



Eesti Teadusagentuur
Estonian Research Council

Negotiations

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Zagreb



Contents

- **Introduction**
- **Time to project start : manage the negotiation schedule**
- **Technical and Financial negotiation**
- **The Negotiation Facility (NEF)**
- **Grant Preparation Forms**

Three components of your success

- Team building and proposal preparation  load-bearing structure of the project
- Negotiations with the European Commission  shaping your future
- Implementation of the project  real life

Negotiating of an EU project

- **Challenge:** Flexibility vs. loyalty to original concept
- Get well **prepared** before any response!
- **Consult each affected partner** to agree on a mandate
- Issues that you are not sure of, ask for **break for consultations**
- **Do not promise** things that you know it will be impossible or very difficult to achieve!!!!





RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

- Home
- Funding
- Documents
- My Organisations
- Experts
- Support

LOGIN



Login

[Register your account](#)

NEED HELP?

- [Frequently Asked Questions](#) (NEW) [Experts area](#) ([Quick info](#))
- [User manual](#) (NEW) [Electronic proposal submission user manual](#)
- [Presentations](#) (NEW) [Submission of proposals](#)
- [Contact the Helpdesk](#)

WHAT'S NEW

Participant Portal V3.5 (12/2012)

- [Support](#)
- [Status](#)
- [Role management](#)
 - [new role of FSIGN \(Financial Statement Authorized\)](#)

WELCOME

Welcome to the Participant Portal

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle. Currently the portal covers mainly actions under the 7th EU-Framework Programme for Research and Technological Development (FP7). In the future, its coverage will be extended to other programmes in the area of research and innovation.



What does it offer today?

- You can search for **FP7 calls for proposals** and **submit your proposals**.
- Depending on your role in projects and organisation, you can view information on projects, negotiate your grant agreement, manage amendments, submit **financial and scientific reports** or **review projects**.
- If you are interested in participating as an expert for the European Commission, you can **join the database of independent experts** for European research and innovation
- You can search for the unique identifier of your organisation, **register your organisation** or **provide updates of your organisation's data**.
- Depending on your roles in projects and organisations, you can **assign or revoke access rights to organisation and project data** for other persons.

Forthcoming functionalities

- Expert evaluators will be able to manage the administrative details related to their work as peer reviewers.
- The currently concrete electronic proposal submission system will be replaced by a new system integrated in the portal.

How does it work?

- While some basic functions are available for anonymous users...
- After login, the actual homepage will be replaced...
- On that new page, the blue buttons are the processes...
- When you go into the details of an organisation...

Are you a new user? [+](#)

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

Purpose of the negotiation



Go from the proposition to the project

=

Prepare the Grant Agreement

What needs to be done?

- **Agree on the scientific/technical details of the project**
- **Agree on budgetary matters**

- **Convert your proposal into the Description of Work**
- **Finalise legal aspects**
- **Fill and sign administrative forms to prepare the GA**

- **Prepare and sign the consortium agreement among partners**

Who will negotiate?

- Project officers
- Legal officers
- Coordinators, helped by the partners

The coordinator:

- Leads the negotiation
- Represents the consortium
- Only one applicant can be the coordinator
- One single person will represent the coordinator
 - responsible for all the contacts with the Commission
 - attends all the meetings

Documents to prepare the GA

- **Content basis:**
 - Proposal
 - Evaluation summary report

- **Legal basis**
 - Letter of invitation to negotiations + Negotiation mandate
 - Annex II of the Grant Agreement – General conditions
 - Guidance documents
 - Guide to financial issues
 - Negotiation guidance notes

https://ec.europa.eu/research/participants/portal/page/fp7_documentation

must close all your browser windows to avoid any unauthorised access

NEED HELP?

- ▶ [Frequently Asked Questions](#) (NEW) [Experts area](#) (Quick info)
- ▶ [User manual](#) (NEW) [Electronic proposal submission user manual](#)
- ▶ [Presentations](#) (NEW) [Submission of proposals](#)
- ▶ [Contact the Helpdesk](#)

WHAT'S NEW

Participant Portal V3.5 (12/2012)

- ▶ Support for electronic-only submission of Financial Statements (when applicable)
- ▶ Role management:
 - ▶ new role of FSIGN (Financial Statement Authorized Signatories)
 - ▶ consolidation of role management screens
- ▶ Call for proposals

