

TEMPUS IV – JP/SM APPLICATION FORM 2008

F.A.Q. (Frequently Asked Questions)

Guidelines and/or rules related to format, settings and general submission aspects.

- 1) Q: Which order should I follow to ensure consistency of my figures throughout the different sections of the application form?

A: Please proceed section by section. Consistency of your figures will be ensured through the automated calculation formula implemented on the application form.

- 2) Q: I am requested to submit the application form as an email attachment. How many attachments can I send per email message?

A: It is strongly recommended to send only ONE ATTACHMENT per email.

- 3) Q: Which reference/subject should I indicate in my submission email?

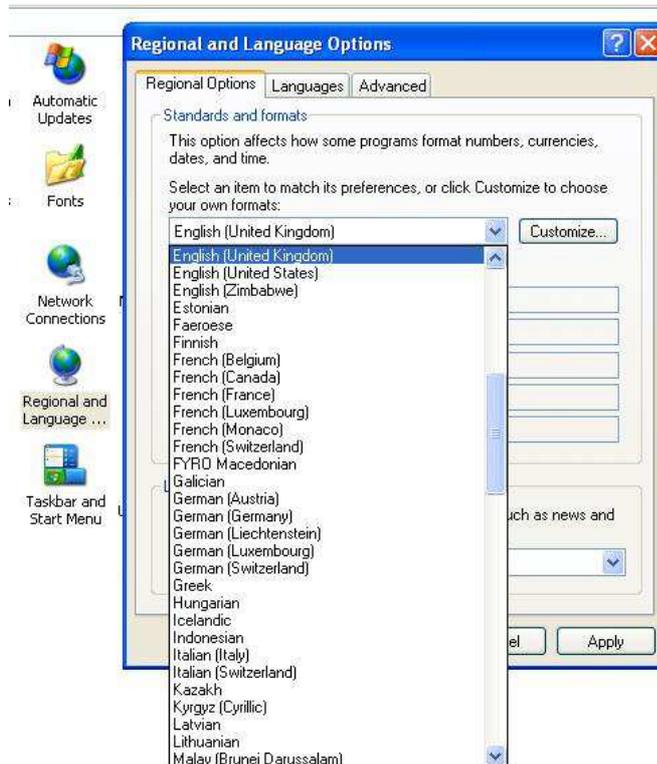
A: When submitting an application for a Joint Project, please use “JP APPLICATION FORM 2008”. When submitting an application for a Structural Measure, “SM APPLICATION FORM 2008” should be used as reference/subject.

- 4) Q: Which Word Processor should I use in order to correctly fill in the application form?

A: The application form is a standard .doc file. We strongly suggest that you edit it with Microsoft WORD 97/03/07. In case you work with a more recent version of MS Word, please keep in mind that you should not modify the .doc format version when saving the completed application form.

- 5) Q: Should I choose any particular Regional Option in order to avoid problems when filling in the application form?

A: Regional Options should not have any impact on the correctness of the application form. In case you experience such a problem, try to set English (United Kingdom) Regional Setting on your Regional and Language Options panel. To do so, (Windows XP Professional) you should open the control panel, click on Regional and Language options and select English (United Kingdom) from the menu under the Regional Options tabbed pane.



- 6) Q: Filling in the Application Form I am requested to insert numbers in more than one field. Which "THOUSAND" separators should I use among digits?

A: Do not use ANY KIND OF SEPARATOR, as clearly mentioned in both the JP and the SM application form.

<i>COSTS RELATED TO XXXXXXXXXXXX</i>	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>ahgahgahghagha</i>	<i>1 000 000 → WRONG</i>
<i>afafagafagafagf</i>	<i>1. 000. 000 → WRONG</i>
<i>adjdadfdafdfa</i>	<i>1, 000, 000 → WRONG</i>
<i>afgafgafagafg</i>	<i>1000000 → RIGHT</i>

Do not use any separators among digits

- 7) Q: When filling in the application form, I'm requested to insert numbers in more than one field, which separators should I use for decimals?

A: Please round up figures in order to avoid decimals. This is also clearly stated in both the JP and the SM application form.

<i>COSTS RELATED TO XXXXXXXXXXXX</i>	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>ahgahgahghagha</i>	<i>1000,70 → WRONG</i>
<i>afafagafagafaf</i>	<i>1000.70 → WRONG</i>
<i>adfaadafdafafa</i>	<i>1000 → RIGHT</i>
<i>afgafgafagafg</i>	<i>1001 → RIGHT</i>

Round up figures in order to avoid decimals

- 8) Q: Several fields are related to dates. Which is the correct format to be used for inserting dates?

A: Dates should be inserted in DD/MM/YYYY format. Example: May, 1st 2007 would be inserted as 01/05/2007.

- 9) Q: There is a warning that in rare cases the settings of the automatic calculation might not work properly. How can I be sure that my total costs figures are consistent?

A: Please make use of the automatic calculator (excel file) provided for the TEMPUS IV JP/SM application form. This will ensure consistency of your total costs calculation.

Tempus IV JP/SM Guidelines for filling in the application form.

