



**Templates for Description of Work (DoW)**

**FP7 Collaborative Projects, Networks of Excellence, Coordination and Support Actions, Research for the benefit of Specific Groups (in particular SMEs)**

Version 16/7/2009

**Disclaimer**

These guidance notes are aimed at assisting participants who are invited for project negotiation following the evaluation of their proposal. It outlines the information and procedures in the negotiation process. It is provided for information purposes only and its contents are not intended to replace consultation of any applicable legal sources or the necessary advice of a legal expert, where appropriate. Neither the Commission nor any person acting on its behalf can be held responsible for the use made of these guidance notes.

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# THE DESCRIPTION OF WORK – ANNEX I TO THE GRANT AGREEMENT

The structure of Annex I to ECGA (description of work) is similar for all funding schemes; however, in certain parts it is funding scheme specific. The following sections provide an annotated structure of Annex I for [Collaborative Projects](Project%20Types.doc), [Networks of Excellence](Project%20Types.doc), [Coordination and Support Actions](Project%20Types.doc) and Research for the benefit of Specific Groups (in particular SMEs).

For the other funding schemes, the subsequent sections only explain those parts of Annex Ito ECGA which are specific for the funding scheme in question.

## Annotated Structure of Annex I to ECGA – Collaborative Projects

Annex I to ECGA (description of work) consists of two parts: Part A (budget breakdown and summary) and Part B (description of work). All pages must be numbered and each page should be headed with the project acronym, proposal number and actual drafting date.

Part A of Annex I to ECGA is comprised of the list of participants, the budget breakdown and project summary forms.

Part B of Annex I to ECGA is based on information from Part B of the proposal. However, during the negotiation stage several sections of the original proposal need to be updated and the Consortium may be requested to shorten certain sections of the proposal and elaborate on others.

A template (see Appendix 6) sets out the layout and numbering that must be used when drafting Annex I to ECGA.This is shown below for Collaborative Projects.

**Structure of** **Annex I to ECGA for Collaborative Projects**

**PART A**

A1. Budget breakdown and project summary

A.1 Overall budget breakdown for the project

A.2 Project summary

A.3 List of beneficiaries

**PART B**

B1. Concept and objectives, progress beyond state-of-the-art,   
 S/T methodology and work plan

B.1.1 Concept and project objective(s)

B.1.2 Progress beyond the state of the art

B.1.3 S/T methodology and associated work plan

B.1.3.1 Overall strategy and general description

B.1.3.2 Timing of work packages and their components

B.1.3.3 Work package list /overview

B.1.3.4 Deliverables list

B.1.3.5 Work package descriptions

B.1.3.6 Efforts for the full duration of the project

B.1.3.7 List of milestones and planning of reviews

B2. Implementation

B.2.1 Management structure and procedures

B.2.2 Beneficiaries

B.2.3 Consortium as a whole

*If applicable* [Sub-contracting]

*If applicable* [Funding for beneficiaries from third countries]

*If applicable* [Additional beneficiaries / Competitive calls]

*If applicable* [Third parties]

B.2.4 Resources to be committed

B3. Potential impact

B.3.1 Strategic impact

B.3.2 Plan for the use and dissemination of foreground

*If applicable* [Contributions to standards]

[Contribution to policy developments]

[Risk assessment and related communication strategy]

[B4. Ethical issues] *if applicable*

[B5. Consideration of gender aspects] *optional*

*Where applicable, the text below indicates for the different headings and subheadings of Annex I where a change compared to the original proposal is expected and/or requested.*

**Cover Page**

The [Cover Page](Cover%20page.doc) of Annex I to ECGA is based on proposal information and the project acronym used in the proposal should not be changed (please see Appendix 6).

**Contents page**

The table of contents should include page numbering.

**PART A**

**Budget breakdown and project summary**

Part A is comprised of 2 forms taken from the GPFs.

* Budget breakdown form (copy of A3.2 form of the GPFs).
* Project summary form (copy of A1 form of the GPFs).
* List of beneficiaries

**PART B**

Part B of Annex I to ECGA is based on Part B of the proposal.

**B1. Concept and objectives, progress beyond state-of-the-art,**

**S/T methodology and work plan**

**B 1.1 Concept and project objective(s)**

This section should be based on Part B section 1.1 of the original proposal.

