**ADMINISTRATIVE FORMS (PART A)**

**ORGANISATION DATA**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Organisation short name** |  |
| **Organisation PIC number\*** |  |

\* The PIC number is a 9-digit Participant Identification Code needed to participate in a call for proposals with eSubmission. Please [check](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search) whether your organisation has already been registered. If so, no need to register it again. Otherwise, to [register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search) your organisation, you need to login into the Portal or, if you are a new user, create your account.

**CONTACTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Main contact** |  | **E-mail** |  | **Access rights** | Full access |
| **Contact person\***  |  | **E-mail** |  | **Access rights** | Full access / Read only |
| **Contact person\***  |  | **E-mail** |  | **Access rights** |  |

*\* Add as many contact persons as you like.*

**DEPARTMENT**

|  |  |
| --- | --- |
| **Department name** |  |
| **Street** |  |
| **Town** |  |
| **Postcode** |  |
| **Country** |  |

*\* Add rows If more than one.*

**MAIN CONTACT PERSON\***

|  |  |
| --- | --- |
| **Title** |  |
| **Gender** |  |
| **Position in the organisation** |  |
| **Department** |  |
| **Street** |  |
| **Town** |  |
| **Post code** |  |
| **Country** |  |
| **Website** |  |
| **Phone** |  |

**\*** *The full name is automatically filled and is the one indicated above as “main contact person”.*

**RESEARCHERS INVOLVED IN THE PROPOSAL\***

| **Title** | **First name** | **Last name** | **Gender** | **Nationality** | **e-mail** | **Career stage\*\*** | **Role of the researcher** | **Reference identifier** | **Type of identifier** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Dr/Prof/Ms/Mrs/Mr* |  |  | *Woman/Man/Non binary* |  |  | *A/B/C/D* | *(in the project)**Leading/team member* |  | *ORDIC/researcher ID/Other ID* |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

*\* Add rows if more than one*

*\*\* Career stages:*

* ***Category A Top grade researcher****: the single highest grade/post at which research is normally conducted. Example: Full professor or Director of research.*
* ***Category B Senior researcher****: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: associate professor or senior researcher or principal investigator.*
* ***Category C Recognised researcher****: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: assistant professor, investigator or post-doctoral fellow.*
* ***Category D First stage researcher****: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: PhD students or junior researchers (without a PhD).*

**ROLE OF PARTICIPATING ORGANISATION IN THE PROJECT\***

|  |  |
| --- | --- |
| **Project management**  | Yes/No |
| **Communication, dissemination and engagement** | Yes/No |
| **Provision of research and technology infrastructure** | Yes/No |
| **Co-definition of research and market needs** | Yes/No |
| **Civil society representative** | Yes/No |
| **Policy maker or regulator, incl. standardisation body** | Yes/No |
| **Research performer** | Yes/No |
| **Technology developer** | Yes/No |
| **Testing/validation of approaches and ideas** | Yes/No |
| **Prototyping and demonstration** | Yes/No |
| **IPR management incl. technology transfer** | Yes/No |
| **Public procurer of results** | Yes/No |
| **Private buyer of results** | Yes/No |
| **Finance provider (public or private)** | Yes/No |
| **Education and training** | Yes/No |
| **Contributions from the social sciences or/and the humanities** | Yes/No |
| **Other If yes, please specify:** (Maximum number of characters allowed: 50) |  |

*\*Thick as many boxes as necessary. Please note that all the partners will be involved in*

*Communication, dissemination and engagement activities. This section will need a final check after*

*the Work Plan is confirmed.*

**LIST OF UP TO 5 PUBLICATIONS, WIDELY USED DATASETS, SOFTWARE, GOODS, SERVICES, OR ANY OTHER ACHIEVEMENTS RELEVANT TO THE CALL CONTENT\***

|  |  |
| --- | --- |
| **Type of achievement** | **Short description** *max 500 characters with spaces* |
| Choose among the following: [Publication] [Dataset] [Software] [Good] [Service] [Other achievement]  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\* Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and ‘as open as possible, as closed as necessary’.*

**LIST OF UP TO 5 MOST RELEVANT PREVIOUS PROJECTS OR ACTIVITIES, CONNECTED TO THE SUBJECT OF THIS PROPOSAL\***

| **Name of Project or Activity** | **Short description** *max 500 characters with spaces* |
| --- | --- |
| Project acronym  (from year xxx to year xxx) | TITLE: Project aim in a few word:Role: CoordinatorWebsite: GA/contract number: |
|  |  |
|  |  |
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|  |  |

*\* Please list max. 5 projects and preferably include European/International projects. Please include acronym, title, type of grant, reference number and a short description.*

**DESCRIPTION OF ANY SIGNIFICANT INFRASTRUCTURE AND/OR ANY MAJOR ITEMS OF TECHNICAL EQUIPMENT, RELEVANT TO THE PROPOSED WORK**

|  |  |
| --- | --- |
| **Name of infrastructure of equipment** | **Short description** *max 300 characters with spaces* |
|  |  |
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|  |  |
|  |  |
|  |  |

*\* Please list max. 5 items.*

**GENDER EQUALITY PLAN\***

|  |  |
| --- | --- |
| **Does the organization have a Gender Equality Plan (GEP)** | Yes/No |

*\* Having a GEP is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. If the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature.*