

Second Call
**Guide for drafting
applications for funding
in the context of K-Projects**

Vienna, June 12, 2008

INTRODUCTION

The COMET guide (GDA) contains important information on drafting applications for funding and is supplemental to the ***COMET programme document for the new competence centres programme*** (“Programme document”) and to the ***federal guidelines for the funding of scientific and technological research and technological development*** (“FTE guidelines”). This guide refers solely to the present call.

Synopsis of guidelines and regulations relevant to the call:

1. EU legislation in the field of state aid
2. FTE guidelines of 18 October 2007
3. COMET Programme document of 1 June 2008
4. COMET Evaluation concept
5. COMET Guide for drafting applications for funding
6. COMET-Application forms (word, excel, eCall)

Specifications and references to EU legislation in the field of state aid are also contained in the FTE guidelines. Relevant documents are also available at <http://eur-lex.europa.eu> “The Access to European Union Law” and at http://ec.europa.eu/comm/competition/index_de.html “State Aid”.

The documents cited above are available for downloading from the website of the Austrian Research Promotion Agency (FFG).

www.ffg.at/comet (COMET-Downloadcenter)

Programme-specific guidelines may limit but not invalidate regulations from a higher level (EU legislation, federal legislation).

The documents listed above explain most regulations in detail, rendering repetition in the GDA redundant. The GDA may, however, provide information on where to find information regarding the respective points.

COMET funding is awarded in the context of three programme lines:

- K-Projects
- K1-Centres
- K2-Centres

The application for funding and the selection of K-Projects takes place in a single-stage procedure.

The selection of K1 and K2-Centres is based on a two-stage procedure. Short applications are submitted for evaluation at the first stage. After assessment, a panel will recommend which applicants should be invited to submit full applications (stage 2 of proceedings, cf. Programme document, Section V).

The information relevant for both K1 and K2-Centres is contained in one guideline document for short applications and full applications. A separate guideline document is available for K-Projects.

Structure of the GDA

General information

Notes on Part A – Application / Project Content: Instructions for completing applications (Word document)

Notes on Part B – Application / Tables: Instructions for completing applications (Excel document)

Notes on Applications / Annex

Glossary (Definitions and abbreviations)

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GENERAL INFORMATION

1. Submission

1.1 Form of Submission

Applicants are required to submit identical versions of the application **online (eCall)** and in **hardcopy**.

The application consists of four parts:

- Core and project data entered in **eCall**,
- Part A – **Application / Project Content**,
- Part B – **Application / Tables**,
- and Application / **Annex**

Application forms for part A (Word document) and part B (Excel document) and forms for the Annex are available on the website of the Austrian Research Promotion Agency (FFG) at www.ffg.at/comet before registration in eCall. Applicants may complete the forms remotely and have to deposit them in the eCall system as an upload afterwards.

1.2 Online Application (eCall)

To submit an online application, please register via the link <https://ecall.ffg.at> and log in with the username and password registered. An application will only be considered complete if all necessary forms are also submitted/ dispatched in hardcopy before the end of the application deadline.

Please be sure to review the data required for submitting an application and familiarise yourself with the eCall system as soon as possible. You find detailed instructions in eCall “TUTORIAL”. In the event of technical problems which may be due to faulty browser configurations, please contact us as quickly as possible.

Please enter the scientific discipline relevant to your application as early as possible.

For your hardcopy application, please print out your core data of the consortium leader and project data from eCall and enter them in the order specified in General Information, Section 1.5.

Partner application

All participating partners of the consortium have to be registered in the eCall system and will receive invitations by e-mail from the consortium leader to apply for funding online.

Participating partners are also required to register and log in via the link <https://ecall.ffg.at>. Via the link sent by the email invitation the partner application form for the relevant partner application can be opened and completed.

The consortium leader may only submit the complete application for funding if all of the participating partners have submitted their partner applications!

You find further information on online application via eCall system on the eCall starting page in “TUTORIAL”

1.3 Submission of applications and number of copies to be submitted

Applications are to be submitted to the Austrian Research Promotion Agency (FFG) as follows:

- Online via eCall (data volume max. 10 MB)
- 1 loose-leaf version with original signatures (marked as “ORIGINAL”, one-sided hardcopy)
- 10 bound versions (marked as “COPY”, double-sided printing)

Submission of applications

In order to ensure that we file your application correctly, please state the application ID from eCall below the address of the Austrian Research Promotion Agency (FFG), as indicated in the box below.

FFG (Austrian Research Promotion Agency) Structural Programmes Sensengasse 1 (3 rd floor), A-1090 Vienna, AUSTRIA Application ID according to eCall (see cover page application)
--

Applicants must clear their applications with the Austrian federal provinces before submission. (A) declaration(s) of the relevant province(s) constitute(s) part of the application (cf. GDA General Information, Section 3) and applicants need to submit a duplicate of their application to the appropriate agency of the relevant province, respectively the relevant provinces, in line with conditions specified.

1.4 Submission deadlines and time schedule

Applications must be received by the FFG (Austrian Research Promotion Agency) **by Friday, 12 September 2008 at 12:00 at the latest**. It is the applicants' responsibility to ensure that applications are received by this deadline. The date the application was postmarked is insufficient. For online submission, the same conditions and deadlines apply.

Overview of key dates

Call opens	12 June 2008
Submission deadline for K-Projects (hardcopy and online)	12 September 2008
Decision Panel	March 2009
Planned launch of K-Projects	1 April 2009 to 1 September 2009 (to the first of each month)

Please read the evaluation concept and Section V of the Programme document for details on evaluation procedures at this stage.

1.5 Formal criteria

In order for the FFG to consider applications, it is essential that applicants adhere to the preset structure of the application and to the formal criteria when completing applications.

Language: English

Font Size: 11 pt (tables of Part A3 and A4 excluded)

Line spacing: 1.3

Maximum number of pages Part A: maximum of 100 pages in format A4, excluding Annex

While applications must not exceed the maximum number of pages stipulated above, there is no reason why they may not be shorter. We also ask applicants to draft applications in a way that will enable the international experts in charge of the appraisal procedure to recognise the benefits offered by your K-Project.

eCall: The data volume for the uploads is limited to 10 MB per application incl. annex.

Pagination: The pages of Part A of the application must be numbered and a table of contents indicating the page numbers must be included in the application (cf. GDA, Part A).

Signatures: The legally binding signature of the consortium leader must be submitted on the cover pages of 1) the eCall print-out, 2) Part A and 3) Part B of the original loose-leaf version of the application (three signatures in total).

Documents: All documents with original signatures must be included in the original application. The documents should be scanned in for online application and deposited as a PDF file in eCall under “File-Uploading”.

Funding period: The duration of funding corresponds to the total funding period. The project duration to be applied for is 3/3,5/4/4,5 or 5 years.

The contract for funding will be concluded for the total duration of the funding period.

Eligibility Check: After receiving the applications FFG checks formal correctness and completeness. A checklist can be obtained on the FFG website.

Reapplication: In case of reapplication describe the modifications of the application to the preceding rejected application in an accompanying letter, which has to be uploaded as an annex in the eCall.

Overview: Structure of the application for funding (hardcopy)

Print-out eCall (Submitted application “Print Layout View”)	Print out of core data of the leader of consortium and project data from eCall, legally binding signature on cover page.
Application / Project Content (Part A)	Completed application form (PDF)
Application / Tables (Part B)	Completed application form (Excel)
Annex	Required annexes see GDA “ Notes on the grant application annex”

The bound version is to be transmitted as possible in one piece.

Overview: Scope of applications

Programme line	K-Project	
AREAS	3 maximum	
Projects	10/Area maximum	

The planned research programme can be subdivided into several Areas within a K- Project (not obligatory). In reasonable cases the number of maximum projects per Area can be extended.

For details on area- and project description see Section A3.2.

2. Applicants

Applicants are consortia with at least one Scientific Partner (SP) and at least 3 (three) Company Partners (CP). The required **“multi-firm” criterion** must be fulfilled.

