Guide for Applicants
Ambient Assisted Living Joint Programme
Call 5

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PART I: BEFORE SUBMISSION OF PROPOSAL

1.   Introduction

The Ambient Assisted Living Joint Programme (AAL JP) is a research, development, and innovation funding programme (R&DI) jointly implemented by several AAL partner States with a substantial financial support from the European Commission. Detailed information can be found at www.aal-europe.eu/about-aal.

Most used abbreviations in this document:

AAL	Ambient Assisted Living
AAL JP	AAL Joint Programme
GA	AAL General Assembly
CMU	AAL Central Management Unit
NFA	AAL National Funding Agency
NCP	AAL National Contact Person (representing the national management)

1.1   Overview of the Roles and Responsibilities in the AAL Joint Programme

It is important to understand that the AAL JP – due to the special way of integrating partner States and the European Commission – has its own rules of participation and own funding procedures.

In the AAL JP, several partner States join their individual funding programmes under a common topic. The European Commission rewards this common activity by granting a subsidy to the AAL JP in a certain percentage relative to the joint funds from the partner States. The projects funded under such a policy receive their funding from two sources: from the local government of every participating country and from the European Commission.

This general structure does have implications on projects funded under the AAL JP. The general assessment of a project and the basic funding decision are taken at a **central level**. The Central Management Unit (CMU) administers the process and proposes projects for funding to the General Assembly (GA). The GA – in which every AAL partner State is represented – decides on the funding.

The funding of a project is implemented at **national level**. Every project partner within a funded project applies at his/her National Funding Agency (NFA) for funding. The NFA accepts the central selection decision and applies the national funding rules to the project partner. The actual payment procedure differs from country to country but in all cases the EU contribution is transferred to the project partner through the NFA.

Every project partner has a direct counterpart within the NFA with whom he/she shall communicate in all funding related issues. This person is called the National Contact Person (NCP). The project coordinator and his associated NCP (the "lead" NCP) will handle all project related matters like defining common project start and duration, collection of consortium agreements, or project reporting. For more details on NFA and NCP please go to the AAL website www.aal-europe.eu.

Given this relatively complex situation, it is the aim of this document to help project coordinators and project partners in submitting proposals and during the execution of funded projects.

1.2   Central vs. National Activities

1.2.1   Management Level (collaboration between the CMU and the NCP):
- Common definition and central publication of the AAL calls for proposals
- Definition and adoption of central eligibility criteria for AAL projects

1.2.2   Central Level
- Call promotion at central level
- Conducting of the evaluation
- Provision of central programme services, e.g. maintenance of websites, partnering tools, submission systems, templates, etc.
- Central storage of AAL project documents
    Consortium agreements
    Grant agreements
    Project descriptions
    Project progress reports
    Deliverables
- Distribution of the EC co-funding via the NFA/NCP
- Central administration of the AAL JP
- Conduction of central AAL events (e.g. "Info day")

1.2.3   National Level
- Nomination of a national funding programme specifying
    Eligibility of type of organisations under the AAL JP
    Funding conditions for project partners (funding quota, eligible costs, etc.)
- Commitment of an annual funding budget for AAL activities to be used for the funding of national project partners
- Advice to national project proposers
- Call promotion at national level
- Nomination of evaluation experts for the central evaluation process
- Negotiation with national project partners
- Conclusion of grant agreements with funded national project partners
- Administration of national AAL project partners

2.   Preparing a Project Proposal

Within the AAL JP only projects which fulfil a set of eligibility criteria can be funded (see chapter 5). Funding will be possible only for project consortia of at least 3 independent eligible organizations from at least 3 different AAL partner States. The process of gathering a consortium is usually not an easy one and will in most cases need a considerable time. The AAL JP offers some help to consortia as described below.

2.1   Finding Project Partners through a Partnering Tool

The AAL JP offers a Partner Search facility (ps.aal-europe.eu), which is designed to support the identification of potential partners for AAL proposals.

2.1.1   Activity Profiles

An activity profile describes the capabilities of the organisation to contribute to the scope of the launched call for proposals. All profiles can be browsed and searched by any user of this tool.

- Fig. 1:   Screenshot of a PS activity profile

2.1.2   Project Ideas

A project idea can be used to find additional project partners. The uploaded information should specify the rough project idea, as well as the current and missing expertise required to form a convincing consortium.
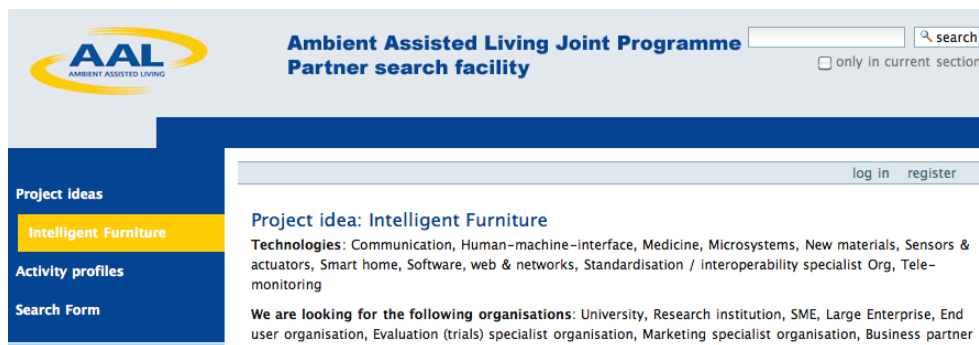
- Fig. 2:   Screenshot of a PS project idea

2.1.3   Communication, Updating and Removal of Entries

The Partner Search Tool is available at any time regardless of open calls. Interested parties can register themselves and update their activity profile or project idea at any time. They can decide if any interested party can see their contact details in the PS or if they prefer an anonymous communication. In the latter case only emails can be sent anonymously through the site to the party issuing the profile or idea.

The user defines the expiry date of the information.

2.2   Finding Project Partners at Information Days

The AAL JP organises call information days. At this occasion, interested proposers will have an opportunity to present their project ideas and actively call for additional partners. Documents and presentations will be published on the AAL website www.aal-europe.eu.

3.   AAL JP Calls

The AAL JP regularly launches calls for proposals on its website www.aal-europe.eu/calls. Calls are accompanied by documents containing details on the thematic areas, timetable, eligibility criteria and other administrative issues.

4.   Proposal Submission

Proposals can only be submitted for open calls during the period specified in the call document. The submission of a proposal is possible only through the web site proposals.aal-europe.eu. A detailed description of the proposal submission system is chapter 8. During the submission process the software will already check formal eligibility criteria (see chapter 5) and the completeness of information. It allows submission only after all criteria are met by the proposal.

The potential applicant has the responsibility of ensuring that all consortium partners meet the national eligibility criteria; therefore each partner is strongly encouraged contact his/her NCP (www.aal-europe.eu/aal-ncp) in order to ask for a pre-eligibility check of proposals[1].

A proposal consists of two parts:

- **Part A** contains the **administrative information** about the proposal and the participants including a proposal abstract, contact details and characteristics of the participants, and budgetary information.

- **Part B** presents **the project idea**, the project content, the project implementation (the Consortium) and the potential exploitation of the proposal. For this purpose, a template is offered on the proposal site proposals.aal-europe.eu, which is obligatory to be used. The template is designed to highlight those aspects that will be assessed against the evaluation criteria (see chapter 7.2). The expected length of this description is between 15 to 30 pages. The template itself gives further binding guidance rules for proposers. The template is made available with the publication of each call.

Applicants should make sure to **register the proposal early enough** as a sharp call deadline is applied. After this deadline the web site does neither accept modification to nor submission of any proposal. Proposers should also not underestimate the effort needed to collect the required information from their partners and in completing the information in the web site. Especially **inexperienced users should start very early**.

On completion of all required information proposers can submit their proposal on the web site. After submitting the proposal (but only before the deadline!) proposers can make further amendments, clarifications, or general changes. These changes will be disregarded until the proposal is submitted again. Proposers can submit their proposal at any time until the deadline and as often as they like. The latest version of the proposal submitted before the deadline will be used for further processing.

If a project proposal arrives too late (after the deadline) for some independent and exceptional reasons (e.g. breakdown of the electronic application support website system), it can still be eligible, if the proposal is sent on paper to the CMU together with a proof of the breakdown. To be considered, the exact time of the failure of the submission and a screenshot must be added.

5. AAL Eligibility Criteria

Under the AAL JP, both, central and national eligibility criteria are applied:

- The central eligibility criteria have been agreed upon by all participating AAL member states.
- National eligibility criteria are defined by the AAL member States (see Annex of this document). National eligibility criteria stem from the national funding programme(s) that provide the national funding for national project partners under the AAL JP.

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[1] In some of the AAL partner States, the pre-check of proposals is compulsory for the projects to be eligible. Please refer to the Guide for Applicants and the national eligibility criteria, and do not hesitate to contact the relevant NFA/NCP.

Both sets of criteria may be subject to changes from one call to the other. Proposers are asked to check the current versions that are published together with each AAL JP call.

5.1 General Call-specific Eligibility Criteria

Eligibility criteria – collaborative projects

Submission of a complete proposal through the AAL electronic submission system before the deadline, as specified in the Call for Proposals
   - English as the language of the proposal
   - Consortium composition of at least 3 independent eligible organizations (legal entities), from at least 3 different AAL Partner States participating in the Call for Proposals
   - Consortium must include at least one eligible business partner
   - Consortium must include at least one eligible SME partner which can be the business partner
   - Consortium must include at least one eligible end-user organization
   - Size of the consortium: 3 – 10 partners
   - Duration of the project: 12 – 36 months
   - Adherence to the specifications for structure and technical details (e.g. page count) of the proposal submission.

Eligible for funding are only organisations that are explicitly included in the national eligibility criteria published as part of the Call text. It is highly recommended to contact the AAL National Contact Persons (NCP) prior to submission of a proposal (list of NCPs and contact data also found on the AAL JP website). In some countries, prior NCP-contact is a requirement for being eligible for funding.

In addition, the project may eventually include organizations not requesting funding or organizations that are not eligible for funding according to national eligibility rules or organizations not residing in any AAL Partner State[2]. Such organizations may be associated to the project without funding from the AAL Joint Programme, but they cannot be crucial for the project's implementation. They will not be taken into consideration when assessing the project proposal against the eligibility criteria and project characteristics stated above.

Consortium Agreement

Projects which are recommended for funding must submit a signed consortium agreement before the grant agreements with the national agencies enter into force. The Consortium Agreement should state a set of rules/procedures to ensure fair protection for the IPR[3] interests of the partners and partners" employees (e.g. conditions/ limitations on the ability of individual consortium partners to freely publish or profit from project results directly covered by other partners" IPR). The consortium agreement should include conflict resolution procedures/ mechanisms to be invoked if and when necessary.

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[2] *The participation of organisations residing outside an AAL Partner State is restricted to organisations residing in a Member State of the European Union that currently does not participate in the AAL Joint Programme, i.e. Bulgaria, Czech Republic, Estonia, Latvia, Lithuania, Malta and Slovak Republic.*

[3] *The AAL Joint Programme follows the IPR regime on the basis of Regulation No. 1906/2006, which establishes the rules for participation in the FP7 (Chapter III, articles 39 to 51, hereinafter "Rules for Participation").the general European FP7 IPR rules and general principles on IPR according to legal text): http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l_391/l_39120061230en00010018.pdf*

5.2   National Eligibility Criteria and Funding Rules

The national funding rules define the concrete participation conditions for project partners under the AAL JP:

- The eligibility or ineligibility of types of organisations (e.g. in some AAL partner States, universities or user organisations are excluded from funding)
- The national funding quota (the quota may vary for the same type of organisation between AAL partner States)
- The range of eligible costs that are accepted as costs
- Other national rules (e.g. funding of large enterprises and compulsory participation of certain entities)

A detailed description of national eligibility criteria can be found in the Annex to this Guide for Applicants and can be downloaded from www.aal-europe.eu/calls or from the sites of the NFAs.

A formal final legal check of eligibility will be done during the negotiation phase.

6.   Characteristics of AAL Collaborative Projects

Aims at ICT-based solutions to identified user needs
- Time-to-market perspective of maximum 2 to 3 years after end of the project
- Project total budget: 1 - 7 M€
- Maximum funding from the AAL Joint Programme: 3 M€.
- Significant involvement of industry and other business partners, particularly SMEs are encouraged.
- Realistic trial set-up at the end of the project
- Proactive end-user involvement throughout the life of the project
- Defined market segment(s), use cases and target group(s) and address the wishes and needs of these specific group(s)

Projects are expected to take into consideration both the enabling elements and the application specific elements of the theme with an innovative approach. Enabling elements are such that promote the general inclusion of older adults into the information society. These include individual skills, motivation, trust and technical solutions such as user interfaces.

