



GUIDE FOR APPLICANTS

ARTEMIS Joint Undertaking

Fourth Call for proposals

ARTEMIS Call 2011 (ARTEMIS-2011-1)

Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded from <https://www.artemis-ju.eu/call2011>

About this Guide

This Guide for Applicants applies to the ARTEMIS Joint Undertaking fourth call for proposals (ARTEMIS Call 2011)

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

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• The ARTEMIS Joint Undertaking

The ARTEMIS Joint Undertaking (JU) was created, by Council Regulation No 74/2008 of 20 December 2007¹, in February 2008 in order to implement a Joint Technology Initiative (JTI) in Embedded Computing Systems; the main component of this JTI is a research programme addressing the design, development and deployment of embedded systems. The ARTEMIS JU is set up as a public-private partnership, bringing together the European Commission and about 20 European countries with ARTEMISIA, which is an association representing the R&D actors in the area of embedded systems (companies, research centres, universities).

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

- ARTEMISIA shall make a contribution of up to EUR 20 million or up to 1 % of the sum of the total cost of all projects, whichever figure is higher, but not exceeding EUR 30 million²;
- the Community shall make a contribution of up to EUR 10 million. If part of this contribution is not used it may be available for R & D Activities
- ARTEMIS Member States shall make in-kind contributions to the running costs by facilitating the implementation of projects and the granting of public funds

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

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

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

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

Following the evaluation, the Public Authorities Board³ of the ARTEMIS JU decides on the selection of proposals and the allocation of public funding (ARTEMIS JU and national funding). The ARTEMIS Joint Undertaking then **negotiates** with selected proposals taking into account the maximum public funding allocated and the potential recommendations for changes.

If negotiations are successfully concluded, grant agreements providing for a **JU financial contribution** (JU grant agreements) are established with the participants. Participants from

¹ [https://www.artemis-ju.eu/attachments/4/Council_Regulation_\(EC\)_No_74-2008_.pdf](https://www.artemis-ju.eu/attachments/4/Council_Regulation_(EC)_No_74-2008_.pdf),

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

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

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

ARTEMIS Member States are:

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

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

• ARTEMIS research projects

Purpose

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

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

Size and resources

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

The size, scope and internal organisation of projects can vary. Normally we expect projects to involve between 6 and 15 participants. The ARTEMIS JU promotes the involvement of SMEs in its activities. More specific guidance may be given in the ARTEMIS Annual Work Programme.

Duration

Projects are expected to last typically two to three years. However, there is no formal minimum or maximum duration. More specific guidance for particular research objectives may be given in the ARTEMIS Annual Work Programme or call text.

Activities

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

- research and technological development activities, reflecting the core activities of the project; these should aim at a significant advance beyond the established state-of-the-art
- demonstration or experimental development activities, designed to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product-like prototypes)
- management activities linking together all the project components and maintaining communications with the ARTEMIS JU
- other activities including dissemination, exploitation and market watch

Financial Regime

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

The **financial contribution of the ARTEMIS Joint Undertaking** to selected projects is published in the Call. For the ARTEMIS Call 2011 it will be 16.7% of eligible costs incurred by a participant to implement a project.

The indicative maximum budget committed by the JU is published in the Call.

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

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

Further countries are currently negotiating FP7 association; please check: http://cordis.europa.eu/fp7/who_en.html for the latest information.

The **financial contribution of the ARTEMIS Member States** will be a certain percentage of eligible costs incurred by a participant to implement a project, which may vary according to the type of participant and the type of R&D activity as specified by each ARTEMIS Member State (see Annex 5). The list of ARTEMIS Member States and the maximum total financial contribution of each are specified in each Call.

Eligible costs¹ are defined in the following way:

- For participants established in ARTEMIS Member States, eligible costs are defined by the respective funding authorities issuing the national grant agreements (see Annex 5).
- For participants established in EU Member States or Associated Countries to the Seventh Framework Programme that are *not* ARTEMIS Member States, eligible costs are defined by the ARTEMIS Joint Undertaking (see ARTEMIS-GB-30/08 Document article III.7. Eligible costs).

Project Agreement

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

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

Templates and/or checklists for Project Agreements can be found at the ARTEMISIA and CORDIS websites (see Annex 1)

Project monitoring and review

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

¹ VAT is not considered as an eligible costs under any circumstance

• Proposal preparation

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

The submission of proposals will consist of a two-step process. At the first step, the consortium will submit a **Project Outline (PO)**, with an outline of the main information on the project proposed. At the second step, a **Full Project Proposal (FPP)** will be required, where the project proposal will be described in detail, giving all the information needed for the evaluation. The submission of the PO is mandatory. A FPP will be rejected if there is not a previous PO related to the project, submitted in the first phase.

Participation

In principle, a legal entity may participate in a proposal no matter where it is established. A legal entity can be a so-called "natural person" (e.g. Mme Dupont) or a "legal person" (e.g. National Institute for Research).

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

Funding

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

Note that if you are a participant from an ARTEMIS Member State and if your project is selected by the ARTEMIS JU, **concluding a national grant agreement** with your national funding authority **is a prerequisite for receiving funding from the ARTEMIS JU**. This is true even if you do not receive any national funding – e.g. your country did not commit national funding to the Call, its funding runs out before your project was reached in the selection process, or if you are not eligible for national funding.

Cooperation with other countries

Provided the necessary minimum of three different ARTEMIS Member States is represented, then additional participants from any other country in the world may be included. However, participants located outside the EU Member States or FP7 Associated countries will not receive a financial contribution from the JU nor from the ARTEMIS Member States.

National Funding Authorities

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

National Contact Points

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

Other sources of help

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

- The ARTEMIS-JU help desk
- A dedicated help desk is available to deal with technical questions related to the Electronic Proposal Submission System (EPSS¹)
- The IPR help desk providing assistance on intellectual property matters
- Other services, including partner search facilities

Presenting your proposal

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

Very important: Check very carefully the list of countries that require additional information from national partners in the following PO and FPP sections, as some countries may request information in only one phase, or in both.

Project Outline (PO):

The information requested in the PO consists of an outline of the proposal, with the main points that will allow the assessment of the proposal. The intention is to give a first impression about the proposed work and explore the possibilities of funding. The JU will assess the eligible POs and written comments will be given back to the applicants in the form of a "PO assessment". The criteria that will be used as a basis for this assessment can be found in section 6.3.1 of the ARTEMIS Annual Work Programme 2011 published in the Call and as well on Annex 2 of this document

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see Annex 3 of this Guide). The information in Part A is entered through a set of on-line forms in the Electronic Proposal Submission System which is described in section 4 of this document(see also Annex 3).

Part B is a summarized description of the work to be developed during the project. The information to be included in the PO should be: the objectives and expected results, strategic relevance, exploitation perspectives, consortium description, short description of the work plan and duration, resources planned, costs and the rest of information described in Annex 4 of this guide.

The maximum length of the Part B will be 10 pages.

Part B also contains a **Funding calculation form annex (Annex A)**. The proposal should include for each participant the calculation of his costs and his requested public funding. There are 2 different forms. One form for participants from ARTEMIS Member States and one form for participants from other EU Member States and FP7 Associated Countries which are not ARTEMIS

¹ Notice that in section 6 of the AWP2011 (ARTEMIS-PAB-2011-D.07) reference is made to the APS, which for this call is the EPSS system.

Member States. See Annex 3 for instructions on how to map the required fields between this Annex A and the forms in EPSS.

