

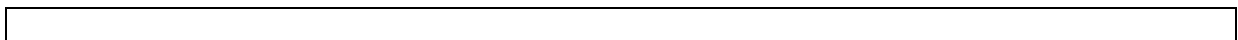


## **GUIDE FOR APPLICANTS**

participating in a call for proposals organised within the framework of existing Euratom Combination of Collaborative Project and Coordination and Support Action (Coordination)

**Project full title:**  
**Open Project for the European Radiation Research Area**  
**Acronym: OPERRA**  
**Number: 604984**  
**Call identification: OPERRA-2014**

**Date: 15 December 2014**



## CONTENTS

[http://www.melodi-online.eu/operra\\_second\\_call.html](http://www.melodi-online.eu/operra_second_call.html)

<b>1 INTRODUCTION .....</b>	<b>3</b>
1.1 GENERAL GUIDANCE.....	3
1.2 FUNDING OF PARTICIPATION.....	4
1.3 SUPPORTING DOCUMENTATION.....	4
<b>2 HOW TO PREPARE AND SUBMIT A PROPOSAL.....</b>	<b>4</b>
2.1 PROPOSAL PREPARATION .....	4
2.2 ONE STAGE SUBMISSION .....	5
2.3 PROPOSAL LANGUAGE .....	5
2.4 SUBMISSION OF PROPOSALS .....	5
2.5 ACKNOWLEDGEMENT OF RECEIPT .....	6
<b>3 PROPOSAL EVALUATION AND SELECTION .....</b>	<b>6</b>
<b>4 SUPPORT TO PROPOSERS.....</b>	<b>6</b>
4.1 CALL HELPDESK .....	6
4.2 NATIONAL CONTACT POINTS.....	7
4.3 THE INTELLECTUAL PROPERTY RIGHTS HELPDESK .....	7
4.4 FREQUENTLY ASKED QUESTIONS (FAQ) .....	7
<b>ANNEX 1 – PROPOSAL FORMAT .....</b>	<b>8</b>
<b>ANNEX 2: EVALUATION FORM.....</b>	<b>21</b>
<b>ANNEX 3 – FREQUENTLY ASKED QUESTIONS.....</b>	<b>23</b>
1. WHO CAN PARTICIPATE IN A PROPOSAL? .....	23
2. HOW SHOULD THE COMPOSITION OF THE CONSORTIUM BE? .....	23
3. WHO ARE ELIGIBLE FOR EC FUNDING? .....	23
4. IS MY ORGANIZATION ENTITLED TO 75 % EC CONTRIBUTION? .....	24
5. IS IT POSSIBLE TO SUBCONTRACT PART OF THE WORK? .....	24
6. I HAVE AN IDEA X AND WOULD LIKE TO KNOW IF IT IS RELEVANT FOR THE CALL? .....	24
7. HOW TO INTERPRET THE PROPOSAL TEMPLATE INSTRUCTIONS? .....	24

# GUIDE FOR APPLICANTS

## for a call for proposals organised within the framework of existing Euratom Combination of Collaborative Project and Coordination and Support Action (Coordination)

### 1 Introduction

#### 1.1 General guidance

As planned in the OPERRA Description of Work, OPERRA will organize calls for research projects in radiation protection.

This **Guide for applicants is tailored for a call for proposals launched by the Combination of Collaborative project and Coordination and Support Action (Coordination) (CP-CSA) OPERRA – Open project for European Radiation Research Area (604984), Call identifier “OPERRA-2014”**. This guide gives instructions on how to structure your proposal. It also describes how the proposal should be submitted, and the criteria on which it will be evaluated.

Conditions of participation and funding in OPERRA calls are in general those of the Seventh Framework programme, as defined principally in Council Regulation (Euratom) No 139/2012 of 19 December 2012 laying down the rules for the participation of undertakings, research centres and universities in action under the Seventh Framework Programme of the European Atomic Energy Community and for the dissemination of research results (2012 to 2013). This can be found at in the document "[Euratom Rules for participation 2012-2013](#)". These rules are intended for calls organized by the EC and are to be followed where in accordance with the specific participation rules for this call for proposals<sup>1</sup>.

All legal entities around the world may participate in the OPERRA calls, regardless of the country of origin (Euratom Rules of participation: Chapter II, Section 1, Minimum conditions, Article 5, General principles: *“Any undertaking, university or research centre or other legal entity, whether established in a Member State, an associated country, or a third country, may participate in an indirect action –”*).

