

Grant Agreement Preparation Forms

Project number

xxx

Project title

xxx

Call (part) identifier

FP7-PEOPLE-2007-1-1-ITN

Funding scheme

Marie Curie Actions—Networks for Initial Training (ITN)

INTRODUCTION

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

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

- Annotations – these are attached to the standard forms and should be read carefully
- Pre-filled legal information (see below)
- NEF – NEF is an online tool to be used by the co-ordinator and the beneficiaries to edit the content of the GPF's

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

The budget table (A3.2) is to be used in Part A of Annex I of the grant agreement.

Project Number 1	xxx	Project Acronym 2	xxx
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ONE FORM PER PROJECT

GENERAL INFORMATION			
Project title 3	xxx		
Starting date 4	xxx		
Duration in months 5	xxx		
Call (part) identifier 6	xxx		
Marie Curie action-code	ITN: Networks for Initial Training (ITN)	Scientific panel	xxx
Activity code(s) most relevant to your topic 7	xxx		
Free keywords 8	xxx		
Abstract 9 (max. 2000 char.)			
xxx			

A2.1: Who we are

Project number ¹	xxx	Project acronym ²	xxx	Participant number in this project ¹⁰	xxx	Participant short name ¹¹	LMU
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ONE FORM PER PARTICIPANT

LEGAL DATA

If your organisation has already registered for FP7, enter your Participant Identity Code ¹²	999978433
Participant legal name ¹³	LUDWIG-MAXIMILIANS-UNIVERSITAET MUENCHEN
Participant short name ¹¹	LMU
Status of validation ¹⁴	VALID

Legal address of the participant

Street name ¹⁵	Geschwister-Scholl-Platz	Number ¹⁵	1
Town ¹⁵	MUENCHEN		
Postal code / Cedex ¹⁵	80539		
Country ¹⁶	Germany		
Internet homepage (optional)	www.uni-muenchen.de		

Registration data of the participant

Legal registration number ¹⁷	
Place of registration ¹⁷	
Date of registration ¹⁷	
VAT number ¹⁸	DE811205325
Legal form ¹⁹	

Contact person for legal information ²⁰

Family name	Becker	First name(s)	Mathias
Phone 1 ²¹	+49-89-21803605	Phone 2 ²¹	
E-mail	becker@lmu.de	Fax ²¹	+49-89-21802985

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

A2.2: Who we are

Project number ¹	xxx	Project acronym ²	xxx	Participant number in this project ¹⁰	xxx	Participant short name ¹¹	LMU
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ONE FORM PER PARTICIPANT

STATUS OF YOUR ORGANISATION

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

Your organisation is:

- ☐ Natural person
- ☒ Legal person
 - ☒ Non profit
 - ☒ Research Organisation
 - ☒ Public body
 - ☐ International organisation
 - ☐ International organisation of european interest
 - ☒ Secondary and higher education establishment
- ☐ Enterprise
- ☐ SME
- ☐ None of the above, please specify:

A2.3: Authorised Representatives

Project number ¹	xxx	Project acronym ²	xxx	Participant number in this project ¹⁰	xxx	Participant short name ¹¹	LMU
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ONE FORM PER PARTICIPANT

First authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name	Eckl	First name(s)	Helmut
Title ³⁴	Mr.	Gender ³⁵ (Female – F / Male – M)	M
Position in the organisation ³⁶		Financial Officer	
Department/Faculty/Institute/Laboratory name/... ³⁷		LMU München	
Address (if different from the legal address) ¹²			
Street name ¹⁵		Number ¹⁵	
Town ¹⁵			
Postal code / Cedex ¹⁵			
Country ¹⁶			
Phone 1 ²¹	+49-89-21803659	Phone 2 ²¹	
E-mail	helmut.eckl@verwaltung.uni-muenchen.de	Fax ²¹	+49-89-21802985

