EUROPEAN COMMISSION

Community Research

SEVENTH FRAMEWORK PROGRAMME

Grant Agreement Preparation Forms

FP7 Collaborative Projects, Networks of Excellence, Coordination and Support Actions, Research for the benefit of Specific Groups (in particular SMEs)

Version 03 - 21/6/2007

INTRODUCTION

Grant Agreement Preparation Forms (GPF's) have been designed to facilitate the project negotiations and the production of the grant agreement. It is a main communication instruments between the co-ordinator representing the Consortium and the Commission's Project Officer. Essentially the forms are used to identify the beneficiaries that will sign/accede to the grant agreement, to determine the eligible costs and Community contribution and to electronically capture structured information on work packages, efforts, milestones and deliverables. The forms also include a standard declaration to be signed by each participating organisation.

To assist the filling in of the GPF's the following is made available:

- Annotations – these are attached to the standard forms and should be read carefully
- Pre-filled legal information (see below)
- A GPF tool - to be used by the co-ordinator and the beneficiaries

Legal information is held in the A2.1 form. This information is pre-filled by the Commission services using either information taken from the Commission database or from the proposal. Depending on the validity of this information, the organisation concerned may have to supply to the Commission with a so called "identification fiche" and supporting legal documents. For instructions on this, see the annotations to the A2.1 form.

The budget table (A3.2) is to be used in Part A of Annex I of the grant agreement. The B-forms capture essential data to be used in Part B of Annex I of the grant agreement.

The GPF's also include in Appendix I simplified accounts that may be requested as part of the financial viability checking.

Grant agreement Preparation Forms

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All Schemes

A1: Our Project

Project Number[1]		Project Acronym[2]	

ONE FORM PER PROJECT

GENERAL INFORMATION

Project Title[3]			
Starting date [4]			
Duration in months[5]		*Call (part) identifier*[6]	
Activity code(s) most relevant to your topic[7]			
Free keywords[8]			

Abstract[9] *(max. 2000 char.)*

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All Schemes

A2.1: Who we are

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

LEGAL DATA

If your organisation has already registered for FP7, enter your Participant Identity Code [12]	
Participant Legal name[13]	
Participant Short name [11]	
Status of validation[14]	

Legal address of the participant			
Street name[15]		*Number[15]*	
Town[15]			
Postal Code / Cedex[15]			
Country[16]			
Internet homepage (optional)			

Registration data of the participant	
Legal registration number[17]	
Place of registration[17]	
Date of registration[17]	
VAT Number[18]	
Legal form [19]	

Contact person for legal information [20]			
Family name		*First name(s)*	
Phone 1 [21]		*Phone 2 [21]*	
E-mail		*Fax [21]*	

If the legal information is not validated or has the status of validated but is not correct, supporting documents will have to be provided to the Commission. Legal supporting documents include an Identification Fiche and depending on your legal status, supporting documents (see http://ec.europa.eu/budget/execution/legal_entities_fr.htm)

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All Schemes

A2.2:
Who we are

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

STATUS OF YOUR ORGANISATION

Certain types of organisations benefit from special conditions under FP7 participation rules. If you are one of these, please tick the appropriate box(es) below. [22]

Your organisation is:

☐	Natural person [23]		
☐	Public body[24]		
☐	• Non profit public body [25]		
☐	• Profit public body [26]		
☐	• International organisation of European interest [27]		
☐	• International organisation – other [28]		
☐	Secondary and higher education establishment [29]		
☐	Non-Profit Research organisation [30]		
☐	Enterprise [31]		
☐	• SME [32]		
☐	• Non-SME [33]		
☐	None of the above	Please specify	

In addition to the questions above, a user-friendly electronic decision tree related to the validation of SME status will be presented in the IT tool for completing the grant agreement preparation forms.

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All Schemes

A2.3: Authorised Representatives

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

AUTHORISED REPRESENTATIVES FOR THIS PROJECT

Authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name		*First name(s)*	
Title [34]		*Gender* [35] *(Female – F / Male – M)*	
Position in the organisation [36]			
Department/Faculty/Institute/Laboratory name/ … [37]			
Address *(if different from the legal address)* [12]			
Street name [15]		*Number* [15]	
Town [15]			
Postal Code / Cedex [15]			
Country [16]			
Phone 1 [21]		*Phone 2* [21]	
E-mail		*Fax* [21]	

Authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name		*First name(s)*	
Title [34]		*Gender* [35] *(Female – F / Male – M)*	
Position in the organisation [36]			
Department/Faculty/Institute/Laboratory name/ … [37]			
Address *(if different from the legal address)* [12]			
Street name [15]		*Number* [15]	
Town [15]			
Postal Code / Cedex [15]			
Country [16]			
Phone 1 [21]		*Phone 2* [21]	
E-mail		*Fax* [21]	

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All Schemes

A2.4:

How to contact us

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

CONTACT PERSONS FOR THIS PROJECT

Person in charge of administrative, legal and financial aspects in this project			
Family name		First name(s)	
Title [34]		Gender [35] (Female – F / Male – M)	
Position in the organisation [36]			
Department/Faculty/Institute/Laboratory name/ … [37]			
Address *(if different from the legal address)* [12]			
Street name [15]		Number [15]	
Town [15]			
Postal Code / Cedex [15]			
Country [16]			
Phone 1 [21]		*Phone 2* [21]	
E-mail		*Fax* [21]	

Person in charge of scientific and technical/technological aspects in this project			
Family name		First name(s)	
Title [34]		Gender [35] (Female – F / Male – M)	
Position in the organisation [36]			
Department/Faculty/Institute/Laboratory name/ … [37]			
Address *(if different from the legal address)* [12]			
Street name [15]		Number [15]	
Town [15]			
Postal Code / Cedex [15]			
Country [16]			
Phone 1 [21]		*Phone 2* [21]	
E-mail		*Fax* [21]	

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All Schemes

A2.5:
Our commitment

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

Certified Declaration

1- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I am fully aware that a grant agreement may not be awarded to an applicant who is, at the time of a grant award procedure, in one of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Council Regulation (EC, Euratom) N° 1955/2006 of 13 December 2006 on the Financial Regulation applicable to the general budget of the European Communities [OJ L 390, 30/12/2006, p1].

As a consequence, I certify that:

- In compliance with article 93(1) of the abovementioned Regulation, none of the following cases apply to our organisation:
  a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  b) it has been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
  c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
  d) it has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  e) it has been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
  f) it is currently subject to an administrative penalty referred to in Article 96(1) of the above-mentioned regulation.

- In compliance with article 94 of the abovementioned Regulation, and as far as the current grant award procedure is concerned, our organisation:
  g) is not subject to a conflict of interest;
  h) has not made false declarations in supplying the information required by the Commission as a condition of participation in the grant award procedure or does not fail to supply this information;
  i) is not in one of the situations of exclusion, referred to in the abovementioned points a) to f).

2- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I also certify that our organisation:

- is committed to participate in the abovementioned project;
- has stable and sufficient sources of funding to maintain its activity throughout its participation in the abovementioned project and to provide any counterpart funding necessary;
- has or will have the necessary resources as and when needed to carry out its involvement in the abovementioned project.

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All Schemes

A2.5: Our commitment

3- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I finally certify that all the information relating to our organisation set out in the different Grant Agreement Preparation Forms are complete, accurate and correct; and that the estimated costs meet the criteria for eligible costs for FP7 projects – as established by the EC model grant agreement – are notably based on our usual accounting and management principles and practices, and reflect the costs expected to be incurred in carrying out the foreseen work described in Annex I (description of work).

4- Our organisation is fully aware that the Commission may impose administrative or financial penalties on legal entities who are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information; have been declared to be in serious breach of their obligations under any contract/grant agreement covered by the budget of the Community. Such penalties shall be proportionate to the importance of the contract/grant agreement and the seriousness of the misconduct, and may consist in their exclusion from the contracts and grants financed by the budget of the Commission for a maximum period of ten years and payment of financial penalties.

5- As an authorised representative I certify that the information given in the form A2.2 is correct.

Participant Legal Name [13]				
Family name of authorised representative			*First Name(s)*	
Date DD/MM/YYYY		*Signature of the authorised representative to sign the grant agreement or to commit the organisation* [38]		
Family name of authorised representative			*First Name(s)*	
Date DD/MM/YYYY		*Signature of the authorised representative to sign the grant agreement or to commit the organisation* [38]		

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All Schemes

A2.6:

Data Protection & coordination role

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

SIGNED ONLY BY THE COORDINATOR – PARTICIPANT N° 1

Certified Declaration

As co-ordinator on behalf of all proposers I take note of the following statement:

"All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal L 8, 12.01.2001). Such data will be processed solely in connection with the assessment of the project by the Commission department responsible for FP7. On request, proposers may obtain access to their personal data and correct or complete them. Any questions relating to the processing of these data can be addressed to the project officer. Proposers may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time."

Any sensitive information or material used as background or produced as foreground in this project is covered by a Security Aspect Letter (SAL) [39] which is provided. If sensitive information or material is found to be required at a later stage of the project, amendment to the grant agreement will be requested and a SAL will be provided.

I also certify that our organisation is committed to act as the coordinator of this project.