Explain the concepts of your project. What are the main ideas that lead you to propose this work? Describe the objectives of the project in detail, in particular in a **measurable** and **verifiable** form*.* Objectives should be achievable within the project (not through subsequent developments); they should be specific and timed (e.g. by which date/milestone the objectives will be achieved), well in line with the milestones that will be indicated under section 1.3 below.

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

This section should be based on Part B section 1.2 of the original proposal, but the description of the state-of the-art should be shorter while the 'baseline' descriptions and a description of the performance / research indicators have to be added.

Describe briefly the state-of-the art in the area concerned, and the advance that the project will bring about. Include also a part which clearly describes the "baseline" of the project in terms of "where does the project work start", and ‘the baseline data’ against which the project will measure its progress and the results the project aims to achieve (e.g. advances over the state of the art, increase of innovation /exploitation potential, etc.). The Consortium should in particular include the definition of criteria and "performance/ research indicators" for the project along which results, progress and impact of the project will be measured in later reviews and assessments.

**B 1.3 S/T Methodology and associated work plan**

This section is based on Part B section 1.3 of the proposal. It describes the scientific and technical (S&T) approach and provides in detail the work planned, over the full duration of the project, to achieve the objectives.

A detailed work plan should be presented broken down into work packages (WPs) which should follow the logical phases of the project implementation. It must include consortium management and assessment of progress and results (Please note that your overall approach to management will be described later, in section 2 of Annex I).

If appropriate, the work plan should also include a separate work package for dissemination and use/exploitation planning. Overall, the work plan should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission.

Essential elements of this section are:

**B 1.3.1 Overall strategy and general description:** This section should outline the strategy for the work plan, provide a general description of the structure of the work plan and explain how it will lead the participants to achieve the objectives of the project. It should also identify any significant risks and describe contingency plans.

**B 1.3.2 Timing of work packages and their components**: Include a graphic representation, e.g. GANTT chart or similar, of the planned timing of the different work packages and their components. Timing should be relative, expressed in months (e.g. project month 3, project month 18 etc.). Month 1 is the month that starts at the start date of your grant agreement.

**B 1.3.3** [**Work package list / overview**](#_Template:_Work_package)**:** Each work package must relate to one and only one [specific activity type](SPECIFIC%20ACTIVITY%20TYPES.doc), allowed by the chosen funding scheme[[1]](#footnote-1): e.g. research, technological development and innovation related activities, demonstration management of the Consortium activities, training activities, etc. Large, long-duration work packages make the job of monitoring technical progress difficult and should be avoided. For the [work package list](Work%20package%20list.doc), use the same form as in the [proposal](Work%20package%20list.doc). See template in Appendix 6.

**B 1.3.4** [**Deliverables list**](#_Template:_Deliverables_list):Insert a [tabular listing](Deliverables%20List.doc) of deliverables[[2]](#footnote-2) indicating deliverable number and title, brief verifiable description of the deliverable, work package reference number, participant leading production of deliverable, estimated number of person-months attributed to the production of the deliverable, nature of deliverable, security rating of deliverable, date to be delivered to Commission. See template in Appendix 6.

Each significant element of the project should conclude with a deliverable which is the concrete output and evidence of the work. A small work package may produce just one deliverable whereas larger work packages may produce several deliverables.

Deliverables should be limited in number, and be specific and verifiable. All listed deliverables must be quality controlled and sent to the Commission for review and approval, on behalf of the Consortium, by the project coordinator.

Deliverables should be described in clear words explaining what can be expected in terms of content and detail. A deliverable may be a report, or an action such as the construction of a prototype*,* the production of a demonstrator (both together with a brief report describing the achievement), the organisation of a conference with the production of related proceedings, the publication of a book, the completion of a specification, etc.

As deliverables provide valuable information on the progress of work, a regular schedule should be planned without lengthy gaps. Delivery dates should be planned throughout the project lifecycle and may also be closely linked to the timing of project reviews.

As the Seventh Framework Programme is funded with public funds, a reasonable number of non-confidential deliverables, suitable for publication, should be foreseen.

There is also a number of compulsory reports / deliverables that are described in section 6 of these guidance notes.

**B 1.3.5** [**Work package descriptions**](#_Template:__Workpackage)**:** Each work package should represent a major sub-division of the project and have a verifiable end-point (normally a deliverable or an important milestone in the overall project).