- ▶ Specific programmes
 - ▶ Rules for participation
- ▶ Legal documents for implementation **i**
 - ▶ Rules for submission, evaluation, selection, award
 - ▶ Model grant agreement
 - ▶ Rules on legal and financial verification for FP7
 - ▶ Other documents
- ▶ All work programmes **i**
 - ▶ 2013
 - ▶ 2012
 - ▶ 2011
 - ▶ 2010
 - ▶ 2009
 - ▶ 2008
 - ▶ 2007
- ▶ Guidance documents for FP7 **i**
 - ▶ Financial issues
 - ▶ Negotiations and amendments
 - ▶ [Negotiation Guidance Notes](#) >>>
 - ▶ [Template for Description of Work](#) >>>
 - ▶ [Online documentation for the negotiation tool](#)
 - ▶ [Amendments Guide for FP7 Grant Agreements](#) >>>
 - ▶ Project reporting
 - ▶ Communication
 - ▶ Project technical review
 - ▶ Audits
 - ▶ Intellectual property rules
 - ▶ Consortium agreement
 - ▶ Other issues



→ check regularly for updates!

Negotiation meetings

- **How are they decided:**
 - decided by the project officer
 - may be required, depending on the size and nature of the project
 - communicated with the letter of invitation
- **Who attends:**
 - the coordinator
 - a small number of partners → related costs not reimbursed
 - possibly external experts assisting the EC
 - possibly experts involved in the evaluation stage

- **Time to project start : manage the negotiation schedule**
- Technical and Financial negotiation
- The Negotiation Facility (NEF)
- Grant Preparation Forms

Negotiation in project timing

Publication of the call

Deadline

Call result

signature of GA

≈ 6 months

≈ 3 to 9 months

≈ 3 to 9 months

≈ 2 to 5 months

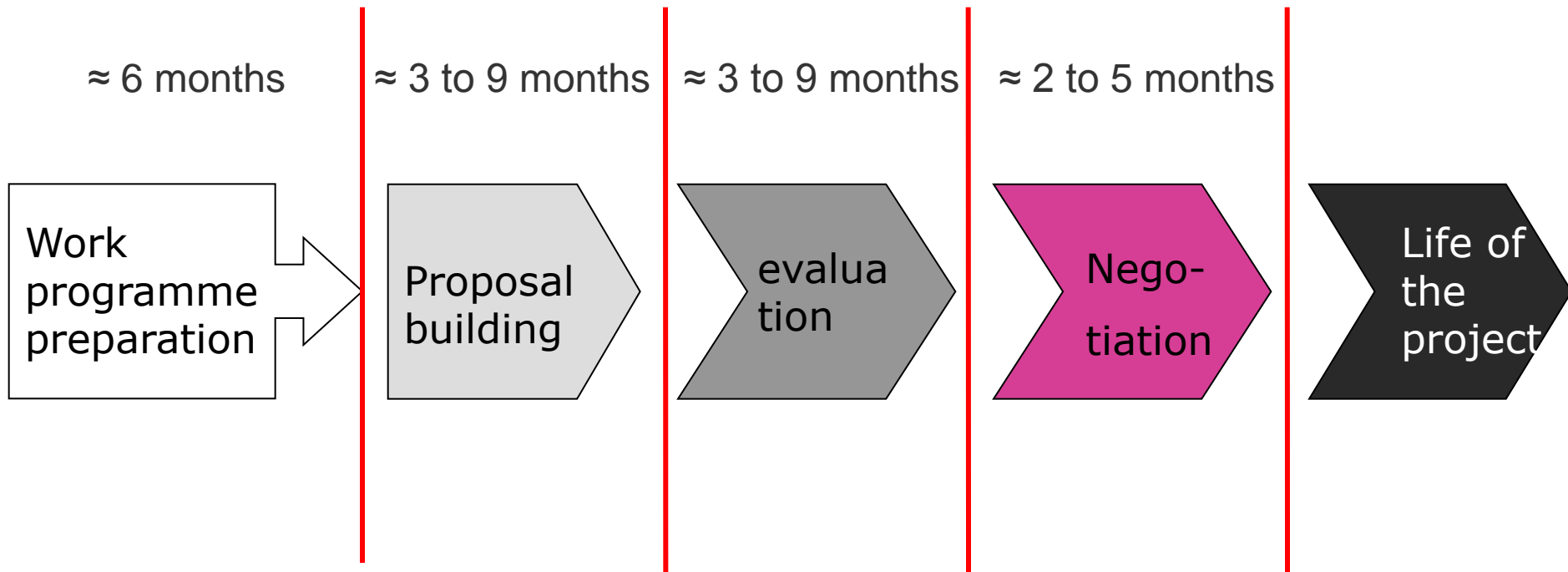
Work
programme
preparation

Proposal
building

evalua
tion

Nego-
tiation

Life of
the
project



Negotiation timing

letter of invitation to negotiations

signature of GA

≈ 2 to 5 months

- Agree with EC: Technical + financial negotiation
- complete and sign preparation forms
- provide relevant documents:
legal entity validation / financial capacity check
- prepare consortium agreement

