

**FIFTH FRAMEWORK PROGRAMME OF THE EUROPEAN COMMUNITY
FOR RESEARCH, TECHNOLOGICAL DEVELOPMENT
AND DEMONSTRATION ACTIVITIES**

PROPOSAL FOR FINANCIAL SUPPORT FROM THE EC FOR

Exploratory Awards (Step 1)

Acknowledgement of receipt form

Part A: Application forms

Part B: Proposal description



It is obligatory to fill in all application forms by typewriter or by computer.



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Name and address of the SME Co-ordinator *

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Fax number of the SME Co-ordinator *

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EXPLORATORY AWARD (STEP 1) – ACKNOWLEDGEMENT OF RECEIPT

We are pleased to acknowledge receipt of your Exploratory Award proposal entitled:

Exploratory Award (Step 1) Identification *

Proposal Full Name ¹			
Proposal Acronym ²			
Thematic Priority(ies) ³			

This Exploratory Award has been given a unique reference number (see label in top right hand corner).

You are kindly requested to always mention this reference number in all future correspondence relating to this proposal. Please ensure that your partner is also aware of this reference number.

Your proposal will be evaluated by the services of the Commission with the assistance of experts. The result of this evaluation will be communicated to you in due course.

We thank you for your proposal and your interest in EC RTD programmes.

* To be completed by the SME Co-ordinator

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Post stamp

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Reception date

		/			/				
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Proposal received by: _____



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EXPLORATORY AWARDS

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Proposal Acronym ²

A1. Exploratory Award (Step 1) – Administrative Overview ^{4 *}

Thematic Priority(ies) ³

Proposal Full Name ¹

SME Co-ordinator of the Exploratory Award

Organisation Legal Name ⁵

Proposal abstract (maximum 1000 characters) ⁶

Project Duration ⁷
(in months)
Total Eligible Cost ⁸
(in euro)
EC Contribution ⁹
requested (in euro)

Intended Step 2 project

Type of Step 2 project envisaged ¹⁰

Cooperative Research (CRAFT)

(Choose one)

RTD Project (Collaborative Research)

Demonstration Project

Combined R&D and Demonstration Project

Innovation Project

Profile of participants you are looking for (optional)

Business areas (NACE) ¹¹
(in priority order)

Comments

Have you or your partner, previously or currently, submitted this proposal or one similar in content to any Community Programme? If yes, please give details of the proposal ¹²

Y

N

Programme Name

Proposal No

* All participants should accept the obligations which are explained in the information brochure before signing this proposal.



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Proposal Acronym ²**A2.****Participant Profile/Information (1 sheet per participant) ^{13*}****Participant role**SME Co-ordinator Second SME Proposer Non-SME End User* Is the participant an eligible SME? ¹⁴

Y

N

Participant's legal information and addressRegistration No with the European Commission's Research Programmes ¹⁵Organisation Legal Name ¹⁶Short Name ¹⁷Legal Registration No ¹⁸Activity Type ¹⁹Legal Status ²⁰If 'PRC', Specify ²¹Business area (NACE) ¹¹PO Box ²²

Street Name and Number

Post Code ²³Cedex ²⁴

Town/City

Country Code ²⁵Country Name ²⁵

Internet homepage

Participant detailsAnnual turnover ²⁶Annual Balance Sheet Total ²⁷Number of employees ²⁸Is Your Organisation independent? ²⁹

Y

N

If No, please indicate Legal Name(s), Annual Turnover, Annual Balance Sheet and number of employees of owner(s) who own 25% or more ³⁰

Legal Name

Annual turnover ²⁶Annual Balance Sheet Total ²⁷Number of employees ²⁸

Legal Name

Annual turnover ²⁶Annual Balance Sheet Total ²⁷Number of employees ²⁸Is your organisation affiliated to the other participant in this Exploratory Award? ³¹

Y

N

If yes, please describe the character of affiliation ³² (D / I)

Has your organisation already received an Exploratory Award under the Fifth EC RTD Framework Programme?

Y

N

Authorised person ³³

Title (Dr, Prof., ...)

Gender ³⁴

F

M

Family Name

First Name

Telephone No ³⁵Fax No ³⁵

E-mail

Declaration by Authorised Person

I certify that the above information is accurate and that my organisation has agreed to participate in this Exploratory Award. **

Date (DD/MM/YYYY)

Signature of authorised person

* Only in the case of biomedical research.

** All participants should accept the obligations which are explained in the information brochure before signing this form.

