INTAS
INFORMATION PACKAGE

2003 – 2006

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INTAS INFORMATION PACKAGE

Table of Contents

Remark for the user: This information package provides comprehensive information on all actions to be carried out by INTAS in 2003 – 2006 under the Sixth Framework Programme for Research, Technological Development and Demonstration of the European Communities (FP6). It contains an overview of INTAS actions covering the whole period of the FP6, their general rules, as well as the announcement of the particular calls to be issued whenever they are launched.

The general information included in the information package is completed by the Technical Guide on the electronic submission of a proposal or an application. Users of the INTAS web site can select under **http://www.intas.be** section **"Funding Opportunities"** the elements of interest. If you experience problems in downloading these documents, please contact the INTAS Secretariat at e-mail: infopack@intas.be

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Introduction

INTAS - the International Association for the promotion of cooperation with scientists from the New Independent States of the former Soviet Union (NIS) was established in June 1993 as an independent international organisation with the aim of helping to preserve the scientific potential within its partner countries.

It comprises the member states of the European Union, the European Community, Bulgaria, Iceland, Israel, Norway, Romania, Switzerland and Turkey. Its partner countries are Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.

INTAS promotes international cooperation between scientists of its Members and of its partner countries from the New Independent States of the former Soviet Union (NIS) on the basis of mutual benefit so as to preserve the scientific potential of the NIS by the following activities:

- Open, collaborative and thematic calls for proposals for research projects and networks;
- Young NIS scientists fellowships;
- Encouragement for dissemination and use of results stemming from INTAS research projects by providing grants for innovation activities;
- Summer School Support;
- Infrastructure Actions;
- Strategic Scientific Workshops;

Covering all scientific fields in the exact and natural sciences, economics, social and human sciences, INTAS funds scientific research, fundamental and applied, in the following areas:

Physics;
Mathematics;
Information Technology, Telecommunications;
Chemistry;
Life Sciences;
Earth Sciences, Environment;
Energy, Engineering Sciences;
Aeronautics, Space;
Economics, Social and Human Sciences.

For the period 2003-2006, INTAS will receive 70 M € from the European Union's Sixth Framework Programme for Research, with additional funding being made available by its Members and organisations which co-fund calls for proposals with INTAS. During this period, INTAS will work in conjunction with the thematic programmes of the Sixth Framework Programme of the European Commission.

Part A

INTAS Research Projects & Networks

CONTENTS

General Rules

List of Keywords[1]

[1] Applicable to research projects, networks, innovation projects, young scientist fellowships, infrastructure actions and strategic scientific workshops

PART A INTAS CALLS FOR RESEARCH PROJECTS AND NETWORKS

1. SUPPORTED ACTIVITIES AND TYPE OF CALLS

The core activity of INTAS is to support the collaboration of scientists from the INTAS Members and the New Independent States (NIS) via research projects and networks.

Research Project: a partnership of teams, each of which actively undertakes experimental and/or theoretical research with a view to pooling the results in pursuit of one or more of the defined common objectives.

Network: a partnership of teams bringing together current scientific activities with the purpose of promoting synergy and the regular exchange of information via the development of specified common scientific activities.

There are three types of calls:

Open Call: a call for proposals for research projects and networks not restricted in scope.
Thematic Call: a call for proposals for research projects addressing specific problems.
Collaborative Call: a call for proposals for research projects jointly defined and funded by INTAS and a co-funding organisation.

Each proposal for a research project or network must relate to a topic covered by one of the following fields, subject to the restrictions and eligibility criteria specified in the announcement for the call concerned:

Physics;
Mathematics;
Information Technology, Telecommunications;
Chemistry;
Life Sciences;
Earth Sciences, Environment;
Energy, Engineering Sciences;
Aeronautics, Space;
Economics, Social and Human Sciences.

Research projects and networks are selected on the basis of a peer review system based on the published evaluation criteria for proposals submitted to INTAS within the framework of regularly launched calls. In the case of collaborative calls, the selection will be made jointly with the co-funding organisation. The proposed research must obey ethical principles. In all cases, INTAS abstains from financing military research and from political and commercial activities. Proposals for research projects or networks must have high research content and include research by each of the partners. In all cases, the involvement of young scientists is particularly encouraged.

Proposals which the evaluators consider to be dedicated essentially to the provision of infrastructure, development or technology transfer will not be funded. All proposals are evaluated using the same procedure in direct competition with one another.

2. ELIGIBILITY OF PROPOSALS

Proposals must:

- Be within the scope of the relevant call;
- Meet the minimum partnership and have a coordinator from an INTAS Member;
- Respect the allowable maximum funding;
- Respect the allowable duration of the research project or network;
- Respect the identified submission procedure and use the INTAS program for constructing a proposal;
- Arrive at INTAS by the submission deadline.

Only proposals that meet the above eligibility criteria will be evaluated. INTAS reserves the right to exclude any proposals from the evaluation that are not complete or not submitted in the English language.

Consortia may submit only one proposal for a certain scientific project. If there are several possibilities for the submission, such as to an Open Call, a Collaborative Call or a Thematic Call, the consortium must make a choice and must submit its proposal to only one call. In the case of multiple submissions of identical proposals or such with only minor variations, INTAS reserves the right to declare **all** these proposals ineligible.

ATTENTION:

In INTAS thematic and collaborative calls the rules and modalities for INTAS Open Calls apply, however they are subject to modifications and specific eligibility criteria serving the particular needs of the respective call. Therefore please check carefully the eligibility criteria and rules in the specific call announcements.

When submitting the proposal please carefully verify that you submit to the correct call to which you want to apply. There will be no transfer from one call to the other by INTAS.

3. RESEARCH PROJECTS IN OPEN CALLS

Duration of Projects

The project duration must be 24, 30 or 36 months.

Minimum Partnership

There must be at least four teams: at least two teams from different NIS and at least two teams from mutually independent organisations from different INTAS Members. Scientists from the same university, institute or enterprise must organise themselves in one single team per research project.

Funding

- The maximum allowable funding per project is **20,000 € per year multiplied by the number of NIS teams** participating and subject to an **annual maximum of 100,000 € and a total maximum of 300,000 €**.
- Not more than 25% of the total project funding will be made available in total to all teams from INTAS Members.
- The indicated funding is a maximum. The funding of a project depends on the nature of the research done and must be justified in terms of the resources needed to achieve the aims

and objectives of the proposed project.

- The distribution of the funding between the teams does not have to be even. Each team must make a significant scientific contribution to the project and should therefore receive appropriate funding.

Example Calculations of Total Project Budgets (€)

Number of NIS teams	Maximum funding per year	Total budget for 24 months	Total budget for 30 months	Total budget for 36 months
2	40,000	80,000	100,000	120,000
3	60,000	120,000	150,000	180,000
4	80,000	160,000	200,000	240,000
5 or more	100,000	200,000	250,000	300,000

Example Calculations of Total Grants for NIS and INTAS teams (€)

Number of NIS teams	Duration of project	Maximum budget allowable	Maximum amount to all INTAS teams	Minimum amount to all NIS teams
2	24	80,000	20,000	60,000
2	30	100,000	25,000	75,000
2	36	120,000	30,000	90,000
5 or more	24	200,000	50,000	150,000
5 or more	30	250,000	62,500	187,500
5 or more	36	300,000	75,000	225,000

Allowable costs for research projects are defined as follows:

Labour Costs

- Teams from INTAS Members may claim labour costs according to their own internal rules;
- NIS team members receive labour costs as individual grants according to the following rules:

1. An individual grant is a financial contribution, paid directly to an NIS team member supporting him/her personally in the scientific work in the project.
2. The requested monthly individual grant must be in due relation to the effective working time spent on the project. Team leaders, as eminent scientists and head of research groups have regularly other commitments in teaching, management and research and will therefore be accepted for 2 - 6 months full time involvement per year in the project only.
3. In order to be eligible for an individual grant, an NIS team member must be involved in the scientific activities in the project for at least 4 months in a given year. Once this condition is fulfilled the individual grant shall be calculated on a pro rata basis of the time s/he is actually working in the project with a maximum of 12 months per year. Senior scientists, for the same reasons as team leaders, will not receive a full individual grant for more than 9 months per year.
4. Undergraduate students involved in a project are not eligible for individual grants.
5. NIS team members may take part in more than one INTAS project and/or network, providing the total amount of the individual grants they receive per year does not exceed 12 times the monthly maximum permitted by their category. **Those found to exceed the yearly maximum will be excluded from all current and future INTAS projects.**

6. The **maximum** monthly individual grant for NIS team members is specified below:

Category	Maximum monthly NIS individual grant	Accepted duration of full time project work
Team Leader	Up to 500 €	2- 6 months
Senior Scientist (at least 7 years of research experience after first academic degree)	Up to 400 €	4-9 months
Scientist, Engineer (university degree or equivalent from an institution of higher education) including PhD Students	Up to 300 €	4-12 months
Technical and other specialised staff	Up to 200 €	4-12 months

Please note that these figures are a maximum and may be adapted to the local conditions (purchasing power) by agreement between the team leaders and the coordinator.

Travel and Subsistence

- National and international travel at the cheapest economy rate, visa and social security or other insurance costs relating to the travel period, reasonably priced accommodation and other subsistence costs according to the own internal rules of the team member; travel & subsistence costs must be justified for each team.
- NIS participants may be paid for travel outside the NIS a daily allowance exceeding the internal rules of the scientist's NIS organisation. The maximum allowance for the total living expenses including accommodation is 100 € per day or 2,000 € per month or 5,000 € for 3 months for travel outside the NIS. If staying abroad for more than one month, NIS participants cannot claim individual grants for this time.
- INTAS supports travel costs & subsistence of up to a maximum of three months per person per year.
- **Travel outside the NIS and the INTAS Members may be charged as allowable costs exceptionally if indispensable for the project and approved by INTAS in the work programme or by prior written approval.**

Equipment

- Teams from INTAS Members are not allowed to purchase equipment with their INTAS grant;
- NIS teams may purchase equipment or request the teams from the INTAS Members to do so on their behalf. In the latter case the equipment cost shall be shown under the cost heading for the NIS team.
- For each team requesting equipment totalling more than 3, 000 €, all items shall be listed with approximate prices and justification.
- All equipment financed by the INTAS grant must be purchased or manufactured after the commencement date of the cooperation agreement. Exceptionally, equipment purchased for up to three months prior to the commencement of the project may be charged to the project budget if this equipment is used for the execution of the work programme.

Consumables

- Costs of materials or goods, including those required for the repair or maintenance of equipment. For each team requesting consumables totalling more than 3,000 €, all items shall be listed with approximate prices and justification.

Other costs

- Costs for publication of results, dissemination and patenting, field trips other than travel costs, banking fees, etc. which cannot be classified under the previous items but are required for the work to be carried out. They must be identified and justified individually.

Overheads (to be paid directly to the institutes)

- Teams from INTAS Members: a lump sum for management of up to 2,000 Euro or 20% of the total of their allowable costs, whichever is the higher;
- NIS teams: overheads are intended to cover indirect costs necessary to run the project. This category cannot exceed 10% of the total of their allowable costs.

4. RESEARCH NETWORKS IN OPEN CALLS

Duration of Networks

Network durations must be either 24, 30 or 36 months.

Minimum Partnership

There must be at least six teams: at least three from three different NIS, and at least three from mutually independent organisations from three different INTAS Members. Scientists from the same university, institute or enterprise must organise themselves in one single team per network. At least 50% of the teams in a network should come from the NIS.

There must be a coordinator from one of the INTAS Members. Participants may also choose to appoint a Principal Investigator (PI) from the NIS to assist in the coordination of activities within the NIS.

Funding

- The maximum allowable funding per network is **5,000 € per year multiplied by the number of teams** (NIS and INTAS Members), subject to an **annual maximum of 50,000 € and a total maximum of 150,000 €**.
- Not more than 50% of the total network funding will be made available in total to all teams from INTAS Members.

Example Calculations of Total Network Budgets (€)

Number of teams	Maximum funding per year	Total budget for 24 months	Total budget for 30 months	Total budget for 36 months
6	30,000	60,000	75,000	90,000
7	35,000	70,000	87,500	105,000
8	40,000	80,000	100,000	120,000
9	45,000	90,000	112,500	135,000
10 or more	50,000	100,000	125,000	150,000

Allowable Costs for Networks are defined as follows:

Labour

- INTAS Member teams: labour costs according to its own internal rules may only be charged by the coordinator for the coordination of the network.

- NIS teams: **one NIS principal investigator** (PI) appointed from amongst the NIS teams, may receive an individual grant, at the rate of up to 500 € per month, to assist the coordinator in running the network in the NIS. Other teams are not allowed to claim labour costs.

Travel and Subsistence

Visits in a network should be of short duration.

- National and international travel at the cheapest economy rate, visa and social security or other insurance costs relating to the travel period, reasonably priced accommodation and other subsistence costs according to the own internal rules of the team member; travel & subsistence costs must be justified for each team;
- NIS participants may be paid for travel outside the NIS a daily allowance exceeding the internal rules of the scientist's NIS organisation. The maximum allowance for the total living expenses including accommodation is 100 € per day or 2,000 € per month;
- Travel outside the NIS and the INTAS Member states can be charged as allowable costs exceptionally if indispensable for the project and approved by INTAS in the work programme or by prior written approval.

Communication Equipment

- Communication equipment may be purchased in a network by NIS teams only (e.g. e-mail facilities where the necessary basic computer facility already exists). INTAS teams are not allowed to purchase equipment with their INTAS funding.

Other Costs

- Other costs are costs that cannot be classified under the previous items, e.g. costs of collaboration meetings, banking fees, distributing samples to network participants in order to facilitate joint actions and publication of results. They must be identified and justified individually.

Overheads (to be paid directly to the Institutes)

- Teams from INTAS Members: a lump sum for management of up to 2,000 € or 20% of the total of their allowable costs, whichever is higher;
- NIS participants: overheads are intended to cover indirect costs necessary to run the network. This category cannot exceed 10% of the total of their allowable costs.

5. RESEARCH PROJECTS AND NETWORKS IN THEMATIC AND COLLABORATIVE CALLS

For research projects and networks in Thematic and Collaborative Calls, the rules and modalities of INTAS Open Calls apply. They may, however, be subject to modifications serving the particular needs of the respective call. Any such modifications will be specified in the respective Call Announcement. In particular, modifications may concern the allowable duration, the minimum consortium (partnership) and the funding rules such as the maximum allowable funding and the allowable cost categories.

6. PREPARING A PROPOSAL

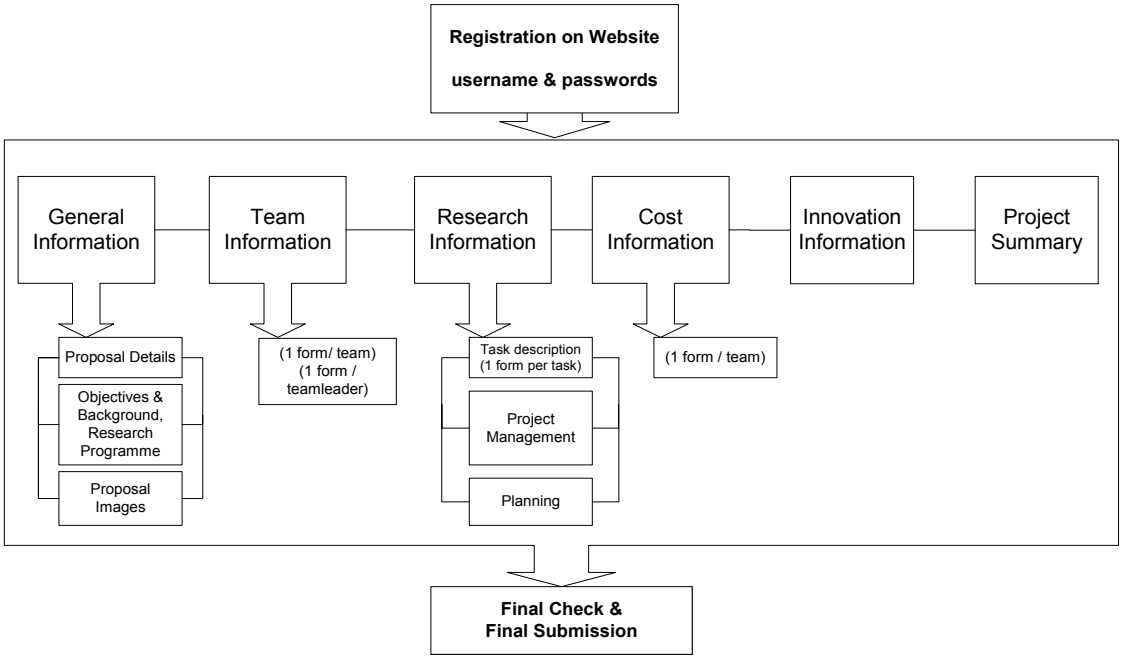
6.1 Access to the INTAS Submission System

As of 2004, only internet submissions are accepted.