**CA
signature**

**Negotiation
Meeting**

**GPF + DoW
to PO**

**Draft GA
from PO**

Start of negotiation phase

Letter of invitation to negotiations → kicks off negotiation

together with:

- the Evaluation Summary Report (ESR)
- the Negotiation Mandate
- the Ethical Review Report (*if an ethical review was needed*)

Negotiation Mandate

→ sets the framework for the negotiations

- Contact details of the responsible PO & LO at the EC
- Timetable for negotiation
 - Deadline for receipt of the first draft of DoW and GPFs
 - Deadline by which time negotiations should be completed
 - Date and time of negotiation meetings (if needed)
- Request for clarifications and changes to be made to the technical content (based on the ESR)
- Maximum EC Contribution
- Duration for the project

1. Proposal No <funding scheme>
2. Strategic objective / Theme: <number>, <title>, <call n>
3. Project Officer (to whom all documents must be returned):
 Tel : 32-2 29.....
 European Commission Fax : 32-2 29.....
 DG E-mail :
 Office ...
 B - 1049 Brussels
 [Administrative Officer (from whom clarifications on grant agreement preparation forms should be requested): Tel : +32-2-29.....
 European Commission Fax : +32-2-29.....
 DG E-mail :
 Office ...
 B - 1049 Brussels]
 Or⁹ Tel : 32-2 29.....
 Research Executive Agency (REA) Fax : 32-2 29.....
 COV 2 floor/office number E-mail :
 B - 1120 Brussels
4. EU financial contribution:
Maximum financial EU contribution¹⁰ EUR
 [Suggested breakdown of contribution per partner:
 EUR
 EUR]
5. Duration of the project months
6. Changes in technical content (please redraft the Description of Work on the basis of the specifications provided in the *Negotiation Guidance Notes for coordinators*. If applicable, please take into consideration the recommendations contained in the evaluation summary report and the following additional comments):

7. Timetable for negotiation
 <date> Deadline for the first version of the description of work (Annex I) and the GPFs
 [<date> Negotiation meeting in Brussels/Luxembourg]
 <date> End of negotiations (including reception of final signed originals of GPFs)
8. Date and time of first negotiation meeting /... at ... hours
Address for the first negotiation meeting
 Brussels/Luxembourg
 The meeting is planned to last ... hours and will have the following draft agenda:

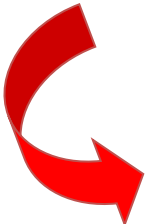
]
 [You will be notified of the date and place of the first negotiation meeting within the coming days.]

⁹ Exclusively in the projects managed by Research Executive Agency

¹⁰ This is an estimate of the maximum possible funding and does not take into account any possibly required changes (e.g. in form of the grant, detailed consequences of any recommended technical adaptations). For Marie Curie actions this may be replaced by a maximum of man/months mobility.

Completion of Negotiation

Once agreement is reached on all technical, financial and legal issues a draft GA is sent to coordinator



Coordinator + EC sign GA



The coordinator distributes a copy of the GA
All beneficiaries sign **Form A** to accede to the GA

- Time to project start : manage the negotiation schedule
- **Technical and Financial negotiation**
- The Negotiation Facility (NEF)
- Grant Preparation Forms

TECHNICAL negotiation

Objective: agree on the final content of Annex I

- Address the comments made in the ESR
- Verify that the project objectives are SMART:
Specific / Measurable / Attainable / Realistic / Timely
- Confirm the list of deliverables
timing / content / dissemination level / needed resources
- Confirm project milestones + their assessment criteria
- Confirm the work described:
for each beneficiary / in sufficient details / proportionate to resources
- Specify the work to be carried out by each beneficiary
- Give an indicative time schedule for reviews (big projects)

LEGAL & FINANCIAL negotiation

Decision upon:

Timing

- The start date/duration of the project
- Timing of the reporting periods (generally 12-18 months)

