

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 5 July 2013

1. **Question:** Do the partners have an access to the proposal (for example to allow them to update data)?

Answer: The coordinator of a proposal can invite its partners to access the proposal to fill in the administrative forms. They partners can, however, not define the budget tables. Please see User Manual for the submission system accessible via the Participants Portal:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/docs/submission/sep_usermanual.pdf

2. **Question:** Does the B7 form has a template? Or is it free format? Should B7 be provided by all partners or only by the coordinator?

Answer: For questions related to forms "B.X", please refer to the section III Part B – Proposal details. Form B7 must be provided by all applicants (applicants meaning all partners, including the coordinator) by filling the template provided at the following hyperlink <http://europass.cedefop.europa.eu/en/home>.

3. **Question:** Do I understand well that form B3 has to be filled in only by third parties and not by partners?

Answer: Indeed, Form B3 has to be filled in by third parties, and not by partners.

4. **Question:** Do I understand well that forms B1-B2, B5 and B6 do not need to be signed?

Answer: Indeed, the forms B1-B2, B5 and B6 do not need to be signed.

5. **Question:** In the Annex5_FormB6_Description of Proposal, there is:

- 3. Detailed description of activities (maximum 9 pages)
- 4. Tables: Planned Efforts, Work packages and Deliverables

Are these two paragraphs the same thing? I cannot find instructions on this.

Furthermore, in the Annex5_B6_Description of the proposal, point 6_Methodology, the first heading states “method for implementation”. What is exactly meant by that?

The way we implement the project, meaning: management bodies and procedures, meetings, communication and organization of work among partners, how dissemination is organized? Or something more related to the content of the project?

Answer: Number 3 focuses more on what is done, whereas the tables (number 4) should describe how it will be done, the timing of the activities and the concrete deliverables.

With view to a description of what is meant by “methodology”, please refer to the Guide for Applicants, chapter V.4.

6. **Question:** In 5-Methodology, there is a point which asks how the project intends to build on a previous project or previous activities (where applicable).

Does it mean we have to mention previous projects or activities of the partners in the same area? Or does this refer only to a project which is explicitly a continuation of a previous project (therefore with the same objectives, similar actions, same partners, etc.)?

Answer: This point gives applicants the opportunity to describe any links of this new project with projects carried out in the past.

7. **Question:** Where can I could download templates for Part A & B for the call 68-G-ENT-CIP-13-C-N02C011?

Answer: These templates are available once you have created a proposal, in Step 5.

The administrative forms (Part A) must be completed and saved online (via a PDF document).

For Part B, templates can be downloaded in order to help the user to create his own documents:



8. **Question:** I would like to ask you about the WP description template. In results, what we should include? A deliverable list or the expected outcomes?

Answer: See reply to question 5.

9. **Question:** Is it necessary to attach the attorney power of the administrative officer authorized for all the partners? This seems to be not necessary at this stage. However, when I complete the application it seems to be necessary to annex the power of attorney for each partner in the submission stage. Could you clarify this issue?

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.

10. **Question:** If the consortium is formed by 3 partners, and each partner ask for a grant of 50.000€ then, none of the partners have to provide the declaration on exclusion criteria, isn't it?

Answer: Please see reply to Frequently Asked Questions of 1 July 2013, question 7. The threshold of 60,000€ refers to the total amount of the grant and not to the amount per applicant.

11. **Question:** a) Is a PUC (Public Commercial Organisation) considered as a Public Body? Then, no Financial Statement and other documents to support financial capacity are required?

- b) Applicants are referred to each consortium partner?
- c) Could you provide me an example of the Declaration of Honour?

Answer:

a) *A Public Commercial Organisation is considered a Public Body. Therefore, there is no obligation to submit supporting documents for the assessment of the financial capacity.*

b) *Please see Frequently Asked Questions of 1 July 2013, answer to question 1: applicants means partners.*

c) *Form B4 is an example of a declaration on honour.*

12. **Question:** I could not find Annex 6 and 7 in the downloaded templates. I can guess that Annex 6 could be Europass CV, but what about Annex 7, is there any template for this Annex?

Answer: Please see reply to question 2 with view to the Europass. There is no template for providing the professional references and details of past similar projects (Annex 7, B8).

13. **Question:** Can you please confirm that Universities don't have to prepare Form B5?

Answer: Form B5 only needs to be provided by private bodies. The Guide for Applicants states in IV.2: "Public bodies and International organisations are not requested to submit any proof in relation to their financial capacity. They do not have to submit a form B5". The requirement to submit the form does therefore depend on the legal status of the organisation.