Second authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name	Seitz	First name(s)	Willibald
Title ³⁴	Mr.	Gender ³⁵ (Female – F / Male – M)	M
Position in the organisation ³⁶		Deputy Financial Officer	
Department/Faculty/Institute/Laboratory name/... ³⁷		LMU München	
Address (if different from the legal address) ¹²			
Street name ¹⁵		Number ¹⁵	
Town ¹⁵			
Postal code / Cedex ¹⁵			
Country ¹⁶			
Phone 1 ²¹	+49-89-21802421	Phone 2 ²¹	
E-mail	willibald.seitz@verwaltung.uni-muenchen.de	Fax ²¹	+49-89-218013522

A2.4: How to contact us

Project number ¹	xxx	Project acronym ²	xxx	Participant number in this project ¹⁰	xxx	Participant short name ¹¹	LMU
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ONE FORM PER PARTICIPANT

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

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

A2.5: Our commitment

Project number ¹	xxx	Project acronym ²	xxx	Participant number in this project ¹⁰	xxx	Participant short name ¹¹	LMU
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ONE FORM PER PARTICIPANT

CERTIFIED DECLARATION

1- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I am fully aware that a grant agreement may not be awarded to an applicant who is, at the time of a grant award procedure, in one of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006 on the Financial Regulation applicable to the general budget of the European Communities [OJ L 390, 30/12/2006, p1].

As a consequence, I certify that:

- In compliance with article 93(1) of the abovementioned Regulation, none of the following cases apply to our organisation:
 - a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) it has been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata;
 - c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - d) it has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - e) it has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the communities' financial interests;
 - f) it is currently subject to an administrative penalty referred to in Article 96(1) of the above-mentioned regulation.
- In compliance with article 94 of the abovementioned Regulation, and as far as the current grant award procedure is concerned, our organisation:
 - g) is not subject to a conflict of interest;
 - h) has not made false declarations in supplying the information required by the Commission as a condition of participation in the grant award procedure or does not fail to supply this information;
 - i) is not in one of the situations of exclusion, referred to in the abovementioned points a) to f).

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

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

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

A2.5: Our commitment

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

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

Participant legal name ¹³	LUDWIG-MAXIMILIANS-UNIVERSITAET MUENCHEN		
Family name of authorised representative	Eckl	First Name(s)	Helmut
Date		Signature of the authorised representative to sign the grant agreement or to commit the organisation ³⁸	
Family name of authorised representative	Seitz	First Name(s)	Willibald
Date		Signature of the authorised representative to sign the grant agreement or to commit the organisation ³⁸	

A3.1: Overall Indicative Project Deliverables

Project Number ₁	xxx	Project Acronym ₂	xxx
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ONE FORM PER PROJECT

[illegible]

A3.2:

Overall Maximum Community Contribution

Project Number ₁	xxx	Project Acronym ₂	xxx
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ONE FORM PER PROJECT

The project is lab based ☐

	Monthly living and mobility allowance (A)	Travel allowance (B)	Career exploratory allowance (C)	Contribution to the participation expenses of eligible researchers (D)	Contribution to the research/ training/ transfer of knowledge programme expenses (E)	Contribution to the organisation of international conferences, workshops and events (F)	Management activities (including audit certification) (G)	Contribution to overheads (H)	Total
Year 1									
Year 2									
Year 3									
Year 4									
Total									

A3.3:
Contribution per participant

Project Number ₁	xxx	Project Acronym ₂	xxx
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ONE FORM PER PROJECT

LUDWIG-MAXIMILIANS-UNIVERSITAET MUENCHEN(LMU)

	Monthly living and mobility allowance (A)	Travel allowance (B)	Career exploratory allowance (C)	Contribution to the participation expenses of eligible researchers (D)	Contribution to the research/ training/ transfer of knowledge programme expenses (E)	Contribution to the organisation of international conferences, workshops and events (F)	Management activities (including audit certification) (G)	Contribution to overheads (H)	Total
Year 1									
Year 2									
Year 3									
Year 4									
Total									