Financial aspects

- Budget for full duration
- Budget breakdown per period
- Subcontracting and other third parties
- Amount of pre-financing
- Financial capacity of coordinator and of any other participant with EC contribution > EUR 500.000
- Coordinator's commitment to open an interest-yielding bank account (or exemption if it fulfils the conditions)

Other

- operational capacity of the proposed coordinator (management skills, capabilities and experience)
- Any special clauses required
- The 'road map' of competitive calls, if later addition of new partners

LEGAL & FINANCIAL negotiation

Focus on some items:

- The start date/duration of the project: 3 possibilities
 - first day of the month following the entry into force of the GA
 - specific fixed date as negotiated
 - a date to be notified by the coordinator within [x] months from entry into force of the Grant Agreement.
- Timing of the reporting periods (generally 12-18 months)
 - adapted to project activity and length
 - Allows efficient follow-up BUT does not add administrative burden
- Amount of pre-financing
 - by default = 160% of average budget for a period – 5% GF
 - can be + or -, depending on specificities of the project
 - e.g. most important expenses in the beginning or in the end

Prepare Annex I to GA: Create the description of work (DoW)

Step 1 : turn your proposition into the DoW

- Fill the EC template:
 - Provided in Negotiation Guidance notes
 - Similar for all funding schemes (CP, CSA)
- Same basic layout as the proposal, two parts:
 - Part A: structured data collected in forms (through web interface)
 - Part B: text document uploaded as a PDF file into the Negotiation Facility Tool (NEF)

Prepare Annex I to GA: Adapt the Description of Work (DoW)

Step 2 : modify the content of the proposition

- Implement recommendations from:
 - negotiation mandate / ESR
 - comments of the project officer during the negotiation
- Pay attention to the following:
 - type of activity: RTD, DEM, OTHER
COOR (only applicable to coordination actions)
SUPP (only applicable to support actions)
 - ONE work package = ONE type of activity!
 - Scientific coordination = RTD
 - number of deliverables (and timing)
 - milestones

Prepare Annex I to GA: Adapt the Description of Work (DoW)

Step 3 :

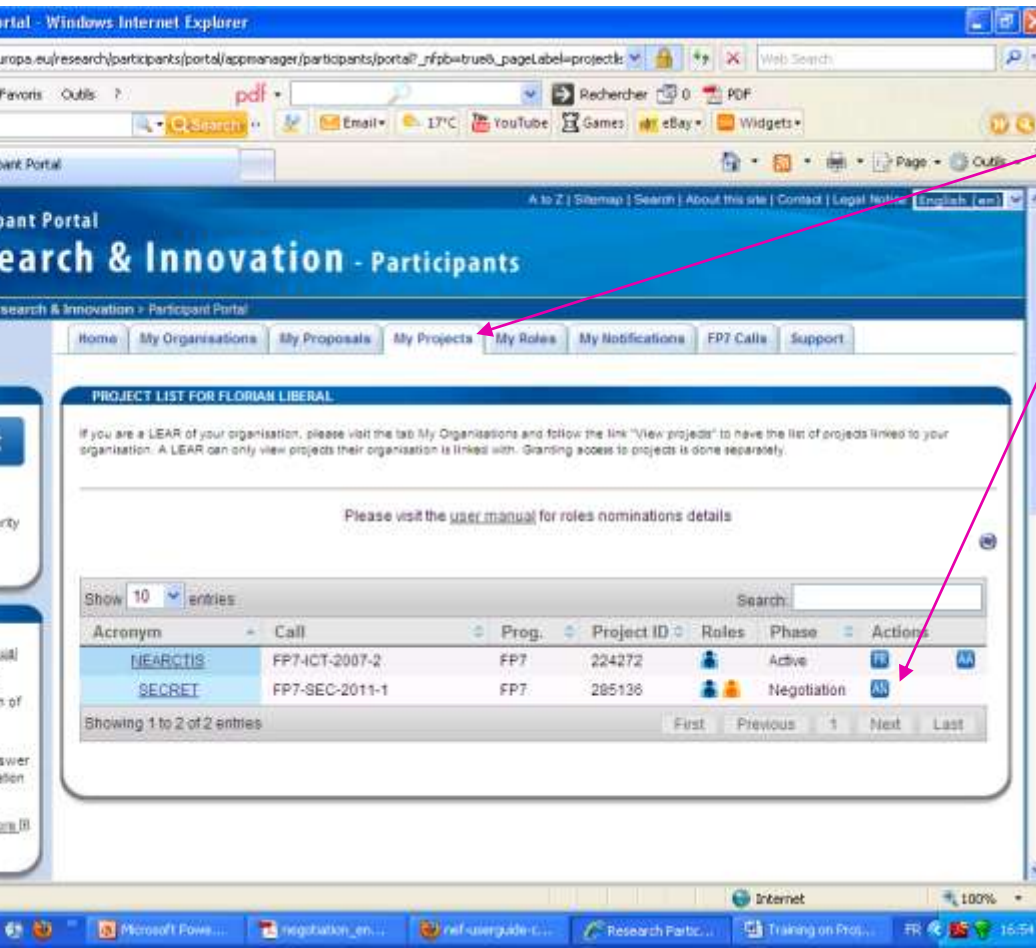
- ✓ **upload the Description of Work on the NEF**
- ✓ **prepare, print and sign the online NEF forms (GPF)**