Each work package should have an associated precise, clear and quantified description using the same format as in the proposal. A template is also given in Appendix 6.

**B 1.3.6** [**Efforts for the full duration of the project**](#_Template:_Project_Effort)**:** Include here two [Project Effort Forms](Project%20Effort%20Forms.doc) which show the person-months per beneficiary associated with each activity for the full duration of the project. Templates are given in Appendix 6.

The [first form](Project%20Effort%20Forms.doc) to be used here is the same as the one used in the proposal; [the second form](Project%20Effort%20Forms.doc) is an extended version with a breakdown to 'activity type'- level per participant. This is required for the correct calculation of the requested EC contribution, as different reimbursement rates apply for the different activity types.

**B 1.3.7** [**List of milestones and planning of reviews**](#_Template:_Milestones_List)**:** Each [milestone](Milestones.doc) needs to be described in terms of expected results and achievements. Milestones are points where major results have been achieved as the basis for the next phase of work, or are control points at which decisions are needed; for example a milestone may occur when a major result has been achieved, if its successful attainment is a pre-requisite for the next phase of work. Another example would be a point when a choice between several technologies will be adopted as the basis for the next phase of the project.

In addition, a [summarised overview of the milestones](Milestones.doc) should be given in an extended version of the format in the proposal. The section should also include an indicative time [schedule of the planned project reviews](Milestones.doc). A review may be planned after the most important milestones, ideally in line with the end of the identified project reporting periods. Templates for both tables are given in Appendix 6.

**B2. Implementation**

**B 2.1 Management structure and procedures**

This section describes the project’s organisational structure and high-level decision-making mechanisms. It should describe how the project management will enable the project to achieve its goals. If the addition of beneficiaries during the lifetime of the project is foreseen, describe how the management structure will adapt for this.

**B 2.2 Beneficiaries**

This section should be based on section 2.2 of part B of the proposal but possibly in a reduced format, if requested by the project Officer. Upon request of the Commission you may be asked to include a full description in an Appendix to your Annex I.

For each beneficiary provide a brief description of the organisation (including names of key persons to be involved), the main tasks attributed to them in the project, and the previous experience relevant to those tasks. Provide also a short profile of the personnel who will be undertaking the work. If the named key persons do not in fact take part in the work, or are substituted by other persons without the knowledge of the Commission, this could be seen as beneficiaries not fulfilling their obligations towards the technical quality of the work. This could lead to a more in-depth review of the project.

**B 2.3 Consortium as a whole**

This section is based on Part B section 2.3 of the proposal.

Describe how the beneficiaries collectively constitute a consortium capable of achieving the project objectives, and how they are suited and committed to the tasks assigned to them. Show complementarities between beneficiaries. Explain how the composition of the consortium is well balanced in relation to the objectives of the project.

If appropriate, describe the industrial/commercial involvement foreseen to ensure exploitation of the results. Show how the opportunity of involving SMEs has been addressed.

Further, if relevant; explain the following items

**Sub-contracting[[3]](#footnote-3)**: If any part of the work is foreseen to be sub-contracted by a participant, describe the work involved and an estimation of the costs, explain why a sub-contract is needed and how the selection will be performed. Please note that there are special conditions for subcontracting for the funding scheme 'Research for the benefit of specific groups (in particular SMEs).

**Third parties (other than subcontractors):** If any part of the work is foreseen to be carried out using financial resources or resources in kind provided by third parties, identify and describe these third parties and the amount involved and their relation to the respective beneficiaries.

**Funding for beneficiaries from "third" countries**: If one or more of the beneficiaries requesting EU funding are based outside of the EU Member and Associated states and is not in the list of 'International Cooperation Partner Countries', explain in terms of the project’s objectives why such funding would be essential.

**Additional beneficiaries / Competitive calls:** If there are as-yet-unidentified beneficiaries in the project, the expected competences, the role of the potential beneficiaries and their integration into the running project should be described. If any 'competitive calls' for new beneficiaries are planned, describe the timing, expected budget, purpose, scope and procedure for publication and evaluation of the call.

**B 2.4 Resources to be committed**

This section is based on section 2.4 of the original proposal part B, but may require more details than provided in the proposal.