Projects should embody the "win/win/win" concept combining the perspectives of and benefits to individuals, to businesses and to the society. The topic area should be approached through a holistic view of the individual's physical, psychological and social wellbeing. In this context, it is important that the solution providers as well as the older adults and their families are provided with relevant and specific information concerning state-of-the-art equipment, systems and services. End-users should be actively involved in the work to be performed with appropriate methodology applied (e.g. user-centred design). Effective solutions are flexible and adaptable to the end-user needs throughout the phases of ageing.

It is very important to pay attention to the corresponding chapters in this Guide for Applicants regarding the following topics:

- Potential benefits (chapter 9)
- Guidelines for ethical considerations in projects (chapter 10)
- IPR provisions (chapter 11)
- Framework for end-user involvement (chapter 12)
- Framework for business case development (chapter 13)

7. Evaluation Process and Criteria

7.1 Evaluation Process

Under the AAL JP, the CMU manages a central evaluation for all received project proposals. Independent experts who are nominated by the NFA perform the evaluation. Experts are drawn from academia, industry and user organisations. Their professional background allows assessing the quality of the proposed ICT work as well as other facets, as the proposed business case and the user dimension of the work.

Each project proposal will be assigned to a panel of independent experts. The decision of the panel is final.

7.2 Evaluation Criteria

The project proposal will be evaluated against the following four criteria:

7.2.1 Relevance and Scope

To assess whether the proposed project is in line with the objectives of the call and demonstrates an innovative approach to the theme.

   i.   The proposal is expected to be highly conformant with the specific objectives of the call and the thematic description of the call rationale. It addresses the necessary enabling elements to ensure access of the targeted end-users to the proposed solution. It addresses one or several of the application areas of the call as described in the call rationale.
  ii.   The proposal is expected to describe the motivation of the targeted innovation with respect to the end-user needs and the solutions currently existing in the market.
 iii.   The project is expected to apply Information and Communication Technologies (ICT) in new and innovative applications or service concepts. The results should be products, systems and service concepts that can be applied and deployed widely in Europe with a market introduction within 2-3 years after the project end.

7.2.2   Scientific and Technical Quality

To assess the overall quality of the project proposal and the extent to which the proposed project objectives and the consortium will be able to contribute to scientific and technical advancement in the field and to deliver the planned final deliverables.

i.   The proposal should lead to an innovative and effective solution based on a scientifically and technically sound concept that is likely to contribute to the knowledge in the field. The proposal should demonstrate a clear opportunity to progress beyond the state-of-the-art in integration of technologies. This results in knowledge creation, leveraging economic opportunities and solving societal challenges in a sustainable way.

ii.   The proposal is expected to include as part of planned activities/outcomes, a realistic prototype or pilot application at project completion, where the expected impacts stated in the initial proposal may be demonstrated to the fullest feasible extent.

7.2.3   Quality of the Consortium and Efficiency of the Implementation

To assess the extent to which the consortium composition includes the critical mass and diversity of competencies and infrastructure required for the successful completion of the defined tasks, as well as the quality of the work plan.

i.   Consortia are expected to produce evidence of having the necessary expertise and resources to deploy the scientific, technical and market expertise needed to achieve project goals. The consortium should include the essential components of the value network and demonstrate an added value by international collaboration.

ii.   The proposals should provide evidence of proactively involving end-users throughout the project to make sure that the proposed solution corresponds to a real need. In this context, accessibility, end-user acceptance and usability of the developed solutions are fundamental. The approach to specific end-user needs should be validated by an evidence base in a use case (building on testing in a realistic real user environment). Moreover, a detailed plan describing the involvement of end users should be provided in the proposal (see chapter 12).

iii. The proposals are expected to be put forward by consortia where SMEs clearly play a proactive role. The implementation plan must demonstrate significant involvement of industry and other business partners in terms of budget and effort.

iv.   Projects are expected to put forward a high quality work plan regarding the selected methodologies and organization of the planned activities. The work plan should consider adequate quality assurance and control procedures regarding the development and release of external project deliverables, as appropriate to each specific type of deliverable (e.g. management reports, research notes, market studies, application or service prototypes, etc.). The proposal should state a set of rules/ procedures to ensure fair protection for the IPR interests of the partners and partners" employees (e.g. conditions/ limitations on the ability of individual consortium partners to freely publish or profit from project results directly covered by other partners" IPR; see chapter 11). The proposal should include conflict resolution procedures/ mechanisms to be invoked if and when necessary. The proposal should include a dissemination plan, ensuring that innovative project contributions are properly disseminated, subject to limitations imposed by the protection of partners" IPR over commercially-sensitive information, as stated at project start in the Consortium Agreement.

7.2.4   Potential Impact

To assess the extent to which the proposed solution may provide a direct benefit to the AAL target base (such as specific groups of end-users, businesses, or stakeholders).

1 Potential impact / Quality of life
  i.   The proposal should target the provision of innovative solutions to specific end-user needs, which will result in improvements in the independence and active participation of older adults in society and hence improve their quality of life either directly or indirectly. This may be achieved for example through more equal access to services, easier participation in communities of interest or increased ability to allow older adults to be direct users of technologies still in their initial market deployment phase. Moreover, the proposal is thus expected to have significant social, ethical as well as economic impact (e.g. through cost effectiveness) and should demonstrate the win/win/win situation for the AAL-target base.
  ii. The proposed activities should ensure adequate respect of the individual end-user's rights, such as self-determined private life, conscious (or consciously delegated) consent and dignity along with any other relevant ethical issues (see chapter 10).
  iii. The proposal should demonstrate that the necessary actions are identified for taking into account relevant national and European rules and regulations concerning ethical issues (e.g. data protection).

2 Potential impact / Market development
  i.   The proposal should target an attractive and high potential market in Europe and beyond. It should provide evidence of having the capability to foster ensuing market availability of products and systems as well as associated services at project completion time. In particular, the proposed activities should be targeted towards bringing new products, solutions or service concepts to the market within max. 2 to 3 years after the project end.
  ii. A business case for the proposed solution should be outlined in the proposal. This outline should include a market analysis identifying the target group, the active competition, the unique selling proposition as well as a strategy for market entry (see chapter 13). The proposal should also state which resources are available to put this strategy into practice. In addition, further business analysis activities should be planned throughout the project period to support the realization of the identified economic opportunities.
  iii. The project should contribute to the creation of a European market through the development of open interfaces and interoperability, applying the relevant standards, norms and regulations in the European framework. The project should take into account the wider innovation context such as outlined by the pilot European Innovation Partnership on Active and Healthy Ageing.

7.3   Scoring, Thresholds and Weights

Project proposals are evaluated by independent European experts and an evaluation panel.
Each criterion will be scored on a 5-point scale (only full points allowed):

5 (Excellent)	Issues under assessment are comprehensively covered.
4 (Good)	Issues under assessment are well covered, with minor suggestions being put forward to enhance the project chances of success.
3 (Acceptable)	Issues under assessment are adequately covered, but the proposal shows weakness in some specific area of the criterion. To enhance the project chances of success may require significant additions or changes to some specific part of the proposal that can realistically be introduced prior to the start of the project.
2 (Defective)	Issues under assessment are sketchily covered and proper evidence of project chances for success is lacking or omitted. Potential for greater chance of successful outcome(s) requires significant major additions or changes.
1 (Failed)	The proposal does not adequately cover the issues under assessment and/or demonstrate that it has met the objectives of the AAL Joint Programme.

Following thresholds and weights will be applied to the criteria:

1. Relevance and innovation	threshold = 3, weight = 1
2. Scientific and technical quality	threshold = 3, weight = 1
3. Quality of the consortium and efficiency of implementation	threshold = 3, weight = 2
4. Potential impact	threshold = 3, weight = 2

Note on Criterion 4: Potential impact is split up in two sub-criteria (i) 4.1 Potential impact / Quality of life and (ii) 4.2 Potential impact / Market development. Each of the two sub-criteria will be scored on a 5-point scale as mentioned above, resulting in weight 2 for the overall criterion.

The decision reached by the panel of experts with regards to the score of a project is final.

8.   The Proposal Submission Tool

8.1 Registering a Proposal

The call page consists of three sections. The first section gives general information about the call, the call topic, and related material like the template for part B. The two remaining sections allow logging into the site (**Error! Reference source not found.**) and registering of a new project proposal (**Error! Reference source not found.**).

- Fig. 3:   Register a project proposal

For registering a project proposal some essential information about the project is needed (**Error! Reference source not found.**). With this required information (marked by the red square behind the field title) a basic **project** structure including one **project partner** (the coordinating organisation) and one **project member** (the project coordinator) is created.

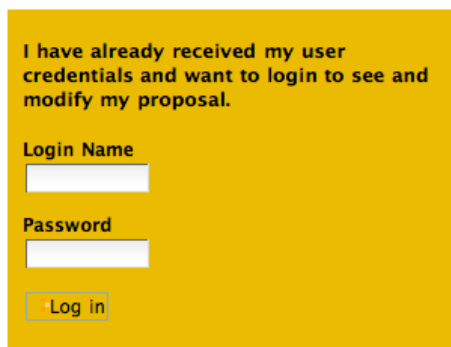- Fig. 4:   Required information for registering a project proposal

After the registration request is submitted, an email is sent to the address of the coordinator. This email contains a one-time link for setting the password of the coordinator, which allows the access to the project proposal. If this link is not accessible through the local email client, it must be copied in full length (!) into the address line of any web browser.

If any problem occurs in this phase, there will be no way for the coordinator to solve it. In this case send a mail to aal-support@vdivde-it.de and mention as many information as you know, which help to identify the proposal (acronym, coordinator name or organisation). Do not forget to supply contact information like email and telephone number!

8.2 Logging into the Proposal

With the above registration procedure a coordinator should be in possession of valid credentials. Directly after this proposal registration he is also the only person able to log into the site. He can register any number of project members and allow accessing the proposal. For

all project members including the coordinator (both will be referenced by project member from here on), the login procedure is done through the call page (**Error! Reference source not found.**). The login requires the user name and a valid password (credentials). **Both are case sensitive!** Upper and lower case letters are different, e.g. the username "Mueller" is different from the username "mueller".

I have already received my user credentials and want to login to see and modify my proposal.

Login Name

Password

Log in

- Fig. 5:   Logging into the site and the project proposal

After a successful login the project member can access his project proposal (**Error! Reference source not found.**). Clicking on the proposal title, which is usually the only available link for a project member, will show the project proposal page.

Proposal	Title	No. countries	Duration	Total costs	Subcontracting	Estimated contribution	Effort
⊘ Project	Project Title	1	0	0.00	0.00	0.00	0.00
1 projects				0.00	0.00	0.00	0.00

- Fig. 6:   Access the project proposal after log-in (click on the proposal name)

8.3 Project Proposal

The project proposal page (**Error! Reference source not found.**) shows in the upper part some information about the proposal state and missing information (see 8.7 Project Member), below this some general project information (title, abstract, etc.) and at the bottom the project consortium. In the edit mode of this page (see 8.5 View and Edit Mode) the coordinator can modify any project information including uploading of part B, add partner to or remove partner from the proposal, allow partner to modify their "own" information and print the available proposal data (**Error! Reference source not found.**).
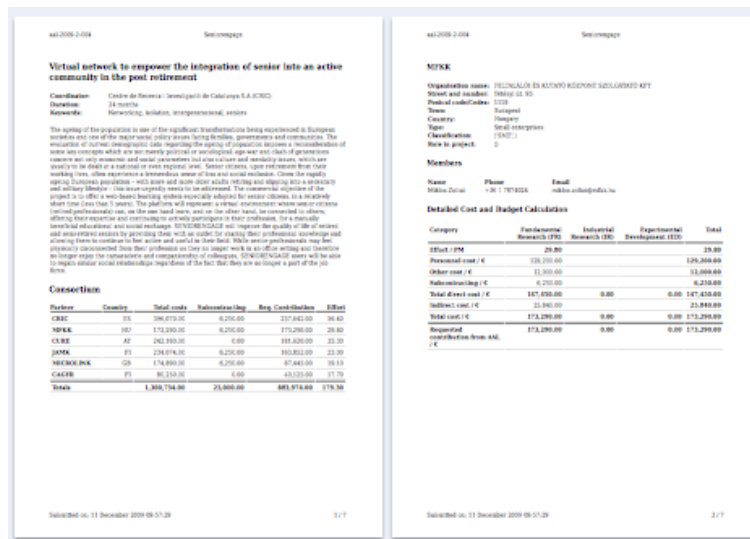
- Fig. 7:   Printing the project overview

Initially, there is only very little information available on the project. The missing information is marked by a red dot. Modification of any project data is possible in the edit mode. In the edit mode the coordinator can select the option to allow the other project partners to edit the information of their organisation (disabled in **Error! Reference source not found.** below the consortium headline, enabled in **Error! Reference source not found.**).

- Fig. 8:   Basic project proposal data

- Fig. 9:   The minimum project consortium table

8.4 Adding or Removing Project Partners

Only the coordinator is able to add partners to the project or to remove them from the project. To add a project partner simply press the link with the plus sign and enter at least the acronym and the country of this partner. Please note that the acronym cannot be changed. The only way to change the acronym of a partner is to delete him and add a new partner.

