

RESEARCH POTENTIAL

Frequently Asked Questions

I. Sources of Information

I.1. Where can I find information on the calls under the Research Potential?

The Commission services publish all relevant information on the Research Potential calls on the CORDIS web site <http://cordis.europa.eu/fp7/dc/index.cfm>

More information under Research Potential could be also found on:
http://cordis.europa.eu/fp7/capacities/convergence-regions_en.html

I.2. Where can I get assistance?

Assistance on the content

FP7 Enquiry Desk: <http://ec.europa.eu/research/index.cfm?pg=enquiries>

Assistance on EPSS (online submission)

For technical questions on the use of the electronic proposal submission system (EPSS):

[EPSS Helpdesk](#)

Phone: +32 2 233 37 60

EPSS user guide is available at

<http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7SubmitProposalPage>.

Assistance in identifying partners

The Commission's CORDIS server offers a number of services and information sources which may be useful in partner search for participation in Research Potential calls

http://cordis.europa.eu/fp7/partners_en.html .

General Assistance

Applicants can find assistance in the Member States and in the Associated Countries through the National Contact Points (NCPs). Their contact details, including their e-mail addresses can be found at http://cordis.europa.eu/fp7/ncp_en.html.

I.3. A pre-proposal check on eligibility is foreseen for REGPOT 2009 calls?

No pre-proposal eligibility check is offered for 2009 REGPOT calls.

II. General Aspects

II.1. What's the definition of the convergence regions?

Convergence regions are defined as those regions having per capita gross domestic product (GDP) less than 75% of the average GDP of the EU-25 (Commission Decision C(2006)3475 of 4th August 2006 and Commission Decision C(2007) 1283 of 26 March 2007 amending Decision 2006/595/EC as concerns Bulgaria and Romania). In the above mentioned Commission Decisions you can find the list of regions eligible for funding from the Structural Funds under the Convergence objective for the period 2007-2013. 'Phasing out' regions are considered as convergence regions but not those classified as 'Phasing in'.

II.2. Which are the outermost regions?

Outermost regions are defined according to the article 299§2 of the EC Treaty: Guadeloupe, French Guiana, Martinique and Réunion (the four French overseas departments), the Canaries (Spain), and the Azores and Madeira (Portugal).

II.3. What does it mean that the topic can be "any research topic covered by the EC FP7"?

Applications may be made in any thematic S&T field of competence of the applicant, other than those specifically excluded from the 7th Framework Programme (FP). However, applications in S&T fields of competence of the applicant within the scope of Annex I of the 7th FP EURATOM, namely those applications directed towards nuclear energy applications, are not in scope of this call.

II.4. Is there an average size of research entity to submit proposals?

An average size in terms of number of researchers is not mentioned in the Work programme. However, the Work programme indicates that a significant size means for example a University Department, a Faculty or a specialised Research Institution composed usually by several research teams or laboratories.

II.5. What kind of activities will be supported under Research Potential?

Under Research Potential support will be provided to selected research groups in the qualifying regions for:

- *Exchange of know-how and experience through trans-national two-way secondments of research staff between the selected entities in the qualifying regions and 3 or more knowledgeable and experienced partner organisations in other EU States or Associated countries;*
- *Recruitment by the selected entities of incoming experienced researchers, including managers;*
- Acquisition, development, or upgrading of *research equipment* for the selected research entities;
- Organisation of *workshops and conferences* to facilitate knowledge transfer at regional, national and international level involving both the selected entities' own research staff and invited researchers from other countries; participation of the research staff of the research entities selected under the scheme at international conferences or short term research training events, for knowledge sharing, network building and to expose them to a more international environment;

- Dissemination and promotional activities to ensure increased visibility of the selected entities and their activities.

In addition, the applicant can optionally request evaluation facilities through which any research entity in the qualifying regions can obtain an international independent expert evaluation of the level of their overall research quality and infrastructures. This evaluation will be carried out by high-level, independent international experts nominated by the Commission and will take place after the end of the implementation of the Action Plan, over a period of up to 6 months.

II.6. Are projects on scholarships eligible under Research Potential?

Although a project supporting fellowships for selected Ph.D. research oriented students can reinforce the S&T potential of a research entity, it is not an activity that can be supported under Research Potential.

II.7. Are activities on education issues under Research Potential?

No, Research Potential addresses only *research related capacity building*.

II.8. What is meant exactly by referring to "highest quality and/or most promising research entities"?

