European Commission

THE SIXTH FRAMEWORK PROGRAMME

The Sixth Framework Programme covers Community activities in the field of research, technological development and demonstration (RTD) for the period 2002 to 2006

GUIDE FOR PROPOSERS

Priority 5
FOOD QUALITY AND SAFETY

Integrating and Strengthening the European Research Area

PRIORITY Food Quality and Safety Call 3

Fixed deadline call for proposals

Call identifier FP6-2004-Food-3-A

INTEGRATED PROJECT

July 2004
Reference no: e_pgip_200403_en.pdf

Five different instruments are available to fund activities in Food Quality and Safety Priority. These instruments are described in the brochure "The 6th Framework Programme in Brief" and at http://www.cordis.lu/fp6/instruments/:

- Integrated Projects (IP)
- Networks of Excellence (NOE)
- Specific Targeted Research Projects (STREP)
- Coordination Actions (CA)
- Specific Support Actions (SSA)

This version of the Guide for Proposers concerns:

INTEGRATED PROJECTS

This version of the Guide for Proposers concerns:

Food Quality and Safety Priority Call 3

The structure required for a proposal, and the rules which will govern its evaluation, vary according to the type of instrument used and also may vary from call to call. It is entirely your responsibility to ensure you are using the correct version of the Guide for Proposers for the type of action and the call for which you are proposing.

Key recommendations for submitting a proposal to Food Quality and Safety Priority.

- **Priorities and objectives**: Check that your proposed work does indeed address open in the current Call and as described in the current Food Quality and Safety Priority Workprogramme.
  Multidisciplinary proposals addressing several objectives may be submitted. Any proposal submitted in response to this call should however have a centre of gravity in one objective open in the current Call. <u>If the major part of your proposal concerns an objective of another Call, it should be submitted to that other Call</u>. PROPOSALS CANNOT BE ACCEPTED IF THEY ARE NOT FOCUSED ON THE PRIORITIES OF THE FRAMEWORK PROGRAMME; THE MULTIDISCIPLINARY NATURE OF A PROPOSAL DOES NOT REMOVE THIS REQUIREMENT.

- **Completeness**: Proposals must comprise a Part A, containing the administrative information (including partner and project cost details) on standard forms; and a Part B, containing the scientific and technical description of your proposal, (as described in Annex 2). Check that your proposal contains both parts.

- **Use of correct forms and instrument**: The proposal forms for Part A and the structure of Part B vary according to the different instruments.
  - Check that you have chosen the correct instrument for the type of work you are proposing.
  - Check in the Work Programme that the call is actually open for instruments of this type in the particular in which you propose to work.
  - Check on the call page that you are using the version of the Guide for Proposers specific for this instrument and call.

- **Eligible partnership**: Confirm that you and your partners are indeed eligible for participation in the Priority - The minimum requirements for the makeup of your consortium can be found in the Work Programme and the call text, and organisations must have a registered legal existence.

- **Evaluation criteria**: All proposals are evaluated according to fixed sets of criteria, depending on the type of instrument, which are defined in Annex B of the Workprogramme and further described in the Guidelines for Evaluators. Be sure that your proposal clearly addresses each of the evaluation criteria used for this instrument. Be aware that there are threshold scores on the criteria, which must be achieved, or else the proposal fails.

- **Ethical, safety and regulatory issues**: Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with specific sensitive issues. Proposals will fail if they do not respect the ethical rules for FP6.

- **Gender issues**: Clearly indicate the way in which these issues are taken into account (see Proposal Part B and Annex 4)

- **Presentation**: Proposals should be precise and concise. They should present the objectives and the expected results, how the participants intend to disseminate or exploit these results and how the project contributes to integrating and structuring the European research area. Proposals should assemble the necessary critical mass of activities, expertise and resources to achieve the proposed objectives.

- **Competition**: There will be strong competition. Therefore edit your proposal tightly, strengthen or eliminate weak points. Arrange for your draft to be evaluated by experienced colleagues, using the evaluation criteria for the type of action you are proposing, before sending it in. Then use their advice to improve it before submission.

- **Deadlines**: Call deadlines are absolutely firm and are strictly enforced. Proposals must be received before or on the deadline as it is specified in the Call for proposals. Proposers are reminded that it is their own responsibility to ensure the safe delivery of their proposal.
  PROPOSALS ARRIVING AT THE COMMISSION AFTER THE DEADLINE ARE NOT ELIGIBLE FOR EVALUATION. NO EXTENUATING CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION.

Contents – Integrated projects

Food Quality and Safety
Integrated Projects

Specific information for Integrated Projects in the 3rd call of the Food Quality and Safety Priority published on 24 of July 2004. Fixed deadline call

I Introduction

I.1 Structure and content of the Guide for Proposers

This Guide for Proposers contains the basic information needed to guide you in preparing a proposal.

It contains the proposal forms needed to prepare Part A of a proposal, and instructions on how to write Part B. Both parts are required to make a complete proposal. Incomplete proposals will be ineligible and therefore will not be evaluated.

It also describes other services, which may be available for the proposers, like notification of an intention to submit, and the different support services. It contains references to other documents, reports, forms and software tools that are of assistance in the preparation of proposals.

Other documents which constitute, together with this guide, the **Information Package for Integrated Projects** and which you will need to consult during the preparation of your proposal are:

> **The brochure "The 6th Framework Programme in Brief**". This brochure gives a brief overview of FP6. It serves as a guide for navigating through the activities, funding schemes, thematic areas, types of instrument etc., allowing potential participants to better find their way through to the activity most suiting their ideas.
>
> **The current Food Quality and Safety Work Programme**. The Work Programme provides a detailed description of the content of the research topics/objectives, which are open for proposals, and indicates which types of instruments may be used for each. It also gives an indicative timetable for the implementation ("roadmap") and details on the evaluation criteria.
>
> **The Call for proposals** as published in the Official Journal of the European Communities. This will tell you which Research topics/objectives are open for proposals for Integrated Projects, and what are the address and deadline for proposal submission.

Additional documents, which you should review, are:

> **The Guidelines on proposal evaluation and selection procedures (the "Evaluation Manual").** This document describes the general principles and the procedures, which will be used in the evaluation and selection of proposals.
>
> **The Food Quality and Safety Guidance notes for evaluators.** This describes in detail how proposals will be evaluated in Food Quality and Safety Priority.You may use the Guidance notes for evaluators as a checklist to ensure the quality of your proposal.
>
> All these documents, as well as additional information if any, may be found at: the CORDIS call page for this call (see reference in section VII).
>
> **The model contract and its annexes for Integrated Projects.** This specifies the contractual terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding.

The background document on the Integrated Projects. Details of what an Integrated Projects comprises and how such a project should be implemented are given at http://europa.eu.int/comm/research/fp6/instruments_en.html or at http://www.cordis.lu/fp6/instruments.htm.

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Sixth Framework Programme, the Specific Programme, the Work programme for Food Quality and Safety Priority, the Call for proposals or the Guidelines on evaluation and selection of proposals.

II. Proposal preparation

II. 1 Two stages submission as applied in the current call

Proposals for Integrated Projects in Food Quality and Safety Priority are submitted in two stages. In the two-stage procedure, proposers initially present their idea to the Commission as an outline proposal. The outline proposal is submitted to the address set out in the Call for proposals as published in the Official Journal of the European Commission. Proposals must be received by the Commission by the closing date of the call.

Independent experts will evaluate the submitted outlined proposals, following the evaluation criteria as described in the Food Quality and Safety Workprogramme.

Only proposals retained in stage 1 will be invited to submit a stage 2 proposal. The proposals retained for submission in stage 2 should complement the first stage proposal with the detailed workplan for the first 18 months, clarification on budget and consortium agreement. Stage 2 proposals will also be evaluated by independent experts following all evaluation criteria.

Favourable evaluation of the outline proposal does not oblige the proposers to subsequently submit a Stage 2 proposal, nor does it commit the Commission to supporting a subsequent project.

II.2 Consortium composition

Proposals must be presented by a consortium comprising a minimum number of mutually-independent legal entities (organisations or individuals) established in different Member States of the EU or Associated States, of which a certain number must be Member States or Associated candidate countries. These minimum numbers are set out in the Call for proposals.

The EU Member States are: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

International organisations of European interest[1], and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in an EU Member state.

The candidate countries are: Bulgaria, Romania and Turkey. All of these countries have signed memoranda of understanding associating them with FP6. Other countries, which are associated to the 6th Framework programme, are: Iceland, Israel, Liechtenstein, Norway and Switzerland. Potential participants should confirm the exact situation of all these countries at the FP6 International Cooperation website (see Section VII).

Organisations from any other country may additionally take part, provided the above minimum requirements have been met. Organisations from certain other countries may receive a Community financial contribution, as defined in the Rules of Participation in FP6 (see address in Section VII).

Co-operation with international organisations with intergovernmental agreements is welcomed. Co-operation with organisations in INCO target countries is encouraged (see address of INCO web page in Section VII).