- Fig. 10:   The project consortium table

A partner can be removed from the consortium by clicking on the red cross in the line of the partner to be deleted. After a safety question this partner will be deleted permanently from the consortium and all his data will be deleted. Please note that the coordinator can never be deleted from the consortium.

8.5 View and Edit Mode

Normally, all pages are displayed in the view mode. Although no data can be changed in the view mode links and some actions (e.g. printing) may be accessible. Depending on the rights a user has on a certain page, he/she may switch into the edit mode (**Error! Reference source not found.**). Whenever a frame with the view and edit tabs is displayed around the content area this is a signal that the current user has the right to edit this page.
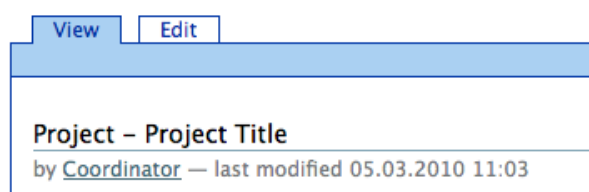
- Fig. 11:   Switching between view and edit mode

8.6 Project Partner

Project partners are the basic element of an AAL project. A number of information regarding the project partner (**Error! Reference source not found.**) is required.

Organisation

Company is a project co-ordinator.

Acronym	✓	Company
Organisation name	⊘	The legal name of the partner is required.
Street and number	⊘	The street is required where the partner is located.
Postal code / Cedex	⊘	The postcode of the partner is required.
Town	⊘	The town of the partner is required.
Country	⊘	Please select a country The country of the partner is required.
Type	✓	
Classification	⊘	Please select a statistical classification for your organisation.
Role in project		

- Fig. 12: **Basic project partner information**

Two properties of a project partner are needed for the calculation of the actual funding of a project partner. The first is the country, since only countries participating in the specific call appear in the selection box of this field. If a country is not on the list, any partner coming from this missing country is not eligible for funding in the AAL JP at all.

Category	Fundamental Research (FR)	Industrial Research (IR)	Experimental Development (ED)	Total
Effort / PM				0.00
Personnel cost / €				0.00
Other cost / €				0.00
Subcontracting / €				0.00
Total direct cost / €	0.00	0.00	0.00	0.00
Indirect cost / €				0.00
Max. Ind. Costs (20% of direct) / €	0.00	0.00	0.00	0.00
Total cost / €	0.00	0.00	0.00	0.00
Requested contribution from AAL / €	0.00	0.00	0.00	0.00

Category	Cost	Total
Effort / PM		0.00
Personnel cost / €		0.00
Travel / €		0.00
Subcontracting / €		0.00
Office expenses an equipment / €		0.00
Dissemination		0.00
Other cost / €		0.00
Total cost / €	0.00	0.00
Requested contribution from AAL / €	0.00	0.00

- Fig. 13: Examples of different ways of calculating the actual funding for a project partner

After a country is selected for a project partner, the type field shows all eligible types of organisations in this country and in this call. After selecting the type, a table (**Error! Reference source not found.**) will appear in which the project partner's cost can be entered. This table automatically calculates the correct funding for this partners organisation type using the country specific rules. The requested contribution of all projects partners will be added and shown in the project overview.

NOTE! The first row in this table is used to enter the effort, not costs. (PM=Person Months)

8.7 Project Member

Project members are users who may access the proposal site and the contents of the project. A project member is always a part of a project partner. The coordinator is automatically part of the coordinating organisation. Any number of project members can be kept in the project proposal. Project members are also subject of the on-line data checking facility (Fig. 14).

Organisation Members

Any number of member may be added to this organisation. Each member will be able to modify all data related to the organisation if the co-ordinator enabled this feature for the project.

✦ Add a member to the project partner

✅ 👤 John Smith   john.smith@smithsonian.tv   📱 +99 123 456 78 90   ⤻ reset password   ✖ Remove member

- Fig. 14:   Project members are part of a project partner

Project members can be added in the project partner view by just clicking on the "add member" link. If a member is added to a partner, the system will automatically send an email to the email address of the member with all necessary login information and a one-time link for setting the initial password. A member can also be removed very easily using the "remove member" button.

It is very common that members will "forget" their password. The "reset password" button will send an email to the member's address with a one-time link allowing to select a new password. Until the member clicks on this link the old password remains in effect.

Depending on the choice of the coordinator project members will be able to add more project members to their organisation and to modify all data of their organisation. There are some rules about the member rights:

- All members of a project partner have the same rights within the project.
- The coordinator can add and remove members for any project partner.
- Only a member of the coordinators organisation is able to enter the first member of any other partner.
- A project member (except those of the coordinating organisation) can add and remove members only in his organisation.
- No member can remove himself.

8.8 Checking Data On-line and Help

A project proposal can be saved as often as the coordinator likes (or in case any project member allowed doing so). This means that the project proposal can be developed online in a collaborative process. In the view mode the website displays a list of missing information on the top of every project page (**Error! Reference source not found.**). In addition to checking the availability of information, there are certain eligibility criteria, which are additionally checked. This process is called plausibility checking.

You can not submit this proposal   ❶ Submission of the proposal requires certain eligibility criteria to be fulfilled.

❶ **Project**
  – At least partners from 3 different countries (additional partners do not qualify) are required in the proposal.
  – The abstract must have a minimum length of 100 and a maximum length of 2000 characters.
  – At least 3 partners (additional partners do not qualify) are required in the proposal.
  – Some keywords (technology, application, ...) describing your proposal are required.
  – At least one user organisation is required in the proposal.
  – At least one business partner is required in the proposal.
  – The duration must be between 12 and 36 months.
  – At least one small or medium enterprise (SME) is required the proposal.
  – Please upload a PDF file with the description of the project. The size must be between 15 and 35 pages.
❶ **Company**
  – The town of the partner is required.
  – No project cost given for the partner.
  – Please select a statistical classification for your organisation.
  – The country of the partner is required.
  – The street is required where the partner is located.
  – The legal name of the partner is required.
  – The postcode of the partner is required.
  – No contribution from AAL requested for the partner.
❶ **Coordinator**
  – The phone number of the project member is required (must have a minimum of 1 and a maximum of 100 characters).

- Fig. 15:   Information needed to complete the proposal information
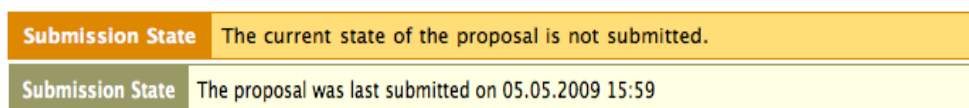
8.9 Submission of the Proposal

The coordinator or any project member of the coordination organisation is allowed to submit a project proposal. To be submitted, a proposal must be plausible. Only if both conditions are met (coordinator and plausibility), the submission box containing the submit button is shown (**Error! Reference source not found.**).
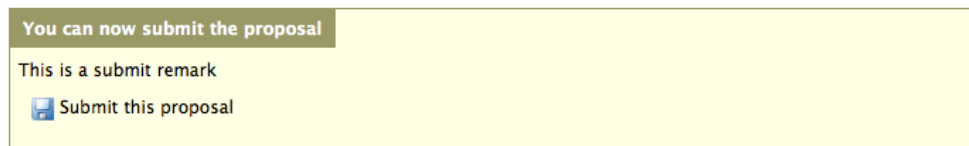
-     Fig. 16:   The submission box

On submission all project proposal information is time-stamped and copied into a proposal archive on the web site. After it has been successfully archived, all project members are notified via email about the submission of the proposal.

Even after a submission the proposal can be further modified before the deadline. Any modification automatically changes the proposal state to "not submitted" (**Error! Reference source not found.**). The project proposal can be submitted as often as the coordinator wishes to do so. Any modification of information is ignored in the following evaluation process until it is submitted again.

-     Fig. 17:   Proposal submission state

A project proposal will be considered for further processing only if it was submitted (time-stamped) before the call specific deadline. If the project proposal was submitted several times the latest version will be used.

Any complaints about wrong processing, submission, misinterpretation shall be sent to call@aal-europe.eu.

9.   Potential Benefits

9.1 Contribution from end-users

The primary aim of the AAL Joint Programme is to foster solutions that meet end-user needs. It is important to recognise the contributions that technology and service advancements can make to quality of life of older adults. However, even more importantly, it must be recognised that end-users should be the drivers in the development and practical application of these advancements. Industry stands to gain clear benefits and generate a "***market pull***" by engaging end-users. A synergistic relationship between industry, service businesses, research institutions

and end-users will ensure that products/services reflect user needs and wishes. This will then translate into products/services that are reliable, acceptable, useful, adaptable and marketable. The AAL Joint Programme deems active end-user involvement to be an essential component of activities from the outset and throughout the life of the project (i.e. from planning all the way to implementation, execution and follow-up).

9.2 Commercial benefits

A partly affluent market exists and continues to grow as a result of European demographics, so business opportunities are increasing. In AAL Joint Programme, all projects are expected to investigate the commercial aspects of the solutions being developed through business cases, value network analysis and financial considerations. Business cases should focus on customer-driven approach, where the older adult (primary end-user) has a central role in defining, selecting and using the product, service or system. If self-paying older adult or their network is addressed, the consumers´ willingness to pay has to be taken into consideration. In solutions that require larger investment, the possible financing models (fully or partially), by third parties e.g. by insurance or housing companies should be considered. In such cases, these parties have to be involved in the business development activities. Adaptation to local markets requires scalability of the solutions across Europe and beyond with necessary modularity and flexibility to the cultural, social, economic and legislative differences between countries and regions.

9.3 Socio-economic benefits

Innovations for older adults can have significant impact not only on the individual level, but also on societal level. Solutions aimed at helping people to maintain independence in their everyday environment and a high level of intellectual engagement as they get older, will support active, healthy and independent ageing and thus improve the quality of life of older adults. Involving research on socio-economic impact can be an important factor in generating evidence on effectiveness of the developed solutions. The evidence is needed especially when an investment or reimbursement policy of the public sector is needed in order to bring the solutions to the market.

10. Guideline for Ethical Considerations in AAL Projects

In AAL projects, ethical considerations apply 1) to the process of implementing the project, and 2) to the solutions targeted as results of the project. Both dimensions must be handled in ways that are ethically valid and acceptable to the end-users and to society in general. This means that ethical issues must be addressed from the concept phase to test installations, related to user involvement during the project and when the solution is tested and eventually launched in the market.

In addition to national requirements regarding ethical issues involved in R&D, the AAL JP require proposals to document their procedures and principles for handling ethical issues related to process and product (final solution), see part B template.

The nature of AAL projects will raise a broad range of ethical concerns as:
▪ the technology involved is often new and unfamiliar to the end-users,
▪ vital aspects of the solutions will not be transparent to the end-users and other stakeholders because of a high degree of complexity.

This may involve ethical issues such as:
○ privacy
○ control of personal data
○ confidentiality
○ autonomy and dignity.

Solutions developed must be trusted, accessible and accepted by all designated user groups.

Ethics in the context of AAL projects is fundamentally about what a project can and shall do for the benefit of those defined as the end-users of that particular project. Ethical issues may also be raised regarding the relationships and social networks of the involved (or future) end-users. New AAL solutions might bring about new allocation of resources and responsibilities and thus have an impact that goes beyond the quality of life of primary end-users.

In the conduct of an AAL project, ethical issues concern *inter alia* the correct recruitment and involvement of end-users. Whenever end-users are involved in projects, informed consent is a standard procedure. All end-users who participate in an AAL project, through interviews, observations and/or testing of prototypes, should know what they are signing up for and how they can withdraw from the project at any time. Transparency is the keyword.

An informed-consent form which guarantees transparency should cover the following issues:
▪ a description of the project and its aims (accessible with respect to language and content),
▪ a specification of the role(s) of different end-users in the project,
▪ self-determination of the end-users (must be able to turn off systems or services at their own discretion),
▪ compensation provided to the primary end-users (expenses or fees paid, etc.),
▪ contact person in the project (for ethical issues and related questions),
▪ exit rights for individual end-users (procedure for withdrawal from the project at any time, without giving a reason and without incurring costs or penalties).

10.1 Special concerns

When designing the involvement of primary end-users in a project, it should be taken into account that end-users may become accustomed to the special attention and services they receive during the project. When people become deeply involved, termination of the project may create problems. Provisions for dealing with such issues are necessary in order to avoid distress and negative reactions among end-users at the end of the project. In short, the involvement of end-users in projects requires ethical awareness and respect for their dignity and right to self-determination all through the project.
Other important ethical issues concern the information and data management. In most cases, this will be covered by existing legislation and directives (national and EU) on privacy and data protection. The relevant security and privacy rules regarding storage and transmission of personally identifiable information have to be respected. Data have to be made anonymous,

codified and stored in a secure place guaranteeing access only to authorized persons. All collection of data and other interventions in the projects should follow the principles of proportionality and purposefulness, i.e. restricted to what is necessary to meet the aims of the project.