In case a legal entity that is not currently a beneficiary of the OPERRA consortium is successful in the OPERRA call, it will join the OPERRA consortium as a new beneficiary (subject to successful completion of the negotiations and EC approval). The proposer(s) which is selected to join the consortium will be required to accede to the existing grant agreement; a model example of which can also be found at the [http://ec.europa.eu/research/participants/portal/page/fp7\\_documents](http://ec.europa.eu/research/participants/portal/page/fp7_documents) ("Model grant agreement"). They will also be required to sign the existing consortium agreement, an internal project document concerning the relations between the partners.

**This Guide for applicants does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Seventh Framework Programme**

---

<sup>1</sup> See the details below and under 1.2 Funding of participation.

## **1.2 Funding of participation**

Participation as a beneficiary in a FP7 project is on a cost-shared basis, the Commission making only a partial contribution to the total cost of the work.

The following may receive EU funding in a Euratom FP7 project:

- Any legal entity established in a Member State or an associated country (for Euratom only Switzerland), or created under Union law;
- Any international European interest organisation

If one or more of the participants requesting EU funding is based in a third country (not EU Member State or an associated country (for Euratom only Switzerland)), there is need to explain in terms of the project's objectives why such funding would be essential or can be otherwise justified.

More detailed information of the Commission's funding arrangements can be found at [http://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](http://ec.europa.eu/research/participants/portal/page/fp7_documentation) in the document "[Guide to Financial Issues](#)".

## **1.3 Supporting documentation**

The OPERRA-2014 Call announcement is published at [http://www.melodi-online.eu/operra\\_second\\_call.html](http://www.melodi-online.eu/operra_second_call.html). On the same website there is also some additional supporting documentation available:

- OPERRA-2014 Guide for Applicants (this document)
- MELODI Strategic Research Agenda (SRA)
- Radioecology Alliance Strategic Research Agenda (SRA)
- EURADOS Strategic Research Agenda (SRA)
- NERIS Strategic Research Agenda (SRA)

For further reference, [Euratom Work Programme 2013](#) contains the call text that led to the creation of OPERRA (Topic: Fission-2013-3.1.1: Preparatory Phase (PP) in support to the Multi-disciplinary European Low Dose Initiative (MELODI) for its development as federating body to ensure cost-efficiency and high-performance of low-dose risk research in Europe).

## **2 How to prepare and submit a proposal**

### **2.1 Proposal preparation**

Proposals for selection in OPERRA-2014 call are submitted in a single stage, by submitting a complete proposal application which should be prepared as described in Annex 1 of this document.

**As minimum condition for the OPERRA-2014 Call**, there should be at least four legal entities, from at least two different countries, including at least one external (non-OPERRA) to the current OPERRA consortium, participating in a proposal (single-partner, two-partner or three-partner proposals are not eligible).

Note that there is no maximum limit for the number of participants in a proposal but a proposal can be submitted by a small consortium consisting of 4 or more participants.

One organisation may be involved in several proposals.

A maximum of 2.5 M EUR is available for the entire OPERRA-2014 Call.

The maximum EC contribution for one proposal is 800 kEUR.

The consortium reserves the right to further negotiate with the selected proposals in order to finalise the work plan and budget and fit them under the OPERRA overall work plan.

Existing participants in the OPERRA project may also respond to this call. There is no distinction made between current OPERRA beneficiaries and other legal entities.

## ***2.2 One stage submission***

Proposals for OPERRA-2014 are submitted in a single stage, by submitting a complete proposal application which should be prepared as described in Annex 1 of this document.

## ***2.3 Proposal language***

The proposal must be prepared in English. Proposals submitted in any other language will not be evaluated.

## ***2.4 Submission of proposals***

Proposals must be submitted electronically in PDF format to the following address: [Operra@Lallemand-Legros.be](mailto:Operra@Lallemand-Legros.be) with the subject: "OPERRA-2014\_[Acronym\_of\_your\_proposal]".

If you discover an error in your proposal, and provided the call deadline has not passed, you may submit a new version. Please make sure that you use the same acronym and make it evident in the covering e-mail that the earlier version should be replaced. Only the last version received before the call deadline will be considered in the evaluation. In case there are several proposals with a same acronym received, only the first proposal received may keep the acronym and the call administrators will ask the later-received proposals to change theirs.

