

Version 9.1

February 2012

ITEA 2

Project Proposer Handbook

How to propose
an ITEA 2 project

European Leadership in Software-intensive Systems and Services



ITEA 2

INFORMATION TECHNOLOGY FOR EUROPEAN ADVANCEMENT

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WARNING

Make sure that the ITEA 2 Project Proposer Handbook that you have is the latest version: check it on the ITEA 2 website and, whenever needed, discard obsolete versions you might have stored and download the up-to-date one.

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1. Aim of the document

This document is aimed at supporting those (potential project coordinators) who are not familiar with the process and intend to submit a project for getting the ITEA 2 label from the ITEA 2 organisation and funding from the Public Authorities of the countries in which partners of the project are established. *Section 0* lists the actions to be taken, but it is highly recommended, before actually trying to implement this procedure, to read all the preceding texts so as to get a fair enough understanding of the environment in which such actions will take place.

2. Funding Landscape

Opportunities to get funding for cooperative R&D exist: "cooperative" means that teams from different organisations (Large Industries, small and medium sized enterprises, research labs and universities) work together. Various frames exist:

- in most European countries, consortia consisting of various organisations of **one** country can apply for financial support from this country.
- consortia consisting of various European organisations have three ways to apply for financial public support:

1. The Framework Programme of the European Commission

Consortia may submit a project proposal responding to a call for proposals (e.g. IST) launched by the European Commission (EC). The project proposal evaluation is organised by the EC and made by independent experts. The potential funding is directly provided by the EC.

2. Joint Undertakings

Consortia may submit a project proposal responding to a call for proposals launched by a JU (e.g. ARTEMIS). The project proposal evaluation is organised by the EC and made by independent experts. The potential funding is partly provided by the JU and partly by the national Public Authorities of those countries where the applicants are established.

3. EUREKA

Consortia may submit a project proposal

- to one of the relevant EUREKA clusters (e.g. ITEA 2) responding to a call for proposals
- or to the national EUREKA contact when no adequate cluster exists.

The project proposal is evaluated for labelling by the EUREKA (e.g. ITEA 2) organisation and experts assigned by the public authorities. Funding is provided by the national Public Authorities of those countries where the applicants are established.

3. ITEA 2: synopsis

ITEA 2 (Information Technology for European Advancement), the successor of ITEA, is an industry-driven, business-oriented, pre-competitive R&D programme dedicated to "*software for software-intensive systems and services*". Software for software-intensive systems and services refers to any combination of generic and non-generic, embedded and non-embedded software (representing a significant segment in system functionality, system development cost & risk and system development time) enabling to

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create reliable software platforms. These platforms are software infrastructures on which applications are built.

It is ITEA 2's strategy to support all efforts to develop new applications that use embedded and distributed software (e.g. in middleware and platforms) building on key European industries and projects that facilitate their implementation – hence the importance of software engineering. To this end, ITEA and ITEA 2 have established solid relations with and complement other trans-national and national cooperative programmes in Europe with similar aims, such as the EU Framework programmes (e.g. the IST programme), the ARTEMIS Joint Undertaking, other EUREKA Clusters such as CATRENE or CELTIC+ and national ICT Clusters (e.g. French “Pôles de Compétitivité” like System@tic).

The ITEA 2 programme is a strategic EUREKA cluster (label: Σ! 3674), open to partners from large industrial companies, small and medium-sized enterprises (SMEs), as well as research institutes and universities or governmental organisations. ITEA 2 is an eight-year programme with yearly Calls for Projects.

The board members of ITEA 2 are: Airbus, Alcatel-Lucent, Barco, Bosch, Bull, Daimler, Italtel, Nokia, Philips, Siemens, Telefónica, Telvent, Technicolor, Thales and Turkcell Technoloji.

ITEA 2's vision, strategy and programme plan are described in the [ITEA 2 Blue Book](#) (published in September 2005). Further elaborations can be found on the ITEA 2 website – www.itea2.org.

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3.1. ITEA Roadmap

An important reference document for ITEA 2 is the ITEA Roadmap, with its third edition published in February 2009.

The ITEA Roadmap, 3rd edition is a guide for the years to come. It takes a two-dimensional approach: on one side, the **Application Domains** and on the other one, the enabling technologies gathered in **Technology Clusters**.

The various types of Application Domains and Technology clusters & categories are listed hereafter and documented in full-length in the Roadmap 3 document available on the [ITEA 2 website](#).

Application Domains	
1	Me Individual entity – person, device or machine – achieving and controlling its individual goal and offering/using services to/from others.
2	Group Collection of 'Me' or 'Groups' co-operating towards achieving a common goal, each member contributing to that goal complying with Group-controlled rules.
3	Society Assembly of actors/stakeholders achieving high-level societal or commercial objectives regulated by widely accepted rules and aimed at society as a whole.
4	Services, Systems & Software Creation A range of activities and software tools required to help actors/persons/agents engaged in designing, implementing, verifying, maintaining and modifying software-intensive products and/or systems and services.
5	Infrastructures & Basic Services Distributed adaptive services, generic support services and framework services used to support and – dynamically – compose services, applications and systems.