In addition to the budget breakdown form (part A) and the overviews of staff effort broken down to work package level in section 1.3, please provide a management level description of resources and budget identifying personnel and any other major costs.Describe here the resources which are needed to carry out the project (personnel, indirect costs, equipment, etc. for each of the beneficiaries). The description should show that the project will mobilise the resources necessary to carry out the work for the overall duration, including those resources that will complement the EC contribution. It should also show how the resources will be integrated and used to form a coherent project within the overall financial plan.

**B3. Impact**

**B 3.1 Strategic impact**

This section is based on Part B section 3.1 of the proposal.

Describe how your project will contribute to the expected impacts listed in the work programme in relation to the topic(s) in question.Mention the steps that will be needed to bring about these impacts, for example in reinforcing competitiveness or in solving societal problems or addressing specific problems. If possible, identify specific areas in which the project results can have a genuine influence. Explain why this contribution requires a European (rather than a national) 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.

**B 3.2 Plan for the use and dissemination of foreground**

This section is based on section 3.2 of the original proposal. If appropriate, a separate work package should be designed with the relevant activities to accomplish this task.

Appropriate measures should be planned and implemented to ensure the optimal dissemination and use / exploitation of project results. The description should cover the Consortium's strategy and measures regarding:

* The management of knowledge and intellectual property
* The plan for the use of results (e.g. further research or commercial exploitation) and for the dissemination of the foreground (knowledge generated during the project) beyond the Consortium; both during the lifetime of the project and afterwards.

A plan for the use and dissemination of foreground is mandatory for all projects for the final report and form part of the compulsory deliverables. A basic version of the dissemination and use plan can be prepared in the first phase of the project (or at mid-term), and foreseen in Annex 1. A project website is strongly recommended.

If applicable this section should also include:

**Contributions to standards:** Contributions to national or international standards, which may be made by the project, if any should be described.

**Contribution to policy developments**: Any significant impacts the project may have on research or research-based policy development at regional, national or European level should be described together with a description, if relevant, of the policy process in which the project is embedded.

**Risk assessment and related communication strategy:** Any potential risks (real or perceived) for society/citizens associated with the project and the communication strategy adopted in this regard should be fully described.

**B4. Ethical issues *(if applicable)***

If in the proposal you have answered some of the questions in the ethical issues table with 'YES' or if your evaluation summary report mentions that ethical issues need to be addressed, then repeat your section 4 of the proposal here and address any issues which may be requested in the Evaluation Summary Report or the separate ethical issues review report (<ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-ethics-eir.doc>), if any. Please see Appendix 2 for the negotiation of ethical issues.

**B5. Gender aspects *(optional)***

The Consortium or individual beneficiaries have the option to give an indication of the type of actions that will be undertaken during the course of the project to promote gender equality in the project, or in the specific research field.

Relevant activities might include actions related to the project consortium (e.g. improving the gender balance in the project consortium, measures to help reconcile work and private life, awareness raising within the Consortium) or, where appropriate, actions aimed at a wider public (e.g. events organised in schools or universities)

The gender dimension of the research content should also be considered.

Gender Aspects should be addressed in a work package or task within a work package. See Appendix 8 for more details.

## Annotated Structure of Annex I to ECGA – Networks of Excellence

The structure of Annex I to ECGA for Networks of Excellence is similar to the one for Collaborative projects, except for the sections described below.

**B1. Concept and objectives, long term integration, Joint Programme of Activities**

**B 1.2 Long term integration**

This section should be based on section 1.2 of part B of the proposal.

Indicate in this section how the research domain addressed by the network will benefit from the long term integration of the beneficiaries activities and capacities, how the implementation of the Joint Programme of Activities (JPA) will contribute to the creation of a 'virtual centre of excellence' and how the JPA entails for its implementation the combination and complementary use of a significant volume of resources from the beneficiaries.

**B 1.3 Joint Programme of Activities**

This section should be based on section 1.3 of part B of the proposal.

Here, you should describe, in detail, the work planned to achieve the objectives of the project - for the full duration of the project. The Joint Programme of Activities (JPA) comprises all activities carried out jointly by the beneficiaries. It should entail, for example, mutual access to infrastructure, equipment, material, data and knowledge; exchanges of researchers, managers, technicians; redesign of the research portfolios and the research priorities, and reallocation of resources. The JPA should be designed in a way that increases the number and the quality of the results produced, while optimising the use of the beneficiaries.

A detailed work plan should be presented, broken down into work packages which include consortium management and assessment and progress of results. (Please note that the overall approach to management will be described later in section 2).

