the partner to realise the work in relation to the specific objectives has to be demonstrated.

On the organisational level, there should be a clear division of responsibilities and tasks between the project manager and other decision makers. On the personal level, the project manager must have the necessary skills, expertise and authority to lead a team and to achieve the project objectives. He or she should also be capable of using the resources in a flexible way.

A very short CV of the key staff members has to be presented, illustrating their competence, expertise, leadership quality and authority required by the project tasks. The CV will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers, project achievement…) of the staff.

The management of a public health project implies the coordination of several partners located in different countries. It is thus important to have a good communication plan in place, which details how information will be communicated between the project partners, how decisions will be taken, by whom, and what the procedure will be in case of conflict

The management of a project requires the systematic monitoring of the project activities to check whether the activities are implemented according to plan, whether results and deliverables are attained at the milestones, if there are obstacles or difficulties which may prevent the project from delivering, and to assure the overall quality of the project implementation. Coordination meetings, including a kick-off meeting, must be planned for. These coordination meetings should, as a rule, take place in the premises of the Awarding Authority in Luxembourg.

(c) Quality of partnership (5 points)

Applicants must describe the partnerships envisaged in terms of extensiveness, roles and responsibilities, relationships among the different partners, synergy and complementarity of the various project partners and network structure.

All proposals should be built on a sound partnership. The quality of the partnership would rest on its extensiveness (stakeholders' identification after having thorough fully understood the project topic determinants), on the share of common goals and objectives, on the synergy (added value) and commitment (interest of the various partners to be involved in the project) and on a solid network structure. This point could refer to the internal network logic which explains why certain partners are involved and not others. For example, the network's rationale could be based on previous links, or built after a search of adequate partners in the geographical area of interest. Roles of the different partners need to be well understandable. Of special relevance are public–private partnerships where the different roles should be made clear as well as the overall rationale.

(d) Communication strategy (5 points)

Applicants must describe the communication strategy in terms of planning, target groups, adequacy of channels used, and visibility of Union co-funding.

External communication:
A written communication plan for the dissemination strategy should become available, with a clear identification of objectives, target groups and adequacy of the communication channels. All persons potentially interested in the project's results (stakeholders) must have a chance to be informed.

Internal communication:
The management of a public health project implies the coordination of several partners located in different countries. It is thus important to have a good communication plan detailing how information will be communicated between the project partners, how decisions will be taken, by whom, and which procedure will be used in case of conflict.

(e) Overall and detailed budget including financial management (10 points, threshold: 5 points)

Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself, between partners and in relation to the specific objectives of the project. The budget should be distributed within partners at a minimum reasonable level, avoiding excessive fragmentation.

Applicants must describe the financial circuits, responsibilities, reporting procedures and controls.

The overall budget should be balanced and respecting accountancy rules. The overall budget should be coherent with the objectives of the project and well distributed among partners, taking into account the respective roles and providing for the necessary coordination meetings to be held. The kick-off meeting should be held in the Awarding Authority 's premises in Luxembourg. A promotional leaflet and other dissemination activities (press release) also need to be budgeted for.
The budget assigned to each Work Package and the costs per expenses category should be reasonable. It should be possible to link all expenses to a specific activity described in the technical annex.

The financial circuits, responsibilities, reporting procedures and controls should be described with sufficient details so that the quality of the proposal's financial management could be assessed by the evaluators or any stakeholder.

2.5. Outcome of the evaluation

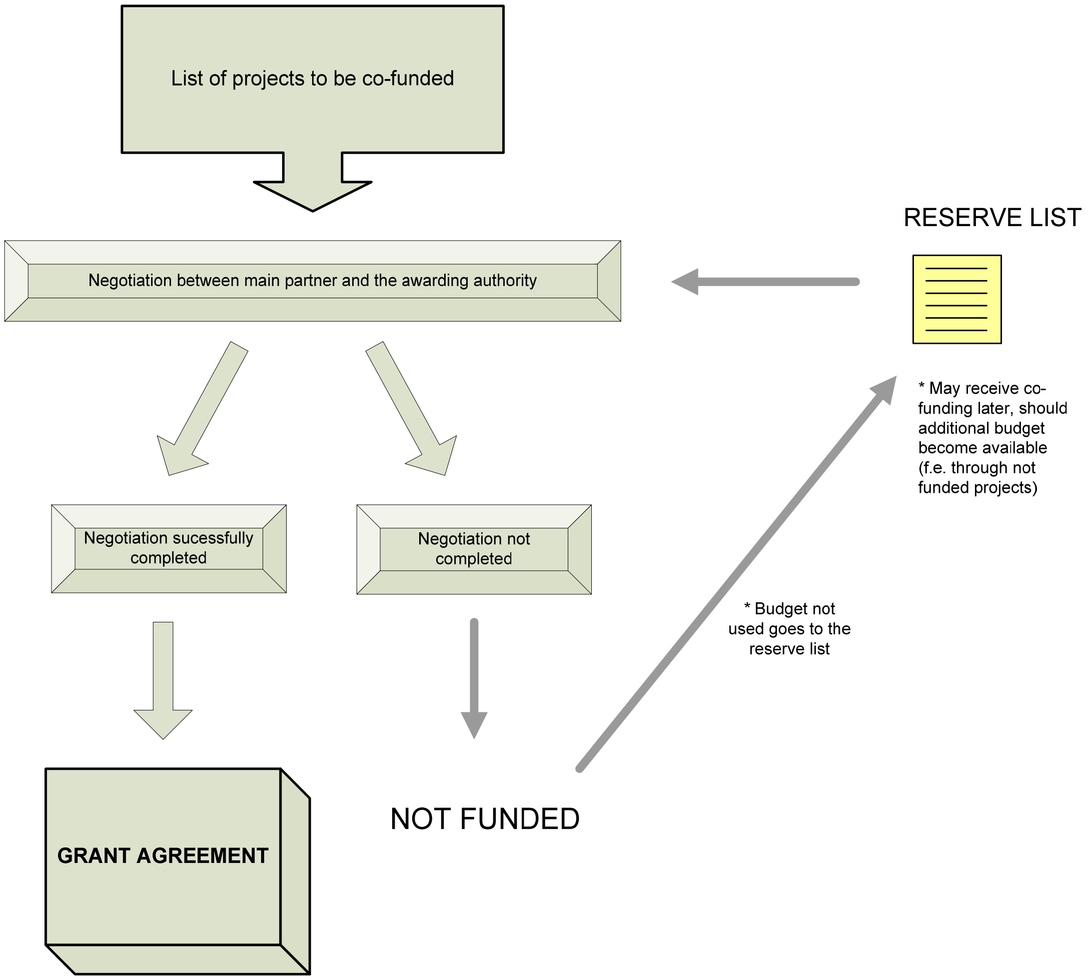
The Awarding Authority cannot provide any information while the applications are being evaluated.

Following the evaluation, proposals recommended for funding are drawn up in a list, ranked according to the total marks received. Depending on budget availability, the highest ranked proposals will be awarded EU co-funding. The remaining proposals recommended for EU co-funding will be placed on a reserve list.

All applicants will be informed of the decision on their application in writing (the letter will be addressed to their legal representative). Applicants shall be informed as soon as possible and, in any case, within 15 calendar days after the publication of the award decision, in accordance with articles 116 and 179 of the Financial Regulation and its Implementing rules.

2.6. Negotiation process

Graph 2: Process following reommendation for funding



Main partners of proposals awarded EU co-funding will be invited to undertake negotiation discussions with the Awarding Authority. The Awarding Authority may suggest modifications to the original proposal based on the results of the evaluation. It should be underscored that EU co-funding remains subject to a successful outcome of negotiations.

Applicants should also note that the Awarding Authority may offer successful applications a lower contribution than the amount requested, or may attach specific conditions before the signature of the respective grant agreement.

During the negotiation procedure, further administrative and financial information might be requested by the Awarding Authority. The Awarding Authority will seek to safeguard the interest of the European Union and may, based on the assessment of the financial viability, ask for a **bank guarantee** or other suitable measures.

Only following successful completion of the negotiation procedure, will the Awarding Authority proceed with the signature of the respective grant agreements.

3. IT ASPECTS RELATED TO THE APPLICATION FORM

The application form is only available as an Adobe file.

The proposal must be submitted in **Adobe Acrobat Reader, version 8.1.3 or higher.**

3.1. Installing and updating Acrobat Reader

You are strongly recommended to install or update Adobe Acrobat Reader before opening the application form. **The required version is Adobe Acrobat Reader 8.1.3 or more recent version.**

The installation and update of Adobe Acrobat Reader is completely free of charge.

The following link gives you access to the page where you can download Adobe Acrobat Reader 8.1.3 or higher version:

http://get.adobe.com/reader/

If you need more help for downloading, please visit the Adobe download support webpage:

http://www.adobe.com/support/reader/

3.2. Required Configuration to install Adobe Reader 8.1.3.

3.2.1. Windows Operating Systems

- Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2 or 3; Microsoft® Windows® 2000 with Service Pack 4; Windows 2003; Windows Vista™
- Intel® 1,3GHz or equivalent processor
- 512MB of RAM (1024MB or more recommended)
- 170MB of available hard-disk space
- Microsoft Internet Explorer 6.0 or 7.0, Firefox 1.5 or higher

3.2.2. Macintosh Operating Systems

- PowerPC® G3, G4, G5 or Intel® processor
- Mac OS X v.10.4.11 – 10.5.5
- 512MB of RAM (1024MB or more recommended)
- 170MB of available hard-disk space

3.3. <u>Fields of the application form</u>

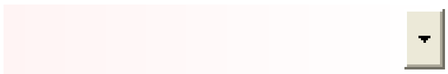
The general characteristics of the fields are shown below:

a) Fields to be completed

Mandatory zones in red with an asterisk

Grey zones to be filled in when applicable

Blank fields for proposal content



Dropdown lists

b) Automatically completed fields

Striped bright red zones

Striped in bright grey zones

The information entered in the mandatory red zones referred to in paragraph a) above is automatically transferred to the corresponding red striped zones. To insert changes in the red striped zones, the corresponding red zones must be modified.

3.4. <u>Saving the application form</u>

When you download the application form, please save it, using “save as”, on your hard disk and name it.

Due to the characteristics of the application form, it is strongly recommended to save it frequently and to create backup versions, mainly before locking it.

3.5. <u>Validating and locking the application form</u>

Once you have completed the application form, you must check that all fields have been filled in correctly and that you have not omitted any mandatory information (the button "Highlight fields" placed at the top-right corner of the will border the mandatory fields in red). This is called validating the form. Once you have validated your form you can still modify its content.

After validating the application, and if you are confident that no further changes must be introduced, you can proceed to locking the application form. Once you have locked the form you can no longer modify the information it contains. Your work is completed and you will be provided with an automatically created IT number, which will appear at the bottom of each page on your application form.

4. PROTECTION OF PERSONAL DATA

All the applications received by the EAHC will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. For more information, please refer to the website of EAHC:
http://ec.europa.eu/eahc/about/data_protection.html.