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

Part C; Verification of national eligibility criteria for funding (participants from the following countries are concerned: Belgium, Italy, The Netherlands and Spain)

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

In addition, and for this Project Outline phase, participants from **Belgium, Italy, The Netherlands and Spain** must provide additional information in PDF files according to the guidelines given in Annex 5 (see the respective national section). These files should be included in the **Part C** of the Project Outline.

Full Project Proposal (FPP):

After the PO phase, the consortium will have to submit a complete FPP with a longer and more detailed description of the project, composed also for the same three parts A, B and C (when part C is required). The JU will evaluate the eligible FPPs. The evaluation criteria can be found in section 6.3.2 of the ARTEMIS Annual Work Programme 2011 published in the Call and as well on Annex 2 of this document.

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

The information for Part A entered in the Project Outline is the starting point for entering data in the FPP phase. Any changes or additional information regarding Part A should be entered through a set of on-line forms in the EPSS system, which is described in section 4 of this document.

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

In Part B you should also include a description on how the recommendations from the PO assessment have been taken into account in the FPP.

In part B, a costs breakdown of the project must be included. The different items of the budget to be funded must be explained: direct costs (equipment, materiel, manpower, etc), indirect costs (hiring of buildings, water/gas/electricity, etc), etc. A template breakdown table is given in Annex 4.

Part B also contains a **Funding calculation form annex (Annex A)**. The proposal should include for each participant the calculation of his costs and his requested public funding. There are 2

different forms. One form for participants from ARTEMIS Member States and one form for participants from other EU Member States and FP7 Associated Countries which are not ARTEMIS Member States. See Annex 3 for instructions on how to map the required fields between this Annex A and the forms in EPSS.

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

Part B of the proposal is uploaded by the applicant into the EPSS system.

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

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

Part C; Verification of national eligibility criteria for funding (participants from the following countries are concerned: Austria, Belgium, France, Germany, Hungary, Ireland, Italy, The Netherlands and Spain)

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

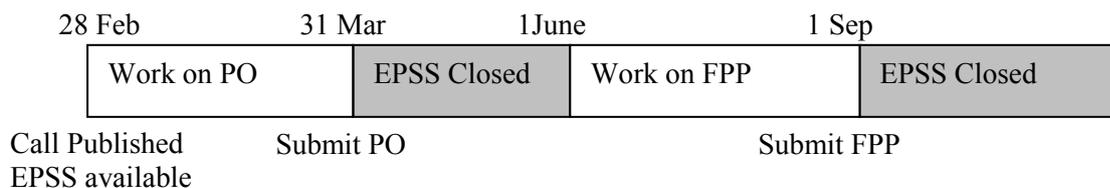
In addition, participants from **Austria, Belgium, France, Germany, Hungary, Ireland, Italy, The Netherlands, and Spain** must provide additional information in PDF files according to the guidelines given in Annex 5 (see the respective national section). These files should be included in the **Part C** of the Full Project Proposal.

• Proposal submission (PO and FPP)

About the EPSS

Proposals, both PO and FPP, must be submitted electronically, using the **Electronic Proposal Submission System (EPSS)**. Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated.

The schedule and deadlines for the submission of proposals is the following:



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

You can access the EPSS from the call page on <https://www.artemis-ju.eu/call2011/>, the respective CORDIS call page or through <https://www.epss-fp7.org/epss/>. When asked for the call and sub-scheme information, use following data:

Call : **ARTEMIS-2011-1**

Sub-Scheme: **JTI-CP-ARTEMIS**

Before using the system, it is highly recommended to read through the EPSS User Guide which is available at <https://www.epss-fp7.org/epss/EPSS-Userguide.pdf>

The most important points are explained below.

Getting a user ID and password

Access to the EPSS is specific to calls and to the corresponding subscheme. You have to first make your choice for which call for proposals and for which sub-scheme you want to apply.

After selecting the call, you will arrive at the call page. On the call page, go to the Electronic Proposal Submission Service (EPSS) section; choose the sub-scheme you want to apply for from the dropdown list and press "Go". You will then arrive at the EPSS start page. Click on "Register", fill in the registration form and submit it. The EPSS will send you coordinator and partners' usernames and passwords by e-mail.

Use of the system by the proposal coordinator

As a coordinator you can:

- register as interested in submitting a proposal
- set up (and modify) your consortium by adding/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general and to your own administrative details
- download the document template (zip file) for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit, the complete proposal: Part A, Part B (one PDF file) and Part C (as several PDF files)

Use of the system by the other participants

Other participants can:

- complete their own sections A2 (participant details)
- download the whole proposal for review

Submitting the proposal (PO and FPP)

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

Only the coordinator is authorised to submit the proposal.

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

The EPSS then performs an automatic validation of the proposal for such problems as missing data etc.. Submission is blocked until these problems are corrected. Only when these are corrected may the proposal be submitted.

Therefore "SUBMIT PROPOSAL" starts the final steps for submission; it does not in itself cause the proposal to be submitted.

When successfully submitted, the coordinator sees a confirmation window (both in PO and FPP phases) that indicates that the proposal has been received. This is also confirmed by an e-mail message from noreply@epss-fp7.org. This automatic message is not the official acknowledgement of receipt (see Section 6). The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.

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

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

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

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

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

About the deadlines

Call deadlines are absolutely firm and are strictly enforced.

The EPSS will be closed after the deadline of each phase of the call (PO and FPP). After these deadlines, access to the EPSS for this call will be impossible. **Do not wait until the last moment before submitting your proposal!**

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

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

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

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

Correcting or revising your proposal

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

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

Ancillary material

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

Withdrawing a proposal

You may withdraw a proposal (PO or FPP) before the call deadline by submitting a revised version with a Part B section containing only the following text:

"The applicants wish to withdraw this proposal. It should not be assessed or evaluated".

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

• Check list

Preparing your proposal

- **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the topics open in this call.
- **Is your proposal eligible?** The eligibility criteria for proposals can be found in the "eligibility criteria" document published in the Call. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated/assessed.

- **Is your proposal complete?**

The PO must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the description of your proposal and funding calculation form annex as described in chapter 3 of this Guide. A proposal that does not contain both parts will be considered ineligible and will be withdrawn from any further examination. Participants that do not include the appropriate information on the corresponding funding calculation forms may not be eligible for allocation of public funding. If you have partners from countries requiring additional information in the Project Outline (see section 3 above) you need to upload this additional information in the form of PDF files in the Part C of the PO as instructed in the corresponding national sections in Annex 5.

The FPP must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the scientific and technical description of your proposal and funding calculation form annex as described in chapter 3 of this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated. Participants that do not include the appropriate information on the corresponding funding calculation forms may not be eligible for allocation of public funding. If you have partners from countries requiring additional information in the Full Project Proposal (see section 3 above) you need to upload this additional information in the form of PDF files in the Part C of the FPP as instructed in the corresponding national sections in Annex 5.

- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (see annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Before submitting a Full Project Proposal, have you submitted an eligible Project Outline?** Remember that the evaluation and selection of proposals will consist in a two-step process, for which you have to submit a Project Outline (PO), followed by a Full Project Proposal (FPP). A FPP will be rejected if there is not a previous eligible PO related to the project, submitted in the first phase.
- **Have you maximised your chances?** There may be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in Annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are advised to inform your national ARTEMIS Contact Point of your intention to submit a proposal (see contact information in Annex 1 of this Guide). Remember also the other support services listed in Annex 1 of this Guide.

Final checks before submission

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

- Is your Part B file within the size limit of 10 MBytes?
- Are the Part C files within the size limit of 10 MBytes each?
- Have you virus-checked your computer? The EPSS will automatically block the submission of any file containing a virus.

The deadlines: very important!