Participant Legal Name[13] of the coordinator			
Family name of authorised representative		*First Name(s)*	
Date DD/MM/YYYY		*Signature of the authorised representative to sign the grant agreement or to commit the organisation [38]*	
Family name of authorised representative		*First Name(s)*	
Date DD/MM/YYYY		*Signature of the authorised representative to sign the grant agreement or to commit the organisation [38]*	

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Collaborative Project

A3.1:
What it costs

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

Funding % for RTD/Innovation activities (A) [40]	50% or 75%

Indirect costs [41]

Actual indirect costs [42] ❒
Simplified method [43] ❒
Standard flat rate [44] ❒
Special transitional flat rate [45] ❒

My legal entity is established in an ICPC [46] and I shall use the lump sum funding method: YES ❒ NO ❒

	Type of Activity				
	RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	TOTAL A+B+C+D
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sum, flat-rate or scale-of-unit (option only for ICPC)					
Total costs					
Maximum allowable EC contribution					
Requested EC contribution					
Receipts					

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Collaborative Project

A3.2:
What it costs

Project Number[1]		Project Acronym[2]	

ONE FORM PER PROJECT

Participant number in this project	Participant short name	Estimated eligible costs (whole duration of the project)					Total receipts	Requested EC contribution
		RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	TOTAL A+B+C+D		
Total								

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Coordination and Support Action

A3.1:
What it costs

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

Funding % for Coordination and Support Actions [47]	

Indirect costs [41]

Actual indirect costs [42] ❒
Simplified method [43] ❒
Standard flat rate [44] ❒
Special transitional flat rate [45] ❒

My legal entity is established in an ICPC [46] and I shall use the lump sum funding method: YES ❒ NO ❒

	Type of Activity			
	Coordination/ Support (A)	Management (B)	Other (C)	TOTAL A+B+C
Personnel costs				
Subcontracting				
Other direct costs				
Indirect costs				
Maximum reimbursement indirect costs [48]				
Lump sum, flat-rate or scale-of-unit (option only for ICPC)				
Total costs				
Maximum allowable EC contribution				
Requested EC contribution				
Receipts				

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Coordination and Support Action

A3.2:
What it costs

Project Number[1]		Project Acronym[2]	

ONE FORM PER PROJECT

Participant number in this project	Participant short name	Estimated eligible costs (whole duration of the project)				Total receipts	Requested EC contribution
		Coordination/ Support (A)	Management (B)	Other (C)	TOTAL A+B+C		
Total							

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Network of Excellence

A3.1:
What it costs

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

Funding % for RTD [49]	50% or 75%

Indirect costs [41]

Actual indirect costs [42] ❒
Simplified method [43] ❒
Standard flat rate [44] ❒
Special transitional flat rate [45] ❒

My legal entity is established in an ICPC [46] and I shall use the lump sum funding method: YES ❒ NO ❒

	Type of Activity			
	RTD (A)	**Management (B)**	**Other (C)**	**TOTAL A+B+C**
Personnel costs				
Subcontracting				
Other direct costs				
Indirect costs				
Lump sum, flat-rate or scale-of-unit (option only for ICPC)				
Total costs				
Maximum allowable EC contribution				
Requested EC contribution				
Receipts				

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Network of Excellence

A3.2:
What it costs

Project Number[1]		Project Acronym[2]	

ONE FORM PER PROJECT

Participant number in this project	Participant short name	Estimated eligible costs (whole duration of the project)				Total receipts	Requested EC contribution
		RTD (A)	Management (B)	Other (C)	TOTAL A+B+C		
Total							

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Combination of Collaborative Project and Coordination and Support Actions

A3.1: What it costs

Project Number [1]		Project Acronym [2]		Participant number in this project [10]		Participant short name [11]	

ONE FORM PER PARTICIPANT

Funding % for RTD	50% or 75%

Indirect costs [41]

Actual indirect costs [42] ❒
Simplified method [43] ❒
Standard flat rate [44] ❒
Special transitional flat rate [45] ❒

My legal entity is established in an ICPC [46] and I shall use the lump sum funding method: YES ❒ NO ❒

Type of Activity

	RTD (A)	Coordination (B)	Support (C)	Management (D)	Other (E)	TOTAL A+B+C+D+E
Personnel costs						
Subcontracting						
Other direct costs						
Indirect costs						
Lump sum, flat-rate or scale-of-unit (option only for ICPC)						
Total costs						
Maximum allowable EC contribution						
Requested EU contribution						
Receipts						

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Combination of Collaborative Project and Coordination and Support Actions

A3.2:

What it costs

Project Number[1]		Project Acronym[2]	

ONE FORM PER PROJECT

Participant number in this project	Participant short name	Estimated eligible costs (whole duration of the project)						Total receipts	Requested EC contribution
		RTD (A)	Coordi-nation (B)	Support (C)	Management (D)	Other (E)	TOTAL A+B+C+D+E		
Total									

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All Schemes

A4: Bank account

Project Number[1]		Project Acronym[2]	

CO-ORDINATOR'S BANKING INFORMATION			
Account name [50]			
Full address of account			
PO Box [15]		*Postal Code/Cedex* [15]	
Street name and number [15]			
Town		*Country* [16]	
Contact person for the account			
Name		*First name(s)*	
Phone [21]		*Fax* [21]	
e-mail			

Bank name			
Branch address (full address – PO box not accepted)			
Postal Code/Cedex [15]			
Street name and number [15]			
Town		*Country* [16]	

Details of bank account

IBAN [51]	
or	
ACCOUNT NUMBER	

Remarks:	

We certify that above information declared is complete and true.