[1] International organisations, the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation

II.3 Structure of a proposal

A proposal has two parts. Full details about preparing these parts are annexed to this Guide.

- **Part A** is a set of forms which collect necessary administrative information about the proposal and the proposers e.g. proposal name, proposers' names and addresses, brief description of the work, total funding requested by type of activity, etc. This information will be encoded in a structured database for further computer processing to produce statistics, evaluation reports etc., and also to support the experts and Commission during the evaluation process.

- **Part B** comprises a structure or list of headings, which should be followed to describe the scientific, and technical content of a proposal (see Annex 2), rather than a pre-prepared form. It describes among other things the nature of the proposed work, the participants and their roles in the proposed project. It describes the reasons for carrying out the work, and the benefits, which would come from it. The recommended/maximum length is specified for the different sections of part B.

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos etc.) will be disregarded. In proposals submitted electronically, other embedded material or hyperlinks to other documents will be disregarded.

II.4 Proposal language

Proposals may be submitted in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators, and an English translation of the abstract must be included in Part B of the proposal.

II.5 Notification of intention to submit a proposal

Proposers are requested to register their intention to submit a proposal using the registration facility of the Electronic Proposal Submission System (EPSS). This is accessed via the prepare and submit a proposal pages on Cordis. Note that registration information is indicative only. The information that you provide at this stage will help the Commission to prepare for evaluation of the call. The details that you give need not be final and will not form part of your eventual proposal. Only the details you provide in the final proposal when you make the submission will be evaluated

II.6 Electronic proposal submission system

An electronic proposal preparation tool is available **via the CORDIS call page** to help you prepare your proposal. This tool may be used directly online to prepare and submit a proposal, or alternatively, it may be downloaded to prepare a proposal offline. In this case, once the proposal has been prepared with the offline tool, it may be either sent: electronically via the online tool, or printed and submitted on paper with a CD-ROM or diskette copy included, as preferred by the proposers. Direct online submission is strongly encouraged.

II.7 Pre-proposal check

No facility for a pre-proposal check is provided for the current Call

III Submission of proposals

Proposals to the current call may be submitted using the electronic proposal submission system (EPSS) online via the Internet, or on paper, preferably created by using the offline electronic tool and accompanied by an electronic copy of the package created by the offline tool on CD-ROM or diskette, to the address indicated in the Call for proposals.

III.1 Online electronic submission

The online EPSS is a Web-based system, i.e. you do not have to install special software on your computer. You only need a standard Web browser and a login and password. All data that you encode and upload are securely stored on a Web server, so that only the participants in your proposal have access (not even the Commission before submission), providing a common online workspace for the preparation of the proposal.

Request of login and password (only by the coordinator):

Go to the CORDIS call page for the current call (reference see section VII)
On the call page, go to the box "Prepare and submit a proposal for this call".
Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page.
Click on "Register", fill in the registration form and submit it. The EPSS will send you a login and password **by post** (for reasons of security and confidentiality). On your own risk, you can ask for having an **advance copy of login and password by e-mail or fax** by sending an e-mail to the EPSS helpdesk (reference see section VII).
The login and password is linked to only one proposal (for the call and for the instrument you have chosen). For each proposal you want to prepare you have to register again, following the procedure described above.

Using the online system (coordinator):

Once you have received your login and password, you can start building a proposal. Access to the system is again via the CORDIS call page for the current call. By entering your login and password you reach the EPSS main menu for your proposal. As co-ordinator, at the first login, you should reset your own password and the participants' password. As a coordinator you can:

set up and modify your consortium by adding/removing partners
complete and modify administrative forms
upload documents (.rtf or .pdf) forming part B (the description of the contents) of your proposal
assign a password to be shared by other participants
submit the proposal

Using the system (participants other than coordinator):

Participants receive their login and password from the coordinator. For entering the EPSS see above. As a participant (not coordinator) you can:

view the whole proposal
download all administrative forms
download the document template for part B
complete and modify your own A2 administrative form

Submitting a proposal online

Having completed the forms on the EPSS and uploaded the part B **does not yet mean** that your proposal is **submitted**. Once there is a consolidated version of the proposal, the coordinator has **expressly to submit it by pressing the "SUBMIT" button**. Also **after each change** to the A forms or after replacing part B with a new version, the **"SUBMIT" button** has to be pressed again; otherwise changes will not occur in the submitted version.

On submission, the EPSS performs an initial check on eligibility and informs the coordinator of any apparent eligibility problems with the proposal. This check does not replace the eligibility check carried out by the Commission and the coordinator may decide to submit the proposal even when apparent eligibility problems have been indicated by the EPSS.

Once successfully submitted, the coordinator receives a message that indicates that his/her proposal has been received and accepted for submission. The coordinator may continue to modify his/her proposal and submit revised versions overwriting the previously submitted one up until the call closure, but will not be able to modify the proposal after call closure. Proposal files successfully submitted, but which later turn out to contain computer viruses or which are unreadable or unprintable, shall be rejected.

For the proposal content (part B) you are requested to use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Also zipped (or otherwise compressed) archives will not be accepted (pdf is self-compressing, there is no gain in zipping). Only one pdf file comprising the complete technical annex (part B) can be uploaded. Further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected.

Using only PDF format for submission of part B

Why?

This format of text documents is supported by the vast majority of computer platforms; it bears a minimum risk of viruses; it is self-compressing. Allowing any possible format would require that the Commission maintain an arsenal of software and even then readability could not be guaranteed in 100% of the cases.

The other advantage of saving as a PDF file is that the contents are "locked" and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed. (WYSIWYG)

How?

the same as with any other text

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are "locked", they cannot be edited like normal text files.

Failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance.

One of the advantages of electronic submission with the EPSS is the possibility to re-submit (until the call closure). It is advisable to submit a first consolidated version of the proposal well in advance of the deadline (i.e. at least several days before), so that in case of technical or other problems close to the deadline there is always a valid version already submitted.

III.2 Proposal preparation and submission using the EPSS-EPT offline version

Downloading the offline EPSS:

The offline EPSS (the EPT) is a software programme running on your computer to create a proposal for later upload to the online EPSS or for creating a proposal to be sent on paper or diskette. For preparing a proposal you have to download two components:

the EPT tool itself, i.e. the basic software
the package of forms and templates specific to the call and instrument you want to apply for.

The following steps are necessary:

Go to the CORDIS call page for the current call (reference see section VII)
On the call page, go to the box "Prepare and submit a proposal for this call".
Choose the instrument you want to apply for from the dropdown list and press "Go". You will arrive at the EPSS start page.
Click on "Download EPT", then choose one of the two options, depending on your computer platform, and follow the instructions for download and installation
Go back to the EPSS start page (via the CORDIS call page) and click on "Download forms"
Fill in the form asking for some basic information on your proposal, click "next"
Click "Download forms package"; you will be able to download the package (a compressed .zip file) applicable to the call and instrument you have chosen before. You have later to remember the directory on your hard disk to which you saved the package

Working with the offline EPSS (EPT):

Unzip the forms package to a separate directory indicating call and instrument
If you have downloaded the EPTool with the Java runtime attached, find the directory ...\EPTool that has been created on your hard disk during installation of the tool. In this directory you find a pdf file "EPSS-EPT-user-guide" with instructions how to use the application. Otherwise locate the EPT files you have downloaded, extract them to a directory. We recommend using the ...\EPTool directory.
In the subdirectory ...EPTool\bin you find the file "Runme.bat" (Windows) or “runme.sh” (Unix), a batch or shell script file. Run this file to open the application, use the programme following the instructions in the "EPSS-EPT-user-guide" (see above)

Submitting a proposal created with the offline EPSS (EPT)

Once you have created and packaged a proposal with the offline tool following the instructions in the "EPSS-EPT-user-guide", submission may be carried out in two ways:

- By uploading the package to the online EPSS. **You will need a login and password for the online EPSS** (see instructions above);
- By using the offline tool to prepare a paper copy of the proposal and to write the package created by the offline tool to CD-ROM or diskette. The paper copy and the CD-ROM or diskette are then delivered by post, courier service or by hand before the call closure to the address given in the call for proposals (see also section III.3).

When using the second method, the proposal coordinator must include a paper copy of the proposal in the package with the CD-ROM/diskette. The paper copy is only used for processing and subsequent evaluation if the electronic media are unreadable or if the files on the media are found to contain a computer virus. **A proposal submitted on CD-ROM or diskette which is not prepared and packaged by the offline EPSS (EPT), which is unreadable or which contains a computer virus will be rejected if a paper copy is not included in the same package.**

Disclaimer: The offline EPSS is a software tool to be installed and running on your computer system. Although designed for maximum compatibility, its proper functioning, as for any software, depends on proper installation and on your computer environment and settings and can therefore not be guaranteed. The Commission cannot be held liable for any malfunction of the offline EPSS on your computer nor can it give technical assistance on problems related with your local computer environment.