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

• **What happens next**

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

After the Project Outline (PO)

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

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

The ARTEMIS JU will check the eligibility criteria for the POs. All eligible POs will be assessed by independent experts. The assessment criteria and procedure are described in Annex 2 of this Guide. After the completion of the PO assessment process, all the coordinators will receive the information on the results in form of written feedback, - the **PO Assessment** (POA) -including the opinion of the experts, the Maturity Index (MI, see Annex 2), and the input of the National Authorities, if appropriate.

At the submission of the FPP it is highly recommended to take into account the possible comments resulting from the PO assessment.

After the Full Project Proposal (FPP)

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

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

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

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

Based on the results of the evaluation by experts and on checks against the pre-defined JU and national¹ eligibility criteria for funding, the Public Authorities Board of the ARTEMIS JU draws up the final list of selected proposals for possible funding, taking account of the available budgets.

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

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

• Project negotiations

Negotiation procedure

Negotiations between the applicants and the ARTEMIS JU aim to conclude a grant agreement which provides for JU funding of the proposed work and, where appropriate¹, a corresponding national grant agreement providing for additional national funding of the work. The negotiations follow a negotiation mandate decided by the Public Authorities Board of the ARTEMIS JU that covers both the scientific/technological and the administrative and financial aspects of the project. The staff conducting these negotiations on behalf of the ARTEMIS JU will be working within a predetermined budget envelope. They will refer to any recommendations which the experts or the Public Authorities Board may have made concerning modifications to the work presented in the proposal. The ARTEMIS JU may be assisted by experts during the negotiation.

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

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

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

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

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

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

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

Negotiation of proposals from the reserve list may begin once it is clear that sufficient budget has become available to fund one or more of these projects. Subject to budget availability, negotiations should begin with the proposals at the top of the reserve list and should continue in the order of the final ranking.

The ARTEMIS JU will publish Negotiation guidelines for further information on the negotiation procedure.

Award of a grant

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

At the same time, in the case of participants from ARTEMIS Member States, the ARTEMIS JU shall transmit to the respective national funding authorities the results of the negotiations and all relevant documentation in order for them to proceed with the establishment of the corresponding national grant agreements with the said participants according to national eligibility criteria and any other national financial and legal requirements¹.

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

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

Annexes

- Annex 1 Timetable and specific information for this call
- Annex 2 Evaluation criteria and procedure
- Annex 3 Instructions for completing Part A of the proposal
- Annex 4 Instructions for drafting Part B of the proposal
- Annex 5 National funding rates and information for Part C

Annex 1: Timetable and specific information for this call

- **Indicative timetable for ARTEMIS Call 2011: ARTEMIS-2011-1**

Publication of call	28th February 2011
Deadline for submission of the Project Outline (PO)	31st March 2011 <i>17h00 Brussels time</i>
Provision to the applicants with an assessment of PO	31 st May 2011
Deadline for submission of the Full Project Proposal (FPP)	1 st September 2011 <i>17h00 Brussels time</i>
Evaluation and selection of proposals	October 2011
Start of negotiations for the selected proposals	Late October 2011

- **Further information and help**

The ARTEMIS JU call page (<https://www.artemis-ju.eu/call2011>) contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

General sources of help

ARTEMIS JU Help desk

email: helpdesk@artemis-ju.europa.eu

Tel: +32 2 221 8122

Fax: +32 2 221 8112

EPSS Help desk (IT Tool)

email: support@epss-fp7.org

Tel: +32 2 233 3760

National ARTEMIS

Contact Points

https://www.artemis-ju.eu/call_contacts

ARTEMIS JU

<https://www.artemis-ju.eu>

ARTEMISIA

<https://www.artemis-ia-association.org/>

ICT National Contact Points

http://cordis.europa.eu/fp7/ncp_en.html

FP7 Enquiry service

<http://ec.europa.eu/research/enquiries>**Support projects**

ARTEMISIA partner search tool

https://www.artemis-ia-association.org/partner_search

Idealist partner search project

<http://www.ideal-ist.net/>

IPR helpdesk

<http://www.ipr-helpdesk.org/index.html>

Legal documents generally applicable

- Council Regulation (EC) No 72/2008 setting up the ARTEMIS Joint Undertaking to implement a Joint Technology Initiative on Embedded Computing Systems
- ARTEMIS Call 2011 text
- ARTEMIS JU financial rules
- Decision of the Public Authorities Board of the ARTEMIS Joint Undertaking on the evaluation and selection procedures related to calls for proposals – ARTEMIS-PAB-4-08

Contractual information

- Eligibility criteria
- Negotiation guidelines
- Model grant agreement
- Guide to financial issues

Other useful information

ARTEMISIA Project Consortium Agreement (APCA) template:

https://www.artemis-association.org/apca_v10

Consortium agreement checklist (FP7) in CORDIS

ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf

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

1. General

All eligible proposals will be evaluated by independent experts.

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

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

2. Assessment of the PO

2.1 Before the assessment of the PO

Only POs that satisfy the eligibility criteria (see "Eligibility criteria" document attached to the Call text) are receivable and will be assessed by the ARTEMIS Joint Undertaking. The assessment of the PO (or alternatively the non-compliance with the eligibility criteria) will be communicated to the proposers by the ARTEMIS Joint Undertaking.

The Executive Director of the ARTEMIS JU will allocate experts taking into account their fields of expertise and avoiding conflicts of interest.

2.2. Assessment criteria of the PO

The Project Outline will be assessed by the ARTEMIS JU, on the basis of the following criteria:

- Relevance will be considered in relation to the topic(s) of the work programme open in a given call and to the objectives of a call.
- Relevance and contribution to the overall ARTEMIS targets listed in section 4 of the AWP.
- Soundness of the concept
- Clarity and quality of the objectives and expected results
- Contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme
- Degree of application innovation in the context of the sub-programmes addressed
- Expected market impact of the results for the industrial partners
- Quality of the consortium as a whole including complementarities, balance and involvement of SMEs

In order to understand the background and importance of these criteria, proposers are also advised to consider the more detailed evaluation criteria of the FPP (see below) when preparing their project outlines.

2.3 The "Maturity Index"

During the assessment of the POs, the experts will be asked to classify proposals according to their maturity or subjective readiness – the "Maturity Index" (MI). This is designed to provide early feedback to the JU and the Public Authorities, allowing them to get an early idea of how the programme is being addressed by the R&D community and what may be expected in the Full Project Proposal phase.

The Maturity Index will be communicated to the coordinator along with the PO Assessment report.

Note that the MI is not in any way to be taken as an indicator of absolute 'quality'. It has no bearing whatsoever on the further evaluation of the proposal when it is submitted as an FPP. All FPPs are treated equally irrespective of the MI given to the PO: there is no exclusion of proposals based on the MI. It is hoped that the MI will encourage proposers to concentrate their efforts appropriately when preparing the FPP.

Maturity index 1 (MI=1)	Complete, strong case made for the topic, innovation is focussed and well in line with the ARTEMIS programme, Partners with high experience and relevance.
Maturity index 2 (MI=2)	As 1 but missing some details or contributions, possibly lacking some focus. Can be easily improved to make a strong FPP.
Maturity index 3 (MI=3)	Good concepts and relevance, though needs refining and focus. Work needed for the FPP but generally feasible.
Maturity index 4 (MI=4)	Concept and/or relevance not well explained, partnerships missing key elements, innovation unclear, low credibility of some partners. Much work needed in the FPP.