On a macro level distributive ethics are very important in the AAL field. Distributive ethics are about issues of justice, equality of access, choice etc. Proposals must demonstrate the ethical quality of the proposed solution as an element in the life of older people in a socially sustainable society.

The handling of ethical issues in the Ambient Assisted Living Joint Programme is dependent on the national rules of the involved partners in a project that is to be funded. In some countries, projects have to get a positive statement or permission by ethical committees before they can start working. In other countries, national partners responsible for the involvement of end-users will have to submit the final draft of the informed consent for assessment. Medical devices need to be approved according to the appropriate regulations. Please consult with your National Contact Point what requirements are applicable to your proposal.

In the part B template of Call 5 you will find the following ethics declaration table:

Ethics declaration required by proposals in the AAL Joint Programme	Described on page
How is the issue of informed consent handled?	
What procedures does the proposal have to preserve the dignity, autonomy and values (human and professional) of the end-users?	
If the proposal includes informal carers (e.g. relatives, friends or volunteers) in the project or in the planned service-model - what procedures exist for dealing with ethical issues in this relationship?	
If the proposal includes technology-enabled concepts for confidential communication between the older adult and informal and formal carers, service providers and authorities – what procedures are planned for safeguarding the right to privacy, self-determination and other ethical issues in this communication?	
What "exit" strategy for the end-users involved in the project does the proposal have (in terms of end-users leaving the project during its implementation and after the project's end)?	
How are the ethical dimensions of the solution targeted in the proposal taken into account? (Brief description of distributive ethics, sustainability et.al.)	

11. IPR Provisions under the AAL Joint Programme

The Ambient Assisted Living Joint Programme (AAL JP) is a new joint research and development (R&D) funding activity by 23 European Member States and Associated States, with financial support of the European Community based on article 185 of the EC treaty. The most important activity under the AAL JP is the publication and evaluation of Calls for Proposals.

The financial contribution of the European Community resulted from a co-decision procedure, during which the EC (*COM(2007) 329 final: Proposal for a DECISION OF THE EUROPEAN*

PARLIAMENT AND OF THE COUNCIL on the participation by the Community in a research and development programme aimed at enhancing the quality of life of older people through the use of new Information and Communication Technologies (ICT), undertaken by several Member States (14 June 2007) proposed the terms of its participation, to which the Council and the European Parliament gave their approval.

The proposal for the co-decision procedure includes the following condition for this financial contribution to the AAL JP:

Article 2: The Community financial contribution shall be conditional upon:

(h) formulation of provisions governing the intellectual property rights stemming from the activities carried out under the AAL Joint Programme and the implementation and coordination of the research and development programmes and activities undertaken at national level by the participating Member States, Israel, Norway and Switzerland in such a way that they aim at promoting the creation of such knowledge and at supporting wide use and dissemination of the knowledge created.

AAL JP provisions adopted by the AAL Executive Board 21 July 2008 take account of this article 2 of this co-decision.

11.1 Provisions governing the intellectual property rights under the AAL JP

1. The AAL Joint Programme supports the IPR regime on the basis of Regulation No. 1906/2006 (*The AAL Joint Programme follows the IPR regime on the basis of Regulation No. 1906/2006, which establishes the rules for participation in the FP7 (Chapter III, articles 39 to 51, hereinafter "Rules for Participation").the general European FP7 IPR rules and general principles on IPR according to legal text*), which establishes the rules for participation in the FP7 (Chapter III, articles 39 to 51).

2. Taking into account the time-to-market perspective of two to three years after the end of an AAL project, all AAL projects recommended for funding must submit a signed Consortium Agreement (CA) to the National Funding Agencies. The agencies also must approve the CA. The signed CA must clearly indicate the reference (Consortium Agreement of the project "X") on every page.

3. The CA must be in effect at the official start of the project, but it is not required to conclude it at the time of the proposal submission.

4. The AAL Association leaves it to the project consortia to draft a CA ("freedom of contract").

5. The Consortium Agreement should state a set of rules/procedures to ensure fair protection for the IPR interests of the partners and partners‟ employees (e.g.: conditions/ limitations on the ability of individual consortium partners to freely publish or profit from project results directly covered by other partners‟ IPR). The consortium agreement should include conflict resolution procedures/ mechanisms to be invoked if and when necessary.

6. The AAL Association does not recommend any specific service or model agreement. The IPR Helpdesk, an EC funded consultancy service on Intellectual Property Rights, provides example models for consortium agreements on its website http://www.ipr-helpdesk.org.

7. For any problem with the IPR orientations laid out above, the AAL President as a legal representative of the AAL Association shall be contacted by AAL project partners via the email President@aal-europe.eu).

12. Framework for "End-user Involvement" under the AAL Joint Programme

End-use involvement is a mandatory and essential part of all collaborative projects funded under the AAL Joint Programme. When developing new solutions for older adults as the primary end-users, specific questions and challenges related to user involvement need to be addressed:

- Who are the relevant end-users in this proposal (primary, secondary and tertiary)? Are there different groups of end-users who should be involved (maybe at different stages of the project)?
- Who are stakeholders and what are their roles? (Who will use the solution, who will pay for it, who will decide or regulate, purchase and use it? – Answers to these questions will also assist in development of the business plan.)
- What is the purpose of end-use involvement in the project?
- What methodology will be adopted? How will the needs and wishes of the relevant end-user groups be expressed and integrated at different stages of the project (e.g. how will input from end-users be collected, documented, analysed and used in the development process)?
- What is the time and work plan for end-use involvement?
- How will privacy concerns, dignity and other relevant ethical issues be dealt with? (Is there specific national legislation or other requirements that will be applied to this project?)
- If primary end-users include persons with reduced cognitive capabilities, how will they be involved and their dignity and privacy respected? Who will represent them and protect their interests if they cannot do it themselves?
- How will the innovation potential of the end-users be explored and mobilized (creating an innovation culture where the design of new solutions is done with and for older adults).

In AAL Joint Programme, end-user involvement is assessed by evaluating and reviewing the methodology and the representation of end-users in different phases of the innovation process.

1) In exploratory and creative phases of the innovation process, the needs and wishes of the end-users serve as input to the development of new solutions and design of the business case.
2) In development phases, the end-users provide the feedback loops validating and verifying the progress of the development work.
3) In business case development, end-users provide input about customer behaviour and attitude, purchasing processes, regulatory and other decision-making. End-users are also crucial for validating the customer appreciation and valuation of the solution, willingness to use it and willingness to pay for it (price sensitivity).

13. Framework for "Business Case Development" under the AAL Joint Programme

The AAL Joint Programme aims at launching research, development and innovation activities that can bring new products, solutions or service concepts to the market within about 2 to 3

years after the project end. The close-to-market nature of the programme means that proposing suitable business cases for the developed solutions must be an essential part of the projects.

Business case development should be approached in a systematic manner, utilizing a suitable conceptualization framework and involving different actors of the value network (end-users, payers, delivery partners, service providers, integrators). In the domain of the AAL Joint Programme, "business case development" is not to be interpreted relevant only in activities involving enterprises and business partners, but whenever the objective is to create economic, social or other forms of value with new solutions. This means that in the AAL Joint Programme, activities of non-profit and public sector organizations also must include business case development aspects.

The business case should embody the 'win/win/win' concept and illustrate significant benefits for (1) end-users, (2) society (3) as well as for companies.

In the AAL Joint Programme, business case development is assessed by evaluating and reviewing the definition of the target group and its value network, the active competition, the unique selling proposition as well as a strategy for market entry. Equally, the resources (including the financial resources) available to put this strategy into practice will be assessed.

Proposals are expected to include only the <u>outline</u> of the business case. Development of the full business case and model is an integral part of the project. The business case outline should convince that the proposed product/solution has the opportunity to succeed on the market and should answer the following indicative questions:

Product:
- What product/service will you offer?
- What main problem(s) does the product/service solve or what benefits does it provide to the customer?
- Who are your competetitors?
- What is the added value of the product/service versus that of **competitors and/or existing solutions on the market (unique selling proposition)**?

Target group:
- Who will buy the product/service (target group)?
- Who are the different stakeholders in the value network and how are they connected?
- How will the product be sold?
  - Who will provide products/ services?
  - Who will pay for the product/service?
- Quantification of the market (the <u>answer is optional at submission stage</u>):
  - What is the estimation of the cost of manufacturing?
  - What is the estimation of the size of the market?

Consortium Resources:

- Which **consortium members** are involved in the customer value proposition?
- What are the roles of different partners in the market implementation of the product/service?
- Do partners have **market experience**/position?

- How will partners, especially business, draw benefit from the project results?
- What/which external stakeholder(s) will be necessary for the proposed product/solution to succeed on the market? (e.g. manufacturing, investments, designer, service provider, etc.)
- What are the market risks and barriers?
- What is the estimated cost to enter the market with the developed product/service and how will this be financed?

PART II: AFTER SUBMISSION OF PROPOSAL

14. Project Selection and Reconfiguration Process

14.1 Selection of Projects for Funding

Guided by the outcome of the evaluation process, the final selection of projects for funding will be made using the following principles:
- Maximizing the total quality of the project portfolio of the Call
- Optimizing the usage of the available funding of the Call
- Ensuring sufficient thematic spread and avoiding directly overlapping projects to be funded in AAL Joint Programme
- Ensuring participation of project partners from as many AAL Partner States participating in the Call as possible

Phase 1 of project selection ends with a list of projects, which after approval of the AAL General Assembly, are invited to start the clarification and negotiation phase with their national funding agency (Batch 1 of projects).

14.2 Reconfiguration of Consortia

After the completion of phase 1 of the project selection, additional project proposals that have been assessed to be of good quality by the evaluation process will be invited to restructure their consortia. Restructuring may take place with the following boundary conditions:
- Invitation for restructuring will take place only when availability of national funding is the limiting factor
- Restructuring is possible only in cases where changes affect less than 50% of the total effort (person months) of the original proposal
- Restructuring cannot lead to changing of the project coordinator
- Restructuring can take effect either through non-funded participation of the partner or through finding a replacement partner from an AAL Partner state that still has funds available. This can be combined with redistribution of tasks between the remaining partners of the consortium.

Projects that are invited to resubmit their proposal with a restructured consortium have to meet the eligibility criteria of the Call. They may be subject to a re-evaluation by independent European expert(s), in order to ensure their quality. The selection of the projects to be funded among the resubmitted proposals will be guided by the outcome of the evaluation process and the availability of national budgets. After the approval of AAL Executive Board, additional projects are invited to start the clarification and negotiation phase with their national funding agency (Batch 2 of projects)

Note! If at any point of the project selection phase or the clarification and negotiation phase a project partner withdraws from the project, is ineligible or not able to fulfill its commitment as stated in the proposal and this affects more than 20% of the total effort (in person months) of the original proposal, the project proposal is <u>irrevocably disqualified</u> without the opportunity of restructuring. Furthermore, if at any point, the project coordinator withdraws from the project, is ineligible or not able to fulfill its commitment as stated in the proposal, the project proposal is <u>irrevocably disqualified</u> without the opportunity of restructuring. In any case, a restructuring of the consortium can lead to a re-evaluation of the proposal.

15. Clarification and Negotiation Process at National Level

The negotiation process starts with a notification of the CMU to the coordinators of a project that the project partners will be invited by their NFA to proceed to the clarification and negotiation phase.

During the negotiation process, the national partners have to fulfil administrative requirements as imposed by the national funding rules. Contractual relations will only exist between the project partners and their national funding authorities. No agreement is closed between the AAL JP and a funded consortium. The EC contribution is transferred through the NFA/NCP.

Grant agreements (or equivalents) under the AAL JP are directly closed between the national funding organisations and the funded project partners. Certain requirements for the central AAL programme level shall be annexed to the national grant agreements, e.g. the duties concerning AAL progress reporting, central level review meetings, publication of project details, and participation at events.

The intended "time to contract" is 3-6 months.

16. Negotiation Process at Project Level

Certain issues have to be resolved at a central or project level and cannot be negotiated on the partner level:
- Project start and duration
- Consortium agreement
- Description of work

These project issues are negotiated between the project coordinator and the NFA/NCP of the project coordinators country. This NFA/NCP is referred to as a **lead NFA/NCP** and this lead NFA/NCP will assist the project coordinator and inform the CMU about the outcome of the negotiation.

16.1 Project Start and Duration

As the negotiation of the grant agreement is done for every project partner independently of any other partner, the start and duration of funding will most certainly be different for many project partners. The project coordinator – being assisted by the lead NFA/NCP – will have the

duty to identify a common start date and duration on the project level. This decision influences the schedule for the reporting cycle of the project.

This information should be included in the Consortium Agreement and the first page of the Description of Work of the project.

16.2 Consortium Agreement (CA)

The legal basis of the AAL JP requests a signed consortium agreement being closed between all project partners before the start date of a project. The CA must include provisions regarding intellectual property rights. Help can be obtained from the IPR Helpdesk (www.ipr-helpdesk.org).