**B 1.3.1 Overall strategy and general description:** This section should outline the strategy for the JPA, provide a general description of the structure of the JPA and explain how it will lead the participants to achieve the objectives of the project. It should also identify any significant risks and describe contingency plans.

**B 3.2 Spreading excellence, exploiting results, disseminating knowledge**

This section outlines how the project intends to achieve the envisaged benefits through engagement with stakeholders outside the network and public at large. It is based on section 3.2 of part B of the proposal

## Annotated Structure of Annex I to ECGA – Coordination Actions

The structure of Annex I to ECGA for Coordination Actions is similar to the one for collaborative projects, except for the sections described below.

**B1. Concept and objectives, contribution to the coordination of high quality research, quality and effectiveness of the coordination mechanism and associated work plan**

**B 1.2 Contribution to the coordination of high quality research**

This section is based on section 1.2 of part B of the proposal.

Indicate how the area addressed by the project will benefit from the coordination (including networking) that you propose.

**B 1.3 Quality and effectiveness of the coordination mechanisms and associated work plan**

All the comments for collaborative projects in the section above apply also here, only the wording of the heading is slightly different. This section is based on section 1.3 of part B of the proposal.

**B 3.2 Spreading excellence, exploiting results, disseminating knowledge**

This section is based on section 3.2 of part B of the proposal. It outlines how the project intends to achieve the envisaged benefits through engagement with stakeholders outside the coordination action, and the public at large.

## Annotated Structure of Annex I to ECGA – Support Actions

The structure of Annex I to ECGA for Support Actions is similar to the one for collaborative projects, except for the sections described below.

**B1. Concept and objectives, quality and effectiveness of the support mechanisms and associated work plan**

**B 1.2 Quality and effectiveness of the support mechanisms and associated work Plan**

This section is based on section 1.2 of part B of the proposal.

All the comments under heading 1.3 of collaborative projects apply also here.

**B 3.2 Spreading excellence, exploiting results, disseminating knowledge**

This section is based on section 3.2 of part B of the proposal. It outlines how the project intends to achieve the envisaged benefits through engagement with stakeholders outside the support action, and the public at large.

## Annotated Structure of Annex I to EC GA – Research for the benefit of specific groups (in particular SMEs)

The structure of Annex I to EC GA (Description of Work) is slightly different from that of the Collaborative Projects. The structure below should be adapted accordingly to the two types of activities within this funding scheme: Research for SMEs and Research for SME Associations.

### Template: Cover page. List of Beneficiaries

It should include an additional column "Beneficiary type". In the case of Research for the benefit of SMEs these are: SME, SME-AG, RTD and OTH.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Beneficiary Number \*** | **Beneficiary name** | **Beneficiary short name** | **Beneficiary type** | **Country** | **Date enter project\*\*** | **Date exit project\*\*** |
| 1(coordinator) |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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**PART A**

Part A contains two Sections, with the following structure:

Section 1. Budget breakdown and project summary

1.1 Overall budget breakdown for the project

1.2 Project summary

1.3 List of beneficiaries

Section 2. The Transaction

2.1. Offer from the RTD performers to the SME / SME-Associations participants (and, if applicable, by Other Enterprises and end-users)

2.2 Project Results (including knowledge) to be acquired by the participants

**PART B**

Part B of Annex I to EC GA is based on information from Part B of the proposal. Certain sections described below differ from that of the Collaborative Projects'.

**B 2.3 Consortium as a whole**

Further, if relevant; explain the following items

**Sub-contracting[[4]](#footnote-4)**: Other than those covered by the "Transaction" in Part A Section 2. If any part of the work is foreseen to be sub-contracted by a participant, describe the work involved and an estimation of the costs, explain why a sub-contract is needed and how the selection will be performed.

**B3. Potential impact**

**B 3.1.1 Impact for the participating SMEs / SME Associations and their members**

This section is based on Part B section 3.1 of the proposal.

Describe how your project will contribute to the expected impacts listed in the work programme in relation to the topic(s) in question.Mention the steps that will be needed to bring about these impacts, for example in reinforcing competitiveness or addressing specific problems. If possible, identify specific areas in which the project results can have a genuine influence. Explain why this contribution requires a European (rather than a national) 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.

**B 3.1.2 Project Results and IPR**

This section is based on Part B section 3.2.1 of the proposal

Provide a clear and adequate description of how the participants will organise IPR ownership and user rights (e.g. licences, royalties) among themselves.