Software problems with the offline EPSS are not considered as extenuating circumstances for call deadlines. It is therefore advisable to test the functioning of the system well in advance of the deadline.

III.3 Submission on paper

III.3.1 Procedure

Proposal Part A – You can either complete the forms electronically using the offline EPSS and then print out the completed forms for submission. Alternatively, you may use the forms annexed to this Guide, photocopying extra copies of the form A2 as necessary for the number of partners in your proposal.

Proposal Part B – Prepare a text document following the outline supplied in Annex 2:

- each page of Part B **must** be numbered (preferably in the format "page X of Y").
- each page of Part B **must** be headed with the acronym you have chosen for your proposal.

For submission of FP6 proposals the Commission does not require signatures of proposers.

III.3.2 Preparing your proposal for submission

Your proposal should be submitted as one complete unbound Part A and one complete unbound Part B. The Commission will reproduce the number of copies needed by the evaluators, therefore.

- **Print your proposal on white A4 paper (80 g/m^2)**
- **Print on one side of the paper only; no two-sided copies please**
- **Do not convey information using colour; the copies will be made in black and white**
- **Do not use glossy or surfaced paper**
- **Do not include paper clips or staples**
- **Do not include front or back covers of plastic, card etc.**
- **Do not bind your proposal**

You are strongly advised to securely retain an additional complete unbound copy of your proposal.

III.3.3 Packaging and delivery

The complete set of proposal documentation should be placed in an envelope or envelopes marked "Commercial-in-confidence" with the following information on each:

- The name of the Priority
- The call identifier as given in the Call for proposals
- The proposal acronym

If you use more than one envelope, please mark them clearly 1 of X, 2 of X etc.

The envelope(s) should then be sealed within an overall packaging, which should be addressed to the Commission office for receipt of proposals as given in the Call for proposals.

The proposal may be sent by mail, by special delivery service or delivered by hand, but **must** arrive at the specified address no later than the deadline given in the Call for proposals.

If you are submitting more than one proposal:
Submit each proposal separately**. Never mix two different proposals in a single package.**

III.3.4 Errors in submitted paper proposals

If after sending your proposal you discover there has been a **serious error which will affect its evaluation** (wrong address, missing pages, missing parts…..) and the call deadline has not yet passed, you should at once contact the Food Quality and Safety Information Desk, the coordinates of which are given below.

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

III.4 Addresses for proposal submission

Proposals to be submitted on paper or on CD-ROM/diskette have to be sent to one of the two following addresses, depending on the method of delivery

III.4.1 Address for sending proposals by post

FP6 – Research Proposals
Call identifier: FP6-2004-Food-3-A
European Commission
B-1049 Brussels

III.4.2 Address for delivering proposals by hand or by representatives (including courier services)[1]

FP6 – Research Proposals
Call identifier: FP6-2004-Food-3-A
European Commission
Rue de Genève, 1
B-1140 Brussels

The office of the Commission courier service at this address has the following opening hours:

Monday to Thursday:	8.00 –17.00
Friday and days before Commission holidays:	8.00 – 16.00

Instructions on how to reach this office are available at http://www.cordis.lu/fp6/sub_hand.htm.

III.5 Deadline for reception

To be eligible, proposals must be **received** by the Commission before or on the deadline at the address specified in the call.

Proposers are reminded that it is their own responsibility to ensure the safe arrival of their proposal.

[1] Services that ask for recipient's telephone number should give the following number: (32-2) 299 38 98 Ms. B. RENS.

III.6 Acknowledgement of receipt

Once a proposal has been received and registered by the Commission, an Acknowledgement of receipt letter will be despatched to the proposal coordinator.

The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

IV Evaluation and negotiation

IV.1 Timetable of evaluation

All proposal coordinators who have submitted a proposal will receive an acknowledgement of receipt promptly on receipt of their proposal. **Proposers who have not received an Acknowledgement of receipt should urgently contact the Food Quality and Safety Priority Information Desk**.

All proposals that fulfil the eligibility criteria (see the Guidelines on proposed evaluation and selection procedures at call page) are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the Food Quality and Safety Workprogramme and Food Quality and Safety Priority Guidance Notes for Evaluators.

Coordinators of proposals that have passed all the evaluation thresholds may be called to the evaluation premises to provide further information about the proposed project to the experts on a face-to-face basis.

The experts will prepare an Evaluation Summary Report on each proposal which will later be sent by the Commission to the proposal coordinator. The experts will make a list of the proposals ranked in order of merit for consideration by the Commission.

The experts' conclusions are examined by the Commission with the support of the Food Quality and Safety Programme Committee, which comprises representatives of Member and Associated States.

After the evaluation results are finalised, all proposers will receive the Evaluation Summary Report with the outcome of the evaluation of their proposal. These reports will be sent out during May 2005.

Unsuccessful proposers will subsequently receive a formal notification of a Commission Decision not to retain their proposal.

Successful proposals that involve ethical issues will go through an ethical review prior to the contract negotiation. This may raise issues that may need clarification prior to or during the negotiations.

Remote evaluation

For the current call, the Commission may opt to have proposals evaluated remotely. For this, independent experts are invited to carry out the evaluation fully or partially at their home or place of work. In general, remote assessment of proposals is used for the individual reading and evaluation of proposals by individual independent experts.

The fact of using remote evaluation for any step of the overall evaluation process does not change in any way the provisions on confidentiality or conflict of interest set out in the code of conduct for independent experts. Independent experts working remotely are also required to fill in and sign the declaration on confidentiality and non-conflict of interest before beginning work.

IV.2 Contract negotiations

If the proposal has been successful in the evaluation and has been selected for possible funding, contract negotiation will start through an official letter sent by the Commission in June 2005.

Proposers should familiarise themselves well before these meetings with the content of the model contract for this instrument, and its annexes. This contract can be downloaded from the Internet (see address in Section VII).

Before a negotiation can begin, the Commission may request certain legal and financial information on participating organisations (and in particular the Commission may ask for copies of the documents, which legally establish each organisation, which is in the consortium). All participants in the proposals should familiarise themselves at an early stage with the documentation they will need to provide if they are successful and the Coordinator must ensure on behalf of the consortium that the correct documentation is sent to the Commission. This information must be made available with the submission of the Contract Preparation Form. The information required is fully described in detail in the Contract preparation forms (see address in Section VII).

Integrated Projects in the Food Quality and Safety Priority must also set up a Consortium agreement. The Consortium agreement should be finalised as early as possible, and at the latest at the same time as the contract. A checklist, which may assist you in drawing up a Consortium agreement, is available on the Internet (see address in Section VII).

If the negotiation is successful, a Commission Decision approving the funding is foreseen. The project may begin work in accordance with the provisions in the contract signed with the Commission regarding the project start date.

In the event of budget availability (due e.g. to failure of negotiations of initially selected proposals, or to negotiations concluded at a lower level of funding than originally anticipated), proposers from a short reserve list may be contacted to start negotiations.

V Check list for proposers

For **ELECTRONIC** submission of your proposal you must check the following:

- ⇐ Have you completed both a Part A and a Part B?
- ⇐ Is your Part B prepared in the approved file format (PDF), including no material in other formats?
- ⇐ Have you virus-checked your complete proposal, using up-to-date anti-virus software?
- ⇐ Do you have all the necessary authorisations from each member of the consortium to submit this proposal on their behalf (the Commission does not prescribe in which form the authorisations are made and will not check them; this is a matter of internal organisation of the Consortium)?
- ⇐ Last but not least: have you made all possible arrangements to ensure that the proposal arrives at the Commission before the deadline?

For **PAPER** submission (including submission on paper backed by a CD-ROM or diskette created by using the EPT tool) of your proposal you must check the following:

- ⇐ Have you completed both a Part A and a Part B?
- ⇐ Is each page of your proposal headed with the proposal acronym
- ⇐ Is each of the pages numbered (page X of Y)?
- ⇐ Is your proposal prepared as one complete unbound single-sided paper copy (plus one additional copy for you to hold in reserve)?
- ⇐ Is the copy of the proposal placed in an envelope, marked "Commercial-in-confidence", with the following information:
  - ⇐ "Priority name"?
  - ⇐ The Call identifier (as given in the Call for proposals)?
  - ⇐ The proposal acronym?
- ⇐ If you used more than one envelope, are they numbered 1 of X, 2 of X, etc., with each clearly marked as described above?
- ⇐ Is the complete set of proposal documentation placed in a package, correctly addressed using the address given in the Call for proposals?
- ⇐ Is the outside of the package marked "Food Quality and Safety Priority" ?
- ⇐ Do you have all the necessary authorisations from each member of the consortium to submit this proposal on their behalf (the Commission does not prescribe in which form the authorisations are made and will not check them; this is a matter of internal organisation of the Consortium)?
- ⇐ Last but not least: have you made all possible arrangements to ensure that the proposal arrives at the Commission before the deadline?

