

# **GUIDELINES FOR THE PREPARATION OF ANNEX I OF THE CONTRACT : RESEARCH TRAINING NETWORK (RTN) LIST OF THE PARTICIPANTS AND DESCRIPTION OF WORK**

*(To be provided by the Scientific Network Co-ordinator)*

Since this document is part of the RTN contract. Non-compliance or non-fulfilment of the content will have the same legal consequences as for any default of the other contractual conditions. Its role is not that of an information document; any material which is useful for understanding the project, but which is not essential for the tasks to be performed, should not be included in this document.

It should be written in a clear, precise and concise manner. It should also have sufficient flexibility in order to be able to modify the work arrangements so as to achieve the proposed objectives, should this be necessary, without the need for a formal modification of the text. This flexibility is required both for the European Commission as well as for the network participants.

The Annex must be written in the third person. ***Individuals should not be named.*** It must reflect the details provided in the proposal and should take into consideration any technical issues that may arise during contract negotiation. In particular, it must take into account the level of funding offered and also the comments and any recommendations contained in the Evaluation Summary Report. However, ***it should exclude all background material in support of the selection of the proposal, but not essential for the implementation of the selected project*** (for example, previous work undertaken, references to publications, state-of-the-art, future intentions of the participants should be excluded). References to “the proposal” should be omitted and it should clearly specify all the tasks to be undertaken.

As indicated in the following sections, certain parts of your proposal description should be taken as the basis for the drafting of this description of work.

In general, Annex I should be typically of about five pages in length, excluding tables and diagrams. The network acronym should be used as a header on all but the first page. It should be printed on single-sided, numbered A4 pages in Times New Roman 12 point (the font used here) or similar font according to the following instructions :

## ANNEX I

### LIST OF PARTICIPANTS AND DESCRIPTION OF WORK

Network Title: *(as used in the proposal and in the administrative CPF forms)*

Network Short Title: *(as used in the proposal and in the administrative CPF forms)*

#### **Part A - The Participants**

*This part specifies the names of the Participants who shall be jointly and severally liable in the execution of the work defined in part B of this Annex. It should be presented as follows :*

“The Principal Contractor and the Members listed below shall be jointly and severally liable in the execution of work defined in Part B of this Annex :

#### **The Principal Contractor**

1. (Name of Legal Entity)                      established in (name of state)

#### **The Members**

2. (Name of Legal Entity)                      established in (name of state);

3. *etc.*

*(List in this way all Members. Please use the **same order** as in the administrative contract preparation forms A2 and A3)*

The Principal Contractor and the Members are referred to jointly as “the Participants”.

If acronyms are used to identify the participants in Part B, then they should be added in square brackets after the name of the legal entity (above). Participants should have the same acronym as in the Contract Preparation Forms. Participants from the same legal entity should be listed together (e.g. as 3a and 3b).

#### **Part B - The Joint Programme of Work**

**1 Project Objectives (adapted from section 1b of the proposal description)**

*State succinctly (about 250 words) the research objectives of the joint programme of work to be undertaken by the Participants in the network. All explanations and descriptions of the state-of-the-art should be omitted.*

**2 Research Method (adapted from section 3 of the proposal description)**

*Explain the key elements of the methodological approach to be employed.*

**3 Work Plan (adapted from section 4 of the proposal description)**

*Provide a work plan in which the joint programme of work is broken down into tasks, using charts when appropriate, and indicate which Participants are involved in each task. Do not mention the names of the people involved.*

- **Schedule and Milestones**

*Describe the schedule to be followed in terms of number of months elapsed from the start of the network project (do not use calendar dates). List major milestones, i.e. goals by which the progress of the joint work can be assessed, in particular at the time of the Mid-Term Review and the final report. Provide information, in, for example, tabular form, on the relation between the tasks listed above and these milestones.*

- **Research Effort of the Participants**

*Indicate, using the table shown below, the likely size of the professional research effort (person-months) that each Participant will contribute to the joint programme of work, differentiating between the young researchers whose salaries/grants would be financed by the network contract and researchers financed from other sources. Indicate also the total number of individual researchers in each Participant who are likely to contribute to the joint activities of the network (do not mention any person by name).*

Professional research effort on the network project			
Participant	Young researchers to be financed by the contract (person-months) (a)	Researchers to be financed from other sources (person-months) (b)	Researchers likely to contribute to the project (number of individuals) (c)
1. [Acronym]			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Totals			