- Time to project start : manage the negotiation schedule
- Technical and Financial negotiation
- **The Negotiation Facility (NEF)**
- Grant Preparation Forms

The Research Participant Portal

Single platform for all FP7 project related exchanges

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



The screenshot shows the Research Participant Portal interface. The main heading is "Research & Innovation - Participants". Below the heading is a navigation menu with options: Home, My Organisations, My Proposals, My Projects, My Roles, My Notifications, FP7 Calls, and Support. The "My Projects" tab is selected. The main content area displays a "PROJECT LIST FOR FLORIAM LIBERAL". A message states: "If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link 'View projects' to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately." Below this message is a link to the "user manual" for roles nominations details. A table shows a list of projects with columns for Acronym, Call, Prog., Project ID, Roles, Phase, and Actions. The table contains two entries: NEARCTIS (FP7-ICT-2007-2) and SECRET (FP7-SEC-2011-1). The table is paginated, showing 1 to 2 of 2 entries.

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
NEARCTIS	FP7-ICT-2007-2	FP7	224272		Active	
SECRET	FP7-SEC-2011-1	FP7	285136		Negotiation	

- For registered entities
 - Submission of proposals,
 - **Negotiations** → NEF,
 - management of projects: financial (FORCE) and scientific reporting amendments (SESAME).
- For all
 - Legal entity registration (creation of an account)
 - Access to FP7 calls,
 - FP7 documentation,
 - organisation search.

Negotiation facility : NEF

Objective : Easy and transparent follow-up of negotiations

Used for:

- Uploading the Description of Work
- Collecting legal and financial data + background information on the participants
 - prepare the GPFs (Grant Agreement preparation forms)

NEF: Data collected for GPF

Information coming from the submission of the proposal

→ To be verified and completed

- General information about the project
 - summary
 - reporting periods
 - eligible costs
- Information on the coordinator
 - Including Bank account
- Information on the coordinator and all the participants
 - Legal data and status
 - Authorised representatives
 - Contact persons
 - Eligible costs and requested EC contribution

NEF: the users

- Partners:
 - View and modify their information
- Coordinators:
 - Views and verifies: his information + partners information
 - Adjusts the eligible cost according to the negotiation parameters, or makes correction of the costs;
 - Fills in: summary, timing for reporting periods and reviews
 - Fills in starting date
 - Responsible for submission of online forms
- E.C. Officer
 - Opens the negotiation session on NEF
 - Verifies the changes
 - Make the necessary corrections if needed

HELP !!! → EC-FP7-IT-HELPDESK@ec.europa.eu

- Time to project start : manage the negotiation schedule
- Technical and Financial negotiation
- The Negotiation Facility (NEF)
- **Grant Preparation Forms**

Grant Preparation Forms (GPFs)


Standard forms to collect info needed for the Grant agreement preparation

- Basic information from the Proposal Submission Forms will be uploaded to pre-filled part of the GPFs
- Electronic submission for the 1st negotiation round
- Must be completed by all applicants (even those who are not requesting a financial contribution)
- The use of Negotiation Form Facility (NEF) interactive online tool is mandatory
- Only final version is on paper with original signatures

GPFs (PART A)

**Project number
(assigned by the EC)
and Project acronym
should appear on each
page of the Grant
agreement preparation
documents
(Part A and Part B)**

**Fill in the same
information given
in the submitted
proposal!!!**

Grant Agreement Preparation Forms	
 EUROPEAN COMMISSION 7 th Framework Programme on Research, Technological Development and Demonstration	All Schemes
A1: Our Project	
Project number ¹	Project acronym ²
ONE FORM PER PROJECT	
GENERAL INFORMATION	
Project title ³	
Starting date ⁴	
Duration in months ⁵	
Call (part) Identifier ⁶	
Activity code(s) most relevant to your topic ⁷	
Free keywords ⁸	
Abstract ⁹ (max. 2000 char.)	