The partner authorised by the other consortium members to act as the consortium leader is responsible for submitting the application (=applicant). The participation of all participating partners of the consortium must be established by the inclusion of a signed “Letter of Commitment” (LOC, including financial contributions) from all participating partners (see Annex). Furthermore, a responsible project manager needs to be identified to the Austrian Research Promotion Agency (FFG) as a contact person for the application process.

Partners may participate in the COMET programme either as scientific partner or as company partner. Participation as both scientific partner and company partner is specifically excluded.

2.1 Scientific Partners (SP)

Scientific Partners in the context of the programme for competence centres include universities, “Fachhochschulen” (universities of applied sciences), and non-university research establishments in Austria and abroad.

Pursuant to the definition of the term “public research establishment” in the new Community Framework for State Aid for Research, Development and Innovation, research establishments qualify as “scientific partners” within the meaning of the COMET competence centres programme if they conform to the following definition:

Establishments such as universities or research institutes irrespective of the form in which they are financed, whose main task comprises activities in basic research, industrial research and experimental development and which disseminate their results by means of teaching, publication and the transfer of technology; all revenues are reinvested in research, the dissemination of research results or teaching. Companies which may exercise influence upon such establishments as shareholders or members do not enjoy preferential access to the research capacities of the establishment or to the research results produced by it.

If within one university several institutes or research establishments without partial legal autonomy are involved, they will be registered as separate partners. The Letter of Commitment LOC (cf. Annex) must be signed by the authorised signatory of the rectorate of the university as well as by the project manager, respectively the responsible head of department.

The accumulated financial contribution by the Scientific Partner to a K-Project is at least 5% of the eligible total costs, 100% of which may be procured in-kind (non-cash contributions or human resources) (cf. GDA, General Information, Section 6 and Programme document, Section II.4.2).

2.2 Company Partners (CP)

Company partners include companies active in trade and industry in Austria and abroad. There are no restrictions on participation by companies which do not have a location in Austria. However, it must be clearly shown that such participation is in Austria's interest as a research location.

Furthermore, non-departmental public bodies are also permissible if they can prove that there is a specific demand for research work from the project. The contributions from the company partners must be privately funded.

It is a basic rule that Company Partners must not provide undirected co-financing within the context of a basic subsidy. Companies must ensure that involvement in a centre does not lead to a decrease in their own research efforts (added value).

If a research establishment carries out both commercial and non-commercial activities, it may participate in the COMET programme as a company partner subject to the following conditions: a) It must be possible to draw a clear distinction between the two forms of activity; b) These activities must have clearly separate forms of financing c) The establishment must be able to clearly allocate the costs to one of the two activities, and there must be absolutely no cross-financing of the commercial activity.

The accumulated shares of company partners to the K-Project are at least 50% of total eligible costs. Company Partners may provide contributions in cash (contributions in cash) as well as in-kind (contributions in materials and/or personnel (cf. GDA, General Information, Section 6 and Programme document, Section II.4.2)).

3. Participation of Austrian provinces

The provinces have undertaken to support the COMET programme for competence centres by furnishing additional provincial funds.

The inclusion of a **declaration of** each relevant co-financing province in the application for K-Project is mandatory.

With regard to the distribution of provincial funding, all provinces have tied themselves to the federal guidelines at a **set participation ratio of 2:1** (2 parts federal funding, 1 part provincial funding).

- a) The Republic of Austria has set funding ceilings per K-Project per year for federal funding (cf. Programme document, Section II.4.2). However, the basis of eligible costs may be extended, depending on the additional share of provincial funding. The 2:1 participation ratio of federal government and the provinces also applies in the case of a lower application volume.
- b) The quota of provincial funding may not be exceeded in the K-project. However, provinces may independently fund additional projects at any time.
- c) The total share of provincial funding may also be divided among several provinces.
- d) Applicants are required to enclose one **declaration of the province where the K-Project is headquartered or the project leader is situated** and of all further co-financing provinces. As a rule, the declaration is a reference letter enclosed with the Annexes of the proposal in which the respective province expresses its commitment to fund the K-Project in the event of a positive funding decision, and states its funding contribution. The declaration must always cover the full amount of provincial funding.
- e) In individual cases a province may also declare its non-involvement in a K-Project in the event of incompatibility with the interests of the province. In such cases, the Republic of Austria reserves the right to reduce public funding by the volume of funding provided by the respective province. Applicants are required to consult the relevant contact persons in the provinces for clearance at an early date.
- f) The Austrian Research Promotion Agency (FFG) is responsible for reporting, controlling and evaluating K-Projects with regard to both federal and provincial funding. Provinces may accept the results of the evaluation carried out for the Republic of Austria, but may also perform evaluations of their own.

Example of financing for a -K-Project

The example below assumes total eligible costs of EUR 1,5 million for **one** year of funding and a public financing quota of 45%. (incl. 5% SP). The underlying **participation ratio is 2:1** (2 parts federal funding, 1 part provincial funding). According to the Programme document, the maximum amount of federal funding for K-Projects is EUR 0,45 million per year.

Total eligible costs	1,50 million Euro	100,00 %
Federal funding	0,40 million Euro	26,67 %
Provincial funding	0,20 million Euro	13,33 %
Contributions of Scientific Partners (SP)	0,08 million Euro	5,00 %
Contribution of Company Partners (CP)	0,83 million Euro	55,00 %

	Federal (2)	Provincial (1)	Total (million)
Public Funding	0,40	0,20	0,60
Contribution SP	0,05	0,03	0,08
Contribution CP	0,55	0,28	0,83
Total costs	1,00	0,50	1,50

Overview: Authorities in the provinces

Province	Contact
Burgenland	Wirtschaftsservice Burgenland AG (WiBAG) Technologiezentrum, 7000 Eisenstadt, AUSTRIA Mag. Sigrid Hajek Tel. 059010-2156, Fax 059010-2110 E-mail: sigrid.hajek@wibag.at
Carinthia	KWF Kärntner Wirtschaftsförderungs Fonds Heuplatz 2, A-9020 Klagenfurt, AUSTRIA Mag. Hans Schönegger Tel. 0463/ 55 800-0, Fax 0463/ 55 800-22 E-mail: office@kwf.at
Lower Austria	Tecnet Capital Bahnhofplatz 10, A-3100 St. Pölten, AUSTRIA DI Kerstin Koren Tel. 02742/9000-19305, Fax 02742/-9000-19319 E-mail: koren@tecnet.co.at
Upper Austria	OÖ. Technologie- und Marketinggesellschaft m.b.H Hafenstraße 47 – 51, A-4020 Linz, AUSTRIA Province: Upper Austria Dipl.-Ing. Gerhard Buchberger Tel. 0732 - 79810 – 5003, Fax 0732 - 79810 - 5008 E-mail: gerlinde.poechhacker@tmg.at
Salzburg	Amt der Salzburger Landesregierung Abt. 15, Wirtschafts- und Technologieförderung Südtiroler Platz 11, A-5020 Salzburg, AUSTRIA Mag. Heinz Maier Tel. 0662/8042-3803; Fax 0662/8042-763803 E-mail: heinz.maier@salzburg.gv.at

Styria	<p>1.) Amt der Steiermärkischen Landesregierung, Abteilung 3 - Wissenschaft und Forschung Trauttmansdorffgasse 2, A-8010 Graz, AUSTRIA Mag. Alexandra Nagl Tel. 0316/877-5438, Fax 0316/877-3998 E-mail: alexandra.nagl@stmk.gv.at</p> <p>2.) Steirische Wirtschaftsförderungsgesellschaft mbH Nikolaiplatz 2, A-8020 Graz, AUSTRIA MMag. Dr. Hans-Jörg Hörmann Tel. 0316/7093-217, Fax 0316/7093-95 E-mail: hans-joerg.hoermann@sfg.at</p> <p>Note: Please contact both agencies!</p>
Tyrol	<p>Tiroler Zukunftsstiftung Kaiserjägerstraße 4a, A-6020 Innsbruck, AUSTRIA Dr. Harald Gohm Tel. 0512 576262-16, Fax 0512 576262-10 E-mail: office@zukunftsstiftung.at</p>
Vorarlberg	<p>Amt der Vorarlberger Landesregierung Abteilung Allgemeine Wirtschaftsangelegenheiten Mag. Karlheinz Rüdissner Landhaus , A- 6901 Bregenz, AUSTRIA Tel. 05574-511-26110, Fax 05574-511-926195 E-mail: karlheinz.ruedissner@vorarlberg.at</p>
Vienna	<p>ZIT Zentrum für Innovation und Technologie GmbH Ebendorferstraße 4, 1010 Wien Mag. Sigrid Nitsch Tel. +43 1 4000 86596; Fax +43 1 4000 86587 E-mail: nitsch@zit.co.at</p>

Consulting the relevant contact persons in the provinces for clearance in good time is the sole responsibility of applicants.