BANK STAMP + SIGNATURE BANK REPRESENTATIVE [52]	DATE + SIGNATURE ACCOUNT HOLDER
(both obligatory)	**(Obligatory)**

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All Schemes

B1.1: List of Work packages

Project Number[1]		Project Acronym[2]	

LIST OF WORK PACKAGES (WP)

WP number [53]	WP Title	Type of activity [54]	Lead beneficiary number [55]	Person-months [56]	Start month [57]	End month [58]
			TOTAL			

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All Schemes

B1.2: Work package data

Project Number[1]		Project Acronym[2]	

ONE FORM PER WORK PACKAGE

Work package number [53]		**Type of activity [54]**	
Work package title			
Start month			
End month			
Lead beneficiary number [55]			

PERSON-MONTHS PER PARTICIPANT

Participation number [10]	Participant short name [11]	Person-months per participant
	total	

SCHEDULE OF MILESTONES

Milestone number[59]	Milestone name	Lead beneficiary number	Delivery date from Annex I [60]	Comments

DELIVERABLES – TO BE SUBMITTED FOR REVIEW TO EC

Delive-rable Number [61]	Deliverable Title	Lead beneficiary number	Estimated indicative person-months	Nature [62]	Dissemi-nation level [63]	Delivery date [64] (project month)
		total				

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All Schemes

B2:

Tentative schedule of Project Reviews

Project Number[1]		Project Acronym[2]	

TENTATIVE SCHEDULE OF PROJECT REVIEWS

Review number [65]	Tentative timing, i.e. after month X = end of a reporting period [66]	Planned venue of review	*Comments, if any*

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All Schemes

B3.1:

List and Schedule of Milestones

Project Number[1]		Project Acronym[2]	

LIST AND SCHEDULE OF MILESTONES

Milestone number [59]	Milestone name	WP number [53]	Lead beneficiary number [55]	Delivery date from Annex I [60]	Comments

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All Schemes

B3.2: List of Deliverables

Project Number[1]		Project Acronym[2]	

LIST OF DELIVERABLES – TO BE SUBMITTED FOR REVIEW TO EC

Delive-rable Number [61]	Deliverable Title	WP number [53]	Lead beneficiary number [55]	Estimated indicative person-months [67]	Nature [62]	Dissemi-nation level [63]	Delivery date [64] (project month)
			TOTAL				

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All Schemes

B3.3:

Project Effort by Beneficiary and Work Package

Project Number[1]		Project Acronym[2]	

INDICATIVE EFFORTS (MAN-MONTHS) PER BENEFICIARY PER WORK PACKAGE

Beneficiary number	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	WP 9	WP 10	WP 11	WP 12	Total per Beneficiary
Total													

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Collaborative Project

B3.3:

Project Effort by Beneficiary and Work Package

Project Number[1]		Project Acronym[2]	

INDICATIVE EFFORTS PER ACTIVITY TYPE PER BENEFICIARY

Activity type	Benefi-ciary 1	Benefi-ciary 2	Benefi-ciary 3	Benefi-ciary 4	Benefi-ciary 5	Benefi-ciary 6	Benefi-ciary 7	Benefi-ciary 8	Benefi-ciary 9	Benefi-ciary 10	Benefi-ciary 11	Benefi-ciary 12	Total
Work Packages for RTD/Innovation activities													
WP…													
WP…													
WP…													
WP…													
Total 'Research'													
Work Packages for Demonstration activities													
WP…													
WP…													
WP…													
Total Demo													

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Collaborative Project

B3.3:

Project Effort by Beneficiary and Work Package

Work Packages for Consortium Management activities													
WP…													
WP…													
WP…													
Total Management													

Work Packages for Other activities													
WP…													
WP…													
WP…													
Total Other													

Total													

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Coordination and Support Action

B3.3:

Project Effort by Beneficiary and Work Package

Project Number[1]		Project Acronym[2]	

INDICATIVE EFFORTS PER ACTIVITY TYPE PER BENEFICIARY

Activity type	Benefi-ciary 1	Benefi-ciary 2	Benefi-ciary 3	Benefi-ciary 4	Benefi-ciary 5	Benefi-ciary 6	Benefi-ciary 7	Benefi-ciary 8	Benefi-ciary 9	Benefi-ciary 10	Benefi-ciary 11	Benefi-ciary 12	Total
Work Packages for Coordination/Support activities													
WP…													
WP…													
WP…													
WP…													
WP…													
WP…													
Total Coordination/ Support													

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Coordination and Support Action

B3.3:

Project Effort by Beneficiary and Work Package

Work Packages for Consortium Management activities													
WP…													
WP…													
WP…													
Total Management													

Work Packages for Other activities													
WP…													
WP…													
WP…													
Total Other													

Total													

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Network of Excellence

B3.3:

Project Effort by Beneficiary and Work Package

Project Number[1]		Project Acronym[2]	

