



Guidelines for Applicants

EraSME 9th Call for Proposals

0. Amendments to previous Document Version

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[...]

EraSME is a follow-up initiative of an ERA-NET by ministries and funding agencies in which currently **six** countries/regions are participating. A future extension of the network to other countries is possible.

- **The Netherlands – NL Agency**

[...]

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[...]

The project application must be submitted **by e-mail** by the project coordinator to the address eu@aif-ftk-gmbh.de before the deadline of the 9th Call on September 30, 2011, noon.

[...]

Proposal must be submitted per **e-mail to eu@aif-ftk-gmbh.de**.

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[...]

A proposal will be evaluated by the respective funding agencies involved following the respective national/regional evaluation criteria **as well as common evaluation criteria**.

[...]

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1 Background and Introduction

The purpose of this document is to provide interested parties with information about participation in the EraSME 9th Call for transnational projects of the EraSME partnership. It is targeted at international research, technology, development and innovation (RTDI) projects between research and technology organisations (RTO) and small and medium sized enterprises (SMEs).

The main objective of the EraSME programme is to strengthen the competitive capacity of SMEs by:

- increasing collaboration between SMEs from different countries,
- increasing cooperation between SMEs and RTOs,
- increasing the cooperative and competitive capability of SMEs to work in international R&D networks,
- increasing the ability of RTOs to cooperate with European SMEs.

EraSME is a follow-up initiative of an ERA-NET by ministries and funding agencies in which currently six countries/regions are participating. A future extension of the network to other countries is possible.

The following regions/countries are participating in the EraSME 9th Call:

- **Austria - Austrian Research Promotion Agency FFG**
- **Belgium / Flanders – Agency for Innovation by Science and Technology IWT**
- **Belgium / Wallonia - Service Public de Wallonie SPW**
- **Czech Republic – Ministry of Industry and Trade MPO**
- **Germany – AiF Project**
- **The Netherlands – NL Agency**

Participants from the above mentioned countries/regions can be funded according to the rules of the respective regional/national funding programme. Participants from other countries/regions are welcome to participate, although no funding possibilities can be guaranteed.

2 Basic Requirements

In addition to the basic EraSME requirements national or regional rules may apply. They are described in the Programme Portraits on the website of EraSME and CORNET available under www.cornet-era.net. Please check the Programme Portraits relevant for your project and get in contact with your local agency!

2.1 Requirements for Projects

Projects must be innovative and must aim to develop new or to improve existing products, processes or services. Projects must also demonstrate real market potential.

General conditions for projects are:

- balanced participation of the partners in the RTDI efforts,
- at least 50% of the work should be performed by industrial partners,
- but regional/national rules will prevail, see overview of funding schemes for details.

To exemplify, some regional/national rules are listed here:

- RTOs may be funded directly or treated as subcontractors.
- Large companies from a participating country can be involved in the consortium, and may receive funding.
- Other partners (large companies, other SMEs, RTOs, etc.) from other countries which do not take part in this call may be part of the project consortium, if their contribution is essential to reach the project goals. However, funding will not normally be available for them.
- Parts of the work may be outsourced to subcontractors.

2.2 Project Duration

The duration of projects can be up to 36 months (according to national rules, please see the overview of funding schemes).

3 Time Schedule EraSME 9th Call

- April 15, 2011** Joint call announcement – opening of the call. Documents available on the EraSME and CORNET website: www.cornet-era.net.
- Continuously** Proposal Submission
- Call Deadline** **September 30, 2011, noon**
- October 28, 2011** Communication of the results of the eligibility check (e-mail to project coordinator), indicating whether the project application fulfils the minimum requirements and will be evaluated.
- December 16, 2011** Communication of funding decisions (e-mail to coordinator). Consortium Agreement negotiation between the participating partners and funding negotiations can start (or continue), according to the respective regional/national rules.
- November 1, 2011** Opening 10th call

4 Application Procedure

4.1 Project Proposal

4.1.1 Proposal Submission – European Level

Application Form

The project application must be submitted **by e-mail** by the project coordinator to the address eu@aif-ftk-gmbh.de before the deadline of the 9th Call on September 30, 2011, noon. The template “EraSME application” available on the website must be used in order to describe the transnational project in English language in 10-15 pages of text.

