



THE FIFTH FRAMEWORK PROGRAMME

The Fifth Framework Programme focuses on Community activities in the field of research, technological development and demonstration (RTD) for the period 1998 to 2002

CONTRACT PREPARATION FORMS (CPF)

for

**Financial support from the EC
for:**

**Accompanying Measure projects*
IST Take-Up Actions: Access, Assessment, Best Practice and
Trials Actions**

Including guidelines on how to complete the contract preparation forms (CPF)



This document can be downloaded from URL: <http://www.cordis.lu/ist/cont-prep.htm>

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* *Separate forms are available for **cooperative research, RTD projects, thematic networks/ concerted action projects and other types of projects.** See the CORDIS WebPages for CPF: www.cordis.lu/fp5/cpf.htm*

HOW TO COMPLETE THE CONTRACT PREPARATION FORMS

Introduction

This document provides guidance on how to complete the attached contract preparation forms for an accompanying measure **Take Up Action in the IST programme**.

The contract preparation forms (CPF) consist of 9 forms numbered A0, A1, A2, A3, A4, A5, A6, A7 and A8 (A3, A4, A7 and A8 have several parts), and two annexes. The forms are ordered in three sections, one for the co-ordinator, one for the contractors, and one for the subcontractors. Contractors must ensure that their subcontractors complete the subcontractor forms if required.

The forms are designed to elicit essential information for use during negotiations with the European Commission for an accompanying measure project. The information provided at the proposal submission stage must be adjusted in the light of any comments, remarks, recommendations made as a result of the evaluation. In addition, further information is necessary to finalise contract negotiations. Contract preparation forms for other shared cost actions such as access to large infrastructure, co-operative research, RTD projects and for other actions such as concerted actions, thematic networks etc. are available at the CORDIS website for 5th Framework programme contract preparation (<http://www.cordis.lu/fp5/cpf.htm>).

Please note that **the completion of these forms does not in any way commit the European Commission to conclude a contract with the proposers.**

Justification for all costs is required.

The European Commission may require supplementary information and may in some cases, where appropriate to ensure the economic interests of the Community, require that contractors establish a bank guaranty or in other ways guarantee their part of the financing of the project.

How to complete the forms

The forms should be completed as follows:

- The **financial and administrative co-ordinator** fills in forms A0, A1, A2, A3, A4, A5, A6, and A7, and if applicable one Annex 2 form.
- The **principal contractors** fill in one A7.1, A7.2, A7.3, A7.4 and if applicable one Annex 2 form each.
- The **members** fill in one A7.1, A7.2, A7.3, A7.4. Members do not have to provide the financial/administrative documents asked in fields 98-101.
- Participants must ensure that **subcontractors** who fall into the categories requiring Commission approval fill in one A8.1 and A8.2 form each. The categories of subcontractors who have to fill in the forms A8.1 and A8.2 are: subcontractors where the cumulative amount of the subcontracts for the contractor exceeds 20% of his estimated eligible costs or 100 000 EUR, whichever amount is the lowest; and subcontractors established in a third country, unless the contractor concerned is established there.

Explanatory notes are appended to the forms. **For "research bodies", "organisations" or "partnerships" which are not officially legal entities (e.g. Unité Mixte de Recherche and other similar types of groupings) see note 42.**

Please complete the forms using the ELECTRA application for completion of the CPF forms, which can be downloaded from the CORDIS website for 5th Framework programme contract preparation, or tear out the forms from this document and fill them in either by typewriter or by hand in block capitals.

Please remember to indicate the project short name (acronym if appropriate) and proposal number at the top of each form and on the top of each page of any annexes.

If you fill in the forms by typewriter or by hand, please follow the following instructions:

A photocopy of the original may be used if the quality is good. Please keep the forms as clean as possible and do not fold, staple or amend them with correction fluid.

Please enter your data only in the white space on the forms, do not type outside the boundaries or the data is likely to be truncated in the Commission's database. For questions requiring a choice between different boxes, please enter X in the appropriate space. You may find it easier to do this by hand in black ink, rather than try to line up a single typed character.

When appropriate when completing the form, please replace the characters listed below by the corresponding double characters:

Ø	OE	Ä	AE	Ö	OE
ø	oe	ä	ae	ö	oe
Æ	AE	Ü	UE	Å	AA
æ	ae	ü	ue	å	aa
ß	ss				

For numbers, (amount, durations, percentages, person-months), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number.

All costs must be given in **Euro (and not kilo Euro)** and must exclude value-added tax (VAT).

Do not forget to sign the final version of the forms. The final version of the forms sent to the European Commission when the negotiations have been successfully completed must have original signatures.

Additional information

The notes accompanying the forms are intended to help you complete them correctly. However, you should also be familiar with the following documents:

- Model contract for Accompanying Measure projects
- The decision concerning the rules for participation and dissemination of research results of the Fifth Framework Programme.
- The regulation on the implementation of the rules for participation and dissemination of research results of the Fifth Framework Programme.

Copies of these documents can be requested from the information desk of the Commission services (mentioned in the Guide for Proposers for the call) or can be downloaded from the WWW at the following address:
<http://www.cordis.lu/fp5>.

If you require assistance in completing the form, please contact first the project co-ordinator and then, only if necessary, the responsible Officer in the European Commission.

Legal status of the CPF forms

The form A3 (estimated budget summary) will, when the negotiations have finished be included in the contract as the table of the estimated budget following the signatures.

The forms A1 and A2 will be used either directly or in an edited form to provide information on the project to the public. They should therefore be written in such a way that a non-professional public at a glance could get adequate information on the project's goals and expected achievements.

The rest of the information in the CPF forms (forms A4 to A9 and the annexes) will not be a formal part of the contract. The information provided on these forms are for the internal use of the Commission services and will be kept confidential within the Commission. The information will be used to complete the contract and as justification for the cost and financial contribution defined in the contract. Over the lifetime of the contract this information will be used as control data for the cost claims submitted by the contractors. It is therefore mandatory that these data be provided correctly.

Where to send the CPF forms

The subcontractors should send their signed A8.1 and A8.2 forms to the contractor who has subcontracted them. The principal contractors and members should send their completed A7.1 to A7.4 forms, their completed Annex 2 forms and if applicable the completed A8.1 and A8.2 forms from their subcontractors to the project co-ordinator. They should confirm the correctness of the information of their organisation by signing the form A7.1.

The project co-ordinator should check that all necessary information is provided on the forms, that they are filled in formerly correct and that there is consistency between the information in the various forms and the project work description in Annex 1 to the contract, especially concerning role of partners and budget.

The co-ordinator should then send the **complete** package to the European Commission's Officer responsible for the Project within the time frame given by the Commission in the letter inviting the consortium to enter into negotiations. Failure to respect this deadline shall after a reminding letter be considered by the Commission as a wish not to enter into the contract negotiations and therefore to withdraw your proposal.

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CONTRACT SIGNATURE PROCESS

Subject to a positive outcome of the negotiations, two copies of the contract will be sent to the co-ordinator for distribution to the contractors for signature or it might be sent directly to the contractors. The contracts must be signed by the person having the capacity and authority, in accordance with the internal rules of the organisation, legally to commit the participating organisation to a research contract and whose name has been identified in the form A7.1 and in the contract. The contractors return the signed contracts to the co-ordinator, which returns the full package to the Commission services. If the contractors of a consortium wish to delegate the signature of the contract to the co-ordinator, two signed copies of a mandate for the co-ordinator to sign the contract on behalf of the contractor(s) must be sent in lieu of their signed contracts, which in this case will only be signed by the co-ordinator. A standard model mandate for delegation of contract signature to the co-ordinator is included in Annex 1 to the CPF forms.

If the contracts are send directly to the contractors, they will be sent to the person who has been indicated on form A7.1 as **contact person** for the project.

**PLEASE REMEMBER TO MENTION THE PROPOSAL NUMBER AND, WHEN ATTRIBUTED,
THE CONTRACT NUMBER ON ALL CORRESPONDENCE WITH THE EUROPEAN
COMMISSION.**

- A -

ADMINISTRATIVE FORMS

Co-ordinator's Section
Contract Preparation forms
(CPF forms A0 - A6)



EN A 1 FP5AM

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For guidelines see the notes in this document

Contract Preparation forms for
financial support from the EC for
shared-cost RTD actions:

**Accompanying Measures - IST Take-Up Actions: Access, Assessment, Best Practice and Trials
Actions**

If possible, these forms should be prepared using the application for completion of the CPF forms, which can be downloaded from the CORDIS website for FP5 contract preparation. However contractors and major subcontractors may also use the forms in this guide. The forms should be printed out, signed and returned on paper. Some programmes may also require an electronic version - preferably using the ELECTRA application for completion.

