

Form B - Applicants' details/ Organisation details (proposal phase)

Proposal number and acronym : prefilled

Applicant number : prefilled

Applicant organisation : prefilled

Country : prefilled

Person in charge : prefilled

Legal name of the organisation:

- **For Public Law Body**, it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body;
- **For Private Law Body**, it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register.

Organisation's abbreviation:

- Use an abbreviation of your organisation's legal name. This will be used in this proposal and in all relating documents.
- The abbreviation should be no more than 20 characters exclusive of special characters (./;...). It should be preferably the one that is commonly used e.g. IBM and not Int.Bus.Mac.

Legal name

Abbreviation

Web address

Legal address:

- For Public and Private Law Bodies, it is the address of the entity's Head Office.
- If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name".

Street name and number

PO Box

Postal code

Town

Applicant's country:

- A) Select the country from a lists of:
 - **BONUS participating states,**
 - **non-BONUS EU member states,**
 - **associated countries;**
- B) or specify the country in case the applicants' organisation is from **third country**;
- C) or specify the country of the entity's Head Office if the applicant is an **international organisation**:
 - e.g. intergovernmental organisation, other than the European Community, that has a legal personality under international public law as well as any specialised agency set up by such an international organisation.
- D) or specify the country of the entity's Head Office if the applicant is an **international European interest organisation**:

- participants from international European interest organisations have to cover at least 75% of their funding by their own funding sources, and maximum of 25% is funded by the BONUS EEIG.

A) Select country

B) Specify third country

C) Specify country of the Head Office (if applicant is an international organisation)

D) Specify country of the Head Office (if applicant is an international European interest organisation)

Type of the organisation:

Research organisation



Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

Small enterprise (SE)



An enterprise which employs fewer than 50 persons and whose annual turnover or annual balance sheet total does not exceed EUR 10 million. SEs are micro and small and enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/.../sme_definition/index_en.htm
To find out if your organisation corresponds to the definition of an SE you can use the online tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm

Medium-sized enterprise (ME)



An enterprise which employs fewer than 250 persons and which have either an annual turnover not exceeding EUR 50 million, or an annual balance sheet total not exceeding EUR 43 million. MEs are medium sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm
To find out if your organisation corresponds to the definition of an ME you can use the online tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm

Large enterprise (LE)



An enterprise which cannot be qualified as an SME according the criteria established in the EU Recommendation.

Other



Non-profit organisation - A legal entity qualified as such when it is recognised by national or international law.
Public body - Any legal entity established as such by national law, and international organisations.

Dependencies with other applicants:

- Two applicants (legal entities) are dependent on each other where there is a controlling relationship between them:
 - A legal entity is under the same direct or indirect control as another legal entity (SG);
 - A legal entity directly or indirectly controls another legal entity (CLS);
 - A legal entity is directly or indirectly controlled by another legal entity (CLB).
- Legal entity A controls legal entity B if:
 - A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B,
 - or A, directly or indirectly, holds in fact or in law the decisionmaking powers in B.
- The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:
 - the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
 - the legal entities concerned are owned or supervised by the same public body.

According to the explanation above, please indicate the appropriate relation between **your organisation** and **other applicants**, according to the list below to characterise the relation:

- **NO, No dependency** - if your organisation has no above described relations with the other applicant;
- **SG, Same group** - if your organisation and the other applicant are controlled by the same third party;
- **CLS, Controls** - if your organisation controls the other applicant;
- **CLB, Controlled by** - if your organisation is controlled by the other applicant.

Your organisation : **PREFILLED**

Other applicants	Country	NO dependency	SG same group	CLS Controls	CLB Controlled by
No.x APPLICANT x	COUNTRY x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.x APPLICANT x	COUNTRY x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administrative contact person:

- It is the person dealing with all financial and administrative issues between the project applicant, the relevant national funding institution and the project coordinator.
- Gender - This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
- Please insert the full phone and fax numbers including country and city/area/cell phone operator code. Example +358-40-0404011.