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Technologies	
1	<p>Content & Knowledge</p> <ul style="list-style-type: none"> • Acquisition & Processing Technologies relevant to the creation, acquisition, transformation and modification of content & knowledge. Part of this is about finding out and maintaining the relationship between the various semantic levels. • Representation Technologies for representing and structuring content & knowledge in models while at the same time making most appropriate and efficient use of resources, at all the semantic levels. Representation also includes presentation, presenting something always implies that there is also a closely related representation available. • Management Technologies for building knowledge-intensive services. This involves retrieving appropriate content & knowledge while ensuring its integrity and privacy in dispersed, heterogeneous environments.
2	<p>Networks & Computing</p> <ul style="list-style-type: none"> • Infrastructure Technologies to carry digital data from one place to another, and to store and compute them, including control issues. • Services Technologies for context-aware and personalised services resulting from a composition of services from different providers, and managing the heterogeneous and dynamically changing infrastructure. • Resources management Technologies that take into account resource constraints – such as weight, size, power, energy, computing, time, distance and radio frequency – or safely share resources. • Security, privacy, trust and dependability Technologies that provide secure access to data, user identification, as well as availability and performance reliability to set up globally trustworthy services.
3	<p>Interaction</p> <ul style="list-style-type: none"> • More than Human Interacting entities are not only humans but also avatars & autonomous machines; the interactions in user-to-service, service-to-user and service-to-service cases become more similar, and interaction uses multiple modalities • New Multimodal & Multi Device Concurrent access to several devices and services, and shared access by several users. Intelligent section of interaction devices and modalities based on preferences and situations. • Intelligent systems Automated and intelligent interaction that solves complexities and improves safety of the systems but also adds challenges in respect of user acceptance. • Security & Trust Intuitive concept of trust for man-machine and machine-to-machine interaction. Creation of trust on virtual services through physical acts & reliable authentication and authorization of human users & non-human artefacts. • Engineering and development New approaches to user-centred design combining the skills of engineering, and non-technical sciences. Architectures & standards for abstraction layers that isolate the implementation of service logic from new ways to implement new interaction paradigms.

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4	<p>Engineering</p> <ul style="list-style-type: none"> • Systems Technologies supporting the design and construction of systems as a whole, addressing the special focus that software brings into the engineering of the system. • Software Technologies supporting the approach for the development, operation, and maintenance of software. • Service Technologies for the development, deployment, operation and evolution of services provided through software deployed on IT infrastructures and/or devices. • Process support Technologies supporting engineering processes and methodologies, and the corresponding support tools.
5	<p>Technologies of the Future?</p> <p>Breakthroughs or radical changes in the technological and industrial landscape coming either from the interaction of computing with other scientific fields (basic physics, life sciences, brain & mind, system theory) or from within computing (radical innovations in computing theory or in computing usage; relationship between computing and knowledge).</p>

3.2. The ITEA 2 programme schedule

The first Call (Call 1) of ITEA 2 opened in February 2006, the labelled projects started in 2007. A new Call is opened at the beginning of each year.

Figure 1 provides a global overview of the ITEA 2 programme including the different Calls for Projects.

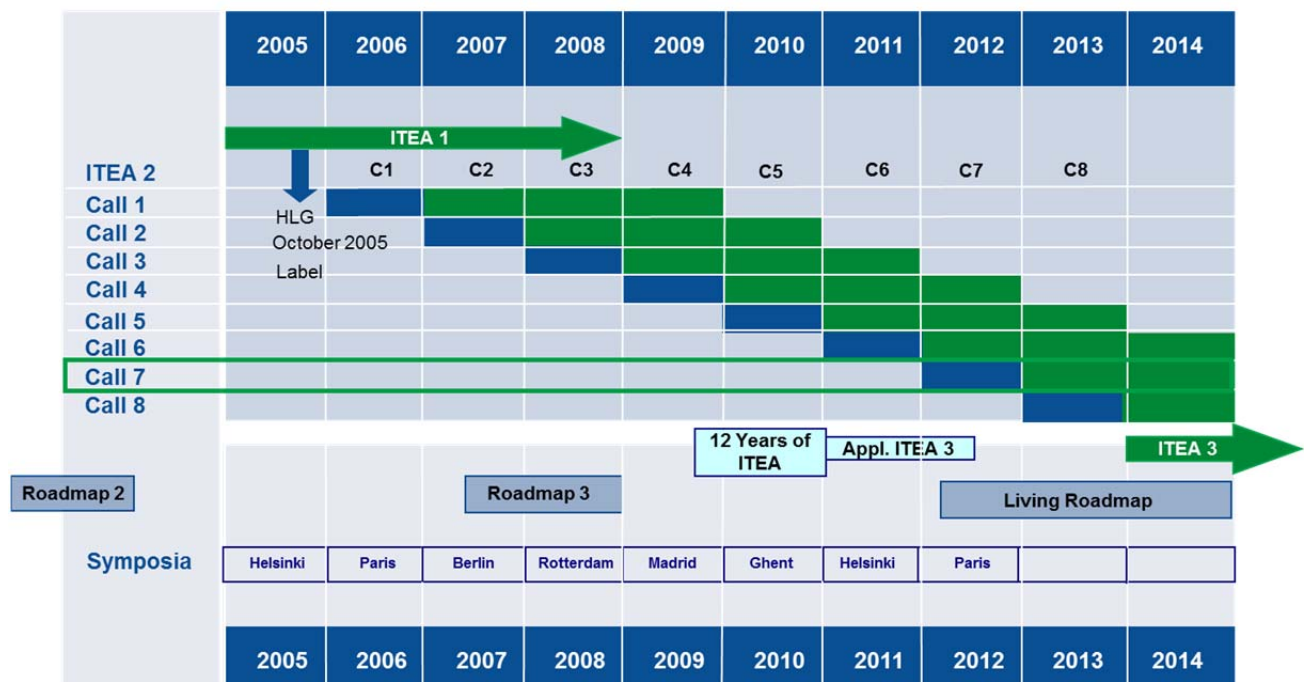


Figure 1 - Global overview of the ITEA 2 programme

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3.3. The ITEA 2 website

ITEA 2 wishes to communicate its intentions and results as much as possible to the wider public interested in ITEA 2 and to the people in the ITEA 2 community. For this purpose a website has been set up. The public part of the ITEA 2 website (<http://www.itea2.org>) contains information about:

- ITEA 2 in general
- Companies, universities and institutes participating in ITEA 2
- Project portfolio
- Project Call information
- News & events
- Publications
- Press Information

For communication with the ITEA 2 community, including ITEA 2 bodies and project participants, a restricted Community website (<https://community.itea2.org>) is set up that is accessible to those having registered for a MyITEA account and in some cases, signed a dedicated Non-Disclosure Agreement.