INDICATIVE EFFORTS PER ACTIVITY TYPE PER BENEFICIARY

Activity type	Benefi-ciary 1	Benefi-ciary 2	Benefi-ciary 3	Benefi-ciary 4	Benefi-ciary 5	Benefi-ciary 6	Benefi-ciary 7	Benefi-ciary 8	Benefi-ciary 9	Benefi-ciary 10	Benefi-ciary 11	Benefi-ciary 12	Total
Work Packages for RTD activities													
WP…													
WP…													
WP…													
WP…													
WP…													
WP…													
Total RTD													

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Network of Excellence

B3.3:

Project Effort by Beneficiary and Work Package

Work Packages for Consortium Management activities													
WP…													
WP…													
WP…													
Total Management													

Work Packages for Other activities													
WP…													
WP…													
WP…													
Total Other													

Total													

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7th Framework Programme for Research, Technological Development and Demonstration

Combination of Collaborative Project and Coordination and Support Action

B3.3:

Project Effort by Beneficiary and Work Package

Project Number[1]		Project Acronym[2]	

INDICATIVE EFFORTS PER ACTIVITY TYPE PER BENEFICIARY

Activity type	Benefi-ciary 1	Benefi-ciary 2	Benefi-ciary 3	Benefi-ciary 4	Benefi-ciary 5	Benefi-ciary 6	Benefi-ciary 7	Benefi-ciary 8	Benefi-ciary 9	Benefi-ciary 10	Benefi-ciary 11	Benefi-ciary 12	Total
Work Packages for RTD activities													
WP…													
WP…													
WP…													
Total RTD													
Work Packages for Coordination activities													
WP…													
WP…													
WP…													
Total Coordination													

Grant agreement preparation Forms

EUROPEAN COMMISSION

7th Framework Programme for Research, Technological Development and Demonstration

Combination of Collaborative Project and Coordination and Support Action

B3.3:

Project Effort by Beneficiary and Work Package

Work Packages for Support activities													
WP…													
WP…													
WP…													
Total Support													

Work Packages for Consortium Management activities													
WP…													
WP…													
Total Management													

Work Packages for Other activities													
WP…													
WP…													
WP…													
Total Other													

Total													

Grant agreement preparation Forms

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7th Framework Programme for Research, Technological Development and Demonstration

All Schemes

B4:

Project Effort and What it costs

ONE FORM PER PROJECT

Partici-pant number	Participant short name	Estimated eligible costs (whole duration of the project)						Total receipts (€)	Requested EC contribution (€)
		Effort (PM)	Personnel costs (€)	Sub-contracting (€)	Other Direct costs (€)	Indirect costs OR lump sum, flat-rate or scale-of-unit (€)	TOTAL costs		
Total									

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7th Framework Programme for Research, Technological Development and Demonstration

Appendix 1:
Simplified accounts

Project Number[1]		Project Acronym[2]		Participant number in this project[9]	

RESTRUCTURED SIMPLIFIED ACCOUNTING BALANCE SHEETS & PROFIT AND LOSS ACCOUNTS

	Year N	Year N-1
Closing date (dd/mm/yyyy)		
Duration (in months)		
Currency		

Accounting Balance Sheet(s)

		Year N	Year N-1
ASSETS	**1- Subscribed capital unpaid**		
	2- Fixed assets *(2.1+2.2+2.3)*	**0,00**	**0,00**
	2.1- Intangible fixed assets		
	2.2- Tangible fixed assets		
	2.3- Financial assets		
	3- Current assets *(3.1+3.2.1+3.2.2+3.3+3.4)*	**0,00**	**0,00**
	3.1- Stocks		
	3.2.1- Debtors due within one year		
	3.2.2- Debtors due after one year		
	3.3- Cash at bank and in hand		
	3.4- Other current assets		
	Total assets *(1+2+3)*	**0,00**	**0,00**

		Year N	Year N-1
LIABILITIES	**4. Capital and reserves *(4.1+4.2+4.3+4.4)***	**0,00**	**0,00**
	4.1- Subscribed capital		
	4.2- Reserves		
	4.3- Profit and loss brought forward from the previous years		
	4.4- Profit and loss brought forward for the financial year		
	5. Creditors *(5.1.1+5.1.2+5.2.1+5.2.2)*	**0,00**	**0,00**
	5.1.1- Long term non-bank debt		
	5.1.2- Long term bank debt		
	5.2.1- Short term non-bank debt		
	5.2.2- Short term bank debt		
	Total liabilities *(4+5)*	**0,00**	**0,00**

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7th Framework Programme for Research, Technological Development and Demonstration

Appendix 1:
Simplified accounts

Profit and Loss Account(s)