First name
Last name
Title
Gender Male Female
Phone number
Fax number
E-mail address

Form B - Applicants' details/ Other members of the team

Proposal number and acronym : prefilled
Applicant number : prefilled
Applicant organisation : prefilled
Country : prefilled
Person in charge : prefilled

Other members of the team:

- Senior level members should be listed.
- **Do not include Person in charge** on this page. His/her information is provided within his/her CV.
- Gender - This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
- Please insert the full phone and fax numbers including country and city/area/cell phone operator code. Example +358-40-0404011.

First name
Last name

Academic title Prof. Dr. Other :

Gender Male Female

Organisation

Number of person months funded by BONUS months

Phone number

Fax number

E-mail address

Form B - Applicants' details/ Budget (if applicant is eligible to receive BONUS funding)

Proposal number and acronym : prefilled

Applicant number : prefilled

Applicant organisation : prefilled

Country : prefilled

Person in charge : prefilled

Research category:

- Only one research category can be selected. If the same partner is involved in more than one category of activities, please select the primary one.

Funding rate:

- The **maximum funding rate** is determined by the applicant's organisation type, country of origin and research category.
- Specify the **requested funding rate** that is not higher than the maximum funding rate.

Research category : specify research category Apply changes << click apply if you have changed the research category

Maximum funding rate : prefilled

Requested funding rate: % Apply changes << click apply if you have changed the requested funding rate

Budget of the applicant:

- Only whole numbers can be entered to the budget lines. Calculated values are always rounded up to the nearest whole number.
- All costs are given in Euros. Do not express your costs in thousands of Euros ("KEUROS") etc.
- The totals and indirect costs are calculated automatically. The requested BONUS funding is calculated automatically as well, this based on the funding rate as specified above.
- The non-recoverable VAT is an eligible cost and can be included in the budget under the relevant budget line.
- Indirect costs (flat rate 20%) - excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the applicant

Budget line	Research category specified					D. Management					E. Other					TOTAL				
	M1 - M12	M13 - M24	M25 - M36	M37 - M48	TOTAL	M1 - M12	M13 - M24	M25 - M36	M37 - M48	TOTAL	M1 - M12	M13 - M24	M25 - M36	M37 - M48	TOTAL	M1 - M12	M13 - M24	M25 - M36	M37 - M48	TOTAL
Personnel																				
Other direct costs																				
Subcontracting																				
Indirect costs																				
TOTAL																				
Requested BONUS funding, rate xx%						Requested BONUS funding, rate xx%						Requested BONUS funding, rate xx%								
Other (e.g. own) funding						Other (e.g. own) funding						Other (e.g. own) funding								
TOTAL FUNDING						TOTAL FUNDING						TOTAL FUNDING								

Subcontracting:

- Please describe the tasks budgeted under budget line "Subcontracting".

0 out of max 2000 characters used

Other direct costs:

- Please describe of which cost categories the "Other direct costs" is composed (cost category, amount and justification for the cost).

0 out of max 2000 characters used

Form B - Applicants' details/ Budget (if applicant is not eligible to receive BONUS funding)

Proposal number and acronym : prefilled
Applicant number : prefilled
Applicant organisation : prefilled
Country : prefilled
Person in charge : prefilled

Total budget:

- If an organisation type is "other" or if the applicant is from a third country, or if the applicant is an international organisation:
 - please enter the total budget of the applicant;
 - the same amount of own funding should be secured by the applicant and the very same amount should be confirmed by a funding commitment statement.
- If needed, the country and the type of the applicant's organisation can be edited on page organization details.