To prepare and submit a proposal the coordinator should access the INTAS Internet site http://www.intas.be via "Funding Opportunities" to the section of the respective call. If a coordinator enters the INTAS submission system to work online s/he will be asked to enter his/her e-mail address, in return s/he will receive a username "user ID" and **two** passwords, namely the "password" and the "unlock password". **Please make sure that you register in the correct call to which you wish to submit a proposal. It is not possible to transfer a proposal, either in construction or finally submitted, to another call!** By using the password, all partners in the consortium may complete their own administrative details and replace the proposal partly or in full with an updated version. Only one partner may have access at the same time, in case of a second login the system indicates that "somebody else is working on the proposal" and refuses the connection. During the preparation of the proposal it is recommended to print and to control each of its completed sections separately. By using the unlock password, the coordinator can execute the final submission.

6.2 Structure of the INTAS Submission System and requested input:

The following diagram provides you with an overview of all the sections that are needed to submit your proposal on the INTAS submission system. You can also download the Technical Guide on the electronic submission to get a complete overview of the forms that need to be filled in.



In general terms, the INTAS submission system consists of sections under which you are invited to provide the following information:

A GENERAL INFORMATION

Proposal Details

- Identify the call and the type of the proposal (research project or network), the keywords selected from the INTAS keyword list (see Part D) and add free words to further specify your scientific subject;
- Give the title of your project and the intended starting date.

Research Objectives & Background, Research Programme

- Describe your research objectives and justify them against the current state of the art;
- Describe and justify the methodology chosen to reach the objectives;
- Indicate where potential for applications of your results in scientific, technical, economic, social and other fields exists and how it is going to be exploited;
- For networks, explain where potential for synergy effects exists from the interdisciplinary nature of the network and the compatibility of the expertise of the teams and how it is going to be exploited.
- Give references of relevant scientific publications;
- You may use images throughout this section, if it leads to a more concise and compact presentation.

B TEAM INFORMATION

- Identify the participating teams, the team leaders and the organisations;
- List the senior scientists to be involved, give the total number of team members and indicate those members under 35 years of age. Limit your team size to those scientists needed for performing the tasks;
- Describe the particular expertise and complementary nature of the research teams in view of the tasks to be performed by each team;
- Describe the relevant instrumentation and infrastructure available per team in view of the distribution of tasks;
- List relevant scientific publications per team.

C RESEARCH INFORMATION

Task description

- Break the proposed research down into individual tasks and sub-tasks and identify the teams involved in each task.
- Indicate the duration of each task/subtask and the relation between the tasks with respect to time schedule, input and output of the tasks.
- Describe input, milestones and output of the tasks and indicate the task leaders.
- Give the objectives of the tasks and methodologies to reach them.
- Specify potential risks for failure and criteria against which to judge success.

Project Management

- Describe how the overall coordination, monitoring and control of the project will be implemented. Indicate the decision schemes foreseen (decision boards, coordination meetings);
- If appropriate set up a detailed phase plan for the time schedule of the tasks and mark their interrelations; add milestones where important goals will be reached and/or decisions on further approach will have to be made; indicate a critical path marking these events which directly influences the overall time schedule in case of delays;
- Explain how information flow and communication will be enhanced within the project (e.g. collaboration and task meetings, exchange of scientists);
- Reports will have to be sent to INTAS every 12 months and at the end of the project; they have to comply with the guidelines for reports as published on the INTAS website;
- Indicate where there are risks of not achieving the objectives and fall-back positions, if applicable.

Planning

- The submission system will automatically compile a project structure plan on the basis of

information given under the item “task description”. This plan includes the scheduling of tasks and allocation of tasks per team.

D COST INFORMATION

- Give the cost breakdown for each team under the headings labour, travel and subsistence, equipment, consumables, other costs, and overheads. Justify the costs if requested.
- For NIS teams give the breakdown of the labour costs for the team members, subdivided according to the number of individual grants of different category of qualification. Totals will be calculated automatically.

E INNOVATION INFORMATION

- Give the expected results which have significant potential for application;
- Sketch out a dissemination and exploitation plan for your results which explains how the results and any tangible deliverables (computer programmes, technologies, patents, public policy proposals, etc.) will be disseminated and could be exploited. For example, who will be the possible user groups of your public policy guidelines, how will you disseminate your technology to your user groups (refereed journals, books, patents, etc.);
- Where applicable, show how you intend to protect your intellectual property rights (IPR) etc.

F PROJECT SUMMARY

- Summarise the objectives, description of the research activities and expected results. The summary of selected projects will be published on the INTAS website.

7. SUBMISSION OF PROPOSALS

7.1 How to submit your Proposal

Proposals must be submitted via the online INTAS submission system **by the coordinator using the unlock password.** When the proposal is finally submitted, the INTAS submission system generates the comprehensive text as it will be submitted to the evaluators. This proposal text together with an acknowledgement of receipt will be returned to the coordinator by e-mail within 3 working days. Using the unlock password after a final submission, the coordinator may delete, correct or replace the proposal until the deadline. Therefore, it is advisable that only the coordinator retains the unlock password for his/her personal use. It is also advisable to submit the proposal early enough to control the generated text and to resubmit, if required, a corrected proposal before the deadline of the call.

The INTAS submission programme guides you through the completion of your proposal and controls the input of all mandatory information. The programme provides for the opportunity to attach images in order to meet the needs of different scientific fields, to include formulas and pictures. As a consequence, some elements of the proposal have to be introduced as attached files. The General Information of the proposal, namely the Objectives, Background & Justification and Research Programme must therefore be prepared in advance and saved in separate files to allow their individual attachment. Other texts are to be filled in the boxes of the application form in the plain text format (txt). You may enter the text either by typing or by cut & paste from a txt file. Please note that using an MS-Word file you will lose any formatting which is not supported by txt format.

The submission programme is self–guiding, but the following information may help you in its completion:

- The proposal must be written **in English in the third person;**
- The sections General Information, Innovation Information, and Project Summary can be introduced individually and independently of each other;
- **General Information –** The texts of Objectives, Background & Justification, and Research Programme should be prepared outside the submission programme and should each be saved in a separate file. When using the Submission Programme, these files must be individually attached in the appropriate sections.
  - List the scientific **Objectives** of the project as precisely as possible, in phrases of the form "To determine, to investigate, etc". Wherever possible, quantify the objectives. Do not include information about the current state-of-the-art or the capabilities or relevant experience of the proposers.
  - In the **Background and Justification** section detail the current state-of-the-art concerning the research topic(s), including important gaps in our knowledge, noting any interdisciplinary character which is likely to lead to advances in several fields or sub-fields. Explain how the proposed research will be innovative, either by extending our knowledge or filling the gaps identified. If the proposal is part of a larger national or international project, explain its precise role and how it will fit into the wider context. Justify the proposed research, including possible applications (scientific, economic, social or other). When applying to continue a project which has been, or is currently, funded by INTAS, give the cooperation agreement number, the results already obtained and justify the extension in terms of new objectives and the quality of the cooperation to date.
  - In the **Research Programme,** give an overall description and the general approach to achieving the objectives. Outline the principal methodology; explain the rationale of your approach, show particular advantages, identify risks and quantify the expected project result(s). The research programme will be further elaborated by the tasks description in the section Research Information.

- The sections Team Information, Research Information (tasks), and Cost Information are linked – only once a team has been identified, can tasks and costs related to the team be introduced. From this information the consolidated cost table and the phase plan will be generated automatically. These two documents can be changed only by changing the respective team information.

  When preparing the proposal, break the Research Programme with its basic approaches down into individual tasks and sub-tasks, showing their relationship. When doing so, do not repeat the explanations and justification for the proposed project. Instead, present the information in a form normally seen in work programmes, accompanying contracts and agreements.

  Thus, list each task, stating:
  - title,
  - the objective,
  - work to be done including methodologies to be used, criteria against which success should be judged,
  - inputs (scientific starting point),
  - outputs (expected results),
  - milestones,
  - schedule (e.g. months 6-10)

  Team identification: Explain the background, expertise and complementary nature of the research teams involved, making due reference to the tasks allocated to each of them. For each team give a maximum of 5 references of relevant recent scientific publications, which best show the capability of the research team to perform the work proposed. Indicate the name of authors, title of the article, journal or other reference, date and place of issue, etc. (to be written in English). If the publication exists on a website, give its address. This information

should be introduced by cut & paste.

Input into the system must be made page by page. Only after all mandatory information of a certain page has been introduced will the system accept to save it. If you are unable to give mandatory information but want to save the preliminary input, you may introduce an asterisk in the respective field and complete it later.

- Proposals sent by post, e-mail, telex or facsimile will not be accepted;
- Last minute submission by internet should be avoided! Experience shows that high traffic during the last days before the submission deadline of the call may make access difficult, slows down the system's performance and hampers the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or for non-stable connections. Moreover, the website will automatically refuse to accept proposals after the deadline.

ATTENTION:

- While working on your proposal in the submission system, please note that the system will automatically interrupt the connection after 30 minutes if no activity is recorded on the INTAS server.
- **Whenever you stop working on the proposal, always use the "log off" button in the system**. Failure to do so will lead the system to block any further access to the proposal and to indicate "Someone else is working on your proposal". No one else will be able to work on it. The proposal can then only be accessed again with the coordinator's unlock password.
- Before a proposal is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.
- After the final submission, using the unlock password cancels the submission (!), sets the proposal back into the preparatory stage and renders the acknowledgement of receipt void. The **proposal must be re-submitted after each such use of the "unlock" password**. After each final submission you will receive an acknowledgement of receipt and the text of your proposal.
- Proposals which remain on the internet system but have **not** been finally submitted will **not** be included in the evaluation. To look up the status of your proposal, you may go into the file in the internet submission system using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the proposal text is displayed, it is still in the preparatory phase.

7.2 Powers of Attorney

All team leaders must sign and send to their coordinator the Powers of Attorney for their team (see Annex Power of Attorney). By doing so they will authorise the coordinator to submit the proposal and conclude the cooperation agreement with INTAS on behalf of all teams participating in a research project or network. Should INTAS select the proposal for funding, the coordinator will be required to provide INTAS with the Powers of Attorney with the **original signatures and stamps of the institutions** before the cooperation agreement on the research project or network can be signed by INTAS.

7.3 Acknowledgement of Receipt

Having completed the proposal and having made the **final submission via Internet, the coordinator** will automatically receive via e-mail an acknowledgement of receipt with the proposal's registration number. **The use of the unlock password after the final submission, however, renders the acknowledgement of receipt void and a new acknowledgement with the same registration number will be provided after a re-submission.**

Deadline

All proposals must be finally submitted by their coordinators to INTAS before the deadline as specified in the announcement of the call concerned.

8. EVALUATION OF PROPOSALS

8.1 Evaluation Procedure

The INTAS Secretariat will screen proposals for conformity with the eligibility criteria. Eligible proposals will then be evaluated by independent evaluators (peer review) under the scrutiny of the INTAS Council of Scientists. During evaluation, proposals will be distributed via the Internet without encryption but protected by user names and passwords. For each proposal received under the INTAS calls, INTAS will normally appoint 3 evaluators by matching the keywords and free words of the proposals with those of the evaluators. Based on the evaluation scores of the evaluators the proposals will be ranked. Based on this ranking and the available funding, those proposals for funding will be identified. Proposals may be subject to discussions by the INTAS Council of Scientists. These discussions include the assessment of the involvement of different geographical regions or the number of NIS in a proposal, as well as the involvement of young scientists. The Council of Scientists considers also the responses of the coordinators on remarks of the evaluators concerning their project and any proposed reduction of funding.

The final outcome of these discussions is a consolidated list of all projects recommended for funding with their budgets possibly reduced compared to the originally requested amounts.

Based on this recommendation, the INTAS General Assembly decides on the projects to be funded with their budgets.

All proposals will be treated confidentially by INTAS and any co-funding organisation, both of which will in turn require all evaluators to also respect the confidentiality of the proposals.

Only the information contained within a proposal is used when assessing it against the stated criteria. It is therefore the proposers' responsibility to ensure that the proposal is written in an explicit form, which does not require assumptions on the part of the evaluators when assessing key issues. To this end the proposal checklist in annex has been prepared to assist teams submitting a proposal. Whilst this is an aid based on INTAS' experience, INTAS takes no responsibility for its interpretation or possible omissions. This checklist is for your own private use and should not be sent to INTAS when completed.

8.2 Evaluation Criteria for Research Projects

The INTAS Secretariat will check whether the subject of the research proposal falls within the scope and, if applicable, the objective of the Call to which it has been submitted. The selection for funding will be based on the experts' responses to the following questions, each of which may be awarded a maximum of 5 points according to the following scale: 0=poor or information missing; 1=not sufficient; 2=average; 3=good; 4=very good; 5=excellent.

A. Merit of the research objectives (maximum number of points: 30)

1. How clearly are the research objectives described?
2. Scientifically, how novel and exciting is the proposed research?
3. Is the project adequately focussed in terms of its research objectives?
4. Scientifically, how realistic is it that the research objectives can be achieved?
5. How well does the scientific state of the art - as described in the proposal - provide a basis for the proposed research objectives?

6. How relevant and up-to-date are the proposed research objectives from a scientific, economic and/or social point of view?

B. Merit of the research programme & exploitation of the results (maximum number of points: 30)

7. How well targeted is the research programme with regard to the research objectives?
8. How realistic and feasible is the proposed research programme?
9. How appropriate are the proposed methodologies to carry out the tasks?
10. How adequate are the technical and infrastructure resources available to the project for carrying out the tasks?
11. Is the project innovative in that its results may have significant potential for application in one or more fields of science, technology, economy or society?
12. Does the proposal adequately foresee to disseminate the project results by means of an appropriate dissemination plan (publications, patents, public policy proposals, etc., as far as applicable)? If applicable, does the proposal adequately foresee to demonstrate the innovative potential and the applicability of results (proof of principles, prototypes, etc.)?

C. Merit of the consortium (maximum number of points: 20)

13. How well does the project involve true research collaboration between scientists of different INTAS Members and the NIS?
14. How good is the scientific qualification of the teams and does their expertise meet the requirements of the tasks?
15. Do all the teams make a significant scientific contribution to the project?
16. Is the number of team members receiving individual grants justified by the workload assumed by the team?

D. Merit of the project management (maximum number of points: 20)

17. How appropriate is the requested funding and its proposed allocation to teams as well as to cost categories?
18. Are the divisions of tasks and resources appropriate for reaching the objectives?
19. How realistic is the proposed workflow and time schedule? Does the proposal foresee adequate monitoring & control mechanisms and fall-back options?
20. Are information and communication tools appropriately applied (e.g. meetings, data exchange, joint working periods, in particular for young scientists)?

General Comments: The evaluators are requested to give general remarks with reference to the above subgroups A through D. For proposals considered for funding with an awarded number of points close to the limit for funding, INTAS may send the evaluators' remarks immediately and anonymously to the respective coordinator to allow him/her to comment on them. If submitted to the INTAS Secretariat within one week, these comments will become part of the evaluation documents that are presented to the INTAS Council of Scientists for its final funding recommendations. In all cases the outcome of the evaluation, including the overall ranking and remarks will be made available anonymously to the coordinators of the proposals after the selection procedure has been completed.

Comments concerning the costs: The evaluators are requested to comment on the appropriateness of the requested budget of the proposal. In the case that a reduction of the costs is recommended for proposals considered for funding because of the awarded number of points, the remarks on the costs may immediately and anonymously be sent to the respective coordinator to allow him/her to comment on them. INTAS reserves the right to reduce the

requested budget and to negotiate a new cost table in the case of selection of the project.

Comments on innovation potential: The evaluators are requested to comment on the potential of the project to reveal results for practical application in the scientific, technological, economic, commercial or social area. Evaluators should also assess whether the proposal adequately foresees to disseminate the project results by means of an appropriate dissemination plan, and – if applicable – whether it adequately foresees to demonstrate the innovative potential and the applicability of project results?

8.3 Evaluation Criteria for Networks

The INTAS Secretariat will check whether the subject of the network proposal falls within the scope and, if applicable, the objective of the Call to which it has been submitted. The selection for funding will be based on the experts' responses to the following questions, each of which may be awarded a maximum of 5 points according to the following scale: 0=poor or information missing; 1=not sufficient; 2=average; 3=good; 4=very good; 5=excellent.

A. Merit of the research objectives (maximum number of points: 25)

1. How clearly are the scientific objectives described?
2. Is the project adequately focussed in terms of its objectives?
3. How realistic is it that the objectives can be achieved?
4. How well does the proposed network provide added value to the scientific state of the art?
5. How relevant and up-to-date is the proposed network from a scientific, economic and/or social point of view?

B. Merit of the network programme & exploitation of results (maximum number of points: 25)

6. How well targeted is the network programme with regard to the objectives?
7. How realistic and feasible is the proposed programme?
8. How appropriate are the proposed activities to carry out the tasks?
9. Is the network innovative in that its results may have significant potential for application in one or more fields of science, technology, economy or society?
10. Is it adequately foreseen to disseminate the project results by means of an appropriate dissemination plan (publications, patents, public policy proposals, etc., as far as applicable)? If applicable, is it adequately foreseen to demonstrate the innovative potential and the applicability of results (proof of principles, prototypes, etc.)?