4. Evaluation

4.1 Procedure

The evaluation procedure is outlined in the Programme document, Section V, and in the Evaluation concept.

The evaluation of the applications is a single stage proceeding. Applications are evaluated by both FFG experts (internal evaluation) and external experts (international peers). External evaluation is operated by CDG (Christian Doppler Research Association) in collaboration with FWF (Austrian Science Fund).

4.2 Evaluation criteria

Applications are evaluated by international experts according to criteria defined in Section II.6 of the Programme document and Section 2.1 of the Evaluation concept. If the K-Project consists of several areas they are evaluated separately.

Overview: Ex-ante criteria

	General criteria for K-projects
	1. <i>Research programme defined jointly by science and industry with medium to long-term perspective</i> 1.1 State of the Art and degree of novelty of research 1.2 Relevance of scientific-technological progress and market potential
	2. Research competence and connection to science
	3. Relevance of implementation in industry
	4. Quality of collaboration between science and industry, coherence and quality of consortium
	5. Management and implementation

For the relevant questions to the individual criteria see the evaluation concept.

Up to 5 evaluators (in case of existence of academical controversy or contention) can be excluded by eCall entry.

4.3 Target values of K-Projects

In applications applicants must state target values for each K-Project. Appraisal by international experts within the scope of ex-ante evaluations will determine the degree to which these target values are feasible and realistic in the context of the field and environment in which research is to be carried out. For the purpose of review and ex post evaluation a target-performance comparison will be carried out (see Section A7 and Section 2.2.2. in the Evaluation concept).

5. Eligible costs

Eligible costs are limited exclusively to costs incurred in direct connection with the K-Project.

Exclusively costs incurred in direct connection with the K-Project can be approved in accordance with FTE guidelines.

Eligible costs are all expenses and expenditures actually and directly incurred by the K-project in addition to regular operating costs throughout the duration of the funded research activity

- **Personnel Costs**

Funding is provided to cover the personnel costs of researchers/technicians and other personnel (e.g. administration), provided that they work on the R&D project (i.e. also the partners' employees; gross wage costs including ancillary wage costs), whereby up to 20 percent may be added to cover **overheads** (overheads such as rent, office supplies, use of secretarial services). Overheads which exceed this 20 percent additional charge may not be funded at a flat rate, but must be reported in full and in detail.

Personnel costs are eligible for funding up to the respective guideline values defined under subparagraph 8 of the "Verordnung des Bundesministers für Finanzen betreffend Richtlinien für die Ermittlung und Darstellung der finanziellen Auswirkungen neuer rechtssetzender Maßnahmen (Decree of the Minister of Finance Concerning Guidelines for Determining and Describing the Financial Effects of New Legislative Measures, Federal Law Gazette II no. 50/1999, Annex 3 as amended).

Relating to funding of international excellent research it can be essential to extend the maximum personnel costs. Upon reasonable exceptions - such an exception would be in particular the standard international payment for specific expertise – the maximum personnel costs can be extended.

To be completed in Application Part B: Table sheet “1.1. Personnel“ and “1.2. Personnel Costs incl. overhead”

- Costs for instruments and equipment research facilities and laboratories used exclusively and permanently for research activities (except in cases where facilities are handed over for commercial use). Costs for instruments and equipment are eligible for funding insofar and for as long as they are used for the project (**Use of R&D Infrastructure**). (If these instruments and equipment are not used at the centre for their entire lifecycle, only the portion of the depreciation determined in accordance with proper accounting principles for the duration of the research project is eligible for funding.

To be completed in Application Part B: Table sheet “2. Other direct costs”, partial Table “2.1. Use of R&D Infrastructure”

- Costs for contract research, technical expertise and patents purchased at market prices from third parties either directly or on licence, provided that the transaction was carried out under normal business conditions and there are no other agreements, as well as the costs of consultancy and other equivalent services obtained exclusively for the R&D project (**third party costs**). This includes for example services from universities or other research partners.

To be completed in Application Part B: Table sheet: “2. Other direct costs”, partial Table “2.4. Third Party Costs.”

- Other costs, including the costs of materials, supplies, travel expenses and the like, incurred directly in the context of the research activity (**material costs**), are also eligible for funding. Travelling expenses are eligible for funding to the extent stipulated in Reisegebühreenvorschrift 1955, BGBl. 133.

To be completed in Application Part B: Table sheet “2. Other direct costs”, Partial Table “2.2. Travel expenses” and “2.3. Material costs”.

Value-added tax (VAT):

As a rule, the VAT payable on eligible costs does not qualify for funding. However, upon provision of sufficient proof that the expense of such VAT is actually and ultimately borne by the recipient and that he or she is not eligible for input tax deduction, VAT costs may qualify for funding.

Non-eligible costs:

- Costs for the purchase of real estate and immovable property
- Building investments, investments in manufacturing and production facilities
- Costs which are not directly related to the funded project
- Costs incurred before the full application for funding was submitted
- Costs which are not eligible for funding under EU regulations

Bilateral research co-operations (“single firm” projects) are to be limited to a maximum of 20% of eligible costs.

Cut-off Date for Approval

Eligible costs arising after FFG has received the full application can be approved.

For detailed information on cost description see Part B of this guideline “Notes on the Application – Tables”

6. Financing

6.1 Activities eligible for funding

Only the following activities in contexts ranging from applied basic research to experimental development are eligible for funding:

- a) Activities in the field of industrial research
- b) Activities in the field of experimental development
- c) Activities in the field of basic research linked to activities listed under points a) and b)
- d) Training measures linked to activities listed under points a) and b)
- e) Technological feasibility studies

For a closer definition of terms, cf. FTE guidelines, Section 2.3.

In accordance with EU legislation on state aid, no funding will be granted for projects close to the market which could lead to a distortion of competition.

For eligible costs, cf. GDA, Section 5, “Eligible costs”.

6.2 Public financing

Determining the quota of public financing for a K-Project

The quota of public financing within the financing margins laid down for a K-Project is based on the individual composition of each project and applies for the duration of the respective funding period.

The **financing margins** for public financing range from (cf. Programme document, Section II.4.2):

40-50% of total eligible costs (incl. min. 5% SP).

The share contributed by the Scientific Partners (at least 5% acc. to Programme document, Section II.4.2) is added to public funding (federal and provincial funding). Thus, **total public financing** comprises public funding of max. 45% plus the share of min. 5% contributed by the Scientific Partners.

K-Projects with a focus on basic research receive a higher percentage of financing within the financing margins per programme line than those K-Projects focusing on applied research.

Applicants are required to include their personal evaluation of the proposed project and to indicate the quota of total public financing for the K-Project within the funding margins. If the K- Project consists of several areas applicants are required to indicate a financing quota per area and to base the quota of total public financing for the K-Project on this figures.

The final financing quota for the K- Project will be determined within the scope of ex-ante evaluation.

Level of federal funding and provincial funding

Besides the admissible funding quotas, applicants also need to consider the funding ceilings applicable to each programme line.