How to complete the Proposal Description (Parts B1 and B2).

THIS PAGE CONTAINS INSTRUCTIONS ONLY. DO NOT SUBMIT THIS PAGE WITH YOUR PROPOSAL
USE THE LAYOUT AND STRUCTURE AS SUGGESTED BELOW TO WRITE YOUR PROPOSAL.

B1.	Description of the intended project under Step 2 (max 5 A4 pages)
PART B1 - PROPOSAL FULL NAME¹ AND ACRONYM²	
1. Scientific/Technological objectives, novelty and contents	
<ul style="list-style-type: none">• Describe the main project objectives :<ul style="list-style-type: none">- <i>industrial/economic/social problem to overcome, opportunities offered and their relevance to the SME proposers</i>- <i>description and quantification of the goals of the research and of foreseen deliverables</i>- <i>conformity with the general scope and objectives of the thematic programme covering the main thematic priority</i>• Describe the novelty of the proposal :<ul style="list-style-type: none">- <i>overview of the state of the art and degree of innovation</i>- <i>technical limitations of existing products/processes/services or techniques.</i>• Give a brief outline of the research approach for the technical work intended under Step 2. Include the main RTD tasks, indicative estimates of timing, resources and funding needed, allocation of tasks among the participants, if already known.	
2. Community added value and contribution to EU policies	
<ul style="list-style-type: none">• The European dimension of the problem. In what aspects does the project have an impact bigger than the sum of national ones? Does it contribute to solving problems at the European level?• The European added value for the consortium of bringing together complementary skills and interests.• The project's contribution to the implementation or the evolution of one or more EU policies, or to standardisation and regulation (contribution to European social and economic cohesion and other Community policies, dissemination of best practices, development of new standards, etc..)	
3. Contribution to Community social objectives	
<ul style="list-style-type: none">• Contribution to improving the quality of life and health and safety (including working conditions), taking into account ethical issues where relevant• Contribution to improving employment prospects and the level of skills in Europe• Contribution to preserving and/or enhancing the environment and natural resources	
4. Economic impact and exploitation potential	
<ul style="list-style-type: none">• Economic impact, usefulness and range of applications and foreseen exploitation plans<ul style="list-style-type: none">- <i>expected measurable economic and industrial benefits for the SME proposers, other organisations and other sectors</i>- <i>intentions and capabilities of the SME proposers to exploit the results</i>• The strategic impact of the proposed project for the SME proposers and other users of the RTD results• The contribution to European technological progress and in particular the dissemination strategies for the expected results, choice of target groups, etc.	
5. Management, partnership and resources	
<ul style="list-style-type: none">• Justify the type of research project envisaged (cooperative research, RTD (collaborative research), demonstration, combined R&D and demonstration, or innovation project) and its appropriateness with regard to project objectives and profile of the SME proposers• The structure of the anticipated partnership (role of the SME proposers, description of expected partners and profile of additional partners sought) and the foreseen management approach	

B2.	Description & Justification of the Exploratory Phase (max 3 A4 pages)
PART B2 - PROPOSAL FULL NAME¹ AND ACRONYM²	
<i>The Exploratory Phase must include detailed project planning and writing of the Step 2 proposal. It may comprise up to four additional elements related to the preparation of a Step 2 proposal:</i>	
<ul style="list-style-type: none">● Feasibility check (Use desk studies, literature survey, risk analysis, <u>not technical research</u> to determine if the project is realisable.)● Market analysis to assess possible exploitation● Novelty verification (Including a mandatory world-wide patent search*)● Search for additional participants.	
<i>Please describe and justify each element selected in terms of objectives, duration, cost estimate, and credentials of any external organisation to be involved.</i>	
MAKE A FORMAL REQUEST FOR FINANCIAL SUPPORT AT THE END OF THIS PART B-2 (see footnote 9). (e.g. <Name of SME Co-ordinator> hereby requests the contribution of <X> euro from the EC in order to undertake the work described.)	

* The Commission has developed an effective tool for undertaking world-wide patent and technical database searches to determine the novelty and state-of-the-art of a project proposal (Quick Scan). It is strongly recommended that participants perform a novelty and state-of-the-art search within their Exploratory Award, preferably by the European or National Patent Offices or any other professional search organisation. The costs of a Quick Scan search may vary from 500 to 1000 euro. More information on Quick Scan, which can also be helpful to find RTD partners and determine the competitive position of the proposal, is available at the SME website (<http://www.cordis.lu/sme>).