Information on the Project ¹

Project Full Name				
Project Acronym ²		Proposal No ³		
Call Identifier ⁴				
Research Programme(s) ⁵	IST			
Thematic priorities ⁵				

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CONTRACT NUMBER

Reception date / /

Shared Cost AM CPF Form – Form A1



EN B 1 FP5AM	<input type="text"/>	<input type="text"/>
FOR COMMISSION USE ONLY	<input type="text"/>	<input type="text"/>

Project Acronym ²		Proposal No ³	
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A1. Project Administrative Overview ¹

Thematic priorities ⁵				
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Type of Action ⁶	IST-Take-up
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Project Full Name	
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Project Co-ordinator ⁷

Title (Dr, Prof., ...)		Gender ⁸	F	M
------------------------	--	---------------------	---	---

Family Name	
-------------	--

First Name	
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Organisation Legal Name ⁹	
--------------------------------------	--

Institute/Department /Laboratory Name ¹⁰	
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PO Box ¹¹	
----------------------	--

Street Name and Number	
------------------------	--

Post Code ¹²		Cedex ¹³	
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Town/City	
-----------	--

Country Code ¹⁴		Country Name ¹⁴	
----------------------------	--	----------------------------	--

Telephone No ¹⁵		Fax No ¹⁵	
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E-mail	
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Project abstract (maximum 1000 characters) ¹⁶

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Project duration (in		Total Eligible		EC Contribution	
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Months)		Cost (in Euro)¹⁷		requested (in Euro)¹⁸	
Keywords ¹⁹					

Shared Cost AM CPF Form – Form A2



EN C 1 FP5AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
FOR COMMISSION USE ONLY	<input type="checkbox"/>	<input type="checkbox"/>	

Project Acronym ²	<input type="text"/>	Proposal No ³	<input type="text"/>
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A2. Project Summary ²⁰

Objectives (maximum 1000 characters)

Description of the work (maximum 2000 characters)

Milestones and expected results (maximum 500 characters)



EN F 1 FP5AM

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Project Acronym ² Proposal No ³

A.4 Yearly Cost Summary in Euro ³⁴ (part 1/2) YEAR:

Participant Role ²²	Participant No ²³	Linked to Contractor No ²⁴	Participant Short Name ²⁸	Number of person months ²⁹	Personnel Costs ²⁹	Durable Equipment ²⁹	Subcontracting ²⁹	Travel and Subsistence ²⁹	Consumables ²⁹	Computing ²⁹	Protection of knowledge ²⁹	Subtotal part 1/2 ³⁰
CO	1	25										
CO	1	26	Co-ordination									
CO	1	27	Total co-ordinator costs									
			TOTAL ³¹									

YOU MAY DUPLICATE THIS PAGE IF NECESSARY



EN H 1 FP5AM	<input type="checkbox"/>	<input type="checkbox"/>
FOR COMMISSION USE ONLY	<input type="checkbox"/>	<input type="checkbox"/>

Project Acronym ²		Proposal No ³	
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A5 Co-ordinator's Banking information ³⁵

Please return this form to the European Commission
 (This information is only used for EU payment procedure)

Financial Co-ordinator (=holder of the bank account)

Participant Role ²²		Participant No ²³	
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Financial Co-ordinator's legal organisation name (=holder of the bank account)

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Address of Financial Co-ordinator

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Banking Information

Name of the Bank

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Address of the Bank

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SWIFT CODE ³⁶	
Sort Code	
Account Number ³⁷	

Date		
Financial Co-ordinator's signature ³⁸		
Stamp ³⁹		



EN	I	1	FP5AM	<input type="text"/>	<input type="text"/>
FOR COMMISSION USE ONLY				<input type="text"/>	<input type="text"/>

Project Acronym ²	Proposal No ³
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A6 Co-ordinator's direct co-ordination costs (part 1/2: Personnel/overhead)⁴⁰

Co-ordinator's Personnel and overhead costs ⁴¹					
Categories of staff to work on the co-ordination: 1:					
2:					
3:					
Personnel co-ordination Costs Year 1			Overhead Costs Year 1		
Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.					
2.					
3.					
Total co-ordination Personnel costs year 1:				Total overhead y 1:	
EC Contribution co-ordination Personnel costs y 1:				EC Contribution y 1:	0
Personnel co-ordination Costs Year 2			Overhead Costs Year 2		
Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.					
2.					
3.					
Total co-ordination Personnel costs year 2:				Total overhead y 2:	
EC Contribution co-ordination Personnel costs y 2:				EC Contribution y 2:	0
Personnel co-ordination Costs Year 3			Overhead Costs Year 3		
Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.					
2.					
3.					
Total co-ordination Personnel costs year 3:				Total overhead y 3:	
EC Contribution co-ordination Personnel costs y 3:				EC Contribution y 3:	0
Personnel co-ordination Costs Year 4			Overhead Costs Year 4		
Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.					
2.					
3.					
Total co-ordination Personnel costs year 4:				Total overhead y 4:	
EC Contribution co-ordination Personnel costs y 4:				EC Contribution y 4:	0
Total co-ordination Personnel costs:				Total Overhead	
EC contribution to co-ordination Personnel costs:				EC Contribution to Overhead	0
Hourly Rates are based on: Actual Salaries: Average Salaries ⁷⁷ :					
Base year for the rates are:			Average increases per year in percent: %		
Number of person months for co-ordination:	Year 1	Year 2	Year 3	Year 4	Total
Number of person months for co-ordination:					
Overhead percentage for direct co-ordination costs:					%



EN J 1 FP5AM

FOR COMMISSION USE ONLY

Project Acronym ²Proposal No ³**A6****Co-ordinator's direct co-ordination costs (part 2/2: Other costs)⁴⁰****Durable Equipment costs (Euro)⁷⁹**

Description ⁸⁰	Month of purchase ⁸¹	Cost of purchase (Euro) [C] ⁸²	Period of use (months) [A] ⁸³	Depreciation period (months) [B] ⁸⁴	% usage on the project [D] ⁸⁵	Amount charged to project (Euro) ⁸⁶
Total						
EC Contribution Durable Equipment						

Consumables costs (Euro)⁸⁷

Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
2:					
Total:					
EC Contribution Consumables:					

Travel / subsistence costs (Euro)⁸⁸

Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
2:					
3:					
Total:					
EC Contribution Travel / Subsistence:					

Computing costs (Euro)⁸⁹

Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
Total:					
EC Contribution Computing:					

Other specific project costs (Euro)⁹¹

Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
2:					
3:					
Total:					
EC Contribution Other specific project costs:					

Protection of knowledge (Euro)⁹²

Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
Total:					
EC Contribution Protection of knowledge:	0	0	0	0	0

	Year 1	Year 2	Year 3	Year 4	Total
Total allowable direct co-ordination costs⁹³					
EC contribution in percentage⁹⁴					
Total EC contribution					

How to complete the co-ordinator's administrative forms (Part A - Forms A0 to A6).

Project Information and Administrative Overview Forms (A0, A1)

1. 'Project information and administrative overview forms' (A0 and A1)

These forms are to be completed by the project co-ordinator on behalf of the consortium.

2. Project Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the project. Do not change the acronym used in the proposal submission unless directly asked to do so by the Commission Services.

3. Proposal No

The proposal number you were given by the Commission Services. The proposal number must be identified in each page of the contract preparation forms. Normally, this will subsequently become the contract number.

4. Call Identifier

The call identifier is the reference number in the call to which your proposal was addressed, as indicated in the publication of the call in the Official Journal.

5. Research Programmes and Thematic Priorities

The thematic priorities addressed by your project as indicated in the list in Annex 1 of Appendix 1, the proposal submission forms for the call your proposal addressed: "Structure of the thematic priorities of the 5th Framework Programme 1998-2002 (indirect actions)".

The list is organised so that the first three or four characters indicate the programme (in bold), the next four digits indicate the year of the workprogramme, and the two or three last digits indicate the thematic priorities (action lines or research objectives).

When you fill in the box(es) for the research programme in form A0, you should only use the abbreviated name of the programme(s), (e. g. QOL, IST, GROW, etc).

When you fill in the box(es) for the thematic priorities on form A0 and A1, you should use the abbreviated name of the programme (the first three or four characters), followed by the year, and the two or three digits that identify the thematic priorities. If more than one thematic priority is addressed, indicate them in priority order, so that the main priority addressed by the proposal is mentioned first (e. g. QOL-2000-1.3.4).

6. Type of Action

The type of action your project concerns. For accompanying measure projects you should use one of the following codes. You should also use one of the keywords in section 19:

IST-AM-Take-Up: Accompanying Measure Projects, IST Take-Up Actions.

7. Project Co-ordinator

The name, contact details and information on signature for the person/organisation responsible for the co-ordination of the project and who acts as a contact on behalf of the consortium during the negotiations of the project.

8. Gender (F(emale) / M(ale))

This information is required for statistical purposes only. Please indicate with a cross as appropriate.

9. Organisation Legal Name

You must use the complete legal name of the organisation. This is the name under which the organisation is registered in the official trade registers, if applicable. You should only use the English form of the legal name if it is registered.

10. Institute / Department / Laboratory Name

Name of the institute, department or laboratory in the organisation, which will be carrying out the work and for which the contact person is working. The address details given in the following fields must be for the department/laboratory/institute and not the legal address of the organisation.

11. P. O. Box

If applicable, indicate number of Post Office Box for surface mail delivery.

12. Post Code

If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

13. Cedex

If applicable, indicate Cedex for surface mail delivery.

14. Country Code / Name

Use the relevant country code and country name as indicated in the list in Annex 2 of Appendix 1, the proposal submission forms: "Country Codes". For any country not included in the list in Annex 2, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

15. Telephone No and Fax No

Please give the telephone and fax numbers in the following format; for example (a European Commission telephone number in Brussels, Belgium) (32-2)2988888 (32 being the country code number; 2 the area code number for international calls; 2988888 the subscriber's number).

16. Project Abstract

The project abstract should be a very short and precise presentation of the main features of the project. Why is it proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This project abstract will be used together with the project summary description in form A2 in the publications and communications about the projects to the general public and other interested parties (Commission services and programme committees, etc.). Please use

plain typed text, avoiding formulae and other special characters. If the project is written in a language other than English, please include in form A1 an English version of the abstract.

Unless there are changes as a result of the evaluation you may use the same abstract submitted with the proposal.