Proposals must be received by the closing time and date of the call. Late proposals, or proposals submitted to any other address or by any other means than email to the address mentioned above, will not be evaluated.

**The OPERRA- 2014 call will close on 12 March 2015 at 17:00 Brussels time.**

**It is recommended to submit your proposal well in advance as failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance. The time of receipt of your message as recorded by the email system will be definitive.**

## **2.5 Acknowledgement of receipt**

An acknowledgment of successful receipt of a proposal will be sent to the (lead<sup>2</sup>) proposer as soon as possible and within maximum three working days by the OPERRA-2014 Call administrators. Note that late submissions after the call closure are not allowed. Late submitters will receive by return email a “call closed” message.

Please note that the sending of an acknowledgement of receipt does not imply that your proposal has been accepted as eligible for evaluation. It will simply verify that the e-mail has been received and that there is a printable proposal attached to it.

## **3 Proposal evaluation and selection**

The proposals received will be evaluated in the light of the criteria for collaborative projects (to the appropriate extent as some elements of the collaborative projects have been removed from the proposal template and therefore not applicable in the evaluation either), using the form shown in Annex 2 of this document and with the assistance of experts who are independent of any proposer. The experts will be individuals from the fields of science, industry and/or with experience in the field of innovation and also with the highest level of knowledge, and who are internationally recognised authorities in the relevant specialist area.

Each independent expert will record his/her individual opinion of each proposal on the attached form. They will then communicate together to prepare a “consensus” form for each proposal. Using the results given on the consensus form, the consortium will normally select the proposal with the highest overall score.

However, OPERRA is not obliged to select the highest scoring proposal where it has objective grounds, for example commercial competition. In this case the choice may pass to the next-ranked proposal. This will be subject to approval by the European Commission.

## **4 Support to proposers**

### **4.1 Call Helpdesk**

For further information on the administrative and practical details concerning the OPERRA-2014 Call, please contact the Call administrators:

Name: Me Marc Libert

E-mail: [Operra@Lallemand-Legros.be](mailto:Operra@Lallemand-Legros.be)

Tel.: +32.2.648.75.30

Note that the Call administrators will not provide any additional support regarding the scientific content of the call, but they will only respond to administrative questions (such as the call procedures in general). Phone calls should be used only for urgent questions and the discussions should be verified by e-mail for the records. Replies to e-mails will be provided as soon as possible. Please note that, depending on the complexity of the question(s), providing a response might take some time, especially if there is need to consult the OPERRA Coordinator. Complex questions provided close to the call closure deadline might not be properly answered, if there is not enough time. This should be taken into account by applicants, providing their questions well in advance. All questions and answers (provided by e-mail or by phone) will be recorded.

---

<sup>2</sup> Only to the lead proposer, who has the responsibility to inform other participants in the proposal.

#### ***4.2 National contact points***

The Euratom supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice and particularly on preparing proposals. Organisations should contact the relevant NCP (Euratom) of their own country for further information. Contact details of NCP's can be found here:

<http://ec.europa.eu/research/participants/portal/page/nationalcontactpoint>

#### ***4.3 The Intellectual Property Rights Helpdesk***

The IPR-Helpdesk has as its main objective to assist potential and current beneficiaries 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.

#### ***4.4 Frequently asked questions (FAQ)***

Proposers are kindly requested to read the list of FAQ in Annex 3 to this document. Questions to which responses are in the list will not be provided a response by e-mail.

<http://www.ipr-helpdesk.org>

## Annex 1 – Proposal format

### Proposals must be submitted:

- as a single file in PDF format not exceeding the maximal size of 2 MBytes, including pictures
- in the language stated in the call announcement (English)
- to the address given in the call announcement (request a delivery receipt)
- before the date and time given as the call deadline in the call announcement
- with, as the subject line of your message, "OPERRA-2014 [Acronym\_of\_your\_proposal]".

The minimum font size allowed is 11 points.

All margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

#### **IMPORTANT**

The applicants are urged to follow the rules related to the length of the proposals as described in the guide for applicants. Pages of proposals in excess to the number required in the guide for applicants will be disregarded by the evaluators.