5. SUBMITTING THE APPLICATION FORM

5.1. What is required to submit the proposal?

5.1.1. Packaging and delivery and content

The proposal must be sent **in one single batch** by postal mail, hand delivery or private courier service. Refer to paragraph V. of the Call for proposals for projects 2012 for complete information on the proposal submission procedure and the required content of the application package.

Proposals must be delivered to the address, as specified in the Call for proposals for projects 2012:

European Commission
CALL FOR PROPOSALS "HEALTH-2012" PROJECTS
Bâtiment Jean Monnet
Rue Alcide de Gasperi
L-2920 LUXEMBOURG

Submission by fax or electronic mail will not be accepted.

Proposals submitted to the Awarding Authority remain the property of the Awarding Authority and will not be returned.

5.1.2. Signing the form

Signing the form occurs through signing the declarations of honour. These need to be signed by the main partner and all associated partners. **The main partner has to submit the original Declaration of honour as part of the application package. Fax or scanned copies are acceptable for the declarations of honour from the associated partners if included in the**

application package. If the proposal is selected for funding, the original Declaration of Honour will be requested, if this is not provided at the time of submission.

5.1.3. Submission deadline

The final deadline for the submission of proposals is **9 March 2012 (date of post stamp).**

Proposals can be submitted in any way described in paragraph V of the 2012 Call for proposals for projects.

Applicants are reminded that they are responsible for ensuring safe delivery of their proposal.

5.1.4. Acknowledgement of receipt

Once your proposal has been received and registered by the Awarding Authority, an acknowledgement of receipt will be dispatched to the main partner. The acknowledgment of receipt is included in the application form. Please check if your address is correct. The acknowledgement of receipt will contain a reference number which must be mentioned in all correspondence concerning the proposal.

Applicants who have not received an acknowledgement of receipt by 31 March 2012 should contact the EAHC Helpdesk via EAHC-PHP-CALLS@ec.europa.eu.

5.2. Other issues to consider when applying

Competition: The call will most likely be highly competitive. A weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal carefully to improve on or eliminate weak elements. We strongly suggest using the self-assessment form available on the EAHC web-site.

Completeness: Proposals must include all relevant information, as they are evaluated only on the basis of the written material submitted. Follow the format of the application form and attach the supporting documents requested.

Content: Successful proposals show full compliance with all award criteria.

Ethical issues: Clearly describe any potential ethical aspects and applicable regulatory aspects of the work to be carried out and the way they are dealt with according to relevant national and European rules[10] and other relevant international guidelines.

Eligible partners: First check that you and your partners are eligible for participation (for example: your organisation must have a registered legal existence, minimum consortium requirements, etc.).

Grant agreement: Check that the model grant agreement conditions are acceptable for your organisations, as main and/or associated partner. Submission of a proposal means acceptance of the conditions laid down in the model grant agreement.

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[10] E.g. the European Charter of Fundamental Rights: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:083:0389:0403:EN:PDF

Management: Clearly indicate ability for high-quality management adapted to the scope of the intended project.

Partnership: Partners should discuss and agree their respective roles and responsibilities before submitting a proposal. The team should aim at a reasonable distribution of resources and tasks between partners and countries. The number of partners should be kept at a manageable level.

Presentation: Good proposals are clearly drafted and are easy to understand. Good proposals are precise and concise, not "wordy"; evaluators appraise on substance, not on number of pages.

Results: Good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results.

Specific actions and objectives: Check that your proposal does indeed address a priority included in the current call for which a project has been designated as the funding instrument Proposals falling out of the scope of the priorities set within the call text will be excluded. *Evaluation:* good proposals include a scientifically sound and credible evaluation work package, not only focusing on process evaluation, but looking in particular at outcomes.

Last but not least:

Arrange for your draft proposal to be evaluated by your colleagues before sending it, using the evaluation criteria described in this guide. Use their advice to improve your proposal before submission.

6. GENERAL ADVICE BEFORE STARTING

6.1. Documents to be consulted when preparing a proposal

a) Second programme of Community action in the field of health (2008 – 2013);

b) Work plan 2012 and its' annexes;

c) 2012 Call for proposals for projects;

d) Model grant agreement, especially the general conditions;

e) Financial Regulation;

f) Implementing rules of the Financial Regulation.

All documents can be downloaded from EAHC website at: **http://ec.europa.eu/eahc**

6.2. Languages

In principle, project proposals may be submitted in any official language of the European Union.

However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another language. Therefore, if the proposal will be presented in another language than English, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in their own language and in English.

6.3. Other issues

The application form has to be filled in by the main partner, in close cooperation with the associated partners.

!!IMPORTANT!!
There is 1 application form per call for proposal for a project application.
The work plan priority of the project, as stated in the WP 2012 is already filled in and cannot be modified/deleted.

Filling in this form can take some time. Please make sure that you have allocated a sufficient number of hours to carry out this work and avoid interruptions. Please save all your work at regular intervals.

In the application form, all the fields followed by a star (*) are mandatory and have to be completed.

Numbers (amount, duration, person months) should be rounded up to the nearest whole number (**no decimals please**).

Percentages should be rounded up to the nearest **two decimals**.

All costs must be given in € (not kilo €) and should **exclude value-added tax** (VAT). If your country does not belong to the Euro-zone, please use the indicative exchange rate indicated in table 4.

The number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. **Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.**

6.4. Helpdesk

If you do not find an answer to your question in the:

1. guide for applicants, neither in Chapter 1 nor in Chapter 2;

2. latest version of the "Frequently Asked Questions" online;

3. documents mentioned in paragraph 5.1 above

you can turn to the Helpdesk by:

1. phone: +352 4301-37707;

2. e-mail : EAHC-PHP-CALLS@ec.europa.eu;

3. fax: +352 4301-30359.

This helpdesk is open on weekdays between 9.30-12.00 and 14.00 - 17.00. The helpdesk will be unavailable on weekends and during the Christmas period (23 December 2011 to 2 January 2012).

7. FORM CONTENT - STRUCTURE

The rationale of the structure rests upon the fact that a project has to follow a logical way. First, a problem analysis has to be provided, followed by the general objectives of the project. This will then be translated into specific objectives. Following that, indicators, target groups, the methods and means as well as the excepted outcomes of the project need to be described and the deliverables defined. Corresponding with one or several specific objectives, different tasks are regrouped in a coherent set, which is called a "work package". Then, each work package will lead to one or several deliverables. If this structure is clear before starting to write the proposal, it will be very easy to "declare" at the beginning of the application form the specific objectives, the deliverables and also the list of work packages.

The application form is to be downloaded from the website http://ec.europa.eu/eahc.

In the application form information on administrative aspects of the main and associated partners as well as technical and financial information of the project has to be provided. The main sections are listed below:

- 1 – Partners Information
- 2 – Specification of the project
- 3 – Technical aspects of the project
- 4 – Policy and context relevance
- 5 – Management of the project
- 6 – Description of the work packages
- 7 – Financial management
- 8 – Participation in European Union funded projects
- 9 – Financial viability information
- Overview of the project and executive summary
- Declarations of honour (main and associated partners)
- Checklist

The main partner is required to gather and send to the Awarding Authority all required information.

Please be reminded of the importance of the executive summary: The executive summary is not filled in manually, but is created automatically, from the following four sections of the application form: - the **general objective** of the project, stating shortly the main activities to be undertaken, - the **strategic relevance and contribution to the second Health Programme**, giving the rationale of the project in terms of added value, - the **main methods and means** that will be used to reach the general objective , and - the **expected outcome**, which is the change expected at the end of the Project to be undertaken. The executive summary is a very important part of the application form. It will be communicated to the Programme Committee members and will also form the abstract of your project on the project data base. It should indicate in a brief and synthetic way what the partners of the Project intend to do and why the Project is important for the stakeholders.

8. "INTRINSICALLY LINKED" FORM SECTIONS

Several sections of this form are linked, thus information you enter in one section will be copied automatically into another as to avoid re-entering it. This concerns the following sections of the form:

- 1Partners information → 6.2.1 and 6.3.1. Specifications (of the work packages):

  For the field "Work package leader number", a dropdown list enables you to select the relevant partner (select "0" if the main partner leads)

  The field "Work package leader" automatically displays the acronym of the selected partner.

- 1Partners information → 7 Financial management data:

  For each partner (main and associated), a line is automatically created in all subsections of 7.1 and 7.2, with the partner's acronym displayed. For each partner data can thus be entered for the various categories of costs and expenditure.

- 1 Partners information → declarations of honour

  For each partner a declaration of honour is automatically generated. However, these are hidden in the form. They only become visible once you press the "print the declaration of honour" button.

- 3.3 Specific objective(s) → 6.3. Specific objective(s) linked to the core work packages

  For each work package, a dropdown list allows you to indicate the specific objective this work package is meant to achieve. You can relate each work package to a maximum of 3 different specific objectives.

The title of the specific objective is automatically displayed next to its number.

- 3.8 Deliverable(s) → 6.2. and 6.3. Deliverable(s) of the horizontal and core work packages

  For each work package, a dropdown list allows you to indicate the deliverable this work package is meant to produce. You can link your work package to a maximum of 4 different deliverables.

  The title of the deliverable is automatically displayed next to its number.

- 3.8 Deliverables and 6.1, 6.2 and 6.3 Work package → 6.4 time table

  The timetable is completed, based on information you provide under section 3.8 Deliverables (including month of delivery) the sections 6.1, 6.2 and 6.3 (starting and ending date of each work package and milestones (including month of achievement). Once all this information is entered, click the button "prepare timetable" and the table will be filled. "M" stands for milestone and "D" for deliverable. An "X" will appear in each box of the month where a work package takes place. Note that before filling sections 6 (Description of the work packages) and 7 (Financial management data), sections 1 (Partners information) and 2 (Specification of the project) will have to be completed.

  The same applies, mutatis mutandis, to section 6.2 "Core work package".

9. SECTION 1 - PARTNERS INFORMATION

9.1. Main partner

In all boxes, M indicates a mandatory field; NM indicates a non mandatory field.

