



*Simulation for  
manufacturing & engineering*

## **GUIDE for APPLICANTS**

**participating in the competitive open call for  
additional beneficiaries**

**in the**

**Cloud based Simulation platform for  
Manufacturing and Engineering  
(CloudSME)**

**ICT Integrated Project**

# **Guide for Applicants**

## **for selection of additional beneficiaries through competitive open calls<sup>1</sup>**

### **in the CloudSME ICT Integrated Project**

## **1. Introduction**

The participants in the consortium managing an Integrated Project funded by the Seventh Framework programme of the European Community for research, technological development and demonstration activities contributing to the creation of the European research area and to innovation (2007-2013) can, during their initial grant agreement negotiation with the Commission, reserve a portion of the project budget for specific tasks to be carried out by a new beneficiary or beneficiaries which will join the consortium at a later date. These later-joining beneficiaries are selected by means of a competitive open call.

This Guide for Applicants contains the basic information needed to guide applicants in preparing a proposal to join the CloudSME project which has launched such a competitive open call. It gives instructions on how to structure the proposal. It also describes how the proposal should be submitted, and the criteria on which it will be evaluated.

Conditions of participation and funding are those of the Seventh Framework programme, as defined principally in Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013). This can be found in the "EC Rules for participation" document of the FP7 section at

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

The applicant, selected to join the consortium, will be required to accede to the existing grant agreement; a model example of which can also be found at the above website ("Standard model grant agreement"). It will also be required to sign the existing consortium agreement, an internal project document concerning the relations between the partners.

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

### **1.1 Funding participation**

Participation as a beneficiary in an FP7 project is on a cost-shared basis, the Commission making only a partial contribution to the total cost of the work. Selected applicants may only receive funding via the CloudSME project which they join if they are eligible to receive funding under the rules of the Seventh Framework Programme. The following applicants may receive EU funding in an ICT project:

- Any legal entity established in a Member State or an FP7 Associated country<sup>1</sup> (including the European Commission's Joint Research Centre), or created under Community law (e.g. a European Economic Interest Grouping),
- Any international European interest organisation
- Any legal entity established in an FP7 International Cooperation Partner Country (ICPC). A complete list of these countries is given in annex 1 of the ICT Workprogramme<sup>2</sup>, but in principle it includes the developing countries of Africa, Asia and Latin America, as well as those European countries which are not already Member states or Associated countries.

Organisations from other countries may also participate in ICT projects, but normally without funding. There are also a number of other conditions which exclude funding, specified in Articles 93 and 94 of the Commission's Financial Regulation. Full details of the Commission's funding arrangements can be found in the "Guide to Financial Issues" document of the FP7 section. at:

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

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<sup>1</sup> This procedure does not apply to the case of the straightforward replacement of an existing beneficiary who drops out

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

### **2.1 One stage submission**

Proposals for selection as an additional beneficiary in the CloudSME ICT project are submitted in a single stage, by submitting a complete application which is prepared as described in Annex 1 of this document.

### **2.2 Proposal language**

The proposal must be prepared in the working language of the CloudSME project, i.e. in English. Proposals submitted in any other language will not be evaluated.

### **2.3 Submission of proposals**

Proposals must be submitted electronically in PDF format to the address given in the call announcement and in the open call using the Proposal Template given in Annex 1. If the applicant discovers an error in the proposal, and provided the call deadline has not passed, the applicant may submit a new version. Only the last version received before the call deadline will be considered in the evaluation.

Proposals must be received by the closing time and date of the call. Late proposals or proposals submitted to any other address or by any other means than those indicated in the guidelines and call text, will not be evaluated.

Strongly recommended is not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

### **2.4 Acknowledgement of receipt**

Applicants will receive an acknowledgement email after submission or as soon as possible after the close of the open call. The sending of this acknowledgement does not imply that the proposal has been accepted as eligible for evaluation.

## **3. Proposal evaluation and selection**

The CloudSME project will evaluate proposals received in the light of the criteria that governed the Commission's original evaluation and selection of the CloudSME project, using the evaluation form shown in Annex 3 of this document and with the assistance of at least two experts who are independent of any member of the consortium and of any proposer and one expert representing the CloudSME project. The evaluation criteria are presented in Annex 2 of this document. The experts will be individuals from the fields of science, industry and/or with experience in the field of innovation and also with the highest level of knowledge, and who are internationally recognised authorities in the relevant specialist area.