Grant agreement Preparation Forms



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

All schemes (except
Research for the
benefit of SMEs)

A2.1: Who we are

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

LEGAL DATA

If your organisation has already registered for FP7, enter your Participant Identity Code (PIC) ¹²		
Participant legal name ¹³		
Participant short name ¹¹		
Status of validation ¹⁴		

Legal address of the participant		
Street name ¹⁵	Number ¹⁵	
Town ¹⁵		
Postal Code /Cedex ¹⁵		
Country ¹⁵		
Internet homepage (optional)		

Registration data of the participant	
Legal registration number ¹⁷	
Place of registration ¹⁷	
Date of registration ¹⁷	
VAT number ¹⁸	

Legal Entity Appointed Representative (LEAR) ¹⁹			
Family name		First name(s)	
Phone 1 ²⁰		Phone 2 ²¹	
E-mail		Fax ²¹	

If the legal information is not validated or has the status of validated but is incorrect, supporting documents will have to be provided to the Commission/REA. Legal supporting

A2.1

Legal data (address,
legal name, etc.)

Registration data

LEAR:
→ Administrative
contact person for
all FP7 projects of
the partner

Grant Agreement Preparation Forms

EUROPEAN COMMISSION

7th Framework Programme on Research, Technological Development and Demonstration

All Schemes

A2.2:
Who we are

Project number ¹	Project acronym ²	Participant number in this project ¹⁰	Participant short name ¹¹
-----------------------------	------------------------------	--	--------------------------------------

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.²¹

Your organisation is:

<input type="checkbox"/>	Natural person ²²
<input type="checkbox"/>	Legal person ²³
<input type="checkbox"/>	Non-profit
<input type="checkbox"/>	Research Organisation ²⁴
<input type="checkbox"/>	Public body ²⁴
<input type="checkbox"/>	International organisation ²⁵
<input type="checkbox"/>	International organisation of European interest ²⁶
<input type="checkbox"/>	Secondary and higher education establishment ²⁷
<input type="checkbox"/>	Enterprise ²⁸
<input type="checkbox"/>	SME ²⁹

--

THIRD PARTIES LINKED TO THIS PARTICIPANT FOR THIS PROJECT VIA SPECIAL CLAUSE 10

Legal name	PIC

A2.2

- Organization Legal status

Grant Agreement Preparation Forms



EUROPEAN COMMISSION

7th Framework Programme on Research, Technological Development and Demonstration

All Schemes

A2.3:
Authorised Representatives

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

AUTHORISED REPRESENTATIVES FOR THIS PROJECT

Authorised representative to sign the Grant Agreement or to commit the organisation for this project			
Family name		First name(s)	
Title ²⁰		Gender ²⁰ (Female – F / Male – M)	
Position in the organisation ²⁰			
Department/Faculty/Institute/Laboratory name/... ²³			
Address (if different from the legal address)			
Street name ¹⁶		Number ¹⁶	
Town ¹⁶			
Postal Code /Cedex ¹⁶			
Country ¹⁶			
Phone 1 ²⁰		Phone 2 ²⁰	
E-mail		Fax ²⁰	

Authorised representative to sign the Grant Agreement or to commit the organisation for this project			
Family name		First name(s)	
Title ²⁰		Gender ²⁰ (Female – F / Male – M)	
Position in the organisation ²⁰			
Department/Faculty/Institute/Laboratory name/... ²³			
Address (if different from the legal address)			
Street name ¹⁶		Number ¹⁶	
Town ¹⁶			
Postal Code /Cedex ¹⁶			
Country ¹⁶			
Phone 1 ²⁰		Phone 2 ²⁰	
E-mail		Fax ²⁰	

A2.3

Legal Authorised representatives

=

sign the GA

+

commit the organization

Grant Agreement Preparation Forms



EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

All
Schemes

A2.4:

How to contact us

Project number ¹	Project acronym ²	Participant number in this project ¹⁰	Participant short name ¹¹
-----------------------------	------------------------------	--	--------------------------------------