10) Q: The number of national entities composing our consortium exceeds 8, how can I list them correctly?

A: Fill in the grey area in the box entitled "Contact Persons of additional National Member Entities" with all information regarding any National Member Entity exceeding the number of 8.

Contact Persons of additional National Member Entities
Should the list of National Member Entities exceed 8, please use the following space to add additional members. The following information must be included for each contact person: Title, first name and surname, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.
FILL HERE THE ADDITIONAL INFORMATION REGARDING ANY NATIONAL MEMBER ENTITY EXCEEDING THE NUMBER OF 8

11) Q: The number of partners in our consortium exceeds 17, what should I do?

A: Just fill in the grey area of the box named "Contact details of additional Partners" with all information related to any additional partner.

Contact details of additional Partners
Should the number of partners exceed 17, please use the following space to add additional members. The following information must be included for each contact person: Title, first name and surname, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.
FILL HERE THE ADDITIONAL INFORMATIONS REGARDING THE EXCEEDING PARTNERS

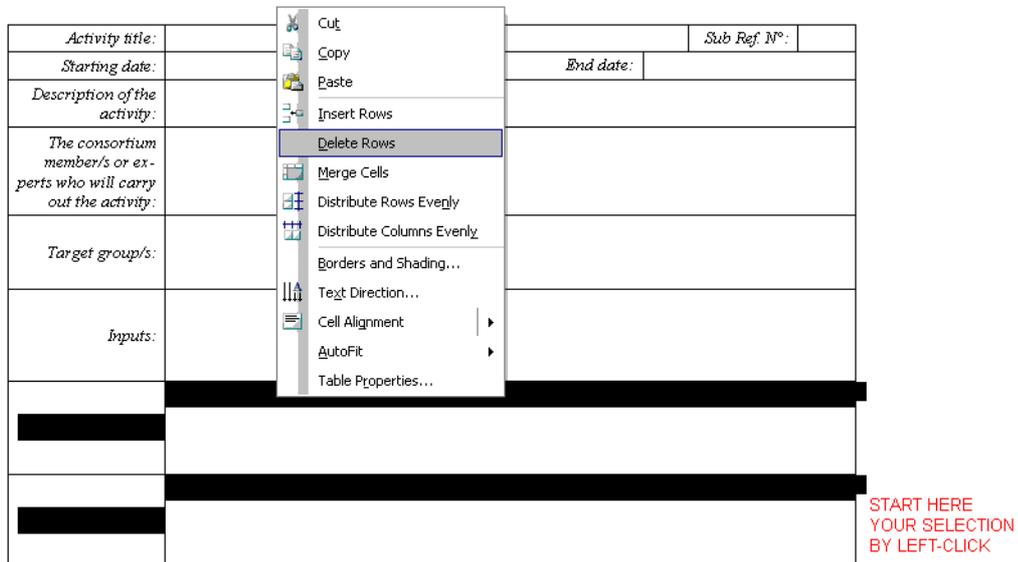
12) Q: The number of individual experts involved in our project exceeds 4. How can I list the additional experts correctly?

A: Just fill in the grey area on the box named "List of individual experts" with all information regarding any individual expert exceeding the number of 4.

List of individual experts
Should the number of individual experts exceed 4, please use the following space to add additional experts. The following information must be included for each contact person: Title, first name and surname, function at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.
FILL HERE THE ADDITIONAL INFORMATION REGARDING ANY INDIVIDUAL EXPERT EXCEEDING THE NUMBER OF 4

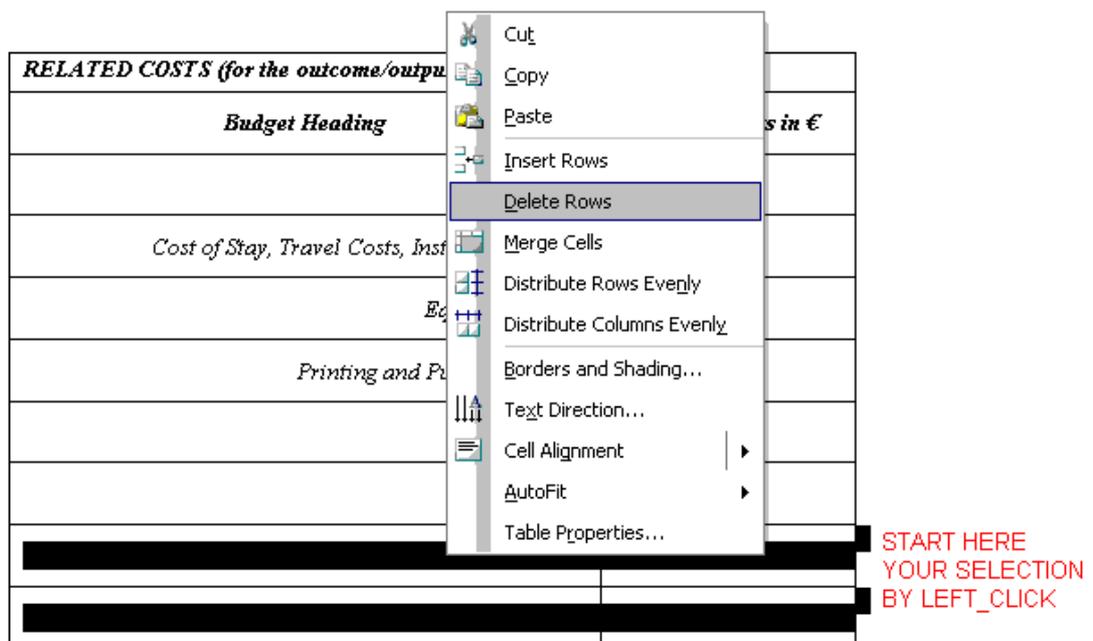
13) Q: Filling in the OUTCOME/OUTPUT AND ACTIVITY TABLE section when I press TAB a new line is automatically added to the box. If I don't need any additional line, how can I erase this line?