17. Total estimated Eligible Costs

The total estimated eligible costs of the project in Euro as in form A3, adjusted as a result of the evaluation and negotiation. Eligible costs are defined in Part C of Annex II, General conditions to the model contract.

18. EC Contribution requested

The total contribution requested for the project from the European Community in Euro, as in form A3.

19. Keywords

The keywords to be filled in for IST Take-Up Actions are:

ASSESS: Assessment Take-Up Actions;

ACCESS: Access Take-Up Actions.

BESTP: Best Practice Actions.

TRIALS: Trials Actions.

Project Summary Form (A2)

20. Project Summary

The project summary form, (A2) should be filled in by the co-ordinator only. You should not use more than 3,500 characters. The project summary should, at a glance, provide the reader with a clear understanding of the project objectives and how the objectives will be achieved, and their relevance in the context of the objectives of the specific programme. This summary may be used as an alternative to the project abstract, as the description of the project in the publications to the general public and in communications to the programme management committees and other interested parties. It must therefore be short and precise. Please use plain typed text, avoiding formulae and other special characters. If the project is written in a language other than English, please include in form A2 an English version of the project summary.

Unless there are changes as a result of the evaluation you may use the same summary submitted with the proposed.

Cost Summary in Euro Form (A3)

21. Cost Summary in Euro, form A3

The A3 form corresponds to the A4 form in the proposal submission forms. The A3 form consists of two pages. Each page must be filled in. The A3 form should be filled in by the co-ordinator based on the budget distribution agreed by the consortium as described in the Participant forms (A7.1-A7.3). It should only contain the eligible costs. **All figures should be in Euro, not thousands of Euro.** For more detailed information on eligible costs categories for **accompanying measures**, please refer to the notes to the forms A7.2 - A7.3 below and to part C of the Annex II, General conditions of the model contract.

For IST Take-Up Actions the following table summarise the EC contribution for the cost categories in the different types of Take-Up actions:

Take up measure	Eligible Cost categories									
	Person-nel	Durable equipment	Consumables	Travel and Subsis-tence	Compu-ting	Subcon-tracting	IPR protec-tion	Other costs	Over-heads	Co-ordination
Access	100%	0%	100%	100%	*100%	100%	0%	100%	0%	**Yes
Assessment	100%	0%	100%	100%	0%	100%	0%	100%	0%	**Yes
Best Practice	100%	50%	50%	50%	*50%	50%	0%	100%	0%	**Yes
Trials	100%	50%	50%	50%	*50%	50%	0%	100%	0%	**Yes

Notes:

- For a definition of the eligible costs see Articles 13 – 16 of Annex II (General Conditions) of the Model Contract for “Accompanying Measures Specific to Technology Take-up Measures” (available on <http://www.cordis.lu/fp5/mod-cont.htm>)
- Eligible cost categories are the same for all participants, including industry and universities
- No Community contribution is granted on overhead costs for contracts concerning IST take-up actions
- * Computing costs: only invoiced costs paid to third parties
- ** The Community contribution to the direct Co-ordination costs will be based on the percentages applicable to the basic cost categories, except for subcontracting which can not be charged as a direct co-ordination cost. Examples: Personnel costs to be qualified as co-ordination costs will be reimbursed at 100%, if personnel costs in general are reimbursed at 100%. Travel costs to be qualified as co-ordination costs will be reimbursed at 50%, if travel costs in general are reimbursed at 50%. NB! Subcontracting in all cases: 0%.

Reminder: In completing Form A4, proposers should give full details for all the eligible cost categories even if the Community contribution is 0%. The EC contribution should be calculated based on the percentages set out above.

NB! Even if the EC contribution to a given cost category is 0%, the costs for that cost category are eligible costs and should be calculated and made explicit as part of the total costs to allow a precise calculation of the total costs of the Take-Up Action.

Where a project has **more than 12 participants**, please either add a second page A3 or add a separate annex in the same format as the table on this page, but remember to continue numbering 13, 14, etc.

22. Participant Role

The role for the participant as defined by the consortium for this project. This role should also be used on form A7.1. The following codes should be used for role:

- CO:** scientific, administrative and financial co-ordinator, or only administrative and financial co-ordinator;
- CS:** only scientific co-ordinator
- CR:** principal contractor (other than the co-ordinator);
- MB:** member.

23. Participant No

The number allocated by the consortium to the participant for this project. The co-ordinator (or in case of a split between administrative/financial and scientific co-ordination, the administrative co-ordinator) of a project is always number one. Members should have numbers following the principal contractors whom they are working with. In case the member is linked to more than one principal contractor, the member should have a number following the first principal contractor listed.

24. Linked to Principal Contractor No (Participant No)

Only for members: Indicate the number of the principal contractor(s) with whom the member has a membership agreement.

25. Costs of the co-ordinator

In row 25, the project co-ordinator should include only the costs for the performance of its part of the research under the project. If the project co-ordinator is able to identify the direct costs of the administrative/financial co-ordination, such costs may be indicated separately in row 26 (see note 26). If the roles of co-ordination are split between administrative/financial and scientific co-ordinator, only the financial/administrative co-ordinator may charge co-ordination costs directly.

Alternatively the costs of the administrative/financial co-ordination may be included in the overheads of the research work in row 25 (col. Overheads).

26. Co-ordination costs (Administrative / Financial co-ordination)

The financial/administrative co-ordinator of a project has to be an organisation situated in a Member State or an Associated State and not in a third country.

Project co-ordinators may be required to perform considerable administrative / financial co-ordination tasks directly related to the co-ordination of the project and to incur the associated costs. Such costs will be considered as eligible costs only for the administrative/financial co-ordinator (in case of split between scientific/technical and financial/administrative co-ordination, only for the financial/administrative co-ordinator). Co-ordination costs may include costs falling under all categories of costs, except subcontracting. As far as administrative or financial co-ordination is subcontracted, the related costs can only be considered as indirect costs. - They may cover in particular:

Personnel: remuneration of administrative and clerical personnel for performing co-ordination tasks for a specific project.

Durable equipment, consumables and computing: expenditure used strictly for co-ordination purposes in the project.

Travel and subsistence: related to administrative and clerical personnel performing co-ordination tasks specific to the project.

Other specific costs: project specific co-ordination costs other than those charged under the categories mentioned above.

Overheads on co-ordination: Overheads may be charged on co-ordination costs for certain types of accompanying measures. The method for calculation of overhead costs and the amount of overheads to be charged will be determined during the negotiations. There is no contribution to Overheads for IST Take-Up actions.

Direct co-ordination costs is allowed for IST Take-Up actions. The cost categories are reimbursed with the same percentages as for the scientific/technical work. No contribution is paid if the EC contribution is 0%. (See note 21).

The co-ordinator may decide not to charge the direct co-ordination costs as direct costs in row 26, and may in this case include them in the overhead costs in row 25 (see note 25). If the administrative or financial co-ordination is subcontracted, the related costs can only be considered as indirect costs.

Costs related to scientific/technical co-ordination can not be charged as direct co-ordination costs. This is considered to be part of the regular scientific work of the project, and the costs for it are distributed over such headings as Personnel costs, Travel and subsistence etc. as is the rest of the project's scientific work.

27. Total co-ordinator costs

The total costs of the project co-ordinator for the scientific/technical tasks (row 25) and the administrative / financial co-ordination task (row 26) (i. e. the sum rows 25 and 26 above). Where the co-ordination function is split between two co-ordinators only the administrative and financial co-ordinator may charge the co-ordination costs directly.

28. Participant short name

The short name chosen by the participant in this project from form A7.1.

29. Number of person months and all cost categories

The figures for these columns should be transferred from the individual participants' forms A7.2 and A7.3. The number of person months should be calculated as the sum of the person months for the participants including their subcontractors. The explanations of the cost categories are in the notes to the forms A7.2 and A7.3. See these notes for more explanation.

30. Subtotal part 1/2

The sum of the cost categories in columns Personnel to Other specific project costs. The sum is transferred to page 2/2.

31. Total

The sum of each cost category from the rows above including row 27, total co-ordinator costs, but not rows 25 and 26.

32. Total costs

The sum of all the cost categories.

33. Advance payment

This field will be finalised after the negotiations of the consortium with the Commission services have been concluded. However the indicative breakdown of the initial agreed advance payment between the participants should be entered.

Yearly Cost Summary in Euro. Form (A4)

34. Yearly Cost Summary in Euro.

The co-ordinator fills in the form A4. One form is needed for each year's duration of the project. The year should clearly indicate the project years. Year 1 being the first project year. Year 2 being the second project year etc.. The figures for the form are transferred from the relevant information from the participants' data in forms A7.2 and A7.3.

Co-ordinator's banking information. Form (A5)

35. Co-ordinator's banking information

The form A5 is filled by the co-ordinator of the project. It gives information on the valid bank account to be used for payments by the Commission towards the project. Where the scientific and administrative/financial co-ordination has been split, only the latter should complete this form.

36. Swift code

If applicable: Swift code for the bank in the format defined by the bank.

37. Format of bank account numbers per country

The bank account number should be entered in the format set out in the table below for the different countries.

If the name of the bank account holder is different from the legal name of the financial co-ordinator, the name of the account holder should be entered in the field for: Name of bank account holder.

