



EUROPEAN COMMISSION
RESEARCH DIRECTORATE-GENERAL

The Deputy Director-General : Political framework and simplification

Brussels, 06-11-2007
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NOTE TO THE ATTENTION OF THE DIRECTORS:

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Subject: Guides for Applicants – revised version for 2008 calls

Revised versions of the model Guides for Applicants (GFA) for the funding schemes CP, CSA(CA), CSA(SA) and NoE, have been distributed by Alan Cross to your representatives in the "Submission to ranking" working group. The revisions have been discussed in that group.

They are relatively minor, and arise from our experience during the first year of FP7. This includes feedback we have received, for example via the enquiry service, NCPs and the Brussels-based research liaison offices.

These models should now be used as the basis for the call-specific guides. I would like to follow the same "light" procedure we implemented at the start of FP7 for the approval of the edited guides before publication:

- A draft GFA is prepared for each funding scheme in a call, based on these models (or on any subsequent amended versions, as supplied by unit A1).
- The draft guide is sent to me, accompanied by a note or e-mail message in your name. Please confirm that the draft guide is in line with the relevant work programme, and

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that it conforms to the model GFA. If there are variations from the model, these should be highlighted and justified in the note, and shown in track-changes in the draft guide. The note and draft guide should be copied to unit A1 (A. Cross/M. Ericsson).

- When there are no variations, or when they are trivial, A1 will arrange for the guide to be sent immediately to CORDIS. The same applies when guides are re-issued with minor corrections.
- In other cases, A1 will make a recommendation (possibly in liaison with the A2, or other unit, depending on the question), on whether to publish in the form proposed. In practice this will normally be after discussions also with the author of the guide. After my green light, A1 will arrange for the guide to be published on CORDIS. Please allow five working days for this process.

Unit A1 is available to advise and assist as necessary.



Daniel JACOB

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J. Metthey, Dir S