VI Support to proposers

VI.1 Food Quality and Safety Information Desk

The coordinates of the Food Quality and Safety Information Desk is:

European Commission
The Food Quality and Safety Information Desk
Directorate General RTD
B-1049 Brussels

Email:food@cec.eu.int
Phone: +32-2-296-02-92
Fax: +32-2-296-43-22
Web: www.cordis.lu/food

The desk is open 09h00 - 17h00 (Brussels time), Monday to Friday.

Links to all the necessary information to prepare a proposal are available on the CORDIS call page for the current call (see Section VII)
Proposers should periodically check this for latest information

VI.2 EPSS helpdesk

This software-related technical helpdesk treats exclusively technical questions on the use of the electronic proposal submission system (EPSS):

EPSS Helpdesk

E-mail: support@epss-fp6.org
Phone: +32 2 233 37 60

VI.3 Partner search facilities

The Commission's CORDIS server offers a number of services and information sources which may be useful in partner search for participation in this priority, as well as a list of organisations which have already expressed an interest in participating in the call (see addresses in Section VII).

VI.4 National Contact Points

The Food Quality and Safety Priority supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice (particularly on preparing proposals) and in finding partners from other countries. Organisations should contact the NCP of their own country for further information (see CORDIS at: http://www.cordis.lu/fp6/ncp.htm).

VI.5 Food Quality and Safety Information Days

The Food Quality and Safety Priority, EU Member States and Associated States frequently organise Information Days, where those interested in proposing may attend for a presentation of the Food Quality and Safety Priority and of the general Framework Programme, to obtain documentation, to ask questions and to meet potential consortium partners.

The latest information on planned Information Days is obtainable on the Internet (see address in Section VII).

VI.6 The Intellectual Property Rights Helpdesk

The IPR-Helpdesk has as its main objective to assist potential and current contractors taking part in Community funded projects on Intellectual Property Rights issues, and in particular on Community diffusion and protection rules and issues relating to IPR in international projects. Another objective is to raise awareness in the European research community on IPR issues, emphasising their European dimension.

It operates a free helpline offering a first line assistance on IPR related issues. The helpline is run in English, French, Italian, German and Spanish.

Website
http://www.ipr-helpdesk.org

Helpline (detailed queries)
ipr-helpdesk@ua.es
tel +34 96 590 97 18
fax +34 96 590 97 15
Representative office (general information)
tel +32 2 649 53 33
fax +32 2 647 59 34
ipr-helpdesk@global-eu.com

VII References

Potential proposers could consult the following documents:

Legal decisions

Decision on the Framework Programme	http://www.cordis.lu/fp6/find-doc.htm
Rules of Participation in FP6	
Specific Programme "Integrating and strengthening the European Research Area" (includes the Food Quality and Safety Priority)	

Call page Food Quality and Safety Priority

Call for proposals	http://fp6.cordis.lu/food/calls.cfm
Brochure "The Fp6 in Brief"	
Guides for Proposers	
Workprogramme 2003/04	
Evaluation Manual	
Food Quality and Safety Priority Guidelines for Evaluators call 3	
Organisations expressing interest in this Call	
Gateway to the Electronic Proposal Submission Systemervice	

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6
National Contact Points	http://www.cordis.lu/fp6/ncp.htm
Food Quality and Safety Priority Information Days and other events	http://fp6.cordis.lu/fp6/home.cfm
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://fp6.cordis.lu/fp6/partners.cfm
Innovation Relay Centres:	http://irc.cordis.lu
International cooperation	http://www.cordis.lu/fp6/inco.htm
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html
Guidelines on techniques for science communicating with the public	http://www.cordis.lu/fp6/society.htm;
European Investment Bank	http://www.eib.org/

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/find-doc.htm#modelcontracts
Contract preparation forms	
Model contracts	

Annexes

Annex 1 - Proposal Part A: forms and instructions

- ***For Stage 1***: proposals include the A forms as follows: **A1**, **A2** for co-ordinator only, **A3** with the overall budget by categories.

- ***For Stage 2***: please submit the complete set of forms.

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme for Research, Technological Development and Demonstration

Integrated Project

A1

Proposal Number[0]		Proposal Acronym[0]	

GENERAL INFORMATION ON THE PROPOSAL			
Proposal Title[0] (max. 200 char.)			
Duration in months[0]		*Call (part) identifier[0]*	
Activity code(s) most relevant to your topic[0]			
Keyword code 1[0]			
Keyword code 2[0]			
Keyword code 3[0]			
Free keywords[0]			
Abstract[0] (max. 2000 char.)			

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme for Research, Technological Development and Demonstration

Integrated Project

A2

Proposal Number[0]		Proposal Acronym[0]	

INFORMATION ON PARTICIPANTS (STAGE 1: ONLY COORDINATOR)					
Participant number[0]					
Participant organisation					
Organisation legal name[0]					
Organisation short name[0]					
Legal address					
PO Box[0]		*Postal Code[0]*		*Cedex[0]*	
Street name and number[0]					
Town[0]		*Country[0]*			
Internet homepage					
Activity Type HE, RES, IND, OTH[0]		*Legal Status GOV, INO, JRC, PUC, PRC, EEIG[0], PNP[0]*			
If Legal Status "PRC", specify[0]					
Is the organisation a Small or Medium-Sized Enterprise (SME)?[0]		YES/NO			
Are there dependencies between the organisation and (an)other participant(s) ?[0]		YES/NO			
If yes, participant number		*If yes, participant short name*			
Character of dependence SG, CLS, CLB[0]					
If yes, participant number		*If yes, participant short name*			
Character of dependence SG, CLS, CLB[0]					
If yes, participant number		*If yes, participant short name*			
Character of dependence SG, CLS, CLB[0]					
Person in charge[0]					
Name		*First name(s)*			
Title[0]		*Sex: Female=F, Male=M[0]*			
Department/Faculty/Institute/ Laboratory name					
Address (if different from above)					
PO Box[0]		*Postal Code[0]*		*Cedex[0]*	
Street name and number[0]					
Town[0]		*Country[0]*			
Phone 1[0]		*Phone 2[0]*			
e-mail		*Fax[0]*			

Previously submitted similar proposals or signed contracts?[0]	YES/NO	
If yes, programme name(s) and year		
If yes, proposal number(s) or contract number		

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

Proposal Submission Forms

EUROPEAN COMMISSION

6th Framework Programme for Research, Technological Development and Demonstration

Integrated Project

A3

Proposal Number[0]		Proposal Acronym[0]	

Financial Information (Integrated Project - Full duration of the project)

		RTD[0] and innovation-related[0] activities		Demonstration activities[0]		Training activities[0]		Consortium management[0]		Total	
Participant n°[0]	Cost model[0]	Costs (€)	Requested grant to the budget (€)[0]	Costs (€)	Requested grant to the budget (€)[0]	Costs (€)	Requested grant to the budget (€)[0]	Costs (€)	Requested grant to the budget (€)[0]	Costs (€)	Requested grant to the budget (€)[0]
1											
(Sub)-total(€)[?]											

<u>For stage 2</u>: Please use additional copies of form A3 if the number of lines is not sufficient.

Form A3: page … of ….

For a proposal to be considered as complete, all questions must be answered. If a field is not applicable to you, please enter -.

How to complete the proposal submission forms

Introduction

This document provides guidance on how to complete the attached administrative forms for first-stage ("outline") and second stage ("full") proposals in a two-stage procedure **(Some instructions are different between first and second stage!)**. These forms will be an integral part ('Part A') of your first stage proposal for an Integrated Project. Proposals may be submitted either electronically or on paper**. You are strongly advised to prepare and submit your proposal electronically** (for the procedure see chapter "Electronic submission" of the guide for proposers).

How to complete the forms

First-stage ("outline") proposal:

- The co-ordinator fills in one form A1, one form A2 (only for the coordinator) and one form A3.

Second-stage ("full") proposal:

- The co-ordinator fills in one form A1 and one or more forms A3 (depending on the number of participants);

- The participants already identified at the time of proposal submission (including the co-ordinator) fill in one A2 form each.

For potential future participants, not yet identified at the time of submission of the proposal but foreseen to join the consortium at a later stage, no A2 forms have to be filled. Their role, profile and tasks have to be described in part B of the proposal. The estimated budget foreseen for these future participants should be added to the coordinator's budget in form A3 (no extra line).

Subcontractors are not required to fill in the A2 form and are not listed separately in the A3 form.

Explanatory notes are attached. Forms A1 to A3 submitted on paper may be machine-read at the Commission, so to avoid misreading of your proposal details, we would kindly ask you to read and follow these notes carefully. Please keep forms A1 to A3 as clean as possible and do not fold, staple or amend them with correction fluid. Enter your data only in the white space on the forms, and do not type outside the boundaries as the data then may be truncated in the Commission's database.