GERMANY

	BLZ BANK CODE								ACCOUNT N° (including check digit)												
	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	
POSITION	1	2	3		4	5	6		7	8		1	2	3	4	5	6	7	8	9	10

AUSTRIA

	BLZ					ACCOUNT N°														
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5		1	2	3	4	5	6	7	8	9	10	11			

BELGIUM

	BANK				ACCOUNT N°								C.D.	
	x	x	x	-	x	x	x	x	x	x	x	x	-	x
POSITION	1	2	3	-	1	2	3	4	5	6	7	-	1	2

FINLAND

	BLZ				ACCOUNT N°							
	x	x	x	x	x	x	x	x	x	x	x	
POSITION	1	2	3	4		1	2	3	4	5	6	7

or

	BLZ					ACCOUNT N°							
	x	x	x	x	x	x	x	x	x	x	x	x	
POSITION	1	2	3	4	5		1	2	3	4	5	6	7

DENMARK

	NUMERO REGISTRE				ACCOUNT N° (including check digit)														
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4		1	2	3	4	5	6	7	8	9	10				

FRANCE

	CODE ETABLISSEMENT					CODE GUICHET					NUMERO DE COMPTE											RIB				
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5	6	7	8	9	10	11		1	2

UNITED KINGDOM

	SORT CODE						ACCOUNT N°							
	x	x		x	x		x	x	x	x	x	x	x	x
POSITION														

POSITION	1	2	3	4	5	6	1	2	3	4	5	6	7	8
----------	---	---	---	---	---	---	---	---	---	---	---	---	---	---

IRELAND

	SORT CODE						ACCOUNT N°								
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	6	1	2	3	4	5	6	7	8	

SPAIN

	ENTIDAD				OFICINA				D.C.		ACCOUNT NUMBER															
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	1	2	3	4	1	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

ITALY

	CODE ABI (Ets)					Code CAB (Guichet)						Numéro de Compte																	
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

LUXEMBOURG

	ACCOUNT N°									
	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	6	7	8	9	10

NORWAY

	NUMERO REGISTRE				ACCOUNT N° (including check digit)						CD	
	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	6	7	8	9	10	11	

THE NETHERLANDS

	ACCOUNT N°								
	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	6	7	8	9

SWEDEN

	BLZ				ACCOUNT N°															
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

or

	BLZ				ACCOUNT N°															
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

GREECE

	ACCOUNT N°													
	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14

For Greece there is no specific structure

PORTUGAL

	ENTIDADE				AGENCIA				CD		ACCOUNT N°																	
	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
POSITION	1	2	3	4	1	2	3	4	1	2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

38. Financial co-ordinator's signature

The form should be signed by the person authorised by the organisation to be the financial co-ordinator.

39. Stamp

If applicable. Official stamp of the financial co-ordinating organisation.

Co-ordinator's direct co-ordination costs. Form (A6)

40. Direct Co-ordination costs

If the financial/administrative co-ordinator decides to charge the co-ordination costs directly, the eligible costs for co-ordination should be reported on form A7. The form has two parts, 1/2 for the personnel and overhead costs and part 2/2 for the other eligible cost categories.

NB! Subcontracting is not an eligible cost category for direct co-ordination costs.

The co-ordinator must transfer the total co-ordination costs to form A3, row 26, and the yearly co-ordination costs to form A5, row 26.

(See also notes 25, 26 and 27).

41. Co-ordination personnel cost

The costs of the personnel directly working with the co-ordination. Typically it is categories of staff like: administrative and financial officers, clerks, secretaries etc. which can be charged directly as co-ordination costs.

Contractor's Section
Contract Preparation forms
(A7.1-A7.4)

Shared Cost AM CPF Form – Form A7.1 1/2



EN D 1 FP5AM	<input type="text"/>	<input type="text"/>
FOR COMMISSION USE ONLY	<input type="text"/>	<input type="text"/>

Project Acronym ²	<input type="text"/>	Proposal No ³	<input type="text"/>
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A7.1 Participant Profile/Information (1 form per participant) (part 1/2)⁴²

Legal information on the participating organisation									
Participant Role ²²	<input type="text"/>	Participant No ²³	<input type="text"/>	Linked to Contractor No ²⁴	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration No with the European Commission's Research Programmes ⁴³					<input type="text"/>				
Organisation Legal Name ⁴⁴		<input type="text"/>							
Short Name ⁴⁵		<input type="text"/>							
Legal Registration No ⁴⁶			<input type="text"/>			VAT No ⁴⁷		<input type="text"/>	
Activity Type ⁴⁸		Legal Status ⁴⁹		<input type="text"/>		If 'PRC', Specify ⁵⁰		<input type="text"/>	
Business Area ⁵¹ (NACE)			<input type="text"/>			User/Supplier ⁵² (U / S)		<input type="text"/>	
Legal Address of the organisation ⁵³									
PO Box ¹¹		<input type="text"/>							
Street Name and Number		<input type="text"/>							
Post Code ¹²			<input type="text"/>			Cedex ¹³		<input type="text"/>	
Town/City		<input type="text"/>							
Country Code ¹⁴		Country Name ¹⁴		<input type="text"/>					
Organisation details ⁵⁴									
Year ⁵⁵		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Annual turnover ⁵⁶		<input type="text"/>		Annual Balance Sheet Total ⁵⁷		<input type="text"/>		Total R&D Expenditure ⁵⁸	
Number of employees ⁵⁹			<input type="text"/>			Number of R&D Personnel ⁶⁰			<input type="text"/>
Number of researchers and engineers ⁶¹				<input type="text"/>		Female researchers and engineers ⁶²			<input type="text"/>
Is Your Organisation independent ⁶³							Y	N	<input type="text"/>
If No, please indicate legal name(s) of owner(s) who own 25 % or more ⁶⁴		<input type="text"/>							
		<input type="text"/>							
		<input type="text"/>							
Is Your Organisation affiliated to any other participant(s) in the project ⁶⁵ ?							Y	N	<input type="text"/>
If Yes, please indicate Participant No, Short Name(s) and character of affiliations(s) (D / I) ⁶⁶		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Address of the main Institute/ Department/ Laboratory carrying out the work ⁶⁷									
Institute/Department/ Laboratory Name ¹⁰		<input type="text"/>							
PO Box ¹¹		<input type="text"/>							
Street Name and Number		<input type="text"/>							
Post Code ¹²			<input type="text"/>			Cedex ¹³		<input type="text"/>	
Town/City		<input type="text"/>							
Country Code ¹⁴		Country Name ¹⁴		<input type="text"/>					

Shared Cost AM CPF Form – Form A7.1 2/2



EUROPEAN COMMISSION
RESEARCH DIRECTORATES
GENERAL
SHARED COST
AM CPF FORMS

EN D 1 FP5AM

FOR COMMISSION USE ONLY

Project Acronym ²

Proposal No ³

A7.1

Participant Profile/Information (1 form per participant) (part 2/2)⁴²

Participant Role ²²

Participant No ²³

Linked to Contractor No ²⁴

Authorised administrative official for the purpose of contract signature ⁶⁸

Title (Dr, Prof., ...)		Gender ⁸	F	M
Function ⁶⁹				
Family Name				
First Name				
Telephone No ¹⁵		Fax No ¹⁵		
E-mail				

Second Authorised administrative official for the purpose of contract signature ⁷⁰

Title (Dr, Prof., ...)		Gender ⁸	F	M
Function ⁶⁹				
Family Name				
First Name				
Telephone No ¹⁵		Fax No ¹⁵		
E-mail				

Scientific Person in charge of the project ⁷¹

Title (Dr, Prof., ...)		Gender ⁸	F	M
Function ⁶⁹				
Family Name				
First Name				
Telephone No ¹⁵		Fax No ¹⁵		
E-mail				

Authorised contact person ⁷²

Title (Dr, Prof., ...)		Gender ⁸	F	M
Function ⁶⁹				
Family Name				
First Name				
Telephone No ¹⁵		Fax No ¹⁵		
E-mail				

I certify that the information set out in forms A7.1 to A7.4 and Annex 2 is accurate and correct and that the estimated costs conform with the European Commission's allowable costs for **accompanying measures** support and our normal cost accounting principles and reflect the costs expected to be incurred in carrying out the approved Annex 1 to the contract description of work. I also confirm that our organisation is committed to participate to the above mentioned accompanying measure project.

Date (DD/MM/YYYY)

Signature of authorised contact person

Shared Cost AM CPF Form – Form A7.2



EN F 1 FP5AM	<input type="text"/>	<input type="text"/>
FOR COMMISSION USE ONLY	<input type="text"/>	<input type="text"/>

Project Acronym ²	<input type="text"/>	Proposal No ³	<input type="text"/>
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A7.2 Participant Profile/Information (1 form per participant) Personnel costs/overheads ⁴²

Participant Role ²²	<input type="text"/>	Participant No ²³	<input type="text"/>	Linked to Contractor No ²⁴	<input type="text"/>
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Personnel costs and overheads ⁷³

Categories of staff to work on the project ⁷⁴: 1:

1:

2:

Personnel Costs ⁷⁵ Year 1			Overhead Costs ⁷⁶ Year 1		
--------------------------------------	--	--	-------------------------------------	--	--

Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Personnel costs year 1:	<input type="text"/>	Total overhead y 1:	<input type="text"/>
-------------------------------	----------------------	---------------------	----------------------

EC contribution Personnel costs year 1:	<input type="text"/>	EC contribution y 1:	0
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Personnel Costs Year 2			Overhead Costs Year 2		
------------------------	--	--	-----------------------	--	--

Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Personnel costs year 2:	<input type="text"/>	Total overhead y 2:	<input type="text"/>
-------------------------------	----------------------	---------------------	----------------------

EC contribution Personnel costs year 2:	<input type="text"/>	EC contribution y 2:	0
---	----------------------	----------------------	----------

Personnel Costs Year 3			Overhead Costs Year 3		
------------------------	--	--	-----------------------	--	--

Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Personnel costs year 3:	<input type="text"/>	Total overhead y 3:	<input type="text"/>
-------------------------------	----------------------	---------------------	----------------------

EC contribution Personnel costs year 3:	<input type="text"/>	EC contribution y 3:	0
---	----------------------	----------------------	----------

Personnel Costs ⁷⁵ Year 4			Overhead Costs ⁷⁶ Year 4		
--------------------------------------	--	--	-------------------------------------	--	--

Staff Cat.:	Hours on Project	Hourly Rate (Euro)	Personnel costs (Euro)	Hourly overhead rate (Euro)	Overhead costs (Euro)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Personnel costs year 4:	<input type="text"/>	Total overhead y 4:	<input type="text"/>
-------------------------------	----------------------	---------------------	----------------------

EC contribution Personnel costs year 4:	<input type="text"/>	EC contribution y 4:	0
---	----------------------	----------------------	----------

Total Personnel costs:	<input type="text"/>	Total Overhead	<input type="text"/>
-------------------------------	----------------------	-----------------------	----------------------

Total EC Contribution Personnel costs:	<input type="text"/>	Total EC contribution	0
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Hourly Rates are based on: Actual Salaries: Average Salaries ⁷⁷:

Base year for the rates are: Average increases per year in percent: %

Number of productive hours per year ⁷⁸: Overhead percentage: %

Total number of person months of the participant:	Year 1	Year 2	Year 3	Year 4	Total
Total number of the participant's person months:	<input type="text"/>				

For all Participants with Subcontractors (Person months):

Total number of person months worked on the project by all subcontractors for this participant:	Year 1	Year 2	Year 3	Year 4	Total
Total number of all subcontractor's person months:	<input type="text"/>				

Shared Cost AM CPF Form – Form A7.3 2/2



EN F 1 FP5AM

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Project Acronym ²		Proposal No ³	
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A7.3 Participant Profile/Information (1 form per participant) Other costs (part 2/2)⁴²

Participant Role ²²		Participant No ²³		Linked to Contractor No ²⁴	
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Subcontracting costs (Euro) ⁹⁰							
Subcontractors (names)	Country Code	Work service	Costs Year 1	Costs Year 2	Costs Year 3	Costs Year 4	Total
1:							
2:							
3:							
4:							
Total:							
EC Contribution Subcontracting:							

Other significant project costs (Euro) ⁹¹					
Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
2:					
3:					
4:					
Total					
EC contribution Other project costs					

Protection of knowledge (Euro) ⁹²					
Description:	Year 1	Year 2	Year 3	Year 4	Total
1:					
2:					
3:					
4:					
Total					
EC contribution Protection of knowledge	0	0	0	0	0

	Year 1	Year 2	Year 3	Year 4	Total
Total allowable costs ⁹³					
EU contribution in percentage ⁹⁴					
Total EC contribution					

Conversion rate used	
Currency ⁹⁵:	Conversion Rate to Euro ⁹⁶:

Shared Cost AM CPF Form – Form A7.4



EN D 1 FP5AM	<input type="text"/>	<input type="text"/>
FOR COMMISSION USE ONLY	<input type="text"/>	<input type="text"/>

Project Acronym ²	<input type="text"/>	Proposal No ³	<input type="text"/>
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A7.4 Participant Profile/Information (1 form per participant) ⁴²

Participant Role ²²	<input type="text"/>	Participant No ²³	<input type="text"/>	Linked to Contractor No ²⁴	<input type="text"/>
--------------------------------	----------------------	------------------------------	----------------------	---------------------------------------	----------------------

Human resources information ⁹⁷	
Total person hours agreed for the proposed participation to the contract:	
Of which researchers and engineers (RSE) person hours (total number of RSE hours on the contract):	
Of which number of female RSE hours (total number of female RSE hours on the contract):	

Link of subcontractor(s) ^{63, 65}		
Are any of the subcontractors linked to a contractor or associated contractor?	O NO O YES	Nature of link:

Financial and accounting rules used by the Participant (X = Annex Attached) ⁹⁸	
Has information on your organisation's cost accounting principles and systems (in particular for calculating the personnel costs and allocating overheads) already been supplied to the Research Programmes of the Commission?	<input type="checkbox"/> NO <input type="checkbox"/> YES _____ Specify the most recent Commission contract number <input type="checkbox"/> X = Annex on Financial and Accounting Rules attached <input type="checkbox"/> X = Annex on Overhead calculation attached

Documents (X = Annex Attached)	
<input type="checkbox"/> Legal documents establishing organisation ⁹⁹ <input type="checkbox"/> Annual reports and balance sheets ¹⁰⁰ <input type="checkbox"/> Organisation structure ¹⁰¹	
If applicable and not attached, please specify most recent Research Programme contract number where supplied.	

How to fill the Participant Profile / Information Forms (A7.1, A7.2, A7.3 and A7.4)

Participant profile information. Form (A7.1)

42. Participant profile/information

All participants (principal contractors and members) must each fill in the information requested on the forms A7.1, A7.2, A7.3 and A7.4 (Members in IST Take-Up Actions do not need to provide the administrative/financial documentation asked in fields 98-101). The notes to the different sections and fields will indicate which participants need to fill in which fields. In addition all principal contractors that have an accurate accountancy system except for universities and public organisations must also supply the information requested in the form in Annex 2. **Members in IST Take-Up Actions do not need to fill in Annex 2.**

Make sure that the form A7.1 is signed by a person in your organisation authorised to commit the organisation to participate in accompanying measure projects. Keep a photocopy or an electronic copy of the completed forms for your own files before sending the signed original to your project co-ordinator.

For "research bodies", that is "organisations" or "partnerships" which are not officially legal entities (e.g. Unité Mixte de Recherche and other similar types of groupings) each participating organisation to the project in the "research body" must complete a full set of contractors forms (A7.1-A7.4). In addition a note must be included with the Contract Preparation Forms indicating the link between the legal entities in the "research body" for the project. The note must also clearly state which legal entity is the lead organisation representing the "research body" and this lead entity should provide clear evidence of the mandate from the other legal entities to negotiate the contract on behalf of the "research body". During the contract negotiations a number of issues relating to contract signature, cost claims and payments will have to be addressed.

43. Registration No with the European Community's Research Programmes

If applicable. If the organisation has already received a registration number under the Fifth Framework Programme, please enter it here, and only give the organisation details if they have changed since the registration number was received. A large organisation may have more than one registration number. If this is the case, please make sure that you use the one relevant to your legal address. **A registration number will only be issued once the organisation has been validated during the negotiation of a contract with the Commission.**

44. Organisation Legal Name

If applicable, name under which the participant is registered in the official trade registers.

45. Short Name

The short name chosen by the participant for this project. This should normally not be more than 20 characters and the same should be used for the participant in the A3, A4 and A5 forms.

46. Legal Registration No

If applicable, please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

47. VAT No

If applicable, please provide the organisation's Value Added Tax (VAT) number in the VAT register.

48. Activity Type

Indicate the principal activity of your organisation. Please use one of the following codes:

- REC:** Research (i. e. organisations only or mainly established for research purposes);
- HES:** Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, colleges);
- IND:** Industry (i. e. industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance);
- OTH:** Others

49. Legal Status

Please use one of the following codes:

- GOV:** Governmental (local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);
- INO:** International Organisation (i. e. an international organisation established by national governments);
- JRC:** Joint Research Centre (i. e. the Joint Research Centre of the European Commission);
- PUC:** Public Commercial Organisation (i. e. commercial organisation established and owned by a public authority) ;
- PRC:** Private Commercial Organisation including Consultant (i. e. any commercial organisations owned by individuals either directly or by shares);
- EEI:** European Economic Interest Group;
- PNP:** Private Organisation, Non Profit (i. e. any privately owned non profit organisation).

50. 'If 'PRC', Specify'

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation (e.g.: SA, Ltd., GmbH, independent person...).

51. Business Area (NACE)

For statistical purposes, the Commission services need to classify the principal economic activity of each participant. This is done for the programmes in the 5th Framework programme according to the 2-digit or 3-digit NACE Rev. 1 classification, listed in Annex 3 of Appendix 1, the proposal submission forms. (NACE is "Nomenclature générale des activités économiques dans les Communautés européennes"). You should identify the single principal economic activity of your organisation, or, in the case of a larger organisation, of the executive division of your organisation making the project.

52. User/Supplier

Only if applicable. Please indicate whether the participant is principally a user (i. e., a participant in the project who participates as a user of the project's result) or a supplier (i. e., a participant in the project who provides the solution or result to solve the users problem) in this project.

53. Legal address of the organisation

Provide here the address where the organisation is legally registered.

54. Organisation details

This section is for statistical information. The fields should be filled by all private organisations and other participants who have an analytical accountancy system, but public research institutions, such as universities only have to fill fields 59, 60, 61 and 62 (see the notes to the fields in this section).

55. Year

The year for which the figures in this section are provided. Information from the most recent accounting year should be provided.

56. Annual turnover

This field is for statistical information. It should be filled in by all participants who are commercial organisations, and also for those research organisations, which are able to provide the figures, but normally not for universities. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. The following codes for intervals should be used:

T1: $0 \leq$ EUR 7 million (Annual turnovers less than or equal to EUR 7 million)

T2: $>$ EUR 7 million or \leq EUR 40 million (Annual turnovers more than EUR 7 million or less than or equal to EUR 40 million)

T3: $>$ EUR 40 million (Annual turnovers more than EUR 40 million).

If not applicable (e.g., for universities) please write **N/A**.