Total budget EUR (the same amount of own funding should be confirmed by a commitment letter)

Annex 2d Notification of tentative use of research infrastructure provided as free of charge in kind contribution

Proposal number and acronym : prefilled
Applicant number : prefilled
Applicant organisation : prefilled
Country : prefilled
Person in charge : prefilled

Notification of tentative use of research infrastructure provided as free of charge in kind contribution:

- The 'BONUS law' allows inclusion of a part of the total contribution by the BONUS states to implementation of the programme as in kind input in a form of providing free of charge access to significant research infrastructures. See Chapter 6 of the Guide for applicants for further information in regarding of research ships, advanced computing facilities and field stations.
- Corresponding tentative information must be submitted on this page by each individual partner. Applicants are strongly encouraged to contact the corresponding infrastructure provider already during the writing stage of the proposal – to check the availability and possible specific conditions. Some research ship providers may have, for example, specific procedures of ship-time application.
- The BONUS Secretariat aims to establish bilateral agreements with the institutions potentially providing free of charge infrastructure to the funded BONUS projects. It is important, however, to understand that the notification on the application stage does not replace the established national procedure. Also, it is important to note that for the research cruises and the activities in the field stations, a separate form shall be filled in for each event. For the use of the advanced computing facilities, tentative information for the whole duration of the project shall be provided. For information purpose BONUS has established a non-exclusive inventory of the research ships, advanced computing facilities and field stations www.bonusportal.org/call2012
- If the services of the research infrastructures, that the applicants intend to use is not available free of charge, the costs shall be included into the project budget.

Research ship
Type of infrastructure Advanced computing facility
 Field station

Name of infrastructure
Country choose country

Name and contact details of infrastructure provider
 0 out of max 500 characters used

Purpose of use
 0 out of max 500 characters used

Specific requirements

0 out of max 200 characters used

**Your estimate of the
value of in-kind
contribution related to
the described service**

 EUR

**Have you already
negotiated the usage
of the service with the
provider?**

 Yes No

Annex 3 Project applicant's declaration

Proposal title		
Proposal acronym		
Applicant organisation		
<p>When submitting the above mentioned project proposal to the BONUS call 2012 'Viable ecosystem' I herewith declare that all information given in it and in its annexes are correct and include all the necessary information required in the handling of the proposals by BONUS.</p>		
Name of authorized representative of the applicant		
Position in organisation		
Place and date		
Signature		
	Email	Phone

Annex 4a Letter of commitment for legal entities from EU member states, associated countries and international European interest organisations requesting less than 100% BONUS funding

[NAME OF THE ORGANISATION]
Organisation's address

TO BE ATTACHED TO BONUS PROJECT PROPOSAL

Location, date

Letter of commitment: financial contribution to participant [NAME] in a BONUS project [PROJECT NAME]

Legal entities from the Member States and associated countries requesting less than 100% of BONUS funding, may receive this funding provided that the remaining funding is guaranteed. Also, international European interest organisations can receive funding from the BONUS projects provided that the necessary own funding is guaranteed.

Therefore, [NAME OF THE ORGANISATION] commits itself to contribute to the participant [name] a total amount of EUR¹⁶ [AMOUNT¹⁷] or an annual amount¹⁸ of EUR [AMOUNT] for the period [PERIOD IN YEARS]

Yours sincerely,
(Signature)¹⁹
(name)
(position)
(stamp of the organisation)

¹⁶ For countries using other currency than euro, please indicate the amount (annual or total) in your own currency and also the equivalent in euro using the ECB exchange rate applicable at the time of commitment. Please indicate the exchange rate used.

¹⁷ Please indicate a fixed amount or a minimum amount.

¹⁸ If the committed amount is expressed only annually, please indicate the period of time concerned

¹⁹ The commitment letter should be signed by an authorised representative of the organisation (e.g. Chairman, General Director)

Annex 4b Letter of commitment for legal entities from third countries

[NAME OF THE ORGANISATION]

Organisation's address

TO BE ATTACHED TO A BONUS PROJECT PROPOSAL

Location, date

Letter of commitment: financial contribution to participant [NAME] in a BONUS project [PROJECT NAME]

According to clause 3.2. of the Annex 1 of the Decision N° 862/2010/EU on the participation of the Union in a Joint Baltic Sea Research and Development Programme (BONUS), any consortium submitting a proposal for a BONUS project may include participants from a third country provided that it can realistically ensure that it has the necessary resources to fully cover the costs for its participation.