ONE FORM PER PARTICIPANT

CONTACT PERSONS FOR THIS PROJECT

Person in charge of administrative, legal and financial aspects in this project			
Family name		First name(s)	
Title ³⁰		Gender ²⁴ (Female – F / Male – M)	
Position in the organisation ³²			
Department/Faculty/Institute/Laboratory name/... ³³			
Address (if different from the legal address)			
Street name ¹⁸		Number ¹⁸	
Town ¹⁸			
Postal Code /Cedex ¹⁸			
Country ¹⁸			
Phone 1 ²⁰		Phone 2 ²⁰	
E-mail		Fax ²⁰	

Person in charge of scientific and technical/technological aspects in the project			
Family name		First name(s)	
Title ³⁰		Gender ²⁴ (Female – F / Male – M)	
Position in the organisation ³²			
Department/Faculty/Institute/Laboratory name/... ³³			
Address (if different from the legal address)			
Street name ¹⁸		Number ¹⁸	
Town ¹⁸			
Postal Code /Cedex ¹⁸			
Country ¹⁸			
Phone 1 ²⁰		Phone 2 ²⁰	
E-mail		Fax ²⁰	

A2.4

**Person in charge for
Legal & Financial
aspects in the
project**

(= signs the Form C)

**Person in charge for
scientific and
technical aspects**

(= responsible for the
technical
implementation of
the project)

Grant agreement Preparation Forms

EUROPEAN COMMISSION

7th Framework Programme on Research, Technological Development and Demonstration

All Schemes

A2.5:
Our commitment

Project Number ¹	Project Acronym ²	Participant number in this project ¹⁰	Participant short name ¹¹
-----------------------------	------------------------------	--	--------------------------------------

ONE FORM PER PARTICIPANT

1- As an authorised representative to sign and fully aware that a grant agreement may be concluded in accordance with the procedure, in one of the situations referred to in Article 19(1) of the Regulation (EC) No 1995/2006 of 13 December 2006 of the European Communities [OJ L 390, 30/12/2006]

As a consequence, I certify that:

- In compliance with article 93(1) of the Regulation (EC) No 1995/2006 of the European Communities:
 - a) it is bankrupt or being wound up or in liquidation or in arrangement with creditors, or in insolvency proceedings or in national legislation or regulation concerning those matters, or is in a similar situation;
 - b) it has been convicted of an offence under national legislation or regulation in force of *res judicata*;
 - c) it has been guilty of grave professional misconduct which it is not able to justify;
 - d) it has not fulfilled obligations relating to the payment of taxes in accordance with the law of the country of the contracting authority;
 - e) it has been the subject of a criminal conviction involving financial interests;
 - f) it is currently subject to an administrative or judicial investigation or regulation.
- In compliance with article 94 of the Regulation (EC) No 1995/2006 of the European Communities:
 - g) it is not subject to a conflict of interest;
 - h) it has not made false declarations of participation in the grant award procedure;
 - i) it is not in one of the situations of

2- As an authorised representative to sign and also certify that our organisation:

- is committed to participate in the above-mentioned project;
- has stable and sufficient resources to carry out the above-mentioned project and to provide the necessary support;
- has or will have the necessary resources to carry out the above-mentioned project.

Grant agreement Preparation Forms

EUROPEAN COMMISSION

7th Framework Programme on Research, Technological Development and Demonstration

All Schemes

A2.5:
Our commitment

Project Number ¹	Project Acronym ²	Participant number in this project ¹⁰	Participant short name ¹¹
-----------------------------	------------------------------	--	--------------------------------------

ONE FORM PER PARTICIPANT

Certified Declaration

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).

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			
Family name of authorised representative		First Name(s)	
Date DD/MM/YYYY		Signature of the authorised representative to sign the grant agreement or to commit the organisation ³⁵	
Family name of authorised representative		First Name(s)	
Date DD/MM/YYYY		Signature of the authorised representative to sign the grant agreement or to commit the organisation ³⁸	

A2.5
Commitment

Grant Agreement Preparation Forms



EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

All
Schemes

A2.6:

Data Protection & coordination role

A2.6

Commitment of the coordinator

Project number ¹		Project acronym ²		Participant number in this project ¹³		Participant short name ¹¹	
-----------------------------	--	------------------------------	--	--	--	--------------------------------------	--

SIGNED ONLY BY THE COORDINATOR – PARTICIPANT No. 1

CERTIFIED DECLARATION

As coordinator on behalf of all applicants I take note of the following statement:


"All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data (Official Journal L 8, 12.01.2001). Such data will be processed solely in connection with the assessment of the project by the Commission/REA department responsible for FP7. On request, proposers may obtain access to their personal data and correct or complete them. Any questions relating to the processing of these data can be addressed to the project officer. Proposers may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time."