The applicants should provide evidence of the '*excellence*' of their research entity in terms of e.g. main research activities, organisation of the entity (who is doing what and short description of available research facilities in terms of staff and durable equipment), short CVs of the most important researchers of their entity, list of more recent and significant publications, number of PhD's and/or post-PhD students/fellows followed by the entity, collaborations with private or public RTD entities in the country or elsewhere, possible participation in research programmes or activities funded by the EC, other national or international organisations or the private sector, etc.

II.9. What is meant exactly by referring to "this Activity will support the implementation of an Action Plan defined by the research entities, derived from their SWOT analysis"?

The applicants should present a clear and detailed analysis of Strengths, Weaknesses, Opportunities and Threats (SWOT) of the applicant research entity. This SWOT analysis should be the basis of the preparation of the *Action Plan* composed by a *coherent set of measures* indicated in the Work Programme.

II.10. Should the 3 or more partner institutions with which exchanges will take place be identified at the stage of the proposal submission?

Three or more knowledgeable and experienced partner organisations in other Member States or Associated Countries should be associated in the proposal's Action Plan. Therefore, it is necessary that they are identified in the proposal. A detailed description of the S&T competencies and excellence of these institutions should also be included in the proposal. Moreover, the type of activities proposed with each partner organisation as well as their objective, duration, expected impact and timing should also be described in the proposal.

II.11. Is it mandatory to have an independent evaluation in a REGPOT-2009-1 project?

No, this is an additional and non obligatory measure. If the applicants wish so, an independent evaluation of their overall research quality and capability can be included in the proposal as a dedicated Work Package to be done at the end of the project. In this case, 6 additional months can be foreseen for an additional funding up to 150.000 €. The applicants are invited to justify the added value of such an evaluation to their research potential increase as well as to describe the evaluation's methodology and the use of its results.

II.12. Do I have to describe the research work to be undertaken by the experienced incoming researchers to be hired?

Yes and also to clearly explain how the experienced incoming researchers will contribute to the applicant's research potential increase. Keep in mind that funding of research work is not eligible under this call.

II.13. Do I have to describe the objectives and content of the work to be undertaken during secondments?

Yes, as well as the duration, expected results and timing of each secondment.

III. Participation

III.1. Can my organisation be involved in several proposals?

There are no limitations to how many proposals or successful projects an organisation can be involved in. This depends upon the operational capacity of the applicants.

III.2. Can physical persons apply to the call?

Legally speaking "yes". However, the proposal has to meet the objectives of the Research Potential calls and applicants have to clearly demonstrate that they have a high level research capacity and potential for increase. Moreover, they should provide evidence on how to obtain the expected impact, in particular the contribution to regional capacity building (REGPOT-2009-1).

III.3. May a research entity established in a Country associated to the EC 7th Framework Programme apply in REGPOT-2009 calls?

In Associated Countries, regions equivalent to the EC's convergence regions may have been identified in the international instruments associating them to the 7th Framework Programme. A public or a private research entity (as a single proposer) which is established as a legal entity in such a region can apply to the call. All regions of Turkey, Serbia, Croatia, FYROM, Montenegro and Albania are considered as equivalent to convergence regions and are therefore eligible for participation.

III.4. Is a research entity established in a Third Country eligible in REGPOT-2009-1 call?

Research entities established in Third Countries which are not associated to the EC 7th Framework Programme are not eligible for participation under REGPOT 2009-1 call.

IV. About the applications process

IV.1. How do I submit my application?

Proposals for Research Potential are submitted only as an electronic proposal via the web-based Electronic Proposal Submission System (EPSS), which is reached via the CORDIS call page: <http://cordis.europa.eu/fp7/dc/index.cfm>

In exceptional cases, when a proposal coordinator has absolutely no means of accessing the EPSS, and when it is impossible to arrange for another member of the consortium to do so, an applicant may request permission from the Commission to submit on paper.

Further information on this exceptional facility can be found at:
ftp://ftp.cordis.europa.eu/pub/fp7/docs/calls/fp7-evrules_en_pdf.zip

IV.2. What should proposals for Research Potential consist of?

A proposal has two parts:

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested. The information in part A is entered through a set of online forms.

Part B is a "template", or list of headings, rather than an administrative form. You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work including the contribution on the regional capacity building. Detailed information and justification of the budget categories should also be included in this part of the proposal. In this respect tables summarising budget distribution per activity, cost category and work package is recommended to be provided.

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos etc.) will be disregarded. In proposals submitted electronically, other embedded material (audio, video multimedia etc.), attached files or hyperlinks to other documents will be disregarded. Only black and white copies are used for evaluation and you are strongly recommended, therefore, not to use colour in your document.

The Guide for Applicants provides all necessary information on these issues (<http://cordis.europa.eu/fp7/dc/index.cfm>).

IV.3. Do we need supporting documents for a Research Potential proposal submission?