Funding ceilings constitute maximum amounts and must not be fully utilised.

For K-Projects the maximum quota of public funding (federal and provincial funding) is 45%.

The Federal State of Austria has set a funding ceiling per K-Project per year (cf. Programme document, Section II.4.2): Maximum level of EUR 0,45 million per year

As a rule, the percentages of provincial funding provided in association with federal funding amount to half the percentage of federal funding (cf. General Information in the GDA, Section 3, and examples of funding).

In cases where several provinces are involved in a K-Project, the entire percentage of provincial funding is divided among all the provinces involved.

EU regulations on state aid

The funding intensity for state research and development aid as defined by the EU Community framework applies to activities eligible for funding outlined in Section 6.1. (further information cf. FTE guidelines).

6.3 Contributions Provided by Scientific Partners

The accumulated share of total eligible costs of Scientific Partners must be at least 5 % and may not be substituted by contributions of Company Partners. Contributions may be made in-kind up to 100%.

If existing Competence Centres are participating as Scientific Partners, contributions must originate from the Non-K-area of the Centre.

6.4 Contributions Provided by Company Partners

The accumulated shares of Company Partners are at least 50 % of total eligible costs

Company Partners in K-Projects may provide contributions in cash as well as in-kind.

Defined quotas for company contributions apply to the entire K-Project. Company contributions may also be broken down individually.

6.5 Valuation of contributions in-kind

Valuations of in-kind contributions are set by the K-Projects themselves if there are no points of reference (e.g. personnel costs), (cf. GDA, Section 5, "Eligible costs").

7. Information

A list of FAQ (frequently asked questions) which is regularly updated is available on our website.

Should you have any questions, please contact one of the following members of staff at the Austrian Research Promotion Agency (FFG):

For information on the programme:

Otto Starzer:	otto.starzer@ffg.at ,	057755/2101
Ingrid Fleischhacker:	ingrid.fleischhacker@ffg.at ,	057755/2102
Claudia Hofmann:	claudia.hofmann@ffg.at ,	057755/2103
Budiono Nguyen:	budiono.nguyen@ffg.at ,	057755/2104
Johannes Karrer:	johannes.karrer@ffg.at	057755/2105
Anna Tropper:	anna.tropper@ffg.at ,	057755/2106

For information on controlling:

Andreas Herrmann:	andreas.herrmann@ffg.at ,	057755/2601
Martina Amon:	martina.amon@ffg.at ,	057755/2602
Romana Bohnenstingl:	romana.bohnenstingl@ffg.at	057755/2607
Martina Daschl:	martina.daschl@ffg.at ,	057755/2603
Martina Leopold:	martina.leopold@ffg.at	057755/2303
Christa Meyer:	christa.meyer@ffg.at ,	057755/2604

NOTES ON THE APPLICATION – PROJECT CONTENT (Part A)

[Information and assistance for completing the Word document]

The application form Part A –Application / Project Content (Word) is available for download from the website of the Austrian Research Promotion Agency (FFG) under www.ffg.at/comet. Please complete the form externally and deposit it as a PDF file in eCall under “File Uploading”. Data volume for Uploads in eCall is restricted to max. 10 MB per application including Annex.

The application structure is basically in accordance with the evaluation criteria structure (cf. evaluation concept).

A0 Executive Summary

Summarise the entire K-Project on no more than one page (A4 format).

Address in particular the scientific-technological contents and describe the innovation potential of the research programme.

The executive summary additionally has to be added in eCall under project data in the field “executive summary”.

A1 Table of Contents

Please update the table of contents for Part A after you have completed the template.

A2 Intention and Goals

Describe on max. 1-2 pages the vision and the prime objective of the K-Project referring to the contribution to the objectives of COMET programme.

Specify the motive and reasons for selecting the specific programme line “K-Project”.

Why is this K-Project needed, what is the added value created by this K-Project?

A3 Research Programme

Part A3 is a main section of the application comprising approx. 2/3 of the application volume.

A3.1 Overall Research Programme

Central to each K-Project is a research programme defined jointly by science and industry and in which strategic “multi firm” projects (definitions of strategic projects, “multi firm” projects, cf. Glossary) play a crucial role. All programme lines are open with regard to fields and topics; however, an individual K-project must have a clearly defined theme.

Describe the research programme and discuss the following aspects:

- International state-of-the-art of the respective topic incl. reference to literature. A detailed list of references has to be attached as Annex 1.
- Objectives of the research programme
- Scientific and technological relevance and up-to-dateness
- Significant new scientific or technological findings
- Approaches and methods to reach the stated objectives
- Relevant scientific and technological development and future innovation potential
- Application-oriented processing and implementation of new findings

- Markets of the future with sustainable development potential
- Possible fields of application and marketability of expected results

Furthermore, please indicate why the K-Project (as opposed to individual projects) creates definite added value through co-operation between science and industry and a joint strategic focus.

A3.2 Areas

An Area is defined as a methodically and thematically distinct unit in a research programme of a K-Project (definition, cf. Glossary). A subdivision in several areas is not compulsory. The restriction of maximum 3 Areas has to be observed (maximum number does not have to be reached).

Please describe the research programme for each Area (targets and scientific technological questions, methods for target achievements and expected results) considering the following aspects:

- Research competences of partners involved
- Quality of implementation
- Position of the Area in the overall concept of the K-Project and contribution to the main targets of the K-Project and interactions and connections with other areas
- Added value of the research programme compared to a total of projects and significant synergetic effects

Thereafter describe the key data (Area Management, Project abstract, costs and funding) using the given structure (see the table in the application form)

Projects

A Project is defined as a research unit to be carried out within the framework of an Area (definition, cf. Glossary), whereby no more than 10 projects may be planned per Area. In justified cases, the maximum number may be exceeded. If necessary inter-area projects may also be defined.

Complete the table in the application form for each project and paste it directly after the table “Area Data”, in which the projects are listed. For each project indicate the project description (project objectives, methods, project results, work packages & milestones) as well as the key data of the project (personnel and partner structure, costs and financing, project category).

The share of single firm projects (see glossary for definition) is restricted to a maximum of 20% of the eligible costs. The percentage of strategic projects (see glossary for definition) is not stipulated. However, the percentage chosen by the applicant must be stated as a key indicator (see Table A7.1) and will be subject to an ex-ante evaluation.

A3.3 Work Plan and Time Schedule of the Research Programme

Fill in the individual projects of the research projects in the bar graph and indicate planned starting dates and finishing dates for each Area.

Please outline the most significant milestones of your research programme.

K-Project (duration 3 to 5 years)

	Year 1				Year 2				Year 3				Year 4				Year 5			
Area 1	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Project 1.1	Start							End												
Project 1.2			Start													End				
Project 1.3				Start			End													
Project 1.4											Start									End
...																				
Area 2																				
Project 2.1									Start							End				
Project 2.2	Start					End														
Project 2.3					Start											End				
Project 2.4											Start						End			
...																				

A4 Co-operation between Science and Industry**A4.1 Consortium**

In the points below, please outline the leader of the consortium and the participating partners of the consortium. The minimum number of company partners (min. 3 CP) is defined by the “multi firm” criterion.

Please include in Annex 3 the curriculum vitae (CVs) of the key individuals involved. CVs have to include reference projects and publications.

A completed list of participating partners documented by Letter of Commitments (LOC) has to be attached in English as Annex 2.

A4.1.1 Leader of Consortium

Please describe the leader of the consortium and its role and responsibility in the application phase of the K-Project and submit a LOC (letter of commitment) if participation is carried out as SP or CP in the Annex.

Name	name of the partner
Website	www.
Short description	Name and short description of the consortium leader Indicating core competences relevant for the K-Project (e.g. reference projects)
Participation	Please mark if participation is carried out as SP or CP
Role in K-Project	Role of the consortium leader at the K-Project indicating contribution of project content
Expected benefit	Expected benefit from the K-Project
Key individuals	Identify relevant key individuals of the consortium leader who will be actively involved in the K-Project.