Field	*Comment*	*M / NM*	*Maximum number of characters*
1.1.1.Main partner information	*Organisation legal name:* states the complete legal name of the organisation, in national language. For companies, the legal name must correspond to the name in the official trade/company registers. In the case of universities, governmental or non-governmental organisations not registered in trade/company registers, the legal name and address must be those appearing in the decree or other constituting documents establishing the organisation.	M	248
	Acronym: acronym of your organisation (if no existing acronym, you have to create one).	M	20
	Department name: Name of the unit (department or institute) in the organisation, which will be carrying out the work and where the contact person is working.	NM	100
	Organisation status: Select from the drop-down list the status (private or public). Please note that the status of organisation is defined in the registration certificate.	M	Drop-down list
	Type of organisation: Select from the drop-down list the	M	Drop-

	type of your organisation (Academic organisation – Commercial organisation - Governmental organisation – International public organisation - Non profit organisation excluding the above).		down list
	Iban code: the IBAN, i.e .the International Bank Account Number is a standardized way to write bank account numbers	NM	50
	VAT number: Value Added Tax number of the organization	NM	36
	Legal registration number: please provide the organisation's legal code number found in the legal trade register, e.g. register of a Chamber of Commerce or a business register.	NM	47
	Number of employees: Enter the number of employees of your organization.	NM	number
1.1.2. Main partner address	*Street Name & No*: official location of the organisation.	M	186
	Post code: enter the numerical (alphanumeric for the United Kingdom and the Netherlands) post code with country prefix, e.g. B -1000 and not 1000 or UK -SW1H 9AS and not SW1H 9AS.	M	18
	City: please type the name of the city	M	42
	Country: select from the drop-down list.	M	Drop-down list
	Telephone: please encode country and area code.	M	50
	Fax number: please encode country and area code.	NM	50
1.1.3 Contact person for the project (project leader)	*Project leader:* the person who manages the entire project in the main partner organization.	-	-
	Title	NM	10
	Function	M	30
	Gender	NM	Drop-down list
	Family Name	M	100
	First Name	M	100
	Telephone: please encode country and area code.	M	50
	Fax: please encode country and area code.	NM	50
	Email: This electronic mail will be used further on for any correspondence.	M	255
1.1.4. Legal representative	*Legal representative: Person empowered to sign the grant agreement:* person who is a legal representative of the organisation and is empowered to sign grant agreements. The other subfields are identical to those in 1.1.3	M	–

1.1.5	*Profiles: Main partner institution, description of competence, experience, leadership and authority in the project area* The capacity of the partner to realise the work in relation to the specific objectives has to be demonstrated. The leadership and authority refers both to the organisational and personal aspects of leadership. On the organisational level, there should be a clear division of responsibilities and tasks between the project manager and other decision makers. On the personal level, the project manager must have the necessary skills, expertise and authority to lead a team and to achieve the project objectives. He or she should also be capable of using the resources in a flexible way. *Key staff of the main partner – names, description of competence (leadership and authority) and experience in the project area.* A very short CV of the key staff members has to be presented, illustrating their competence, expertise, leadership quality and authority required by the project tasks. The CV will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers, project achievement…) of the staff.	M M	1500 2500

9.2. Associated partners

By default, the form has space for one associated partner. Using the "add associated partner" button you can add up to 30 associated partners.

Deleting an associated partner is an operation that particularly burdens the system. In order to avoid possible inconveniences, two special buttons, called "delete this associated partner" and "clear this associated partner" are provided in section 1.2.

When you press the "delete associate partner" button, this page with all the information on the associated partner will be deleted.

When you press the "clear associated partner" button, the fields related to this partner are cleared. You can then use this page to enter information relating to a new associated partner replacing the original one.

For entering the information about the associated partner (section 1.2.1 to 1.2.3), please refer to the above explanation about the "main partner", with the exception that associated partners are not required to enter the following information:

- contact person for the project;

- associated partners' competence in leadership and authority.

1.2.4	*Profiles: Partner institution, description of competence, experience in the project area* The capacity of the partners to realise the work in relation to the specific objectives has to be demonstrated. *Key staff of the partner – names, description of competence and experience in the project area.* A very short CV of the key staff members has to be presented, illustrating their competence and expertise required by the project tasks. The CV will illustrate the good reputation, experience, specific knowledge and skills (job history, functional areas of work and competence, scientific papers, project achievement…) of the staff.	M M	500 1500

9.3. Collaborating partners

1.3	*Institution:* state the complete legal name of the institution, in national language.	NM	100
	Contact person (first name and last name)	NM	50
	Address (city and country)	NM	50

10. SECTION 2 – SPECIFICATION OF THE PROJECT

All the elements in this section are mandatory.

Field	*Comment*	*Maximum number of characters*
2.1. Key specification	*Proposal full title*	130
	Proposal acronym: please provide a short acronym of no more than 30 characters, to be used to identify your proposal. The same acronym will automatically appear on the bottom of each page of the proposal in order to prevent errors during handling.	20
	Estimated starting date: Refer to paragraph 2.- "Exclusion and eligibility criteria", of Annex II to the Commission Decision on the adoption of the work plan for 2012: ***"Actions which have already commenced by the date on which the grant application is registered will be excluded from participation in the Health Programme."*** Use the calendar or respect the date format: yyyy-mm-dd.	-

	Duration: The duration of project to be co-funded should normally not exceed three years.	Drop-down list
	Priority area, action and sub-action: *The Priority area, action and sub action are defined according the call you are applying to.* Refer to paragraph 2.1 of the Work plan 2012: "*Only project proposals which directly correspond to the topic and description as set out in this work plan and where 'project grants' is indicated as the financing mechanism will be considered for funding. Proposals which only address the wider subject area without matching the specific description of a given topic will not be considered for funding.*	No entry is required.
2.2 Executive Summary	The executive summary should include the general objective of the project, the strategic relevance and its contribution to the second health programme, methods and means and the expected outcome. You may wish to write the executive summary last.	4000

11. Section 3 - Technical aspects of the project

All the elements in this section are mandatory.

3.1 Problem analysis including evidence base	The relevant evidence on which the project bases itself has to be produced. It may concern the analysis of the health problem and its impact on quality of life and on society (incidence, prevalence, distribution in the population, evolution over time, seriousness…), the analysis of the factors underlying the problem (factors regarding human biology, quality of health care, lifestyle, physical and social environment, risk factors, protective factors…), the effectiveness of the proposed measures, or the applicability in the proposed context. This context analysis should look at elements in the environment which may facilitate or hinder the project implementation process.	2000
3.2 General objective of the project	Describe the general objectives and the strategic objectives of the proposal A general objective is a general indication of the project's contribution to society in terms of its longer-term benefits (e.g., contribute to the reduction of cancer mortality; reduce social inequality in population's health). The general objective has to correlate with the different specific objectives.	2000
3.3 Specific objective(s) of the project	*Maximum 6 specific objectives!* The specific objectives are concrete statements describing what the project is trying to achieve in order to reach its	

	general objective. They should be matched to the problem determinants identified in the problem analysis, and should be written at a level which allows them to be evaluated at the conclusion of the project. They should also be formulated "SMART" i.e. **specific, measurable, acceptable for the target group, realistic, and time-bound** (containing an indication of the time within which it must be reached). Objectives can be hierarchically and temporally structured, so that the achievement of some objectives is a precondition for another.	
	Title: of the specific objective	250
	Description : of the specific objective	450
3.4 Indicators	The evaluation of the project is based on indicators. These are variables measuring the performance of a project and the level to which the set objectives are reached. This is why the indicators should be directly linked to the specific objectives formulated previously. For each specific objective, at least one indicator should be formulated. If possible, the indicators should also specify target values. **The indicators should be separated in to process and outcome indicators.**	300
3.5 Target groups	Target groups are persons or entities who will be positively affected by the project. A proper target group specification provides a clear definition including information about the demographic characteristics, the needs and social norms with regard to the health problem(s) of interest, the size (i.e., the numbers that will be reached by the project), and the method to reach these people. For certain types of interventions it is also useful to segment the target group into subgroups based on relevant characteristics.	1500
3.6 Methods and means	To achieve its objectives and bring about the intended changes, a project foresees a number of activities. These actions need to be described to serve as a guideline for the project implementation. The methods and means (something of important value to achieve a goal) should be explicitly linked to the specific objectives, in the sense that for each objective at least one intervention method is specified.	3000
3.7 Expected outcomes	Project outcomes are the changes that are expected to occur as a result of the project when the objectives are reached. They can be distinguished from a specific type of output, the deliverables.	3000
3.8 Deliverables	A deliverable is a physical output related to a specific objective of the project, e.g. a report, publication, newsletter, tool, website, or conferences. Each deliverable must be assessable by the stakeholders and by the Awarding Authority. Reports stipulated in the grant agreement template are mandatory deliverables (interim and final technical and financial reports). Other mandatory deliverables are a leaflet to promote the project per se and a laymen's version of the	

	final project report. The minimum number of deliverables is 1 (e.g. the final report) and the maximum number is 10. The table does not allow entering several months of delivery for repetitive deliverables such as a bi-monthly newsletter of the project. If you plan for a deliverable to be produced more than once, please specify this in the title (e.g. bi-monthly newsletter) and/or the description (e.g. newsletter to be published in M3, M6, M9 and M12) and indicate the final month of production (e.g. M12 in a project lasting 12 months) in the box "month of delivery".	
	Title:	120
	Description:	250
	Confidentiality level: please choose from the list if the deliverable is public or confidential.	Drop-down list
	Date of delivery or achievement: "M" corresponds to the month during which the deliverable should be provided. For example, if your project lasts 24 months and if one deliverable is a promotional leaflet describing the project activities, this should be ready no later than the third month of the project, thus the delivery date for this deliverable is M3.	Drop-down list

12. SECTION 4 - POLICY AND CONTEXT RELEVANCE

All the elements in this section are mandatory

The comments outlined hereafter should be understood as indicative orientation but not as prescription.

Field	*Comment*	*Max. Nr of characters*
4.1 Adequacy of the project with social, cultural, policy context	The project should demonstrate its compatibility with the culture, knowledge, views, customs and roles of the target group, and with the local policy context in which it will be implemented. This compatibility should take account of the information deriving from the context analysis identifying the trends, opportunities and threats in the broader social and policy context. Also, every project proposal will have to apply to general principles of ethics and has to be drafted respecting the human rights, dignity and the fundamental freedoms as laid down in the EU Charter of Fundamental Rights[11].	2000
4.1. Contribution to the second health programme and the annual	The proposal must be compatible with the second Health Programme and the annual work plan. A proposal must clearly cover one or several priority topics of the annual work plan. However, a proposal could partly address one or several annual work plan priorities.	2000

[11] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:083:0389:0403:EN:PDF

work plan		
4.3. Pertinence of the geographical coverage (in relation to project scope)	As public health practices and policies differ considerably between EU Member States, projects funded within the Health Programme should take account of this geographical, cultural and social diversity. A sufficient – though not excessive - number of organisations from different EU Member States and candidate countries should be involved in the project depending on the scope, objectives and target group of the project.	2000
4.4 Strategic relevance, EU added value and innovation	***Strategic relevance*** The strategic relevance of a proposal depends on the way the project brings added value to the existing public health knowledge allowing the practical use of that knowledge on the field. It is also expected to contribute and to add value to EU policies formulated or in the process of being so. A project is also expected to have a positive implication for the health of the citizens. Moreover, a project has to demonstrate that the reproducibility and transferability of the actions has been planned, so to cover the whole concerned population in the future. In as much as the second Health Programme is not expected to fund recurrent projects, the proposal should cover the sustainability issue. ***EU added value*** Projects funded within the second Health Programme are expected to contribute to solving problems at the European level, and the expected impact of co-ordinating the work at European level should be greater than the sum of the impacts of national activities. The project should contribute to the implementation or evolution of one or more EU policies (including the "horizontal" policies), or address problems connected with the standardisation, regulation or co-ordination of practices across Member States. The projects should not simply duplicate actions that can be taken at Member State level but rather enable to address problems that would otherwise not be sufficiently addressed by the Member States. ***Innovative aspects*** Projects funded within the second Health Programme should not duplicate existing initiatives, but provide an added value at EU level. The innovative nature of a project can be documented using an analysis of the state of the art, in order to demonstrate that a project adds to what is already available, addresses the existing shortcoming and represents an improvement in comparison with the current situation. While providing innovation, projects funded within the second Health Programme must also be sufficiently compatible with existing actions. In this context, participation in networks and coordination meetings between different Health Programme portfolio projects is important.	2500

13. SECTION 5 - MANAGEMENT OF THE PROJECT

All the elements in this section are mandatory.