#### **SUMMARY OF MANDATORY PAGE LIMITS**

(conforming to font and margin sizes mentioned above)

<b><u>Section</u></b>	<b><u>Maximum pages</u></b>
<b>1. Scientific and/or technical quality</b>	10 pages for the whole section
1.1 Concept and objectives	No specific limit provided that the whole section 1 will not comprise more than 10 pages
1.2 Progress beyond the state of the art	No specific limit provided that the whole section 1 will not comprise more than 10 pages
1.3 S/T methodology and associated work plan	2 pages for 1.3.2 Task description table
<b>2. Implementation</b>	2 pages + 1 page per participant for the whole section
2.1 Individual participants	1 page per participant
2.2 Consortium as a whole	No specific limit
2.3 Resources to be committed	No specific limit
<b>3. Impact</b>	1 page for the whole section
<b>4. Ethical issues</b>	No specific limit

**No additional document should be attached to the proposal. This applies also to any possible additional annexes, lists of references, etc. Any additional documents and any pages exceeding the limitations described above, will be discarded.**



## **Front page**

**Full title of the existing project:** Open Project for the European Radiation Research Area

**Acronym of the existing project:** OPERRA-Grant **agreement number of existing project:** 604984

**Type of instrument:** Combination of CP & CSA

**Name of the proposal:** [Insert]

**Acronym of the proposal:** [Insert]

**Topic to be addressed: Choose one of the following and delete the rest:**

[OPERRA 2014 NUMBER 1], [OPERRA 2014 NUMBER 2], [OPERRA 2014 NUMBER 3], [OPERRA 2014 NUMBER 4].

**Date of submission of your proposal:** [dd/mm/yyyy]

**Version number (in case you re-submit a proposal that should replace an earlier version):**

[Original/2/3...]

### **Information regarding participants:**

<b>Participant no.<sup>3</sup></b>	<b>Participant organisation name</b>	<b>Country</b>	<b>PIC-code<sup>4</sup></b>
1. (Lead proposer)			
2.			
...			
...			

**Lead proposer organisation address:** [insert]

**Name of the lead proposer contact person:** [insert]

**Telephone number of the lead proposer contact person:** [insert]

**E-mail address of the lead proposer contact person:** [insert]

**Email address to which the Acknowledgement of Receipt should be sent:**

[insert]

---

<sup>3</sup> The first organisation listed here will be the lead proposer, who is the contact point for this proposal and who will be contacted in all call-related issues. The lead proposer is responsible of passing the information to the other participants in this proposal. Note that there should be at least four participants in a proposal. In case there are more than four participants in a proposal, you can add rows to the table.

<sup>4</sup> Participant Identification Code. For more information, see [http://cordis.europa.eu/fp7/pp-pic\\_en.html](http://cordis.europa.eu/fp7/pp-pic_en.html). The proposal may be submitted also without a PIC-code, in case your organisation does not have the code yet.

**Proposal abstract**

*(maximum 2000 character summary of your proposed work)*

**Contents page**  
*(Show contents list)*

## Cost and funding breakdown

Please show your figures in euros (not thousands of euros). Costs need to be budgeted without VAT.

All proposal participants must fill in their own Costs Table. In addition, the summary Costs Table including the information regarding all proposal participants should be included.

**Table 1: Costs table for participants: To be filled separately by each participant (copy as many tables as necessary):**

<b>Costs Table</b>	<b>RTD</b>
<b>Participant 1</b> <b>(Same table to be used for other participants )</b>	
1. Personnel costs	
2. Other direct costs	
3. Subcontracting	
4. Total direct costs (Sum of row 1, 2 and 3)	
5. Indirect costs	
6. Total costs (Sum of row 4 and 5)	
7. Requested EC contribution	

**Table 2: Summary Costs table for all participants.**

<b>Costs Table</b>	<b>RTD</b>
<b>Summary of all participants</b>	
1. Personnel costs	
2. Other direct costs	
3. Subcontracting	
4. Total direct costs (Sum of row 1, 2 and 3)	

5. Indirect costs	
6. Total costs (Sum of row 4 and 5)	
7. Requested EC contribution	

In row 1, insert your personnel costs for the work involved.

In row 2, insert any other direct costs, for example consumables, durable equipment or travel costs.

In row 3, insert any subcontracting costs planned.

**RTD:** These costs could be catering, rental of a meeting venue etc. costs when organising a meeting. In principle, no part of the research work itself can be subcontracted.