C. Merit of the consortium (maximum number of points: 30)

11. How well does the network involve true collaboration between scientists of different INTAS Members and the NIS?
12. Scientifically, how well established and experienced are the teams?
13. How well qualified are the teams to do the work?
14. How adequate is the proposed interdisciplinary and complementary composition of the consortium to produce synergy effects?
15. Do all the teams make an indispensable contribution to the network?
16. How adequate are the resources & communication facilities available to the network to carry out the proposed tasks?

D. Merit of the project management (maximum number of points: 20)

17. How realistic is the proposed schedule?

18. Will the divisions of tasks and resources lead to the appropriate involvement of the teams and to reaching the objectives?
19. Are networking tools appropriately applied and scheduled? (e.g. meetings, data exchange, training schemes, in particular for young scientists)
20. How likely will the described scheme for information, communication and knowledge exchange lead to efficient collaboration and facilitate potential synergy effects?

General Comments: The evaluators are requested to give general remarks with reference to the above subgroups A through D. For proposals considered for funding with an awarded number of points close to the limit for funding, INTAS may send the evaluators' remarks immediately and anonymously to the respective coordinator to allow him/her to comment on them. If submitted to the INTAS Secretariat within one week, these comments will become part of the evaluation documents that are presented to the INTAS Council of Scientists for its final funding recommendations. In all cases the outcome of the evaluation including the overall ranking and remarks will be made available anonymously to the coordinators of the proposals after the selection procedure has been completed.

Comments concerning the costs: The evaluators are requested to comment on the appropriateness of the requested budget of the proposal. In the case that a reduction of the costs is recommended for proposals considered for funding because of the awarded number of points, the remarks on the costs may immediately and anonymously be sent to the respective coordinator to allow him/her to comment on them. INTAS reserves the right to reduce the requested budget and to negotiate a new cost table in case of selection of the network.

Comments on innovation potential: Evaluators are requested to comment on the potential of the project to reveal results for practical application in the scientific, technological, economic, commercial or social area. Is there an appropriate dissemination plan, and will the innovative potential and the results be properly demonstrated?

9. EVALUATION OUTCOME & CONTRACTS

9.1 Evaluation Outcome

The decision on the funding of research projects and networks is made by the INTAS General Assembly. The outcome of the evaluation will be communicated by INTAS to the coordinators according to the indicative time table of the call as outlined in the Call Announcement.

9.2 The Cooperation Agreement

A cooperation agreement will be drawn up for each selected proposal, defining the subject and conditions of cooperation in the project or network, the financial support by INTAS and any other rights and obligations between the contractors on the one hand and between INTAS and the contractors on the other hand. It includes the contract and its general conditions, the work programme including the cost table and the time schedule, the power of attorney by all contractors to the coordinator and the applications for individual grants. It defines also the intellectual property rights of all participants. As a rule, intellectual property (IPR), such as inventions or copyrighted works, created in a project or network, shall be owned by the contractor(s) generating it. Contractors shall grant each other access rights for their scientific work, and shall agree on appropriate ways on how to develop and exploit potential innovations. There is no contractual claim of INTAS (or the co-funding organisation) on any ownership of project results. INTAS might request during the negotiation with the contractors that research projects or networks selected for funding are adapted to the approved budget that may differ from the requested amount in the original proposal.

The cooperation agreements will be signed by INTAS (representing either itself or INTAS and the co-funding organisation) and by the coordinator on behalf of all teams. If the coordinator is not duly authorized to represent his/her institute a duly authorized official of the coordinator's organisation countersigns. The legal parties entering into the cooperation agreement will be the institutions from the INTAS Members and the NIS team leaders representing their teams.

Payments under the project will only be made after the conclusion of the cooperation agreement and upon receipt of the coordinator's formal request for payment and original copies of powers of attorney from all teams except the coordinator's. INTAS will make all payments directly to each of the contractors and the NIS scientists receiving individual grants.

10. PROPOSAL CHECK LIST

FOR PROPOSERS' USE ONLY - DO NOT RETURN TO INTAS

	YES	NO
PROPOSAL DETAILS		
• Did you correctly specify the proposal type and the call?	☐	☐
• Does the proposal fall within the thematic scope of the call?	☐	☐
• Did you identify up to 3 appropriate keywords **in strict order of priority** and add free keywords if appropriate?	☐	☐
• Does the title characterize the contents of the proposal?	☐	☐
RESEARCH OBJECTIVES & BACKGROUND, RESEARCH PROGRAMME		
• Did you study the evaluation criteria?	☐	☐
• Are the objectives clearly stated and justified against the current state of the art?	☐	☐
• Is the proposed research programme properly adjusted to the objectives?	☐	☐
• Are the chosen methodologies appropriate to meet the objectives?	☐	☐
• Is the innovative potential of the project illustrated and are appropriate measures recommended for its exploitation?	☐	☐
• **Networks**: Is the potential for synergy effects explained and are plans for exploiting this potential elaborated?	☐	☐
• If the project forms part of a larger existing national or international activity, is the INTAS funding complementary to other sources? Exclude double-funding!	☐	☐
TEAM INFORMATION		
• **Projects**: Are there at least two teams from mutually independent organisations from two different INTAS Members?	☐	☐
• **Projects:** Are there at least two teams from two different NIS ?	☐	☐
• **Networks:** Are there at least three teams from mutually independent organisations from three different INTAS Members?	☐	☐
• **Networks:** Are there at least three teams from three different NIS ?	☐	☐
• Did you specify all senior scientists and their institutes for each of the teams?	☐	☐
• Did you identify the number of young scientists involved per team?	☐	☐
• Are the special skills of each of the teams and their complementarity to achieving the objectives described?	☐	☐
• Will all team members be involved in the tasks of the team?	☐	☐
• Do the given references truly demonstrate the qualifications of each team?	☐	☐
TASK DESCRIPTION		
• Is the research programme divided into tasks/subtasks, each with its own objectives and methodology to perform the research work?	☐	☐
• Are the duration, necessary inputs and outputs for the tasks/subtasks specified in accordance with the relationship to other tasks?	☐	☐

• Will all teams, including the coordinator's team, make significant scientific contributions essential to the achievement of the overall objective(s)?	☐	☐
• Is a task leader assigned to each of the tasks/subtasks?	☐	☐
• Is each task/subtask allocated to one or more teams and does this allocation match the skills of the teams?	☐	☐
• Are the technical and infrastructure needs and the approach to meet them well described for each of the tasks/subtasks?	☐	☐
PROJECT MANAGEMENT		
• Are the project structure, workflow and time schedule explained?	☐	☐
• If appropriate, has a detailed phase diagram been set up for the time schedule and interrelations of the tasks and did you define milestones and indicate a critical path marking events that directly influence the overall time schedule in case of delays?	☐	☐
• Did you check the consistency of the planning diagram with the actual distribution and timing of tasks and subtasks?	☐	☐
• Are actions, criteria, and schedule for monitoring and coordinating of the project outlined?	☐	☐
• Are the means and schemes for the flow of information and for communication within the collaboration described?	☐	☐
• Are fall-back options defined for tasks where potential risks of failure exist and are the consequences described, if applicable?	☐	☐
COST INFORMATION		
• Have you listed the costs subdivided into categories for each team separately?	☐	☐
• Is the funding for each team and its division into categories justified by the workload of the team?	☐	☐
• Are the travel and subsistence costs consistent and reasonable in view of the scheduled meetings and working trips?	☐	☐
• Is the number of NIS team members receiving individual grants justified by the workload of the team?	☐	☐
INNOVATION INFORMATION		
• Are the final deliverables in terms of research results, etc. specified (not merely repeating the objectives)?	☐	☐
• Are the deliverables specified in terms of their content and timing at different stages of the project, in order to allow achievements to be assessed during the lifetime of the project?	☐	☐
• Is it explained how the results can be used or exploited?	☐	☐
• Is a dissemination plan given?	☐	☐
SUMMARY		
• Does the summary clearly state the objectives, the work to be undertaken and results expected?	☐	☐
SUBMISSION		
• Is all information requested thoroughly provided?	☐	☐
• Have all teams, except the coordinator's team, provided the Powers of Attorney authorizing the coordinator to act on their behalf?	☐	☐
• **Submission**: has the coordinator made the "final submission" and has he received the "acknowledgement of receipt" by e-mail? To control the status of the proposal you may enter the project file with your password – if the acknowledgement of receipt is displayed the final submission is executed, if the proposal text is displayed it is still in the preparatory phase pending the final submission.	☐	☐

11. POWER OF ATTORNEY

(To be filled in and signed by each team leader, (except the CO) & retained by the CO until requested by INTAS in the event the proposal is selected for funding)
"<PROJECT TITLE >"

By signing this declaration, I certify that the information given in this proposal relating to me and the team I represent is to the best of my knowledge true and complete. I have been involved in the preparation of the full proposal and I agree with its contents. I and the team I represent are ready to set up and execute all tasks, duties and obligations assigned to us in this research proposal, if selected. I and the team also agree to the use of Internet for the evaluation of the proposal, protected by username and password, and will not hold INTAS responsible for its unauthorised disclosure by third parties.

I hereby confirm that I and my team will not engage in research of a military character as part of the proposed project. I and my team will also observe internationally recognised ethical principles when implementing the project. I/we hereby authorise and empower the coordinator, as lawful attorney and administrator, to take all the necessary actions to negotiate and conclude the cooperation agreement, on behalf of my team/my organisation, should the proposal be selected by INTAS (and any co-funding organisation).

For NIS teams only: I am duly authorised to commit myself and the team I represent to the tasks, duties and obligations assigned to us in the Cooperation agreement.

For INTAS Member teams only: I am/ we are duly authorised to sign on behalf of the organisation, which will become the legal party entering into the cooperation agreement.

Name of the organisation:	(for INTAS teams, if different from the scientific team leader)
Name of the team leader:	Name of the authorised official:
Function: Signature:	Function: Signature:
Date:	Date:

Notes:
1. For teams from INTAS Members, if the team leader is not legally authorised to commit his/her organisation, the power of attorney should also be signed by the person legally authorised to do so.
2. INTAS will require all Power of Attorneys with the **ORIGINAL signatures** before the cooperation agreement for a proposal selected for funding will be signed.
3. A template is provided or can be downloaded from the INTAS web site http://www.intas.be

Confirmation by the NIS organisation

I hereby confirm that the team from my organisation is duly authorised to participate in this project.

Name of the duly authorised representative of the NIS organisation:

Function:
Signature:

Date:

Part B

INTAS Young Scientist Fellowships

CONTENTS

General Rules

List of Keywords[2]

[2] Applicable to research projects, networks, innovation projects, young scientist fellowships, infrastructure actions and strategic scientific workshops

Part B INTAS Call for Young Scientist Fellowship Applications

1. SCOPE

INTAS supports scientific cooperation between scientists from its Members and its NIS partner countries by setting up long-lasting scientific partnerships between them. As the number of young scientists working in NIS science has declined in recent years, INTAS seeks to provide incentives for them to remain in science by awarding fellowship grants.

This programme is open to all NIS scientists of 35 years of age or less (YS) in all fields of science to enable them to:

- Advance their careers via international collaboration;
- Stabilise their position and continue their research in the NIS;
- Establish contacts with INTAS research teams and NIS research teams and create collaborations for future research.

Two categories of young scientist fellowships are available:

- PhD fellowships;
- Postdoctoral fellowships.

2. PHD FELLOWSHIPS

2.1 Eligibility Criteria

Applicants must:

- Be **35 years of age or less** at the submission deadline;
- Be a **citizen** and **permanent resident** of one of the **NIS;**
- Already be registered as working towards a PhD (equivalent to studying for a candidate degree in the NIS) at an NIS scientific institution and will be continuing for at least another two years towards their PhD degree from the beginning of their INTAS fellowship;
- Respect the identified submission procedure and use the INTAS submission programme for constructing an application;
- Submit a complete application in English that must arrive at INTAS by the deadline identified in the call announcement.

Applicants may be granted only one young scientist fellowship from INTAS; having received one they become ineligible to apply for further INTAS young scientist fellowships, irrespective of type.

2.2 PhD Fellowship Conditions

Young scientists who are already registered as working towards a PhD (equivalent to studying for a candidate degree in the NIS) at an NIS scientific institution and who will work for at least another two years towards their PhD degree may apply for a PhD fellowship. Successful fellowship applicants must waive their right to any individual grant in an INTAS research project or INTAS network and must not accept any additional fellowship from foreign organisations for the duration of their INTAS fellowship.

Duration of Fellowship and Visits

The duration of the fellowship is 2 years for continuing his/her PhD programme in the NIS including two visits to a scientific organisation from an INTAS Member to carry out project-related research.

The visits must be specified in the work programme. The visits can be to the same INTAS organisation or to two different INTAS organisations. The total duration of the 2 visits abroad must be between 4 and 8 months for the 2-year fellowship, with a minimum duration of 1 month for a single visit.

Funding

The total fellowship support is **up to 16,400 € for the two years**, the annual amounts depending on the work programme. INTAS funding includes a monthly individual grant of **300 €** whilst in the NIS and a monthly living allowance of up to **1,200 €** whilst working in an INTAS Member state, paid as a flat rate covering all local subsistence costs such as meals, accommodation etc. The requested flat rate must be reasonably adapted to the costs of living in the respective INTAS country. INTAS also covers travel costs at the cheapest economy rates and costs for visa and travel insurance. Equipment, consumables, overheads are not allowable costs.

3. POSTDOCTORAL FELLOWSHIPS

3.1 Eligibility Criteria

Applicants must:

- Be **35 years of age or less** at the submission deadline;
- Be a **citizen** and **permanent resident** of one of the **NIS**;
- Applicants must be in a full-time research position at an NIS research organisation during the duration of the postdoctoral fellowship;
- Respect the identified submission procedure and use the INTAS submission programme for constructing an application;
- Submit a complete application in English that must arrive at INTAS by the deadline identified in the call announcement.

Applicants may be granted only one young scientist fellowship from INTAS, having received one they become ineligible to apply for further INTAS young scientist fellowships, irrespective of type.

3.2 Postdoctoral Fellowship Conditions

Postdoctoral fellows (i.e. those who hold a candidate degree) working at an NIS scientific organisation may apply for a fellowship to continue their research according to a work programme of high scientific quality. Successful fellowship applicants must waive their right to any individual grant in an INTAS research project or INTAS network and must not accept any additional fellowship from foreign organisations for the duration of their INTAS fellowship.

Duration of Fellowships and Visits

The duration of the fellowship is **2 years** to carry out research in the NIS including two visits to a scientific organisation from an INTAS Member to carry out project-related research.

The visits must be specified in the work programme. The visits can be to the same INTAS organisation or to two different INTAS organisations. The total duration of the 2 visits abroad must be between 4 and 8 months for the 2-year fellowship, with a minimum duration of 1 month for a single visit.

Funding

The total fellowship support is **up to up to 20,400 € for the two years**, the annual amounts depending on the work programme. INTAS funding includes a monthly individual grant of **400 €** whilst in the NIS, and a monthly living allowance of up to **1,500 €**whilst working in an INTAS Member state, paid as a flat rate covering all local subsistence costs such as meals, accommodation etc. The requested flat rate must be reasonably adapted to the costs of living in the respective INTAS country. INTAS also covers travel costs at the cheapest economy rates and costs for visa and travel insurance. Equipment, consumables, overheads are not allowable costs.

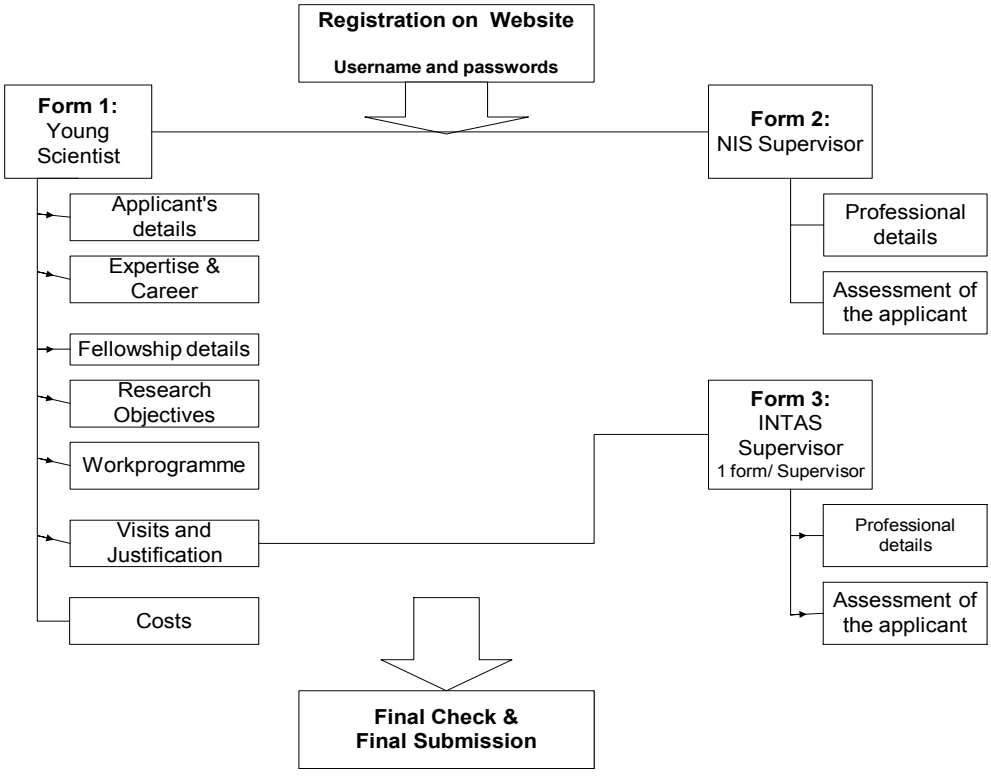
4. PREPARING AN APPLICATION

4.1 Access to the INTAS Submission System

To prepare and submit an application the young scientist should access the INTAS Internet site http://www.intas.be via the section “Funding Opportunities” to the section “YS Fellowships” where s/he will be asked to enter his/her e-mail address, in return s/he will receive a username “user ID” and **two** passwords, namely the “password” and the “unlock password”. By using the password, s/he and the supervisors may complete their own administrative details, give their recommendations and replace the application partly or in full with an updated version. Only one partner may have access at the same time, in case of a second login the system indicates that ”somebody else is working on the application” and refuses the connection. By using the unlock password, the young scientist can execute the final submission.