57. Annual Balance Sheet Total (i.e., total of assets or total of liabilities)

This field is for statistical information. It should be filled in by all participants who are commercial organisations, and also by those research organisations, which are able to provide the figures, but normally not for universities. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. The following codes for intervals should be used:

B1: $0 \leq$ EUR 5 million (Annual balance sheet totals less than or equal to EUR 5 million)

B2: $>$ EUR 5 \leq EUR 27 million (Annual balance sheet total more than EUR 5 million or less than or equal to EUR 27 million)

B3: $>$ EUR 27 million (Annual balance sheet total more than EUR 27 million)

If not applicable (e.g. for universities) please write **N/A**

58. Total R&D Expenditure

This field is for statistical information. It should be filled in by all participants who are commercial organisations, and also by those research organisations, which are able to provide the figures, but normally not for universities. The figures for total R&D expenditure should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. The following codes for intervals should be used:

R1: $0 \leq$ EUR 5 million (Annual balance sheet totals less than or equal to EUR 5 million)

R2: $>$ EUR 5 \leq EUR 27 million (Annual balance sheet total more than EUR 5 million or less than or equal to EUR 27 million)

R3: $>$ EUR 27 million (Annual balance sheet total more than EUR 27 million)

If not applicable (e.g. for universities) please write **N/A**

59. Number of employees

This field is for statistical information. All participants should fill it in. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent employees according to the following classification:

S1: 0 employee

S2: 1 – 9 employees

S3: 10 – 49 employees

S4: 50 – 249 employees

S5: 250 – 499 employees

S6: 500 – 1999 employees

S7: 2000+ employees

60. Number of R&D Personnel

This field is for statistical information. All participants should fill it in. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent R&D personnel according to the following classification:

- D1:** 0 R&D employee
- D2:** 1 – 9 R&D employees
- D3:** 10 – 49 R&D employees
- D4:** 50 – 249 R&D employees
- D5:** 250 – 499 R&D employees
- D6:** 500 – 1999 R&D employees
- D7:** 2000+ R&D employees

61. Number of researchers and engineers

This field is for statistical information. All participants should fill it in. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent researchers and engineers according to the following classification:

- E1:** 0 Researchers and engineers
- E2:** 1 – 9 Researchers and engineers
- E3:** 10 – 49 Researchers and engineers
- E4:** 50 – 249 Researchers and engineers
- E5:** 250 – 499 Researchers and engineers
- E6:** 500 – 1999 Researchers and engineers
- E7:** 2000+ Researchers and engineers

62. Number of female researchers and engineers

This field is for statistical information. All participants should fill it in. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent female research and engineering personnel according to the following classification:

- F1:** 0 Female researchers and engineers
- F2:** 1 – 9 Female researchers and engineers
- F3:** 10 – 49 Female researchers and engineers
- F4:** 50 – 249 Female researchers and engineers
- F5:** 250 – 499 Female researchers and engineers
- F6:** 500 – 1999 Female researchers and engineers
- F7:** 2000+ Female researchers and engineers

63. Independence

An organisation is independent if less than 25% of the capital or the voting rights is owned by a person, an organisation or jointly by several organisations (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

If the organisation is not independent, you should provide the name(s) of the organisation(s) or person(s) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has fewer than 250 full time equivalent employees, has an annual turnover not exceeding EUR 40 million, or an annual balance sheet

total not exceeding EUR 27 million, and is not controlled by 25% or more by a company which is not an SME (on the issue of control, see note 65 and 66).

64. Owners

Please provide the legal name(s) of the organisation(s) or person(s) controlling the organisation by 25% or more (on the issue of control, see notes 65 and 66).

65. Affiliation

An organisation is affiliated to another organisation if:

It is under the same direct or indirect control as another organisation, or

It directly or indirectly controls another organisation, or

It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

- A, directly or indirectly, holds more than 50% of the share capital of B, *or*,
- A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, *or*,
- A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

66. Affiliated Organisations

Please provide the participant number, short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

D: Direct control;

I: Indirect control.

67. Address of the Institute/ Department/ Laboratory carrying out the work

Provide here the name and address of the institute/ department/ laboratory carrying out the work

68. Authorised administrative official

This is a person within the organisation with authority to sign the research contract with the European Commission.

69. Function

The function, which the person has within the organisation, for example: director, vice-president, managing director, vice chancellor, etc.

70. Second Authorised administrative official

If applicable: The second person within the organisation with authority to sign the research contract with the European Commission. Please indicate with an X in A if the organisation requires two persons to sign a research contract with the European Commission on behalf of the organisation, or with a X in O if the second person is authorised to sign instead of the person mentioned in section 68.

71. Scientific officer in charge of the project

If applicable. If the contact person is NOT the scientific person responsible for the project, please provide here the details for the scientific officer in the organisation responsible for the project in the organisation.

72. Authorised contact person

This is the person within the organisation who acts as contact person for the organisation regarding the specific accompanying measure project under negotiation and who has the authority to verify that the information given in the forms is correct and that the organisation is committed to participate in the accompanying measure project. Please attach business card if available.

Participant profile information - Personnel and overhead costs. Form (A7.2)

73. Personnel costs and overheads

This form contains information regarding the personnel and overheads costs for the participants.

For IST take-up actions, there is no EC contribution to overhead costs. Even though the EC contribution to overheads is 0%, the overhead costs are however eligible costs and should be calculated and made explicit as part of the total costs to allow a precise calculation of the total costs of the Take-Up Action. The Commission actively promotes the participation of women in European research actions financed by the Union, with the aim of significantly increasing the number of women involved in research during the Fifth Framework Programme. To this end, and to the extent possible, efforts should be made to employ women to carry out research tasks financed by this project.

74. Categories of staff

You should identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the Project, to analyse cost claims and to carry out audits.

You may charge only research, technical and specialised staff; administrative and secretarial staff may not be charged directly, but can be included in the overheads, except for the financial and administrative co-ordinator, who may charge administrative and secretarial staff carrying out the co-ordination of the project as direct costs (see notes 25, 26 and 27). If the co-ordinator charges the co-ordination costs as direct costs, the details of the staff categories must be provided on form A6.

Examples of staff categories are: scientist, engineer, technician, etc.

Generally the number of productive hours per month is about 135 hours. Please note that the number of productive months in the Project work programme should be consistent with the figure inserted in this form.

75. Personnel costs

Costs of the scientific and technical personnel of the participant excluding overheads and labour costs of subcontractor(s). For **accompanying measures** only the costs of the actual hours worked by the persons directly carrying out the scientific and technical work under the project may be charged to the contract. Subject to the contractual terms, costs of persons directly engaged by the participant on work contracts (see Financial Guidelines for definition of work contracts) for the projects may be considered as eligible personnel costs. Administrative and secretarial staff **must not** be charged directly (except for the administrative/financial co-ordination costs of the co-ordinator, see notes 25, 26 and 27), but should be included in the overhead costs.

Personnel costs include social charges. You should include all direct employment costs in the hourly rate (e.g. salary, social charges, such as pension contributions or unemployment insurance, etc.). See also notes 76, 77, 78 and 79.

76. Overhead costs

There is no EC contribution for overhead costs for IST Take-Up Actions. Even though the EC contribution to overheads is 0%, the overhead costs are however eligible costs and should be

calculated and made explicit as part of the total costs to allow a precise calculation of the total costs of the Take-Up Action.

77. Average salaries

Rates based on average salaries (see Part C of Annex II to the Model Contract) may be used for a single category of staff, or for a combination of several different categories, if they fairly reflect the grades working on the Project. In either case, the average must reasonably reflect the cost of personnel on the Project.

78. Productive hours per year

This is the average number of chargeable, productive hours per month normally available for recharging purposes (i.e. after allowances for holidays, sickness etc.) for each employee and for 12 months per year. A full-time employee contributes 12 man-months per year. The personnel costs per year for this employee therefore normally amount to: 12 x (the number of productive hours per month) x (the personnel costs per hour).

In order to obtain an hourly rate, the total productive personnel costs have to be divided by the total productive hours. Total productive hours can be obtained either from time sheets or from summaries of time records, or on the basis of the total workable hours according to the employment contract, less a certain provision for non-chargeable time such as sickness, holidays, etc. In the latter case, an example for determining the total productive hours per year could be as follows:

Days/year	365 days	
Less 52 weekends	<u>104 days</u>	
Subtotal	261 days	
Less:		
Annual holidays	21 days	
Statutory holidays	15 days	
Illness/other	<u>15 days</u>	<u>51 days</u>
Total = Productive days	<u>210 days</u>	
Productive hours/year (210 days x 7 hrs/day)	1470 hrs	
Productive hours/year (210 days x 7.5 hrs/day)	1575 hrs	
Productive hours/year (210 days x 8 hrs/day)	1680 hrs.	

As a general rule, no overtime may be charged to Commission projects, unless this element has also been taken into account in the calculation of the total productive hours, or this is reimbursed specifically by the organisation.

Participant profile information - Other cost categories. Form (A7.3)

The EC contribution to the different cost categories for IST Take-Up Actions is described in note 21. Cost necessary for the project should be filled in and be part of the total costs, but the EC contribution is limited to the maximum percentages defined in the table in note 21.

79. Durable equipment

Cost of equipment purchased or leased to buy for the purpose of the project. The amount you can charge to the project is calculated in the following way:

$$(A/B) \times C \times D$$

where:

- A. = the period in months during which the durable equipment is used for the *project* after invoicing;
- B. = the depreciation period for the durable equipment: 36 months for computer equipment costing less than 25 000 EUR or 60 months for other equipment;
- C. = the actual cost of the durable equipment;
- D. = the percentage of usage of the durable equipment for the *project* expressed as a fraction of 1 (e.g. 70% corresponds to 0.7).