Other than the proposal itself (parts A and B), no further supporting documentation is required.

V. Financial Aspects

V.1. Which percentage of EC contribution a proposal could receive under Research Potential?

The EC contribution for all calls under Research Potential may reach a maximum of 100% of the total eligible costs.

V.2. Do Research Potential calls support research activities?

Research Potential calls will not support the funding of research and technological joint projects.

V.3. Should the project's budget be of 4 million Euro and if it's less, the evaluation will be less favourable?

The budget depends on the size, the needs and the activities proposed in the Action Plan by each applicant legal entity as well as of the proposal's duration. The budget should be realistic, feasible and reasoned accordingly and this will be analysed during the scientific evaluation.

V.4. What type of costs will be covered for the secondment of staff?

Neither salaries nor complements of salaries for seconded staff will be covered by the Commission under this activity. However, as a general rule, costs related to travel, accommodation and any other expenses related to the seconded staff stay abroad, excluding funding of joint research, could be eligible costs. It should be also stressed that every reimbursement as regards staff and living costs will be according to the practice in each country and individual organisation. Appropriate justification for these activities should be provided under the relevant Work package of part B of the proposal.

V.5. What is the percentage of reimbursement of indirect costs in the case of Coordination and Support Actions?

Indirect costs may be based on a flat rate or actual costs. A detailed explanation of the applicability of these methods of calculation of indirect costs can be found at Annex 3 of the Guide for Applicants. The transitional flat rate of 60% for indirect costs applies only to funding schemes that include research and technological development and demonstration activities, which is not the case for Coordination and Support Actions.

In the case of Coordination and Support Actions, the reimbursement of indirect eligible costs for every beneficiary may reach a maximum of 7% of the direct eligible costs, excluding the direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary.

V.6. How we should estimate the depreciation for equipment?

The calculation of the depreciated value for equipment should be based on the participant's/beneficiary's usual practice for depreciation. Equipment depreciation must be in accordance with the usual accounting and management principles and practices of the participant, Article 31 of the FP7 Rules for Participation (and assuming that they meet recognised standards) and not be created purely for the EC project.

V.7. Is it possible for the applicant legal entity to purchase equipment and install it in the premises of another organization if the venue is more appropriate for e.g. measurements?

The equipment should be installed and entirely used in the premises of the applicant legal entity. If such equipment is to be partially used for any other purpose than the applicant's potential increase in RTD, this should be clearly indicated in the proposal.

V.8. Is there any upper funding limit for the management activities under Coordination and Support Actions?

No, there is no limit as such.

V.9. The percentage of EC contribution varies for the different categories of partners (e.g. private, public, non-profit organisations)?

For the Coordination and Support Actions, the eligible costs might be up to 100% for all types of partners (private, public, non-profit).

VI. Legal Aspects and Grant Agreement

VI.1. Can tasks be sub-contracted?

As a general rule contractors must have the capacity to carry out the work themselves. Subcontracting is derogation to this general rule and is limited to specific cases. Beneficiaries may subcontract other minor services and supplies, which do not represent core elements of the project work, which cannot be directly assumed by them and where this proves necessary for the performance of their work under the project.

Conditions related to activities subcontracted:

- Subcontracts may only cover the execution of a limited part of the project (Article II.7 of Annex II of the FP7 model grant agreement). Therefore, generally core elements of the project can not be subcontracted. Coordination tasks of the coordinator such as the distribution of funds, the review of reports and other tasks mentioned under Article II.2.3 to GA cannot be subcontracted;
- Article II.7 of the FP7 model contract stipulates that: "recourse to the award of subcontracts must be duly justified in Annex I having regard to the nature of the project and what is necessary for its implementation";
- Even though certain services may be performed by a subcontractor, the beneficiary maintains full responsibility for carrying out the project, retains the intellectual property generated, if any, and must ensure that certain of provisions of the model contract are reflected in the agreement with the subcontractor. (Article II.7 of the FP7 model contract).

For more information on subcontracting please consult:

- Model Grant Agreement, Annex II: http://cordis.europa.eu/fp7/calls-grant-agreement_en.html

VI.2. Assistance on IPR Issues

The IPR-Helpdesk has as its main objective to provide first line IP related assistance to current and potential EC-RTD contractors, and in particular on Community diffusion and

protection rules and issues relating to IPR in international projects. Another objective is to raise awareness of the importance of protecting and exploiting Europe's IPR assets.

It operates a free helpline offering first line assistance on IPR related issues:

e-mail: ipr-helpdesk@ua.es

tel. : +32 0 213 41 63

fax. : +32 0 213 41 69

URL: <http://www.ipr-helpdesk.org>