The coordinator will send the consortium agreement to the lead NFA/NCP. The Consortium Agreement is the only legal agreement on the level of the whole consortium.

16.3 Description of Work or Project Work Programme

The Description of Work (DoW) is made on the basis of Part B, which is the technical project description at the time of the proposal submission. The DoW is an updated version of this document to incorporate information as resulting from the negotiation process.

The DoW is the basis for the central progress reporting. It must indicate clear dates for project deliverables and milestones and assign clear responsibilities to them. The project coordinator submits the DoW one month after the start date of the project to the lead NCP.

The Project Coordinator sends to the Lead NCP the electronic copies of the following consortium documents: signed grant/funding agreements, Consortium Agreement, Financial Plan and Description of Work. These documents should be at first agreed by the lead NCP, if applicable.

16.4 Changes in the Project

The coordinator must communicate all major changes in the project as they happen to the lead NFA/NCP. Major changes must be approved by AAL Association. Major changes in the project include:

- Changes in the global objectives of the project
- Changes in the composition of the consortium
- Changes in duration of the project
- Changes in the resources

The CMU and the NFA/NCP need to verify whether the project is still eligible as an AAL project. All changes will be documented and archived in the project files at the CMU.

Other changes such as the change of the coordinating person, address, etc. can be communicated to the CMU by e-mail by the project coordinator, with a copy to the lead NCP.

17. Guidelines for National Grant Agreements

The described requirements of the AAL Association for the national grant agreements are based on the legal framework of the AAL Joint Programme and the AAL Association. If they are already fulfilled by the national grant agreements, no changes are necessary. If not, an amendment to the national grant agreement should be signed in order to fulfil the missing requirements.

(1) Following this communication and on the basis of the list of selected proposals approved by the AAL Association General Assembly, the beneficiaries shall present the full proposals of their projects to their national funding authority within 30 calendar days.

(2) The national funding authority of the coordinator of the joint project shall organise the coordination and negotiation process in the collaborative project, and ensure that a valid consortium agreement is agreed and signed by all partners. For all such obligations the national funding authority of the coordinator shall receive appropriate support from the project coordinator and the other participating national funding agencies.

(3) Following the completion of this coordination and negotiation process, the national funding authorities engaged in a collaborative project **shall establish grant agreements** with participants in the collaborative project. These grant agreements shall be established in accordance with national rules within 60 calendar days after the presentation of the full proposal. Verification of the eligibility of costs and keeping to the EC State Aid Rules for R&D projects are essential. Any substantial changes in the project during the negotiation process, such as changes of the composition of the consortium, changes of the main objectives of the project, substantial reductions or increases of the budget of the project have to be reported to the AAL Association for approval before signing the grant agreements. The same shall apply if such changes occur during the implementation of the projects.

(4) **Grant agreements shall also contain all necessary information reporting and control obligations comprised in this agreement** *[see further below].* The national funding authority shall also ensure that the funding of the project is in accordance with the funding rates set out in the General Agreement, including its Annex, and in the annual agreement between the AAL Association and the Commission and with national funding rules.

(5) **The project beneficiary shall provide a declaration, that double funding from a national or community source has not and will not be provided.**

(6) In case of failure of the negotiation and grant agreement process the national funding authorities shall report to the AAL Association within 60 calendar days after the presentation of the full proposal.

(7) **All grant agreements of a collaborative trans-national project shall enter into force the calendar day after signature of all partner project agreements.** Signings shall take place within 60 days after the presentation of the full proposal.

(8) The **project coordinator** shall submit to his national funding authority within 14 calendar days after the completion of the grant agreements
- A description of the collaborative project work programme in particular of all activities and actions necessary to fulfil the objectives stipulated in the grant agreements,
- Copy of all grant agreements,
- The consortium agreement,
- The financing plan of the project.

After approval the national funding authority of the project coordinator shall communicate the results of its examination to the AAL Association within 21 calendar days after signing the grant agreements. National funding authorities shall provide access to the grant agreements and all related documents on request of the AAL Association or any organisation listed in Part 7.

(9) The **grant agreement shall include an obligation of the beneficiary to acknowledge the funding received from the European Community and to display the European logo in an appropriate way.**

(10) The **grant agreement shall also include** an obligation of the beneficiary to provide all necessary information and documents on request to the AAL Association for the publication of project information according to the General Agreement between the AAL Association and the European Commission, and to accept that the AAL Association and the Commission are entitled to publish the information referred tin in Articles 34.4 and 34.5 of the General Agreement.

(11) If a national funding authority does not operate with grant agreements, the regulations referring to grant agreements refer also to the national equivalents of grant agreements.

(12) List of information, reporting and control obligations:
1. Information deliverables
    1.1. Consortium Agreement
    1.2. Project work programme, including financial planning
    1.3. Changes in the project
        - Changes in the global objectives of the project
        - Changes in the composition of the consortium
        - Changes in the duration of the project
        - Changes in the resources, especially changes in the planned budget
2. Reporting requirements
    2.1. Annual progress and final report (template available on the AAL web-site)
    2.2. Midterm review report
3. Control requirements
    3.1. Balance of the past year before the project starts for commercial companies, or equivalent (e.g. financial closing report) for other organisations
    3.2. The obligation of beneficiaries to report an imminent insolvency or a major change in ownership or organisational structure

18. Payment of National and EC Contribution

After the signature of the grant agreement between the NFA and the project partners and the signature of the consortium agreement, the payment to the beneficiaries will be done by the NFA/NCP according to the national regulations. These payments include both the national and the EC contribution.

19. Reporting and Monitoring of Projects

Besides the national obligations for project reporting (which concerns the single partners within a project), few efforts are requested from the central AAL programme level to assess the progress of the projects. The framework for consortia level reports and reviews is:
- Annual progress and financial report
- Mid-term review of the project (physical review)
- A final report about achievements and financial data (remote review)

20. Roles of Project Partners and AAL Management Unit

This section gives an overview on the responsibilities and duties of the parties involved in a project.

20.1 The Project Coordinator
- Acts as the official interface between the AAL JP and the consortium partners
- Communicates all information to and from the consortium to the lead NFA/NCP and the CMU
- Is responsible for central annual and final reporting duties of the project
- Is responsible for organising of mid-term review meeting
- Updates project work plan whenever required and submits the result to the lead NFA/NCP and the CMU
- Presents project progress at AAL events (on request)

20.2 Project Partner
- Fulfils all duties as requested by the project coordinator and the NFA/NCP
- Informs the NFA/NCP and the project coordinator on any project relevant changes
- Participates in project mid-term review meetings
- Participates in AAL events

20.3 Lead NCP
- Acts as the official interface between the negotiated project and the CMU
- Communicates to and from the NFA involved in the specific project
- Receives updated work plans whenever required
- Support the CMU in the coordination of the central project mid-term review meeting
- Provides all relevant project data to the central information systems

20.4 NCP of Project Partner
- Fulfils all duties as requested by the lead NFA/NCP
- Administers the national activities and financials with the national project partner
- Harmonises national with the central administrative reporting requirements
- Provides actual financial and legal project data for the project partner to the CMU
- Attend, when possible, project mid-term review meetings

20.5 CMU

- Supervises the processes and collects project information for the AAL central level
- Provide a templates for annual and final central level project reporting
- Transfers the EC contribution to the NFA/NCP for further distribution to the project partners
- Generates and analyses statistical information
- Organise with NFA/NCP the central mid-term review meeting

ANNEX

21. National Eligibility Criteria

Country	**AUSTRIA**
National funding authority	Federal Ministry for Transport, Innovation and Technology, http://www.bmvit.gv.at
National programme management agency	Austrian Research Promotion Agency Sensengasse 1 A - 1090 Vienna http://www.ffg.at
National Contact Person	Dr Gerda Geyer, Tel:+43(0)5 7755 -4205, gerda.geyer@ffg.at
Eligible organisations and funding quota	The following legal entities are eligible for funding • enterprises: industrial and commercial organizations (especially SMEs) and institutions of the social and health care sector including non profit oriented institutions (so called "Daseinsvorsorger") • research organisations (universities and other non-profit research institutions) • associations (including organizations representing older adults and their relatives, etc.) • public bodies (federal countries, municipalities) (öffentliche Bedarfsträger);

	Small Enterprise	Medium Enterprise	Large Enterprise
Coop. Research project / integration of technologies	60 %	50 %	40 %
Coop. Project / innovative services and applications	35 %	25 %	15 %

Maximum funding rates / experimental development:

The funding rates of research institutions and universities amount to 75%. "Daseinsvorsorger" (see above) are treated as enterprises.

Organisations excluded from funding	Companies that are in danger of insolvency cannot be funded (please find more information below). Entities that are part of the Austrian federal administration are excluded from funding.
Information on funding conditions	The national rules on eligible costs for Austrian participants are available from the FFG webpage at www.ffg.at/kostenleitfaden. Universities can claim max. 20% overhead costs as an additional charge to the personnel costs. Eligibility criteria: Austria requires the fulfilment of the following Eligibility Criteria for Austrian participants and verifies them by means of an eligibility pre-check): • submission of a complete Form C for Austrian Organisations; • for companies, commercial register number and the balance sheets of the last three years; • The financial viability and business soundness is verified by means of an internal check - companies that are in danger of insolvency cannot be funded. Participation rules and other documents of the Programme benefit can be retrieved from http://www.ffg.at/benefit

Country	BELGIUM
National funding authority	IWT, agentschap voor Innovatie door Wetenschap en Technologie http://www.iwt.be
National programme management agency	IWT, agentschap voor Innovatie door Wetenschap en Technologie http://www.iwt.be
National Contact Persons	Alain Thielemans; Tel.: +32 (0)2 432 42 00 ; aal@iwt.be
Eligible organisations and funding quota	Companies established in the Flemish region, with a sustainable activity in this region, based upon a sound business model are eligible to apply for funding. They have not received public funding for the same activities. Research centres with the legitimate status of Strategic Research Centre (SOC) in the Flemish region. Strategic Research Centres (SOC) are eligible for funding only if the consortium includes a Flemish company. Flemish public and non-public universities and academic organisations, research organisations, higher and secondary education organisations can participate to projects as foreseen in the regulation for "O&O-bedrijfsprojecten". Other institutions, e.g. hospitals and/or user organisations, may be funded for the activities necessary for the success of the project. All applicants should demonstrate their viability and financial soundness regarding their own contribution to the project and the implementation of the results. The basic funding rate is 15% (development) or 40% (research), augmented with 10% for international cooperation and 10% as AAL fits within the Flanders policy. SME"s get additionally 10% and very small enterprises (less than1 50 employees, 10M€ turn over) get an additional 20%. The maximum total funding rate is 60%. This results in - support for development: Enterprise: 35%, SME: 45% and Small Enterprise: 55% - support for research: 60%. The support of Strategic Research Centre contributions is determined by a specific project related agreement. The total funding will be between 50% and 100%. National funding to be confirmed by the Strategic Research Centre involved.

	Flemish public and non-public universities and academic organisations, research organisations, higher and secondary education organisations can only participate to projects as foreseen in the regulation for "IWT O&O-bedrijfsprojecten". The application will only be eligible if every Flemish partner has submitted a signed letter of intent.
Organisations excluded from funding	Organisations established in the Brussels or Walloon region, without a sustainable activity in Flanders.
Information on funding conditions	Participation rules and other documents of the "IWT O&O-bedrijfsprojecten" can be retrieved from http://www.iwt.be/subsidies/oeno-bedrijfsproject The support of Strategic Research Centre contributions is determined by a specific project related agreement.

Country	DENMARK
National funding authority	Danish Agency for Science, Technology and Innovation (DASTI), www.fi.dk
National programme management agency	Danish Agency for Science, Technology and Innovation (DASTI), www.fi.dk
National Contact Persons	Senior consultant Lisbet Elming Phone +45 7231 8252, lel@fi.dk Danish Agency for Science, Technology and Innovation (DASTI), www.fi.dk
Eligible organisations and funding quota	75 % of eligible costs for universities and other public knowledge institutions, such as GTS institutes, and for public user organisations at national, regional and local levels. 50 % of eligible costs for small and medium-sized enterprises (SMEs) and private user organisations. Participants must prove their involvement in the project and ensure that they can finance their own financial contribution. It is a condition for funding that at least 1 Danish SME participates in the project. The range of eligible costs comprises personnel (for universities and SMEs, based on an hourly rate of DKK 600), travel, subcontracting, office expenses & equipment (max. DKK 40,000 per participant), dissemination and other project costs (to be specified).
Organisations excluded from funding	Large companies can participate in a project but are excluded from funding.
Information on funding conditions	Detailed funding rules for Danish AAL participants, including further specification of eligible costs, are published on www.fi.dk. You are welcome to contact the Danish AAL contact person.