A4.1.2 Scientific Partners

Please complete the following points for all Scientific Partners for the K-Project (in alphabetic order) and submit a LOC per partner (see templates for annex).

Name	name of the partner (If institutes are participating, the name of the university must be stated first)
Website	www.
Short description	Name and short description of the partner Indicating core competences relevant to the K-Project (e.g. reference projects)
Role in K-Project	Role of the partner at the K-Project, indicating contribution of project content to the K-Project
Expected benefit	Expected benefit from the K-Project
Key individuals	Identify relevant key individuals of the partner who will be actively involved in the K-Project.

A4.1.3 Company Partners

Please complete the following points for all Company Partners for the K-Project and include a LOC per partner (see templates for annex).

Name	name of the partner
Website	www.
Short description	Name and short description of the partner, indicating core competences relevant to the K-Project (e.g. reference projects)
Role in K-Project	Role of the partner at the K-Project, indicating contribution of project content to the K-Project
Expected benefit	Expected benefit from the K-Project, indicating (potential) process and product innovations, which are to be initiated within the framework of the research programme and appraising their development into marketable products or new processes
Key individuals	Identify relevant key individuals of the partner who will be actively involved in the K-Project

A4.1.4 Structure of Consortium

Give reasons for the composition of the entire consortium and of the group of Scientific Partners and Company Partners, giving special consideration to the following aspects.

- Complementarity of partners
- Utilisation of synergies
- Creation of added value

A4.2 Related funded research projects

Please list in the synoptic table all projects in the consortium ongoing, applied for and concluded within the last three years, which receive(d) public funding and which have a close thematic connection to the funding proposal under consideration.

Indicate the respective funding agent and participating partners involved and, if applicable, indicate delimitation from the funding proposal under consideration.

Name of project	Content (in bullet points)	Funding by...	Involved partners	cooperation	Duration from until

A5 Organisation and Management

A5.1 Organigram

Please draw up an organigram of the planned K-Project bearing in mind the following aspects and elaborate on the details of your diagram.

- Project management and central functions
- Areas

Please describe in detail central functions (as project management, scientific direction, area management, key researchers).

A5.2 Location (s)

Describe the planned location of the K-Project (or the place where the project leader is situated) and indicate why you have chosen this location. If applicable describe possible other locations.

A5.3 Legal Structure

K-Projects can apply as a consortium and can stay a consortium for the whole duration of funding. In case the application is approved a consortium agreement between all partners has to be set up.

Describe and give reasons for the type of legal structure you have chosen for your K-Project and explain why its governance structures are appropriate for the K-Project.

A5.4 Governance Structures

Describe the governance structures planned for the K-Project and discuss the following aspects:

- Project management
- Clear lines of decision-making and structures
- Decision regarding investments
- Mechanisms regulating the entry of new partners, respectively the admission of new projects
- Mechanisms for decision-making and conflict management
- Coordination among the institutions/companies involved
- Establishment and function of different committees (decision-making, tasks, objectives...)
- Scientific advisory committee

A5.5 Principles of Intellectual Property Rights

Please describe how you are planning to commercialise research results attained within the framework of the K-Project and refer to the commercialisation in the context of science and industry

Intellectual property rights to the R&D&I results as well as access rights to the results have to be allocated to the different partners of the collaboration and adequately reflect their respective interests, work packages, and financial and other contributions to the project.

A6 Costs and Finance

Describe the excel tables from Part B. (For detailed information to help you complete the tables see Section B of these guidelines).

A6.1 Description of Cost Tables in Part B

Describe the following points in detail:

Table sheet “1.1 Personnel”

Describe the calculation of hourly rates of all partners (incl. applicant)

- How is the hourly rate calculated) (salary + overhead in %)
- Which overhead in % is used? Is the overhead higher than 20%?
 - Disclose how the overhead is calculated? Name and list the costs included

The Excel document “Calculation of Hourly Rates” can be used as an aid to check the hourly rates. This Excel document is available in the COMET download centre.

Table sheet “1.2 Personnel costs incl. overhead”

Describe the distribution of personnel costs between partners in detail.

Table sheet “2. Other direct costs”:

- Table “2.1. Use of R&D infrastructure”: Describe the calculation of the use of R&D infrastructure per position. To what extent (proportional utilization) is the R&D infrastructure used in the K-Project respectively for other projects?
- Table “2.4. Third party costs (costs of third party services): Which kind of external services are purchased from third parties?
- Describe the distribution of other direct costs between partners in detail.

Table sheet “3. Total Costs”

- Describe the distribution of total costs between partners respectively areas.

A6.2 Description of Financing Tables in Part B

Describe the following points in detail:

Table sheet “4.CP_SP_Contribution”

- Describe appraisal of contributions in-kind (material and personnel contributions)

Table sheet “5. Financing”

- Table “5.1. Financing – total”: Describe the financing. Bear in mind that the minimum and maximum quota of the COMET financing laid down in the COMET guidelines are adhered to.
- Public Financing Quota: Explain the financing quota applied.
- Table “5.2. Public Funding per Partner”: Describe the distribution of public funding between partners.

Bear in mind that the description of the costs and financing must be broken down as clearly as possible for the evaluators and the FFG in order to ensure transparency and a rapid evaluation process.

A7 Target Values and Indicators

For each indicator, a target value which is appropriate and realistic in the context of the field of research must be chosen by the consortium for the funding period and stated in the list.

A7.1 Research Program

Indicator	Objective
Share of strategic research projects in the entire research programme	Percentage of total eligible costs

A7.2 Research Results

Indicator	Objective
Publications in relevant journals (including published contributions to conferences, books/contributions to books)	Indicate the total number over the course of the entire funding period.
of which reviewed journals	
of which co-publications science and industry	
Patents and licensing	Indicate the total number over the course of the entire funding period.

A7.3 Additionality / Added Value

Indicator	Objective
Increase in the intensity of research activities by Company Partners in %	The increase (in %) over the course of the entire funding period referring to the R&D expenditures of the launch of the K-Project. (e.g. 1.4.2009)

Planned implementation at the companies	Expected benefit of the company partners from the K-Project
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Summarise as target values, the (potential) process and product innovations indicated in Section A4.1.3, which are to be initiated within the framework of the research programme and their development into marketable products or new processes.

A7.4 Human resources

Number of Key Researchers	Number (total over the course of the funding period) male and female
Dissertations/diploma & master- theses within the scope of the research programme	Number of dissertations / diploma and master theses (total over the course of the funding period)

NOTES ON THE APPLICATION - TABLES (Part B)

[Information and instructions for completing applications in the Excel Document]

The application form Part B –Application / Tables (Excel file) is available for download from the website of the Austrian Research Promotion Agency (FFG) at www.ffg.at/comet. Please complete the form externally and, after registration, deposit it in eCall under “File Uploading” in Excel format. Please outline all costs and funding exclusively in the Excel document template (Part B – Application / Tables).

The tables in Part B contain an outline of the costs (K-area) of the planned K-Project and the funding provided by funding agents and partners.

In Part A –Application / Project Content, applicants are required to explain the tables in Section A6.

1. The description of costs and financing must be consistent with the written explanations in Part A.6
2. At first please complete the Table **“II. Short Titles”** with the short titles of the partners (incl. applicant) in Part B. Short titles are transferred to the cost and financing Tables. You save completing the “Partner (incl. applicant)” column in the cost and funding Table. Please do not delete any partner lines in the Tables. If e.g. no material costs occur at one partner fill in 0 for material costs.
3. The column “Partner” in the tables comprises contributions of scientific and company partners (cash or in kind, i.e. material or personnel costs).
4. The cells in the table are not closed and may be modified to suit the specific requirements of your project, however, you **MUST** note the following:
 - **Do not overwrite the formulas contained in the coloured cells.**
 - The Total Costs table is linked to the detailed cost tables. Complete the detailed cost tables first and then complete financing tables.
 - If the number of lines provided is insufficient, expand the table by inserting lines. Take care that the formula references (e.g.: totals formula over a column, line) include the newly inserted lines/cells!
5. Rounding differences of the check sums in the amount of +1/-1 are possible.