Form A3 (total estimated budget for the **full duration** of the project proposal)**:**

First-stage ("outline") proposal:

For first-stage proposals, the full budget of the project has to be inserted in the line of the coordinator. For first-stage proposals, no breakdown by participant is required in the A forms (however you have to give an indicative breakdown in part B of the proposal).

Second-stage ("full") proposal:
Use one line per participant. Ensure that each participant has one line and that the numbers of the participants correspond to the numbers defined in the A2 forms. In the A3 form do not add any lines or columns to the cost table. Use additional copies of the A3 sheet if there are more participants than the number of lines allows for.

For questions requiring a choice between different boxes, please enter X in the appropriate space. In case of paper submission, you may find it easier to do this by hand in black ink, rather than try to line up a single typed character. For numbers, (amount, duration, etc.), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number. Please remember to indicate the proposal short name (acronym) in all sheets of the forms (part A) where indicated, and on every page of the other parts, including any annexes. All costs must be given in € (euro) (and not kilo € (euro)) and must exclude value-added tax (VAT).

1 Proposal number
The proposal number will be assigned by the Commission on submission. Please leave the field empty.

2 Proposal Acronym
Provide a short title or acronym of no more than 20 characters (only alphanumeric, i.e. Latin letters and numbers, no special signs or characters), to be used to identify the proposal. The **same acronym should appear on each page of the proposal (part A and part B)** to prevent errors during its handling.

3 Proposal Title
Give a title no longer than 200 characters that should be understandable also to the non-specialist in your field.

4 Duration
Insert the estimated duration of the project in full months.

5 Call (part) Identifier
The call (part) identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union.

6 Activity code(s) most relevant to your topic
Please insert the code for the activity of FP6 that is addressed by your proposal (for the list see http://www.cordis.lu/fp6/activitycodes). If you consider that your proposal aims at more than one activity of FP6, you can indicate several codes (maximum three)., starting with the most relevant one. **This first code must refer to an activity open in the call you are addressing.**

7 Keyword codes from thesaurus
Choose maximum 3 codes for keywords characterizing your project from the hierarchical list available at http://www.cordis.lu/fp6/keywords.

8 Free keywords
In addition to the keywords from the hierarchical thesaurus, you have the possibility to freely choose additional words characterising your project (maximum 100 characters including spaces, commas etc.).

9 Abstract
You should not use more than 2000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the objectives of the Specific Programme and the Work Programme. This summary will be used as the short description of the proposal in the evaluation process 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 proposal is written in a language other than English, please include an English version of the proposal abstract in part B.

10 Previously submitted similar proposals or signed contracts
If one or several of the participants have submitted or are in the process of submitting the same or a similar proposal to other public funding programmes insert YES, else NO. If yes, give the programme name, year of submission and proposal number or contract number.

11 Organisation legal name

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

12 Organisation short name

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

13 Address data

Fill in only the fields forming your complete postal address .If your address is specified by an indicator of location other than a street name and number please insert this instead.

14 Country

Insert the name of the country as commonly used.

15 Activity Type

Please insert the abbreviation for the activity type most appropriate to the organisation (only one), according to the following explanations:

- **HE-Higher Education**: organisations only or mainly established for higher education/training, e. g. universities, colleges
- **RES-Research**: organisations only or mainly established for carrying out research activities
- **IND-Industry:** industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance;
- **OTH-Others:** Organisations not fitting in one of the above categories

16 Legal status

Please insert only one abbreviation from the list below, according to the following explanations:

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 (the Joint Research Centre of the European Community);
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, physical persons);
EEIG: European Economic Interest Group;
PNP: Private Organisation, Non Profit (i. e. any privately owned non profit organisation).

17 Legal Status: If “EEIG”

If the organisation is a European Economic Interest Group you have to add a sheet to part B of the proposal listing the members of the group (legal names, addresses, dependencies). This is necessary to verify if the proposal meets the eligibility criterion of minimum partnership.

18 Legal Status: 'If 'PRC', Specify'

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

19 Small or Medium Sized Enterprise (SME)

To be regarded as an SME, your organisation must have:

- less than 250 full time equivalent employees

and

- an annual turnover not exceeding EUR 40 million **or** an annual balance sheet total not exceeding EUR 27 million,

and

- must not be controlled by 25% or more by a company which is not an SME (on the issue of control, see note 0).

If all the above conditions apply to the organisation insert YES, else NO.

20 Dependencies between participants

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity,

or

- A legal entity directly or indirectly controls another legal entity,

or

- A legal entity is directly or indirectly controlled by another legal entity.

Control:
Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

- A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

21 Character of dependence

Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:

- **SG**: Same group: if your organisation and the other participant are controlled by the same third party
- **CLS**: Controls: if your organisation controls the other participant
- **CLB**: Controlled by: if your organisation is controlled by the other participant

22 Person in charge

Please insert in this section the data of the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the co-ordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

23 Title

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

24 Sex

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

25 Phone and fax numbers

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

26 Participant number

The number allocated by the consortium to the participant for this proposal. The **co-ordinator** of a proposal is always **number one**.

27 Requested grant to the budget and cost models

The **Community grant** requested for a proposal depends on the cost model applicable to each participant and on the costs for the different activities. At the proposal stage, costs and requested Community contribution have to be broken down by type of activity and by participant. There are no pre-defined cost categories. In establishing their budget participants should follow their own accounting rules.

Maximum contributions by activity type as percentage of the respective costs are as follows:

	Maximum grant as percentage of full costs (participants applying the FC or FCF model)	Maximum grant as percentage of additional costs (participants applying the AC model)
RTD activities (see note 0)	50%	100%
Demonstration activities (see note 0)	35%	100%
Innovation-related activities (see note 0)	50%	100%
Training activities (see note 0)	100%	100%
Consortium management activities (see note 0)	100% (up to a maximum percentage of 7% of the Community contribution)	100% (up to a maximum percentage of 7% of the Community contribution)

The **cost models** to be applied by the participants are:

- **FC**: a full-cost model in which all actual eligible direct and actual eligible indirect costs may be charged to the contract;
- **FCF**: a simplified variant of the full-cost model, in which all actual eligible direct costs may be charged to the contract, together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct eligible costs minus the costs of subcontracts.;
- **AC**: an additional-cost model, covering all eligible direct costs that are additional to the recurring costs of a participant (with the exception of consortium management for which recurring costs would also be eligible), together with a flat rate for indirect costs. This flat rate is equal to 20% of all direct additional costs minus the costs of subcontracts.

Which cost model to use

Which cost model to use depends on the type of legal entity concerned and the accounting system:

Cost model	Who can use it ?
FC	- All legal entities except physical persons
FCF	- Non-commercial or non-profit organisations - International organisations (like CERN, ESA, EMBL) - Small or Medium-Sized Enterprises (SMEs)
AC	- Physical persons (only cost model open to physical persons) - **Only** non-commercial or non-profit organisations or international organisations **not** having an accounting system allowing them to distinguish the share of their direct and indirect costs

Each contractor shall apply the same cost reporting model in all contracts established under the Sixth Framework Programme. As a derogation to this principle:

- any legal entity which is eligible to opt for the AC model in a first contract can change to the FCF or the FC model in a later contract (except physical persons). If it does so, it must then use the new cost reporting model in subsequent contracts;
- any legal entity which is eligible to opt for the FCF model in a first contract can change to the FC model in a later contract. If it does so, it must then use the new cost reporting model in subsequent contracts.

Eligible costs

Eligible costs for FP6 contracts must be:

- actual, economic and necessary for the implementation of the project;
- determined in accordance with the usual accounting principles of the contractor;
- incurred during the duration of the project ;
- recorded in the accounts of the contractors (or third parties where third party resources have been agreed).

They exclude indirect taxes, interest, provisions for future losses or charges, exchange losses, costs related to other Community projects, return on capital, debt and debt service charges, excessive and reckless expenses and any cost which does not meet the criteria in the first four bullets.

28 RTD activities

RTD activities are all activities directly aimed at creating new knowledge. They form the core of the Integrated Projects and Specific Targeted Research Projects.

29 Demonstration activities

Integrated Projects may contain a demonstration component to prove the viability of new technologies that offer a potential economic advantage, but which cannot be commercialised directly (e.g. testing of product-like prototypes).

30 Innovation-related activities

Projects should include activities relating to the protection and dissemination of knowledge, and, when relevant, studies on the wider societal impact of that knowledge, activities to promote the exploitation of the results, and "take-up" actions. These activities are inter-related and should be conceived and implemented in a coherent way:

- **intellectual property protection**: protection of the knowledge resulting from the project (including patent searches, filing of patent (or other IPR) applications, etc.);
- **dissemination activities** beyond the consortium: publications, conferences, workshops and Web-based activities aiming at disseminating the knowledge and technology produced;
- **studies on socio-economic aspects**: assessment of the expected socio-economic impact of the knowledge and technology generated, as well as analysis of the factors that would influence their exploitation (e.g. standardisation, ethical and regulatory aspects, etc.);
- **activities promoting the exploitation of the results**: development of the plan for the use and dissemination of the knowledge produced, feasibility studies for the creation of spin-offs, etc, "take-up" activities to promote the early or broad application of state-of-the-art technologies. Take-up activities include the assessment, trial and validation of promising, but not fully established, technologies and solutions, easier access to and the transfer of best practices for the early use and exploitation of technologies. In particular, they will be expected to target SMEs.