4. Structure of ITEA 2

4.1. Purpose

The scope and purpose of the ITEA 2 programme are to stimulate and support pre-competitive R&D projects within the goals of ITEA 2, to be executed by the project partners and partly publicly funded.

4.2. Basic principles

- The ITEA 2 Programme is a EUREKA ICT Cluster. The EUREKA rules are applicable to the ITEA 2 Projects and Partners; among others:
 - A consortium must consist of at least two different organisations from two different EUREKA member countries,
 - The Project Leader must be from an organisation established in a EUREKA member country or EUREKA Associated Country,
 - Partners from non-EUREKA countries may participate in a Project provided all participants agree,
 - Public funding is not a pre-requisite for a Project to get or keep a EUREKA label;
 - Being funded is not a pre-requisite for a partner to participate in a Project;
- The ITEA 2 programme is industry-driven with regard to its strategy, goals and management
- The ITEA 2 programme is set up according to the ITEA 2 Frame Agreement
- The composition of the executive bodies reflects an appropriate mix with respect to countries, fields and levels of activity
- The ITEA 2 programme is not-for-profit financed by most contributors to the projects.

The ITEA 2 programme has no direct control over the projects performed. Technical know-how, ownership of results and responsibility for project management, execution and reporting remain with the project partners.

In case that a project is no longer complying with one or more of the basic EUREKA rules mentioned above, the PL (or the project partners) should immediately inform the ITEA 2 Programme Coordinator. The consortium should then work out a corrective action plan and submit a Change Request accordingly. If no solution is foreseen within a reasonable time, the project consortium may decide to abandon the project; otherwise, the ITEA 2 Office will bring the issue to the ITEA Bodies.

4.3. Tasks of the ITEA 2 organisation

The main tasks of the organisation (Office and Bodies, see next paragraph) are:

- to create/increase awareness of the programme;
- to help set up projects¹ and continue to support them throughout their working period;
- to ensure rigorous quality from call to completion; and

¹ Including support in building project consortia through focused sessions at the launch of the Calls and a dedicated protected area on the ITEA 2 website.

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- to monitor changes in technology and steer the technical content of the programme accordingly, while maintaining strong cooperation with Public Authorities (PAs) and other EUREKA Cluster programmes.

4.4. The ITEA 2 bodies

To achieve these goals, four bodies are in place: the Board, the Board Support Group, the Steering Group, and the ITEA 2 Office; they work with efficient procedures and implement a full-scale communications policy.

All members of the ITEA 2 bodies have signed a Non Disclosure Agreement (NDA) covering all the information they work with, related to their ITEA 2 duties.

The different tasks of the ITEA 2 bodies are shown in *Figure 2*.

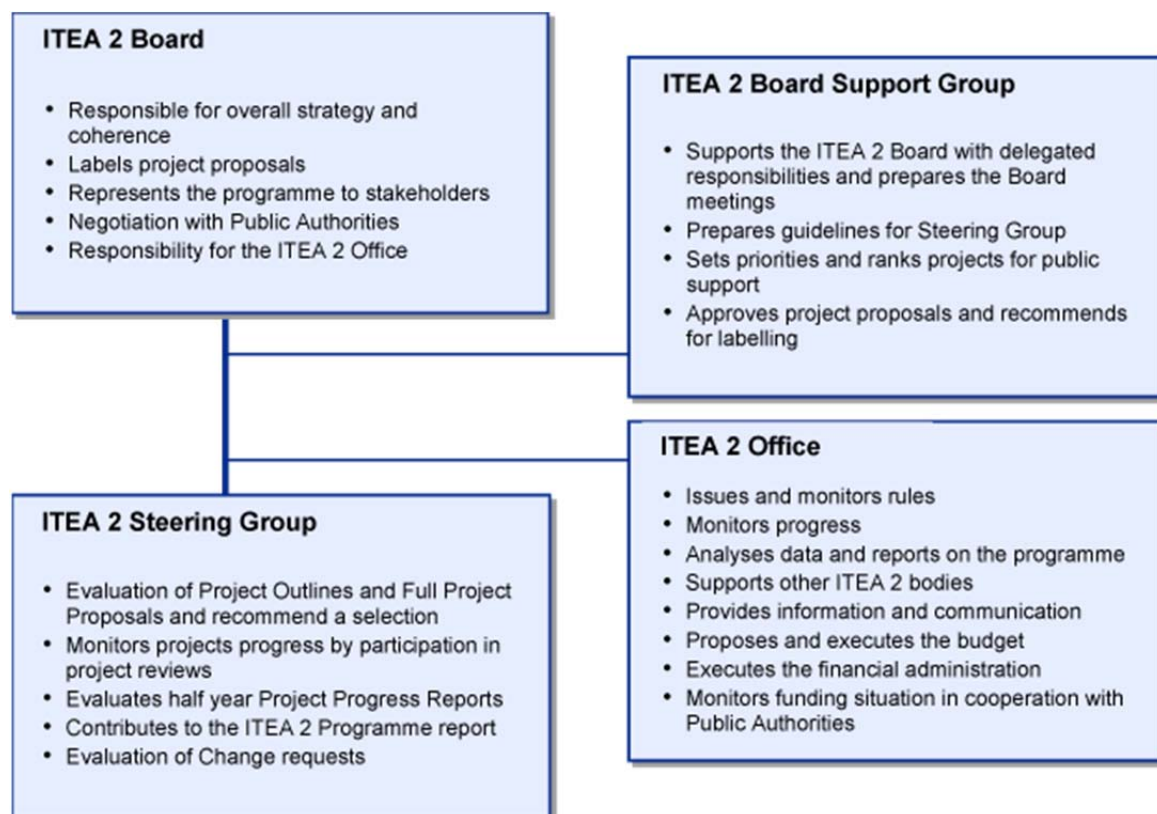


Figure 2 - The ITEA 2 organisation

In addition, supporting scientific committee(s) and forum(s) will be implemented when necessary.