*Please note that for each Participant :*

- *Column (a) should be identical to the person-months declared in column (c) of the table in Section 5 below.*
- *Column (c) should indicate the **total** number of all researchers, both financed by the contract and from other sources.*

*If subcontracts are involved this should also be described, including an estimate of the maximum cost of the subcontracts.*

#### **4 Organisation and Management (adapted from section 7 of the proposal description).**

*Describe, using charts if appropriate, the organisation and management structure of the network and the techniques to be used to co-ordinate its activities. In particular, the methods for ensuring good communication between the Participants and for monitoring and reporting progress should be identified. (Do not mention any person by name). Outline the practical steps the network will take to ensure effective dissemination of the results of the joint project, both during the project duration and after completion of the contract.*

*You may wish to include the following:*

- i) Structure for decision making*
- ii) Means of communication (email, internet homepage, newsletters, phone conference, meetings' policy, publications' policy).*
- iii) Formal, annual workshops/meetings – how many per year, obligation of young researchers, scientists in charge, team members to participate. Plan to organise the mid-term review in conjunction with one of these meetings.*
- iv) Tools for monitoring progress.*
- v) Appointment of 'mentors' for foreign young researchers. Specify that the mentor will ensure the integration of the young researcher into the team and the host country in a practical sense. The mentor will also provide information about the network contract (including rights and obligations, opportunities etc.)*

#### **5 Training**

- **Appointment of Young Researchers (adapted from section 9 of the proposal description).**

*Quantify the minimum overall total of young researchers whose employment will be financed by the contract. A clear statement of this minimum total should be given here by completing the standard phrase below:*

**“A minimum overall total of ..... person-months will be provided by young researchers whose employment will be financed by the contract.”**

*Please note that this overall total will be considered as a **deliverable** under the Research Training Network contract.*

*Please note also that this overall total should not be less than the training content offered in the proposal, unless otherwise instructed by the Commission services.*

*Provide, using the table below, an indicative breakdown of this overall total showing for each Participant :*

- the person-months of young pre-doctoral researchers*
- the person-months of young postdoctoral researchers*

- *the scientific speciality in which training of young researchers will be provided*

Young researchers to be financed by the contract				
Participant	Young pre-doctoral researchers to be financed by the contract (person-months) (a)	Young postdoctoral researchers to be financed by the contract (person-months) (b)	Total (a+b) (c)	Scientific specialities in which training will be provided (d)
1. [Acronym] 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.				
Totals			Overall Total	

*In order to ensure internal consistency please ensure that column (c) is identical to the person-months declared in sections A2 and A5.2 of the administrative Contract Preparation Forms.*

*For column (d), refer to Annex I of the Guide for Proposers.\**

*Indicate how vacancies will be published and the extent to which it is intended to find young researchers through exchanges between the Participants. Indicate also the typical length of their appointments. If any difficulties are anticipated in recruiting young researchers, please outline the measures foreseen to overcome these difficulties.*

*Explain any special measures foreseen to promote equal opportunities for male and female researchers in the appointment of young researchers.*

- **Training Programme** *(adapted from sections 10, 11, and 12 of the proposal description).*

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\* <http://www.cordis.lu/improving/networks/home.htm>

*State the training objectives of the project. Describe the special measures that will be taken to train both the young researchers employed under the contract and other staff working on the RTN Project. If you are planning to train both pre- and post-doctoral fellows, you should distinguish between them in the training plan. The measures should emphasise the scientific and technical training but also show clearly whether the young researchers will have training in broader skills such as communication and project management skills. Particular attention should be paid, for example, to training through visits and secondments to other Participants in the network, training on specialised instruments, participation in and presentations to workshops and conferences, and any envisaged contact with relevant users of the research whether academic or industrial/commercial. Milestones for the training should also be planned with a view to the mid-term review.*

*Describe the envisaged ratio between individual training (on-site training, training through visits and secondments to other teams in the network, training on specialised instruments) and network-wide training (topical modules, workshops and conferences). It is essential to include a description of foreseen training measures that will be undertaken on a network-wide basis.*

*If relevant to the project, explain the measures the network will take to exploit multidisciplinary in the training programme.*

*If the network activity includes meaningful connections to industrial or commercial enterprises and these connections will be exploited in the training programme, please explain how. Indicate, for example, access to technological excellence or unique equipment, short training placements in company premises, assistance in training by industry staff, and modules for common training on subjects of entrepreneurial relevance such as innovation and intellectual property or industrial project management.*