Each expert will record his/her individual opinion of each proposal on the attached form. They will then meet or communicate together to prepare a "consensus" form for each proposal. Using the results given on the consensus form, the consortium will normally select the proposal with the highest overall score. However, the CloudSME project is not obliged to select the highest scoring proposal where it has objective grounds, for example commercial competition. In this case the choice may pass to the next-ranked proposal. Also the CloudSME project may conclude that even the highest scoring proposal is of inadequate quality, in which case it will make no selection. In the event of no selection being made, the project may or may not re-open the call at a later date.

All proposers will receive from the CloudSME project the report of the consensus view of the experts who evaluated their proposal. The selected proposer(s) will be invited to accede to the project's grant agreement with the Commission.

## **4. Support for proposers**

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## Annex 1: Proposal Template

Proposals must be submitted:

- as a single file in PDF format and in English
- to the email address given in the call announcement and the open call
- before the date and time given as the submission deadline in the call announcement and the open call
- applicants will receive an acknowledgement email after sending the proposal

### PROPOSAL TEMPLATE

#### Front page

Open call identifier

Proposal title

Applicant's organisation name

Applicant's organisation address

Name of the coordinating person

Coordinator's telephone number

Coordinator's email

#### 1. Application's short summary

max. 0.5 page

#### 2. Industrial relevance, impact and exploitation plan

max. 3.5 pages

- detailed analysis of the expected benefits of participating in the project
- impact(s) and its metrics
- detailed exploitation plan

#### 3. Work plan and concept

max. 4 pages

##### 3.1 Workplan

- tasks to be performed with time schedule
- deliverables and milestones of tasks
- expected achievements and/or outputs

##### 3.2 Description of use cases

- simulation software to be used
- how the simulation software will be used
- support required from project partners

#### 4. Budget and resources

max. 1 page

- overall and requested budget and its distribution
- resources to be used
- justification of costs and resources

Participant name	Estimated eligible costs						Requested Funding (€)
	Effort (PM)	Personnel Costs (€)	Subcontracting (€)	Other Direct costs (€)	Indirect costs (€)	Total costs	
<b>Total</b>							

**Remark:** The funded activities are expected to be research activities funded at 75% of full costs. Indirect costs for SMEs are expected to be calculated at 60% of direct costs.

#### 5. General Information about the applicant(s)

max. 3 pages

- description of its activities,
- size,
- brief CV of key personnel

## Annex 2. Evaluation Criteria

All marks are from 0 to 5, with 5 marks representing the highest quality. The aspects of the evaluation are as follows:

### 1. Impact (industrial relevance, impact and exploitation plans)

This criterion has a threshold of 3 and carries double weight.

- expected benefit(s) from porting the simulation software to cloud based CloudSME platform or running a simulation application on this platform
- expected impact(s) and its metrics and how impact(s) will be achieved
- soundness of the exploitation plan including measures during and after the CloudSME project

### 2. Soundness of concept and innovation (including the work plan)

This criterion has a threshold of 3.

- quality of the workplan and its breakdown into tasks
- soundness of tasks to be performed and feasibility of their time schedule
- deliverables and milestones of tasks
- expected achievements and/or outputs
- identification of risks and the relevant contingency plans

### 3. Quality of the applicants or the consortium

This criterion has a threshold of 3.

- capability to migrate and run the simulation software on the CloudSME platform or create and run simulation application on the platform and the relevant evidence(s)
- support required from project partners to port the simulation software to the platform or to create and run the simulation application on the platform

### 4. Resources required

No threshold for this criterion.

- overall costs and the requested budget and its distribution
- justification of costs and resources needed

## Annex 3 – Evaluation form

Individual evaluation/Consensus (delete as appropriate)

Proposal No. :	Acronym :
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<p><b>1. Impact (industrial relevance, impact and exploitation plans)</b></p> <p><i>Note: when a proposal only <b>partially addresses the topics</b>, this condition will be reflected in the scoring of this criterion</i></p>	<p><b>Score:</b></p> <p><i>(Threshold 3/5; Weight 2)</i></p>
<p><b>2. Soundness of concept and innovation (including the work plan)</b></p>	<p><b>Score:</b></p> <p><i>(Threshold 3/5; Weight 1)</i></p> <p><i>For the purposes of any subsequent negotiation, an above-threshold score for this criterion is regarded as an indication that the proposer(s) has the operational capacity to carry out the work</i></p>
<p><b>3. Quality of the applicants or the consortium</b></p>	<p><b>Score:</b></p> <p><i>(Threshold 3/5; Weight 1)</i></p>
<p><b>4. Resources required</b></p>	<p><b>Score:</b></p> <p><i>(No threshold)</i></p>
<p><b>Remarks</b></p>	<p><b>Overall score:</b></p> <p><i>(Threshold 09/15)</i></p>

Does this proposal contain ethical issues that may need further attention ?

NO

YES