Costs for durable equipment may be eligible if the equipment has been purchased or leased (i) within 6 months before the starting date of the project, or (ii) for the performance of a contract previously concluded with the Community and provided that the depreciation period has not lapsed. In the last case, the eligible costs will depend on the length of the remaining depreciation period.

Note that costs related to rented equipment should be charged under "Subcontracting".

Only Best Practice and Trials allow EC contribution of up to 50% for Durable equipment, see note 21. In Best practice actions in the area of technologies and engineering for software, systems and services, (Action lines IST-1999-4.3.x) hardware costs are excluded.

80. Description (of equipment)

Give a brief description of the equipment to be purchased specifically for use under the project.

81. Month of purchase

This is the expected month of purchase after the start (commencement date) of the project (month 0), e.g. month -6 for equipment bought 6 months before the commencement date of the project, month 14 for equipment bought 14 months after the commencement date, etc.

82. Cost of purchase (euro)

This is the purchase price of the equipment (excluding VAT) or the total value of the contract for equipment acquired under a lease to buy agreement.

83. Period of use (months)

This is the period (in months) during which the equipment is to be used for the project after its delivery.

84. Depreciation period (months)

Equipment must be depreciated on a linear basis over a depreciation period of either 36 months (for computing equipment with a value of less than 25,000 Euro) or 60 months (in the case of all other equipment).

85. Percentage usage on the project

This is the percentage of time for which the equipment is used for this Project in relation to its total usage (i.e. including usage for other purposes) during the same period.

For example, if the equipment is used for 6 months and in that time the equipment is used for a total of 300 hours for the Project, but for no other purposes, then the percentage usage is 100%.

However, if during the same period the equipment is used for 300 hours for the Project and is also used for 100 hours for purposes other than the Project, then the percentage usage is 75%.

86. Amount charged to project (euro)

Only the depreciated value of the equipment as calculated according to the formula in note 80 may be charged to the project.

87. Consumables costs

According to the usual practises of the participant, these costs may be included in overhead costs for contractors. Otherwise, the amount for consumables can be entered here. **Access and Assessment actions allow up to 100% EC contribution for Consumables. For Best Practice and Trials actions the EC contribution is limited to up to 50%, see note 21.**

88. Travel / subsistence costs

The amount for travel and subsistence costs of personnel categories working for the project, calculated on the basis of the usual practices of the participant. The prior agreement of the Commission will be required for any destination outside the territory of a Member State, an Associated state or a third country where a principal contractor or assistant contractor is established. The inclusion of such costs in this form does not constitute a request for such approval. Upon successful completion of the contract negotiations a short description of these travels and the estimated costs, agreed between the consortium and the Commission officer, should be included in Annex I to the contract. Any subsequent travel, not included in the list in Annex I to the contract, must be agreed in writing with the scientific project officer.

The travels should be briefly described, for example, travels inside the EU and associates states and travels outside the EU and associated states, and the total amount(s) should be entered in this line. **Access and Assessment actions allow up to 100% EC contribution for Travel/Subsistence. For Best Practice and Trials actions the EC contribution is limited to up to 50%, see note 21.**

89. Computing costs

The costs for using own computing facilities or services (to be established in accordance with usual applicable rules, including, for instance, recorded computer usage).

For some participants, such costs may, in accordance with the usual practice of such participants, be charged as part of the overheads. **Access actions allow up to 100% EC contribution for Computing. For Best Practice and Trials actions the EC contribution is limited to up to 50%. For Assessment actions there is no EC contribution to Computing, see note 21.**

90. Subcontracting costs

Costs for all subcontracting and external services specific to the project (goods, supplies and services). Such costs must be in accordance with usual market costs.

External services are those performed by third parties outside the participating organisation and outside the project consortium.

NB! subcontractors should also fill in forms A8.1 and A8.2 where the cumulative amount of the subcontracts for the contractor exceeds 20% of its estimated eligible costs or 100 000 Euro, whichever amount is the lower; and if the subcontractors are established in a third country, unless the contractor concerned is established there.

If the organisation to be awarded a subcontract is not yet known, then the name may be left open but you should give a brief description of the work/service to be provided.

Upon successful completion of the contract negotiations a short description of the subcontractors and the estimated budget agreed between the consortium and the Commission officer and mentioned in the forms A8.1 must be included in Annex I to the contract. Any subsequent addition of subcontractors not

mentioned in Annex I requires the approval of the Commission project officer if the above mentioned rules apply to the contractor. **Access and Assessment actions allow up to 100% EC contribution for Subcontracting. For Best Practice and Trials actions the EC contribution is limited to up to 50%, see note 21.**

91. Other specific project costs

Other specific project costs necessary to carry out the research, and which do not fall under any of the other defined cost categories or under overheads, may be charged under this category with the prior written approval of the Commission. Upon successful completion of the contract negotiations a short description of the other specific project costs and the estimated budget agreed between the consortium and the Commission officer must be included in Annex I to the contract. Any subsequent other specific costs not described in Annex 1 require the approval of the Commission project officer.

For all types of IST Take-Up actions, (Access, Assessment, Best Practice and Trials actions) the EC contribution for Other specific project costs is up to 100%, see note 21.

92. Protection of knowledge and facilitation of knowledge exploitation

The costs for intellectual property right (IPR) protection (e.g., patents) may be considered eligible costs. Such costs should have been foreseen in the project proposal and in particular, in the plan for dissemination and exploitation. They must be incurred during the project period for knowledge resulting from the project, and they must satisfy the basic cost eligibility terms and conditions of the contract. Costs under this category will be subject to prior written agreement from the Commission. NB! There is a maximum EC contribution of €4.000 per intellectual property right for legal counsel related to the protection of that right. See the provisions of Part C of Annex II of the model contracts.

Upon successful completion of the contract negotiations a short description of costs for protection of knowledge and the estimated budget agreed between the consortium and the Commission officer must be included in Annex I to the contract. Costs from this category can not be moved to another cost category. It is therefore very important that costs in this category are carefully considered during the negotiations.

For all types of IST Take-Up actions, (Access, Assessment, Best Practice and Trials actions) there is no EC contribution for costs for protection of knowledge. Even though the EC contribution to costs for protection of knowledge is 0%, the costs for protection of knowledge are however eligible costs and should be calculated and made explicit as part of the total costs to allow a precise calculation of the total costs of the Take-Up Action.

93. Total allowable costs

The sum of all cost categories including personnel and overhead costs.

94. EC contribution in percentage

The percentage of the total cost requested by each participant from the European Community for this project. The percentage, which can be requested from the European Community, depends on the country of the participant, the type of accompanying measure project, the IPR rights for the results of the project and other considerations relevant to specific project.

As a rule, EC contributions can only be requested by participants from Member States and Associated States. For participants from countries, which do not qualify for EC Contribution, the percentage for EC contribution is set to zero (0).

For cases where participants from other countries may receive EC Contribution, please refer to the relevant Guide for Proposers for details on which countries can receive EC contribution.

The percentage of EC contribution to IST Take-Up actions is calculated from the total costs and the EC contribution asked. The percentage is transferred to sheets A3 and A4.

95. Currency codes

Please use the following currency codes

<i>Country</i>	<i>Currency Code</i>	<i>Country</i>	<i>Currency Code</i>
Austria	ATS	Iceland	ISK
Belgium	BEF	Liechtenstein	CHF
Denmark	DKR	Norway	NOK
Finland	FIM		
France	FRF	Albania	ALL
Germany	DEM	Bulgaria	BGL
Greece	GRD	Czech. Rep.	CZK
Ireland	IEP	Estonia	EEK
Italy	ITL	Hungary	HUF
Luxembourg	LUF	Latvia	LVL
Netherlands	NLG	Lithuania	LTL
Portugal	PTE	Poland	PLZ
Spain	ESP	Romania	ROL
Sweden	SEK	Slovak. Rep.	SKK
United Kingdom	GBP	Slovenia	SIT
Euro		EUR	
Armenia	AMD	Cyprus	CYP
Azerbaijan	AZM	Malta	MTL
Belarus	BYB	Switzerland	CHF
Georgia	RUR	Turkey	TRL
Moldova	MDL	Israel	ILS
Russia	RUR		
Ukraine	UAK	Other	OTH

For any country not included in this list, please use the Other category for the currency and write out the full name of the currency at the bottom of the page.

96. Conversion rate to Euro

The conversion rate that you have used to convert national currency into Euro should be set out here.

Participant profile information - Other information. Form (A7.4)

97. Human resources information

This block is for statistical information only.

The first row is the sum of total person months worked on the project from form A7.2. For co-ordinators the person hours from form A6.2 should also be included.

The second row is the sum of the hours worked on the project by researchers and engineers.

The third row is the sum of hours worked on the project by female researchers and engineers.

98. Financial and accounting rules used

If applicable (Only for principal contractors in IST Take-Up actions): This information should only be provided by organisations that use an accurate accountancy system, except from public organisations and universities. Is so:

You must enclose an annex on your financial and accounting rules used:

- if the information has not been previously supplied to the Commission for another RTD or accompanying measures contract , or
- if the systems have changed since the information was provided, or
- if 3 years or more have elapsed since the information was last provided.

This annex should be a concise free-format description to be marked “financial and accounting rules”.

The name of the organisation, the Project number and the date should appear at the top. The description of the main rules and principles applied should include the following:

- the main cost categories included in the overhead rates

- the method of apportioning the overhead costs (e.g. surface areas, staff numbers, etc.)
- details of overhead charged on cost categories other than personnel
- the method of recording personnel time spent on the Project.