Overview of Table sheets Pagination

[Excel document]

Table sheets Pagination:

- I. Cover
- II. Short Titles
 - 1.1. Personnel
 - 1.2. Personnel costs incl. overhead
2. Other direct costs
 - 2.1. Use of R&D infrastructure - total
 - 2.2. Travel expenses
 - 2.3. Material costs
 - 2.4. Third party Costs (Costs of third party services)
 - 2.5. Other direct costs - total
3. Total costs
4. SP_CP_Contributions
5. Financing

Table Sheet “I. Cover”

Please complete the Table “I. Cover” in full.

- Long Title = Title of the K-project (max. 120 characters)
- Short Title = Short title of the K-project (max. 10 characters)
- eCall-Application Number = Application number within the eCall system
- Applicant = leader of the consortium
- Authorised signatory
- Project leader
- Funding period = planned duration; Please bear in mind the possible durations defined in the programme document.
- Total volume applied = total costs applied
- Federal funding applied

Table Sheet “II. Short Titles”

Please at first complete the Table sheet “II. Short Titles” with the short titles of the partners (first scientific partners in alphabetic order then company partners in alphabetic order incl. applicant (leader of the consortium) in Part B. Short titles are transferred to the cost and financing Tables. You save completing the “Partner (incl. applicant)” column in the cost and financing Table. Please do not delete any partners in the tables. If there are no costs and financing contributions at one partner, insert the amount of 0.

Table “a. Partner (incl. applicant)”

Choose a short title (max. 5 characters) for each partner (incl. applicant) in the “short title” column. Please bear in mind that the short titles are transferred to the cost and financing Table. In the “name according excerpt of register of companies” column enter the company name according to the excerpt of the register of companies.

For example:

Short title: FFG

Name according excerpt of register of companies: Österreichische Forschungsförderungsgesellschaft m.b.H.

Table Sheet “1.1. Personnel”

Table “1.1.a. Hourly Rates and Personnel Hours”

Information on continuous staff of partners (incl. applicant) planned:

- First and last name = Indicate the names of the individuals of personnel planned. If the names of the individuals who will work on the project are not known yet, please state “N.N.” In case of several “N.N” individuals enter “N.N.1.”, “N.N.2.”...
- Function = Enter the function of the individual in the project (e.g.: Scientific Manager). For examples of functional classifications see “Information on Personnel”
- f/m = Enter “f” for female and “m” for male
- Partner = State the name of the respective partner employing the individual

Information on personnel

Hourly Rate incl. overhead= Enter the hourly rates incl. overhead planned per year and per employee in column “year 1 to year x”

According to the RTD Guidelines, personnel costs are eligible for funding up to the respective guideline values defined under sub-paragraph 8 of the “Verordnung des Bundesministers für Finanzen betreffend Richtlinien für die Ermittlung und Darstellung der finanziellen Auswirkungen neuer rechtssetzender Maßnahmen (Decree of the Minister of Finance Concerning Guidelines for Determining and Describing the Financial Effects of New Legislative Measures, Federal Law Gazette II no. 50/1999, Annex 3 as amended).

The following table provides a summary of possible function categories (as an example):

			pursuant to the Federal Law Gazette II No. 50/1999, Appendix 3	valorised figures		
Employees according to function	Examples für functions	classification according to Austrian public service	2005 Annual personnel costs (Gross inc. ancillary wage costs)	2008 Annual personnel costs (Gross inc. Ancillary wage costs)	Hours per year	2008 valorisierter Stundensatz
Scientific staff (*)						
1st executive level (I)	scientific director	VB-HL-Höh. Dienst 1**	104.277	112.569	1680	67,01
	deputy scientific director, area director, etc.	VB-HL-Höh. Dienst 2	90.235	97.410	1680	57,98
2nd executive level (H)	Key Scientist (G)	VB-HL-Höh. Dienst 1	104.277	112.569	1680	67,01
	Senior Researcher	VB-HL-Höh. Dienst 2	90.235	97.410	1680	57,98
Senior Scientist (F)	Junior Researcher	VB-HL-Höh. Dienst 3	76.192	82.250	1680	48,96
Junior Scientist (E)	graduate and post-graduate students	VB-HL-Höh. Dienst 3	76.192	82.250	1680	48,96
Administrative staff						
1st executive level (I)	Management	VB-HL-Höh. Dienst 1	104.277	112.569	1680	67,01
2nd executive level (H)	Assistant manager	VB-HL-Höh. Dienst 2	90.235	97.410	1680	57,98
Key Administration (G)	Controlling	VB-HL-Höh. Dienst 1	104.277	112.569	1680	67,01
Senior Administration (F)	Assistants	VB-VD-Gehob. Dienst 1***	40.207	43.404	1680	25,84
Junior Administration (E)	Secretarial staff	VB-VD-Gehob. Dienst 2	40.207	43.404	1680	25,84
Technicians/Specialists	Technician	VB-VD-Gehob. Dienst 1	40.207	43.404	1680	25,84

in € per year

*) The letters (E, F, G, H, I) correspond to the classifications in the Gender Booklet (http://www.femtech.at/fileadmin/femtech/be_images/Publikationen/Gender_booklet_2006.pdf).

** VB-HL-Höh. Dienst 1 = VB= Vertragsbedienstete(r) = 'contract public employee' in high-grade service (employment relationships in the Austrian civil service)

*** VB-VD-Gehob. Dienst 1 = Contract public employee in upper grade service (employment relationships in the Austrian civil service)

For planning purposes, the hourly rates can be adjusted on an annual basis as follows: The hourly rates are based on the figures for 2005 (pursuant to the Federal Law Gazette 2006). For subsequent years, an increase in the amount of the valorisation of public sector salaries has been set. In 2006 this was 2.7%, in 2007 2.35% and in 2008 2.7%. For subsequent years a cautious estimate of valorisation may be used.

Relating to funding of international excellent research it can be essential to extend the maximum personnel costs. Upon reasonable exceptions - such an exception would be in particular the standard international payment for specific expertise – the maximum personnel costs can be extended.

For the appraisal of personnel services, overheads may be added at a flat rate of 20% or at a higher rate with disclosure of how the overheads were calculated. Even if using a flat rate up to 20% you must describe in Part A.5 which costs are included (listing).

Please bear in mind that if funding is awarded, personnel costs will be settled on the basis of confirmed ACTUAL costs. In the case of an audit or inspection, proof must be furnished in the form of pay slips or hourly records.

Hourly Rate – Shareholders:

Contributing shareholders (individual enterprises, private limited companies and investments in public limited companies above 25%), who cannot confirm personnel costs, can indicate an hourly rate of max. EUR 30,- (incl. overhead). Small enterprises (SME up to max. 9 employees) can alternatively indicate the actual hourly rate of the most expensive employee.

Personnel Hours = In column “year 1 to year X” indicate the personnel hours planned per year and per employee

Table Sheet “1.2. Personnel costs incl. overhead”

The coloured cells in the table calculate themselves automatically on the basis of the data contained in the other table sheets and do **not therefore need to be completed**. Please do not overwrite any formulas!

Table “1.2.a. Personnel Costs in EUR”

Table “1.2.a. Personnel Costs in EUR” automatically calculates the personnel costs in EUR based on data of Table “1.1. Personnel” and does not therefore need to be completed.

Table “1.2.b. Personnel Costs per partner”

In table “1.2.b. Personnel Costs per partner” indicate the planned personnel costs per partner (incl. applicant).

All partners are transferred automatically from table sheet “Short Titles”. Please do not delete any partners in the table. If there are no personnel costs at one partner, insert personnel costs in the amount of 0.