The ITEA 2 Office executes the office tasks for the ITEA 2 programme.

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5. From a project idea to the label

5.1. Project initiation

- The ITEA 2 programme is open to partners who are able and willing to significantly contribute to the strategic and technical goals of ITEA 2 and to comply with the rules of ITEA 2.
- The domains and technologies outlined in the ITEA Roadmap 3 form the general frame for the technical content of the ITEA 2 programme. For each Call for Projects, ITEA 2 may highlight subjects of current interest and concern, which are then published on the ITEA 2 website. These special-focus subjects correspond either to specific issues related to new areas or to technologies the ITEA 2 Steering Group feels insufficiently addressed in the present project portfolio. They should not be seen as having a priority over others; they merely reflect the attempt to continuously extend the scope of ITEA 2 activities.

5.2. Calls for Projects

Every year at the same period (January-February) ITEA 2 issues an open Call for Projects.

5.3. A two-step Call procedure

The ITEA 2 website clearly outlines the process of project selection. For getting funding from public authorities, partners must first get their project labelled by ITEA 2 (but an ITEA 2 project label does not automatically induce the funding of the project!).

A project proposal has to meet a number of criteria, which shows that it fits to the ITEA 2 programme.

This *key process*, which we call the labelling process, is carried out according to the procedure described below. The labelling procedure:

- complies with quality standards set by ITEA 2, worked out in agreement with PAs
- accommodates a set of constraints due to the fact that different national authorities fund them (therefore, the content of each of the projects must be approved at the national level)
- avoids that consortia do large amounts of work without a reasonable chance of success.

The following (two-step) selection procedure was established to fulfil the above-mentioned conditions:

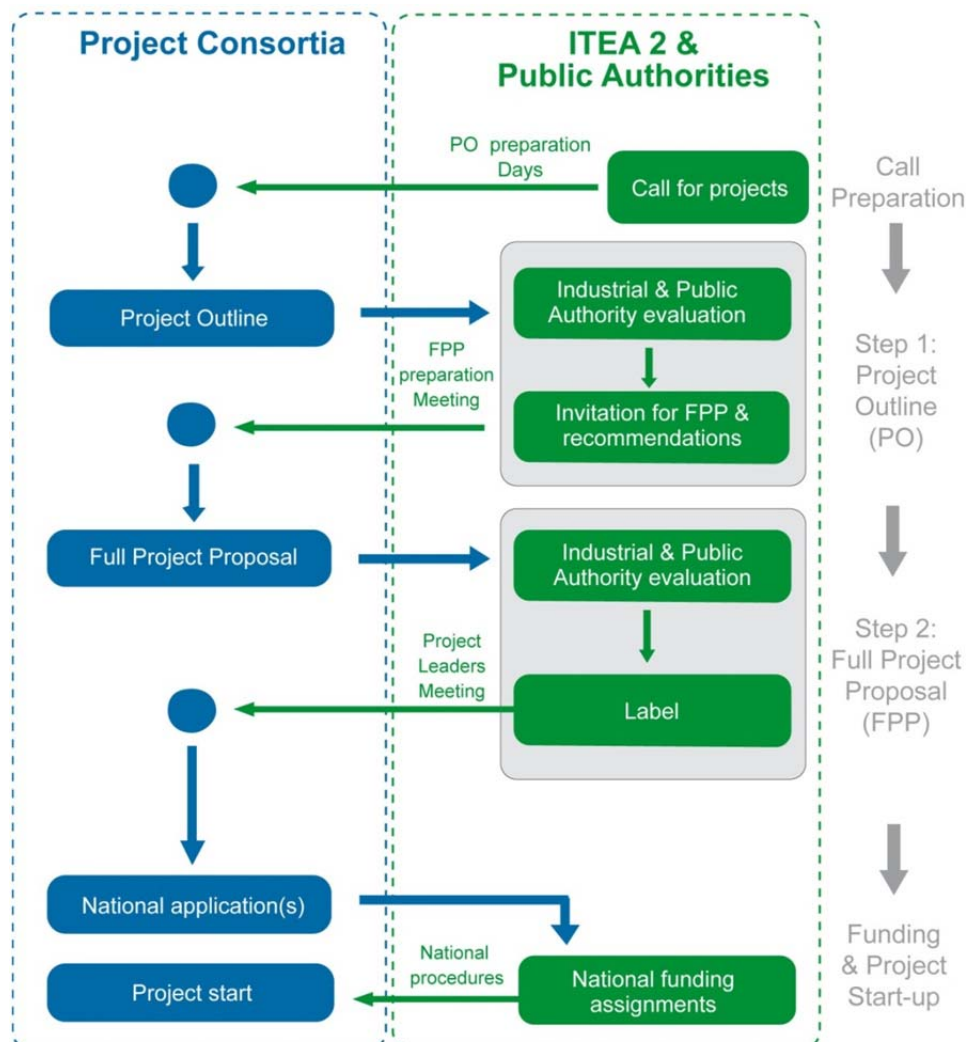


Figure 3 - A two-step procedure for project evaluation

The **first step** for a project consortium consists in responding to a Call for “**Project Outlines**” (PO). The PO must give a short overview of a project, mainly describing **what** the project is about (see § 8.2 for more details).

This enables an initial selection among the different ideas presented, while keeping the workload of consortia to a minimum. At the opening of each Call, ITEA 2 organises a two-day PO preparation event for newcomers as well as current ITEA 2 partners in order to form consortia and/or generate preliminary outlines for projects.

The PO is used for pre-selection of proposals, preliminary information and budget discussions between the ITEA 2 organisation and the involved PAs and for general information exchange within the ITEA 2 organisation.

