

Key recommendations for submitting a proposal to the IST FET Open scheme

- **Priorities and objectives:** Check that your proposed work does indeed address priorities and objectives for FET Open as described in the current IST Workprogramme. Section I.2 of this Guide gives an introduction to the FET Open scheme.

Priority 2 – Information Society Technologies (IST)

Specific information for Co-ordination Actions submitted to the FET Open Scheme of the IST Priority published 17th December, 2002. Continuous submission call.

I Introduction

I.1 Structure and content of the Guide for Proposers

This Guide for Proposers contains the basic information needed to prepare a proposal for a **co-ordination action** in the **continuous submission call** for the FET Open scheme of the Information Society Technologies (IST) Priority, which is priority 2 in the Specific Programme “Integrating and Strengthening the European Research Area” of the 6th Framework Programme of the European Community for research, technological development and demonstration activities.

- Section I.2 gives an introduction to **what is FET Open**, as well as the **submission process** and explain the **available instruments** for the different activities covered by this scheme.
- Section II describes **how to prepare a proposal**. Annexes 1 and 2 provide the forms needed to prepare

The IST Guidelines for Evaluators. This describes in detail how proposals will be evaluated in the IST Priority. You may use the IST Guidelines for Evaluators as a checklist to ensure the quality of your proposal.

The model contract for Co-ordination actions, and its annexes. This specifies the contractual terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding.

The instrument description. This gives full details of what a Co-ordination action comprises and how such a project should be implemented.

Section VII of this Guide gives the addresses on the

I.2 The FET Open Domain (Continuous Submission Scheme)

Research

Specific Targeted /TT2 1 T Projects (STREP) .

Support

II. How to prepare a proposal

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. The default minimum numbers defined in the Rules for participation in FP6 are at least three mutually-independent legal entities

III Submission of proposals

Proposals to the IST Priority may be submitted online via the Internet, or may be sent on electronic media (CD-ROM, diskette) or on paper to the address indicated in the Call for proposals.

III.1 Electronic submission

Information Society” have sometimes found their proposals spontaneously re-directed by their delivery service to other Commission offices, delaying their arrival and risking loss.

The proposal may be sent by mail, by trusted delivery service or delivered by hand, but **must** arrive at the

V Check list for proposers

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

- Are both parts of your proposal, Part A and Part B, fully completed ?
- Is your Part B prepared only in the approved file format (PDF or RTF), 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 ?
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VI Support to proposers

VI.1 IST Information Desk

The address of the IST Priority Information Desk is:

European Commission
The IST Information Desk
Directorate General Information Society
BU31 01/19
B-1049 Bruxelles/Brussel

Email: ist@cec.eu.int
Phone: +32-2-296.8596
Fax: +32-2-296.8388
Web: www.cordis.lu/ist

The Information Desk operates 09h00 - 17h00 (Brussels time), Monday to Friday.

For questions regarding **FET Open specifically**, proposers may contact:

Email: istfet@cec.eu.int
Fax: +32-2-296.8390

Web: ma9t.h0.næd.tl.nl/

VII References

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/consortiumcheckwww./
Contract Preparation Forms	http://www.cordis.lu/fp6/contractpreparation/
Model contracts	http://www.cordis.lu/fp6/contracts/

Annex 1 - Proposal Part A forms and instructions

Proposal Submission Forms





Choose maximum 3 codes for keywords characterising 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

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);

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 and their dependencies. This is necessary to verify the legal status of the organisation.

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

The FC model will be open to all participants, except

Instructions for preparing proposal Part B for Co-ordination Actions in the FET Open – IST Priority

In addition to the detailed technical information provided in Part B, a proposal must also contain a Part A,

B7. Other issues If there are ethical issues going on associated with the subject of the proposal, show they have been a

¹⁰ Are there other EC-policy related issues, and are they

Deliverables list (full duration of project)

Deliverable No ¹⁷	Deliverable title	Delivery date ¹⁸	Nature ³⁶
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Workpackage description (full duration of project)

Workpackage number**Start date or starting event:**

Ethical issues form

A. Proposers are requested to fill in the following table

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 and in Articles 2 and 3 establish equality between women and men as a specific task of the Community, as

Annex 5 – List of National Contact Points