4.2 Structure of the INTAS Submission System and requested Input:

The following diagram provides you with an overview of all the sections that are needed to submit your application on the INTAS submission system.



You can also download the Technical Guide on the electronic submission to get a complete overview of the forms that need to be filled in.

In general terms, the INTAS submission system consists of sections under which you are invited to provide the following information:

FORM 1: FELLOWSHIP INFORMATION

Young Scientist's Details

- This includes professional contact details, qualification in the scientific field, professional career, current employer;
- Compulsory for postdoctoral fellowships: Give a list of publications including their web addresses if available. After you have finally submitted the fellowship application and received your registration number submit to INTAS immediately by e-mail the **full text of up to 3 major publications** in English or with an English translation. If publications are available in hard copy only – please send them by post. In both cases indicate clearly the call identification, your registration number and your name and address. Please note that the full texts of the publications must arrive at INTAS before the deadline. Exceptionally, copies sent by post may be accepted within 4 weeks after the deadline.

Fellowship Details

- Give the title of your project;
- Specify key words and free words which identify your field;
- Describe your research objectives and your work programme.

Visits to INTAS Member Institutes

- Specify your visits;
- Justify your visits in relation to the work programme;
- Identify your INTAS supervisors for each of your visits.

Costs

- Specify your total travel costs and your monthly allowance separately for each year.

FORM 2: NIS SUPERVISOR (To be completed by the NIS supervisor.)

Supervisor's Details

- Specify the supervisor's professional contact details and identify the fields of scientific activity and expertise using keywords (see part D) and add free words to further specify the scientific subject.
- Describe the NIS institute: specify type, research activities, facilities and infrastructure.

Assessment of the Applicant:

- Give the appraisal of the applicant's scientific career and his/her present scientific activity;
- Provide a scientific assessment of the applicant's work programme and comment on its feasibility at your institute;
- Describe how the research programme is related to the scientific activities of the institute. Specify the interest and benefit of the present fellowship for both parties;
- Describe efforts of the institute to promote scientific careers of young scientists and comment on international cooperation activities, in particular with INTAS Members;
- Provide information on the applicant's position, professional status and engagement at the institute. If s/he holds a temporary position specify its duration;

- For PhD fellows only: is the applicant involved in a PhD programme? Specify its type and expected duration.

FORM 3: INTAS SUPERVISOR
(To be completed by the INTAS supervisor. This form is linked to the specifications of travel to INTAS Members. If travel is foreseen to several institutes, each INTAS supervisor needs to complete this form.)

Supervisor's Details

- Specify the supervisor's professional contact details and identify the fields of scientific activity and expertise using keywords (see part D) and add free words to further specify the scientific subject;
- Describe the scientific activities of the INTAS institute related to the applicant's work programme.

Assessment of the Applicant:

- Provide a recommendation for the applicant;
- Justify the training visit of the applicant in your institute related to the work programme and the scientific activities of your institute;
- Provide a declaration for your institute on the readiness to host the applicant. The INTAS host organisation may facilitate the stay of the fellow by in-kind contributions (e.g. meals, accommodation, etc.) but must not charge any fees. In all fellowships involving more than one INTAS organisation, there must be an INTAS supervisor from each organisation confirming the readiness to host the young scientist fellow.

4.3 Documentary evidence

Successful applicants will be requested to submit the following documents prior to the signature of the grant agreement:

- **A hard copy of the highest obtained diploma** and an English translation (this does not need to be an official translation, but should carry the signature of the NIS supervisor);
- **An hard copy of the full INTAS Application for a Young Scientist Fellowship** (INTAS PDF file**)** carrying the original signatures of the young scientist, the NIS supervisor and the INTAS supervisor with the official stamps of the relevant organisations;
- **PhD fellowship: confirmation of the registration at an NIS scientific institution** of working towards a PhD outlining the starting date and the expected duration of the PhD studies, duly signed and stamped by the institution (this information may be included in the hard copy of the INTAS Application above);
- **Postdoctoral fellowship: A hard copy of the PhD diploma or confirmation of successful PhD defence** and an English translation (this does not need to be an official translation, but should carry the signature of the NIS supervisor);
- **A hard copy of the** identification page of the **national passport** and an English translation (this does not need to be an official translation).

5. SUBMISSION OF FELLOWSHIP APPLICATIONS

5.1 How to submit your Application

Applications must be completed online and submitted **by the young scientist** via the internet using the INTAS submission system (Funding Opportunities, section YS Fellowship Grant) at http://www.intas.be. The application should be prepared jointly by the applicant and his supervisors using the password. In no case the young scientist shall submit information or recommendations on behalf of the supervisors that are not explicitly authorised by them. The final submission must be executed by the young scientist using the unlock password. When the application is finally submitted, the INTAS submission system generates the comprehensive text

of the application as it will be submitted to the evaluators. The young scientist receives this generated text of the "INTAS application for a young scientist fellowship" as a PDF file together with an acknowledgement of receipt by e-mail within 3 working days. It is recommended that the young scientist forwards this application document immediately to her/his supervisors for approval.

Please note:

- The application must be prepared using the INTAS submission programme;
- Applications sent by post, e-mail, telex or facsimile will not be accepted;
- Last minute submission via Internet should be avoided! Experience shows that high traffic during the last days before the deadline of the call may make access difficult, slows down the system performance and hampers the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or non-stable connections;
- Moreover, the site will automatically refuse to accept applications after the deadline.

ATTENTION:

- While working on your application in the submission system, please note that the system will automatically interrupt the connection after 30 minutes if no activity is recorded on the INTAS server.
- **Whenever you stop working on the application, always use the "log off" button in the system**. Failure to do so will lead the system to block any further access to the proposal and to indicate "Someone else is working on your proposal". No one else will be able to work on it. The application can then only be accessed again with the applicant's unlock password.
- Before an application is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.
- After the final submission, the use of the unlock password cancels the submission (!), sets the application back into the preparatory stage and renders the acknowledgement of receipt void. The **application must be re-submitted after each such use of the "unlock" password**. After each final submission you will receive an acknowledgement of receipt and the text of your application.
- Applications which remain on the internet system but have **not** been finally submitted will **not** be included in the evaluation. To look up the status of your application, you may go into the file in the internet submission system using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the application text is displayed, it is still in the preparatory phase.

5.2 Acknowledgement of Receipt

Having completed the application and having made the **final submission via Internet, the applicant** will automatically receive via e-mail an acknowledgement of receipt with the application's registration number. **The use of the unlock password after the final submission, however, renders the acknowledgement of receipt void and a new acknowledgement with the same registration number will be provided after a re-submission.**

Deadline

All applications must be finally submitted by the applicant to INTAS before the deadline as specified in the announcement of the call concerned.

6. EVALUATION OF APPLICATIONS FOR FELLOWSHIPS

6.1 Evaluation Procedure

The INTAS Secretariat will screen fellowship applications for conformity with the eligibility criteria. Eligible applications will then be evaluated by independent experts (peer review) under the scrutiny of the INTAS Council of Scientists. During evaluation, the applications will be distributed via the Internet without encryption but protected by username and passwords.

For each application received, INTAS will normally appoint 2 experts by matching the keywords and free words given by the applicant with those of the evaluators. Based on the evaluation scores of the evaluators the applications will be ranked. Based on this ranking and the available funding, those applications for funding will be identified. The final selection of fellowships to be funded will then be made by the INTAS Council of Scientists. The final outcome of these discussions is a consolidated list of all fellowships recommended for funding, with their budgets possibly reduced compared to the originally requested amounts.

Only the information contained within an application is used when assessing it against the stated criteria. It is therefore the applicant's responsibility to ensure that it is written in an explicit form, which does not require assumptions on the part of the evaluators when assessing key issues.

6.2 Evaluation Criteria for Fellowship Applications

Experts will be asked to evaluate the applications against the following criteria, each of which may be awarded a maximum of 10 points according to the following scale:
0=information missing; 1=not sufficient; 2=poor; 3-4=average; 5-6=good; 7-8=very good; 9-10=excellent. For the applicant's qualification and expertise up to 20 points may be awarded.

E. Merit of the proposed research (maximum number of points: 30)

7. How clearly are the research objectives described and how novel and exciting is the proposed research? (10)
8. Is the research programme well structured and targeted in order to achieve the objectives? (10)
9. How realistic and feasible is the project? (10)

E. Merit of the institutions involved (maximum number of points: 20)

10. How suitable is the NIS institution to enable the successful completion of the research? (10)
11. How suitable is the INTAS institution to enable the successful completion of the research? (10)

F. Merit of the applicant (maximum number of points: 50)

12. Assess the scientific qualification of the applicant, in consideration of his/her scientific career, expertise and publications (publications compulsory for postdoctoral fellowships). (20)
13. How well does the applicant's scientific qualification match the work programme? (20)
14. Assess the mutual benefits for the involved parties (applicant, institutes) in carrying out the project? (10)

7. Evaluation Outcome & Award of Fellowship

7.1 Evaluation Outcome

The decision on the funding of fellowships is made by the INTAS General Assembly. The outcome of the evaluation will be communicated by INTAS to the applicants according to the indicative time table of the call as outlined in the call announcement.

7.2 Award of a Fellowship Grant

Successful applicants will be requested by INTAS to submit **a hard copy of the full INTAS Application for a Young Scientist Fellowship** (INTAS PDF file**)** carrying the original signatures of the young scientist, the NIS supervisor and the INTAS supervisor with the official stamps of the relevant organisations **as well as the other documents specified in section 4.3 above**.

To legally confirm your application for a young scientist fellowship, please proceed as follows:

1. Print a full paper copy of your PDF fellowship application.
2. Sign the paper copy underneath Section 5, Costs, and confirm in handwriting "I hereby confirm that the information and the attached documents to my fellowship application are correct and true."
3. Submit this full paper copy to your NIS supervisor who signs his NIS Supervisors section underneath Section 6.3 and approves with the handwritten words "full application read and approved".
4. Submit the full paper copy signed by you and your NIS supervisor to the authorized official of your NIS host institution who confirms the information concerning your academical/professional status underneath Section 6.3. Please ensure that the document carries the full name of the official, his/her position in the organisation and his/her signature and the stamp of the organisation. Please note that your signature, the signature by your NIS supervisor and by the NIS host organisation must be put on the same paper copy of your application.
5. Send a full copy of the PDF fellowship application to your INTAS supervisor (possibly by e-mail) who confirms his INTAS Supervisors section with the words "proposal read and approved", his original signature and the stamp of the organisation underneath Section 7.4. Your INTAS supervisor may return the signed document to you or directly to INTAS as deemed to be appropriate.
6. Send the signed application document together with the requested copies of the other documents to INTAS.

Upon verification of these documents INTAS will finally decide whether a young scientist fellowship can be awarded. In case of positive decision a fellowship agreement will be drawn up for each selected young scientist defining the subject and conditions of the fellowship grant, the work programme and the allowable costs that cover the monthly support grant during the work in the NIS and the travel costs. INTAS might request during the negotiation with the selected young scientists that the fellowships are adapted to the approved budget that may differ from the requested amount in the original application.

Payments will be made after the conclusion of the fellowship agreement signed by both INTAS and the young scientist, on an annual basis and in the second year, subject to sound performance and the approval by INTAS of the annual report of the young scientist for the first year.

Part C

INTAS Innovation Grants

CONTENTS

General rules

[3] Applicable to research projects, networks, innovation grants, YS fellowships.

PART C INTAS CALL FOR APPLICATIONS FOR INNOVATION GRANTS

1. SCOPE

INTAS support for innovations shall promote the further development, utilisation and marketing of INTAS research results. It shall encourage researchers to enable the exploitation of their innovations and to bring them to the market in the INTAS Members and the NIS. Therefore, the most promising results leading to innovative products, technologies, services and strategies of a significant economic and/or social value will receive financial support in order to link the scientists with potential users.

2. ELIGIBILITY OF INNOVATION GRANT APPLICATIONS

Applications must:

- Be based on research results achieved within a completed INTAS research project, a network or a Young Scientist fellowship as specified in the call announcement;
- Meet the minimum partnership, namely involve at least one contractor from the NIS (individual participant or an organisation) and at least one contractor from the INTAS Members (organisation);
- Respect the allowable duration and the allowable maximum funding;
- Must be constructed and submitted via the online INTAS submission system;
- Arrive at INTAS by the deadline specified in the call announcement.

Only applications that meet the above criteria will be accepted by the INTAS submission system. In addition the following assessments will be made:

- Applications have to be within the scope of the call - that means that they must contain an innovation (new product, service, technology or strategy) with potential for exploitation;
- The consortium must include at least one of the main authors of the innovation;
- The potential use of the proposed innovation and its users must be identified.

INTAS reserves the right to exclude any applications from the evaluation that do not meet the above eligibility criteria, are not complete or not submitted in the English language. Prolongations of INTAS research projects, networks or Young Scientist fellowships in order to complete research tasks are not eligible for an innovation grant.

3. INNOVATION GRANTS

An activity supported by an innovation grant is a partnership of contractors, including one of the main authors of the innovation, each of which actively contributes to enabling the exploitation of research results generated in INTAS research projects, networks or Young Scientist fellowships.

Duration of Innovation Grants

The grant duration must be either 12, 18 or 24 months.

Minimum Partnership

There must be at least two contractors: at least one contractor from the NIS (this may be an individual participant or a private or public organisation) and at least one contractor from an INTAS Member (this must be a private or public organisation). The consortium must involve at least one main author of the innovation. NIS scientists from the same university, institute or enterprise must organise themselves in the innovation grant application in a team as one single contractor. The coordinator can be either from the INTAS Members or the NIS. The consortium may also include contractors not involved in the original INTAS project.

Funding

The maximum allowable funding per innovation grant is **25,000 €.** The funding depends on the nature of the innovation activities and must be justified in terms of the resources needed to achieve the aims and objectives of the proposed work plan. Not more than **25% of the total innovation grant** will be made available to all contractors from INTAS Members.

Allowable Costs for Innovation Grants are defined as follows:

Allowable costs within the innovation grant are costs necessary for the marketing, utilisation and legal protection of the innovation. All costs must be identified separately and justified. They will only be accepted by INTAS if specified in the approved work programme.

Travel and Subsistence

- Visits should be of short duration;
- National and international travel at the cheapest economy rate, visa and social security or other insurance costs relating to the travel period, reasonably priced accommodation and other subsistence costs according to the own internal rules of the consortium member; travel & subsistence costs must be justified for each contractor;
- NIS participants may be paid for travel outside the NIS a daily allowance exceeding the internal rules of the scientist's NIS organisation. The maximum allowance for the total living expenses including accommodation is 100 € per day for travel outside the NIS.
- Travel outside the NIS and the INTAS Members is not an allowable cost.

Other allowable costs

- Technical and market assessment;
- Legal advice and IPR (Intellectual Property Rights) support, including costs for patenting in the NIS and/or INTAS Members;
- Marketing, including fees for participation in fairs and exhibitions;
- Partner search;
- Preparation of marketing materials and documentation;
- If necessary for the marketing of the innovation - the preparation of close-to-the-market prototypes, models or samples.

ATTENTION: there are no monthly individual grants (labour) for NIS team members payable in INTAS innovation grants.

Overheads

Only a coordinator can claim overhead costs of up to 2,000 **€** for indirect costs necessary to run the exploitation activities. Overhead costs will be paid directly to the organisation of the coordinator.

4. PREPARING AN APPLICATION

4.1 Access to the Submission System and requested Input:

To prepare and submit an innovation grant application, the coordinator should access the INTAS internet site http://www.intas.be section "Innovation Grant", where s/he will be asked to enter his/her e-mail address, in return s/he will receive a username "user ID" and **two** passwords, namely the "password" and the "unlock password". By using the password all contractors are enabled to complete their own administrative details and to replace the work programme partly or in full with an updated version. Only one partner may have access at the same time, in case of a second login the system indicates that "somebody else is working on the application" and refuses the connection. During the preparation of the application it is recommended to print and to control each of its completed sections. By using the unlock password, the coordinator can executed the final submission.