PO evaluation:

The Programme Coordinator assigns two or three STG members (from companies not participating in the proposal) to evaluate the PO (based on the selection criteria as defined in § 5.4) and report to the

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STG. The STG evaluation is communicated to the Board Support Group (BSG). For each PO, the BSG makes a first decision on whether the PO is rejected or advanced to the ITAC.

The ITEA 2 Office then sends the non-rejected POs to the ITAC which runs its own evaluation. About four weeks later, the ITAC and the BSG exchange their opinions on the projects in a joint-meeting. Pursuant to this meeting, the BSG makes a second decision for each PO whether it is accepted or not.

The Project Leaders (PLs) are then immediately informed about the BSG decision and receive from the ITEA 2 Office the ITEA 2 and PAs recommendations.

Hence, about four months after a Call has been launched, a consortium knows whether it has a reasonable chance to be labelled.

The **second step** for the project consortia is the production of the “**Full Project Proposal**” (FPP).

The consortia of the accepted POs are invited to prepare an FPP and send it to ITEA 2 before a specified deadline (September at the earliest and November at the latest).

The FPP must describe the project content and **how** the project will be executed and managed; any relevant information contained in the PO must also be contained in the FPP (see § 8.3 for more details).

Immediately after the submission deadline, the ITEA 2 Office sends all the FPPs to the ITAC and the FPPs are evaluated in parallel by ITEA 2 and by the PAs. Consortia eventually receive the results of both evaluations from the ITEA 2 Office.

Early in the FPP preparation phase, the ITEA 2 Office organises a briefing day in order to help potential PLs to increase their chances of success.

A time span of three to four months between the PO acceptance and the FPP submission allows the consortia to fine-tune their proposal, at best taking into account advices from the relevant national PAs.

FPP evaluation:

The process is similar to the one for the PO evaluation: the Programme Coordinator assigns two or three STG members (to the extent possible the same as for the PO evaluation and in any case from companies not participating to the proposal) to evaluate the FPP (based on the selection criteria as defined in § 5.4) and to report to the whole STG. This evaluation also takes into account how the mandatory recommendations made by ITEA 2 and the PAs in the PO evaluation have been implemented. For each FPP, the STG recommendation to accept or refuse it is communicated to the BSG.

After the parallel evaluations made by ITEA 2 on the one hand and the ITAC on the other hand, the ITAC and the BSG exchange their opinions on each project in a joint-meeting.

Pursuant to this meeting, the BSG makes the final recommendation to the ITEA 2 Board which makes the final decision to grant the ITEA 2 label or not.

The PLs are then informed about the official ITEA 2 decision within a few days.

The PAs generally express their decision to fund or not about three months after the labelling date.

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5.4. Criteria for the PO and FPP evaluation

(Questions to be answered in the PO/FPP document)

The PO as well as the FPP will be evaluated according to the following criteria:

- **Relevance to the ITEA 2 Programme**
- **State-of-the-art:**
 - Is the technology state-of-the-art properly described?
 - Does the proposal document how the project relates to and/or builds on results of, and differentiates from, other (completed or running) cooperative projects?
 - Is there an adequate “Market Analysis” section (including competitors’ description)?
 - Are the market opportunities clearly documented for each partner?
- **Innovation**
 - Is the innovation described in relation to the State-of-the-Art and is the project innovative enough?
 - Are the future potential products or services identified?
- **Expected impact**
 - Are the objectives clearly quantified and is it explained how results will be measured?
 - Are the concrete final results and their expected impact clearly described and credible?
- **Exploitation and dissemination**
 - Is there an adequate description of the exploitation perspectives and dissemination (publications and standardisation)?
 - Are the management expectations from, and involvement with, software- or system-engineering related activities clearly described for the companies that are not software tool vendors?
- **Project management & work plan**
 - Is there an adequate work plan?
 - Is there an adequate project management plan?
 - Is the role and contribution of each partner clearly defined?
 - Is it planned to update/extend, in the course of the project, the state-of-the-art described in the FPP and to make it a Public Deliverable?
- **Effort justification**
 - Is there a convincing “Rationale for Funding”? (of the utmost importance for projects having software- or system-engineering related activities)
 - Is the total effort in line with the work and the objectives to be achieved?
 - Is the effort of each partner in line with the work to be done?
- **Consortium (key players & cooperation added value)**
 - Is there sufficient R&D competence and business power in the consortium?
 - Is the positioning of the participants along the described value chain documented?
 - Is the mix of partner types (i.e. large industries, SMEs and universities or research institutes) appropriate?
 - Is the mix of countries in accordance with EUREKA rules (see paragraph 4.2)?
 - Is the added value of each partner’s cooperation described and convincing?
 - Does this consortium help the partners to achieve their goals (business and technological)?
 - (For projects having software- or system-engineering related activities) Are software tool vendors participating; if not, is a justification provided?
- **Contacts with PAs**

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- Were the PAs contacted (and is the outcome likely to be positive)?

For the PO evaluation, the main focus is on the four following criteria:

- **State-of-the-art & Innovation**
- **Expected impact & Exploitation**
- **Consortium (key players & cooperation added value)**

For the FPP evaluation, in addition to the four above-mentioned criteria, the following ones are taken into account:

- **Project management & work plan**
- **Dissemination**
- **Effort justification**
- **Contacts with PAs**