By default, the participating SMEs / SME Associations retain the full ownership of all project results ("foreground") and the RTD-performers are remunerated accordingly. The consortium may however reach a different agreement in their own best interests, as long as the SMEs / SME Associations are provided with all the rights that are required for their intended use and dissemination of the project results. In the case of SME Associations it should be ensured that a large group of SMEs benefit from the results post project completion.

If the consortium decides to follow the default approach it has to ensure that the RTD performers provide the participating SMEs/ SME Associations with the full ownership and exploitation rights of all the results generated by the project. Describe adequately and clearly the intended process and measures for the exploitation and/or protection of project results by the participating SMEs. The proposal should clearly outline how the consortium intends to protect, share, manage and exploit IPR (both background and foreground).

If the consortium agrees that the RTD performers keep part ownership or the entire foreground, the consortium has to describe clearly:

1) How it is ensured that the participating SMEs / SME Associations are provided with all the rights that are required for their intended use and dissemination of the project results?

2) How this is reflected in the value of the transaction (remuneration of the RTD performers)?

3) How the RTD performers are going to exploit the project results and IPR?

Furthermore the consortium may foresee that members of the SME Associations and/or Other enterprises and end-users involve resources in the project and receive in return access rights for the dissemination and use of results generated by the project. This has to be described clearly.

In all cases the participants should present a breakdown on how to share different elements of IPR proportional to their work in the project and in line with their business strategy or position in the supply chain. Describe clearly, if applicable, any allocation of rights for the dissemination and use to Other Enterprises and end-users, or RTD performers

Access rights to background and foreground to carry out the project and after its conclusion should be clearly defined. A table listing all items by partner and type of access right granted should be included in this chapter.

## Appendix 6 – Templates for Annex I

### Template: Cover page

**SEVENTH FRAMEWORK PROGRAMME**

**THEME [#]**

**[Theme Title]**

**Grant agreement for:****<Funding Scheme>[[5]](#footnote-5)**

***Annex I - “Description of Work”***

Project acronym: *(same as proposal acronym)*

Project full title:

Grant agreement no.: *(same as proposal no)*

Date of preparation of Annex I (latest version):

Date of approval of Annex I by Commission: *(to be completed by Commission)*

|  |  |
| --- | --- |
|  | **List of Beneficiaries** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Beneficiary Number \*** | **Beneficiary name** | **Beneficiary short name** | **Country** | **Date enter project\*\*** | **Date exit project\*\*** |
| 1(coordinator) |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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\* Please use the same beneficiarynumbering as that used in the Grant Agreement Preparation Forms

\*\* Normally insert “month 1 (start of project)” and “month n (end of project)”

### Template: Milestones List and planned reviews

Milestones are points where major results have successfully been achieved as the basis for the next phase of work, or are control points at which decisions are needed; for example a milestone may occur when a major result has been achieved, if its successful attainment is a pre-requisite for the next phase of work. Another example would be a point when a choice between several technologies will be adopted as the basis for the next phase of the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List and schedule of milestones** | | | | | |
| **Milestone**  **no.** | **Milestone name** | **WPs no's.** | **Lead beneficiary** | **Delivery date from Annex I [[6]](#footnote-6)** | ***Comments*** |
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Reviews should ideally be synchronised with ends of project reporting periods – which may coincide with the major milestones of the project. A tentative planning has to be indicated using the following template table:

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| --- | --- | --- | --- |
| **Tentative schedule of project reviews** | | | |
| **Review**  **no.** | **Tentative timing, i.e. after**  **month X = end of a reporting period [[7]](#footnote-7)** | ***planned venue of review*** | ***Comments , if any*** |
| **1** | After project month: X |  |  |
| **2** | After project month: X |  |  |
| **3** | After project month: X |  |  |
| **…** | **………………** |  |  |

Note: This is a new table which was not included in the proposal.