4.2 Structure of the Submission System and requested Input

In preparing your application, make sure that you provide enough information so that external evaluators can judge the exploitation potential of your proposed innovation. All experts and INTAS staff are obliged to maintain confidential all information gained during the evaluation process.

However, during the submission and evaluation of your innovation grant application, information will be exchanged via the Internet protected by usernames and passwords. INTAS cannot be held responsible for unauthorized disclosure of this information by third parties.

Details on the INTAS submission system are provided in the "Technical Guide on the electronic submission of an application for an INTAS Innovation Grant".

A GENERAL INFORMATION

Application Details

- Identify the call and the keywords selected from the INTAS keyword list (see Part D) and add free words to further specify your scientific subject;
- Give a title for your grant application and the intended starting date. Indicate also the title, duration and reference number of the initial INTAS project in which the innovation has been generated.

Description of proposed Innovation

- Describe the innovation which can be a new product, service or technology and its current technical and/or socio-economic applicability; compare with the state of the art. Explain the potential use of the innovation (max. 3 pages).
- Provide a list of publications with respect to the innovation (max. 10). If the publication exists on a website, give its address.
- You may use images throughout this section, if it leads to a more concise and compact presentation.

Status of Patent and Literature Search

- Has a novelty search already been performed or is this still to be done? Specify the institution with which the novelty search has been performed and indicate the result;
- Give an opinion whether the innovation is patentable and indicate existing patent applications/ patents or expert assessments on patentability;
- Identify the closest solutions found.

Licensing, Collaboration Agreements, other Contacts:

- Have agreements with third parties already been concluded or are negotiations ongoing in this respect?
- If not, has collaboration with third parties in this field been considered?

B CONTRACTOR INFORMATION

- Identify the participating contractors. Each NIS contractor must choose whether s/he participates as an organisation or as an individual. However, NIS scientists from the same university, institute or enterprise must organise themselves in a team as one single contractor. In all cases, NIS team members that shall receive INTAS funding must be listed. INTAS contractors can only participate as organizations;
- Describe the particular expertise and complementary nature of the contractors;
- Define the individual's share on joint inventions (if applicable), give any record of previous innovations developed;
- Specify which individuals or organisations have already been involved in the initial INTAS research project in which the innovation has been generated.

C EXPLOITATION INFORMATION

Task description

- Describe the exploitation activities, break them down into individual tasks and identify the deliverables of the tasks as well as the duration of each of the tasks.
- Identify the contractors and individuals involved in each task and the task leaders.
- Describe additional tasks not financed by INTAS, but necessary for the successful implementation of the innovation (if applicable).
- When explaining the technical feasibility of the exploitation activities, indicate where there are risks of not achieving the deliverables.

User list

- Provide a list of potential users that may be interested in developing the innovation. A potential user of the innovation is normally a commercially oriented firm or a public or research organisation that applies the innovation in its own activities. The list must contain at least one potential user from the NIS and at least one potential user from an INTAS member state. Please give the details of the contact persons;
- Specify whether the users will, or are expected to bring a financial or in-kind contribution to the exploitation of the result;
- To what extent have potential users already been involved in the innovation grant application?

Innovation Grant follow-up

- Will there be a follow-up once the deliverables of the innovation grant are obtained (further necessary actions, agreements, licences, etc.)?

Management

- Describe how the management of the exploitation activities and the cooperation between the contractors will take place (e.g. involvement of professionals in legal, IPR and marketing, coordination meetings, exchange of scientists, attendance in exhibitions, etc.).
- Reports will have to be sent to INTAS every 12 months and at the end of the grant period; they have to comply with the guidelines for reports as published on the INTAS website.

Planning

- The submission system will automatically compile a structure plan on the basis of information given under item "task description". This plan includes the scheduling of tasks and allocation

of tasks per contractor.

D COST INFORMATION

- Give the cost breakdown for each contractor.
- Indicate other resources (financial, labour, etc.) which will be used for the exploitation of the innovation and which are additional to a possible INTAS grant.

E SUMMARY

- Summarise the innovation, the exploitation activities and expected outcome not exceeding 500 characters. The summary of selected innovations will be published on the INTAS website.

5. SUBMISSION OF APPLICATIONS

5.1 Submission of Applications

Applications must be completed online and submitted **by the coordinator** via the internet using the INTAS submission system (section Innovation Grant) at http://www.intas.be. When the application is finally submitted, the INTAS submission system generates the comprehensive text as it will be submitted to the evaluators. This text together with an acknowledgement of receipt will be returned to the coordinator by e-mail within 3 working days. Using the unlock password, after a final submission the coordinator may replace the previous application with a revised version until the deadline. Therefore, it is advisable that the coordinator retains the unlock password for his/her personal use only and also, to submit the application early enough to control the generated text and to possibly resubmit the corrected application before the deadline of the call.

Please note:

- If applicants are involved in more than one application, these must be submitted separately.
- Applications sent by post, telex, facsimile or e-mail will not be accepted.
- Last minute submission via Internet should be avoided! Experience shows that high traffic during the last days before the deadline of the call may make access difficult, slow down the system performance and hamper the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or non-stable connections.
- Moreover, the site will automatically refuse to accept applications after the deadline.

ATTENTION:

- While working on your application in the submission system, please note that the **system will automatically interrupt the connection after 30 minutes if no activity is recorded** on the INTAS server.
- **Whenever you stop working on the application, always use the "log off" button in the system**. Failure to do so will lead the system to block any further access to the proposal and to indicate "Someone else is working on your proposal". No one else will be able to work on it. The application can then only be accessed again with the applicant's unlock password.
- Before an application is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.
- After the final submission, the use of the unlock password cancels the submission (!), sets

the application back into the preparatory stage and renders the acknowledgement of receipt void. The **application must be re-submitted after each such use of the "unlock" password**. After each final submission you will receive an acknowledgement of receipt and the text of your application.

- **Applications which remain on the internet system but have *not* been finally submitted will *not* be included in the evaluation**. To look up the status of your application, you may go into the file in the internet submission system using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the application text is displayed, it is still in the preparatory phase.

5.2 Power of Attorney

All participants must agree on a coordinator and send to their coordinator the Powers of Attorney[4] for each contractor. By doing so they will authorise the coordinator to submit the application and conclude the grant agreement with INTAS on behalf of all contractors participating in the exploitation activities. In these Powers of Attorney each contractor shall also declare that, to his/her knowledge s/he is or will be entitled to pursue the exploitation of the innovation and that s/he complies with any contractual agreements with respect to the proposed innovation. These contractual agreements may concern the INTAS project consortium of the original INTAS research project or network or any other agreement concluded by her/him or his/her employer.

Should INTAS select the application for funding, the coordinator will be required to provide INTAS with the powers of attorney including the above declarations with the **original signatures** before the innovation grant agreement can be signed by INTAS. INTAS reserves the right to request formal declarations of the concerned institutions entitling the contractors to pursue the exploitation.

5.3 Acknowledgement of Receipt

Having completed the application and having made the **final submission via Internet, the coordinator** will automatically receive via e-mail an acknowledgement of receipt with the proposal's registration number. **The use of the unlock password after the final submission, however, renders the acknowledgement of receipt void and a new acknowledgement with the same registration number will be provided after a re-submission.**

Deadline

All applications must be finally submitted by their coordinators to INTAS as announced in the innovation call announcement concerned.

6. EVALUATION OF APPLICATIONS

6.1 Evaluation Criteria

INTAS will evaluate each application according to the following criteria:

- Scientific and technical quality of the proposed product, service or technology;
- Potential economic and/or social impact of the innovation;
- Appropriateness of the exploitation and the work plan proposed;
- Qualification and competence of the main scientists involved;

[4] See section 8 'Power of Attorney' for a sample.

- Expected economic and/or social interest by potential users in the NIS and INTAS member states.

6.2 Evaluation Procedure

The INTAS Secretariat will screen applications for conformity with the eligibility criteria. Eligible applications will then be evaluated by independent experts (peer review) under the scrutiny of the INTAS Council of Scientists. During evaluation, applications may be distributed by Internet without encryption but protected by username and passwords.

There will be a two step evaluation procedure. For each application received under the innovation grant call, INTAS will appoint **3 independent experts** (in science and innovation) by matching the keywords and free words given by the applicants with those of the evaluators. Based on the evaluation points of the evaluators, the applications will be ranked. Based on this ranking and the available funding, those applications for funding will be identified. INTAS may submit any application to a quick scan, without cost to the applicant, to determine whether the innovation is patentable.

In a next step, an evaluation panel of science and innovation experts involving the INTAS Council of Scientists and the Secretariat will finally select the applications recommended to be funded.

In case the application is selected for funding, INTAS reserves the right to consult the other members of the initial INTAS research project consortium about the innovation grant. During contract negotiations INTAS might request that applications are adapted in terms of duration, financing, or measures included in the work programme.

7. EVALUATION OUTCOME AND CONTRACTS

7.1 Evaluation Outcome

The decision on the award of the innovation grants is made by the INTAS General Assembly. The outcome of the evaluation will be communicated by INTAS to the coordinators of the innovation consortia according to the time schedule of the call as outlined in the call announcement.

7.2 The Innovation Grant Agreement

An agreement will be drawn up for each selected application, defining the subject and conditions of the cooperation in the exploitation activities, the financial support and any other rights and obligations between the contractors on the one hand, and between INTAS and the contractors on the other hand. It includes the innovation grant agreement and its general conditions, the work programme including the cost table and the power of attorney by all contractors to the coordinator, including the declaration on lawful exploitation.

The agreement will be signed, on the one hand by INTAS and on the other hand by the coordinator, and, if necessary, an additional authorised official of the coordinator's organisation on behalf of all contractors in the consortium.

Payments of the grant will be made in instalments after the conclusion of the innovation grant agreement. Funds will be made available according to the needs of the exploitation activities upon payment requests by the coordinator. INTAS will make all payments directly to each of the contractors.

8. POWER OF ATTORNEY

To be filled in and signed by all Contractors[5] and retained by the CO until requested by INTAS in the event the application is selected for funding

"<TITLE Innovation Grant Application>"

By signing this declaration, I certify that the information given in this application relating to me and the organisation where the work is carried out is, to the best of my knowledge, true and complete. I have been involved in the preparation of the full application and I agree with its contents. I am /and the organisation I represent are/ ready to set up and execute all tasks, duties and obligations assigned to us in this application for an innovation grant. I also agree on the use of the Internet for the evaluation of the innovation grant application, protected by usernames and passwords, and will not hold INTAS responsible for its unauthorised disclosure by third parties.

I am entitled to pursue the exploitation of the innovation or, alternatively, will receive the required authorisations, if the innovation grant application is selected for funding. To my knowledge, I fully comply with the legal requirements and any contractual agreements concluded within the original INTAS research project, network, fellowship or any other agreement concluded by me and/ or my organisation with respect to this innovation.

I/we hereby authorise and empower the co-ordinator, as lawful attorney and administrator, to take all the necessary actions to negotiate and conclude the innovation grant agreement, on behalf of my team/my organisation, should the application be selected by INTAS.

Please specify your authorisation[6]:

Name and address of the organisation:

Name of the duly authorised representative of the contractor:

Function
Signature:
Stamp:
Date:

Confirmation by the NIS organisation if the NIS contractor is an individual scientist

I hereby confirm that the Contractor from my organisation is duly authorised to pursue the exploitation of the innovation contained in this application.
Name of the duly authorised representative of the NIS organisation:
Function:
Signature:

[5] Contractors from the INTAS Members must be the organisations involved. Contractors in the NIS may participate as individuals provided they are entitled to pursue the exploitation of the innovation on their own behalf. In this case her/his organisation must formally confirm that s/he is authorised to do so.
[6] This may be your ownership of the innovation, a Power of Attorney by your organisation etc.

Part D

INTAS Summer School Support

CONTENTS

General Rules

List of Keywords[7]

[7] Applicable to research projects, networks, innovation projects, young scientist fellowships, summer school support, infrastructure actions and strategic scientific workshops

Part D INTAS Summer School Support

1. SCOPE

The INTAS Summer School Programme aims to stimulate a larger participation of young scientists (YS) from the NIS in internationally acknowledged summer schools, to involve them better in the international scientific community and to promote contacts between young scientists from the NIS and the INTAS members. The school must take place in one of these countries. The summer school must be of high scientific quality and with international participation, namely must include at least five participants from at least two different INTAS members. All schools offering courses specialised in scientific pre- and post-doctoral teaching and training in any scientific field, lasting approximately 1-4 weeks, are eligible. The school may take place at any time during the year.

INTAS provides a grant to organisations that are experienced in running summer schools of internationally acknowledged quality, bringing together scientists from the INTAS members and the NIS. The INTAS grant is provided to the organiser of the summer school and must be fully used to support young scientists from the NIS of the age of 35 years or less at the starting date of the summer school by covering their travel and subsistence costs and their conference fees. Participation of young scientists from Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan and Uzbekistan is especially encouraged and INTAS therefore asks the organiser to earmark approx. 20 % of the INTAS grant for participants from these countries.

Applications for INTAS summer school support can be submitted to INTAS within two annual calls with closing dates as specified in the announcement.

2. ELIGIBILITY OF SUMMER SCHOOL APPLICATIONS

Applications must meet the following **eligibility criteria**:

- Applications have to be within the scope of the call. Language courses are not eligible.
- Applications must be submitted by a non-profit scientific institution/organisation from the INTAS members or the NIS organising a summer school. The school must take place in these countries; proposals from individuals or commercial organisations, including private educational institutes/schools, are not eligible.
- The applicant must prove **at least five years'** experience in organising summer schools.
- The number of participants in a school session shall not be lower than 25 participants.
- The school must be **international,** namely must include at least five participants from at least two different INTAS members. Schools involving only scientists from the NIS are not eligible.
- The INTAS grant must be used for the support of at least 5 NIS young scientists.
- Applications must respect the identified submission procedure and use the INTAS electronic submission programme for preparing an application. Only applications that arrive at INTAS by the deadline specified in the call announcement will be accepted by the system.
- The summer school must start between 4 and 18 months after the closure of the call to which the application is submitted.

INTAS will exclude any applications from the evaluation that do not meet the above eligibility criteria, are not complete or not submitted in the English language.

3. CONDITIONS FOR INTAS SUMMER SCHOOL SUPPORT

Criteria for the support of summer schools:

- ***Scientific quality and internationality:*** summer schools must offer courses of high scientific quality and shall have a good international reputation in the scientific community, proven by international participation in the past. The involvement of scientists from both INTAS members and the NIS in the scientific advisory board, and/or as teachers is an asset.
- ***Publicity*****:** summer schools must announce publicly their programme and the opportunities for participation, and open the school to all eligible countries, namely the *INTAS members* and the *NIS*.
- ***Transparent selection*****:** NIS young scientist to be supported with the INTAS grant must be selected in a transparent procedure ensuring impartial and equal treatment of all applying NIS YS. It must be based on the published selection criteria, with priority on the scientific performance of an applicant.

Funding

The maximum allowable INTAS grant is 25,000 Euro per year for a summer school involving at least 10 NIS young scientists. The INTAS grant requested by the school must allow for the participation of not less than 5 young scientists from the NIS. On average, not more than 2.500 Euro per NIS young scientist shall be budgeted. Approximately 20 % of the INTAS grant should be earmarked for young scientists from Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan and Uzbekistan. INTAS will pay 90 % of the grant as an advance payment to the applicant 2 months before the summer school takes place, the balance will be paid upon approval of the report.

NIS Beneficiaries: The INTAS grant must be used to support young scientists from the NIS of the age of 35 years or less at the starting date of the summer school. NIS citizens with a permanent residence outside the NIS or with a temporary research position lasting longer than 6 months outside the NIS at the time of the summer school are not eligible to receive INTAS support.

Allowable costs

- ***Travel costs*** from the place of living in the NIS to the summer school and return; for journeys the cheapest price (APEX, PEX or "excursion") must be used, in no case shall the amount exceed the economy class fares. Costs for visa and travel and health insurance may be included in the travel costs;
- ***Costs for accommodation and subsistence;***
- ***Summer school fees*** (the summer school fees may include the costs for accommodation and meals, in this case a small amount for miscellaneous costs not exceeding 100 Euro per week may be paid to the NIS young scientist.

Costs for equipment, consumables, overheads and fees paid to teachers can not be charged to INTAS.

4. PREPARING AN APPLICATION

4.1 Access to the INTAS Submission System

To prepare and submit a summer school grant application, the applicant should access the INTAS internet site http://www.intas.be section "Funding Opportunities" to the section "summer school support", where s/he will be asked to enter her/his e-mail address, in return s/he will receive a username "user ID" and **two** passwords, namely the "password" and the "unlock

password". By using the password the applicant is enabled to complete its own administrative details and to prepare the summer school description and programme online, in one or several steps. S/He may involve collaborators, who may also work online on the draft application using the password. Only one partner may have access at the same time, in case of a second login the system indicates that "somebody else is working on the proposal" and refuses the connection. By using the unlock password, the final submission may be executed.