5.5. Project labelling

- The “ITEA 2 label” is endorsed by EUREKA. It is the assessment by the ITEA 2 organisation that the proposed project fits with the goals of ITEA 2 and that the applying organisations are accepted as partners in the ITEA 2 programme.
- For receiving and keeping the ITEA 2 label, a Project must comply with the EUREKA rules (see [Basic Principles](#)).
- The ITEA 2 label also implies that the ITEA 2 organisation recommends the project to PAs for public funding provided it takes into account the evaluations and recommendations made by the ITEA 2 organisation and by the involved PAs.
- An ITEA 2 label however does not automatically induce the funding of the project. For getting funding, each partner must apply for funding in each relevant country (in some of them through a National Programme) and negotiate with its national public authority. To enable the quickest possible funding decision by the PAs the partners are recommended to check the right deadline or time window with the PAs of each involved country. Excellent POs may be selected, in agreement with the Public Authorities, for parallel preparation of the FPP and the national funding applications in order to arrange for fast funding shortly after the labelling decision.
- The label is given to the project – as described in the FPP – and to each applying partner according to the list of partners in the FPP.
- With regard to the ITEA 2 regulations, subcontractors and their contribution to projects are considered as part of their main contractors.
- The label is conditioned by the project partners’ compliance with the ITEA 2 regulations (irrespective from the funding situation).
- The ITEA 2 Board may decide to withdraw the label, either from the total project or from individual partners, if the conditions and criteria for granting the label are no longer fulfilled or in the case where a project consortium or partner does not cooperate in providing to the ITEA 2 Office the due information.

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5.6. Guidelines for getting the ITEA 2 label

In case you have any questions, at whatever stage, you can contact one of the ITEA 2 programme coordinators: Erik Rodenbach at erik.rodenbach@itea2.org or Antoine Pery at antoine.pery@itea2.org.

- Check the ITEA 2 website for information on the ITEA 2 Calls for Projects (each year ITEA 2 issues a Call for Projects, usually opening in January or February. Information on the Call is already available from December the previous year).
- You can register for the two-day Project Outline preparation meeting (always taking place at the opening of the Call) to get in contact with other partners, form project consortia and prepare new project proposals.
- Refer to the ITEA Roadmap 3, since the Application Domains and Technologies described in this document form the basis for the technical scope of ITEA 2 projects.
- Prepare the Project Outline (PO) together with all the applying project partners (important: prepare it according to the guidelines and template given (see § 8.2 for more details); all elements in the guidelines must be addressed!
- Assign for each country a national coordinator to get in touch with the national Public Authorities, present them the project (idea, partnership, budget, etc.) and check funding opportunities.
- Each partner has to prepare a Letter of Intent (LoI) in which he officially state that he intends to participate in the project in case ITEA 2 labels the project (a [model LoI](#) is available on the ITEA 2 website) .
- Agree with your project partners on the nature and scope of your co-operation (important for the formulation of the Project Co-operation Agreement (PCA) and for Intellectual Property Right (IPR) considerations).
- Nominate a Project Leader²

Unless otherwise indicated, all further points are the task and responsibility of the Project Leader who acts as interface between the project partners and the ITEA 2 organisation.

- Submit your PO to the ITEA 2 Office (check the deadline that has to be met).
Each partner must send the signed Letter of Intent (LoI) within one week after the PO submission deadline (instructions are provided in the above mentioned model LoI).
- Wait for the feedback from the ITEA 2 Office (e.g. requests/recommendations resulting from the ITEA 2 STG and BSG and from the PAs; possible invitation to prepare a Full Project Proposal or rejection of the PO).

In case ITEA 2 invites the Project to prepare a Full Project Proposal:

- The Project Leader must organise the national coordinators getting in touch with their national PAs to discuss their evaluation of the Project Outline and the funding opportunities.
- Prepare the FPP, addressing all the mandatory recommendations given by ITEA 2 and the PAs and describe the corrective actions in the dedicated appendix.
- Submit the FPP and the corrective actions-related document to the ITEA 2 Office (check the deadline that has to be met).

^{2 2} Can be provisory for the PO or the first ever submitted FPP but always from an organisation established in a EUREKA member country or Associated Country.

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- Partners participating for the first time in the ITEA 2 Programme must send the signed Declaration of Acceptance (DoA) by fax or postal mail to the ITEA 2 Office within one week after the FPP submission deadline (again, for new ITEA 2 partners only! i.e. to be provided only once for the whole duration of the ITEA 2 Programme).
- Wait for the labelling decision made by the ITEA 2 organisation.
- In the meantime, partners can prepare and send their formal national applications (for getting funding) to the involved Public Authorities, preferably before the end of the year in which the call was opened.

In case your project has been labelled by ITEA 2:

- Prepare yourself for providing any "specific" information requested by your funding Public Authority (the requests differ from country to country and the ITEA 2 organisation has no influence on them).
- Be prepared to report on progress, submit a Change Request whenever needed and respond to specific requests from the ITEA 2 organisation.

6. After labelling

6.1. Project Leaders Briefing Session

Once the label has been issued, the PLs are invited for a briefing session where all rules, regulations and guidelines related to carrying out of the project are explained.

6.2. Financing and funding ITEA 2 projects

- Each project partner is responsible for executing and financing his effort in the project.
- Each PA will decide on a partner per partner basis and according to the relevant national funding rules to fund a project or not.
- Funding contracts are directly dealt with between each project partner and the relevant funding PA.
- Each project partner is responsible for providing the respective PA with all information concerning his project according to the relevant funding rules.
- In addition to the FPP, the ITEA 2 organisation will provide the relevant PAs with any available information necessary for preparing funding decisions.
- The ITEA 2 organisation will regularly report to the relevant PAs on the progress and changes in the programme as well as in the individual projects.
- In addition to the programme organisation established by ITEA 2, each participating PA can install its own experts for the evaluation of project proposals or on-going projects.

6.3. National applications

- Once the ITEA 2 label has been granted to a project, each project partner looking for funding must submit a national application to its national authorities before a given deadline.
- Since the deadline for such a submission varies from country to country, each project partner (or each Consortium national contact person) should immediately get in touch with the relevant Public Authorities contact person to know the deadline, the information to be gathered and/or the forms to be filled in;

Information on the PA contact persons is available:

- on the [Funding](#) page of the public ITEA 2 website for the countries members of the ITAC (ITEA Authorities Committee), and
- on the page <http://www.eurekanetwork.org/in-your-country> (Select your country”) of the EUREKA website for the EUREKA countries that are not member of the ITAC.
- The PL must stimulate the launch, and monitor the status of the national applications to be done by each partner; the PL must inform the ITEA 2 Office of the status by return upon its request.
- Partners who fail to get funded may either decide to participate in the project at their own cost or leave the project; in the first case, it should be explicitly documented (in the “Contacts with Public Authorities” §) in the (updated) FPP; in both cases, such changes are subject to a Change Request (see § 6.6).