Annexes

In addition to the project application the coordinator must submit the following documents in separate PDF files electronically:

1. A Letter of Intent of each participating organisation (SME, research organisation, large company, other), signed by an authorised representative of the organisation. The document should be scanned in and submitted in PDF format.
2. A draft Consortium Agreement in PDF format. The template of the draft consortium agreement should be adapted to the EraSME project.

Templates in Word Format for application and all annexes are available for downloading on the website.

4.1.2 Proposal Submission – National/Regional Level

At the same time national / regional forms have to be sent to the national/regional funding agencies. An overview of the funding schemes and contact details of funding agencies is available on the website: www.cornet-era.net.

4.2 Eligibility Criteria

- Proposal must be submitted per e-mail to eu@aif-ftk-gmbh.de.
- Fulfilment of the formal criteria regarding the proposal:
 - written in English
 - project description according to the template for EraSME application available on the website,
 - completed “Letter of Intent” for each participating industrial partner
 - completed “Letter of Intent” for each participating RTO

- draft Consortium Agreement for EraSME project
- National requirements for participation fulfilled (please see overview of funding schemes, Programme Portraits and **please contact your local agency**).
- Maximum duration of the project is 36 months.

4.3 Evaluation

A proposal will be evaluated by the respective funding agencies involved following the respective national/regional evaluation criteria as well as common evaluation criteria. A project will be funded when all involved funding agencies achieve a positive evaluation result. The results of the evaluation will be provided to the project coordinator.

4.4 Agreements and Contracts

4.4.1 Consortium Agreement

A Consortium Agreement between all the project partners is mandatory. It will regulate, inter alia, the following:

- identity of the partners,
- IPR ownership, IPR use and exploitation of the results,
- subcontracting to third parties,
- contributions of each partner to the project,
- confidentiality,
- publications.

The Consortium Agreement should be signed after the funding decision has been communicated and before the contract is signed with the Funding Agencies. An example of a Consortium Agreement is available for download under www.cornet-era.net.

4.4.2 Funding Agreement

Matters related to funding will be determined following the respective national/regional agencies rules. Signature of the Consortium Agreement is a prerequisite for funding.

5 Funding Procedures

Funding will be provided to each partner by his corresponding national/regional funding agency according to the respective rules (please see Programme Portraits and Overview).

5.1 Project Reporting and Monitoring

Projects will be monitored according to the rules of the respective country/region. Hence, technical as well as financial reporting according to national/regional rules will be required. Arrangements will be made during the funding negotiation process.

The project coordinator will be required, in addition, to deliver a final report on the overall project, which will be signed by all partners in the consortium.

6 Contact with regional/national Funding Agencies

For additional information and support, it is strongly recommended to contact the respective regional/national agencies. Please refer to the list of regional/national contacts on the website: www.cornet-era.net.

7 Definitions

Consortium Agreement: A contract between all project partners regulating the terms of their cooperation, including the handling of IPR.

Funding agencies: Agencies which manage the relevant funding programme(s) in the respective country/region.

Funding agreement: Agreement between the funding agency and the funded project partner(s) in the respective country/region.

IPR: Intellectual property rights.

Project coordinator: One of the project partners. The coordinator submits the proposal, leads the project and reports on progress. The coordinator can be replaced between the proposal submission and the submission of the final project plan if necessary.

Project partners: All the participants/partners involved in a project consortium (including subcontractors performing R&D).

Proposal: A project description plus annexes (Letters of Intent of all project partners; draft Consortium Agreement) submitted by the project coordinator.

RTDI: Research, Technology, Development and Innovation.

RTO: Research and Technology Organisation. An organisation which conducts research or development as a main activity, e.g. university, higher education institute, research institute, technology centre, etc.

SME: See the definition of the European Commission dated January 1, 2005:

http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm.

An overview of the definition is given in the following table:

Headcount (Full time equivalents)	Turnover (€)	or	Balance sheet total (€)
< 250	<= 50 million		<= 43 million

Transnational project: A project that includes partners from at least two countries.