In row 4, calculate the sum of your personnel, subcontracting and other direct costs.

In row 5, insert your indirect (overhead) costs.

**Indirect costs** are all those eligible costs which cannot be identified by the participant 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.

You must use your actual overhead costs if this is possible within your organisation's accounting system. If not, you may use a calculated figure of 20 % of the sum in row 4 minus subcontracting. If you are a non-profit public body, a research organisation, a secondary or higher education establishment or a small or medium enterprise and cannot calculate your actual overhead costs, you may use a calculated figure of 60 % of the sum in row 4 minus subcontracting.

In row 6, calculate the sum of your direct and indirect costs.

In row 7, insert your requested EC contribution.

**RTD activities:** Non-profit public bodies, secondary and higher education establishments, research organisations and SMEs may request up to 75 % of the total costs.

Note: If you are successful in the evaluation, your final costs and funding estimates agreed with the project will also be subject to legal and financial verification by the Commission services.

**Section 1: Scientific and/or technical quality, relevant to the chosen topic addressed by the call (Maximum 10 pages for whole section 1)**

*Note: The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the EC/OPERRA Management Board/WP leader.*

**1.1 Concept and objectives**

*Explain the concept of your proposal. What are the main ideas that led you to propose this work?*

*Describe in detail the S&T objectives. Show how they relate to the topic addressed by the call, which you should explicitly identify. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the deliverables and milestones that will be indicated under 1.3 'S/T methodology and associated work plan below.*

**1.2 Progress beyond the state-of-the-art**

*Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. If applicable, refer to the results of any patent search you might have carried out.*

**1.3 S/T methodology and associated work plan**

**1.3.1 Overall strategy of the work plan**

*Describe the overall strategy of the work plan*

1.3.2 Task description table  
*(Maximum two pages for this sub-section)*

<b>Start date or starting event<sup>5</sup>:</b>		<b>End date or ending event<sup>6</sup>:</b>	
<b>Task title</b>			
<b>Activity type<sup>7</sup></b>	RTD		

<b>Objectives</b>
-------------------

<b>Description of work</b> (possibly broken down into sub-tasks). Please also explain the role of each participant.
---

<b>Deliverables</b> (brief description) and month of delivery
---

**Total effort (person months)<sup>8</sup>:**

<b>Participant no.</b>	<b>Participant organisation name</b>	<b>Person-months</b>
1. (Lead proposer)		
2.		
3.		
4.		

<sup>5</sup> Please note that the start date can't be earlier than 1 December 2015.

<sup>6</sup> Please note that the end date must be on or before 31 May 2017, as OPERRA project is scheduled to end by then (project month 18).

<sup>7</sup> Pre-filled as only RTD activities are possible in this call.

<sup>8</sup> In case there are more than four participants involved, rows can be added to the table as necessary.

### 1.3.3 Table of deliverables<sup>9</sup>

<b>Deliverable name</b>	<b>No<sup>10</sup></b>	<b>Nature<sup>11</sup></b>	<b>Dissemination level<sup>12</sup></b>	<b>Delivery date<sup>13</sup> (proj. month)</b>

### 1.3.4 Table of milestones<sup>14</sup>

*Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.*

<b>Milestone name</b>	<b>No</b>	<b>Expected date</b>	<b>Means of verification</b>

### 1.3.5 Describe any significant risks, and associated contingency plans.

<sup>9</sup> Use/Add as many rows as necessary.

<sup>10</sup> Number in order of delivery dates

<sup>11</sup> Please indicate the nature of the deliverable using one of the following codes:

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

<sup>12</sup> 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).

<sup>13</sup> Measured in months from your action start date (month 19 onwards, as the new tasks established by this call can't start before that).

<sup>14</sup> Use/Add as many rows as necessary



## **Section 2: Implementation**

**(Maximum 2 pages + 1 page per participant in sub-section 2.1 for the whole section)**

### **2.1 Individual participants**

*For each participant in the proposed project, provide a brief description of the legal entity (participant = legal entity), the work they have been attributed, and the previous experience relevant. Provide also a short profile of the staff members who will be undertaking the work.*

### **2.2 Consortium as a whole**

*Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the work assigned to them. Show the complementarity between participants. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project.*

### **2.3 Resources to be committed**

*Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how your overall financial plan for the action is adequate.*

*Please identify any major non-personnel direct costs and explain why they are necessary for the activity you propose.*