3. Evaluation and selection of FPP

3.1 Before the evaluation of the FPP

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

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

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

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

3.2. Evaluation criteria of the FPP

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

The evaluation criteria against which proposals will be judged are set out in the document ARTEMIS-PAB-4-08: "ARTEMIS Joint Undertaking selection and evaluation procedures related to Calls for proposals".

The 5 evaluation criteria are:

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

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

Some further explanation on the evaluation criteria:

1. Relevance and contributions to the objectives of the Call.
 - Relevance will be considered in relation to the topic(s) of the work programme open in a given call and to the objectives of the sub-programmes for those topics as set out in Sections 3.2.1 to 3.2.8 and in Section 4.
 - Relevance and contribution to the ARTEMIS strategic targets listed in section 4.

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

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

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

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

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

4. Market innovation and market impact

- Contribution, at the European and/or international level, to the expected impacts listed in the work programme under the relevant sub-programme
- Degree of application innovation in the context of the sub-programmes addressed
- Market impact and quality of the exploitation plans of the industrial partners; quality of the market analysis section including competitor descriptions and market opportunities.
- Appropriateness of measures for the dissemination of project results.
- Contribution to standards.
- Management of intellectual property.

*[Applicants and reviewers/evaluators are reminded that **this criterion has a weight of 2**, emphasising the market innovation orientation of the ARTEMIS programme. Proposals should highlight these items and also foresee continuous evaluation of the expected results in evolving markets. Ideally, the project should be able to demonstrate predicted impact through practical demonstrators as part of their dissemination plan. As a guide, the following gives an idea of the relative importance of each of these sub-criteria:*

- - *Market impact:* very very important
- - *Degree of application innovation:* very very important
- - *Contribution to the work programme:* very important
- - *Dissemination measures:* very important
- - *Contribution to standards:* important
- - *Management of intellectual property:* important. Remember that "Management of intellectual property" embraces its generation and protection, and may also contribute to concepts of IP business models, such as Open or Community Source, so can go beyond the management of the IPR within the project boundaries.

5. Quality of consortium and management¹.

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

3.3. Individual evaluation of FPP

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

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

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

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

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

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

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

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

3.4. Panel session

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

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

Two lists of proposals are established by the panel: "above threshold" and "below threshold". Proposals with a score below threshold in any of the individual criteria (1), (2), (3) or (4) or below the minimum total threshold are included in the "below threshold" list. The "above threshold" list is ordered according to the total score of the proposals.

3.5. Verification of eligibility criteria for funding

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

3.6. Selection of proposals

The Executive Director presents to the Public Authorities Board (PAB) of the JU the "above threshold" list, and on this basis the PAB decides on the final ranking of proposals. Any change to this relative order of proposals is decided by the PAB taking into account the proposals' synergy with EU and national R&D and innovation¹ policies and activities as well as the overall coverage of the objectives of the Call. The justifications for such changes are recorded and communicated by the Executive Director to the applicants.

Following this decision and on the basis of the final ranking of proposals, the PAB decides on the selection of proposals and the allocation of public funding, taking into account the budgets

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

available and the verifications of national and JU eligibility criteria for funding made in the previous step. The PAB will also decide which proposals are not viable in the light of the public funding available.

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

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

Annex 3: Instructions for completing Part A of the proposal

Proposals, both PO and FPP, in this call must be submitted electronically, using the Electronic Proposal Submission System (EPSS). The procedure is summarised in section 4 of this Guide.

3.1 Project Outline

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

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

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *You have inserted zeros ("0") where there are no costs or funding figures. Leaving cells empty will block the submission of your proposal*
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*

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

Proposal Submission Form



**ARTEMIS-JU
Project Proposal**



**A1:
Content**

Proposal Number Proposal Acronym

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title

Duration in months Call identifier

Topic code(s) most relevant to your proposal

Free Keywords

Abstract (max. 2000 char.)

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the ARTEMIS-JU or the 7th EU RTD Framework Programme?

IF YES

- please give the call identifier

- please give the proposal or contract number (if known)

b) Is this proposal (or a very similar one) currently being submitted to another call under FP7? yes no

IF YES please give the call identifier

Validation Errors

No Validation Errors

- Please delete all hyphen signs in the fields that are used

Proposal Submission Form



**ARTEMIS-JU
Project Proposal**



**A2.1:
Participants**

Proposal Number Proposal Acronym Participant Number

If your organisation has already registered for FP7, enter your Participant Identification Code

Organisation Legal name

Organisation short name

Administrative Data

Legal address

Street name Number

Town Postal Code/Cedex

Country

Internet homepage

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.
The Commission also collects data for statistical purposes.
The guidance notes will help you complete this section.

Non profit organisation yes no

Public body yes no

Research organisation yes no

Higher or secondary education establishment yes no

Main area of activity (NACE code)

- Please delete all hyphen signs in the fields that are used
- Clicking in the "Country" box will open a new window with a selection list.
- Clicking the NACE code box will open a new window with a selection list. More information on NACE codes can be found at:
http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC

Proposal Submission Form



ARTEMIS-JU
Project Proposal



A2.2:
Participants

1. Is your number of employees smaller than 250? (full time equivalent) yes no
2. Is your annual turnover smaller than € 50 million? yes no
3. Is your annual balance sheet total smaller than € 43 million? yes no
4. Are you an autonomous legal entity? yes no

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME.
Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME yes no

Dependencies with (an)other participant(s)

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

if Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name First name(s)

Title Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Town Postal Code/Cedex

Country Phone 1

Phone 2 Fax E-mail

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

I Agree I Disagree

Validation Errors

No Validation Errors

- Please delete all hyphen signs in the fields that are used
- See p4 of this guide for information about the ARTEMISA organisation check box

Form A3.1

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

- The total budget for column A3.1-RTD should be the same number as total eligible cost in Annex A (i.e. the sum of eligible cost for fundamental/basic research + industrial/applied research + Experimental development). This is indicated as "Total EC" in figure below.
- The requested JU contribution should be 16.7% of the figure above ("Total JU")
- The requested national contribution should be the same number as total national contribution requested in Part B - Annex A (i.e. the sum of national contribution requested for fundamental/basic research + industrial/applied research+experimental development): "Total NC".

Only RTD column should be used. The other columns (demonstration, coordination etc.) can not be used for this call.

Part B - Annex A (see Appendix 4.3)

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

Eligible costs for ARTEMIS Member States

For participants established in ARTEMIS Member States, eligible costs are defined by the respective funding authorities issuing the national grant agreements (see Annex 5 of this Guide).

Eligible costs for Non ARTEMIS Member States

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

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

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

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

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

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

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

For more information please refer to the ARTEMIS-GB-30/08 Document.

Subcontracting

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

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

- Subcontracts may only cover a limited part of the project
- Subcontracting must be duly justified in Annex I including a description of the tasks to be subcontracted and an estimation of the costs

- Subcontracts by a beneficiary may not affect its rights and obligations regarding Background and Foreground

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

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

Further information on subcontracting is given in the "Guide to financial issues" and in the ARTEMIS-GB-30/08 Document.

Form A3.2

This form is calculated automatically by EPSS and can not be edited.

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

See the example in Annex 4.3 for more details.