A4: Bank account

Project Number ¹	xxx	Project Acronym ²	xxx
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Co-ordinator's Banking information

Account name ⁵⁰	Staatsoberkasse Bayern		
Full address of account			
PO box ¹⁵		Postal code/Cedex ¹⁵	84028
Street name and number ¹⁵		Dreifaltigkeitsplatz 177	
Town	Landshut	Country ¹⁶	Germany
VAT number			
Contact person for the account			
Name	Eckl	First name(s)	Helmut
Phone ²¹	+49-89-2180-3659	Fax ²¹	+49-89-2180-2985
E-mail	helmut.eckl@verwaltung.uni-muenchen.de		

Bank name	Bayerische Landesbank Muenchen		
Branch address (full address – PO box not accepted)			
Postal code/Cedex ¹⁵		80333	
Street name and number ¹⁵		Briennerstr. 18	
Town	Muenchen	Country ¹⁶	Germany

Details of bank account	
IBAN ⁵¹	DE537005000000000024868
or	
ACCOUNT NUMBER	

We certify that above information declared is complete and true.

BANK STAMP + SIGNATURE BANK REPRESENTATIVE ⁵²
(both obligatory) Der Koordinator soll die Bestätigung bei Referat III B 4 einholen. Die Mittel können anhand der Proposal-Nr. und des Akronyms der entsprechenden Anordnungsstellennummer zugewiesen werden.

DATE + SIGNATURE ACCOUNT HOLDER
(obligatory)

1. Project number

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

2. Project acronym

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

3. Project title

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

4. Starting date

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

5. Duration

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

6. Call (part) identifier

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

7. Activity code(s) most relevant to your topic

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

8. Free keywords

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

9. Abstract

Use the abstract from your original proposal and amend to take account of the following: you should not use more than 2,000 characters, the abstract should, at a glance, provide the reader with a clear understanding of the objectives of the project and how the objectives will be achieved, and their relevance in the context of the objectives of the specific programme and the work programme. This summary will be used as the short description of the project for the public following signature of the grant agreement and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the project is written in a language other than English, please include an English version of the abstract in part B.

10. Participant number

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

11. Participant short name

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

12. Participant identity code

To be completed when Unique Registration Facility will be operational.

13. Participant legal name

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

14. Status of validation

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

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

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

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

15. Address data

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

16. Country

The name of the country as commonly used.

17. Legal registration number, place and date of registration

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

18. VAT number

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

19. Legal form

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

20. Contact person for legal information

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

21. Phone and fax numbers

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

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

See table before endnotes

23. Natural person

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

24. Public body

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

25. Non profit public body

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

26. Profit public body

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

27. International organisation of European interest

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

28. International organisation – other

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

29. Secondary and higher education establishment

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

30. Research organisation

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

31. Enterprise

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

32. SME

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

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

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

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

- employees;
- persons working for the enterprise being subordinated to it and deemed to be employees under national law;
- owner-managers;
- is autonomous

partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

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

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

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

33. Non-SME

An enterprise that is not an SME.

34. Title

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

35. Gender

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

36. Position

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

37. Department/faculty/institute/laboratory name/...

Please indicate here the postal address for contact purposes.

38. Signature

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

39. Security Aspect Letter

See Appendix 4 of the Negotiation Guidance Notes.

40. Funding % for RTD/Innovation activities

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

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

41. Indirect costs

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

42. Actual indirect costs

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

43. Simplified method

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

44. Standard flat rate

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

45. Special transitional flat rate

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

46. ICPC

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

47. Funding % for Coordination/Support activities

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

48. Maximum reimbursement of indirect costs

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

49. Funding % for RTD

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

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

50. Account name

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

51. IBAN

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

52. Bank stamp + signature bank representative

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

100. Entities composed of one or more legal entities

European Economic Interest Group / Joint Research Unit (Unité mixte de recherche) / Enterprise groupings.