### Template: Work package list

**Work package list**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work package No[[8]](#footnote-8)** | **Work package title** | **Type of activity[[9]](#footnote-9)** | **Lead  beneficiary No[[10]](#footnote-10)** | **Person-months[[11]](#footnote-11)** | **Start month[[12]](#footnote-12)** | **End month[[13]](#footnote-13)** |
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|  |  |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |

### Template: Deliverables list

**List of Deliverables – to be submitted for review to EC[[14]](#footnote-14)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Del. no. [[15]](#footnote-15)** | **Deliverable name** | **WP no.** | **Lead bene-ficiary** | ***Estimated indicative person-months*** | **Nature[[16]](#footnote-16)** | **Dissemi-nation  level [[17]](#footnote-17)** | **Delivery date[[18]](#footnote-18)**  **(proj.**  **month)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTAL | | | |  |  | | |

### Template: Project Effort Form 1 - Indicative efforts per beneficiary per WP

Project number (acronym) : ………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Workpackage***[[19]](#footnote-19)** | WP1 | WP2 | WP3 | … | TOTAL per Beneficiary |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Beneficiary 1 short name |  |  |  |  |  |
| Beneficiary 2 short name |  |  |  |  |  |
| Beneficiary 3 short name |  |  |  |  |  |
| …. |  |  |  |  |  |
| ….. |  |  |  |  |  |
| ….. |  |  |  |  |  |
| ….. |  |  |  |  |  |
| ….. |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

Note: This is the same table format as in part B of the proposal.

### Template: Project Effort Form 2 - indicative efforts per activity type per beneficiary[[20]](#footnote-20)

Project number (acronym) : ………………………………

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Activity Type* | Beneficiary 1 short name | Beneficiary 2 short name | Beneficiary 3 short name | Beneficiary 4 short name | Beneficiary 5 short name | etc | TOTAL ACTIVITIES |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| RTD/Innovation activities |  |  |  |  |  |  |  |
| WP name |  |  |  |  |  |  |  |
| WP name |  |  |  |  |  |  |  |
| Etc |  |  |  |  |  |  |  |
| Total 'research' |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Demonstration activities |  |  |  |  |  |  |  |
| WP name |  |  |  |  |  |  |  |
| WP name |  |  |  |  |  |  |  |
| Etc |  |  |  |  |  |  |  |
| Total 'demonstration' |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Consortium management activities |  |  |  |  |  |  |  |
| WP name |  |  |  |  |  |  |  |
| Etc |  |  |  |  |  |  |  |
| Total ' management' |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Other activities |  |  |  |  |  |  |  |
| WP name |  |  |  |  |  |  |  |
| Etc |  |  |  |  |  |  |  |
| Total 'other' |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TOTAL BENEFICIARIES |  |  |  |  |  |  |  |

Note: This is a new table, with a breakdown of efforts per beneficiary to activity type level, which was not requested in the proposal

### Template: Workpackage description

**Work package description**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work package number** |  | | **Start date or starting event:** | | | | | |  | | | |
| **Work package title** |  | | | | | | | | | | | |
| **Activity Type[[21]](#footnote-21)** |  | | | | | | | | | | | |
| **Participant id** |  |  |  |  |  |  |  |  | |  |  |  |
| **Person-months per beneficiary:** |  |  |  |  |  |  |  |  | |  |  |  |

|  |
| --- |
| **Objectives** |

|  |
| --- |
| **Description of work** (possibly broken down into tasks) |

|  |
| --- |
| **Deliverables** (brief description) |

### Specific additional templates for funding schemes on "Research for the benefit of SMEs"

**Section 2. The Transaction**

**Offer from the RTD performers to the SME / SME-Associations participants[[22]](#footnote-22)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of RTD Performer** | **Number of person months** | **Personnel costs** | **Durable equipment** | **Consumables** | **Computing** | **Overhead costs** | **Other costs** | **Total by RTD** | **Project results**  **N° (\*\*)** | **Work package**  **N° (\*\*\*)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total (\*)** |  |  |  |  |  |  |  |  |  |  |

**(\*) This total must be equal to the figure estimated in form A3.2 (Total amount of subcontracting to RTD performers, excl. VAT)**

**(\*\*) Same number as in table B4 (Multiple combination is possible)**

**(\*\*\*) Multiple combination is possible**

**Project Results (including knowledge) to be acquired by the participants**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Participant Num.: | | Participant Num.: | | Participant Num.: | |
| Project Result (No) | Project Result (Description) | Type of Exploitation (\*) | Remuneration (€) | Type of Exploitation (\*) | Remuneration (€) | Type of Exploitation (\*) | Remuneration (€) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Subtotal remuneration |  |  |  |  |  |  |  |
|  |  |
| **Total remunerations\*\*** |  |