4.2 Structure of the INTAS Submission System and requested Input:

The INTAS submission system consists of two main sections. First, the administrative details are to be directly filled in the online form. The second section, including the description of the summer school organisation and the financial planning will typically be prepared outside and then introduced in the on-line system by cut & paste. You are asked to provide the following information:

A ADMINISTRATIVE INFORMATION

- **Title,** give a short title of your summer school that includes the place of the school and its starting- and end date.
- **Contact details,** full address of contact person, telephone, fax, e-mail, address and type of organisation, Internet home page of the organisation/ and of the school/ if available.
- **Keywords** according to the keyword list of the information package and free word chosen by the applicant.

B DESCRIPTION OF THE APPLICANT ORGANISATION

- **Short description of the organisation**, specify research activities, facilities and infrastructure, links and contacts with other international and/or European organisations.

C SUMMER SCHOOL DESCRIPTION

- **Summer school scope and concept -** describe the scientific scope and the concept of the school and its integration in the overall research activities of the organisation.
- **Summer school history** - short record of the last 5 years, give some statistics on the number of participants per summer school including the number of participants from the INTAS members and the NIS, specify previous involvement of teachers from the INTAS members.
- **Acceptance and reputation of the school** - is your school internationally known and acknowledged, are there many requests from scientists of other countries to participate, are there more applications than places available etc.? Will your school be sponsored by the authorities, the industries or other organisations?
- **Scientific programme** of the present summer school; specify the scientific programme.
- **School organisation** – Identify the local advisory board. Clarify whether you work with an international scientific advisory board and with teachers from the INTAS members and the NIS. Explain whether school results are published via printed proceedings or scripts of the lectures.
- **School place -** give a brief description of the school place including lecturing and lodging possibilities and transport provisions.

D SUMMER SCHOOL PARTICIPANTS AND INVOLVEMENT OF NIS YOUNG SCIENTISTS

- Overall number of participants including those from the NIS; envisaged number NIS young scientists that are to be supported with the INTAS grant;
- Specify how the summer school will be announced, including the offer of travel support for NIS young scientists;
- Specify how and upon what criteria the school participants will be selected and, if applicable;

what criteria will be applied to select the NIS participants receiving support via the INTAS grant.

E COST INFORMATION - INTENDED USE OF THE INTAS GRANT

- **Costs for accommodation, subsistence and school fees** for the participation of NIS young scientists – specify the duration of their school attendance.
- **Travel support** – explain how you have calculated the travel of NIS young scientists from their different NIS to the place of the summer school. Please note it is INTAS policy to support equally young scientists from all NIS. Therefore, the travel budget shall allow for the involvement of young scientists from more distant NIS locations.
- **Special support** and incentives provided by the summer school in order to increase the number of NIS young scientists, such as waived or most favourable conference fees, low costs accommodation and meals etc.

F SUMMARY

- Summarise the description, the scope and the programme of the summer school and the expected number of participants including from the NIS. The summary of selected summer schools may be published on the INTAS web site.

5. SUBMISSION OF APPLICATIONS

5.1 Submission of Applications

Applications must be completed online and submitted **by the summer school organiser** via the internet using the INTAS submission system (section Summer School Support) at http://www.intas.be

Please note:

- Applications must be prepared using the INTAS submission programme.
- Applications sent by post, telex, facsimile or e-mail will not be accepted.
- After the final submission, the INTAS submission system generates from your input the comprehensive text as it will be submitted to the evaluators. This text will be returned to the applicant by e-mail within 3 working days.
- After the final submission you may still replace or improve the application until the deadline of the call by using the unlock password.
- Last minute submissions or last minute corrections via the internet should be avoided! Experience shows that high traffic during the last days before the submission deadline of the call may make access difficult, slows down the system's performance and hampers the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or for non-stable connections. Moreover, the website will automatically refuse to accept applications after the deadline.
- After the deadline of the call the INTAS submission system will be closed. If you wish to further improve non – completed applications for a submission in a later call, you must save it outside the INTAS submission system. After the closure, no further access to your proposal in the INTAS submission system is possible.

ATTENTION:

- While working on your application in the submission system, please note that the **system will automatically interrupt the connection after 30 minutes** if no activity is recorded on the INTAS server.
- **Whenever you stop working on the application, always use the "log off" button in the system**. Failure to do so will lead the system to block any further access to the application and to indicate "Someone else is working on your application". The application can then only

be accessed again with the applicant's unlock password.

- Before an application is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.
- After the final submission, the use of the unlock password cancels the submission (!), sets the application back into the preparatory stage and renders the acknowledgement of receipt void. The **application must be re-submitted after each such use of the "unlock" password**. After each final submission you will receive an acknowledgement of receipt and the text of your application.
- **Applications which remain on the internet system but have *not* been finally submitted will *not* be included in the evaluation**. To look up the status of your application, you may go into the file in the internet submission system by using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the application text is displayed, it is still in the preparatory phase.

5.2 Acknowledgement of Receipt

Having completed the application and having made the **final submission via internet,** the applicant will automatically receive via e-mail an acknowledgement of receipt with the application's registration number. Please refer to this number in all correspondence with INTAS.

The use of the unlock password after the final submission, however, renders the acknowledgement of receipt void and a new acknowledgement with the same registration number will be provided after a re-submission.

6. EVALUATION OF APPLICATIONS

6.1 Evaluation Procedure

The INTAS Secretariat will screen summer school applications for conformity with the eligibility criteria. Eligible applications will then be individually evaluated by independent experts who will award evaluation points based on the evaluation criteria. All applications will then be ranked per scientific field according to their evaluation points. During the evaluation, the applications may be distributed via internet without encryption but protected by username and passwords.

INTAS will take careful account of all applications, although it is not committed to award a grant to the applications with the highest number of points. Taking into account the summer schools supported by INTAS previously, the competitive selection is made with a focus on the merit of the objectives of the applications.

Following the independent evaluation, the INTAS Secretariat will establish a short-list of applications, which will then be discussed in the INTAS Council of Scientists. Based on the ranking of the short-list and the available funding, the INTAS Council of Scientists will then make the final selection of summer schools to be funded.

6.2 Evaluation Criteria for Summer School Applications

The evaluators will be asked to evaluate the applications against the following criteria, each of which may be awarded a maximum number of points. The selection for funding will take into account the evaluators' responses to the following questions, each of which may be awarded a maximum of 10 points according to the following scale: 0 =poor or information missing; 1-2 =not sufficient; 3-4 =average; 5-6 =good; 7-8 =very good; 9-10 =excellent.

A. Merit of the summer school and the organising institution (maximum number of points: 40)

15. Assess the scientific reputation of the summer school, in consideration of the historic records and appreciation of the school by the scientific community.
16. Assess the scientific relevance of the scope of the summer school and the quality of the scientific programme. Consider in this respect the scientific expertise of the board and teachers and of the programme advisory board.
17. Assess the size of the school – there must be at least 25 scientists participating in a school.
18. How suitable is the institution, organization and place of the school to enable the successful execution of the Summer school?

G. Internationality of the summer school (maximum number of points: 20)

19. Assess the potential of the school to enable meetings with scientists from the INTAS countries and for international scientific exchange. Are the members of the board of teachers and of the advisory board from several countries?
20. Is there a significant number of participants from different countries, including at least 5 participants from two different INTAS members? Compare also historical records.

H. Involvement of NIS YS (maximum number of points: 20)

21. How will the opportunity of INTAS support for NIS YS be published? Are the rules and criteria for the selection of NIS young scientists clear and transparent and is the selection of participants based on their scientific excellence?
8. Is the summer school an integrated part of the organisation's scientific activities?

D. Merit of the use of INTAS funds (maximum number of points: 20)

9. How efficient is the envisaged use of the INTAS grant (value for money)? Are the proposed local costs reasonable for the course offered by the school and is there a good involvement of NIS YS?
10. Is the organiser offering special support for the participation of young scientists from NIS? Does the budget allow to cover costs for travel from more distant NIS?

In its selection INTAS will ensure a fair distribution across the scientific fields.

7. EVALUATION OUTCOME & AWARD OF THE SUMMER SCHOOL GRANT

7.1 Evaluation Outcome

Following the final decision on the funding of summer schools by the INTAS Council of Scientists, the INTAS Secretariat will communicate the outcome of the evaluation and selection to the proposers according to the indicative time table of the call outlined in the call announcement.

7.2 Award of a Summer School Grant

For successful applicants a grant agreement will be drawn up defining the subject and conditions of the grant, its duration, the summer school programme and the allowable costs supported by INTAS. INTAS may request during the negotiation with the selected summer schools that the INTAS support grant may be adapted to the approved budget, which may differ from the requested amount in the original application.

The agreement enters into force upon signature by both INTAS and the applicant organisation duly represented by an authorised official. An advance payment of 90 % of the grant will be made within 2 months before the starting date of the summer school. Upon completion of the summer school, a report shall be provided within 2 months. In this report the outcome of the summer school shall be described and the allowable cost incurred must be specified. Upon approval of the

report INTAS will pay the balance up to the total INTAS grant, but not more than the allowable costs incurred. In case the advance has not been fully used, the unused INTAS funds must be reimbursed.

Part E

INTAS Infrastructure Actions

CONTENTS

General Rules

List of Keywords[8]

[8] Applicable to research projects, networks, innovation projects, young scientist fellowships, infrastructure actions and strategic scientific workshops

Part E INTAS Infrastructure Actions

1. SCOPE

An INTAS infrastructure action (IA) is a technical project in response to the deterioration of scientific infrastructure in the NIS and aims to support the maintenance or the establishment of scientific infrastructures in these countries. It shall help to overcome a serious problem in science whose solution is of high priority. It shall take effect in the NIS and serve the interests of a wider NIS scientific community beyond the borders of a single NIS. It shall also contribute to the scientific cooperation between the INTAS members and the NIS and the better integration of the NIS in the international scientific community – e.g. it may foster scientific communication, provide access to scientific information or preserve scientific collections or scientific facilities of international importance and interest.

INTAS supports an IA by the award of a grant to (a) NIS or INTAS member organisation(s) exclusively to be used for the improvement of scientific infrastructure in the NIS. The proposal for an IA must include co-financing by other organisations; co-financing from international organisations is particularly recommended.

Proposals for INTAS infrastructure actions can be submitted to INTAS within two annual calls with closing dates as specified in the announcement. INTAS may also decide to set up an infrastructure action without having received a proposal (direct INTAS action).

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2. ELIGIBILITY OF INTAS INFRASTRUCTURE ACTIONS

Proposals must meet the following **eligibility criteria**:

- Proposals must be within the scope of the call. Actions that could be the subject or a major part of a proposal for research projects and networks are not eligible; requests for an INTAS financial contribution to the purchase of equipment not linked to a technical project are also not eligible.
- Must be submitted by one or more non-profit scientific institution/organisation from the NIS and/or the INTAS members; proposals from individuals or commercial organisations are not eligible;
- Consortia must have a co-ordinator;
- Must respect the financial rules and must include co-financing by another organisation;
- Respect the identified submission procedure and use the INTAS electronic submission programme for preparing the proposal. Only proposals that arrive at INTAS by the deadline identified in the call announcement will be accepted by the system.

INTAS will exclude any proposals from the evaluation which do not meet the above eligibility criteria, are not complete or not submitted in the English language.

3. CONDITIONS FOR INTAS INFRASTRUCTURE ACTIONS

Duration of INTAS Infrastructure Actions

The duration of an IA is up to a maximum of 24 months.

Funding

Typically, the INTAS infrastructure support grant will not exceed 50,000 Euro. However, the size of the grant will depend on the type of the action and may be increased if duly justified. INTAS funds must be used to create or maintain scientific infrastructure taking effect in the NIS.

Allowable costs

Travel and Subsistence

- National and international travel at the cheapest economy rate, reasonably priced accommodation and other subsistence costs according to the own internal rules of the contractor; travel & subsistence costs must be related to the IA and justified for each contractor.
- For travel outside the NIS, a daily allowance may be paid to NIS participants exceeding the limits of their organisation's internal rules. The maximum allowable amount for the total living expenses including visa and medical or other insurance costs relating to the travel period is 100 € per day.

Infrastructure Equipment

- Contractors from INTAS members are not allowed to purchase equipment with the IA grant.
- NIS contractors may purchase equipment or request a contractor from the INTAS members to do so on their behalf. In the latter case the equipment cost shall be shown under the costs of the NIS contractor.
- All items shall be listed with approximate prices and justification.
- All equipment financed by the INTAS grant must be purchased or manufactured after the commencement date of the IA contract. Exceptionally, equipment purchased for up to three months prior to the commencement of the project may be charged to the project budget if this equipment is used for the execution of the IA work programme.

Consumables

- Costs of materials or goods, including those required for the repair or maintenance of equipment. For each contractor requesting consumables totalling more than 3,000 €, all items shall be listed with approximate prices and justification.

Labour

- Contractors must support the labour costs of their own staff. There are no individual grants payable to NIS scientists in an IA.

Other costs

- Costs for services and works by third parties, field trips other than travel costs, banking fees, etc. which cannot be classified under the previous items but are required for the work to be carried out. They must be identified and justified individually.

  Service contracts must be approved by INTAS prior to their conclusion. Service contracts with third parties must be based on most economical local market prices. If services by third parties are required, please specify the service and the expected costs in the proposal.

Overheads

- Overheads shall cover indirect costs, including for the general management necessary to run the project. This category cannot exceed 10% of the total allowable costs of a contractor, either from the INTAS members or the NIS.

4. PREPARING AN INFRASTRUCTURE PROPOSAL

4.1 Access to the INTAS Submission System

To prepare and submit a proposal, the proposer should access the INTAS internet site http://www.intas.be section “Funding opportunities” to the section ”Infrastructure Action”, where s/he will be asked to enter her/his e-mail address, in return s/he will receive a username “user ID” and **two passwords,** namely the “password” and the “unlock password”. By using the password the proposer is enabled to complete the administrative details and to prepare the proposal for the infrastructure action, in one or several steps. S/He proposer may involve collaborators in the preparation, who may also work online on the proposal using the password. Only one partner may have access at the same time, in case of a second login the system indicates that ”somebody else is working on the proposal” and refuses the connection. By using the unlock password, the proposer can execute the final submission.

4.2 Structure of the INTAS Submission System and Requested Input:

The INTAS submission system consists of two main sections. First the administrative details are to be directly filled in the online form. The second section, including the description of the organisations involved, the infrastructure action work programme and the financial planning, will typically be prepared outside and then introduced in the on-line system by cut&paste. You are asked to provide the following information:

A ADMINISTRATIVE INFORMATION

- **Subject,** give the subject/ title of your infrastructure action;
- **Contact details of all participating organisations,** person(s) in charge for co-operation, in case of consortia- specify coordinator, full address, telephone, fax, e-mail, Internet home page address if available, type of organisation etc.
- **Keywords** according to the annexed key word list and **free word**s chosen by the applicant;

B INFORMATION ON THE ORGANISATION(S) INVOLVED

- Identify the coordinator of the IA. The coordinator is the leading organisation in charge of implementing the activity. It must be represented by its duly authorised representative of the organisation, in addition a responsible scientific-technical manager may be appointed.
- Identify the organisations, the participating teams and their team leaders. Specify research activities, facilities and infrastructure to the extent relevant for the IA proposal.
- Describe the particular expertise and complementary nature of the partners in view of the tasks to be performed by each team.
- Identify the co-funding body and how it intent to participate in the management and monitoring of the IA

C INFRASTRUCTURE DESCRIPTION

- Objectives and Scope
    - Specify the serious problem in the NIS which the IA is responding to;
    - Explain how the IA aims to improve, update, provide, replace…infrastructure;
    - Specify how the IA serves the interests of a wider NIS scientific community from more than one NIS and contributes to the international scientific collaboration between the INTAS members and the NIS;
    - Describe the short- and medium-term use of the facilities and how their maintenance is ensured from an organisational and financial point of view.

You may refer to letters of support by the co-funding organisation(s). In case the IA is considered for support, you will be invited to submit the originals to INTAS.

- Work programme setting out the scientific-technical aims, actions, tasks, outputs
  - Break the proposed action down into tasks and identify the organisations involved;
  - Describe the input and output of the tasks and indicate the task leaders, give milestones;
  - Indicate the duration of each task and the relation between the tasks.

- Management plan
  - Describe how the overall coordination, monitoring and control of the IA will be implemented.
  - Indicate the decision schemes foreseen (decision boards, coordination meetings).

Please note: Reports will have to be sent to INTAS every 6 or 12 months (depending on the type of action) and at the end of the IA; they have to comply with the guidelines for reports as published on the INTAS web site.

D COST INFORMATION - INTENDED USE OF THE INTAS IA SUPPORT GRANT

- Provide a cost calculation including all costs of the IA and explain how these costs shall be covered. This calculation must include the cost contribution from one or more co-funding organisation(s) at least equalling the INTAS contribution. Describe how the other co-funding organisation(s) has (have) committed this amount (by contract, grant award etc.).
- Give the breakdown of costs to be supported by INTAS.
- Identify in-kind contributions by the consortium by providing staff, services etc.

E SUMMARY

- Summarise the IA- specify the problem it is responding to, the envisaged activities and expected impact. The summary of selected IA may be published on the INTAS web site.