Field	*Comment*	*Max Nr of characters*
5.1. Quality of the partnership	All proposals should be built on a good partnership. The quality of the partnership would rest on its extensiveness (stakeholders' identification after having thorough fully understood the project topic determinants), on the share of common goals and objectives, on the synergy (added value) and commitment (interest of the various partners to be involved in the project) and on a good network structure. This point also refers to the internal network logic which explains why certain partners are involved and not others. For example, the network could be based on previous links, or built after a search of adequate partners in the geographical area of interest. Also it is important to present the communications tools used to circulate information within the network and how decisions will be taken, by whom, and which procedure will be used in case of conflict. The set-up of the partnership and the responsibilities of each partner can also relate to a budgetary issue, namely, that if the partnership is well balanced, it would be acceptable to have different own contribution percentages among partners, in as much that it does not exceed 80% for each partner.	2000
5.2. Management capacity, including financial circuits	The management capacity of the main partner and the overall consortium should be described. This includes coordination meetings, including a kick-off meeting. The kick-off meetings should, take place in the premises of the Awarding Authority in Luxembourg. Further, the ability to build and monitor a budget has to be clearly demonstrated as well as the tools used for that purpose. The important amount of money involved the distribution of the income among partners - often very distant from each other -, in function of the work achieved, rest on a strong financial capacity. This capacity has to be demonstrated with all relevant elements such as competency of the financial officers, tools used to monitor the project, procedures used.	2000
5.3 External and internal risk analysis and contingency planning	Even in the best-planned projects there are uncertainties, and unexpected events can occur. A risk analysis at the start of the project will help to predict the risks that could prevent the project from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the project, and what can be done about it.	2000

14. SECTION 6 - DESCRIPTION OF THE WORK PACKAGES

Please note that there are 3 mandatory horizontal and 1 mandatory core work packages.

You may add up to 5 core work packages (so in total there will be a maximum of 6 work packages). In order to do so, you must write the required number of work packages and click on the button "Add a new work package". This will create the requested number of supplementary work packages.

Field	*Comment*	*Max Nr of characters*
6.1 Work package definition	Your proposal has to be split into work packages: a clear difference has to be made between <u>core</u> and <u>horizontal</u> work packages. *Horizontal work packages* The three horizontal work packages concern: 1.the coordination of the project, 2. the dissemination of the results, and 3. the evaluation of the project. **For these three work packages the titles and description are already filled in, as they are mandatory. You cannot change the title of these horizontal work packages.** The core work packages (1 mandatory, maximum 6) of the project are related to the specific objectives. A core work package contains a set of coherent tasks grouped together in order to facilitate the project management. Each core work package is linked with one or several specific objectives and produce one or several deliverables. It is not possible to find the same specific objective or the same deliverable in several work packages.	
	Title	110
	Description	300
6.2	Horizontal work packages : **As explained above, these work packages are mandatory and the title introduced by default into the application form.** For each work package, defined in section 6.1, give the acronym of the partner who will lead the work package, the starting and ending dates, an estimation of the total budget for the work package and the number of person days that will be needed to carry out the work. Indicate the number of associated partners involved in the work package and list their acronyms. **There are no specific objectives linked with these work packages.** It is indeed obvious that the objective of coordination is good management of the project, the objective of evaluation is to assess if the project has reached its goal and the objective of dissemination is to inform all stakeholders and ensure the transferability and sustainability of the action.	
6.2.1	Title: <u>The title of the horizontal work packages is</u>	

Specifications	automatically displayed	
	Lead partner of the work package: The lead partner can be the main partner or an associated partner. The number of the partner should be chosen from the drop-down list. The main partner should lead the coordination work package. It is recommended that the main partner does not lead the evaluation work package.	Drop-down list
	Starting date / Ending date: For example, if your project lasts 12 months and if one work package has to be implemented in the last three months, the starting date for this work package is month10 and the ending date is month12. Based on this information the timetable (section 6.4) will be filled. Note that, projects should not normally exceed three years. Accordingly, the maximum value for months is 36.	Drop-down list
	Total budget of this work package: Indicate the overall expenses for the work package. Collaborating partner(s)' effort shall not be taken into consideration.	number
	Number of person-days: The number of person-days encompasses all the staff working for the implementation of the work package (main partner, associated partner(s)). Collaborating partner(s)' effort shall not be taken into consideration. For example, if the work package involves only one person during one month (20 open days), the number of person days to be filled in for this work package is 20; if it involves two persons during two months, the number of person days is 80 (20 x 2 x 2).	number
	Number of main/associated partners: In addition to the lead partner, one or several partners (main or associated) may take part in the implementation of the work package.	number
	List of acronyms of associated partners	700
Description of the work	***For the coordination work package***: Describe the coordination activities: how the project is managed, how information will be exchanged among partners, how progress will be monitored & reported, how potential conflicts between partners will be managed, where the partners will meet and when, etc (as specified elsewhere, the notion that most meetings should be held in Luxembourg is supported). All these tasks are typically performed by the management and steering committee with input from advisors (e.g. a scientific committee). ***For the dissemination work package:*** Dissemination refers to the process of making the results and deliverables of the project available not only to a specified target group or groups, but also more largely to all relevant stakeholders and the wider public. The dissemination work package should therefore include all necessary activities to achieve the above objective. Such activities are the preparation of a promotional leaflet for the	2000

	project (in the first 3 months of the project), as well as a dedicated web-site. The beneficiary should also ensure that project information (i.e. deliverables, other project outcomes, etc.) is updated on a regular basis and communicated to the Awarding Authority. Also, the Awarding Authority may periodically ask from the main partner to prepare contributions to e.g. special features of its web-site or DG SANCO newsletters or to participate to scientific or technical meetings and conferences. In addition, a public, final project report (without administrative and financial information) should be produced in an attractive format (note that these activities have implications to the project budget). Finally, dissemination should be aimed at raising not only the visibility of the project itself, but also of the second Health Programme. Ideally, dissemination activities should be based on the results of a stakeholder analysis. A dissemination plan should be elaborated, explaining how the project plans to share outcomes with stakeholders, relevant institutions, organizations, and individuals. Specifically, the dissemination plan should illustrate what will be disseminated (key message), to whom (audience), why (purpose), how (method), and when (timing). ***For the evaluation work package***: The evaluation work package is mandatory in order to verify if the project is being implemented as planned and reaches the objectives. Process and outcome evaluation should be performed. This concerns the project own internal evaluation, a systematic appraisal of the quality of the project (e.g., whether the project outcomes are useful and meet the user needs), and its effects (e.g., whether the project achieved its objectives and had an impact on the target group). The evaluation methodology should be adequate (Formulation of specific evaluation questions and for each evaluation question, methods to collect data), inferred from an evaluation plan, specifying purpose, questions, design, method, measurement instruments, and the task, responsibilities and timing of the evaluation and based on indicators which are variables measuring the performance of a project and the level to which the set objectives are reached. For each objective, at least one indicator should be formulated. If possible, the indicators should also specify target values. It is recommended that the evaluation work package is not led by the main partner, but by an associated partner with experience in evaluation. Ideally, this associated partner would not participate in other work packages concerning the technical project execution.	
6.2.2 List of deliverable(s) linked to this work package	Each work package must at least produce one deliverable. Select one or several deliverables as defined in section 3.8. It is reminded that once linked with a work package, a deliverable cannot be used for another work package. The maximum number of deliverables per work package is 4.	Drop-down list

	The deliverables will be indicated automatically in the timetable with a "D".	
6.2.3 Milestones produced by this work package	A milestone indicates the end of a phase of the project, which could be marked by an event or the completion of a deliverable. Please list the relevant milestones per work package and indicate the month of achievement. The maximum number of milestones per work package is 5. The milestones will be indicated automatically in the timetable with an "M".	150
6.3 Core work packages	For each work package defined in section 6.1, the applicant must give the acronym of the partner who will lead the work package. Encode also the starting / ending dates of the work package, taking into account that some work packages may have to be concluded before others can start. An estimation of the total budget for the work package and the number of person/days has to be introduced. Please also indicate the number of associated partners involved in the work package and list their acronyms.	
6.3.1 Specifications Description of the work	Title: <u>The title of the core work packages is automatically displayed here, as defined in table 6.1.</u> <u>For other specifications please refer to 6.2.1</u> The different tasks necessary to fulfil one or several specific objectives are described here and lead to the production of outputs (deliverables). The methods used to complete these tasks have also to be described.	 2000
6.3.2 Specific objectives of this work package	For each core work package, the applicant has to select one or several specific objectives as defined in section 3.3.	Drop-down list
6.3.3 List of deliverable(s) linked to this work package	Each work package must at least produce one deliverable. Select one or several deliverables as defined in section 3.8. It is reminded that once linked with a work package, a deliverable cannot be used for another work package. The maximum number of deliverables per work package is 4. The deliverables will be indicated automatically in the timetable with a "D".	Drop-down list
6.3.4 Milestones produced by this work package	A milestone indicates the end of a phase of the project, which could be marked by an event or the completion of a deliverable. Please list the relevant milestones per work package and indicate the month of achievement. The maximum number of milestones per work package is 5. The milestones will be indicated automatically in the timetable with an "M".	150
6.4 Timetable specification	**Attention!** It is important that the deliverables, including the month of delivery (section 3.8.), the duration of the work packages and the milestones (including the month when it will be reached) for each work package are specified before you start creating	

	the timetable. If information is missing to create the timetable, you will be prompted by the form to enter it. All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the project. The time to complete the tasks and objectives of the project and each of the work packages must be realistic, taking into account the available resources (person/days) and capacities.	

15. SECTION 7 - FINANCIAL MANAGEMENT

General recommendations before to start to fill in the form

⇨ This part has to be filled in by the main partner, in close cooperation with the associated partners.

⇨ You are strongly recommended to consult the model grant of agreement, which is attached to this document and the Frequently Asked Questions (FAQ), which can be found on-line **http://ec.europa.eu/eahc**.

⇨ If you cannot find the answer to your question among these two documents, you may send an e-mail or call the Helpdesk which has been set up for that purpose. But please do not contact the Helpdesk before having tried to find the information in the documentation that is provided to you.

⇨ You are also recommended to read carefully the definition of eligible costs and the definition of non-eligible costs which are provided hereafter in this document before starting to encode your financial data.

⇨ All costs/incomes must be given in € (and not kilo €) and should exclude value-added tax (VAT).

⇨ If your country does not belong to the Euro-zone, please use the indicative exchange rates indicated hereafter in this document.

⇨ The costs/incomes shall be rounded to the nearest whole number (no decimals please).

⇨ To fill in the costs/incomes, highlight the zero which appears automatically and type in your figure.

15.1. Expenditures/Eligible Costs (7.1)

⇨ All information encoded in 7.1.1 to 7.1.7 (eligible costs) will be used in 7.2 (financing plan overview of the project) and 7.3 (overview of the budget).

⇨ All tables included in 7.1.1 to 7.1.7 were automatically created in the beginning when you were invited to list the main and the associated partners.

