

CIP-EIP call for proposals no. 68/G/ENTR/CIP/13/C/N02C011

“Building and Implementing Strategic Roadmaps of Demand-side Policy Measures to boost Demand for Industrial Innovations”

Questions & Answers sent to ENTR-CIP-13-C-N02C011

Q & A published on 1 July 2013

1. **Question:** We would like to know exactly which documents have to be provided by the partners of the project, especially, if the partners have to sign any declaration/letter. Sometimes the difference between applicants and partners is not clear.

Answer: "The table in the guide for applicants (III. Part B- Proposal details) states who has to submit the different forms, applicants meaning partners. Nevertheless, the following forms can be submitted by the coordinator only:

- *B6 – "Description of the action", as the EC looks for one document only describing the whole project*
- *B1/B2 - "Budgetary Forms", if these contain the individual budgets of all partners*

The only other forms to be provided by the coordinator only are:

- *A.1*
- *A.3.2, provided that it contains the summary information of all partners.*

Therefore, the rest of the forms must be submitted by each partner.

2. **Question:** Where can I find information about the projects approved within the 1st phase: Developing an assessment methodology, in particular, how many projects were funded and information about the contacts of the coordinator and components of each consortium?

Answer: The result of the 1st phase is a study and not a number of projects. As indicated in the Call for Proposals document under 2.1 and 2.2, this study is published on the following website: "Developing an Evaluation and Progress Methodology",

http://ec.europa.eu/enterprise/policies/innovation/policy/lead-market-initiative/index_en.htm.

3. **Question:** Where can I find information about consortia in formation regarding the 2nd phase: Developing Strategic roadmaps of demanded interventions?

Answer: The call for proposal which you reference in your question is ongoing. It is expected that the selection of the consortia will be completed at the end of 2013.

4. **Question:** I would like to know if it is expected at 2nd phase the realization of the Roadmaps or their realization is expected at 3rd phase

Answer: Please see Calls of Proposals document chapter 1, Context (graph).

5. **Question:** Is a new publication of a funding call based on the development of Roadmaps expected in the coming future?

Answer: Please see reply to question number 9 in Frequently Asked Questions 3.

6. **Question:** In the Justification section you ask to define the target group and the estimated number of beneficiaries. I'm wondering what you really mean by 'target groups'.

I also see hard to do an estimated number of those target groups because they use to be sectors where the vast amount of companies involved are SME's. How important is to do this estimation?

Answer: With view to the definition of "target group", please refer to reply to question number 6 in Frequently Asked Questions 3.

Regarding the importance of the information to be provided by the applicants, please refer to the evaluation criteria for this call, number 15, Annex 3 in the Call for Proposals document.

7. **Question:** An Industrial Association based in Brussels and registered as Non-profit Trade Organization should prepare Form B4-Exclusion Form and Form B5 Financial Statement Form?

Answer: Forms B4 and B4 must be provided. These two forms are not mandatory when the total amount of the grant (and not per each applicant) is lower or equal to 60.000 €.

8. **Question:** In the EPSS system on-line, in form A2, the details of admin reference person are requested, and there is the following phrase: “**Administrative officer authorised to commit the company/organisation. The power of the attorney of this person must be annexed to the form**”. Is there a Template Form to fill for the power of attorney?

Answer: The power of attorney mentioned in the A/2 form is a document permitting the administrative officer (the legal representative) to sign on behalf of the company. It is mandatory to be submitted before the signature of the grant agreement, but the EC advises to submit it together with the proposal. There is no template.

9. **Question:** B4 - Exclusion Form (p.11) - "Applicants for low value grants, for an amount lower or equal to € 60 000, do not have to provide a declaration on exclusion criteria." However, in the Call for proposal (p.17) it is clear that each project partner has to provide Annex B4. Could you please clarify this?

Answer: See answer to question 7.

10. **Question:** B5 - Financial Statement Form (p.11) - "For applicants requesting an EU contribution of € 60.000 or lower, form B5 does not have to be provided. However, the applicants in question shall submit a declaration on honour for the purpose of proving their financial capacity". The same condition applies for annexes B7/8/9 (p.14). It is not clear to us, whether the limit of 60.000 € refers per partner (lead applicant and co-applicants) or per project. Could you please clarify also this?

Answer: See answer to question 7. The limit of 60.000 € refers per project and not per partner.

11. **Question:** "Team proposed for implementation of the project". In the Guide, p.15, it is written that "It is important that thorough thought be given to this point, as the composition of the team must be respected during implementation of the project in order that cost claims can be considered for funding." Does it mean that "composition of the team" in the terms of functions cannot be changed? However, for example will it be possible to change one senior for two juniors respecting of course the total amount of budget?

Answer: The team must keep its skills as described in the proposal in order to produce the expected results. Each change in the composition of the team (technical roles) will have to be communicated for approval to the Commission during the course of the project. To change one senior for two juniors would probably not be accepted if the skills needed for the good quality of the project are not guaranteed. The budget is not the key issue in that respect.