Therefore, [NAME OF THE ORGANISATION] commits itself to contribute to the participant [name] a total amount of EUR²⁰ [AMOUNT²¹] or an annual amount²² of EUR [AMOUNT] for the period [PERIOD IN YEARS]

Yours sincerely,
(Signature)²³
(name)
(position)
(stamp of the organisation)

²⁰ For countries using other currency than euro, please indicate the amount (annual or total) in your own currency and also the equivalent in euro using the ECB exchange rate applicable at the time of commitment. Please indicate the exchange rate used.

²¹ Please indicate a fixed amount or a minimum amount.

²² If the committed amount is expressed only annually, please indicate the period of time concerned

²³ The commitment letter should be signed by an authorised representative of the organisation (e.g. Chairman, General Director)

Annex 5 Cover page

BONUS call 2012: Viable ecosystem

Project acronym:

Project full title:

Project coordinator:

Project applicants:

Key theme addressed:

Subthemes:

Annex 6 Templates of tables

Table 6a: Work package list

Work package No ²⁴	Work package title	Type of activity ²⁵	Lead applicant No ²⁶	Lead applicant abbreviation	Person months ²⁷	Start month ²⁸	End month
		TOTAL					

²⁴ Work package number: WP 1 – WP n.

²⁵ Please indicate one activity type per work package:

RTD = Research and technological development MGT = Management of the consortium; OTHER = Other specific activities, if applicable in this call including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities) According to the description of the funding scheme given previously.

²⁶ Number of the participant leading the work in this work package.

²⁷ The total number of person-months allocated to each work package.

²⁸ Measured in months from the project start date (month 1).

Table 6b: Work package description

For each work package:

Work package number		Start date or starting event:						
Work package title								
Activity type²⁹								
Applicant number								
Applicant abbreviation								
Person months per applicant:								

Objectives

Description of work (possibly broken down into tasks), and role of applicants

Deliverables (brief description and month of delivery)

²⁹ Please indicate one activity type per work package:
 RTD = Research and technological development; MGT = Management of the consortium; OTHER = Other specific activities, if applicable (including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities).

Table 6c: Schedule of deliverables

Del. no. ³⁰	Deliverable name	WP no.	Nature ³¹	Dissemination level ³²	Delivery date ³³

³⁰ Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

³¹ Please indicate the nature of the deliverable using one of the following codes:

R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

³² Please indicate the dissemination level using one of the following codes:

PU = Public

PP = Restricted to other programme participants (including the BONUS Secretariat).

RE = Restricted to a group specified by the consortium (including the BONUS Secretariat).

CO = Confidential, only for members of the consortium (including the BONUS Secretariat).

³³ Measured in months from the project start date (month 1).

Table 6d: List of milestones

Milestones are control points when decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, should its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide upon which of several technologies it adopts for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date ³⁴	Means of verification ³⁵

³⁴ Measured in months from the project start date (month 1).

³⁵ Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

Table 6e: Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table the number of person months over the whole duration of the planned work, for each work package, for each applicant. Identify the work package leader for each work package by indicating the relevant person month figure in bold.

Applicant no./abbreviation	WP1	WP2	WP3	...	Total person months
Applicant 1 abbreviation					
...					
...					
...					
Total					

Annex 7 List of potential ethical issues

LIST OF POTENTIAL ETHICAL ISSUES:

(Note: Research involving activities marked with an asterisk * in the left column in the table below will be referred to Ethics Review automatically)

Research on Human Embryo/ Foetus		YES	Page
*	Does the proposed research involve human embryos?		
*	Does the proposed research involve human foetal tissues/ cells?		
*	Does the proposed research involve human embryonic stem cells (hESCs)?		
*	Does the proposed research on human embryonic stem cells involve cells in culture?		
*	Does the proposed research on human embryonic stem cells involve the derivation of cells from embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Humans		YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy		YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Animals		YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		