#### **2.3.1 Subcontracting**

*If any part of the work is to be subcontracted by the participant responsible for it, describe the work involved and explain why a subcontract approach has been chosen for it.*

#### **2.3.2 Other countries**

*If one or more of the participants requesting EU funding is based in a country that is outside the EU, and is not an Associated Country, explain in terms of the project's objectives why such funding would be essential or can be otherwise justified.*

**Section 3: Impact**  
**(Maximum 1 page for the whole section)**

**3.1 Expected impact**

*Describe how your project will contribute towards the expected impacts of the OPERRA project. Mention the steps that will be needed to bring about these impacts. Explain why this contribution requires a European (rather than a national or local) approach. Indicate how account is taken of other national or international research activities. Mention any assumptions and external factors that may determine whether the impacts will be achieved.*

## Section 4 Ethical Issues

Describe any ethics issues that may arise in the project. In particular, you should explain the benefit and burden of the experiments and the effects it may have on the research subject. All countries where research will be undertaken should be identified. You should be aware of the legal framework that is applicable and the possible specific conditions that are relevant in each country (EU and non-EU countries alike). It is strongly advised that when drafting the research proposal, the local ethics committee or/and relevant competent authorities (Data Protection, Clinical Trials etc.) should be contacted for information and, when applicable, guidance. You may also address specific questions to the FP7 Ethics Help Desk.

Please fill in the table below.

(Note: Research involving activities marked with an asterisk \* in the left column in the table below will be referred automatically to Ethical Review)

<b>Research on Human Embryo/ Foetus</b>		<b>YES</b>	<b>Page</b>
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research on Humans</b>		<b>YES</b>	<b>Page</b>
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Privacy</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research on Animals</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research Involving Developing Countries</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Dual Use</b>		<b>YES</b>	<b>Page</b>
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

## Annex 2: Evaluation form

### Individual evaluation/Consensus

Proposal No. :	Acronym :
<p><b>1. Scientific and/or technological excellence (relevant to the chosen topic addressed by the call)</b>  <i>Note: when a proposal only <b>partially addresses the topic</b>, this condition will be reflected in the scoring of this criterion</i></p> <ul style="list-style-type: none"> <li>- Soundness of concept, and quality of the objectives</li> <li>- Progress beyond the state-of-the-art</li> <li>- Quality and effectiveness of the S/T methodology and associated work plan</li> </ul>	<p><b>Score:</b>  <i>(Threshold 3/5; Weight 1)</i></p>
<p><b>2. Quality and efficiency of the implementation</b></p> <ul style="list-style-type: none"> <li>- Quality and relevant expertise of the individual participants</li> <li>- Quality of the consortium as a whole (including complementarity, balance)</li> <li>- Appropriateness of the allocation and justification for the resources to be committed (staff, equipment...)</li> </ul>	<p><b>Score:</b>  <i>(Threshold 3/5; Weight 1)</i></p> <p><i>For the purposes of any subsequent negotiation, an above-threshold score for this criterion is regarded as an indication that the proposers have the operational capacity to carry out the work</i></p>

<p><b>3. Potential impact</b></p> <ul style="list-style-type: none"> <li>- Contribution, at the European and/or international level, to the OPERRA expected impacts</li> <li>- Appropriateness of measures</li> </ul>	<p><b>Score:</b> (Threshold 3/5; Weight 1)</p>
<p><b>Remarks</b></p>	<p><b>Overall score:</b> (Threshold 10/15)</p>

Does this proposal contain ethical issues that may need further attention?  NO  YES

- 0 The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- 1 Poor: The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- 2 Fair: While the proposal broadly addresses the criterion, there are significant weaknesses;
- 3 Good: The proposal addresses the criterion well, although improvements would be necessary;
- 4 Very good: The proposal addresses the criterion very well, although certain improvements are still possible;
- 5 Excellent: The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

**I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal**

Name	
Signature	
Date	

## Annex 3 – Frequently Asked Questions

### 1. Who can participate in a proposal?

- All legal entities around the world may participate in the OPERRA-2014 call, regardless of the country of origin. The same approach is in the general Euratom Rules of participation: Chapter II, Section 1, Minimum conditions, Article 5, General principles: *“Any undertaking, university or research centre or other legal entity, whether established in a Member State, an associated country, or a third country, may participate in an indirect action –”*.
- The above applies to current beneficiaries of the OPERRA project as well as to any other legal entity (for details regarding the composition of the consortium, please see Question 2).
- The term “participant” refers to a legal entity (not individual scientist – unless a natural person is forming a legal entity on its own).
- Read also carefully the Question 2 below.