Document reference:

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6.4. Funding Decisions

- The PL should monitor the funding decisions status for each partner of the project and, upon request, provide this information to the ITEA 2 Office, per country and per partner.

6.5. Project Co-operation Agreement (PCA)

Preferably before but at the latest after the label has been granted, the PL must launch the process of getting all the partners of the project agreeing upon and signing a Project Co-operation Agreement (see § 8.8). The ITEA 2 Office must be informed of the existence of a signed PCA, not of its content.

6.6. Basic guidelines for Intellectual Property Rights (IPR)

The main IPR principles with regard to the co-operation of partners in the ITEA 2 programme are specified in the Frame Agreement (see § 8.4). Project-specific IPR clauses can be included in the PCA.

6.7. Changes in active projects

A **Change Request (CR)** procedure enables to change current plans; detailed information is provided in the ITEA 2 Rules & Regulations (available on the ITEA 2 website) and the relevant CR Guidelines and Form are available on the ITEA 2 website.

6.8. Rule for written external communication

Since the ITEA 2 programme and projects receive public support, reference to “ITEA 2, EUREKA cluster programme Σ! 3674” has to be made in all publications, exhibitions, lectures and press information related to ITEA 2 projects.

Document reference:

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7. Financial contribution

- The anticipated operational costs of the ITEA 2 organisation are listed in a yearly budget, subject to the approval of the ITEA 2 Board.
- These costs are to be shared between all the ITEA 2 project partners except Universities as defined in Article VII of the ITEA 2 Frame Agreement. The annual financial contribution fee is a fixed percentage of the *planned* costs as specified in the latest FPP of their labelled ITEA 2 projects *for the relevant year*. The percentage is each year defined and approved by the ITEA Board.
- Exact rules and invoice procedure are laid down in the [ITEA 2 contribution rules](#) document for the relevant year.

Document reference:

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8. Programme and project-related formal documents

8.1. General

- All documents submitted to the ITEA 2 organisation must be written in English.
- The documents have to comply with the required formats.
- Unless otherwise specified, all documents have to be sent to the ITEA 2 Office, which takes care of the distribution within the ITEA 2 organisation.
- Information related to the submitted POs and FPPs are disclosed to the PAs to the extent described in the dedicated paragraph of the ITEA 2 Rules and Regulations (available on the ITEA 2 website).
- Other documents are considered as 'ITEA 2 confidential' (i.e. used for ITEA 2 internal purposes and for information to EUREKA and the involved Public Authorities).

An overview of the time-wise relevance of the formal documents is shown in *Figure 4*.

- The Articles of the ITEA 2 Office Association and the ITEA 2 contracts (Frame Agreement, Declaration of Acceptance and a Project Co-operation Agreement) define the legal background for the co-operation within the ITEA 2 programme.
- Funding contracts refer to the ITEA 2 contracts but are directly established between project partners and their funding Public Authority.
- The compliance with the ITEA 2 contracts is compulsory for getting and keeping the ITEA 2 label.

8.2. Project Outline (PO)

Submitting a Project Outline consists of two parts:

- Provision of administrative information via the ITEA 2 Projects website (<https://community.itea2.org>)
- Provision of a textual description of the content of your proposal in a "PO Annex"

The up-to-date³ set of the [Project Outline \(PO\) Guidelines and Annex Template](#) to be used is available on the ITEA 2 website.

8.3. Full Project Proposal (FPP)

Submitting an FPP consists of two parts:

- a. Provision of updated of administrative information via the ITEA 2 Community website
- b. Provision of an updated textual description of the content of your proposal in a "FPP Annex" and upload thereof to the ITEA 2 Community website.

The [Full Project Proposal Guidelines and Annex Template](#) to be used are available on the ITEA 2 website.

³ **Make sure that the Guidelines and Template(s) that you are using are the latest versions:** check it on the ITEA 2 website and, whenever needed, discard obsolete versions you might have stored and download the up-to-date ones.

Document reference:

[ITEA 2 Project Proposer Handbook](#)

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8.4. Frame Agreement

The Frame Agreement sets the rules for the ITEA 2 organisation for performing the ITEA 2 programme. The Frame Agreement comprises:

- a description of the organisation
- the tasks and responsibilities of the members of the organisation
- the composition of the bodies of the organisation
- the voting procedures for the bodies of the organisation
- the regulations for the accession of further parties
- the definition of the partnership in ITEA 2
- Industrial Property Right rules
- the financial regulations for the organisation
- the confidentiality rules

The ITEA 2 Frame Agreement will be sent to you on request ([ITEA 2 Office](#)).

8.5. Non-Disclosure Agreements

Non-Disclosure Agreements (NDAs) will have been signed by:

- Members of the ITEA 2 bodies (i.e. Board, BSG, STG and Office)
- Participants of Project Outline preparation events
- External reviewers
- Third parties participating in working groups (when requested by an ITEA 2 Partner)

8.6. Letter of Intent

A Letter of Intent (LoI) must be sent to the ITEA 2 Office by each participating Partner when a Project Outline is submitted (a [model LoI](#) containing instructions is available on the ITEA 2 website).