31 Training activities

Integrated projects are likely to provide an excellent vehicle for the advanced **training of researchers and other key staff, research managers, industrial executives (in particular for SMEs), and potential users** of the knowledge produced within the project. Such training activities should contribute to the professional development of the persons concerned. The salary costs of those being trained are not eligible costs.

32 Consortium management activities

Projects will require particular attention by the consortium to overall management and co-ordination issues. Over and above the technical management of individual work packages, an appropriate management framework linking together all the project components and maintaining communications with the Commission will be needed. Depending on the size and scope of a project, a specially constituted management team with dedicated staff covering a range of skills may need to be set up.

Consortium management activities include:

- coordination of the technical activities of the project;
- the overall legal, contractual, ethical, financial and administrative management;
- coordination of knowledge management;
- overseeing the promotion of gender equality in the project;
- overseeing science and society issues related to the research activities conducted within the project;
- obtaining audit certificates by each of the participants;
- implementation of competitive calls by the consortium for the participation of new participants, in accordance with the provisions of the contract;
- maintenance of the consortium agreement;
- obtaining any financial security such as bank guarantees when requested by the Commission.

• 33 (Sub-)Total (Applies only for second-stage ("full") proposals)

In a second-stage ("full") proposal, if the number of lines in the table on form A3 is not sufficient for your consortium, please use additional copies of A3. **Do not add lines to the cost table.** Indicate at the bottom the total number of A3 sheets used and the number of each sheet. On each sheet, except on the last one, insert the total values per sheet. On the last sheet, insert the overall totals.

Annex 2 - Proposal Part B: guidelines for drafting

Instructions for preparing proposal Part B for Integrated Projects in the Food Quality and Safety Priority

In addition to the technical information provided in Part B, a proposal must also contain a Part A, containing basic information on the proposal and the consortium making the proposal[3] The forms for Part A are provided elsewhere in this Guide. Incomplete proposals are not eligible and will not be evaluated.

Part B differs between stages 1 and 2 for two-stage proposal submission: be sure that the right format is used to submit your proposal under the Priority 5 Food Quality and Safety

Documents which fully detail what an Integrated project comprises and how such a project should be implemented can be found at http://www.cordis.lu/fp6/instruments.htm. Proposers should study these documents thoroughly before commencing the preparation of their proposal Part B.

Integrated projects may be implemented in two ways:
- The full implementation plan and budget is known from the beginning; all partners are known from the beginning.
- The full implementation plan and budget is known; but it is anticipated that further participants will be added later in the project.

In both cases the proposal must contain a description of the activities for full duration of the project as well as a detailed work plan for the first 18 months (Section B.8, see below).

The Proposal Part B fulfils two main purposes. Sections B.1 to B.8 provide an overall description of the project including the outline implementation plan for the full duration of the project. It indicates how it corresponds to the various criteria which will be used in its evaluation, and describe the work planned in terms of its major elements ("activities"). In these sections:

- Proposers should demonstrate that their plans are well worked out, their partnership is adequate, and that they will be able to react flexibly to unexpected development which might occur during the lifetime of the project or
- that the tasks to be carried out by new participants are clear and well defined, and can be expected to be fulfilled without difficulties.

Section B.8 provides a more detailed implementation plan for the work foreseen in the first 18 months of the project, described down to the level of individual work packages and the contributions of consortium members to each. All proposals must have concrete plans for a workable project during these first 18 months.

[3] In the event of inconsistency between information given in Part A and that given in Part B, the Part A version will prevail

Integrated Project (IP) – Content of part B – STAGE 1

[NB: Proposals should be written in a clear and legible fashion, using a minimum of 12 point Times New Roman (or equivalent) font, and reasonable line spacing.]

All proposers should respect the maximum number of 20 pages for the outline proposal. Proposers should be aware that only limited time is available for the evaluation of each proposal and therefore proposals of more than 20 pages may not be fully evaluated. It is clearly in the interest of each consortium to formulate the proposal in a concise manner and concentrate on the essential issues.

Front page

Proposal full title
Proposal acronym
Priority 5 – Food Quality and Safety.
Type of instrument: Integrated Project
Co-ordinator name
Co-ordinator organisation name

Table of contents page

B.1 Objectives of the project and state of the art (approximately length 1 page)
Key issues to be considered are: **S&T objectives, enhancements to the state of the art**.

B.2 Relevance to the objectives of this Priority (approximately length 1 page)
Key issues to be considered are: **Relevance to the content of the call and to the wider social and policy context of the relevant areas of the Food Quality and Safety Priority, breakthroughs/innovation, appropriateness of using an Integrated Project, critical mass**.

B.3 Potential impact (approximately length 1 page)
Key issues to be considered are: **Contribution to Community objectives, competitiveness, exploitation and dissemination, European added value, co-ordination with other research activities, training and education**.

B.4 Outline implementation plan (approximately length 11 pages)
Key issues to be considered are: **RTD and innovation, demonstration, training, management activities**.

Describe the proposed S&T approach, and show how this approach will enable the project to achieve its objectives. Describe the overall implementation plan broken down to the level of activities and the components of each of the activities. Show how this plan integrates the various components to a coherent project.

B.5 Description of the consortium (approximately 2 pages)
Information to be provided: **A self-explanatory table on the core partners, SME, and third countries participation.**

B.6 Description of project management (approximately 1 page)
Key issues to be considered are: **Organisational structure and decision making mechanisms, IPR**.

B.7 Project resources (approximately 1 pages)
Key issues to be considered are: **Availability of resources and explanation of costs**.

Integrated Project (IP) – Content of part B – STAGE 2

ONLY RETAINED STAGE 1 PROPOSALS ARE INVITED TO SUBMIT A COMPLETE STAGE 2 PROPOSAL.

[NB: Proposals should be written in a clear and legible fashion, using a minimum of 12 point Times New Roman (or equivalent) font, and reasonable line spacing.]

Please note that your STAGE 2 proposal has to be prepared on the basis of the information provided in your retained STAGE 1 proposal.
Please also note that the information provided in your STAGE 2 proposal will represent the basis for a possible negotiation.
Be aware that under FP6 the Consortium Agreement has become mandatory, hence the information you provide in your STAGE 2 proposal should also represent a basis for your Consortium Agreement.

Front page

Proposal full title
Proposal acronym
Date of preparation
Type of instrument
    in this case: Integrated Project
List of participants
    with coordinator first
Coordinator name
Coordinator organisation name
Coordinator email
Coordinator fax

Contents page

show contents list

Proposal summary page
Proposal full title
Proposal acronym
Strategic objectives addressed (If more than one objective , indicate their order of importance to the project)
Proposal abstract
    copied from Part A (if not in English, include an English translation)

B.1 Scientific and technological objectives of the project and state of the art

Describe in detail the proposed project's S&T objectives. The objectives should be those achievable within the project, not through subsequent development, and should be stated in a measurable and verifiable form. The progress of the project work will be measured against these goals in later reviews and assessments. Describe the state-of-the-art in the area concerned and how the proposed project will enhance the state-of-the-art in that area. (Recommended length – three pages)

B.2 Relevance to the objectives of the Food Quality and Safety Priority

Describe in detail the manner how the proposed project's objectives contribute to the scientific, technical, wider societal and policy objectives of the Food Quality and Safety Priority in the areas concerned. (Recommended length – two pages)

B.3 Potential impact

Describe the strategic impact of the proposed project, for example in reinforcing competitiveness or on solving societal problems. Describe the innovation-related activities. Describe the exploitation and/or dissemination plans which are foreseen to ensure use of the project results. Describe the added-value in carrying out the work at a European level. Indicate what account is taken of other national or international research activities. (Recommended length – three pages)

B.3.1 Contributions to standards: Describe contributions to national or international standards which may be made by the project, if any. (Recommended length – one page)

B.4 Outline implementation plan

Describe the proposed S&T approach, and show how this approach will enable the project to achieve its objectives. Describe the overall implementation plan broken down to the level of activities and the components of each of the activities. Show how this plan integrates the various components to a coherent project.

Then describe the following activities in detail:
B.4.1 Research, technological development and innovation activities: Explain how the research/innovation effort of the project is comprised of a number of different components (major elements or blocks of work). Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the project as a whole. The description of the innovation components should cover the plans for management of knowledge and of intellectual property; a description of the exploitation of results and a plan for disseminating of knowledge beyond the consortium.
B.4.2 Demonstration activities: Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the research work elements of the project on which these demonstrations are fully or partly based. Show contingency planning for unexpected outcomes of the research work.
B.4.3 Training activities: Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the project as a whole, and their role in disseminating information that will raise awareness of the scientific work being undertaken both inside and outside the project.
B.4.4 Management activities: Describe each of these components, identify who will carry out each. Show the relevance and contribution of each to the project management plans described in section B.6 below.