⇨ For each section, the subtotals per partner and the totals per section appear only when you click on the following button at the end of the section.

Calculate totals of the above section

In other words, calculation of these totals does not take place automatically.

Accordingly, if you **modify your entries in an already finalised section**, calculations have to be updated: you need to click again on the button!

15.1.1. Staff (7.1.1)

Partner acronym	Nb of staff	Professional category	Person.Days	Daily cost (€)	Total

Sub-total E1a for the main partner :

Technical Notes

Five lines per partner and per professional category to identify the staff costs (with different salaries).
A distinction is made between costs pertaining to public officials (7.1.1.1) and costs not pertaining to public officials (7.1.1.2).

Partner acronym:	Automatically completed when creating the form.
Number of staff:	The number you enter shall be round and contain no decimal. This number will not be used further on for the calculation.
Professional category:	Enter the main professional categories concerned, e.g.: scientist (preferably specify which science it refers to: epidemiologist, nutritionist etc.), data manager, webmaster, secretary, administrative support, project manager etc.
Person days:	The number of person-days encompasses all the people working for the implementation of the project. For example, if the project involves one person in one specified category during one month (20 open days), the number of person days to be filled in is 20. If it involves two persons during two months, the number of person days is 80 (20 x 2 x 2).
Daily cost (€):	This rate comprises actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the partner's usual policy on

	remuneration. (see additional comments)
Total:	For each professional category of each partner, a total will be calculated representing the total of the number of person days multiplied by the daily cost.
Sub-total E1(a or b) by partner:	For each partner a total is provided for all staff categories included.
Total E1(a or b) – Staff:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

- ⇨ The cost of staff means the proportion of costs incurred by the organisation in direct relationship to the time spent by its staff working for the project, provided that they can be identified and justified by the accounting system of the partners.

- ⇨ Staff assigned to the project is understood to mean permanent or temporary staff employed by the beneficiary. The cost of such staff must be actual salaries plus social security charges and other statutory costs included in the remuneration provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.

- ⇨ There is a distinction between costs for public officials, under E1a, and costs for non public officials under E1b:

  A public official is defined as follows:

  - o An official of a public administration or body who is directly remunerated by the budget of the State or a local authority and his/her work concerns the implementation of tasks typically devolved to public institutions. By extension, it does concern all public officials who work in international organisations.

  Reminder: the cost of officials must also satisfy the cumulative and general criteria laid down in Article II.14.1 of the grant agreement defining the eligible costs.

- ⇨ Experts (external to the partners organisation), who work on the project and are fully paid by the partners on the basis of an invoice shall be considered as a subcontracting cost and not as a staff cost. These costs should be taken into account under "E5. Subcontracting".

- ⇨ The daily rates for staff can be calculated as follows:

Daily rates = Yearly staff costs / Productive Days

Yearly staff costs	=	Real gross pay of the employee *(*)*
	(+) PLUS	any other verifiable cost of social allowance granted by the employer.
		(*) including the social security costs and the pension charge paid by the employer.
Productive Days	=	Total days per year: 365 days
	(-) MINUS	total number of weekend days over the year: 52x2=104 days;
	(-) MINUS	total number of holidays allowed in the organisation (**A**);
	(-) MINUS	total number of public holidays in the year (**B**);
	(-) MINUS	days spent dealing with non productive tasks such as training (**C**);
	(-) MINUS	days corresponding to a usual absenteeism rate in the organisation (**D**)
	=	365 – 104 – (**A**) – (**B**) – (**C**) – (**D**).

⇨ In principle the maximum numbers of productive days cannot exceed 220 days per year and per staff.

Where national legislation does not permit salary slips to be released to third parties for security or other reasons, partners may be asked to submit a table showing the daily costs, number of days worked, time sheets and the total cost, which must be signed by the human resources manager. It is to be noted, however, that at the time of a grant agreement is concluded partners might be requested to provide staff cost related supporting documents in case of audit at the applicant's premises.

15.1.2. Travel costs and subsistence allowances (7.1.2)

Partner acronym	Travel costs	Total (€)	Total
	Sub-total E2a for this partner :		

Partner acronym	Subsistence allowances	Total (€)	Total
	Sub-total E2b for the main partner :		

Technical Notes

Travel costs (7.1.2.1)
One line per partner to identify the total number of trips foreseen, number of persons travelling and the total amount of the travel costs.

Important note: a significant part of the project budget is spent on meetings and travelling in order to foster exchanges between participants. **Part of these expenses should be earmarked for organising and participating in network and coordination meetings between the different health programme portfolio projects.**

Partner acronym:	Automatically completed when creating the form.
Travel costs:	Enter the number of persons travelling and the number of trips each partner intends to do. This number will not be used further on for the calculation.
Total (€):	This cost is the total value of all travel costs of the partner (ex. 20 trips x 5 persons x 600 €).
Sub-total E2a by partner:	For each partner a total is provided. The amount shall be the same as the one referred to under "Total (€)";
Total E2a – Travel:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Subsistence allowances (7.1.2.2)
One line per partner to indicate the total amount of subsistence allowances foreseen.

Partner acronym:	Automatically completed when creating the form.
Subsistence allowances :	Please type "Total of subsistence allowances based on daily allowances x number of days". Number of days will represent the total days for all travelling persons of the partner.
Total (€):	This cost is the total value of all subsistence allowances of the partner.
Sub-total E2b by partner:	For each partner a total is provided. The amount shall be the same as the one referred to under "Total (€)";
Total E2b – Subsistence:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

⇨ Only travel costs and subsistence allowances for own staff employed by the partners (i.e. reported under E1. Staff Cost) must be taken into account in this category.

⇨ Travel/subsistence costs for staff not employed by the partners should be reported under:

- **E5. Subcontracting** when this staff belongs to sub-contractors (in addition of fees/remuneration which are in principle already foreseen for sub-contractors);

- **E6. Other Costs** in other cases: for collaborating partners, external invited experts.

⇨ Any recourse to missions in countries other than EU 27, applicant countries and EFTA-EEA countries while the project is under way, if not provided for in the initial grant or amendment(s), shall be subject to prior written authorisation by the EAHC.

⇨ The internal rules of the partners have precedence in matter of travel costs and subsistence allowances. Each partner will be requested to confirm during the negotiation phase if they intend to apply their existing internal rules or the EC rules and rates. If such internal rules do not exist in the partners' organisation, the following rules and rates approved by EC can be applied:

- According to EC rules the **travel expenses** are eligible under the following conditions:

  - The most economic mean of transport and the most direct route;

  - The distance must be of at least 100 km between the place of the meeting and the normal place of work (headquarter of the partners in principle);

  Means of transport and estimation of costs:

  - For travel by rail the estimation of cost can be based on first class ticket fare;

  - For travel by air (only for return journeys of more than 800 km) the estimation of cost can be based on the economy class ticket fare, unless a cheaper fare can be used (e.g. Apex) or can be based on average of 600 € (return-ticket by person). However note that the balance payment will be established by taking into account actual costs;

  - For travel by car the estimation can be based on the equivalent first class rail fare.

- The EC rules as regards **subsistence costs** are based on flat-rate subsistence allowances. They cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out.

The daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in the following tables (as set out in Article 13 of Annex VII of the Staff Regulations12):

Destination	Daily subsistence allowance	Hotel	Total
Austria	95,00	130,00	**225,00**
Belgium	92,00	140,00	**232,00**
Bulgaria	58,00	169,00	**227,00**
Cyprus	93,00	145,00	**238,00**
Czech Republic	75,00	155,00	**230,00**
Denmark	120,00	150,00	**270,00**
Estonia	71,00	110,00	**181,00**
Finland	104,00	140,00	**244,00**
France	95,00	150,00	**245,00**
Germany	93,00	115,00	**208,00**
Greece	82,00	140,00	**222,00**
Hungary	72,00	150,00	**222,00**
Ireland	104,00	150,00	**254,00**
Italy	95,00	135,00	**230,00**

Destination	Daily subsistence allowance	Hotel	Total
Latvia	66,00	145,00	**211,00**
Lithuania	68,00	115,00	**183,00**
Luxembourg	92,00	145,00	**237,00**
Malta	90,00	115,00	**205,00**
Netherlands	93,00	170,00	**263,00**
Poland	72,00	145,00	**217,00**
Portugal	84,00	120,00	**204,00**
Romania	52,00	170,00	**222,00**
Slovakia	80,00	125,00	**205,00**
Slovenia	70,00	110,00	**180,00**
Spain	87,00	125,00	**212,00**
Sweden	97,00	160,00	**257,00**
United Kingdom	101,00	175,00	**276,00**

Missions in countries other than EU 27, Acceding and Applicant countries and EFTA-EEA countries shall be subject to the prior agreement of the Executive Agency. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore. For these other countries not referred to above, the daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2008) 6215.13

15.1.3. Equipment (7.1.3)

Partner acronym	Equipment	Total (€)	Total
	Sub-total E3 for the main partner :		

Technical Notes	
Three lines per partner for costs related to depreciation of equipment.	
Partner acronym:	Automatically completed when creating the form.

[12] Regulation 31/1962/EEC laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Agency

[13] Commission Decision C(2008)6215 of 18 November 2008: General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

Equipment:	Enter a generic title for each type of equipment.
Total (€):	For each line of equipment referred to above, enter the sum of the costs related to depreciation.
Sub-total E3 by partner:	For each partner a total is provided for all types of equipment included.
Total E3 – Equipment:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

⇨ The principle of depreciation is covered in the grant agreement Article II.14.2.

⇨ Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project (% allocation to the project) may be taken into account by the EAHC.

⇨ Common software should be covered by the flat-rate in "E7. Overheads"

⇨ The internal rules of the partners have precedence in matter of depreciation of equipment. Each partner will be requested to confirm during the negotiation phase if they intend to apply their existing internal rules or the EC rules.

If such internal rules do not exist in the partners' organisation, the following rules approved by EC can be applied:

- Hardware expenses depreciated over 36 months (PCs, Printers, etc.);
- Purchase of specific software depreciated 100%;
- Specific furniture depreciated over 60 months;
- Equipment (photocopiers, fax, etc.) depreciated over 60 months.

Few examples for project of 36 months (M1 to M36) if EC rules apply:

Equipment	Price of purchase	Date of purchase	Depreciation rule 36 or 60 months	Number of months of depreciation	% allocation to project	Amount of depreciation
Informatics equipment	3.000,00	M1	36	**36** = From M1 to M36	100%	3.000,00 x 36/36 x 100% = **3.000,00**
Informatics Equipment	3.000,00	M1	36	**36** = From M1 to M36	**75%**	3.000,00 x 36/36 x 75% = **2.250,00**
Informatics Equipment	3.000,00	**M7**	36	**30** = From M7 to M36	100%	3.000,00 x 30/36 x 100% = **2.500,00**
Informatics Equipment	3.000,00	**M15**	36	**22** = From M15 to 36	100%	3.000 x 22/36 x 100% = **1.833,33**
Informatics equipment	**10.000,00**	M1	**60**	**36** = From M1 to M36	100%	10.000 x 36/60 x 100% = **6.000,00**

15.1.4. Consumables & supplies costs linked to the project (7.1.4)

Partner acronym	Consumables & supplies	Total (€)	Total
	Sub-total E4 for the main partner :		

Technical Notes	
Three lines per partner to identify the consumables & supplies linked to the project and to provide the total amount of costs.	
Partner acronym:	Automatically completed when creating the form.
Consumables & supplies:	Identify the consumables & supplies linked to the project.
Total (€):	This cost shall include the consumables & supplies identified by each partner.
Sub-total E4 by partner:	A total is provided for each partner. The amount shall be the same as the one referred to under "Total (€)".
Total E4 – Consumables & supplies:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

- ⇨ These costs should normally appear in "E7. Overheads". Nevertheless, provided that they are identifiable as specific costs directly linked to performance of the project and booked into the partners' accounting system, they can appear under this category.