Country	FRANCE
National funding authority	Agence Nationale de la Recherche (ANR) http://www.agence-nationale-recherche.fr/ and Caisse Nationale de Solidarité pour l'Autonomie (CNSA) http://www.cnsa.fr/
National programme management agency	Agence Nationale de la Recherche (ANR)
National Contact Persons	Dr. Stéphanie Toetsch stephanie.toetsch@agencerecherche.fr +33 1 78 09 80 20
Eligible organisations and funding quota	Applicants from public research institutes such as EPST, EPIC, universities, hospitals, etc… or from private bodies such as large enterprises or SMEs, private associations etc… are all eligible to apply. **Special conditions of eligibility:** 1- At least one French industrial or end-user association needs to participate. 2- Public research institutions are eligible for funding, only if a French industrial or end-user association is also involved. 3- Except special circumstances, for all French partners as a whole, the non-permanent manpower (in person.month) resulting in ANR funding should not exceed 50% of the total manpower involved (permanent + non-permanent). For funding quotas <table><tr><td>**Category**</td><td>**Maximum funding**</td></tr><tr><td>Public research institute</td><td>100% of marginal cost</td></tr><tr><td>Large enterprise</td><td>30% of total cost</td></tr><tr><td>SME</td><td>45% of total cost</td></tr><tr><td>Private End-user association</td><td>50% of total cost</td></tr></table>
Organisations excluded from funding	N/A
Information on funding conditions	**To be provided with the call launch**

Country	GERMANY
National funding authority	Bundesministerium für Bildung und Forschung (BMBF) / Federal Ministry of Education and Research http://www.bmbf.de/de/5701.php
National programme management agency	VDI/VDE Innovation + Technik GmbH, http://www.vdivde-it.de Projektträger des BMBF / Programme managing agency under mandate of the BMBF Framework Programme „ICT 2020" („Förderprogramm „IKT 2020 - Forschung für Innovationen", Schwerpunkt Mikrosystemtechnik"): http://www.mstonline.de/foerderung
National Contact Persons	Dr. Hartmut Strese; Tel.: +49.30.310078.204; hartmut.strese@vdivde-it.de Axel Sigmund, Tel.: +49.30.310078.280; axel.sigmund@vdivde-it.de
Eligible organisations and funding quota	German public and non-public universities and academic organisations, research organisations, higher and secondary education establishments as well as industrial and commercial organisations (especially SME) are eligible to apply for funding. Other institutions, e.g. hospitals and/or user organisations, may be funded if they proof their involvement in RTD activities of the project. **Public research organizations** are eligible for funding **only** if the consortium **includes a German business partner**. The funding quota is **50 %** for applied research and **25 %** for service provider and user organisations. Euro-SME may get a bonus of **15 %**. A bonus of **10 %** may be granted, if at least two independent companies are involved in the project. All organisations have to **ensure** that they can finance their **own financial contribution, i. e. the difference up to 100 %**. Research institutions have to finance it on their own or may get the difference from project partners, especially German business partners.
Organisations excluded from funding	In principle all national **organisations** can be funded. Only single persons cannot get grants.
Information on funding conditions	Website that shows national eligibility criteria and funding conditions: http://www.mstonline.de/foerderung/dokumente and http://www.kp.dlr.de/profi/easy/formular.html

Country	IRELAND
National funding authority	Enterprise Ireland
National programme management agency	Enterprise Ireland
National Contact Persons	Ciarán Duffy, ciaran.duffy@enterprise-ireland.com, +353 1 7272760
Eligible organisations and funding quota	Budget (total for the participating agencies) AAL up to €0.5million net (As we are reimbursed approx 40%, our commitment involves contracts up to €0.8million). National Funding Rates AAL (Approximate – depends on Commission) Large companies 30% SMEs 50% Colleges 100% Eligibility conditions for AAL Higher Education Institutions and companies that are eligible to receive funding from Enterprise Ireland, IDA Ireland or Shannon Development may participate. Companies should be able to satisfy the relevant national funding agency that they have the potential to derive a benefit proportionate to the national funding being sought, through the exploitation of the results of the research or otherwise. Higher Education Institutions will be eligible only if; (i) there is also at least one Irish based company that meets the national eligibility criteria in the consortium, and (ii) the national funding agencies are satisfied that there will be a benefit, proportionate to the funding being sought, for an Irish based company or companies that the agencies are satisfied to support.
Organisations excluded from funding	User(/representative) organisations. Early stage companies
Information on funding conditions	www.enterprise-ireland.com

Country	ISRAEL
National funding authority	Office of Chief Scientist (OCS), Ministry of Industry, Trade and Labor: http://www.moit.gov.il/CmsTamat/Rsrc/MadaanEnglish/MadaanEnglish.html
National programme management agency	ISERD- Israel-Europe R&D Directorate for the EU FP: http://www.iserd.org.il Israeli project partners are administered under the OCS participation to the AAL Joint Programme.
National Contact Persons	Ms. Hadas Daar, hadas@iserd.org.il , +972-3-5118123 Mr. Aviv Zeevi, aviv@iserd.org.il , +972-3-5118121
Eligible organisations and funding quota	Organizations registered in Israel. The eligible organizations include and are limited to small and medium sized enterprises, and large enterprises. Academic and research institutes are not eligible. The range of eligible costs comprises personnel, other project costs (e.g. travel, materials, meetings), subcontract (to be specified) and indirect costs (synonym to overhead costs). For any other type of costs, please contact the indicated contact person up front. The total funding for an Israeli partner will be in the range of 20% to 50% of the eligible costs. For each collaborative project consortia with Israeli partners, there must be at least 1 Israeli enterprise partner with proven capability to exploit the project results in its business internationally. Financial stability and a proven co-funding ability are required.
Organisations excluded from funding	Academic and research institutes are not eligible.
Information on funding conditions	Funding rules and other documents of the OCS funding can be retrieved: http://www.moit.gov.il/CmsTamat/Rsrc/MadaanEnglish/MadaanEnglish.html The law, including funding levels: http://www.moital.gov.il/NR/exeres/9F263279-B1F7-4E42-828A-4B84160F7684.htm General terms and conditions for enterprises: http://www.moital.gov.il/NR/exeres/C4A8C9EC-7BDF-431D-AEC5-5CBB57D839FC.htm

Country	ITALY
National funding authority	Ministero dell'Istruzione dell'Università e della Ricerca - MIUR
National programme management agency	Italian partners are administered under the FAR (Fondo Agevolazioni della Ricerca) rules – MIUR DM 593/2000 http://www.istruzione.it/web/ricerca/ricerca-internazionale/art169/aal
National Contact Persons	Dr. Luigi Lombardi ; Tel. +39 06 9772 6469; luigi.lombardi@miur.it
Eligible organisations and funding quota	Industrial companies, Universities and research organisation according to the DM 593/2000 of MIUR Funding quota - 50% eligible costs of research activities and 25% eligible costs of experimental development activities.
Organisations excluded from funding	All organisations not described as eligible in the DM 593/2000
Information on funding conditions	http://www.istruzione.it/web/ricerca/ricerca-internazionale/art169/aal

Country	**LUXEMBOURG** (public institutions)
National funding authority	National Research Fund (http://www.fnr.lu/en/Grants-Activities/International-Cooperation/Ambient-Assisted-Living-AAL)
National programme management agency	FNR for all public institutions in Luxembourg
National Contact Persons	Dr. Ms. Andreea Monnat Fonds National de la Recherche 6, rue Antoine de Saint-Exupéry P.O. Box 1777 L-1017 Luxembourg Tel: +352 261925-53 Fax: +352 261925-35 E-mail: andreea.monnat@fnr.lu http://www.fnr.lu
Eligible organisations and funding quota	Public Research Centres, the Centre d'Etude des Populations, de Pauvreté et de Politiques Socio-économiques, the University, and all other public bodies, departments and institutions authorised to undertake research as well as development and technology transfer activities in Luxembourg are eligible and FNR funds the full cost model (consumables, travel, equipment, Personnel, overhead)
Organisations excluded from funding	All private national institutions and international private and public institutions
Information on funding conditions	http://www.fnr.lu/en/Grants-Activities/International-Cooperation/Ambient-Assisted-Living-AAL

Country	**LUXEMBOURG** (private companies)
National funding authority	Luxinnovation GIE (www.luxinnovation.lu)
National programme management agency	Luxinnovation GIE (www.luxinnovation.lu)
National Contact Persons	Pascal Fabing 7, rue Alcide de Gasperi L – 1615 Luxembourg – Kirchberg Pascal.fabing@luxinnovation.lu + 352 43 62 63 872
Eligible organisations and funding quota	Only private enterprises registered in Luxembourg are eligible for direct funding. Maximum funding rates: Small sized enterprises: 60% Medium sized enterprises: 50% Large enterprise: 40% Enterprises should demonstrate their viability and financial soundness regarding their own contribution to the project and the implementation of the results. An appropriate exploitation of results has to take place in Luxembourg.
Organisations excluded from funding	The National Research Fund (www.fnr.lu) is the funding agency for research organizations.
Information on funding conditions	Website that shows national eligibility criteria and funding conditions: http://www.innovation.public.lu/fr/financer-projets/rd-entreprise/projets-programmes-rd/index.html

Country	NETHERLANDS
National funding authority	The Ministry of Health, Welfare and Sports www.minvws.nl
National programme management & project funding agency	ZonMw, the Netherlands Organization for Health Research & Development www.zonmw.nl/aal
National Contact Persons	Geja Langerveld, langerveld@zonmw.nl, +31 (0)70 349 5158
Eligible organisations and funding quota	**The maximum Dutch contribution per project is € 1 Mio** Any type of Dutch organization/company is eligible for funding if it can contribute to the objectives of the 5th AAL call. Financial viability and business soundness of Dutch enterprises and organizations will be verified. The following funding rates will be applied to different types of organizations, who are <u>not</u> engaging in 'economic activities':

Type of organization	Max. funding rate
Organizations of primary end users (organizations of older people, consumers, patients etc.)	90%
Other organizations (universities, research institutes, knowledge centres, care organizations, welfare organizations etc.)	75%

In case of **enterprises**[4] the funding rates for Experimental Development will be applied according to the EC state aid rules for R&D&I. The funding rate depends on the size of the enterprise and takes into consideration the international cooperation in AAL projects:

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[4] *Enterprises are defined as undertakings which are legal persons engaging in economic activities. According to settled EU case law an economic activity is "any activity consisting in offering goods and services on a given market". This <u>can</u> apply also to research organizations, care providers etc.*
Finally, it is the responsibility of the proposing organizations to assess if the activities for the AAL project are subject to the EC state aid rules.

	Type/size of enterprise	Max. funding rate
	Large enterprise	40%
	SME[5] / Medium sized enterprise	50%
	SME / Small enterprise	60%
Organisations excluded from funding	N.A.	
Information on funding conditions	ZonMw will work with one grant-receiving Dutch organization per project (the 'NL coordinator'). If there are more than one Dutch partners in an AAL consortium, one of the partners will serve as 'NL coordinator'. More information about the ZonMw grant conditions can be retrieved from the ZonMw website http://www.zonmw.nl/aal. – Subsidievoorwaarden ZonMw (januari 2009) – Toelichting subsidiering AAL projecten call 5	

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[5] EU - definition SME 2003

Categorie	Headcount	Turnover	or	Balance sheet total
Mediiumsized	<250	$\leq$ € 50 mln.		$\leq$ € 43 mln
Small	< 50	$\leq$ € 10 mln.		$\leq$ € 10 mln
Micro	< 10	$\leq$ € 2 mln		$\leq$ € 2 mln

Country	**NORWAY**
National Funding Authority	The Research Council of Norway, http://www.forskningsradet.no
National Programme	Norwegian AAL project participation will be administered under the IT Funk Programme: http://www.forskningsradet.no/itfunk (Information in English at http://www.itfunk.org/docs/english.html)
National AAL Contact Persons	o Maja Arnestad; Tel.: 47 22444023 / 47 92217212 ; maja.arnestad@arnestad.no Coordinator, IT Funk programme, Research Council of Norway o Tron Espeli; Tel.: + 47 2203 7313 ; tron.espeli@forskningsradet.no Senior adviser, Research Council of Norway
Eligible Institutions	Universities and higher education institutions, public research organisations, companies (commercial enterprises - especially SMEs) and public service organisations established in Norway with AAL relevant activities are eligible to apply for funding. Other types of Norwegian institutions with AAL relevant activities may participate as subcontractors for eligible Norwegian participants.
Eligibility criteria and funding rules*	General eligibility criteria and conditions for project funding from the Research Council of Norway (RCN) will apply (i.e. the recipient must be a registered legal entity, demonstrate financial viability, and provide transparency as to funding requested or received from other sources). Eligible costs will be according to general criteria and guidelines for project funding from RCN, in particular guidelines for User-driven innovation projects (BIP) as well as specific guidelines for the IT Funk programme. Further details can be obtained from the AAL Contact Persons (Norwegian National Contact Point, NCP). Potential participants in AAL proposals should contact the Norwegian NCP as early as possible. Partners in AAL proposals submitted without prior contact with the NCP will not be eligible for national funding from Norway. Funding rates* will normally not exceed 50% of total costs. Actual funding rates will be decided on a case-by-case basis. If more than one (eligible) Norwegian partner takes part in a project, one partner will have to act as coordinator for all Norwegian participants in the national funding contract. RCN will then make all payments to the national coordinator, who will be responsible for distributing the financial support among the Norwegian participants (on terms stated in the national funding contract) and for the technical and financial reporting.
Further guidance	General participation rules and criteria applied by the IT Funk programme are relevant as guidelines for financial support for Norwegian participants in the AAL programme, see http://www.forskningsradet.no/itfunk (in English at http://www.itfunk.org/docs/english.html)

* Indicated funding rates apply to the total public funding for participants, including the European co-funding.