Any sensitive information or material used as background or produced as foreground in this project is covered by a Security Aspect Letter (SAL)³⁵ which is provided. If sensitive information or material is found to be required at a later stage of the project, an amendment to the Grant Agreement will be requested and a SAL will be provided.

I also certify that our organisation is committed to act as the coordinator of this project.

Participant legal name ¹³			
Family name of authorised representative		First name(s)	
Date DD/MM/YYYY		Signature of the authorised representative to sign the Grant Agreement or to commit the organisation ³⁴	
Family name of authorised representative		First name(s)	
Date DD/MM/YYYY		Signature of the authorised representative to sign the Grant Agreement or to commit the organisation ³⁴	


BUDGET (per partner)

Grant Agreement Preparation Forms					
 EUROPEAN COMMISSION 7 th Framework Programme for Research, Technological Development and Demonstration	<h2 style="margin: 0;">Collaborative Project</h2>	<h1 style="margin: 0;">A3.1:</h1> <h2 style="margin: 0;">What it costs</h2>			
Project number*	Project acronym*	Participant number in this project**	Participant short name**		
ONE FORM PER PARTICIPANT					
Funding % for RTD/innovation activities (A) ³⁶	50% or 75%				
Indirect costs ³⁷	Actual indirect costs ³⁸ <input type="checkbox"/> Simplified method ³⁹ <input type="checkbox"/> Standard flat rate ⁴⁰ <input type="checkbox"/> Special transitional flat rate ⁴¹ <input type="checkbox"/>				
My legal entity is established in an ICPC ⁴² and I shall use the lump sum funding method. YES / NO Different from the indirect cost method of my legal entity, my department/faculty/etc. uses actual indirect costs (Special Clause 30). YES / NO					
	Type of Activity				
	RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	TOTAL A+B+C+D
Personnel costs					
Subcontracting					
Other direct costs					
Indirect costs					
Lump sum, flat-rate or scale-of-unit (option only for ICPC)					
Total costs					
Maximum allowable EU contribution					
Requested EU contribution					
Receipts					


A2.4

Coordinator's bank account

→ **Must be an interest-yielding bank account**
(exemption under certain conditions)

Grant Agreement Preparation Forms			
 EUROPEAN COMMISSION 7 th Framework Programme for Research, Technological Development and Demonstration		All Schemes	
		Bank account	
Project number ¹		Project acronym ²	
COORDINATOR'S BANKING INFORMATION			
Account name ¹⁶			
Full address of account			
PO Box ¹⁵		Postal Code/Cedex ¹⁵	
Street name and number ¹⁵			
Town		Country ¹⁵	
VAT number			
Contact person for the account			
Name		First name(s)	
Phone ²⁰		Fax ²⁰	
E-mail			
Bank name			
Branch address (full address – PO Box not accepted)			
Postal Code/Cedex ¹⁵			
Street name and number ¹⁵			
Town		Country ¹⁵	
Details of bank account			
IBAN ¹⁶			
or			
ACCOUNT NUMBER			
Remarks			
We certify that above information declared is complete and true.			
BANK STAMP + SIGNATURE BANK REPRESENTATIVE¹⁷ (both obligatory)		DATE + SIGNATURE ACCOUNT HOLDER (both obligatory)	

Reporting periods

Grant Agreement Preparation Forms	
 <p>EUROPEAN COMMISSION 7th Framework Programme for Research, Technological Development and Demonstration</p>	<p>All Schemes</p> <p style="font-size: 2em; font-weight: bold; margin-top: 20px;">A5:</p> <p style="font-size: 1.5em; font-weight: bold;">Reporting Periods</p>

Project number ¹		Project acronym ²	
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ONE FORM PER PROJECT

Reporting Period	From month	To month	Total estimated eligible cost	Total requested EU contribution

More information on negotiation

- Negotiation guidance notes
ftp://ftp.cordis.europa.eu/pub/fp7/docs/negotiation_en.pdf
- Model Grant Agreement and its annexes and any special conditions that could apply
http://cordis.europa.eu/fp7/calls-grant-agreement_en.html
- Guide to Financial Issues relating to FP7 indirect actions
ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf
- Rules to ensure consistent verification of the existence and legal status of participants, as well as their operational and financial capacities
http://cordis.europa.eu/fp7/find-doc_en.html
- Checklist for a Consortium Agreement for FP7 projects
ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf
- Guide to Intellectual Property Rules for FP7 projects
ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf



