Public Health Programme Call for proposals 2008

Application forms

Overview

✓ **Requirements**

✓ **Characteristics**

✓ **Presentation of the forms**

- ➤ **How to get the forms**
- ➤ **How to fill in the forms**
- ➤ **Type of fields**
- ➤ **How to send your application forms**

WIN Requirements

- ✓ XP SP2; Vista; Win2003; Win2000 SP4
- ✓ Processor: at least Intel Pentium III
- ✓ RAM: 512 MB (1024 recommended)
- ✓ HD: 170 MB
- ✓ CD burner
- ✓ Adobe Reader ver. 8.1.2

Mac Requirements

- ✓ OS X: 10.4.3 to 10.4.9, 10.5.0 and 10.5.1
- ✓ Processor: PowerPC G3-G4-G5; Intel
- ✓ RAM: 512 MB (1024 recommended)
- ✓ HD: 170 MB
- ✓ CD burner
- ✓ Adobe Reader ver. 8.1.2

Adobe Reader 8.1.2

✓ How to download the version

  ➢ http://www.adobe.com/products/acrobat/readste
    p2_allversions.html
  ➢ Don't need to download Photoshop Album S.E.
    or Google Toolbar =>

Adobe Reader 8.1.2

Download new and previous versions of Adobe Reader

STEP 1 OF 2

✓ How t

Select an operating system

Windows

Select a Version

XP

Select a language

English

Continue

➢ http   eadste
p2_

➢ Don   n S.E.
or G

STEP 2 OF 2

Select a version of Adobe Reader for Windows XP, English:

⦿ **Adobe Reader 8.1.2**   Also download:
Latest version   ☐ Adobe Photoshop® Album Starter Edition

Presentation of the forms

✓ Dynamic PDF technology

⮧ Some parts adaptable according to the needs

✓ Main partner has to fill in the form

Reader v.8.1.2

✓ **Performance** (totals section 7; n.partners) =>

✓ **Resolved bug**

✓ **No steps by hand**

✓ **Adobe Acrobat Reader is free**

✓ **Content adapted to the various needs**

✓ **Information is encoded only once**

✓ **Automatic calculations**

✓ **Uniformity of submitted projects**

Reader v.8.1.2

7.2.2   Incomes

plete columns I1, I3, I4 and I5 with your incomes; the remaining columns will be completed automatically.
xpenditure - income) will appear in red if different from 0 (at project level).
co-financing will appear in red if it exceeds 60% (at project level).
ls please.

r Acronym	I1 - Co-funding requested from Community budget	I2 - Contribution pertaining to public official	I3 - Applicant's financial contribution	I4 - Income generated by the project	I5 - Other external resources	TOTAL Income	TOTAL Expenditure	BALANCE Expenditure / Income		I1 % Cofinancing requested
	10	36 630	30	40	60	36 770	36 630	-	140	0.03
	20	2 600	40	50	70	2 780	2 600	-	180	0.77
Total :	30	39 230	70	90	130	39 550	39 230	-	320	0.08

Reader v.8.1.2

Cancel this associated partner	Clear this associated partner

1.2   Associated partner

1.2.1   Associated partner information

ociated partner **Number :**   **1**

isation legal name * :   Associate Partner co

Acronym * :   AP

Department name * :   a

Organisation status * :   Private   Type of organisation * :   Academic organisation

Iban Code * :   b

On the other hand…

✓ Version 8.1.0 works but it's slower

✓ Version 8 works but better not to use it

✓ Some platforms have only 8.1.0

✓ The forms are heavy to handle on less powerful computers

How to get the form?

✓ http://ec.europa.eu/phea/calls/call_for_propo sals_en.html

✓ E-mail for information on updates

✓ Submit & download =>

How to fill in the form

✓ Open the form (Adobe Reader 8.1.2)

✓ You can save/close and re-open your document as often as you need

✓ You may type your text in any word processors and copy it into the form

Dynamic structure

✓ Depending on number of partners, updates, saving, printing - it might take some time

✓ Dropdown lists =>

✓ Highlighted fields

Dynamic structure

Field types

✓ **Mandatory fields**

    ➣ All fields in red & marked with an asterisk (*)

✓ **Text fields**

    ➣ All limited (see the guide) =>

✓ **Date fields**

    ➣ Always use the format yyyy-mm-dd

Field types

Acronym: acronym of your organisation (if no existing acronym, you have to create one).	M	30
Department name: Name of the unit (department or institute) in the organisation, which will be carrying out the work and where the contact person is working.	NM	100
Organisation status: Select from the drop-down list the status (private or public).	M	Drop-down list
Type of organisation : Select from the drop-down list the type of your organisation (Academic organisation – Commercial organisation -	M	Drop-down list

Field types

✓ **Numeric field format**

  ⌐ **Amounts (no decimal allowed)**

  Drop down lists

  ⌐ **Priority area, Duration, Country...**
    Date fields

  Automatically completed fields

  ⌐ **Striped bright zones (calculation,**
    partners) =>

Field types

Action : Automatically filled in

Coordinator Information

Organisation legal name : University of Luxembourg

Acronym : Luxiversity

Status : Pu

City : Automatically filled in

Country : Lu

Number of associated partners involved : 3

Budget

Field types

✓ Dynamic fields:

- number of partners;

- number of work packages;

- specific objectives and deliverables

- Calculation of totals (see the guide!) =>

- Budget (expenditures overview, total income)

Field types

7.1.1.1   E1a - Staff - Public Officials

Partner acronym	Nb of staff	Professional category	Person.Days	Daily cost (€)	Total
MP	120	Category 1	24	345	8 280
		Category 2	45	310	13 950
		Category 3	32	450	14 400

		Sub-total E1a for the main partner :	101		36 630

Partner acronym	Nb of staff	Professional category	Person.Days	Daily cost(€)	Total
AP	50	Category 1	10	260	2 600

		Sub-total E1a for this partner :	10		2 600

Calculate totals of the above section
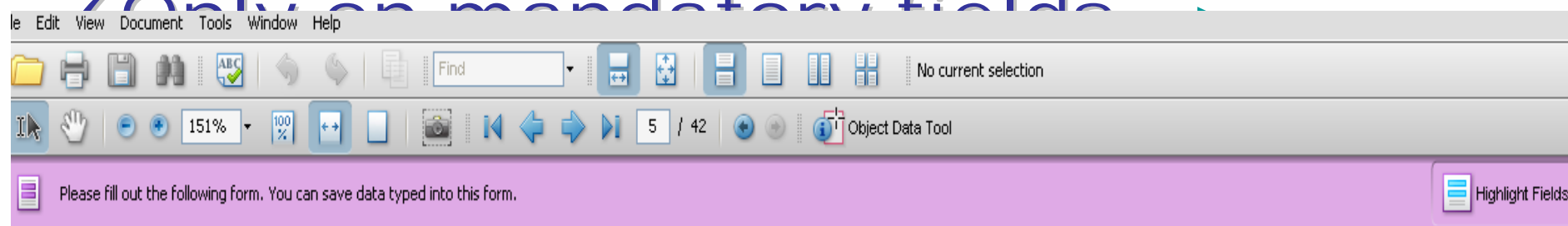
Total E1a (staff public officials) :   39 230

Validation

✓ **Validation button**

✓ **Only on mandatory fields =>**

✓ **Calculation (Budget breakdown by partner)**

  ➢ **Amounts appear in red when:**

  • **Balance is not null**

  • **EU contribution exceeds limit (only on total)**

  • **Overheads exceed 7% of expenses (for partner)**

  • **Total income = 0 (only on total)**

Validation

✓ **Validation button**

✓ **Only on mandatory fields**

Edit View Document Tools Window Help

Find · | | No current selection

151% · | | | | | | | 5 / 42 | Object Data Tool

Please fill out the following form. You can save data typed into this form.   Highlight Fields

1.1 Main partner

---- 1.1.1 Main partner information ----

Organisation legal name * :   Main Parter co

Acronym * :   MP

Department name * :

Organisation status * :   Type of organisation * :

Total income = 0 (only on total)

Lock the form

✓ **Validate data**

✓ **Verify if the information is correct**

✓ **Save it!!!**

✓ **Lock the document**

✓ **A reference number will appear =>**

✓ **Save as**

✓ **Form can no longer be changed!**

Lock the form

IT reference number :   00000000086466

Declaration of honour of the main partner

✓**Form can no longer be changed!**

Print and burn CD

✓ **Print the final version** (with reference number)

✓ **Sign it**

✓ **Prepare 4 copies**

✓ **Burn the electronic version on CD**

✓ **Send everything to PHEA**

Where exactly?

Public Health Executive Agency

European Commission

Call for Proposal Public Health 2008

Bâtiment Jean Monnet

Rue Alcide de Gasperi

L-2920 Luxembourg

Need help?

✓ Tel: +352 4301 37707
✓ Fax: +352 4301 30359
✓ Email: phea-php-calls@ec.europa.eu

✓ Other info? http://ec.europa.eu/phea

Please read the FAQ online!