5. SUBMISSION OF PROPOSALS

5.1 Submission of Proposals

Proposals must be completed online and submitted **by the proposer/coordinator** via the internet using the INTAS submission system (section Funding Opportunities / Infrastructure Actions) at http://www.intas.be

Please note:

- Proposals must be prepared using the INTAS submission programme.
- Proposals sent by post, telex, facsimile or e-mail will not be accepted.
- After the final submission, the INTAS submission system generates from your input the comprehensive text as it will be submitted to the evaluators. This text will be returned to the proposer by e-mail within 3 working days.
- After the final submission you may still replace or improve the proposal until the deadline of the call by using the unlock password.
- Last minute submissions or last minute corrections via the Internet should be avoided! Experience shows that high traffic during the last days before the submission deadline of the call may make access difficult, slows down the system's performance and hampers the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or for non-stable connections. Moreover, the website will automatically refuse to

accept proposals after the deadline.

- After the deadline of the call the INTAS submission system will be closed. **After the closure, no further access to your proposal in the INTAS system is possible.** If you wish to further improve a non-completed proposal for a submission in a later call, you must save it outside the INTAS submission system (for example in a Word file).

ATTENTION:

- While working on your proposal in the submission system, please note that the **system will automatically interrupt the connection after 30 minutes** if no activity is recorded on the INTAS server.
- **Whenever you stop working on the proposal, always use the "log off" button in the system**. Failure to do so will lead the system to block any further access to the proposal and to indicate "Someone else is working on your proposal". No one else will be able to work on it. The proposal can then only be accessed again with the coordinator's unlock password.
- Before a proposal is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.
- After the final submission, the use of the unlock password cancels the submission (!), sets the proposal back into the preparatory stage and renders the acknowledgement of receipt void. The **proposal must be re-submitted after each such use of the "unlock" password**. After each final submission you will receive an acknowledgement of receipt and the text of your proposal.
- **Proposals which remain on the internet system but have *not* been finally submitted will *not* be included in the evaluation**. To look up the status of your proposal, you may go into the file in the internet submission system using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the proposal text is displayed, it is still in the preparatory phase.

5.2 Acknowledgement of Receipt

Having completed the proposal and having made the **final submission via internet**, the proposer will automatically receive via e-mail an acknowledgement of receipt with the proposal's registration number. Please refer to this number in all correspondence with INTAS.

6. EVALUATION OF PROPOSALS

6.1 Evaluation Procedure

The INTAS Secretariat will screen the IA proposals for conformity with the eligibility criteria. Eligible proposals will then be individually evaluated by independent experts who will award evaluation points based on the evaluation criteria. During the evaluation, the proposals may be distributed via internet without encryption but protected by username and passwords. All proposals will then be ranked per scientific field according to their evaluation points. Only if the merit of the objectives of the IA (Evaluation Criteria A1, A2, A3) is rated at least "very good" will the IA be considered for funding.

The purpose of the call for proposals for IA is to identify suitable subjects for infrastructure actions, taking into account the needs of the different NIS, other IAs funded by INTAS previously, the availability of alternative sources of funding, etc. The competitive selection is thus made with a focus on the merit of the objectives of the proposals and taking into account these considerations. Accordingly, evaluation points will not necessarily be awarded to each criterion. INTAS will provide proposers with an evaluation report showing the outcome of the selection but without a ranking covering all criteria.

INTAS will take careful account of all proposals, although it is not committed to award a grant to the proposals with the highest number of points. INTAS reserves the right to decide at its own discretion to support the most suitable proposals and to negotiate all elements of a selected proposal in order to increase the efficiency of an IA. INTAS reserves the right to release funds for an IA in a given call only if a proposal fully complies with all requirements. If this is not the case, the funds will be saved for later actions.

Following the independent evaluation, the INTAS Secretariat will establish a short-list of proposals, which will then be discussed in the INTAS Council of Scientists. The INTAS Council of Scientists will then make a funding recommendation to the INTAS General Assembly, which will make the final decision on the funding of infrastructure actions.

6.2 Evaluation Criteria for Infrastructure Action Proposals

The evaluators will be asked to evaluate the proposals against the following criteria, each of which may be awarded a maximum number of points. The selection for funding will take into account the evaluators' responses to the following questions, each of which may be awarded a maximum of 10 points according to the following scale: 0 =poor or information missing; 1-2 =not sufficient; 3-4 =average; 5-6 =good; 7-8 =very good; 9-10 =excellent.

F. Merit of the IA objectives (maximum number of points: 30)

22. Is the IA a response to a serious problem of the wider scientific community and is an immediate solution of this problem a matter of urgency? Is the IA serving the needs of a wider group of NIS scientists involving more than one NIS, and does it have importance for and/or impact on the collaboration between the NIS and the INTAS members?
23. Are the objectives of the IA adequately focussed in terms of the problem? How well does the approach - as described in the proposal - provide a basis for solving the problem and is the solution feasible?
24. Is the importance of the infrastructure acknowledged in the NIS and is its future use and financial maintenance ensured after the INTAS grant has been consumed?

I. Merit of the IA programme (maximum number of points: 30)

4. How well targeted is the programme with regard to the objectives?
5. How realistic and feasible are the tasks and milestones in the proposed work programme?
6. How appropriate are the proposed measures and methodologies to carry out the tasks?

J. Merit of the consortium (maximum number of points: 20)

7. Do the technical and infrastructure resources and the qualification of the proposer meet the requirements of the tasks?
8. Are the responsible proposers appropriate to carry out the tasks assigned to them?

K. Merit of the project management (maximum number of points: 20)

9. How realistic is the proposed workflow and time schedule? Does the proposal foresee adequate monitoring & control mechanisms and fall-back options?
10. Are information and communication tools appropriately applied (e.g. meetings, data exchange)?

E. Merit of the use of INTAS funds (maximum number of points: 20)

11. Is the overall financing of the IA, including the co-financing provided by another co-funding organisation, secured so that the completion of the IA is guaranteed?

12. How appropriate is the requested INTAS funding and is the proposed use of the INTAS grant efficient? Is the proposed allocation to the contractors as well as to cost categories justified? Is there an own contribution by the proposers?

General Comments on the merit of the objectives of the IA: The evaluators are requested to give an assessment of this criterion including each of the sub-questions. Only if the overall assessment is at least "very good" (no fewer than 24 points in total) will the proposal be considered for funding!

General Comments on the merit of the programme, consortium and management

Comments concerning the costs

7. EVALUATION OUTCOME & AWARD OF THE INFRASTRUCTURE ACTION GRANT

7.1 Evaluation Outcome

Following the final decision on the funding of infrastructure actions by the INTAS General Assembly, the INTAS Secretariat will communicate the outcome of the evaluation and selection to the proposers according to the indicative time table of the call outlined in the call announcement.

7.2 Award of an Infrastructure Action Grant

For successful proposers a grant agreement will be drawn up defining the subject and conditions of the grant, its duration, the infrastructure action programme and the allowable cost supported by INTAS. INTAS may request during the negotiation with the successful proposers that the INTAS grant may be adapted to the approved budget, which may differ from the requested amount in the original proposal. Similarly, INTAS may negotiate all elements of the proposal in order to increase the efficiency of the IA.

The agreement enters into force upon signature by both INTAS and the coordinator's organisation, duly represented by an authorised official. Reports must be provided every 6 or 12 months, as to be contractually agreed, and upon completion of the project.

Part F

INTAS Strategic Scientific Workshops

CONTENTS

General Rules

List of Keywords[9]

[9] Applicable to research projects, networks, innovation projects, young scientist fellowships, infrastructure actions and strategic scientific workshops

Part F INTAS Strategic Scientific Workshops

1. SCOPE

INTAS strategic scientific workshops are a tool for INTAS to define its strategy by bringing together the scientific community at large, involving scientists from the INTAS members and the NIS with representatives of national and international organisations in science, industries and other groups relevant to the aims of the workshop. Workshops may be used as an opportunity to present INTAS activities. The strategic workshops shall engage the participants in in-depth and forward-looking discussions about promising scientific research topics, potential areas of cooperation and future scientific priorities. In particular, they are important instruments in the INTAS FP6 NIS Information Network (ININ), established to promote the involvement of NIS scientists and research organisations in the thematic priority areas and the specific programmes of the European Community's Framework Programme for Research & Technological Development (FP6) that are now open to participation of third countries, including the NIS. In this respect, a particular effort shall be made to bring together contractors of actions funded by FP6 and contractors of INTAS projects.

Strategic workshops may be either independent, dedicated events or a part of larger conferences. They will be organised by the proposer in collaboration with INTAS and, when applicable, with the organisers of the larger conference.

INTAS supports strategic workshops by a grant to an NIS or INTAS member institution organising the event to be used to support the costs of the workshop and to promote the participation of scientists from the NIS or the INTAS members in the workshop and, when applicable, in the conference.

Proposals for strategic workshops can be submitted to INTAS within two annual calls with closing dates as specified in the announcement. INTAS may also decide to support a strategic workshop without having received a proposal (direct INTAS action).

2. ELIGIBILITY OF STRATEGIC SCIENTIFIC WORKSHOPS

Proposals must meet the following **eligibility criteria**:

- Proposals must be within the scope of the call;
- Proposals must be submitted by one or more non-profit institutions from the NIS or the INTAS members organising the event. Proposals from individuals or commercial organisations are not eligible;
- The workshop must take place at the location of the conference, if any, in the NIS or the INTAS members;
- Proposals must respect the financial rules;
- Proposals must respect the identified submission procedure and use the INTAS electronic submission programme for preparing a proposal. Only proposals that arrive at INTAS by the deadline identified in the call announcement will be accepted by the system;
- The strategic workshop must start between 4 and 18 months after the closure of the call to which the proposal is submitted.

INTAS will exclude any proposals from the evaluation which do not meet the above eligibility criteria, are not complete or are not submitted in the English language.

3. CONDITIONS FOR STRATEGIC SCIENTIFIC WORKSHOPS

Funding

Typically, **the INTAS grant to the conference organiser for an INTAS strategic workshop will not exceed 25,000 Euro**. However, the size of the grant may be increased if duly justified.

Allowable Costs

- Workshop costs such as rent of equipment and rooms, consumables and printing costs etc.
- Overheads covering indirect costs including management costs necessary to run the workshop. An overhead lump sum of up to 2,000 Euro may be charged.
- Travel and Subsistence, to support INTAS invited participants from the INTAS members and the NIS
  - National and international travel at the cheapest economy rate, visa and medical insurance or other insurance costs related to the travel, reasonably priced accommodation and other subsistence costs according to the internal rules of the participant;
  - Daily allowances shall be limited to the duration of the conference and the workshop plus, if appropriate, two days for travel;
  - For travel outside the NIS, a daily allowance may be paid to the NIS participants exceeding the internal rules of the scientist's NIS organisation. The maximum allowance for the total living expenses including accommodation is 100 € per day.
- Conference fees for INTAS invited participants.

Only workshop participants from the INTAS members and the NIS are eligible for direct financial support via the INTAS grant. In principle, INTAS invited participants shall be enabled to attend the INTAS Workshop and the full conference, if applicable. In principle, at least 50 % of the INTAS grant shall be used for the support of NIS scientists attending the workshop.

The use of the INTAS funds will be specified and contractually agreed with INTAS prior to the conference/ workshop. It will also be agreed which participants shall be invited by means of the INTAS grant. Upon agreement on the grant conditions, 90 % of the INTAS grant will be paid as an advance two months before the conference and the workshop take place, repayable to the extent not used as agreed.

4. PREPARING A STRATEGIC SCIENTIFIC WORKSHOP

4.1 Access to the INTAS Submission System

To prepare and submit a proposal, the proposer should access the INTAS internet site http://www.intas.be section "funding opportunities" to the section "Strategic Scientific Workshops", where s/he will be asked to enter her/his e-mail address, in return s/he will receive a username "user ID" and **two passwords,** namely the "password" and the "unlock password". By using the password, the proposer is enabled to complete the administrative details and to prepare the proposal for the strategic workshop, in one or several steps. If the strategic workshop is linked to a conference, the description of the main conference, its international advisory committee, the local organising board and the concept and programme of the main conference are of particular importance. This information shall be linked to a proposal for a strategic workshop outlining its objectives and the synergies of the two events. The proposer may involve collaborators in the preparation, who may also work online on the proposal using the password. Only one partner may have access at the same time, in case of a second login the system indicates that "somebody else is working on the proposal" and refuses the connection. By using the unlock password, the proposer can execute the final submission.

4.2 Structure of the INTAS Submission System and Requested Input:

The INTAS submission system consists of two main sections. First, the administrative details are to be directly filled in the online form. The second section, including the description of the organisation involved, the overall concept of the strategic workshop and, if any, the conference, the work programme and the financial planning, will typically be prepared outside and then introduced in the on-line system by cut&paste. You are asked to provide the following information:

A ADMINISTRATIVE INFORMATION

- **Title:** give a short title of the strategic workshop that includes the place of the workshop and its starting- and end date and, if applicable, the name of the main conference;
- **Contact details:** person in charge for the workshop, full address, telephone, fax, e-mail, type of organisation; internet home page of organisation and conference if available;
- **Keywords:** according to the key word list of the information package and **free word**s chosen by the proposer;

B INFORMATION ON THE ORGANISATION

- Identify the organisation in charge of the workshop/ conference;
- Identify the international advisory committee of the workshop/ conference;
- Identify the local organisation board of the workshop/ conference;
- Specify the envisaged means of public announcement including internet site for the workshop/ conference.

C EVENT DESCRIPTION

- Conference (if applicable)
  Describe briefly the conference, objectives and scope

- Strategic workshop
  Describe objectives and scope of the strategic workshop, specify the aims of the workshop and the envisaged output; also in view of its link to the conference and the synergies resulting thereof

- Work programme of the workshop
  - Attach the work programme of the workshop to the extent available. If not, give a description of the envisaged programme;
  - Specify how the INTAS strategic scientific workshop will be involved in the overall conference - this may include meetings of INTAS participants, discussion of outstanding INTAS projects, panel assessments of INTAS projects etc;
  - Specify whether there is any special interrelationship of the conference with the European Community's FP6 and/or research projects funded by the European Community;

- Management plan
  - Describe briefly how the workshop shall be prepared and organised, possibly as a part of the larger conference;

- Participants of the workshop
  - Give an outline of the expected profile and number of participants. Specify whether industries, other interest groups, research funding organisations, scientific organisations etc. will be attending;
  - Give an estimate of expected NIS involvement;

- Specify if there is a focus on stimulating participation of scientists involved in FP6 and/or research projects funded by the European Community;
- Specify the expected attendance of the workshop, if possible with key speakers who have already confirmed their conference participation and who may be involved in the workshop.

D COST INFORMATION - INTENDED USE OF THE INTAS SUPPORT GRANT

- Provide a full overall budget of the INTAS scientific strategic workshop and explain how these costs shall be covered;
- Give the breakdown of costs to be supported by INTAS.

E SUMMARY

- Give a summary description of the strategic workshop, if applicable in relation to the conference. This should include a brief overview on the workshop objectives, the programme and the expected number of participants.

5. SUBMISSION OF PROPOSALS

5.1 Submission of Proposals

Proposals must be completed online and submitted **by the proposer/coordinator** via the internet using the INTAS submission system (section Funding Opportunities) at http://www.intas.be

Please note:

- Proposals must be prepared using the INTAS submission programme.
- Proposals sent by post, telex, facsimile or e-mail will not be accepted.
- After the final submission, the INTAS submission system generates from your input the comprehensive text as it will be submitted to the evaluators. This text will be returned to the proposer by e-mail within 3 working days.
- After the final submission you may still replace or improve the proposal until the deadline of the call by using the unlock password.
- Last-minute submissions or last-minute corrections via the Internet should be avoided! Experience shows that high traffic during the last days before the submission deadline of the call may make access difficult, slows down the system's performance and hampers the connectivity. INTAS will accept no responsibility for failure to gain access to the INTAS website or for non-stable connections. Moreover, the website will automatically refuse to accept proposals after the deadline.
- After the deadline of the call the INTAS submission system will be closed. If you wish to further improve a non – completed proposal for a submission in a later call, you must save it outside the INTAS submission system (for example in a Word file).

ATTENTION:

- While working on your proposal in the submission system, please note that the **system will automatically interrupt the connection after 30 minutes** if no activity is recorded on the INTAS server.
- **Whenever you stop working on the proposal, always use the "log off" button in the system.** Failure to do so will lead the system to block any further access to the proposal and to indicate "Someone else is working on your proposal". No one else will be able to work on it. The proposal can then only be accessed again with the coordinator's unlock password.
- Before a proposal is finally submitted, the INTAS submission system screens certain eligibility criteria. Please note that not all eligibility criteria are checked and that the responsibility for compliance with the eligibility criteria rests with you.

- After the final submission, the use of the unlock password cancels the submission (!), sets the proposal back into the preparatory stage and renders the acknowledgement of receipt void. The **proposal must be re-submitted after each such use of the "unlock" password**. After each final submission you will receive an acknowledgement of receipt and the text of your proposal.
- **Proposals which remain on the internet system but have *not* been finally submitted will *not* be included in the evaluation.** To look up the status of your proposal, you may go into the file in the internet submission system by using your password: if the acknowledgement of receipt is displayed, the final submission has been executed; if the proposal text is displayed, it is still in the preparatory phase.