(Recommended length for the whole of section B.4 – twenty-five pages).

B.5 Description of the consortium

Describe the participants in the proposed project, including the role(s) of any participants which are not yet identified, and the main tasks attributed to them. Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show complementarity between participants, describe the industrial/commercial involvement foreseen to ensure exploitation of the results. Show how the opportunity of involving SMEs has been addressed. (Recommended length – five pages)

If there are as-yet-unidentified participants in the project, the expected competences, the role of the potential partners and their integration into the running project should be described. (Recommended length – two pages)

If any part of the work is foreseen to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it. (Recommended length – one page)

If one or more of the participants is based outside of the EU Member and Associated States, INCO target countries or countries having an RTD co-operation agreement with the European Community, explain in terms of the project's objectives why this/these participants have been included, describe the level of importance of their contribution to the project. (Recommended length –one page).

B.6 Description of project management

Show how the project organisational structure and decision-making mechanisms is matched to the complexity of the project and to the degree of integration required; show how the project management will enable the project to achieve its goals, and that there is a plan for the management of knowledge, of intellectual property and of other innovation-related activities arising in the project. If the addition of participants during the lifetime of the project is foreseen, show how the management structure will adapt for this. (Recommended length – five pages).

B.7 Project resources

B.7.1 IP Project Effort Form. Complete an IP Project Effort Form (given below) to show the person-months per partner associated with each activity identified in the sections above.

B.7.2 IP management level justification of resources and budget. Describe the resources needed to carry out the project (personnel, equipment, finance…). Demonstrate how the project will mobilise the critical mass of resources necessary for success; how the resources will be integrated to form a coherent project, and show that the overall financial plan for the project is adequate. (Recommended length – three pages).

B.8 Detailed implementation plan – first 18 months

This section describes in detail the work planned to achieve the objectives of the proposed project up to its first 18 months in operation. The recommended length, excluding the forms specified below, is up to 15 pages. An introduction should explain the structure of this 18-month detailed implementation plan and how the plan will lead the participants to achieve the objectives aimed for by that time. It should also identify significant risks, and contingency plans for these. The plan must be broken down into workpackages (WPs) which should follow the logical phases of the project during this period, and include management of the project and assessment of progress and results to this point. Essential elements of the plan are:

a) Detailed implementation plan introduction – explaining the structure of this plan and the overall methodology used to achieve the objectives of the first 18 months. Include a version of the form A3 which is used in Part A of the proposal, but covering just the first 18 months
b) Work planning, showing the timing of the different WPs and their tasks (Gantt chart or similar)
c) Graphical presentation of the components, showing their interdependencies (Pert diagram or similar)
d) Detailed work description broken down into workpackages:
    Workpackage list (use Workpackage list form below);
    Deliverables list (use Deliverables list form below);
    Description of <u>each</u> workpackage (use Workpackage description form below, one per workpackage):

Note: The number and structure of workpackages used must be appropriate to the complexity of the work and the overall value of the proposed project. Each workpackage should be a major sub-division of the proposed project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall project). The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission – the day-to-day management of the project by the consortium may require a more detailed plan.

B.9 Other issues

B.9.1. If there are ethical issues associated with the subject of the proposal, show they have been adequately taken into account - indicate which national and international regulations are applicable and explain how they will be respected. Explore potential ethical aspects of the implementation of project results. (No recommended length – depends on the number of such other issues which the project involves) – (see annex 3)

Information required from applicants on the ethical aspects of the proposed research project

A. Applicants are requested to fill in the following table

Does your proposed research raise sensitive ethical questions related to:	**YES**	**NO**
Human beings		
Human biological samples		
Personal data (whether identified by name or not)		
Genetic information		
Animals		

If you answer 'YES' to any of these, please complete and include in your proposal the more detailed table at the following web address ("Crucial information):
http://europa.eu.int/comm/research/science-society/ethics/rules_en.html

B. Applicants are requested to confirm that the proposed research does not involve:

- Research activity aimed at human cloning for reproductive purposes,
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable[4];
- Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

B.9.2. Are there other EC-policy related issues, and are they taken into account? Demonstrate a readiness to engage with actors beyond the research to help spread awareness and knowledge and to explore the wider societal implications of the proposed work; if relevant set out synergies with education at all levels. (No recommended length – depends on the number of such other issues which the project involves)

B.10 Gender issues

For further explanation see Annex 4 (General approach across the programme) and Box 1 at the end of this Annex (Specific approach for Priority 5).

[4] [4]Research relating to cancer treatment of the gonads can be financed.

B.10.1. Participation of women and gender Action plan. Write an action plan indicating actions and activities that will be developed to promote gender equality in all forms within your project. (Recommended length - one page: for further explanation see Annex 4).

Answer to the following questions:

- Are there women directly involved:
  - in the scientific management of the project? Yes No
  - in the scientific partnership as scientific team leader in the project? Yes No
- % of women scientists involved in the project[5]:
  - ⇒ Early researchers (less than 4 years after graduate)? ..……..%
  - ⇒ Experienced researchers (minimum 4 years after graduate or having a PhD)? ………%
- Comment and justify if necessary
- Write an action plan indicating actions and activities that will be developed to promote the role of women as participants in the project. (Recommended length - one page: for further explanation see Annex 4)

B.10.2. Gender issues. If there are gender issues associated with the subject of the proposal, show how they have been adequately taken into account. (Recommended length - one page see also see annex 4 and answer the following questions).

Answer to the following questions:

	Yes	No
• Does the project involve human subjects?		
• Does the project use human cells / tissues / other specimens?		
• If human subjects are not involved or human materials not used, does the research involve animal subjects or animal tissues / cells / other specimens *(as models of human biology/physiology)* in such a way that it is expected that may have implications for humans?		
• Does the project use collection of data related to human subjects, human materials, animal subjects or animal materials		

A positive answer to any of these questions implies that gender/sex aspect should be taken into consideration in the research proposal.

	Yes	No
Are gender/sex differences with respect to the research documented in the literature?		

If yes please give details.
A negative answer to this question may imply some innovation in the proposal towards this issue that will be taken into account in the evaluation process.

[5] Definitions according to the FP6 mobility & Marie Curie activities.

If there are gender/sex aspects in your project:

- Detail the questions addressed in their proposal related to gender/sex aspects in research.
- Comment on the expected outcome.
- Describe how the gender/sex aspects will be taken into account in the research, methodology and interpretation of their results.

If you do not consider gender/sex differences, provide justification.

- The evaluation panel will assess the relevance of the justifications provided.
- Neither additional costs, nor difficulties in obtaining female cells, female tissues, female specimens, or recruiting female subjects, would not normally be considered as a valid reason for excluding gender/sex aspects ("female" includes both animal and human subjects).

IP Project Effort Form
Full duration of project
(insert person-months for activities in which partners are involved)

Project acronym -

	Partner 1 short name	Partner 2 short name	Partner 3 short name	Partner 4 short name	Partner 5 short name	etc	TOTAL PARTNERS
RTD/Innovation activities							
Activity name							
Activity name							
Activity name							
Etc							
Total research							
Demonstration activities							
Activity name							
Activity name							
Activity name							
Etc							
Total demonstration							
Training activities							
Activity name							
Activity name							
Activity name							
Etc							
Total training							
Management activities							
Activity name							
Activity name							
Activity name							
Etc							
Total management							
TOTAL ACTIVITIES							

Workpackage list (18 month plan)

Work-package No[1]	Workpackage title	Lead contractor No[2]	Person-months[3]	Start month[4]	End month[5]	Deliv-erable No[6]
	TOTAL					

[1] Workpackage number: WP 1 – WP n.
[2] Number of the contractor leading the work in this workpackage.
[3] The total number of person-months allocated to each workpackage.
[4] Relative start date for the work in the specific workpackages, month 0 marking the start of the project, and all other start dates being relative to this start date.
[5] Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.
[6] Deliverable number: Number for the deliverable(s)/result(s) mentioned in the workpackage: D1 - Dn.

Deliverables list (18 month plan)

Deliverable No[1]	Deliverable title	Delivery date [2]	Nature [3]	Dissemination level [4]

[1] Deliverable numbers in order of delivery dates: D1 – Dn
[2] Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.
[3] Please indicate the nature of the deliverable using one of the following codes:
R = Report
P = Prototype
D = Demonstrator
O = Other
[4] 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).

Workpackage description (18 month plan)

Workpackage number		**Start date or starting event:**					
Participant id							
Person-months per participant:							

Objectives

Description of work

Deliverables

Milestones[1] and expected result

[1] Milestones are control points at which decisions are needed; for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

Annex 3 – Ethical rules for FP6 projects and integrating the ethical dimension in FP6 projects

Ethical rules for FP6 projects

National legislation

Participants in FP6 projects must conform to current legislation and regulations in the countries where the research will be carried out. Where required by national legislation or rules, participants must seek the approval of the relevant ethics committees prior to the start of the RTD activities that raise ethical issues.