		Year N	Year N-1
	Turnover		
+	Variation in stocks[(1)]		
+	Other operating income		
=	**Operating income (OI)**	**0,00**	**0,00**
-	Cost of materials and consumables		
-	Other operating charges		
-	Remuneration and charges *(staff costs)*		
=	**Gross Operating Profit or Loss (GOP/GOL)**	**0,00**	**0,00**
-	Depreciation and value adjustments on non-financial assets		
=	**Net Operating Profit or Loss (NOP/NOL)**	**0,00**	**0,00**
+	Financial income and value adjustments on financial assets		
-	Interest paid		
-	Similar charges		
=	**Profit or Loss on ordinary activities**	**0,00**	**0,00**
+	Extraordinary income		
-	Extraordinary charges		
-	Taxes on profits		
=	**Profit or Loss for the financial year (Net result)**	**0,00**	**0,00**

(1) Positive or negative amount

			Automatic right to be funded				Maximum level of EC financial contribution for RTD activities = 75% [1]	Verification of the financial capacity	Possibility to use a competent public officer to establish a certificate on financial statement(s)	Possibility of deduction on the return amount initially paid to the Participants' Guarantee Fund [5]
			MS	AC	ICPC	Other				
Natural person			Yes	Yes	Yes if the minimum participation of MS and/or AC is reached	No, except particular cases[7]	No	No[2] / Yes[3]	No	Yes
Legal person	**Public body**						Yes / No	No	Yes	No
		Profit	*Non profit public body*				*Yes*	*No*	*Yes*	*No*
			Profit public body				*No*	*No*	*Yes*	*No*
		International organisation	*Of European interest*			Yes	*Yes*	*No*	*Yes*	*No*
			Other				*Yes*	*No*	*Yes*	*No*
	Secondary and higher education establishment		Yes	Yes	Yes if the minimum participation of MS and/or AC is reached	No, except particular cases[7]	Yes	No	Yes	No
	Research organisation[6]						Yes	No[4] / Yes[3]	Yes	Yes
	Enterprises	**SME**					Yes	No[4] / Yes[3]	No	Yes
		Non-SME					No	No[4] / Yes[3]	No	Yes
	Legal entity guaranteed by a Member State or an Associated Country						No	No	No	No
	Other						No	No[4] / Yes[3]	No	Yes

(1)- For security-related research and technological development activities, it may reach a maximum of 75 % for any type of legal entities (natural and legal persons) in the case of the development of capabilities in domains with very limited market size and a risk of "market failure" and for accelerated equipment development in response to new threats.

(2)- If it is in receipt of a scholarship ; or if it applies for a Community financial contribution in the relating FP7 indirect action inferior or equal EUR 500,000, and it is not the coordinator, and according to information already available to the Commission services, there are not justified grounds to doubt the financial capacity of this participant.

(3)- If it applies for a Community financial contribution in the relating FP7 indirect action superior to EUR 500,000; or if it is the coordinator ; or, in exceptional circumstances, if, according to information already available to the Commission services, there are justified grounds to doubt the financial capacity of this participant.

(4)- If it applies for a Community financial contribution in the relating FP7 indirect action inferior or equal EUR 500,000, and it is not the coordinator, and according to information already available to the Commission services, there are not justified grounds to doubt the financial capacity of this participant.

(5)- Provided the amount of eligible costs and relating EC contribution is sufficient.

(6)- "Research organisation" means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

(7)- In the case of a participating international organisation, other than an international European interest organisation, or a legal entity established in a third country other than an associated country or international cooperation partner country, a Community financial contribution may be granted provided that at least one of the following conditions is satisfied:

(a) provision is made to that effect in the specific programmes or in the relevant work programme;

(b) the contribution is essential for carrying out the indirect action;

(c) such funding is provided for in a bilateral scientific and technological agreement or any other arrangement between the Community and the country in which the legal entity is established.

1 Project Number

The project number has been assigned by the Commission as the unique identifier for your project. It cannot be changed. The project number **should appear on each page of the grant agreement preparation documents (part A and part B)** to prevent errors during its handling.

2 Project acronym

Use the project acronym as given in the submitted proposal. It cannot be changed unless agreed so during the negotiations. The same acronym **should appear on each page of the grant agreement preparation documents (part A and part B)** to prevent errors during its handling.

3 Project Title

Use the title (no longer than 200 characters) as given in the submitted proposal. Minor corrections are possible if agreed during the negotiations. The title should be understandable to the non-specialist.

4 Starting date

In case a specific starting date is requested, insert this starting date of the project. The coordinator should present during the negotiations a written justification for the requested starting date. This starting date must be after the submission of the proposal and normally two months after the end of the negotiations.

5 Duration

Insert the estimated duration of the project in full months. Deviations from the duration in the original proposal must be justified in part B.

6 Call (part) identifier

The Call (part) identifier is the reference number given in the call or part of the call you were addressing, as indicated in the publication of the call in the Official Journal of the European Union. You have to use the identifier given by the Commission in the letter opening the negotiation.

7 Activity code(s) most relevant to your topic

Use as the first activity code the one set out in the letter opening the negotiation followed by the code(s) given in your proposal – if any. Changes are possible in case of material errors (for the list see http://www.cordis.lu/fp6/activitycodes).