Proposal Submission Forms											
		ARTEMIS-JU Project Proposal				A3.2: Budget					
Participant number	Organisation Short Name	Organisation country	Estimated budget (whole duration of the project)							Total receipts	Requested EC Contribution
			RTD	Demonstration	Coordination	Support	Management	Other	Total		
1	TEST Company	BE	1000000	0	0	0	0	0	1000000	308000	167000
2	Company B	BE	1500000	0	0	0	0	0	1500000	124500	250500
3	Company C	SE	800000	0	0	0	0	0	800000	346400	133600
4	Company D	DE	1500000	0	0	0	0	0	1500000	312000	250500
5	University E	MT	360000	0	0	0	0	0	360000	0	60120
6	Company F	UK	400000	0	0	0	0	0	400000	133200	66800
Total			5560000	0	0	0	0	0	5560000	1224100	928520

3.2 Full Project Proposal

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

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

Please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *You have inserted zeros ("0") where there are no costs or funding figures. Leaving cells empty will block the submission of your proposal*
- *All costs are given in Euros (not thousands of Euros)*
- *You do not include Value Added Tax*

The A-forms are identical to those used in the Project Outline.

Annex 4: Instructions for drafting Part B of the proposal

4.1 Project Outline

All instructions for drafting Part B are contained in the Project Outline template, which can be downloaded from the ARTEMIS-JU website or from EPSS.

The maximum indicative length of Part B (excluding cover page, abstract, table of contents and funding calculation forms) is 10 pages. Recommended lengths for each of the Part B sections are indicated in the template.

4.2 Full Project Proposal

All instructions for drafting Part B are contained in the Full Project Proposal template, which can be downloaded from the ARTEMIS-JU website or from EPSS.

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

4.3 Part B Annex A – Funding calculation forms (For both Project Outline and Full Project Proposal)

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

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

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

Annex A.2 (for partners established in other Member States and Associated Countries (Albania, Bulgaria, Croatia, Iceland, Israel, Liechtenstein, Lithuania, Luxembourg, FYR Macedonia, Malta, Montenegro, Poland, Serbia, Slovakia, Switzerland, Turkey), the JRC¹ and international organisations² (i.e. ESA) having a seat in EU Member States or Associated Countries to the Seventh Framework Programme.

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

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

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

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

Annex A.3 (for partners established in other countries not included in Annex A.1 and A.2)

Partners from countries other than EU Member States and Associated Countries to FP7 are not eligible for funding, but they have to calculate their total costs and include them in form A.1 of the Electronic Proposal Submission System system.

Example (start)

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

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

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

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

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

Example - Partner 1

Partner 1 Belgian medium sized SME	Total eligible costs according to national rules (in €)	National Contribution requested (in €)	Percentage of the national subsidy to the beneficiaries applied for the calculation
Fundamental/Basic Research	0	0	
Industrial/Applied Research	500 000	216 500	33.3%+10%
Experimental development	500 000	91 500	8.3%+10%
Total	1 000 000	308 000	
Total requested from the JU (16.7% of total above)	167 000		

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

For Belgian medium sized SMEs the national contribution for industrial research is (33.3 + 10)%:
 $500\,000 \times 43.3\% = 216\,500$

For Belgian medium sized SMEs the national contribution for experimental development is (8.3 + 10)%:
 $500\,000 \times 18.3\% = 91\,500$

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

The 3 totals (1 000 000, 308 000, 167 000) are then transferred to Form A3.1 in the EPSS system.

Example - Partner 2

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

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

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

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

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

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

Example - Partner 3

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

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

For Swedish medium enterprises the national contribution for industrial research is 43.3%:800 000*43.3%=346 400

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

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

Example - Partner 4

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

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

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

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

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

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

Example - Partner 5

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

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

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

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

Example - Partner 6

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

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

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

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

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

Budget overview

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

Proposal Submission Forms											
		EUROPEAN COMMISSION 7th Framework Programme for Research, Technological Development and Demonstration				A3.2: Budget					
Participant number	Organisation Short Name	Organisation country	Estimated budget (whole duration of the project)							Total receipts	Requested EC Contribution
			RTD	Demonstration	Coordination	Support	Management	Other	Total		
1	TEST Company	BE	1000000	0	0	0	0	0	1000000	308000	167000
2	Company B	BE	1500000	0	0	0	0	0	1500000	124500	250500
3	Company C	SE	800000	0	0	0	0	0	800000	346400	133600
4	Company D	DE	1500000	0	0	0	0	0	1500000	312000	250500
5	University E	MT	360000	0	0	0	0	0	360000	0	60120
6	Company F	UK	400000	0	0	0	0	0	400000	133200	66800
Total			5560000	0	0	0	0	0	5560000	1224100	928520

<Example end>

Annex 5: National funding rates and information for Part C**A.5.1 Austria**

For the national funding authority: <http://www.ffg.at/artemis>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries ¹			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	15%	25%	35%	59%
Industrial/Applied Research projects	15%	25%	35%	59%
Experimental development projects	15%	25%	35%	59%

Austria intends to provide to SMEs and research institutions the following quota of the available national funds:

- small and medium sized enterprises should receive at least 20% of total national funding
- research institutions should not receive more than 20% of total national funding
- universities should not receive more than 20% of total national funding

Preparation of Part C (required for FPP phase only):

Please note that for each Austrian participant you need to upload Part C in the FFG eCall system (one file for each participant) in addition to Part A and Part B in the ARTEMIS Submission Tool. A template can be found at the FFG Homepage (www.ffg.at/artemis).

¹ With regard to the size of the enterprise, the respective SME definition according to EU competition law applies as amended (definition of small and medium-sized enterprises according to Recommendation 2003/361/EC of the Commission of 6 May 2003, (OJ L 124 of 20.5.2003, pp 36-41) http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm

A.5.2 Belgium

For the national funding authority: <http://www.iwt.be>; For further information please contact Mr Nico Deblauwe (NDB@iwt.be).

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries (1)			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises (2)	Small Enterprises (3)	Public Research Institutes and Universities (4)
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research projects	33,3%	33,3%	33,3%	0%
Experimental development projects	8,3%	8,3%	8,3%	0%

Notes:

(1) These percentages are maxima and given under the constraints that the project proposal fulfils the ARTEMIS eligibility criteria and that no participant in the ARTEMIS project holds more than 70% of the total (international) ARTEMIS project budget.

(2) SME's can receive 10% extra.

(3) Small enterprises can receive 20% extra.

(4) The support of public research institutes is determined by the general principles of O&O-bedrijfsprojecten (refer to <http://www.iwt.be/subsidies/oeno-bedrijfsproject>).

Additional:

10% extra can be given to projects fulfilling specific political goals such as contributing to sustainable development or cooperation with research institutes. More information about this can be found on the website <http://www.iwt.be/subsidies/oeno-bedrijfsproject>.

The total funding (national funding + JU funding) will be between 16.7% and 60%.

Preparation of Part C:

Please note that for each proposal (Project Outline and Full Project Proposal), each Belgian partner must create a ZIP (or PDF) file with additional information requested by the Belgian authorities and upload this in the Electronic Proposal Submission System System as Part C of the proposal (one file per participant). This file should contain the following information:

- **For both the PO and FPP phase:**

1. Motivation of the type of funding that is asked for (industrial research vs. experimental development) according to the rules applicable for O&O-bedrijfsprojecten (for further details see website <http://www.iwt.be/subsidies/oeno-bedrijfsproject>)
2. Description of the innovation goal, using the following structure:

General purpose

Describe in 1 or 2 sentences what you want to achieve with the proposed project. The general purpose is in essence the innovation to be achieved in terms of a product, process and/or service. The general goal should be the foundation for understanding the various concrete objectives, criteria, activities and desired results.

Concrete objectives and criteria

Indicate explicitly the (interim) results to be achieved, such as specific knowledge, solutions to specific problems or breakthroughs related to equipment, test installations or software. Indicate per interim result the main quantitative (preferred option) and qualitative benchmarks, criteria, requirements and standards, in order to be able to determine at the end of the project to what extent the expected results have been obtained.