Bear in mind that the total of table “1.2.a. Personnel Costs in EUR” is consistent with the total of table “1.2.b. Personnel Costs per partner”. (Line: Tab. 1.2.a. personnel costs in EUR = Tab. 1.2.b. personnel costs per partner/ check sum)

Table Sheet “2. Other direct costs”

Table Sheet “2. Other direct costs” includes the following four cost categories:

- 2.1. Use of R&D infrastructure
- 2.2. Travel expenses
- 2.3. Material costs
- 2.4. Third party Costs (third party services)

2.1 Use of R&D infrastructure

Table “2.1.a. Use of R&D infrastructure - total”

Table “2.1.a. Use of R&D infrastructure - total” should contain the planned use of R&D infrastructure (proportional utilization, operating resources, etc.) for the project per year. Up to the amount of EUR 400,-- R&D infrastructure can be entered directly as low value asset in cost category “2.3 material costs”. Name the partner (incl. applicant) where the proportional utilization incurs.

Table “2.1.b. Use of R&D infrastructure per partner”

In table “2.1.b. Use of R&D infrastructure per partner” indicate the use of R&D infrastructure per partner (incl. applicant) planned. All partners are transferred automatically from Table “Short Titles”. Please do not delete any partners in the table. If there is no use of R&D infrastructure at one partner, insert use of R&D infrastructure in the amount of 0. Bear in mind that the total of Table “2.1.a Use of R&D infrastructure - total” is consistent with the total of Table “2.1.b Use of R&D infrastructure per partner”. (Line: Tab. 2.1.a Use of R&D infrastructure - total = Tab. 2.1.b Use of R&D infrastructure per partner / check sum).

2.2 Travel expenses

Table “2.2.a. Travel expenses - total”

In table “2.2.a. Travel expenses - total” indicate the planned travel expenses for the project. (for example: daily allowances, expenses for public transportation, expenses for hotels, congress fees) per year. Name in column “description” the reasons and locations of travelling. (e.g.: lecture Congress Y in..., Presentation of poster, participation without lecture Congress X in..., etc.)

Table “2.2.b. Travel expenses per partner”

In table “2.2.b. Travel expenses per partner” indicate the travel expenses per partner (incl. applicant) planned. All partners are transferred automatically from Table “Short Titles”. Please do not delete any partners in the table. If there are no travel expenses at one partner, insert travel expenses in the amount of 0. Bear in mind that the total of Table “2.2.a Travel expenses - total” is consistent with the total of Table “2.2.b Travel expenses per partner”. (Line: Tab .2.2.a. Travel expenses - total = Tab. 2.2.b. Travel expenses per partner / check sum).

2.3 Material costs**Table “2.3.a. Material costs - total”:**

In table “2.3.a. Material costs - total” indicate the planned material costs for the project. (e.g.: testing material). Up to the amount of EUR 400,-- R&D infrastructure can be entered directly as low value asset in cost category “2.3 material costs”. Above the amount of EUR 400,-- the use of R&D infrastructure has to be entered in table “2.1.a. Use of R&D Infrastructure –total”.

Table “2.3.b. Material costs per partner”:

In table “2.3.b. Material costs per partner” indicate the material costs per partner (incl. applicant) planned. All partners are transferred automatically from Table “Short Titles”. Please do not delete any partners in the table. If there are no material costs at one partner, insert material costs in the amount of 0. Bear in mind that the total of Table “2.3.a. Material costs - total” is consistent with total of Table “2.3.b. Material costs per partner”. (Line: Tab. 2.3.a Material costs - total= Tab. 2.3.b. Material costs per partner/ check sum).

2.4 Third party costs**Table “2.4.a. Third Party Costs - total”**

Table “2.4.a. Third Party Costs - total” should contain the planned third party costs essential for the project. (e.g.: study). Third-party costs are all services purchased from third parties, such as services purchased from research institutes not making funding contributions or services, typically carried out under a contract for work and services.

Table “2.4.b. Third Party Costs per partner”

The Table “2.4.b. Third Party Costs per Partner” should contain a breakdown of third party costs itemised by partner. All partners are transferred automatically from table “Short Titles”. Please do not delete any partners in the table. If there are no material costs at one partner, insert material costs in the amount of 0. Bear in mind that the total of table “2.4.a. Third Party Costs - total” is consistent with the total of table “2.4.b. Third Party Costs per partner”. (Line: Tab. 2.4.a. Third Party Costs - total = Tab. 2.4.b. Third Party Costs per partner/ check sum)

2.5 Other direct costs**Table “2.5.a. Other direct costs - total”**

Table “2.5.a. – Other direct costs - total” calculates itself automatically based on data of the four cost categories of Table sheet “ 2. Other direct costs” and should not therefore be completed.

Table “2.5.b. Other direct costs per partner”

Table “2.5.a. – Other direct costs per partner” calculates itself automatically based on data of the four cost categories of Table sheet “2. Other direct Costs” and should not therefore be completed.

Table sheet “3. Total costs”

The coloured cells in the table calculate themselves automatically on the basis of the data contained in the other table sheets and do **not therefore need to be completed**. Please do not overwrite any formulas!

Table “3.1. Total Costs summary”

Table “3.1 – Total Costs summary” calculates itself automatically based on data of Table sheets 1.2. and 2. and should not therefore be completed.

Table “3.2 Costs per partner“:

Table “3.2. Costs per partner” calculates itself automatically based on data of Table sheets 1.2. and 2. and should not therefore be completed.

Table “3.3 Costs per area“:

Planned total costs per area should be listed in this Table “3.3. Costs per area”.

Table Sheet “4. CP_SP_Contributions”

In table “4.1. Contributions per year” indicate all planned contributions of partners (incl. applicant) per year broken down into cash and in-kind contributions.

In-kind contributions are contributions in personnel and material costs.

The names of partners are transferred from Table sheet “II. Short titles”. In-kind contributions are appraised by partners themselves, bear in mind the specified guideline values (e.g. personnel costs, see “eligible costs”). Where required actual costs must be furnished.

Public financing contributions have to be stated in Table 6, not here.

Table Sheet “5. Financing”

The coloured cells in the table calculate themselves automatically on the basis of the data contained in the other table sheets and do **not therefore need to be completed**. Please do not overwrite any formulas!

Table “5.1. Financing - total”

Table “5.1. Financing – total” faces the financing. The lines “1. Public financing”, “1.b. Province” and “2. Company Partners” calculate themselves automatically on the basis of the data contained in the other tables and **should not therefore be completed**.

The financing contributions of:

1. Public Financing

- federal government
- the provinces, itemised by province
- scientific partners

2. Corporate financing contributions – Lines: Cash- and in-kind, are to be shown in the Financing Table.

Please ensure that the costs are covered by the financing. Bear in mind that the total of Table “3.1. Total Costs summary” is consistent with the total of Table “5.1. Financing – total”. (Line: Tab. 3.1. Total costs summary = Tab. 5.1. Financing - total/ check sum)

Table “5.2. Public funding per partner”-

Please choose from column “type of partner” the respective type of partner of the list. Be aware that the type of partner applies to the function of the partner in the project. For classification in small (KU), medium-sized (MU) and big enterprises (GU) note the generally accepted definitions, e.g. EC – Aid for small and medium sized enterprises.

Type of partner:

Company Partners		Scientific Partners	
KU	small enterprise	FH	Fachhochschule (university of applied sciences)
MU	medium-sized enterprise	Uni	University
GU	big enterprise	auE	non-university research establishments

Column “Costs of partner” is linked with Table “3.2. Costs per partner” and should not therefore be completed. Columns “Federal funding” and “Provincial funding” calculate themselves automatically based on data of Table “5.1. Financing – total” column “Quota of financing in %” and should not therefore be completed.

In case of other distribution of funding, e.g. lower funding of big enterprises (GU) or higher funding of scientific partners (FH, Uni, auE) overwrite columns federal and provincial funding.

Bear in mind that the total of federal and provincial funding in Table “5.2. Public funding per partner” is consistent with the total of federal and provincial funding in Table “5.1. Financing – total” (Line: Tab. 5.1. Financing – total = Tab. 5.2. Public funding per partner / check sum).