15.1.5. Subcontracting (7.1.5)

Partner acronym	Subcontracting	Total (€)	Total
	Sub-total E5 for the main partner :		

Technical Notes	
Three lines per partner to identify the costs related to subcontracting.	
Partner acronym:	Automatically completed when creating the form.
Subcontracting:	Enter as precisely as possible which kind of activity you

	intend to subcontract.
Total (€):	For each line of subcontract referred to above, enter its corresponding cost.
Sub-total E5 by partner:	A total is provided for each partner covering all subcontracts included.
Total E5 – Subcontracting:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

⇨ Contracts only cover service procurement. They may be awarded only if they may cover the execution of a limited part of the project (40% of the total eligible cost as a general rule).

⇨ Core elements of the project cannot be subcontracted.

⇨ The technical and financial management of the project is the legal responsibility of the main partner. These tasks cannot be transferred to an associated partner or a third party.

⇨ Recourse to the award of contracts must be justified having regard to the nature of the project and what is necessary for its implementation.

⇨ The tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II of the grant agreement.

⇨ Any recourse to the award of contracts while the project is under way, if not provided for in the initial grant application or amendment(s), shall be subject to prior written authorisation by the EAHC.

⇨ The partners shall retain sole responsibility for carrying out the project and for compliance with the provisions of the grant agreement. The partners must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Awarding Authority under the grant agreement.

⇨ Subcontracting shall not apply when the task concerns provision of the service which is not necessary for the project and/or when the task can be carried out by the main or associated partners.

⇨ The partners must ensure that its agreement with the subcontractor mentions in particular that:

- The Awarding Authority may, at any time during the grant agreement and up to five years after the end of the project, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the Awarding Authority itself or OLAF;
- The European Court of Auditors shall have the same rights as the Awarding Authority, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

⇨ In addition to the tasks subcontracted, it is recommended to provide to the Awarding Authority the name of the subcontractors carrying out any subcontracted tasks identified in the technical annex of the grant agreement as soon as they are known.

⇨ If <u>any of the partners</u> has to conclude contracts in order to carry out a project which falls under eligible direct costs in the estimated budget, he/she shall seek **competitive tenders** from potential contractors. The contract shall be awarded to the bid offering best value for money. In doing so he/she shall observe the principles of **transparency** and **equal treatment** of potential contractors and shall take care to avoid any conflict of interests.

⇨ <u>Public entities</u>: please note that your national procurement rules in matter of award of contracts are applicable and have precedence, for as long as they ensure the above principles of transparency and equal treatment.

⇨ <u>Private entities</u>: please note that your internal procurement rules in matter of award of contracts are applicable and have precedence, for as long as they ensure the above principles of transparency and equal treatment. If however, your institution doesn't have such rules, you can refer to the thresholds of the EU, as provided for below.

Estimated value of the subcontract (x)	Minimum of bids to be consulted for the competitive tenders (recommendation)
x > 60.000 €	More than 5 bids
25.000 € < x < 60.000 €	At least 5 bids
5.000 € < x < 25.000 €	At least 3 bids
x < 5.000 €	1 bid

15.1.6. Other costs (7.1.6)

Partner acronym	Other costs	Total (€)	Total
	Sub-total E6 for this partner :		

Technical Notes

Five lines per partner to identify other costs.

<u>Partner acronym:</u> Automatically completed when creating the form.

Other costs:	Enter as precisely as possible a description of your other costs on a line per line basis.
Total (€):	For each other cost referred to above, enter its corresponding cost.
Sub-total E6 by partner:	For each partner a total is provided for all other costs included.
Total E6 – Other costs:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

⇨ Other exceptional additional costs not falling within any of the other categories (E1 to E5) mentioned above may be charged, provided that they are directly related to the project, can be clearly identified and justified by the accounting rules and principles of the partners and satisfy the criteria of direct eligible costs.

Examples of other costs: dissemination of information, specific evaluation of the project, audits, translations, reproduction, travels costs and subsistence allowances for collaborating partners or for external invited experts.

Financial audit and financial guarantee costs have to be foreseen here when they are required by the grant agreement;

15.1.7. Overheads (7.1.7)

Partner acronym	Overheads	Total (€)	Total
	Sub-total E7 for the main partner :		

Technical Notes	
One line per partner to enter overheads.	
Partner acronym:	Automatically completed when creating the form.
Overheads:	This cost consists of the overheads identified by each partner. But since you may use the 7% maximum allowance, you may just type that description ("7% maximum allowance").
Total (€):	Enter the corresponding cost of the overheads as per your calculation, bearing in mind that the 7% allowance over direct eligible costs cannot be exceeded.

Sub-total E7 by partner:	For each partner a total is provided. The amount shall be the same as the one provided under "*Total (€)*".
Total E7 – Overheads:	A total is provided for all partners. It consists of the sum of all the sub-totals by partner.

Additional information

- ⇨ The indirect costs incurred when carrying out the project may be eligible for flat-rate funding fixed at **a maximum of 7%** of the total eligible direct costs for each partner.
- ⇨ They don't need to be supported by accounting documents.
- ⇨ Overheads are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the partner body's various activities and cannot therefore be booked in full to the project for which the grant is awarded because this grant is only one part of those activities.
- ⇨ Overheads comprise costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment, communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, IT, etc.
- ⇨ By way of derogation, indirect costs shall not be eligible under a grant for a project awarded to a beneficiary who already receives an operating grant from the Union budget during the period in question (see. Art. 108a of Financial Regulation and Art. 181 of the implementing rules).

15.2. Financing plan overview of the project (7.2)

15.2.1. Expenditures (7.2.1)

Partner Acronym	E1 - Staff	E1a - Costs pertaining to public officials	E1b - Costs not pertaining to public officials	E2a - Travel costs	E2b - Subsistence allowances	E3 - Equipment	E4 - Consumables and supplies	E5 - Sub contracting costs	E6 - Other costs	E7 - Overheads	E7 - % Overheads	TOTAL Expenditure
Total :												

This section summarizes the expenditures of your project.

Technical Notes
No input is required

Additional information

- ⇨ All the information entered in 7.1.1 to 7.1.7 with regard to project expenditures are displayed here. The totals will appear for each partner and each budget header.
- ⇨ The percentage of overheads completed in 7.1.7 cannot exceed 7 % per partner. If this percentage is higher, it will appear here in red. In this case, please go back and correct.

15.2.2. Incomes (7.2.2)

Partner Acronym	I1 - Co-funding requested from Community budget	I2 - Contribution pertaining to public official	I3 - Applicant's financial contribution	I4 - Income generated by the project	I5 - Other external resources	TOTAL Income	TOTAL Expenditure	BALANCE Expenditure / Income	I1 % Cofinancing requested
	0		0	0	0	0		0	
	0		0	0	0	0		0	
Total :	0		0	0	0	0		0	

This section summarizes the incomes of your project.

Technical Notes

One line per partner split into the different kinds of incomes.

Partner acronym: Automatically completed when creating the form.

I1. Co-funding request from the Community budget: Financial contribution that each partner expects to be granted from the EAHC.

I2. Contribution pertaining to public officials: Amount automatically copied from column "Costs pertaining to public officials".

I3. Applicant financial contribution: Financial contributions you, as main or associated partner, will provide to the budget.

I4. Income generated by the project: Resources that correspond to revenues linked to and generated by the project itself: admission fee to a conference; meeting fees, sale of publications, sale of equipment bought for the project etc.

I5. Other external resources of the project: Resources that stem from grants allocated either at international level, European level, national level, regional level or local level and/or financial transfers received from donors/sponsor.

Additional information

- ⇨ The total budget must be balanced, i.e. the total of the expenses shall be **equal** to the total of the incomes;

- ⇨ There is no obligation for each individual partner **to contribute equally to the action's budget. The minimum required percentage of own funding applies only at the project level.** Items referred to as I1 and I3 to I5 shall be filled in. Item I2 (Contribution pertaining to public officials) is automatically copied from E1a. The total (Total expenditure, Total Income), the balance (Expenditure/Income) and the percentages (I1 – Co-funding request) are automatically calculated.

15.2.3. Exceptional utility

The maximum rate of EU co-funding for a project is 60%. For project proposals that may be considered of exceptional utility, a maximum EU co-funding of 80% of the eligible costs could be envisaged. The assessment of exceptional utility will be carried out according to the criteria set out in sections 1 and 2 of Annex VII of the work plan 2012. The Awarding Authority will determine in each individual case the maximum percentage to be awarded.

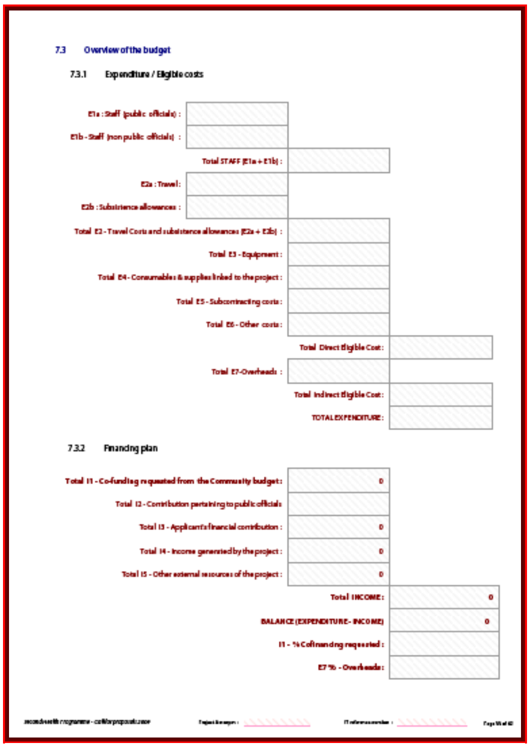
The application form has the maximum rate of EU co-funding set at 60%. If you request more than this, the application will automatically open a new section. Within this section you will have to justify the exceptional utility according the criteria stated in the annex VII of the work Plan for 2012.

15.2.4. Controls to be carried out

- ⇨ **Balance:** Once items I1 and I3 to I5 have been filled in for each partner, the total income is automatically calculated as the sum of incomes I1 to I5.

- ⇨ **Co-funding request in percentage**: The percentage of the co-funding request is calculated as the ratio between "I1. Co-funding request from the Community budget" and the total income.