EU legislation

Participants must conform to relevant EU legislation such as:
- The Charter of Fundamental Rights of the EU
- Directive 2001/20/EC of the European Parliament and of the Council of 4 April 2001 on the approximation of the laws, regulations and administrative provisions of the Member States relating to the implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
- Council Directive 83/570/EEC of 26 October 1983 amending Directives 65/65/EEC,75/318/EEC and 75/319/EEC on the approximation laid down by law, regulation or administrative action relating to proprietary medicinal products
- Directive 98/44/EC of the European Parliament and of the Council of 6 July 1998 on the legal protection of biotechnological inventions
- Directive 90/219/EEC of 23 April 1990 on the contained use of genetically modified micro-organisms
- Directive 2001/18/EC of the European Parliament and of the Council of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC

International conventions and declarations

Participants should among others respect the following international conventions and declarations:
- Helsinki Declaration in its latest version
- Convention of the Council of Europe on Human Rights and Biomedicine signed in Oviedo on 4 April 1997, and the Additional Protocol on the Prohibition of Cloning Human Beings signed in Paris on 12 January 1998
- UN Convention on the Rights of the Child
- Universal Declaration on the human genome and human rights adopted by UNESCO
- The Convention on Biological Diversity
- International Treaty on Plant Genetic resources for food and agriculture

Opinions of the European Group on Ethics

Participants should take into account to the opinions of the European Group of Advisers on the Ethical Implications of Biotechnology (1991 –1997) and the opinions of the European Group on Ethics in Science and New technologies (as from 1998).

Protection of Animals

In accordance with the Amsterdam protocol on animal protection and welfare, animal experiments must be replaced with alternatives wherever possible. Suffering by animals must be avoided or kept to a minimum. This particularly applies (pursuant to Directive 86/609/EEC) to animal experiments involving species which are closest to human beings. Altering the genetic heritage of animals and cloning of animals may be considered only if the aims are ethically justified and the conditions are such that the animals' welfare is guaranteed and the principles of biodiversity are respected.

Ethical review at EU level
An ethical review will be implemented systematically by the Commission for proposals dealing with ethically sensitive issues. In specific cases, further ethical reviews may take place during the implementation of a project.

Fields of research which are excluded from the programme
Certain fields of research are excluded:
- Research activity aiming at human cloning for reproductive purposes;
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable[1];
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;

II Integrating the ethical dimension in FP6 projects

A - Participants are requested, when relevant, to further address the ethical aspects related to the proposed research.

- Describe the potential ethical aspects of the proposed research regarding its objectives, the methodology and the possible implications of the results. Explain and justify the research design;

- Indicate the strategy/tools/methodology, which will be used to further explore the ethical, legal, social and wider cultural aspects of the proposed research and its results.

- Indicate, the relevant international conventions, EU legislation and national legal and /or regulations in of the country(ies) where the research takes place.

Where required by national legislation/ regulations participants must seek the approval or favourable opinion of the relevant local ethics committees / or national competent authority prior to the start of the research activities. If, the relevant authorisation or opinion has already been obtained then it should be clearly mentioned, and a copy should be included in the proposal.

Further information on ethics requirements and rules are given at the science and ethics website at: http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html.

[1] Research relating to cancer treatment of the gonads can be financed.

Annex 4 - Integrating the gender dimension

Integrating the gender dimension in FP6 projects

The European policy of equal opportunities between women and men is enshrined in the Treaty on European Union. Articles 2 and 3 establish equality between women and men as a specific task of the Community, as well as a horizontal objective affecting all Community tasks. The Treaty seeks not only to eliminate inequalities, but also to promote equality. The Commission has adopted a gender mainstreaming strategy by which each policy area, including that of research, must contribute to promoting gender equality.

The Commission recognises a threefold relationship between women and research, and has articulated its action around the following :

- women's participation in research must be encouraged both as scientists/technologists and within the evaluation, consultation and implementation processes,
- research must address women's needs, as much as men's needs,
- research must be carried out to contribute to an enhanced understanding of gender issues.

Promoting women does not mean treating them in the same way as men. Men's characteristics, situations and needs are often taken as the norm, and – to have the same opportunities - women are expected to behave like them. Ensuring gender equality means giving equal consideration to the life patterns, needs and interests of both women and men. Gender mainstreaming thus includes also changing the working culture.

In concrete terms, this proposal is expected to contribute to promote gender equality through the following means:

1. Action plan to promote gender equality
Due to their expected structuring effect on scientific research, NoEs and IPs are requested to design and implement an action plan to promote gender equality within the frame of the project.

The action plan is a set of measures ***chosen*** by the contractor, according to its analysis of what is appropriate in the frame of the project, and on the basis of its comprehension of the gender issue in science.

The action plan can include measures such as (examples only, other measures welcome):

- taking special action to bring more women into the project,
- linking with networks of women scientists in the field of the project,
- linking with schools and universities to trigger the interest of women in the project ("girl's day"),
- hiring gender experts to review/audit/monitor the gender dimension of the project,
- organising a seminar/conference/workshop to raise awareness about the need to increase gender equality in the field of the project,
- conduct surveys/analysis,

These action plans should not be considered confidential. The Commission will take note of these action plans, make them available through a database on the web, monitor their implementation, and organise a discussion with the scientific community on the different measures proposed and implemented by the contractors.

2. Gender issues in research
We need to go a step further by questioning systematically whether, and in what sense, sex and gender are relevant in the objectives and in the methodology of projects. Many science and research projects include humans as subjects. There is no such thing as a universally neutral person. Because sex and gender differences are fundamental organising features of life and society, recognising these differences has important implications in scientific knowledge.

- Gender differences are relevant in health research for combating diseases, and in the fundamental research on genomics and its applications for health.
- In information technologies, gender disparities exist at user level and in the labour market. By assuming that information technology is neutral, biases can enter into technological research and development that can have a negative impact on gender equality.
- Gender-specific needs could be relevant to the development of materials for use in the biomedical sector.
- Gender differences could exist in the impact on health of food products, such as those containing genetically modified organisms. Gender may also be relevant in the epidemiology of food-related diseases and allergies.
- Gender differences are relevant in the design and development of sustainable technologies and in sectors such as transport.
- There are differences in gender roles and responsibilities, as well as in the relationship to the resource base, which are relevant to sustainable development research (land management, agricultural and forest resources, water cycle).
- Developments in the knowledge-based society and in the new forms of relationships between citizens and institutions in Europe have some significant gender dimensions.

Indications of relevant gender issues and suggestions on how the gender dimension can be integrated are available in the gender impact studies that were carried out during the Fifth Framework Programme in the following fields :

- life sciences
- information society
- energy
- environment
- international co-operation
- SME and innovation
- Mobility and socio-economic research.

The reports can be requested at rtd-sciencesociety@cec.eu.int

Box 1 – Specific gender approach for Priority5

Rationale

Scientific evidence of sex and gender differences in the incidence, prevalence and severity of a broad range of diseases, disorders and conditions has shown that being male or female is an important basic variable that affects health and illness through the life span. In such cases, diagnosis, prevention, treatment, and management need to be adapted according to gender. Therefore, scientific excellence in research cannot ignore gender aspects.

Scope of gender aspects in research

The possibility of gender/sex differences must be considered in all areas of research:

- In the formulation of research hypotheses, in the development of research protocols, choice of research methodologies and in the analysis of results
- In biological, pre-clinical and epidemiological, behavioural research/studies on both human and animal subjects
- In the use of cells, tissues and other specimen, where appropriate
- In the choice for a particular study population that should be thoroughly justified and the sex of the participants described in full.

Unless it can be demonstrated that gender/sex is inappropriate, with respect to the health of the subjects or the objective of the research. This may be established by reference to previous, not gender/sex biased research in published scientific communications subject to peer review, or during the evaluation by the evaluation panel on the basis of substantiated justification duly included in the application.

Language, concepts and implementation

As explained in Annex 4, gender is not just a woman's issue but it is the result of a process that impacts on both women and men.

The use of language and concepts can determine the direction of the research, the questions asked, the results obtained and the interpretation of the results.

- In the research on human subjects, the term sex refers to difference attributed to biological origin and, where appropriate, should be used as a classification, male or female, according to the reproductive organs and functions that derive from the chromosomal complement.
- In the research on human subjects, the term gender refers to the social influences that lead to differences.
- In most research on non-human animals the term sex should normally be used.

The use of generic terms for gender/sex specific situations must be avoided (e.g. human subject instead of female/male subject).

In addition to being part of the research plan (see point B.10.2), gender aspects have also to be considered in the linked activities, whenever addressed, such as training, ethic/legal/social/regulatory issues, infrastructures, exploitation, dissemination, communication activities and science/society issues.