8.7. Declaration of Acceptance

- Unless otherwise specified hereafter, each partner intending to participate to an ITEA 2 Project has to acknowledge the rules and regulations laid down in the ITEA 2 Frame Agreement as being applicable to such Project(s) by signing a [Declaration of Acceptance \(DoA\)](#) and sending it to the ITEA 2 Office within one week after the FPP submission deadline.
- The ITEA 2 label is only valid to the extent all the required DoAs have been signed (PAs may make their funding decisions dependent of the availability of the DoA).
- Parties of the ITEA 2 Frame Agreement⁴ do not have to sign a DoA. Neither do Affiliates⁵ thereof.
- Partners having already signed and sent a DoA for another Project (of an earlier Call or of the same Call) need not to provide it again.

⁴ Also referred to as “IFCs”, standing for “ITEA 2 Founding Companies”

⁵ The definition of an “Affiliate” is given in the ITEA 2 Frame Agreement

Document reference:

[ITEA 2 Project Proposer Handbook](#)

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8.8. Project Co-operation Agreement

All partners in each ITEA 2 project have to sign a Project Co-operation Agreement (PCA). The PCA details the cooperation between the project partners (contractors, and if applicable, subcontractors).

For some PAs the PCA - signed by all partners - is a pre-requisite for granting a funding contract. The PCA has to explain:

- a. the purpose and scope of the co-operation
- b. the executing of subcontracting
- c. financing aspects (if applicable)
- d. confidentiality regulations

The main elements of a PCA are laid down in a [PCA model](#). All partners have to declare to the ITEA 2 organisation – when submitting a FPP – that a PCA has been or will be signed.

Document reference:

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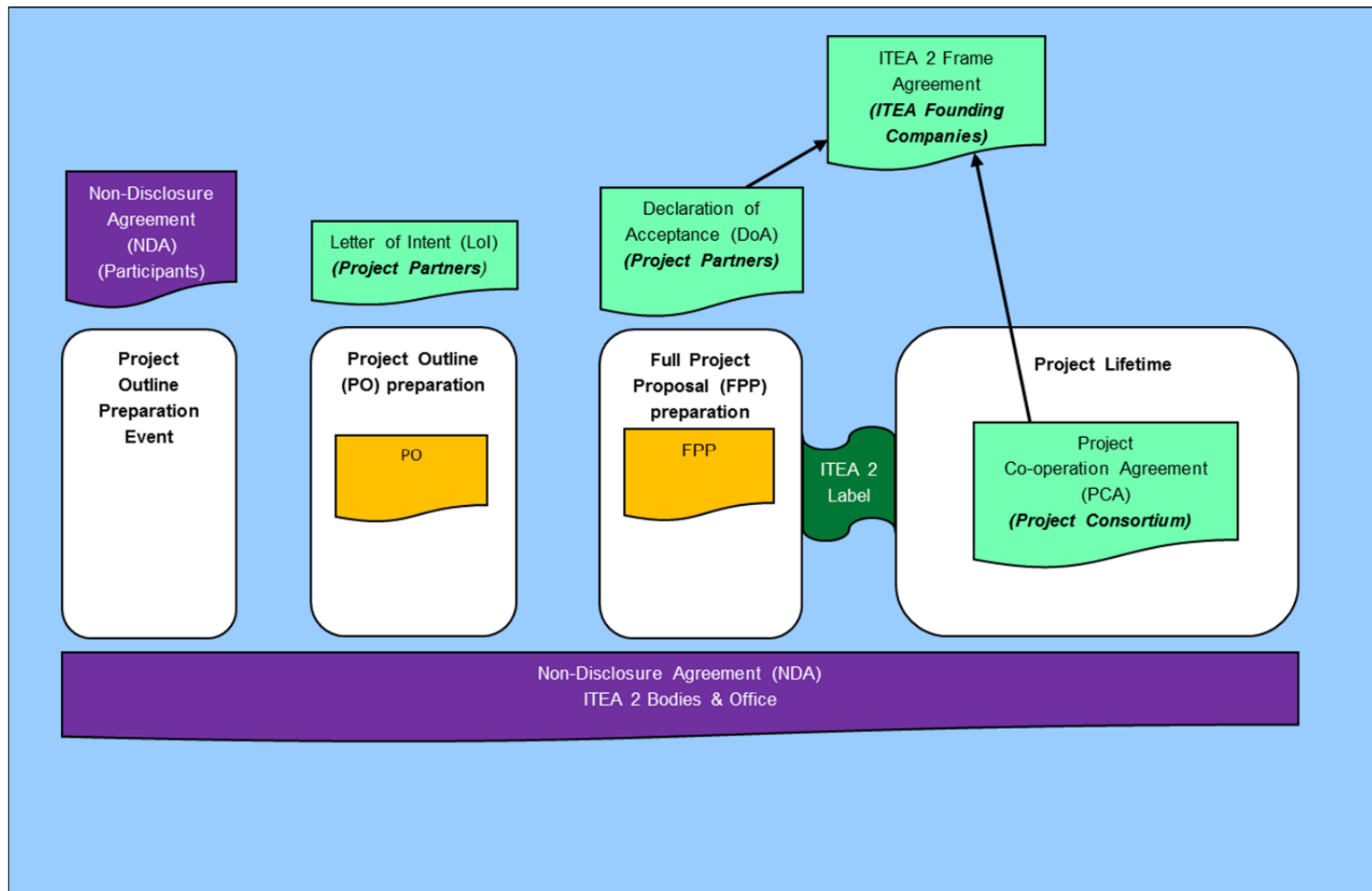


Figure 4 - Formal documents overview

Document reference:

[ITEA 2 Project Proposer Handbook](#)

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9. Glossary

BSG	Board Support Group
CR	Change Request
EC	European Commission
FPP	Full Project Proposal
IFC	ITEA Founding Company
IPR	Intellectual Property Right
IST	Information Society Technologies
ITAC	ITEA 2 Authorities Committee
JU	Joint Undertaking
LoI	Letter of Intent
NDA	Non-Disclosure Agreement
NPC	National Project Coordinator (EUREKA)
PA	Public Authority
PCA	Project Co-operation Agreement
PL	Project Leader
PO	Project Outline
STG	Steering Group
TMT	Technical Management Team

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