Valorisation procedures

Give a concise description of the procedure (1 to 2 paragraphs) to be followed after the (interim) objectives have been achieved. Indicate which interim objectives can be almost immediately applied or valorized. Describe the (main) follow-up procedure for those results that constitute only a step towards a more general objective.

- **For the FPP phase only:**

In case the non-personnel costs (large subcontracting costs excluded) exceed 80% of the personnel costs, you need to give a detailed description of these costs

IWT has prepared a template for Part C, which can be found at <http://www.iwt.be/subsidies/extrasteun/artemis>

A.5.3 Czech Republic

Principal legal rules and regulations and documents on research and development in the Czech Republic:

<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=15607>

<http://www.vyzkum.cz/FrontClanek.aspx?idsekce=858>

Type of Organisation Type of activity	Maximum percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33,3%	83,3%	83,3%	83,3%
Industrial/Applied Research	33,3%	33,3%	33,3%	83,3%
Experimental development	8,3%	8,3%	8,3%	83,3%

Additional:

For medium and small enterprises total public funding (national + ARTEMIS JU) can be provided up to 80 % of the eligible costs.

The maximal limit of 80% = 63,3 + 16,7 indicates, that medium and small companies can have their Fundamental/Basic research funded at 100% = 83,3 + 16,7 but they have to complement it with either or both types of activities funded at 50% = 33,3 + 16,7 and/or at 25%= 8,3 + 16,7 up to the max public funding limit 80% = 63,3 + 16,7.

Subcontracting cannot exceed 10% of the budget for the specific part of the project undertaken by the Czech project partner.

A.5.4 Cyprus

Not available.

A.5.5 Denmark

For the national funding authority: <http://www.fi.dk/tilskud/eu-og-internationale-programmer/andre-programmer-i-eus-7-rammeprogram/artemis>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	13.3%	48.3%	48.3%	58.3%
Industrial/Applied Research projects	13.3%	48.3%	48.3%	58.3%
Experimental development projects	13.3%	48.3%	48.3%	58.3%

A.5.6 Estonia

Guidelines for the Estonian partners for national eligible cost: http://www.etf.ee				
Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	83,3%	83,3%	83,3%	83,3%
Industrial/Applied Research	33,3%	58,3%	58,3%	58,3%
Experimental development	8,3%	33,3%	33,3%	33,3%

A.5.7 Finland

		Percentage of costs covered by national funding			
Type of Organisation Type of activity					
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities	
Fundamental/Basic Research	18,3 %	48,3 %	48,3 %	53,3 %	
Industrial/Applied Research projects	18,3 %	48,3 %	48,3 %	53,3 %	
Experimental development projects	8,3 %	33,3 %	43,3 %	0 %	

A.5.8 France

Reference website where partners can calculate what their eligible cost are according to national rules: <http://www.telecom.gouv.fr/artemis>

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries			
	Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities (2)
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	8,3%	13,3%	13,3%	83,3%
Experimental development	8,3%	13,3%	13,3%	83,3%

Notes:

(1) The basis for eligible costs are total costs.

(2) The general basis for eligible costs are the marginal costs. For more details, see the reference website.

Preparation of Part C. Only for the Full Project Proposal (not for the Project Outline):

Please note that for each French participant you need to create a ZIP file with administrative information requested by the French authorities and upload this in the ARTEMIS Proposal Submission system as Part C of the **FPP** (one file for each participant).

Application forms, guidelines, information required (including regulations), instructions and auxiliary terms and conditions, as well as specific information how to create the ZIP file for the Part C of the FPP can be found at: <http://www.telecom.gouv.fr/artemis>

A.5.9 Germany

Basic principles of R&D-funding by BMBF are described in "Staatliche Beihilfe Nr. N 375/2007 – DEUTSCHLAND, IKT 2020 - Forschung für Innovationen"
http://ec.europa.eu/community_law/state_aids/comp-2007/n375-07.pdf

Type of Organisation Type of activity	Percentage of the national subsidy to the beneficiaries (1)			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises (2)	Small Enterprises (2)	Public Research Institutes and Universities (3)
Fundamental/Basic Research	—	—	—	83.3%
Industrial/Applied Research	33.3%	33.3%	33.3%	33.3%
Experimental development	8.3%	8.3%	8.3%	8.3%

Note:

(1) The amounts reported in the table are upper limits which may not be exceeded. Funding rates need to be justified within the limits of the aid intensity – also taking into account national funding policies and budgetary considerations – and might therefore be below the reported rates on an individual case basis.

(2) Additional bonuses may be awarded to SMEs, according to the European Commission's SME definition.

(3) The basis for calculating the grants for universities, public research institutes and similar institutions is the eligible project-related expenditure (in the case of Helmholtz centres and the Fraunhofer Gesellschaft (FhG) the eligible project-related costs), which can be funded up to a maximum of 100% - JU%.

Preparation of Part C. Only for the Full Project Proposal (not for the Project Outline):

Please note that for *each* German participant you need

1. to create an electronic application with administrative information requested by the German authority and send it to it;
2. to upload the first six pages (without appendices) of the resulting pdf file as **Part C** onto the ARTEMIS Proposal Submission system;
3. to send (electronically) an exploitation plan in German to the German authority;
4. to send a legally binding signed paper print of the full pdf file to the German authority.

Further information can be found at: <http://www.pt-it.pt-dlr.de/de/artemis.php>.

A.5.10 Greece

Type of Activity Type of Organisation	Percentage of maximum costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33,3%	33,3%	33,3%	83,3%
Industrial/Applied Research	33,3%	33,3%	33,3%	83,3%
Experimental Development	18,3%	28,3%	28,3%	83,3%

A.5.11 Hungary

Not available

A.5.12 Ireland

<http://www.enterprise-ireland.com/JTIs>

Type of Organisation	Percentage of costs covered by national funding			
	Large Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
	Up to 30%	Up to 50%	Up to 50%	Up to 83.3%

Note:

Restrictions will apply to the proportion of the precommitted national funding that will be available for research groups in third level institutions and certain categories of companies. Details of these restrictions will be available at <http://www.enterprise-ireland.com/JTIs>

Preparation of Part C. *Only for the Full Project Proposal (not for the Project Outline):*

Please note that each Irish participant must create a PDF file indicating how they meet the national eligibility criteria for funding as indicated in the Irish section of the Eligibility Criteria document published in the Call. You must upload this in the ARTEMIS Proposal Submission system as Part C of the **FPP** proposal (one file for each participant).

A.5.13 Italy

The Italian laws applicable to ARTEMIS projects:

- Decreto Legislativo n. 297 of 27/07/1999
- Decreto Ministeriale n. 593 of 8/08/2000
- Decreto del Ministro dell'Economia e delle Finanze n.90402 del 10 ottobre 2003 d'intesa con il Ministro dell'Istruzione dell'Università e della Ricerca
- Decreto Ministeriale n. 4 del 2/01/2008 e relativa nota esplicativa del 15/05/08
- Procedure operative per la valutazione ed il finanziamento dei progetti selezionati dalle JTI ARTEMIS ed ENIAC e dagli art. 169 AAL ed Eurostars del 28/08/08

The only version legally valid is the Italian text published on the Italian Official Journal. These laws can be found on the web sites:

- http://www.miur.it/0003Ricerca/0139FAR_-_/index_cf3.htm
- http://www.miur.it/0003Ricerca/0142Ricerca/index_cf3.htm

An assessment of the synergy of the Italian proposal against the Italian R&D&I policies and priorities can be done either at PO and FP phase. The Italian R&D&I policies and priorities can be found in the "Programma Nazionale della Ricerca 2010-2012" published on the following website:

http://www.miur.it/0003Ricerca/0477Docume/8095Progra_cf3.htm

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research	50% - R Grant	50% - R Grant	50% - R Grant	50% - R Grant
Experimental development	25% - R Grant	25% - R Grant	25% - R Grant	25% - R Grant

R is the contribution of The Joint Undertaking to the ARTEMIS project and will be decided per year. For year 2011 it is 16.7%

Preparation of Part C: (required for PO phase in draft form and FPP phase in final form)

Please note that for each Italian participant you need to create a ZIP (or PDF) file with administrative information requested by the Italian authorities and upload this in the Electronic Proposal Submission System as Part C (one file for each participant). A draft version of Part C is sufficient at PO phase while a final, duly signed, version is mandatory at FPP phase. For specific information on the content and how to create this document please contact the Italian Contact person Dr. Aldo Covello.