Country	POLAND
National funding authority	National Centre for Research and Development / Narodowe Centrum Badań i Rozwoju (NCBiR) ul. Nowogrodzka 47a, PL-00-695 Warsaw, POLAND http://www.ncbir.gov.pl
National programme management agency	v.s.
National Contact Persons	Jacek Pardyak, Tel.:+48 515 061 525, E-mail: pardyak@ncbir.pl
Eligible organisations and funding quota	Organisations eligible for funding: - Research entity* (including Higher Education and Research Institution); - Enterprise** The following maximum funding quotas apply:

Type of Organisation Type of Activity	Maximum percentage of costs covered by public funding***			
	Large Enterprise	Medium Enterprise	Small Enterprise	Research entity
Fundamental Research	100%	100%	100%	100%
Industrial Research	65%	75%	80%	100%
Experimental development	40%	50%	60%	100%

National applications can be also submitted by consortia or associations of the entities mentioned above.

* According to the Polish Act of 30 April 2010 on the principles of science financing

** According to the Commission Regulation (EC) No 800/2008 of 6 August 2008 declaring certain categories of aid compatible with the common market in application of Articles 87 and 88 of the Treaty (General block exemption Regulation)

*** Overall public funding consists of the national funding and the European Commission topping up.

Organisations excluded from funding	Entities not listed above.
Information on funding conditions	http://www.ncbir.pl/aal

Country	**PORTUGAL**
National funding authority	Fundação para a Ciência e a Tecnologia (FCT, I.P) http://alfa.fct.mctes.pt/index.phtml.en
National programme management agency	Agência para a Sociedade do Conhecimento (UMIC, I.P) http://www.english.umic.pt/
National Contact Persons	Ana Margarida Correia Almeida Ribeiro Beja margarida.ribeiro@umic.pt +351 211119600
Eligible organisations and funding quota	The following entities having legal authority to enter into contracts may, either individually or jointly, submit proposals for funding of R&D projects : a. Higher Education Institutions, their institutes and R&D centres; b. Associate Laboratories; c. State Laboratories; d. Private non-profit institutions whose main objective is to carry out S&T activities; e. Companies, provided they participate in projects headed by public or private non-profit R&D institutions; f. Other public and private non-profit institutions which carry out or participate in scientific research activities. Funding is 100%, except for Companies, the funding of which can not exceed the limit of 50% of the total cost of their participation. During the execution of the project the Companies should present to FCT, the documents related to the total expenses made, either financed by FCT or by themselves.
Information on funding conditions	20.6 Regulations governing access to funding for scientific research and technological development projects — 2010 are available in http://alfa.fct.mctes.pt/apoios/projectos/regulamento.phtml.en

Country	ROMANIA
National funding authority	Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) Romania / Unitatea Executiva pentru Finantarea Invatamantului Superior, a Cercetarii, Dezvoltarii si Inovarii (UEFISCDI) / **http://uefiscdi.gov.ro/**
National programme management agency	The National Plan for Research, Development and Innovation 2007-2013, PNII, Partnerships Program http://www.uefiscdi.gov.ro/articole/2691/PARTNERSHIPS-Programme-Joint-Applied-Research-Projects-2011-call.html; http://www.uefiscdi.gov.ro/articole/2626/Program-PARTENERIATE_Proiecte-colaborative-de-cercetare-aplicativa_Competitia-2011.html;
National Contact Persons	Dr. ing. Ioana FAGARASAN, Tel: +40 21 302 38 81; Fax: +40 21 311 59 92 E-mail: ioana.fagarasan@uefiscdi.ro Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) Romania, Str. Mendeleev Nr. 21-25, etaj 4, cam. 413, Sector 1, 010362 Bucuresti, Romania
Eligible organisations and funding quota	The following legal entities are eligible for funding: • *Enterprises:* industrial and commercial organizations (especially SME's) and institutions form social and health care and ICT sector including non-profit oriented institutions • *Research organizations* (universities, research institutes) • *Associations* (including organizations representing elderly people and their relatives, interest groups, etc.) • *Public bodies.* The legal entities that don't have research and development activities in their activity object, cannot participate in this AAL projects. The maximum funding rates for Romanian Enterprises according to the specific type of activity, are:

RDI activities	Category of activity	Enterptise		
		Large	**Medium**	**Small**
Fundamental research	A.1	100%		
Industrial research	A.2	65%	75%	80%
Experimental development	A.3	40%	50%	60%
Technical of feasibility studies (industrial research)	B.1	65%	75%	
Technical of feasibility studies (experimental development)	B.2	40%	50%	
Protecting of industrial property rights (fundamental research)	C.1	-	100%	
Protecting of industrial property rights (industrial research)	C.2	-	60%	70%
Protection of Industrial property rights (experimental development)	C.3	-	35%	45%

	All organisations have to ensure that they can finance their own financial contribution. Eligibility criteria for the Romanian Applicants are the following: - The applicant does not have a seizure on its accounts; the applicant has not made false declarations concerning the information required by the National Funding Agency - UEFISCDI; the applicant has not broken the terms of a different contract signed previously with the National Funding Agency – UEFISCDI - The doctoral status of the Romanian team leader for the Romanian partners that are universities or research organizations must be PhD. - The Romanian team leader must be employee of the Romanian partner (the contract must cover at least the duration of the project or it exists an agreement of the host institution for the employment of the leader, at least, for the duration of the contract). A person cannot submit more than one project proposal in the same competition as leader of the Romanian team. - It is forbidden to submit a proposal which seeks to fund activities which had already obtained funding from the other sources The host institution agrees to ensure the necessary administrative support, to provide access to all necessary infrastructures, to support the implementation of the project in good conditions and to employ the members of the Romanian team, in respect of all legal provisions in force, if the project is selected for funding. Categories of eligible expenses are according to GD 134/2011: -Personnel expenses -Logistics (capital expenditures, materials, subcontracting): capital expenditures may not exceed 30% of its funding from the public budget; costs of services (subcontracting) performed by third parties cannot exceed 25% of funding from the public budget -Travel expenses cannot exceed 15% of funding from public budget - Overhead (indirect costs) is calculated as a percentage of direct costs: staff costs, logistics costs (excluding capital costs) and travel expenses. Overhead costs will not exceed 20% of direct costs. During the project the fund can be redirected between the following budget categories: personnel expenses, logistics and travel expenses, up to 15% of the total project budget.
Organisations excluded from funding	-
Information on funding conditions	More informations on funding conditions: http://www.uefiscdi.gov.ro/articole/2626/Program-PARTENERIATE_Proiecte-colaborative-de-cercetare-aplicativa_Competitia-2011.html; http://www.uefiscdi.gov.ro/Public/cat/689/AAL.html

Country	SLOVENIA
National funding authority	Ministrstvo za infrastrukturo in prostor
National programme management agency	State the programme managing agency, if different from 1), website indication voluntarily
National Contact Persons	Simona Kralj Zatler +386 (0) 1 400 33 07 simona.kralj-zatler@gov.si (GA) Alenka Tepina +386 (0) 400 32 45, alenka.tepina@gov.si (NCP)
Eligible organisations and funding quota	**Percentage of cost covered by public funding** (Overall public fundfing consist of National and EC funding) *Type of organisations* Small and Micro Enterprises: Industrial Research 80%, Experimental development 60% Medium Enterprises: Industrial Research 75%, Experimental development 50% Large Enterprises: Industrial Research 65%, Experimental development 40% Public Universities and Public Research Organisations: Industrial Research 90%, Experimental development 90% **For "end – users" funding rates will be:** Primary end-user (only for single individual): 100% Secondary end – user (only for NON – PROFIT organizations): 90% Tertiary end – user (only for NON – PROFIT organizations): 50%
Organisations excluded from funding	Please mention all national *organisations that are excluded from funding*.
Information on funding conditions	http://www.mvzt.gov.si/

Partner State	SPAIN (ISCIII)
AAL Funding Organisation	• National Institute of Health Carlos III - Instituto de Salud Carlos III www.isciii.es
Initial Funding Commitment*	• Spanish national funds: 2.4 M € • 11-15 Spanish project partners are tentatively pre-envisaged to be granted
Cap Spanish National Funding per Grant Awarded by ISCIII (including overheads)	• Up to 250,000 € if the Spanish applicant in this "AAL" call-5 (2012) is the consortium coordinator • Up to 100,000 € if the Spanish applicant in this "AAL" call-5 (2012) is not the consortium coordinator
National Programme	The Strategic Action for Health Research (= *Acción estratégica en Salud ["AES"]* of the National R&D&I National Plan of Spain.

AAL National Contact Persons	• Mr. **Ignacio Baanante;** Tel: +34 91 82 22576; email: ibaanante@isciii.es
	   SG. de Evaluación y Fomento de la Investigación - Instituto de Salud Carlos III
	• Mr. **Juan E. Riese**, PhD, MBA; Tel: +34 91 82 22181; email: jriese@isciii.es
	   Oficina de Proyectos Europeos - SG de Programas Internacionales de Investigación y Relaciones Institucionales
	   Instituto de Salud Carlos III
	   Monforte de Lemos, 5. E-28029 Madrid – Spain

Eligibility of a Project Partner as a Beneficiary Institution	**Public R&D centres:** • Hospitals, other health care and public health settings as well as other public organisations with a health care mission. [Any of them within the National Health System that manages Research through a Foundation (according to the Act 50/ 2002, of December 26th) must also present the foundation's statutes] • A CIBER (= Biomedical Research Center in network with legal personality) • Universities • Research Performance Organizations recognized as such according to the Act 13/1986, of April 14th, as well as the other ones hold by Public Administrations. **Private R&D centres, non for profit:** • Hospitals or other health care settings, as well as other private organisations with a health care mission and with own legal personality and proof of capacity or activity in relation to R&D actions [They must submit their statutes in which it must be stated a mission and aims in relation to a capacity and activities in R&D actions on a non for profit basis] • Universities **GENERAL REMARK:** Proposals with more than one partner (research team) from the same beneficiary institution will be rejected

Ineligibility Partners	Those not stated above
Eligibility of a Core Research Team Member:	• Each researcher of an AAL transnational project consortium can only be a research team member of one alive AAL project in 2013. • Compatibility regarding to alive projects or parallel applications within the R+D+I National Plan of Spain, European Union or international frameworks, is subjected to the specification stated in the corresponding calls for proposals. Further over submission of any Spanish project partner as applicant within other transnational project consortium will be rejected after, according to the date and time of reception of the respective application in the corresponding call secretariat • Private R&D centres must present a proof of the legal link between it as a project consortium Spanish partner and every respective researcher included as research team • Each researcher of the core research team (other than the Principal Investigator) must have a job contract with or a fellowship with the Spanish applicant institution or a documented relationship in case of CIBER, lasting until the end of the project or beyond • The Principal Investigator (PI) must be a senior researcher having a job contract with the Spanish applicant institution or an official relationship of adscription to a CIBER, lasting until the end of the granted project or beyond

Ineligibility of a Core Research Team Member:	• Excluded personnel as Principal Investigator:
	    • Those after graduate on training as Health Specialist
	    • Those on research training (e.g. PhD students, or on contracts "Rio Hortega")
	    • Research personnel contracted by a RETICS or a CONSOLIDER
	    • Those on post-doctoral improving training (e.g. contracts "Sara Borrel" or contracts "Juan de la Cierva")

Eligibility of Projects	• 3 year transnational projects (no other duration allowed) with 3 or more eligible project consortium partners (the consortium must include industrial, SME and end users project partners, other than the ones placed in Spain eligible for being awarded with a grant by ISCIII) and from at least 3 different AAL call 2012 funding partner states • Translational projects are encouraged • **GENERAL REMARK**: A researcher can only be involved in one submitted proposal. Additional proposals after the first submitted proposal will be rejected
Eligibility of Costs, Types and their Caps	• Expenses can only be committed and invoices charged with dates within the time the Spanish grant is alive Eligible costs: • [Small] Equipment (up to 40,000.00 € of the Spanish funds per project Spanish partner grant) • Consumables • Commissions [Subcontracts]: up to 50% of the Spanish funds per project Spanish partner grant • Travel and allowance just only for the partner research team members, if for presenting results (with a maximum cap of 10,000.00 €) and for field studies and coordination