If your annex contains confidential information, you may attach it in a sealed envelope marked “Confidential: for use by the European Commission only”.

99. Legal documents establishing the organisation

If applicable (Only for principal contractors in IST Take-Up actions). If the participating organisation has had no previous contracts with the European Commission, or if its status has changed since the documents were provided, then you must provide copies of these legal documents, i. e. certificate of registration and (if applicable) articles of association, or give the date on which this information was provided to the Commission during the negotiations. This is not applicable to public organisations (e. g. universities).

100. Annual reports and balance sheets

If applicable (Only for principal contractors in IST Take-Up actions): Only for organisations that use an accurate accountancy system, except from public organisations and universities.

You must provide the annual reports and balance sheets for the last 2 financial years or give the date provided to the Commission during negotiations:

- if you have had no previous contracts with the Commission, or
- if one financial year or more have elapsed since the financial reports were last provided.

The annual financial reports should be accompanied by information on the turnover, profit and loss, and balance sheets.

If these documents contain confidential or non-published information, you may attach them in a sealed envelope marked “Confidential: for use by the European Commission only”.

101. Organisation’s structure

If applicable (Only for principal contractors in IST Take-Up actions). You should provide a document showing the participating organisation structure:

- if it has had no previous contracts with the Commission, or
- if the structure has changed since the document was last provided, or
- if three or more years have elapsed since the document was last provided.

The document should normally indicate, using diagrams where appropriate, the controlling organisation (see note 65 and 66), the affiliated organisations, as well as those affiliates which will be participating in the contract as such, and the main departments, divisions or institutes of the participating organisation.

Subcontractor's section
Contract Preparation forms
(A8.1 - A8.2)

Shared Cost AM CPF Form – Form A8.1



EN F 1 FP5AM	<input type="text"/>	<input type="text"/>
FOR COMMISSION USE ONLY	<input type="text"/>	<input type="text"/>

Project Acronym ²	<input type="text"/>	Proposal No ³	<input type="text"/>
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A8.1 Subcontractor Profile/Information (1 form per subcontractor) ¹⁰²

Legal information on the subcontracting organisation									
Subcontractor to Contractor No ¹⁰³					Subcontractor No ¹⁰⁴			S	
Registration No with the European Commission's Research Programmes ⁴³									
Organisation Legal Name ⁴⁴									
Short Name ⁴⁵				Legal Registration No ⁴⁷					
Activity Type ⁴⁸			Legal Status ⁴⁹			If 'PRC', Specify ⁵⁰			
Business Area ⁵¹ (NACE)			User/Supplier ⁵² (U / S)						
Legal Address of the organisation ⁵³									
PO Box ¹¹									
Street Name and Number									
Post Code ¹²					Cedex ¹³				
Town/City									
Country Code ¹⁴			Country Name ¹⁴						
Organisation details ⁵⁴									
Is Your Organisation independent ⁶³							Y	N	
If No, please indicate legal name(s) of owner(s) who own 25 % or more ⁶⁴									
Is Your Organisation affiliated to any other participant(s) in the project ⁶⁵ ?							Y	N	
If Yes, please indicate Participant No, Short Name(s) and character of affiliations(s) (D / I) ⁶⁶									
Address of the Institute/ Department/ Laboratory carrying out the work ⁶⁷									
Institute/Department/ Laboratory Name ¹⁰									
PO Box ¹¹									
Street Name and Number									
Post Code ¹²					Cedex ¹³				
Town/City									
Country Code ¹⁴			Country Name ¹⁴						
Authorised administrative official for the purpose of contract signature by the subcontractor									
Title (Dr, Prof., ...)					Gender ⁸			F	M
Function ⁶⁹									
Family Name									
First Name									
Telephone No ¹⁵					Fax No ¹⁵				
E-mail									
I certify that the information set out in forms A8.1 and A8.2 is accurate and correct for the services specified in the subcontract.									
Date (DD/MM/YYYY)									
Signature of authorised person									



Shared Cost AM CPF Form – Form A8.2



EN F 1 FP5AM

FOR COMMISSION USE ONLY

Project Acronym ² Proposal No ³

A8.2 Subcontractor Profile/Information (1 form per subcontractor) ¹⁰²

Subcontractor to Contractor No ¹⁰³ Subcontractor No ¹⁰⁴ S

Description of the service to be performed in the subcontract ¹⁰⁵

Estimated Price for the service elements ¹⁰⁶

Description	Year 1	Year 2	Year 3	Year 4	Total
Total Price					

Estimated person months for the service ¹⁰⁷

Person Months	Year 1	Year 2	Year 3	Year 4	Total

How to fill the Subcontractor profile/information. Form (A8.1 and A8.2)

102. Subcontractor information

The forms A8.1 and A8.2 must be filled by all subcontractors that require the approval of the Commission: The categories of subcontractors who have to fill in the forms A8.1 and A8.2 are:

- All subcontractors where the cumulative amount of the subcontracts for the contractor exceeds 20% of his estimated eligible costs or 100 000 EUR, whichever amount is the lowest.
- All subcontractors established in a third country, unless the contractor concerned is established there. (see Guide for Proposers, Part 1, section III, for a definition of third countries)

103. Subcontractor to contractor No

Please provide here the number of the contractor to whom you are a subcontractor.

104. Subcontractor No

If applicable. Should be filled if a contractor has more than one subcontractor. The numbering should be sequential.

105. Description of the subcontracted work

This is a short description of the work that has been subcontracted. In case of an individual carrying out work on a subcontract basis, a very short CV (5 lines) should be included in the description.

106. Estimated price for the service elements

The subcontract should be broken down into its main elements and an estimated price for each element should be given, with a short - one or two word description of the service elements together with the estimated amounts pr. year and in total (for example: personnel costs, materials costs, etc.).

107. Estimated person months for the service

The estimated number of person months for the service or subcontract as reported in the workpackages for the subcontractor.

Annex 1
Mandate for contractors' delegation of signature of contract to co-ordinator
(Optional)



EN T 1 FP5RTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOR COMMISSION USE ONLY	<input type="checkbox"/>	<input type="checkbox"/>	

Project Acronym ²		Proposal No ³	
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Annex 1 Mandate (1 form per participant) ¹⁰⁸

Participant Role ²²		Participant No ²³		Assistant to Contractor No ²⁴	
Organisation Legal Name ⁴⁴					

[Place.....]

[Address of Co-ordinating organisation

.....]

The contractor [.....]¹, represented for the purpose hereof by [.....]², grants power of attorney to the co-ordinating organisation [.....]³ to act in its name and for its account in signing the contract corresponding to the project

[.....]
 [.....]
 [.....]⁴

concluded with the Commission of the European Communities.

[.....]⁵
 legal representative of
 [.....]⁶

[.....]⁷
 [.....]⁸

[.....]⁹

¹ The contractor (legal name of the organisation)
² The legal representative of the contractor (person holding signatory powers)
³ The co-ordinator (legal name of the organisation)
⁴ Title of the project and number of the proposal
⁵ The legal representative of the contractor (person holding signatory powers)
⁶ The contractor (legal name of the organisation)
⁷ Date
⁸ Signature of legal representative
⁹ Contractor's seal

Optional Mandate for contractors' delegation of signature of contract to co-ordinator
(Annex 1)

108. Note on guidance for the use of the mandate

The mandate is used by the contractor to appoint the co-ordinator as attorney for the purpose of signing a contract in its name, if he wishes. Two signed copies are required.

When signing the contract, the co-ordinator must send the two signed mandates of each contractor to the Commission of the European Communities together with the two copies of the contract signed by the co-ordinator..

The purpose of the mandate is to give the power to the co-ordinator to sign the contract in the name of, and on behalf of one or several contractors participating in the same project.

This speeds up the process of signing the contract, and thus enables the project to start at an earlier date.

This is of particular interest in cases where there are a great number of contractors.

To speed up the process of signing the contract, the mandates should be prepared as soon as possible, in order to be used when the co-ordinator receives the contract (to be signed) from the Commission.

The mandates must be signed by a person who has the legal power to commit its institution in a contractual link, that is the person identified by each contractor on form A8.1, section 77 (and in some cases 79).

The mandate must be given to the organisation having the role of co-ordinator and not to a person. This is because it is not always clear who will actually sign the contract on behalf of the co-ordinator, as it is not always necessarily the scientific officer.

Annex 2
Financial data

Financial Data. Form (Annex 2)

109. Financial data

Annex 2 has to be downloaded separately as an excel file from the following page on CORDIS: http://www.cordis.lu/fp5/cpf_annex2.htm.

The Annex 2 must be filled in by the **Co-ordinator (or the financial/administrative co-ordinator if the co-ordination is split) if the co-ordinator is** using an accurate accountancy system, i. e. not by public organisations or universities.

Where the Community finances **less than 100% of the costs of any contractor and the contractor is not a public organisation or a university, such contractors must also fill out Annex 2.**

It provides the basis for the calculation by the Commission services to verify that the organisation has the necessary human and financial resources to carry out the work. The explanations to the form are provided immediately after the form. The t stands for time, so that t0 is the latest year for which account is available and t-1 the year preceding.

The form should be filled in the currency used by the organisation for their balance sheets (see note 95 for currency abbreviations).

Annex 2 is not completed by government organisations, universities or other such public bodies.

Instructions for how to use the Annex 2 excel application is available on the annex 2 page on CORDIS. The following notes explain the content of the annex 2 in comparison with the 4th audit directive.

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

3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	
LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (≤ one year) C. Creditors (≤ one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests

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

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