A: If any additional line is added in the box, simply select the this line, starting from the right external side of the bottom one, right-click on selection and delete those extra rows.



14) Q: When filling in the OUTCOME/OUTPUT AND ACTIVITY TABLE section on RELATED COSTS when I press TAB on the total costs field, a new line is added in the box. If I don't need any additional line, how can I erase this line?

A: Please select the line starting from the right external side of the bottom one, right-click on selection and delete those extra Rows.



15) Q: In the SUSTAINABILITY section, under the long-term perspectives heading I need more than 2 points to describe my project. What should I do?

A: Press ENTER at the end of your description, a new numbered point will be automatically added.

A. Long-term perspectives

Please describe here the project activities or results that are supposed to last and/or be disseminated after the end of the EU funding (max. 100 words):

1. *Insert here your description*
2. *Insert here your description and if you need more points, press ENTER*

3. *A new numbered point will be added automatically*

16) Q: In the SUSTAINABILITY section, for the project funding after EU support part I need more points to detail my project. How could I add a new numbered point?

A: After having filled in the last line of the bottom cell press TAB, a new numbered line will appear. In case you need more just repeat this operation.

B. Project funding after EU support

Please estimate roughly the cost of the project activities that are to be maintained after the end of EU funding and how they could be financed:

Estimated cost of sustainable activities and/or results described above	Potential sponsors and funding sources (public/private; national/local)
1. <i>Fill in Estimated Cost and or Results-described above</i>	<i>Indicate sponsors and funding sources</i>
2. <i>Fill in Estimated Cost and or Results-described above</i>	<i>Indicate sponsors and funding sources</i>
3. <i>Fill in Estimated Cost and or Results-described above</i>	<i>Indicate sponsors and funding sources</i>
4. <i>Fill in Estimated Cost and or Results-described above</i>	<i>Indicate sponsors and funding sources</i>
5. <i>Fill in Estimated Cost and or Results-described above</i>	<i>Indicate sponsors and funding sources AND IF YOU NEED ANY EXTRA POINT PRESS TAB</i>
6. <i>A NEWLINE WILL BE ADDED AUTOMATICALLY</i>	<i>IF YOU STILL NEED ANOTHER LINE PRESS TAB AGAIN.</i>

17) Q: In the SUSTAINABILITY section, for the box entitled “Project funding after EU support” if I press TAB on the rightmost part of the bottom line, a new line is automatically added. How can I erase this line?

A: If you want to erase any added line, please select the one/s you don't need and start from the right external side of the bottom one, right-click on selection and delete those extra rows.

B. Project funding after EU support

Please estimate roughly the cost of the project activities that are to be maintained after and how they could be financed:

Estimated cost of sustainable activities and/or results described above	Potential sponsors and funding sources (public/private, national/local)
1.	
2.	
3.	
4.	
5. <i>IF YOU DON'T NEED THIS ROW</i>	<i>DELETE IT AS DESCRIBED</i>
6.	

START HERE YOUR SELECTION BY LEFT-CLICK

18) Q: In sections III.5 (Outcome & Activity Table), III.5.1 (Dissemination), III.5.2 (Sustainability), III.5.3 (Quality Control and Monitoring), III.5.4 (Management of the Project) there are boxes related to COSTS. When I insert costs in any of those five boxes, the total costs field is not automatically added up. Is this normal?

A: Yes. You should calculate and fill in manually the total costs. You may help yourself with the calculator tool (excel file) as suggested under Q/A number 9.

<i>COSTS RELATED TO XXXXXXXX</i>	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>aghhhgajg</i>	<i>Insert Costs in €</i>
<i>ayiyuyiyuyzueyayye</i>	<i>Insert Costs in €</i>
<i>eyzueyauzeyia</i>	<i>Insert Costs in €</i>
<i>eyazieyaziayzeiuazyiuyzuey</i>	<i>Insert Costs in €</i>
<i>eyzyaeizu</i>	<i>Insert Costs in €</i>
<i>etzyetauzetyuaaa</i>	<i>Insert Costs in €</i>
<i>Total Costs</i>	<i>Manually Calculate Costs</i>

19) Q: I can't find a solution for my problem within your FAQ. What should I do?

A: Please contact [TEMPUS IT Team@etf.europa.eu](mailto:TEMPUS_IT_Team@etf.europa.eu)