8 Free keywords

Use the free keywords from your original proposal; changes and additions are possible. (maximum 100 characters including spaces, commas etc.).

9 Abstract

Use the abstract from your original proposal and amend to take account of the following: you should not use more than 2,000 characters, the abstract should, at a glance, provide the reader with a

clear understanding of the objectives of the project and how the objectives will be achieved, and their relevance in the context of the objectives of the specific programme and the work programme. This summary will be used as the short description of the project for the public following signature of the grant agreement and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the project is written in a language other than English, please include an English version of the abstract in part B.

10 Participant number

The number allocated by the Consortium to the participant for this project. The coordinator of a project is always number one.

11 Participant short name

The short name chosen by the participant. This should normally not be more than 20 characters and the same short name should be used for the participant in all documents relating to the project.

12 Participant identity code

To be completed when Unique Registration Facility will be operational.

13 Participant legal name

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

14 Status of validation

If the status of validation of the participant is VALIDATED, this means the data provided in A2.1 has been validated by the Commission and this validated information is given in the A2.1 form.

If the information that is provided is VALIDATED but is incorrect you should provide to the Commission an identification fiche and recent (not older than 6 months) supporting legal documents (see http://ec.europa.eu/budget/execution/legal_entities_fr.htm).

If the information that is provided is VALIDATED but refers to another legal entity and has no relation to your organisation you should contact the Project Officer assigned to your project.

If the status of validation is NOT VALIDATED, you should provide the Commission an identification fiche and recent (not older than 6 months) supporting legal documents (see http://ec.europa.eu/budget/execution/legal_entities_fr.htm).

15 Address data

Only the fields forming the complete postal address need to be completed.

16 Country

The name of the country as commonly used.

17 Legal registration number, place and date of registration

If applicable, the organisation's legal national registration number.

18 VAT number

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

19 Legal form

Indicate whether the organisation is Ltd, PLC, SA, GmbH, …

[20] Contact person for legal information

The contact point of the organisation with respect to legal information on the organisation.

This person can be contacted by the Commission's Legal Validation Team to provide legal documentation and maintain up-to-date legal information on the organisation.

21 Phone and fax numbers

Please insert the full numbers including country and city/area code. Example +32-2-2991111.

22 Main categories of applicants/beneficiaries and their key rights and obligations

See table before endnotes

23 Natural person

Natural person refers to a physical person. The place of establishment refers in this case to the habitual residence of the person.

24 Public body

Public body means any legal entity established as such by national law and international organisations.

25 Non profit public body

Non profit organisation is an organisation considered as such by national law or international law. Public body – see above.

26 Profit public body

A public body that is not considered non profit - see above.

27 International organisation of European interest

An international organisation, the majority of whose members are Member States or Associated Countries and whose principal objective is to promote scientific and technological cooperation in Europe.

28 International organisation – other

International organisation means an intergovernmental organisation other than the Community which has legal personality under international public law, as well as any specialised agency set up by such an international organisation.

29 Secondary and higher education establishment

Organisations that deliver diplomas recognised by a country (typically universities).

30 Research organisation

Research organisation means a legal entity established as a non-profit organisation that carries out research or technological development as one of its main objectives.

31 Enterprise

Any entity engaged in an economic activity, irrespective of its legal form.

32 SME

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003
(see http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm).

An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 250 persons
- has an annual turnover not exceeding EUR 50 million, and/or
- an annual balance sheet total not exceeding EUR 43 million
- is autonomous

Please note that some additional requirements have to be fullfiled (see http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm).

The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:

(a) employees;
(b) persons working for the enterprise being subordinated to it and deemed to be employees under national law;
(c) owner-managers;
(d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

ATTENTION: Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.

The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.

In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a bona fide estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.

33 Non-SME

An enterprise that is not an SME.

34 Title

Please choose one of the following: Prof., Dr., Mr., Ms.

35 Gender

This information is required for statistical purposes. Please indicate with an F for female or an M for male as appropriate.

36 Position

Please indicate the position in your organisation e.g. Rector, President, Chief Executive Officer, Director etc.

37 Department/faculty/institute/laboratory name/…

Please indicate here the postal address for contact purposes.

38 Signature

The A2.5-form needs to be signed by at least one of the authorised representatives indicated in the A2.3-form.

39 Security Aspect Letter

See Appendix 4 of the Negotiation Guidance Notes.

40 Funding % for RTD/Innovation activities

For research and technological development activities, the Community financial contribution may reach a maximum of 50% of the total eligible costs.

However, for beneficiaries that are non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, the rate may reach a maximum of 75% of the total eligible costs. If these beneficiaries change their status during the life of the project, this reimbursement rate shall be applicable up to the moment they lose their status.

41 Indirect costs

Indirect costs are all those eligible costs which cannot be identified by the beneficiary as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible costs.

42 Actual indirect costs

Beneficiaries who have an analytical accounting system to identify their indirect costs are allowed to claim actual indirect costs.