A.5.14 Latvia

For information see on the website: www.lza.lv				
Type of activity \ Type of Organisation	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	83,3%
Industrial/Applied Research projects	33,3%	43,3%(1)	53,3%(2)	83,3%
Experimental development projects	8,3%	18,3%(1)	28,3%(2)	83,3%

Notes:

(1) May be increased by 10%

(2) May be increased by 20%

Additional:

Funding intensity may be increased by a further 15% up to a maximum of 80% (this means the whole public funding (Latvian budget funding + JU funding)):

- for industrial research and experimental development if the project is implemented through an actual cooperation of at least two independent enterprises under the following conditions:
 - none of the participating enterprises covers more than 70% of total eligible project costs, and
 - the project brings about cooperation with at least one SME or results in cross-border cooperation (i.e. R&D activities are carried out in at least two member countries);
- for industrial research and experimental development if the project is implemented through an actual cooperation of an enterprise and a research organization under the following conditions:
 - the research organization covers at least 10% of eligible costs, and
 - the research organization is entitled to publish the results of the research project if those stem from its own research activity;

exclusively for industrial research if project results are disseminated to a wide audience at technical and scientific conferences, or are published in scientific and

A.5.15 The Netherlands

For information see on the website: www.senternovem.nl/pointone				
Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	0%	0%	0%	0%
Industrial/Applied Research projects	35% - R	45% - R	45% - R	50% - R
Experimental development projects	25% - R	35% - R	35% - R%	25% - R

R is the contribution of The Joint Undertaking to the ARTEMIS project and will be decided per year. For 2011 it is 16.7%

Subsidy maxima, percentages, eligible costs for subsidy

- ✓ The **eligible costs for subsidy** are in compliance with the RTD State Aid Rules
- ✓ In case another Dutch administrative body has already granted a subsidy for the eligible costs of the Dutch part of an ARTEMIS project or part of such project, the contribution will be granted so that the total amount of subsidy will not exceed the above-mentioned percentages.
- ✓ In case that a contribution has been already granted for the eligible costs for subsidy to the Dutch part of an ARTEMIS project or part of it on the basis of a subsidy scheme of the Ministry of Economic Affairs, no subsidy will be granted for the already subsidized part.
- ✓ Per individual Dutch partner the subsidy percentages will be applied according to the activities (research; development). The project eligible costs per partner will be defined and the corresponding percentages will be applied. The Dutch consortium is responsible for the distribution of the subsidy amongst the Dutch partners.

The **contribution of SMEs** in projects is essential for the achievement of the ecosystem targets of the Innovation Programme Point One. Therefore as a target figure it is defined that 25% of the Dutch share of the call and project budget will be performed by SMEs as defined in Regulation 2003/361 EC and/or by company's not-being SME with a yearly turnover of less than 500 million EURO.

Policy Criteria NL

Based upon the "Decision of the Public Authorities Board of the Artemis joint Undertaking on the evaluation and selection procedures related to calls for proposals" of 3 April 2008 and the Annex I "A.- Evaluation and Selection of proposals, and Decision on allocation of public funding", with reference to section "A.5 Selection and decision to allocate public funding", paragraph 1, the following "national R&D and innovation policies" will be applied:

- a) the objectives of the Innovation Programme Point One;
- b) a broad involvement of several parties in the project, in particular SME entrepreneurs;
- c) the sustainable economic perspectives, in particular demonstrated by the applicability of the project results as well as the perspectives on job creation of knowledge exchange with human capital.

Please note that for each proposal, Dutch partners need to create a ZIP file with **administrative information** requested by the Dutch authorities and upload this in the Electronic Proposal Submission System as Part C of the proposal. In case that there are several Dutch partners in the proposal, the Dutch partner coordinating them (the so-called "Dutch coordinator") will be in charge of creating this ZIP file with the necessary administrative information and submit it as Part C of the PO/FPP. **There will be only one ZIP file for all Dutch participants in a given proposal.**

Specific information on the content and how to create this ZIP file can be found at:
www.senternovem.nl/pointone/artemis_en_eniac_aanvraag/formulieren.asp

A.5.16 Norway

For guidelines on calculation of eligible cost and further information on national funding, Norwegian partners should consult the following website:

<http://www.euforskning.no/category/ARTEMIS.aspx>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33,3 %	33,3 %	33,3 %	50 %
Industrial/Applied Research	33,3 %	33,3 %	33,3 %	50 %
Experimental development	33,3 %	33,3 %	33,3 %	50 %

Additional:

The above percentage rates are indicative maximum figures. However, for SMEs the national funding rate may be increased up to 50 % based on specific considerations.

In the case there are several Norwegian partners in a project, only one national funding contract will be issued. It will then be up to the consortium of Norwegian project partners to decide how the funding is allocated among them, within the mentioned limits for the individual partners.

A.5.17 Portugal

National website describing funding rates:

<http://alfa.fct.mctes.pt/jti/artemis/index.phtml.en>

Consult the **Regulations governing access to funding for ST&D research projects** (for eligible costs)

<http://alfa.fct.mctes.pt/apoios/projectos/regulamento.phtml.en>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	33,3 %	33,3 %	33,3 %	83,3%
Industrial/Applied Research	33,3 %	33,3 %	33,3 %	83,3%
Experimental development	33,3 %	33,3 %	33,3 %	83,3%

Notes:

→ During the execution of the project the organisations should present to Fundação para a Ciência e a Tecnologia (FCT) the documents related to the total expenses made.

→ Each applicant should send to the NCP at FCT a ***national application form*** (available at FCT website) with the budget rationale for the total costs during both PO and FPP phases.

A.5.18 Romania

Not available

A.5.19 Slovenia

Those interested may consult the national eligibility criteria for funding and national funding rates in the document entitled "Programme for the promotion of technological development and information society for the period 2007-2012" at the following WWW site (in Slovene: "Program za spodbujanje tehnološkega razvoja ter informacijske družbe za obdobje 2007-2012"): http://www.mvzt.gov.si/si/zakonodaja_in_dokumenti/veljavni_predpisi/tehnologija/ and subjected to the Commission Regulation (EC) No 800/2008 (General block exemption Regulation) of 8 august 2008 (OJ L 214, 9.8.2008).

Type of organisation	Large Enterprises, Groups and Associations of Enterprises	Small and Medium Enterprises	Public Research Institutes and Universities
Industrial/Applied Research	25%	25%	25%
Experimental development	25%	25%	25%

The call is open for enterprises, groups, associations of enterprises. It is open also for the research and technology organisations, provided a Slovenian enterprise is included in the project.