### 2. How should the composition of the consortium be?

- **General principles:**
  - There is no maximum limit for number of proposal participants.
  - There are no minimum conditions in reference to the country of origin of the participants, provided that the consortium comprises participants from at least two different countries.
  - The suitability of the composition of the consortium is one of the elements taken into account in the evaluation (proposal, section 2.2 Consortium as a whole).
- **OPERRA Minimum conditions:**
  - There should be at least four legal entities, from at least two different countries, including at least one entity external (non-OPERRA) to the current OPERRA consortium participating in a proposal (no single-partner proposals nor proposals with just two or three participants are eligible).
- **Examples of non-eligible OPERRA consortia:**
  - A consortium with just one or two or three participants.
  - A consortium with one or more member participant and no external participants.
  - A consortium with two or more member participants and no external participants.
  - A consortium with all participants from a single country.

### 3. Who are eligible for EC funding?

- Legal entities from EU member states and Switzerland (=country associated to Euratom FP7) as well as any international European interest organization are eligible for EC funding.
- Legal entities established in third countries and international interest organizations are eligible for EC funding only under special circumstances: there is need to explain in terms of the project’s objectives why such funding would be essential or can be otherwise justified. In case such organizations are requesting funding, justifications are needed in proposal, section 2.3 Resources to be committed.

#### **4. Is my organization entitled to 75 % EC contribution?**

- Provided that your organization is eligible for EC funding (see Question 3), non-profit public bodies, secondary and higher education establishments, research organizations and SMEs may request up to 75 % of the total costs. For others, the upper limit is 50 %.
- If you are successful in the evaluation, your final costs and funding estimates agreed with the project will also be subject to legal and financial verification by the Commission services.

#### **5. Is it possible to subcontract part of the work?**

- Subcontracting is possible, but there are several conditions to be met in order to be able to include subcontracting in the contract with the EC. For more information, please see [EC FP7 Financial Guidelines](#), page 28 onwards.

#### **6. I have an idea X and would like to know if it is relevant for the call?**

- The call administrators can't and shouldn't comment anything on proposals worth submitted, as that would interfere the call process and they have to remain objective.
- In general, everybody who believe that their proposal is of any interest, are encouraged to submit proposals. In the proposal itself, the relevance to the call topics and OPERRA objectives may be described. It is then the duty of the independent evaluators to evaluate the proposals on the basis of the call announcement and the support material, against the criteria of the evaluation form (Guide for applicants, annex 2).

#### **7. How to interpret the proposal template instructions?**

- What is the PIC-code? I don't know if my organization has such a code or not. Can I submit a proposal without a PIC?
  - For more information, see [http://cordis.europa.eu/fp7/pp-pic\\_en.html](http://cordis.europa.eu/fp7/pp-pic_en.html). The proposal may be submitted also without a PIC-code, in case your organization does not have the code yet.
- Are the page limits very strict?
  - Yes, the evaluators will be requested to disregard excessive pages. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.
- Should the reference lists also be included within the page limits?
  - Yes (see above).
- Is it possible to include letters of support or other additional materials?
  - No additional document should be attached to the proposal. This applies also to any possible additional annexes, lists of references, etc. Any additional documents and any pages exceeding the limitations will be discarded.
- What is the maximum file size of a proposal?
  - The maximum file size of a proposal is 2 MBytes, including pictures. The proposal must be submitted as a single file in PDF format.
- Is it allowed to prepare only one task description table, with max. 2 pages? Or can there be more copies of the table, provided that the max. 10 pages for section 1 is not exceeded?



- The task description table (sub-section 1.3.2) should include all tasks foreseen within the submitted proposal and the maximum allowed for this sub-section is 2 pages, even though the max. 10 pages for section 1 is not exceeded.
- In the section 2.1 Individual participants, should there be one page description of each individual scientist, or each organization involved in the proposal?
  - The term “participant” refers to a legal entity (not individual scientist – unless a natural person is forming a legal entity on its own). So, there should be one page description of each legal entity involved in the proposal as participant. The one-page description should also include a short profile of the staff members who will be undertaking the work.