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| **Important information on how to fill in and submit this template**  This template is to be used at the 1st stage of a two-stage submission procedure. Please fill it in, convert it to PDF format and upload it to the Electronic Submission System.  Administrative and financial data also need to be inserted manually in the Electronic Submission System, as described in the Guidelines for Applicants and the Electronic Submission System Handbook.  Remember that you shall also upload *PART II – Scientific document* as a separate document in PDF format.  The structure of this template must be followed when preparing your proposal.  **Please delete the information above before submitting your proposal** |

**PRIMA Pre-proposal Template**

***(1st stage of a two-stage submission procedure)***

**Research and Innovation Actions (RIA)**

**Innovation Actions (IA)**

**Administrative Form (Part I)**

|  |
| --- |
| **Title of Proposal** |
| **Acronym** |

1. **Administrative data of participant organisations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant No \*** | **PI name** | **Organisation** | **Country** |
| 1 (**Coordinator)** |  |  |  |
| 2 **Partner 1** |  |  |  |
| 3 **Partner 2** |  |  |  |
| 4 **Partner 3** |  |  |  |

\* One PI per team/lab or institution. Add as many lines as you would need.

1. **General information of the pre-proposal**

|  |  |
| --- | --- |
| Section |  |
| Call |  |
| Topic |  |
| Type of action |  |
| Duration in months | *Estimated duration of the project in full months.* |
| Free keywords | *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces)* |
| Abstract: | *Short summary (max. 2,000 characters, with spaces) to clearly explain:*  *• the objectives of the proposal*  *• how they will be achieved*  *• their relevance to the specific call and topic against which the proposal is submitted*  *Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties*  *• Do not include any confidential information.*  *• Use plain typed text, avoiding formulae and other special characters.* |

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020, PRIMA or any other EU programme(s)?

Yes No

**Declarations**

|  |  |
| --- | --- |
| 1)The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal. | **󠄁** |
| 2) The information contained in this proposal is correct and complete. | **󠄁** |
| 3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct). | **󠄁** |

**The coordinator confirms:**

|  |  |
| --- | --- |
| - to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year.  Where the result was “weak” or “insufficient”, the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or | **󠄁** |
| - is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or | **󠄁** |
| - as sole participant in the proposal is exempt from the financial capacity check. | **󠄁** |

**The coordinator hereby declares that each applicant has confirmed:**

|  |  |
| --- | --- |
| - they are fully eligible in accordance with the criteria set out in the specific call for proposals; and | **󠄁** |
| - they have the financial and operational capacity to carry out the proposed action. | **󠄁** |
| The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect. | |

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

**Personal data protection**

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV) on the French National Research Agency evaluation and submission system. The PRIMA Foundation informs that in accordance with the French law "Informatique et Libertés" of the 6 of January 1978 as amended, applicants have the right to access and rectify their personal information. As such, they can access their user profile and rectify themselves some information about them. In addition, they have the right to exercise their rights by seizing the “Correspondant informatique et libertés” of the ANR. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose.

1. **General budget**

**Total amount requested to PRIMA / €:**