15.3. Overview of the budget (7.3)


7.3 Overview of the budget

7.3.1 Expenditure / Eligible costs

E1a : Staff (public officials) :			
E1b - Staff (non public officials) :			
Total STAFF (E1a + E1b) :			
E2a : Travel :			
E2b : Subsistence allowances :			
Total E2 - Travel Costs and subsistence allowances (E2a + E2b) :			
Total E3 - Equipment :			
Total E4 - Consumables & supplies linked to the project :			
Total E5 - Subcontracting costs :			
Total E6 - Other costs :			
Total Direct Eligible Cost :			
Total E7-Overheads :			
Total Indirect Eligible Cost :			
TOTAL EXPENDITURE :			

7.3.2 Financing plan

Total I1 - Co-funding requested from the Community budget :	0
Total I2 - Contribution pertaining to public officials	
Total I3 - Applicant's financial contribution :	0
Total I4 - Income generated by the project :	0
Total I5 - Other external resources of the project :	0
Total INCOME :	0
BALANCE (EXPENDITURE - INCOME)	0
I1 - % Cofinancing requested :	
E7 % - Overheads :	

Technical Notes
No input is required

Additional information

⇨ This table summarizes all the information you have entered in 7.2 and 7.3. Since all data are copied or calculated automatically, you do not have to make any new data entry here.

⇨ The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. A balance which is not null will appear in red.

⇨ If the balance is not zero, you are invited to revise the financing plan of one or more partners and to modify one or several incomes (items I in 7.2.1 of the application form). Another possibility is to review your expenditures (items E in 7.1 of the application form).

15.4. Definition of expenditures/eligible costs

Article II.14.1 of the grant agreement defines eligible costs as costs which must satisfy the following general criteria:

.../...

*They are **incurred during the duration of the action** as specified in Article I.2.2 of the agreement, with the exception of costs relating to final reports and certificates on the action's financial statements and underlying accounts;*

*They are **connected with the subject of the agreement** and they must be indicated in the estimated budget annexed to it;*

*They are **necessary for the implementation of the action** which is the subject of the grant;*

*They are **identifiable and verifiable**, in particular being recorded in the accounting records of a beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;*

They comply with the requirements of applicable tax and social legislation;

*They are **reasonable**, **justified**, and **comply with the requirements of sound financial management**, in particular regarding economy and efficiency.*

The beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

.../...

15.5. Definition of non-eligible costs

The non-eligible costs are, as stipulated in Article II.14.4 of the grant agreement between the EAHC and the beneficiaries:

.../...

- *return on capital;*
- *debt and debt service charges;*
- *provisions for losses or potential future liabilities;*
- *interest owed;*
- *doubtful debts;*
- *exchange losses;*
- *VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation. VAT paid by public bodies is not an eligible cost;*
- *costs declared by a beneficiary and covered by another action or work programme receiving a Union grant;*
- *excessive or reckless expenditure;*
- *contributions in kind.*

.../...

Additional information

- ⇨ Contributions in kind are services or goods used for the project and provided to the contractor free of charge, e.g. work by voluntary helpers, use of buildings, office space, etc.

- ⇨ These are not regarded as eligible costs to be taken into account for calculating the grant. As they provide added value for the project, they may be declared in the initial budget and final financial report, thus giving a precise idea of the project value, but they need not to be justified to the Awarding Authority. If the contractor opts to include them in his report, they must be listed **separately** from the other costs given its nature of exception at the time of the negotiation phase.

16. Section 8- Participation in European Union funded projects

The following parts have to be filled in **by the main partner only**:

Please list here the grants related to public health issues, funded by the Union budget, which your organisation has received in the recent past.

16.1. Previous and current grants relevant to the programme (8.1)

8. *Participation in European Union funded projects (main partner only)*

8.1. Previous and current grants relevant to the programme (limited to the last 3 years)

European Commission Directorate General	Grant agreement number	Contact name / unit name of the DG	Project title	Main or asso-ciated (M / A)	Starting date	Ending date	Total budget of the agreement (in €) (1)	Total EC contribution (in €) (2)	Individual budget for your organisation (in €) (3)	EC contribution for your organisation (in €) (4)

The number of grants to be listed is limited to 10. If the number of grants you received exceeds 10, you are invited to select those which most closely correspond to the topic of the proposals you are currently submitting to the Health Programme.

Technical Notes	
European Commission Directorate General:	
	Indicate the EAHC or that Directorate General in the European Commission you received the grant from.
Grant agreement number:	Indicate the official number of your grant agreement; it

	usually appears on the first page of your grant agreement.
Contact name/unit name of the DG:	Give the name of the operational person in charge of the grant and his/her corresponding unit within EAHC or the Directorate General you received the grant from.
Project title:	Complete the title of the project and its acronym if it exists.
Main or associated:	Type the letter M if you are the main partner for that grant or A if you are associated.
Starting date:	Use the calendar or indicate the starting date of the project (yyyy-mm-dd) or alternatively the envisaged starting date.
Ending date:	Use the calendar or indicate the ending date of the project (yyyy-mm-dd).
Total budget of the grant agreement (in €):	Indicate the global cost (for all partners) of the project, in €.
*Union contribution (in €)***:**	Indicate the Union total contribution of the project, in € as mentioned in the grant agreement.
Individual budget for your organisation (in €):	Indicate your part of the cost for the project, in €.
*EC contribution for your organisation (in €)***:**	Indicate the Union contribution you receive in the project, in € as mentioned in the grant agreement.

Additional information

- ⇨ If you have not received any grants from the European Commission including the EAHC, you should leave the fields "blank”.
- ⇨ You are also invited to list in 8.2 the grants related to public health issues, funded by the Union budget, which your organisation is currently applying for.

16.2. Current applications relevant to the programme (8.2)

8.2 Current applications relevant to the programme

European Commission Directorate General	Proposal number	Name of the main partner	Project title	Call launching date	Amount applied for (in €)

The number of applications to be listed is limited to 10. If the number of grants you applied for exceeds 10, you are invited to select those which most closely correspond to the topic of the proposals you are currently submitting to the Health Programme.

Technical Notes	
European Commission Directorate General:	Name the Directorate General in the European Commission whereto you have sent your application.
EU Proposal number (if available):	Indicate, if available, the proposal number you have received from that Directorate General. If you have not yet received any proposal number, leave this item blank.
Name of the main partner:	Indicate the legal name of the organisation and, if applicable, the name of the unit (department or institute) in the organisation that will be carrying out the work
Project title:	Complete the title of the project and its acronym, if any.
Call launching date:	Use the calendar or indicate the launching date of the call for proposals you refer to (yyyy-mm-dd).
Amount applied for (in €):	Indicate the Union contribution of the proposal you request for in €.

Additional information

➪ If you have not applied to any call for proposals for which an answer would still be expected, you should leave the fields "blank"

17. SECTION 9- FINANCIAL VIABILITY INFORMATION

The following parts have to be filled in by the main partner only:

➪ Accountancy information (9.1);

➪ Balance sheet of the two last accounting years (9.2);

➪ Profit and loss account (9.3).

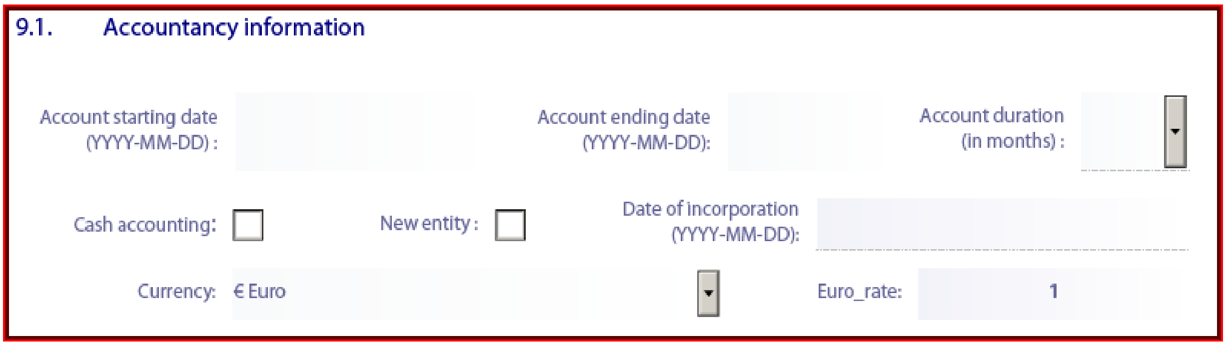
And the following supporting documents have to be attached to the proposal:

➪ Copy of balance sheet of the two last accounting years;

➪ Copy of profit and loss account.

If the main partner is a public body this part must not be filled and none supporting document is required.

17.1. Accountancy information (9.1)


9.1. Accountancy information

Account starting date (YYYY-MM-DD) :

Account ending date (YYYY-MM-DD):

Account duration (in months) :

Cash accounting:

New entity :

Date of incorporation (YYYY-MM-DD):

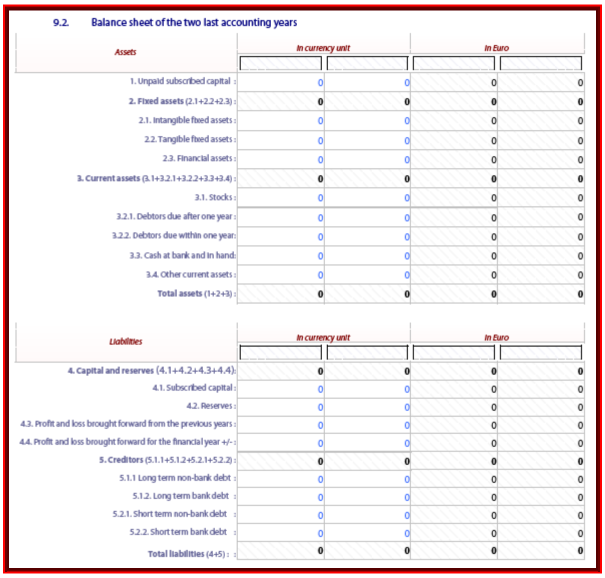
Currency: € Euro

Euro_rate: 1

Technical Notes	
Account starting date:	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
Account ending date:	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
Accounts duration (in months):	The duration should be specified in months only, and for duration of a maximum of 12 months.
Cash accounting:	Please click on that box to activate it, in the only case

	you use a cash accounting system.
New entity:	Please click on that box to activate it, in the only case your entity is new and cannot provide any balance sheets and profit and loss accounts
Date of incorporation:	Please fill in the date when your entity was created and/or registered
Currency:	Select a currency in the list. Note that even if you use "€ Euro", you will have to introduce all the figures in the column "In Currency Unit" and not in the column "In Euro".
Euro exchange rate:	This rate will automatically appear following the indicative exchange rates indicated in this document.

