



GUIDE FOR THE PREPARATION OF CATRENE PROJECTS

1. Introduction

The CATRENE programme has been granted a EUREKA label for 2008-2013. A prolongation of the label period is ongoing.

Participation in Project Outline (PO) phase is mandatory for participation in subsequent Full Proposal (FP) phase.

The New CATRENE White Book (VMS and Annex 1, 3) issued year end 2010 are documents to be used as reference to prepare the project proposals for this call.

A dedicated participation search zone is at your disposal to search for additional participants in your project consortia, or to post your profile and apply for participation in a project being set up.

2. Submission and evaluation processes

2.1 Basic principles

For an introduction to the basic rules and regulations, please refer to the document [General CATRENE Label Conditions](#).

Projects submitted for evaluation to the CATRENE organisation must conform to the following requirements:

The projects must address one of the work areas described in part C of the White Book document, or a combination of some (cross-cut projects).

Depending on the work area, the structure of the consortium preparing the project proposal may be “Horizontal” (between competitors), “Vertical” (in a supply chain) or mixed.

Participation of Institutes and Universities, for specific research tasks is desirable, as well as participation of skilled SMEs as sub-contractors or main partners.

Apart from their adherence to the general objectives of the CATRENE programme, and next to the quality of their technical content, proposals will also be ranked during the selection process along two other criteria, which are equally important also for Public Authorities (PAs):

- Preference will be given to those projects demonstrating focussed quantified targets and having a strategic character and orientation.
- Projects in which a joint initiative of several European players is mandatory to reach the strategic goals or to influence or to set a worldwide standard, will be favored.

2.2 Project proposals format

The documents describing the project and the consortium proposing it must be prepared using standard formats, and must be submitted via the CATRENE web tool.

The evaluation and selection will be a 2-step process.

- **In the first step, the Project consortia will have to prepare a Project Outline (P.O.)** giving the main information on the project planned.

Information requested in this P.O. are (please refer to the P.O. Annex): *General goals, Strategic relevance for CATRENE, State-of-the-art, Market relevance and competitive situation, Exploitation plan, Dissemination of results, Expected impact, Consortium description, short description of the work plan, Resources planned, Project duration, Planned milestones and Deliverables, rationale for Public funding and Contact persons.*

This document, **10 to 20 pages long max.**, is the basis for the first selection of projects by experts from industry.

Warning: Project Outlines (PO) with more than 20 pages will be rejected without evaluation.

The P.O. will also serve for first feed-back from Public Authorities on their willingness to fund the proposed project. It is therefore important that the P.O. describes at best your project.

Those projects demonstrating the importance of EUREKA-wide co-operation and assuring most tangible impact are eligible for public funding. You have therefore to contact your national Public Authorities already at the earliest possible stage of the P.O. preparation.

As part of the selection criteria, the ‘adherence to the general CATRENE objectives and goals’ require special attention: this is aimed to enhance the quality of a project not only based on its purely technical intrinsic quality, but also as ‘enabler’ for the success of other CATRENE projects. This is obviously particularly relevant for projects in the process development areas and in design (EDA) areas both being defined as ‘enabling technologies’.

Finally, although no “ideal” project size is given, we would like to raise your attention to the importance for CATRENE of well focussed projects, showing a critical mass: interesting projects of smaller size may be asked to merge into other larger projects.

Project Outlines prepared using the standard form must be uploaded via the CATRENE web tool (details under section Submitting Project Proposal). In case of problems, please contact the CATRENE Office for assistance.

Recommendations for improvement of the project description, or of the consortium may be proposed by the experts (Steering Groups).

Only those project proposals retained by the experts group as well as receiving a positive funding outlook by the Public Authorities will be asked to participate in the second step of the project selection.

- **In a second step, the selected consortia will be asked to prepare a Full Proposal (F.P.) for their project.**

The F.P. is an extended version of the P.O. (50 pages maximum).

Warning: Full Proposals with more than 50 pages will be rejected without evaluation

The F.P. is the main document to be used for the final selection, leading in case of positive evaluation to a CATRENE label granted to the project. This document will also serve as technical annex for the applications for funding in the various countries, and as the reference document for the monitoring and reporting activities of the project.

The main difference between P.O. and F.P. is to be found in the Work plan description. In the Full Proposal, each work package must be detailed in 1 or several pages. For detailed information, please refer to the F.P. Annex.

Full Proposals prepared using the standard form must be uploaded via the CATRENE web tool and you will be required to complete / amend the information online. Further details will follow for the selected projects. In case of problems, please contact the CATRENE Office for assistance.

Consortia might be asked to introduce their project in details in front of the Steering groups. Feed-back on the evaluation (acceptance, rejection or request for improvement of the proposal) will be given directly to Project Leaders.

2.3 Contact with Public Authorities

To ensure that the selected projects will actually start on time with funding for all participating organisations, we strongly advise you to **initiate and maintain a permanent contact with your national Public Authorities from the earliest stages of the process.**

The CATRENE Office will continuously evaluate public authorities' willingness to support the project proposals with public money; applicants are therefore asked to **immediately inform the CATRENE Office** when they receive positive/negative funding statements from the public authorities.