(\*) Ownership, Patenting, Licensing, other IPR protection, etc

**(\*\*) This Total must be equal to the figure estimated in Form A3.2 (**Total amount of subcontracting to RTD performers, excl. VAT**)**

1. "types of activities" allowed per scheme are as follows:

   **RTD** = Research and technological development including scientific coordination – applicable for collaborative projects and NoEs,

   **DEM** = Demonstration – applicable for collaborative projects

   **OTHER** = Other activities (including management) – applicable for collaborative projects, NoEs, and CSA

   **MGT** = Management of the consortium – applicable for all funding schemes

   **COORD** = Coordination activities – applicable only for CAs

   **SUPP** = Support activities – applicable only for SAs [↑](#footnote-ref-1)
2. For projects involving the use of classified information, please use security sensitive tabular list (Appendix 4) [↑](#footnote-ref-2)
3. Other than subcontracting to RTD performers (Research for the Benefit of SMEs) [↑](#footnote-ref-3)
4. Other than subcontracting to RTD performers (Research for the Benefit of SMEs) [↑](#footnote-ref-4)
5. The following funding schemes are distinguished: Collaborative Project (if a distinction is made in the call please state which type of Collaborative project is referred to: (i) Small of medium-scale focused research project, (ii) Large-scale integrating project, , (iii) Project targeted to special groups such as SMEs and other smaller actors), Network of Excellence, Coordination Action, Support Action. [↑](#footnote-ref-5)
6. Month in which the milestone will be achieved. Month 1 marking the start date of the project, and all delivery dates being relative to this start date. [↑](#footnote-ref-6)
7. Month after which the review will take place. Month 1 marking the start date of the project, and all dates being relative to this start date. [↑](#footnote-ref-7)
8. Workpackage number: WP 1 – WP n. [↑](#footnote-ref-8)
9. Insert one of the following 'types of activities' per WP (only if applicable for the chosen funding scheme – must correspond to the GPF Forms):

   **RTD** = Research and technological development including scientific coordination applicable for collaborative projects and NoEs

   **DEM** = Demonstration - applicable for collaborative projects

   **OTHER =** Other activities (including management) applicable for collaborative projects, NoEs, and CSA

   **MGT** = Management of the consortium - applicable for all funding schemes

   **COORD** = Coordination activities – applicable only for CAs

   **SUPP** = Support activities – applicable only for SAs [↑](#footnote-ref-9)
10. Number of the beneficiary leading the work in this work package. [↑](#footnote-ref-10)
11. The total number of person-months allocated to each work package. [↑](#footnote-ref-11)
12. Relative start date for the work in the specific work packages, month 1 marking the start date of the project, and all other start dates being relative to this start date. [↑](#footnote-ref-12)
13. Relative end date, month 1 marking the start date of the project, and all end dates being relative to this start date. [↑](#footnote-ref-13)
14. In a project which uses ‘Classified information’ as background or which produces this as foreground the template for the deliverables list in Annex 7 has to be used [↑](#footnote-ref-14)
15. Deliverable numbers in order of delivery dates: D1 – Dn [↑](#footnote-ref-15)
16. Please indicate the nature of the deliverable using one of the following codes:

    **R** = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other [↑](#footnote-ref-16)
17. 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) [↑](#footnote-ref-17)
18. Month in which the deliverables will be available. Month 1 marking the start date of the project, and all delivery dates being relative to this start date. [↑](#footnote-ref-18)
19. Please indicate in the table the number of person months over the whole duration for the planned work , for each work package by each beneficiary [↑](#footnote-ref-19)
20. Please indicate in the table the number of person months over the whole duration for the planned work , for each work package, for each activity type by each beneficiary [↑](#footnote-ref-20)
21. For all FP7 Projects each workpackage must relate to one (and only one) of the following possible Activity Types

    **RTD** = Research and technological development including scientific coordination applicable for collaborative projects and NoEs

    **DEM** = Demonstration - applicable for collaborative projects

    **OTHER** = Other activities (including management) applicable for collaborative projects, NoEs, and CSA

    **MGT** = Management of the consortium - applicable for all funding schemes

    **COORD** = Coordination activities – applicable only for CAs

    **SUPP** = Support activities – applicable only for SAs [↑](#footnote-ref-21)
22. And, if applicable, to Other Enterprises and end-users [↑](#footnote-ref-22)