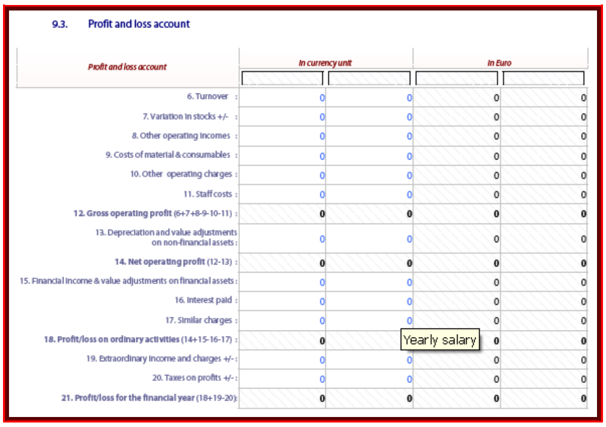
17.2. Balance sheet of the two last accounting years (9.2) and Profit & Loss account (9.3)



9.2. Balance sheet of the two last accounting years

Assets	*In currency unit*		*In Euro*	
1. Unpaid subscribed capital :	0	0	0	0
2. Fixed assets (2.1+2.2+2.3) :	**0**	**0**	**0**	**0**
2.1. Intangible fixed assets :	0	0	0	0
2.2. Tangible fixed assets :	0	0	0	0
2.3. Financial assets :	0	0	0	0
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4) :	**0**	**0**	**0**	**0**
3.1. Stocks :	0	0	0	0
3.2.1. Debtors due after one year :	0	0	0	0
3.2.2. Debtors due within one year:	0	0	0	0
3.3. Cash at bank and in hand:	0	0	0	0
3.4. Other current assets :	0	0	0	0
Total assets (1+2+3) :	**0**	**0**	**0**	**0**

Liabilities	*In currency unit*		*In Euro*	
4. Capital and reserves (4.1+4.2+4.3+4.4):	**0**	**0**	**0**	**0**
4.1. Subscribed capital :	0	0	0	0
4.2. Reserves :	0	0	0	0
4.3. Profit and loss brought forward from the previous years :	0	0	0	0
4.4. Profit and loss brought forward for the financial year +/- :	0	0	0	0
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2) :	**0**	**0**	**0**	**0**
5.1.1 Long term non-bank debt :	0	0	0	0
5.1.2. Long term bank debt :	0	0	0	0
5.2.1. Short term non-bank debt :	0	0	0	0
5.2.2. Short term bank debt :	0	0	0	0
Total liabilities (4+5) :	**0**	**0**	**0**	**0**



9.3. Profit and loss account

Profit and loss account	*In currency unit*		*In Euro*	
6. Turnover :	0	0	0	0
7. Variation in stocks +/- :	0	0	0	0
8. Other operating incomes :	0	0	0	0
9. Costs of material & consumables :	0	0	0	0
10. Other operating charges :	0	0	0	0
11. Staff costs :	0	0	0	0
12. Gross operating profit (6+7+8-9-10-11) :	**0**	**0**	**0**	**0**
13. Depreciation and value adjustments on non-financial assets :	0	0	0	0
14. Net operating profit (12-13) :	**0**	**0**	**0**	**0**
15. Financial income & value adjustments on financial assets :	0	0	0	0
16. Interest paid :	0	0	0	0
17. Similar charges :	0	0	0	0
18. Profit/loss on ordinary activities (14+15-16-17) :	**0**	Yearly salary	**0**	**0**
19. Extraordinary income and charges +/- :	0	0	0	0
20. Taxes on profits +/- :	0	0	0	0
21. Profit/loss for the financial year (18+19-20):	**0**	**0**	**0**	**0**

<table>
<tr><th colspan="4">Technical Notes</th></tr>
<tr><td colspan="2">In currency Unit</td><td colspan="2">In Euro</td></tr>
<tr><td>Encode: T-1
e.g. 2010</td><td>Encode: T0
e.g. 2011</td><td>Encode: T-1
e.g. 2010</td><td>Encode: T0
e.g. 2011</td></tr>
<tr><td>To be filled in</td><td>To be filled in</td><td>All the fields will be automatically calculated from "In currency unit T-1" using the indicative exchange rates indicated in this document.</td><td>All the fields will be automatically calculated from "In currency unit T0" using the indicative exchange rates indicated in this document.</td></tr>
</table>

Additional information

⇨ In these sections, all figures shall be encoded in the columns "In currency unit" and not in the columns "In €", even if your figures are expressed in €.

⇨ When you have filled in the account starting date in 9.1 (e.g.: 01.01.2010), the accounting years automatically appear in 9.2 and 9.3.

- The first sub-column under "In currency unit" is automatically T-1, referring to the second last accounting year (e.g. 20109).
- The second sub-column under "In currency unit" corresponds to T0, referring to the latest accounting year available (e.g. 2011).

⇨ In order to correctly complete 9.2 (Assets & Liabilities) and 9.3 (Profit & Loss account), please refer to table next page indicating the correspondence between items to be listed in the balance sheet/profit and loss account and those listed in the 4th accounting Directive.

17.2.1. Exceptions to the encoding of (9.2) and (9.3)

⇨ You are an entity using a cash accounting system (your accounting movements are based on the flow of cash entries and cash disbursements) and you are not in a position to fill in a balanced balance sheet. In that case, please:

1. Tick the box "**Cash accounting**" in 9.1.
2. Attach to your proposal a paper copy of your last 2 years audited statutory accounts.

⇨ Your entity is new and you cannot provide any balance sheet and profit and loss accounts data. In that case, please:

1. Tick the box "**New entity**" in 9.1.
2. Submit a paper copy of any document (even draft) showing of your statutory accounts.

⇨ In the two above mentioned exceptions, the 9.2 and 9.3 of the application form will disappear.

17.2.2. Controls to be carried out (9.2 and 9.3)

⇨ These figures shall be consistent with any supporting documents attached to your proposal.

⇨ You must ensure that the total assets and total liabilities figures in balance sheet of the two last accounting years **do balance** in 9.2.

17.3. Correspondence between balance sheet/profit and loss account and the 4th accounting Directive

BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
ASSETS	**ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)**	
1. Subscribed capital unpaid	**A. Subscribed capital unpaid**	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets (2.1+2.2+2.3)	**C. Fixed Assets**	
2.1. Intangible fixed assets	B. Training expenses as defined by national law C. I. Intangible fixed assets	B. Training expenses as defined by national law C.I.1. Cost of research and development C.I.2.Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1.Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4.Loans to undertakings with which the company is linked by virtue of participating interest C.III.5.Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**D. Currents assets**	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4 Payment on account

3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2.Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets **(1+2+3)**	**Total assets**	
LIABILITIES	**LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)**	
4. Capital and reserves **(4.1+4.2+4.3+4.4)**	**A. Capital and reserves**	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year

5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**C. Creditors**	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.2.1. Short term non-bank debt	B. Provisions for liabilities and charges (≤ one year) C. Creditors (≤ one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (≤ one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities (4+5)	**Total Liabilities**	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	**1. Net turnover**	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit **(6+7+8-9-10-11)**	**Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6**	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit **(12-13)**	**Gross operating profit - Depreciation and value adjustments on non-financial assets** **= [[1+2+3+4-(5a+5b+8)] - 6] -7**	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	

18. Profit or loss on ordinary activities (14+15-16-17)	**Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]**	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year (18+19-20)	**Profit or loss for the financial year =[[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]**	21. Profit or loss for the financial year

17.4. Indicative exchange rates as of November 2011

Country	Code	Currency	Code	Exchange rate
Bulgaria	BG	Lev (New)	BGN	1,95580
Croatia	HR	Kuna	HRK	7,495500
Czech Republic	CZ	Czech koruna	CZK	24,700000
Denmark	DK	Danish krone	DKK	7,442700
Hungary	HU	Forint	HUF	300,350000
Iceland	IS	Icelandic króna	ISK	159,040000
Liechtenstein	LI	Swiss franc	CHF	1,221100
Lithuania	LT	Lithuanian litas	LTL	3,452800
Latvia	LV	Latvian lats	LVL	0,704000
Norway	NO	Norwegian krone	NOK	7,672500
Poland	PL	Zloty	PLN	4,325000
Romania	RO	New Romanian Leu	RON	4,311500
Sweden	SE	Swedish krona	SEK	9,018200
United Kingdom	GB	Pound sterling	GBP	0,879350

Source: http://ec.europa.eu/budget/inforeuro/index.cfm

18. VALIDATION PAGE

Complete the following four step process.

STEP 1 : VALIDATION

In order to check whether all mandatory fields in the application form have been filled in click on the **"VALIDATION BUTTON"** located at the end of the form. After clicking on this button you can still modify the contents of the fields

This validation is merely a tool to help applicants fill in the form. The operation does not guarantee that the information has been entered properly. It remains the responsibility of the applicant to check the contents of the form.

Note: on every page of the application form, Acrobat Reader provides a "highlight fields" button (upper right corner). You can use this button to visualize more easily the mandatory fields (and hence, those that you might have forgotten to complete).

STEP 2 : LOCK

After validating the application, the **"LOCK BUTTON"** will appear on the same page. Check that all mandatory fields are properly filled in and that you are satisfied with their contents. If you are sure that there are no more changes to be made, click on the button to finalise your work. **After locking you will no longer be able to modify the data.** It is therefore strongly recommended to make a copy of the application form before locking it. You will be able to use this copy if ever you realise that the locked application form still contains errors.

As a result of the locking of the application form, an informatics number (IT number) will be inserted at the bottom of each page. This number is generated automatically, for internal use.

You will receive a different reference number in the acknowledgement of receipt that will be sent to you, once you submit the proposal to the awarding authority.

STEP 3: SAVE

Please now save the locked application form. **This step is really important since it includes saving the IT number.**

A new page appears, informing you that the application form has been completed. Follow the instructions on this page on how to prepare the full application package to be sent to the Awarding Authority . This procedure is briefly described in paragraph 3 above as well as in full detail in the call for proposals for projects document.

STEP 4: PRINT and BURN CD-Rom

After printing the application form check that the reference number of the electronic version corresponds to the reference number of the paper version. Please also burn the application form on a CD, and check for readability!

The next page in the form is the "overview" page. It is automatically generated with the information you provided before. You do not have to enter any information here.

The "acknowledgement of receipt" page is also automatically filled; you do not have to enter any information here. Once your proposal has been received by the Awarding Authority , a reference number will be attributed and noted on this page. Then, the page will be sent back to you for future reference.

19. DECLARATION OF HONOUR

The declaration of honour has to be signed and sent to the Awarding Authority as part of the application package. The declaration of honour is automatically produced by the form. Please follow the instruction in the form to print the declaration of honour.

Note: as suggested in the application form when creating pages for associated partners, **you may want to print the declarations of honour for each associated partner directly after having entered the information on them**. After creating the declarations of honour for each associated partner, you may print them and send them to the partners for their signature. This way you will gain time in collecting the signatures, while you still work on other parts of the form.

The main partner has to submit the <u>original</u> Declaration of honour as part of the application package.

For the associated partners the signed original declaration of or a fax/scanned copy has to be submitted as part of the application package. If a fax/scanned copy is submitted, the original may be requested later.

All documents and application forms have to be sent to the Awarding Authority via the main partner. No documents will be accepted if sent by the associated partner(s). Incomplete applications will be excluded immediately and not submitted to evaluation.

20. MANDATORY CHECKLIST

The mandatory checklist needs to be filled in once by the main partner, who submits the application package. It helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it. Contrary to the declaration of honour, there is no need that the legal representative signs this checklist. It should be signed by the contact person / the person responsible to prepare the application package. **If the complete and original checklist is not included in the application package, it will be rejected and not submitted to evaluation.**