Table Sheet “Calculation of hourly wage rate” (optional)

This table enables you to check whether the salaries of your employees in real terms exceed the maximum eligible hourly rates. Functions are assigned to employee categories on an exemplary basis; they can be adapted to reflect individual circumstances. Please remember that these are FFG-adjusted figures for the year 2008 and that an annual adjustment may be carried out for the following years (see the explanation in personnel costs). In the statement of accounts you must be able to show these figures from the payroll accounts. In the case of higher hourly rates, only the excess amount will not be funded.

When calculating personnel costs a flat rate of 20% overhead can be added. In case a higher rate of overhead is applied, the basis upon which the overheads were calculated must be disclosed and the calculation for overheads must be included. If a flat rate of up to 20% overhead is applied describe in Part A (A6) which kind of costs are included.

When calculation hourly rates (Table “calculation of hourly wage rate”) please note that the basis for calculation are 1680 working hours per annum (which equals 40 working hours per week). A diverting employment scheme has to be converted accordingly.

If necessary add the table sheet to Part B of the application.

NOTES ON THE GRANT APPLICATION - ANNEX

Document templates for the Annex to the applications are available on the website of the Austrian Research Promotion Agency (FFG) at www.ffg.at/comet in the COMET-Downloadcenter.

Documents containing original signatures (such as LOC) must be attached to the original application and scanned in for the electronic version of the application.

The data volume for uploads is limited to 10 MB per application incl. annex.

The following documents must be uploaded under “File Uploading” with the stated folder structure and file names:

Description of application

- shorttitle_PartA
- shorttitle_PartB
- shorttitle _ANNEX1_REFERENCES (further uploads in sub-folder “description of application”)
- shorttitle _ANNEX2_LIST_OF_CONSORTIUM_PARTNERS (further uploads in sub-folder “description of application”)

CVs and Publications

- shorttitle _ANNEX3_CV_PUBLICATIONS (to be uploaded in one document)

Letter of Commitments

- shorttitle _ANNEX4_LOC_SCIENTIFIC_PARTNERS
- shorttitle _ANNEX5_LOC_COMPANY_PARTNERS
- shorttitle _ANNEX6_DECLARATION_FEDERAL_PROVINCE

In case of reapplication describe the modifications of the application to the preceding rejected application in an accompanying letter, which in addition has to be uploaded as a file annex (further uploads in sub-folder “description of application”)

- shorttitle_CHANGES_Reapplication

The following documents must be submitted online (as a PDF file, Tables as an excel file) as well as in hardcopy:

Annex: Table of Content

The template (cover sheet including the table of contents of the annex) must be completed and inserted previous to the annexes.

Annex 1: References

Indication of references

Annex 2: List of Consortium partners

The layout of the templates may not be altered. Please list the company and scientific partners in alphabetical order and in English. Universities must be listed first with the name of the university and then the name of the institute involved. List only those partners having concluded a LOC.

Annex 3: CVs and list of publications

The layout of the templates may not be altered. Please enclose the CVs (max. 2 pages) incl. reference projects and list of publications (max. 5 pages) in alphabetical order and list the names of the individuals on the first page of Annex 3.

List the publications per individual of the last 5 years and mark the primary project-relevant ones

Annex 4: Letter of Commitment (LOC) of Scientific Partners

Please enclose the LOCs of the SPs in alphabetical order.

The LOC must be signed by all scientific partners and must state the contribution amounts (Cash and In-Kind). The document template may be used.

If several departments or research establishments are involved, one LOC per university together with a list of the participating institutes or research establishments is sufficient. The LOC must be signed by the authorised signatory of the rectorate of the university as well as by the responsible project manager or head of institute.

Annex 5 Letter of Commitment (LOC) of Company Partners

Please enclose the LOCs in alphabetical order of the CPs .

The LOC must be signed by all company partners and must state the contribution amounts (Cash und In-Kind). The document template may be used.

Annex 6: Declaration of Federal Provinces

Written statements of provinces participating

GLOSSARY

Definitions

Additionality

Under the competition regulations of the European Union, research and development projects are only eligible for funding if they are performed in addition to the ongoing business of companies and result in an increase of a company's research performance and consequently, a company's research expenditures.

Area

It is possible but not mandatory to divide the research programmes planned within the scope of K-Projects into Areas.

A working area (Area) is defined as a methodically and thematically distinct unit in the research programme of a K-Project. In line with the general purpose of the K-Project, an Area must be structured so as to achieve scientific results and commercial utilisation in the medium term. On the one hand, an Area must be planned in sufficient detail to ensure that the main thrust of activities, the methodology used, and the main objectives can be evaluated. The area must be clearly positioned within the overarching concept (what does the Area contribute to the key objectives of the K-Project, how does it interact with other Areas). On the other hand, the necessary degree of flexibility for a medium-term research project must be maintained so that it is possible to adapt the Area to current developments during the course of implementation. Thus, an Area must define a coherent research and development programme for the medium term within the larger context of a K-Project and may not just constitute the total of a number of individual, short-term projects. Each Area is supervised by a key researcher as executive.

Bilateral research cooperations ("single firm projects")

Projects within the scope of a K-Project's research programme involving just one Company Partner. The share of such projects must be limited to a maximum of 20% of eligible total costs.

Cash contributions and in-kind contributions

Cash contributions are cash payments.

In-kind contributions are contributions to financing in the form of non-cash contributions and/or human labour.

Research programme

A research programme is defined jointly by science and industry and outlines the area of activity for the entire K-project in the K-area. A research programme must relate to a clearly defined subject matter and is divided into Areas and projects.

Key Researchers

Key researchers are renowned scientists who owing to their expertise and standing will exercise a significant influence on the further development of research topics and programmes. As a rule, such Key Researchers will be recruited from among the ranks of Scientific Partners (e.g. university professors).

"Multi firm" criterion

The "multi firm" criterion stipulates the involvement of at least 3 (three) Company Partners in K Projects, and of at least 5 (five) Company Partners in K1 and K2-Centres.

Multilateral research cooperations (“multi firm projects”)

Projects within the scope of a K-Project’s research programme involving more than one Company Partner.

Public Financing

Public financing comprises public funding (federal and provincial Funding) plus the contribution of the Scientific Partners (min. 5%).

Public Funding

Public funding comprises federal and provincial funding.

Projects

Projects are defined as research units to be carried out within the framework of a work-area, or as horizontal sectoral projects, generally in cooperation with several companies; Work packages are sub-units of projects and are not detailed in the application.

“single-firm” projects (see bilateral research cooperations)

“multi-firm” projects (see multilateral research cooperations)

Strategic research projects

In order to qualify as such, strategic research projects must be characterised by a high degree of novelty and excellence. Beyond the short-term considerations of Company Partners, they are based on a K-Project’s long-term objectives. They are established in line with the core competencies of the K-Project and are suitable for expanding these competencies within the scope of creating unique selling propositions in an international context. As a rule, such research is carried out in the interest of all or at least numerous Company Partners and takes place at a stage still far short of development and implementation. However, strategic research projects should be characterised by visible potential for innovation and be geared towards long-term utility for Company Partners.

Province of location

The province of location is the province of the main location or the place where the project management of the K-Project is located.

Abbreviations

GDA ¹	Guide for drafting applications (Leitfaden zur Erstellung eines Förderungsantrags)
LOC	Letter of Commitment
FFG	Austrian Research Promotion Agency (Forschungsförderungsgesellschaft)
FTE guidelines	Federal guidelines for the promotion of the commercial and technological development of research and technology (GZ BMVIT-609.986/0011-III/12/2007 and GZ BMWA-97.005/0002-C1/9/2007)
Programme document	Programme document of the COMET programme for competence centres of 1 June 2008.
CP	Company Partners
SP	Scientific Partners

¹ This document is a translated version of the original German version. In cases of unclear formulation the German version is the decisive document.