- no single enterprise must bear more than 70% of the eligible costs of the collaboration project;
- the research organisation bears maximum 10% of the eligible project costs (if present),
- all participants should be registered at Slovenian research agency
- enterprises must be established and registered according to Slovenian Enterprise Law in 2009 and has to have minimum 10 permanent employees (data 31.12.2010)
- Subcontracting for the Slovenian part of the project must not exceed 30% of eligible costs

The allocation of state aid is subject to the general rules laid down in the chapter 2 - "Rules on the allocation of direct development state incentives within the framework of the programme" ("Pravila dodeljevanja neposrednih razvojnih spodbud države v okviru programa") of the document referenced in the heading.

ADDENDUM

Duration of projects: maximum 3 years.

National funds allocated for the call 2011 amounts 750.000 EUR (for 3 years), i.e. 250.000 EUR per year.

A.5.20 Spain

For the Call in 2011 the Joint Undertaking's additional percentage (JU%) will be 16,7%

Detailed information on the funding rates applicable to ARTEMIS projects including the participation of Spanish entities will be available through the AyudaTEC website:
<http://WWW.MITyC.ES/ARTEMIS>

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises (1)	Medium Enterprises (1)	Small Enterprises (1)	Public Research Institutes and Universities (2)
Fundamental/Basic Research (3)	0%	0%	0%	0%
Industrial/Applied Research projects	23,3%	33,3%	43,3%	Marginal Costs only 83,3%
Experimental development projects	23,3%	33,3%	43,3%	Marginal Costs only 83,3%

Preparation of Part C:

Please note that for each proposal (Project Outline and Full Project Proposal), each Spanish participant must create a file with the information requested by the Spanish authorities in order to check the national eligibility criteria. Each Spanish participant must upload this in the ARTEMIS Proposal Submission system as Part C of the proposal (one file for each participant) **for both PO and FPP**. Specific information on the content and how to create this file can be found at:
<http://WWW.MITyC.ES/ARTEMIS>

Notes to the national funding rates:

(1) A **research organisation** may be qualified as an **enterprise** if it carries out an economic activity, which is an activity consisting of offering goods and/or services on a given market, in the terms established by the Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01).

(2) **Public research Institutes and Universities:** The aids granted to the public research organisations regulated by the Law 13/1986 of Promotion and General Co-ordination of Scientific and Technical Research, and to the public universities regulated by Universities Organic Law 6/2001, modified by Organic Law 4/2007, will be used to finance the marginal costs of the project. Those marginal costs do not take into account ordinary operating expenses of the centre (permanent staff statutory or contractually bound to them, overhead costs, etc.) already covered by the ordinary public budget of the centre, but only those additional expenses needed to carry out the project, not covered by the referred budget. The eligible marginal costs will be funded 100% by ARTEMIS JU and Spanish Public Authorities, when the beneficiaries do not carry out economic activities, in the terms established by the Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01).

(3) **Fundamental research costs** will not be funded by Spanish Public Authorities.

(4) **Costs breakdown:** The proposal (PO or FPP) will include for each Spanish participant a budget breakdown per concept and per year, according to the categories of eligible costs of the

Community Framework for State Aid for Research and Development and Innovation. The concepts for the breakdown will be:

- **Costs of instruments and equipment** to the extent and for the period used for the research project. If such instruments and equipment are not used for their full life for the research project, only the depreciation costs corresponding to the life of the research project, as calculated on the basis of good accounting practice, are considered as eligible.
- **Personnel costs** (researchers, technicians and other supporting staff to the extent employed on the research project)
- **Cost of contractual research, technical knowledge and patents** bought or licensed from outside sources at market prices, where the transaction has been carried out at arm's length and there is no element of collusion involved, as well as costs of consultancy and equivalent services used exclusively for the research activity.
- **Other operating expenses**, including costs of materials, supplies and similar products incurred directly as a result of the research activity.
- **Additional overheads**, including audit costs, ARTEMISIA fees and indirect costs.
 - Indirect cost: A maximum percentage of 20% of valid personnel costs justified can be applied, without any specific justification documentation. These indirect costs include travel expenses, so they can not be included in other concepts.

A.5.18 Sweden

Reference weblink where partners can calculate what are their eligible cost according to national rules
www.vinnova.se/E-tjanster/Vilka-kostnader-ar-godkanda/

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities
Fundamental/Basic Research	Up to 18,3%	Up to 43,3%	Up to 43,3%	Up to 63,3%
Industrial/Applied Research	Up to 18,3%	Up to 43,3%	Up to 43,3%	Up to 63,3%
Experimental development	Up to 18,3%	Up to 43,3%	Up to 43,3%	Up to 63,3%

In addition to the **EU commission contribution (16,7 %)**, national funding rates, are calculated as follows:

- *Large companies*: up to but not exceeding **18,3%** funding of total cost
- *Small- and Medium-sized companies (SME)*: up to but not exceeding **43,3%** funding of total cost
- *Academic organisations (public universities or research institutes)*: up to but not exceeding **63,3%** funding of total cost, if eligible for VINNOVA funding

Total national funding of a project consortium is, however, limited to **33,3%** of the *total cost* for all Swedish participants (one or more) in the project consortium. This limitation is based on the principle of equal share of funding between private industry and public authorities (VINNOVA and European Commission)

SUBCONTRACTING

Subcontracting of project work is permissible within the following limitations:

- Cross-linked subcontracting between participants in the same project is not permitted
- Subcontracting to foreign companies/organisations or to companies' foreign units is not permitted
- Subcontracting to companies, with a declaration of interest in project work, must be for non-profit and audited
- A participant, with public funding exceeding 50% of total cost, is responsible for complying with the financial regulations of the European Commission

A.5.19 United Kingdom

Total UK national funding of a project consortium is limited to a maximum of 33,3% of the total cost for all UK participants (one or more) in the project consortium.

The above percentages will be matched with 16.7% from the ARTEMIS JU.

Definitions of eligible costs, and particular rules relating to micro companies and to research technology organisations (RTOs) can be found at www.innovateuk.org

Type of Organisation Type of activity	Percentage of costs covered by national funding			
	Large Enterprises, Groups and Associations of Enterprises	Medium Enterprises	Small Enterprises	Public Research Institutes and Universities ⁽²⁾
Fundamental/Basic Research projects	33.3% ⁽¹⁾	33.3% ⁽¹⁾	33.3% ⁽¹⁾	33.3%
Industrial/Applied Research projects	33.3%	33.3%	33.3%	33.3%
Experimental development projects	8.3%	8.3%	8.3%	-

Additional:**⁽¹⁾ Transfers of grant entitlement and limits for claims**

Consortium partners may transfer the UK grant entitlement to other partners within the UK by mutual agreement. The maximum grant claim from the UK is limited by organisation type:

- Industry 33.3%
- Academic 83.3%

⁽²⁾ Funding for Public Research Institutes and Universities

UK academic collaborators must have a UK industry partner. The JU programme has an explicit industry focus. UK academic collaborators from universities and HEIs may apply, provided they are accompanied by UK industry collaborators, and they have previously held EPSRC grants and the application is a continuation of this research programme.

Eligible costs for UK academic partners are 100% of 80% FEC. Academic partners must provide details of how this figure will be financed, whether by a transfer of grant entitlement from their UK industrial partners or from additional sources.

SUBCONTRACTING

Subcontracting of project work is permissible within the following limitations:

- The maximum total amount of subcontracting is 20% of a participant's budget.
- Cross-linked subcontracting between participants in the same project is not permitted
- Subcontracting to foreign companies/organisations or to companies' foreign units is not permitted
- Subcontracting to companies, with a declaration of interest in project work, must be for non-profit and audited
- A participant, with public funding exceeding 50% of total cost, is responsible for complying with the financial regulations of the European Commission