5.2 Acknowledgement of Receipt

Having completed the proposal and having made the **final submission via internet,** the proposer will automatically receive via e-mail an acknowledgement of receipt with the proposal's registration number. Please refer to this number in all correspondence with INTAS.

The use of the unlock password after the final submission, however, renders the acknowledgement of receipt void and a new acknowledgement with the same registration number will be provided after a re-submission.

6. EVALUATION OF PROPOSALS

6.1 Evaluation Procedure

The INTAS Secretariat will screen the proposals for strategic workshops for conformity with the eligibility criteria. Eligible proposals will then be individually evaluated by independent experts who will award evaluation points based on the evaluation criteria. During the evaluation, the proposals may be distributed via internet without encryption but protected by username and passwords. All proposals will then be ranked per scientific field according to their evaluation points. Only if the merit of the objectives of the strategic workshop (Evaluation Criteria A1, A2, A3) is rated at least "very good" will the workshop be considered for funding.

The purpose of the call for proposals for strategic workshops is to help INTAS to identify suitable conferences and topics for INTAS strategic scientific workshops, taking into account the needs of the different scientific fields, other strategic workshops funded by INTAS previously, the availability of alternative sources of funding, etc. The competitive selection is thus made with a focus on the merit of the objectives of the proposals and taking into account these considerations. Accordingly, evaluation points will not necessarily be awarded to each criterion. INTAS will provide proposers with an evaluation report showing the outcome of the selection but without a ranking covering all criteria.

INTAS will take careful account of all proposals, although it is not committed to award a grant to the proposal with the highest number of points. INTAS reserves the right to decide at its own discretion to support the most suitable strategic workshops and to negotiate all elements of a selected proposal in order to increase the efficiency of the event. INTAS reserves the right to release funds for a strategic workshop in a given call only if a proposal fully complies with all requirements. If this is not the case, the funds will be saved for later actions.

Following the independent evaluation, the INTAS Secretariat will establish a short-list of proposals, which will then be discussed in the INTAS Council of Scientists. Based on the ranking of the short-list and the available funding, the INTAS Council of Scientists will then make the final selection of strategic scientific workshops to be funded.

6.2 Evaluation Criteria for Strategic Scientific Workshops

The evaluators will be asked to evaluate the proposals against the following criteria, each of which may be awarded a maximum number of points. The selection for funding will take into account the evaluators' responses to the following questions, each of which may be awarded a maximum of 10 points according to the following scale: 0 =poor or information missing; 1-2 =not sufficient; 3-4 =average; 5-6 =good; 7-8 =very good; 9-10 =excellent.

G. Merit of the objectives (maximum number of points: 20)

25. How relevant and up-to-date are the objectives of the workshop from a scientific, economic and/or social point of view? Does the workshop contribute to strategic discussions on promising scientific research topics and potential areas of cooperation, and proceeding from the current state-of-the-art does it aim to define future scientific priorities?
26. Do the objectives of the conference and its scope complement and support the workshop in achieving its aims and objectives, are the expected participants contributing to achieving the objectives?

L. Merit of the Workshop programme (maximum number of points: 30)

3. How well targeted is the programme with regard to the objectives and how appropriate are the proposed sessions and measures to meet the aims?
4. How well does the programme stimulate international collaboration, including scientists from the NIS? Will it bring together science and other groups of society relevant for the subject of the workshop, taking into account the additional opportunities provided by the conference?
5. Does the programme cover subjects of particular interest in the European Research Area and/or is it in line with the priorities set by FP6? Does it stimulate the involvement of NIS in actions of FP6?

M. Merit of the organiser (maximum number of points: 20)

6. What is the scientific and organisational reputation of the conference organiser? Are the technical and infrastructure resources and the management appropriate?
7. Is the conference internationally known and acknowledged, appropriate in the subject, attended by a broader community, and is there a mutual benefit for the conference and the INTAS workshop if the latter is linked to the conference?

N. Merit of the management (maximum number of points: 20)

8. How realistic is the proposed workflow and time schedule? Is the local organising board adequately composed to guarantee a successful conference?
9. Are information and communication tools appropriately applied (e.g. preparatory meetings, internet information)?

E. Merit of the use of INTAS funds (maximum number of points: 20)

10. Is the overall financing of the workshop sufficiently secured in order to guarantee a successful workshop?
11. How appropriate is the requested INTAS funding and is the proposed use of the INTAS grant reasonable?

General Comments on the merit of the objectives: The evaluators are requested to give an assessment of this criterion including each of the sub-questions. Only if the overall assessment is at least "very good" (no fewer than 24 points in total) will the proposal be considered for funding!

General Comments on the merit of the programme, consortium and management

Comments concerning the costs

7. EVALUATION OUTCOME & AWARD OF THE STRATEGIC SCIENTIFIC WORKSHOP GRANT

7.1 Evaluation Outcome

Following the final decision on the funding of strategic scientific workshops by the INTAS Council of Scientists, the INTAS Secretariat will communicate the outcome of the evaluation and selection to the proposers according to the indicative time table of the call outlined in the call announcement.

7.2 Award of an Strategic Scientific Workshop Grant

For successful proposers a grant agreement will be drawn up defining the subject and conditions of the grant, its duration, the workshop programme and the allowable cost supported by INTAS. INTAS may request during the negotiation with the successful proposers that the INTAS grant may be adapted to the approved budget, which may differ from the requested amount in the original proposal. Similarly, INTAS may negotiate all elements of the proposal in order to increase the efficiency of the workshop.

The agreement enters into force upon signature by both INTAS and the proposer' s organisation duly represented by an authorised official. An advance payment of 90 % of the grant will be made within 2 months before the starting date of the strategic workshop. Upon completion of the workshop, a report shall be provided within 2 months. In this report the outcome of the workshop shall be described and the allowable cost incurred must be specified. Upon approval of the report, INTAS will pay the balance up to the total INTAS grant, but not more than the allowable costs incurred. In case the advance has not been fully used, the unused INTAS funds must be reimbursed.

Part Keywords list

Keywords applicable to Research Projects, Networks, Innovation Grants, Young Scientist Fellowships

Statistics, Probability Theory and Mathematical Modelling

0101 Probability & stochastic processes
0102 Statistics & econometrics, quantitative methods
0103 Game theory, queuing processes and related topics
0104 Data management
0105 Mathematical modeling in other sciences (physics, linguistics, biosciences etc.)

Algebra, Topology & Manifold Systems

0201 Algebra
0202 Geometry, algebraic geometry
0203 Topological groups, lie Groups, harmonic analysis
0204 Topology & manifolds

Mathematical Analysis

0301 Complex analysis, numerical analysis
0302 Real & functional analysis
0303 Integral transforms & -equations
0304 Variational analysis & optimal control
0305 Dynamical systems (including ergodic theory, fuzzy, chaotic systems etc.)
0306 Differential equations & boundary problems

Algorithms & Discrete Mathematics

0401 Mathematical programming
0402 Combinatorial optimization
0403 Modeling and simulation
0404 Mathematical logic
0405 Number theory
0406 Discrete structures & related topics

Computer Sciences

0501 Theoretical computer science
0502 Multimedia, CAD-CAM (computer aided tools)
0503 Software engineering
0504 Hardware & computer architecture
0505 Information theory & systems, networks, protocols
0506 Artificial intelligence, signal & image processing, pattern recognition

Nuclear, Hadron & Elementary Particle Physics

0601 Nuclear structure, nuclear reactions
0602 Nuclear instrumentation and applications
0603 Neutron physics
0604 Electromagnetic and hadronic probes, nucleonic structures
0605 High energy, particle accelerators
0606 Physics with heavy ions, compressed nuclear matter, equation of state
0607 Elementary particles

Theoretical Physics

0701 Theory of elementary particles & fields, field theories
0702 Quantum theories, atomic and molecular theories
0703 Statistical physics, thermophysics & and nonlinear dynamical systems
0704 Fluid dynamics
0705 Nuclear theories

Astronomy & Astrophysics

0801 Solar system, including extra-solar Planets
0802 Stars: atmospheres, winds (incl. solar wind), nucleosynthesis, evolution
0803 Galaxies, interstellar medium & active galactic nuclei
0804 Cosmology, including background radiation
0805 High energy astrophysics, including cosmic rays, neutrino, gamma & x-ray astrophysics
0806 radio- and optical astronomy
0807 Nuclear astrophysics
0808 Interplanetary & astrophysical plasma

Condensed Matter Physics

0901 Optical phenomena/properties
0902 Electronic properties & magnetism
0903 Crystalline structure, structural phase

transitions, defects, mechanical properties
0904 Dynamics, dynamical systems, lattice effects & thermal properties
0905 Inhomogeneous, disordered, & partially ordered systems
0906 Surfaces, interfaces & microstructures
0907 Low-dimensional systems
0908 Superfluidity & superconductivity

Atomic & Molecular Physics

1001 Atomic & molecular spectroscopy
1002 Atomic & molecular interactions
1003 Quantum optics
1004 Ultra fast phenomena
1005 Laser, photonics

Optics, Acoustics, Electromagnetism

1101 Optical and magnetic spectroscopy (incl. instrumentation)
1102 Physical optics, nonlinear optics
1103 Acoustics
1104 Electromagnetic processes

Plasma Physics

1201 Atomic phenomena & statistical properties of plasma
1202 Plasma instabilities & non-linear phenomena
1203 Low-temperature plasmas, plasma chemistry & applications
1204 High-temperature & relativistic plasmas
1205 Plasma diagnostics & plasma sources
1206 Plasma technology, confinement

Materials (Physics, Chemistry, Biomedicine)

1301 Dielectrics, piezoelectrics, ferroelectrics
1302 Semiconductors
1303 Metals & alloys
1304 Ceramics, cements & composites
1305 Polymers
1306 Ionic conductors & mixed oxide
1307 Colloids, gels, layered structures
1308 Liquid crystals, liquids, glasses (incl spin glasses), & disordered media
1309 Surfaces
1310 Films, coating, wires & fibers
1311 Granular media, clusters (inc. fullerenes)
1312 Nanostructures, quantum dots, nanotechnology
1313 Medical new materials

Organic Chemistry

1401 Synthesis & growth
1402 Characterization
1403 Physical organic chemistry
1404 Supramolecular chemistry

Inorganic Chemistry

1501 Co-ordination & organometallic chemistry
1502 Bio-inorganic chemistry
1503 Gas phase chemistry
1504 Solution chemistry
1505 Solid state chemistry
1506 Cluster compounds
1507 Nuclear & radiochemistry

Physical & Analytical Chemistry

1601 Spectroscopy
1602 Electrochemistry
1603 Kinetics & reaction mlechanisms
1604 Thermodynamics
1605 Ignition/combustion
1606 Photochemistry
1607 Surface chemistry
1608 Analytical chemistry

Catalysis

1701 Heterogeneous catalysis
1702 Homogeneous catalysis
1703 Enzyme catalysis

Computational Chemistry

1801 Reaction mechanisms
1802 Molecular modeling
1803 Quantum chemical methods
1804 Structure study

Environmental Chemistry

1901 Atmospheric
1902 Soil
1903 Water

Pharmaceutical Chemistry

2001 Structure-activity relationship
2002 Formulation & drug delivery
2003 Modeling in pharmaceutical chemistry
2004 Biologically active compounds

General Biology

2101 Evolutionary biology
2102 Developmental biology

2103 Nature conservation & biodiversity
2104 Theoretical biology, modelling of biological systems

Ecology

2201 Aquatic ecology
2202 Terrestrial ecology (agriculture, forestry)
2203 Ecosystem management

Plant Biology

2301 Botany
2302 Plant physiology
2303 Genetics of plants, plant breeding
2304 Photosynthesis
2305 Phytopathology

Zoology

2401 Animal physiology
2402 Genetics of animals, animal breeding
2403 Neurophysiology & sensory physiology
2404 Entomology
2405 Veterinary sciences
2406 Parasitology
2407 Behavioral biology

Microbiology

2501 Clinical microbiology
2502 Environmental microbiology
2503 Genetics of microorganisms
2504 Virology
2505 Mycology
2506 Bacteriology

Molecular Biology

2601 Cytology
2602 Biochemistry
2603 Signal transduction
2604 Proteins, enzyme function
2605 Bioinformatics
2606 Biophysics
2607 Bio-energetics
2608 Nucleic acids
2609 Molecular neuroscience

Biotechnology

2701 Agricultural biotechnology
2702 Industrial biotechnology
2703 Environmental biotechnology
2704 New Methods in diagnostics
2705 Biologically engineered drugs
2706 Vaccines
2707 Other medical biotechnology

Medicine

2801 Internal diseases & internal medicine
2802 Experimental & clinical oncology
2803 Immunology
2804 Epidemiology
2805 Pediatrics
2806 Surgery, neurosurgery
2807 Anesthesiology
2808 Nuclear medicine
2809 Psychiatry
2810 Medical instrumentation, radiology & diagnostic techniques
2811 Public health
2812 Pharmacology & toxicology
2813 Human genetics

Geology

2901 Geological engineering & geotechnics
2902 Metamorphism
2903 Marine geology
2904 Paleontology
2905 Sedimentology
2906 Stratigraphy
2907 Tectonics
2908 Volcanology, magmatism

Geochemistry

3001 Petrology/mineralogy
3002 Geothermal chemistry
3003 Isotope geochemistry
3004 Metalogeny
3005 Mineral chemistry
3006 Petroleum geology

Geophysics

3101 Earth observation technologies & remote sensing
3102 Earthquake prediction
3103 Electromagnetic processes
3104 Exploration
3105 Geodynamics
3106 Mining
3107 Erosion
3108 Seismic process, elasticity

Atmospheric Studies

3201 Atmospheric dynamics & thermodynamics
3202 Atmospheric boundary layer
3203 Upper atmospheric physics
3204 Land/atmosphere interactions
3205 Ocean/atmosphere interactions
3206 Meteorology/climatology

Hydrology & Marine Sciences

3301 Hydrology engineering
3302 Hydrological cycle & processes
3303 Continental water
3304 Underground water
3305 Oceanography
3306 Flood & drought prediction
3307 Glacial & cryospheric systems

Environment

3401 Climate & climate change
3402 Land/ocean interactions
3403 Pollution & remediation (incl. radioactivity)
3404 Waste management
3405 Sustainable rural/urban management
3406 Environmental monitoring & assessment
3407 Environmental technologies & instrumentation

Energy

3501 Energy systems incl. efficiency & reliability
3502 Energy technology & conversion
3503 Renewable energy sources
3504 Nuclear engineering & safety

General Engineering

3601 General methodology (quality, reliability, standardization)
3602 Civil engineering
3603 Mechanics
3604 Thermal processes

Electricity, Electronics, Robotics & Telecommunications

3701 Electricity
3702 Electronics / instrumentation
3703 Telecommunication systems & networks
3704 Robotics

Aeronautics

3801 Avionics
3802 Structures
3803 Engines
3804 Aerodynamics
3805 Environment
3806 Safety
3807 Ergonomics

Space

3901 Space platforms & space systems
3902 Launchers
3903 Physical and life sciences in space
3904 Space exploration & new space missions
3905 Experiments & payloads

Economics

4001 Microeconomics, incl. industrial organisation
4002 Public economics, incl. health, education, & welfare
4003 Macroeconomics & monetary economics
4004 Financial economics, incl. investment theory
4005 International economics, incl. international trade
4006 Labour economics
4007 Economic development, technological change, & growth
4008 Economic systems, incl. transition economics
4009 Natural resource economics, agricultural economics, environmental economics
4010 Urban, rural, & regional economics, incl. transport economics
4011 Business administration

Social Studies

4101 Sociology
4102 Social Institutions & structures
4103 Demography
4104 Gender studies
4105 Ethnology & nationalities studies
4106 Cultural & social anthropology
4107 Sociology & history of religion
4108 Urban & regional planning
4109 Political theory
4110 International relations & area studies
4111 Security studies
4112 Political institutions & public policy studies, comparative politics
4113 Public opinion & media studies

Behavioral Sciences

4201 Social psychology
4202 Cognitive science
4203 Perception, personality
4204 Educational research and psychology

Juridical Studies

4301 Jurisprudence & theory of law
4302 History of law, legal systems, constitutional law
4303 International law, EU law
4304 Sectoral law studies (public, environmental, private, criminal, commercial law)

Historical Sciences

4401 Ancient history
4402 Medieval history
4403 Modern history, incl. contemporary history
4404 Economic history
4405 Historiography
4406 History of ideas, history of science
4407 Art history, incl. musicology
4408 Prehistoric archaeology
4409 Classical archaeology
4410 Medieval/byzantine archaeology
4411 Anthropology & ethnography

Philosophy

4501 Ontology & epistemology
4502 History of philosophy
4503 Moral philosophy, ethics & social ethics
4504 Logic, methodology & philosophy of science

Linguistics, Language & Literature Studies

4601 Linguistic theories
4602 Descriptive, comparative & historical linguistics
4603 Descriptive, comparative & historical philology
4604 Theory & history of literature, comparative literary studies
4605 Structural & historical analysis of literary texts
4606 Library & archival studies