	• Hiring full-time or part-time technical manpower up to three years (other than core research team members, excluded: Students or fellowships). Prefixed bulk cost (salary + taxes + social security, etc.) per annual full-time contract: 　• Technical expert, higher degree:　27,550.00 € 　• Technical expert, medium degree:　22,800.00 € 　• Technical expert, FP II:　　　　19,000.00 € • Overheads (ex officio): up to + 21% of the Spanish national funds over the approved grant
Funding Delivery by ISCIII, requirements	• To the beneficiary AAL transnational project consortium partner placed in Spain 　• Every year pre-financing, after report of scientific progress and justification of expenses charged to this one and previous grant pre-financing, checks and assessments 　• European Community funds may be delivered in advance at the same time the Spanish ones or less likely after their reception in the ISCIII as AAL funding body following to the justification of corresponding Spanish ones´ delivery
Grant Awarded by ISCIII: decision and Requirements	• ISCIII may be unable to award with a grant for a partner placed in Spain of a successfully assessed AAL transnational project, if the final decision of the all concerned consortium partners´ grants is taken after September 28th, 2012, and the administrative documents required for funding have not been provided to ISCIII before October 19th, 2012 • Just in this case, it may be applied as appropriate the provisions referring to transnational projects with partners with unavailability of funds due the corresponding AAL funding body partner's funds are exhausted • If the AAL transnational project after awarded does not start or after starting is cancelled, the grant awarded by ISCIII also stops and the remaining funds must be returned, except ISCIII´s permission for continuation concerning the Spanish national funds and within the boundaries of such permission.
Spanish Funding Optimization	• Awarded AAL Project partners from CIBER will only receive the grant as complementary funding for the AAL project partner´s budget; CIBER funds coming from the grant annually awarded by ISCIII to the relevant CIBER may be devoted to the awarded AAL project partner´s budget • ISCIII shall preferably fund institutions with a health mission (e.g. University hospitals or other hospitals and other health care settings) while MINETUR shall generally fund Enterprises and Technological Centres. Nevertheless, ISCIII and MINETUR as AAL funding bodies may distribute between both of them partners placed in Spain of centrally successfully assessed "AAL" transnational project consortia in order to optimize the respective initial Spanish national budget commitment and within the boundaries of the respective eligibility of beneficiary institutions as partners, research team members, types of costs and their caps… 　• Project consortium partners placed in Spain must always meet the applicable eligibility criteria of the designated AAL funding body of Spain 　• Just in case a partner placed in Spain's refusal after such a distribution between ISCIII and MINETUR as AAL funding bodies, it shall be applied to the concerned AAL transnational project consortium the provisions referring to partner's withdrawal, as appropriate

Further Guidance, for ISCIII	The Strategic Action for Health Research (= *Acción Estratégica en Salud ["AES"] annual call)*
	• Participation guidelines and rules are published in the corresponding issue of the Official Gazette of Spain (="Boletín Oficial del Estado")
	• http://aes.isciii.es
	Legal frame [mandatory to fulfil as other applicable legal requirements, as appropriate]:
	• Act 14/2011 of 1st of June 2011 on Science, Technology and Innovation
	• Act 14/2007 of July 3rd, 2007, of Biomedical Research
	• Organic Act 3/2007, of March 22nd, for Effective equality of Men and Women [of Spain]
	• Act 40/2002, of December 26th, on Foundations
	• Act 30/1992, 26 November 1992, on the Legal System of the Public Administrations and Common Administrative Procedure
	• Act 30/2007 of 30th October, for Public Sector Contracts
	• Annual General Budget Acts
	• General Act 47/2007, of November 26, for Budgeting
	• General Act 38/2003, of November 17th, 2007, of Grants. Among other issues:
	    • to be up to date in payments of taxes and social security contributions: This requirements must be fulfilled before paying.
	    • Legal requirements to obtain the beneficiary status of collaborative institution: according to articles 12, 13.2, 15 and 16
	    • Subcontracting: according to articles 29.2 and 29.7.
	    • Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01)

* The indicated funding is still subject to a national decision process.

Country	SPAIN (MINETUR)
National funding authority	Ministerio de Industria, Energía y Turismo (MINETUR) Secretaría de Estado de Telecomunicaciones y para la Sociedad de la Información http://www.minetur.es/ProgramaAAL/
National programme management agency	Ministerio de Industria, Energía y Turismo (MINETUR) Secretaría de Estado de Telecomunicaciones y para la Sociedad de la Información http://www.minetur.es/ProgramaAAL/
National Contact Persons	Miguel Sánchez Domínguez Tel. 0034913462799; msanchezdo@minetur.es

Eligible organisations and funding quota	• **Type/nature of participants:**
	   ▪ **Enterprises**
	   ▪ **User organisations and other service providers**
	   ▪ **Research organisations**
	   ▪ **Groups and Associations of the above mentioned Institutions**
	
	• Eligible research organisations will not include: Public Universities (ruled by the *Ley 6/2001, 21 diciembre de Universidades*). Public Universities will be able to participate just as subcontractors.
	
	NOTE: MINETUR will fund all the entities from successful projects that choose MINETUR as Financial Agency (not ISCIII) and that can be classified as one of the types that are eligible, always taken into account the budgetary limitations.
	For R&D projects, the following maximum aid intensities will apply:
	
	<table><tr><td>Type</td><td colspan="3">Maximum aid intensities</td></tr><tr><td></td><td>Large Organisations</td><td>Medium-sized Organisations</td><td>Small Organisations</td></tr><tr><td>Experimental Development Project</td><td>**40%** of the eligible cost of the project</td><td>**50%** of the eligible cost of the project</td><td>**60%** of the eligible cost of the project</td></tr></table>

	Eligible costs MINETUR will consider as eligible costs the ones according to the Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01) and the *Subprograma Avanza Competitividad* from *Plan Avanza*. You can find the list of eligible costs (as well as the rules referred to subcontracting) at: http://www.minetur.gob.es/PortalAyudas/programaAAL/Normativa/Paginas/Convocatorias.aspx The national audit will be done according to the rules established in the *Ley General de Subvenciones* and the *Real Decreto 887/2006*. All the documentation referred to this is allocated in AAL web: http://www.minetur.gob.es/PortalAyudas/programaAAL/justificacion/Paginas/index.aspx ***Administrative criteria (to be provided with the proposal)*** • Name, e-mail address and telephone number of a contact person of all the Spanish organizations that participate in the project. ***Legal criteria*** It will be also mandatory to fulfil other applicable legal requirements ruled in the following legal texts (regarding procedures, etc.): • Community Framework for State Aid for Research and Development and Innovation (2006/C 323/01) • *Ley 38/2003, de 17 noviembre, General de Subvenciones* • *Real Decreto 887/2006, de 21 julio (Reglamento de la Ley General de Subvenciones)* • *Ley 30/1992, 26 noviembre, de Administraciones Públicas y Procedimiento Administrativo Común*
Organisations excluded from funding	• Public Universities (ruled by the *Ley 6/2001, 21 diciembre, de Universidades*). Public Universities will be able to participate just as subcontractors. • Local, regional and central public administrations. They can participate as end users but without funding from MINETUR
Information on funding conditions	Website that shows national eligibility criteria and funding conditions: http://www.minetur.es/ProgramaAAL/

Country	SWEDEN
National funding authority	Swedish Governmental Agency for Innovationsystems (VINNOVA). www.vinnova.se
National programme management agency	http://www.vinnova.se/sv/Verksamhet/Ambient-Assisted-Living
National Contact Persons	Johanna Ulfvarson, Tel +46 8 473 32 18, johanna.ulfvarson@vinnova.se Mårten Jansson, Tel: +46 8 454 64 59, marten.jansson@vinnova.se Johan Lindberg, Tel: + 46 8 454 64 53, johan.lindberg@vinnova.se
Eligible organisations and funding quota	Calls are open for public and private companies of all sizes as well as for universities and research institutes in Sweden fulfilling the following conditions: • Only legal persons are eligible to participate. Natural persons are not allowed. • A participating company is registered in Sweden, as a joint-stock (aktiebolag), with business along with a recognizable record of R&D and industrial/commercial activities in Sweden. • A participating company has a stable financial status and is able to cover its own expenses for the duration of the project. • A participating company is required to provide a credible proof for the positive impacts of the project outcome on the participant's growth and future assets. • A participating academic organization (from university or public research institute) will be considered only if there is at least one eligible Swedish company or at least one Swedish end-user (public or private) participating in the same project consortium.
Organisations excluded from funding	N/A
Information on funding conditions	http://www.vinnova.se/sv/Utlysningar/VINNOVAs-villkor-for-bidrag

Country	SWITZERLAND
National funding authority	Federal Office for Professional Education and Technology OPET http://www.bbt.admin.ch/index.html?lang=en
National programme management agency	Swiss project partners are administered by the division "International Relations, European Cooperation" of the Federal Office for Professional Education and Technology OPET. http://www.bbt.admin.ch/aal
National Contact Persons	Daniel Egloff daniel.egloff@bbt.admin.ch Federal Department of Economic Affairs FDEA Federal Office for Professional Education and Technology OPET International Relations, Section European Cooperation Phone +41 (0)31 322 84 15
Eligible organisations and funding quota	Eligible institutions: • Swiss-based companies • universities • universities of applied sciences • end-user organisations Funding rates: • 50% for SMEs, universities, universities of applied sciences, end-user organisations • 25% for large enterprises All organisations need to ensure that they can finance their own financial contribution (a financial viability check will be carried out by the national agency).
Organisations excluded from funding	Consult the national contact person for details
Information on funding conditions	Eligible costs for funding: • salaries • travel costs for project meetings • consumables • depreciation of equipment (excluding costs for pilot and demonstration installations).

Country	UNITED KINGDOM
National funding authority	Technology Strategy Board www.innovateuk.org [Co-funder for universities: Engineering and Physical Sciences Research Council - www.epsrc.ac.uk]
National programme management agency	See above
National Contact Persons	Graham M Mobbs - European Operations Manager Technology Strategy Board Telephone: +44 (0)7824 599585 e-mail: graham.mobbs@tsb.gov.uk
Eligible organisations and funding quota	*Organisations eligible for funding.* The Technology Strategy Board is providing up to €1.2m funding for UK non-academic partners. EPSRC is providing up to €1.2m funding for UK academic partners. It is **strongly** recommended that all UK participants contact the Technology Strategy Board National Contact Person to check eligibility and technical scope of the project and the scope of the 2012 AAL call. **All projects seeking UK funding must contain at least one UK industrial partner.** If a project contains a UK academic partner (or partners) they must be eligible for funding as per the EPSRC conditions defined in (6). It is also preferred that the UK industrial partners in any project would receive at least 50% of the UK funding – if the proposed project can be shown to merit a different balance this must be discussed and agreed with the National Contact Person in advance. All UK participants must be separate legal entities. The percentages below are based on eligible costs, see the website (link below) for further information.

	Industrial partners
	SME & Large Companies up to 50%
	
	Non-industrial partners
	Local Authorities up to 50% [must have eligible UK industry partner in project]
	NHS Trusts up to 50% [must have eligible UK industry partner in project]
	EPSRC-eligible Universities up to 80% FEC [must have eligible UK industry partner in project]
	Charities and Foundations up to 100% maximum grant €75,000 [must have eligible UK industry partner in project]
	
	The maximum grant limit is €400,000 per UK partner in any single project. No single company or organisation can:
	          receive more than €600,000 from the UK AAL 2012 call budget.
	          be a partner in more than 3 proposals for funding from the UK AAL 2012 budget.
	
	Subcontracting is limited to 20% of the UK partner grant.
	
	The UK budget, including subcontracting, must be spent in the UK,
	
	Companies must have been trading for at least 12 months and VAT registered and provide evidence the company can have the resources and finances to undertake the project.
	
	UK project partners not meeting the published eligibility criteria will be automatically disqualified from participating in any potential project submitted for the AAL 2012 call.

Organisations excluded from funding	Higher Educational Institutes [HEI's] that do not meet the EPSRC funding criteria (see below) are not specifically excluded, but the Technology Strategy Board and EPSRC areunable to fund them. If HEI's that do not meet the EPSRC funding criteria wish to participate they must provide their own funding.
Information on funding conditions	Information on UK eligibility criteria, funding conditions, eligible and ineligible costs is on the website below: www.innovateuk.org/deliveringinnovation/internationalprogramme/ambientassistedliving.ashx Specific accountancy rules apply for Sole Traders & Micro Companies [companies with fewer than 10 employees] – further information can be found using the link above.

	Higher Educational Institutes [HEI's] eligible for EPSRC funding The majority of research must fall within the remit of the **Engineering** Portfolio at EPSRC, and the research must also consider the EPSRC shaping strategy. The full list of research areas that EPSRC supports and the shaping strategies for these can be found here: www.epsrc.ac.uk/ourportfolio/researchareas/Pages/default.aspx For the academic research arm of the project standard EPSRC terms and conditions will apply. The EPSRC Funding Guide sets out the rules for targeted funding for applicants and organisations. Under the existing grant terms and conditions for EPSRC funding, not all Research Council Institutes are eligible. For details of those that are eligible, see: http://www.rcuk.ac.uk/research/Pages/Eligibilityforrcs.aspx