43 Simplified method

If it is in accordance with its usual accounting and management principles and practices, a *beneficiary* is allowed to use a simplified method of calculation of its full indirect eligible cost at the level of its legal entity. Use of such a method is only acceptable where the lack of analytical accounting or the legal requirement to use a form of cash-based accounting prevents detailed cost allocation. The simplified approach must be based on actual costs derived from the financial accounts of the period in question.

44 Standard flat rate

A beneficiary may opt for a flat rate of 20% of its total eligible costs excluding the costs for subcontracting and the costs of reimbursement of resources made available by third parties that are not used on the premises of the beneficiary.

45 Special transitional flat rate

Non-profit public bodies, secondary and higher education establishments, and *research organisations* and *SMEs*, which are – due to the lack of analytical accounting – unable to identify with certainty their real indirect costs for the project, when participating in funding schemes which include research and technological development and demonstration activities, as referred to in the table of Article II.16 of the grant agreement, may opt for a flat-rate of 60% of the total direct eligible costs excluding costs for subcontracting and the costs of reimbursement of resources made available by third parties which are not used on the premises of the *beneficiary*. If these *beneficiaries* change their status during the life of the *project*, this flat rate shall be applicable up to the moment they lose their status.

46 ICPC

If you are participating from an International Cooperation Partner Country (ICPC), you can opt for lump sum funding instead of reimbursement of eligible costs.

47 Funding % for Coordination/Support activities

The Community financial contribution may reach a maximum of 100% of the total eligible costs.

48 Maximum reimbursement of indirect costs

In the case of coordination and support actions, reimbursement of indirect eligible costs for every beneficiary may reach a maximum of 7% of the direct eligible costs, excluding the direct eligible costs for subcontracting and the costs of reimbursement of resources made available by third parties which are not used on the premises of the beneficiary.

49 Funding % for RTD

For research and technological development activities, the Community financial contribution may reach a maximum of 50% of the total eligible costs.

However, for beneficiaries that are non-profit public bodies, secondary and higher education establishments, research organisations and SMEs, the rate may reach a maximum of 75% of the total eligible costs. If these beneficiaries change their status during the life of the project, this reimbursement rate shall be applicable up to the moment they lose their status.

50 Account name

The name or title under which the account has been opened and not the name of the authorised agent.

51 IBAN

If the IBAN code (International Bank Account Number) is applied in the country where your bank is situated.

52 Bank stamp + signature bank representative

The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement.

53 Work Package number

Work package number: WP1, WP2, WP3, …, WPn

54 Type of activity

For all FP7 projects each work package must relate to one (and only one) of the following possible types of activity (only if applicable for the chosen funding scheme – must correspond to the GPF Form Ax.v):

- **RTD** = Research and technological development (incl. scientific coordination applicable for Collaborative Projects and Networks of Excellence
- **DEM** = Demonstration - applicable for collaborative projects
- **MGT** = Management of the consortium - applicable for all funding schemes;
- **OTHER** = Other specific activities, applicable for all funding schemes
- **COORD =** Coordination activities – applicable only for CAs
- **SUPP =** Support activities – applicable only for SAs

55 Lead beneficiary number

Number of the beneficiary leading the work in this work package.

56 Person-months per work package

The total number of person-months allocated to each work package.

57 Start month

Relative start date for the work in the specific work packages, month 1 marking the start date of the project, and all other start dates being relative to this start date.

58 End month

Relative end date, month 1 marking the start date of the project, and all end dates being relative to this start date.

59 Milestone number

Milestone number:MS1, MS2, …, MSn

60 Delivery date for Milestone

Month in which the milestone will be achieved. Month 1 marking the start date of the project, and all delivery dates being relative to this start date.

61 Deliverable number

Deliverable numbers in order of delivery dates: D1 – Dn

62 Nature

Please indicate the nature of the deliverable using one of the following codes:

R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

63 Dissemination level

Please indicate the dissemination level using one of the following codes:

- **PU =** Public
- **PP =** Restricted to other programme participants (including the Commission Services)
- **RE =** Restricted to a group specified by the consortium (including the Commission Services)
- **CO =** Confidential, only for members of the consortium (including the Commission Services)
- **Restreint UE =** Classified with the classification level "Restreint UE" according to Commission Decision 2001/844 and amendments

- **Confidentiel UE =** Classified with the mention of the classification level "Confidentiel UE" according to Commission Decision 2001/844 and amendments
- **Secret UE =** Classified with the mention of the classification level "Ssecret UE"" according to Commission Decision 2001/844 and amendments

64 Delivery date for Deliverable

Month in which the deliverables will be available. Month 1 marking the start date of the project, and all delivery dates being relative to this start date

65 Review number

Review number: RV1, RV2, …, RVn

66 Tentative timing of reviews

Month after which the review will take place. Month 1 marking the start date of the project, and all delivery dates being relative to this start date.

67 Person-months per Deliverable

The total number of person-month allocated to each deliverable.