



REPUBLIC OF CYPRUS



EUROPEAN UNION

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CALL FOR PROPOSALS

UNDER THE

**FRAMEWORK PROGRAMME FOR RESEARCH,
TECHNOLOGICAL DEVELOPMENT AND
INNOVATION**

2009-2010

OF THE

RESEARCH PROMOTION FOUNDATION

ACTION

Urban and Built Environment

CALL IDENTIFIER

ΑΕΙΦΟΡΙΑ/ΑΣΤΙ/0311(BIE)

ΔΕΣΜΗ
2009-2010



Research
Promotion
Foundation

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CALL FOR PROPOSALS

The Research Promotion Foundation's (RPF) Board of Directors, at its 15th of February 2011 meeting, decided to announce Calls for Proposals in the context of the «**Framework Programme for Research, Technological Development and Innovation 2009-2010**» (DESMI 2009-2010) which had been approved by the Board of Directors on the 26th of January 2009.

The present Call for Proposals refers to the “**Urban and Built Environment**” Specific Action of the “**Sustainable Development**” Programme. The Call contains information about the specific objectives of the Action, the budget, the eligible expenses categories, the beneficiaries, as well as the procedures for submission, evaluation, negotiation, funding and management of projects.

The present Call for Proposals is part of the “Sustainable Development and Competitiveness 2007-2013” Operational Programme of the European Union's (EU) Structural Funds (SF). The projects are expected to be co-funded by the Structural Funds of the EU, thus the rules defined by the Managing Authority will also be applied.

The Research Promotion Foundation **invites interested institutions, organisations, enterprises and individuals that satisfy the requirements of the Call to submit proposals** for the implementation of high-quality projects and activities in the frame of the objectives and according to the terms, regulations and participation conditions of DESMI 2009-2010.

The English version of the Call, even though is an official translation endorsed by the RPF, is provided for information purposes only. Only the Greek version of the Call is legally binding and shall prevail in the case of any divergence in interpretation.

GENERAL CALL INFORMATION

<u>Operational Programme</u>	: Sustainable Development and Competitiveness 2007-2013
<u>Specific Target</u>	: Strengthening Research, Technological Development, and Facilitating Innovation
<u>Priority Pillar</u>	: I. Strategic and Multithematic Research
<u>Programme</u>	: Sustainable Development
<u>Action</u>	: Urban and Built Environment
<u>Call Identifier</u>	: ΑΕΙΦΟΡΙΑ/ΑΣΤΙ/0311(BIE)
<u>Publication Date</u>	: 14 March 2011
<u>Deadline</u>	: 27 May 2011, until 15:00 local time
<u>Budget</u>	: 310.000 Euro (RPF's maximum funding)
<u>Contact Person</u>	: Katerina Kari (kkari@research.org.cy)

INTRODUCTION

Even though the four main towns of Cyprus do not have the characteristics of large urban centers according to international standards, they do exhibit some of their main features in facing common problems and needs. The main problems are related to the ageing and migration of local inhabitants, noise, the lack of green spaces, traffic congestion, air quality reduction and management of urban waste.

Of major importance to the urban environment of Cyprus is also the sustainable management of coastal areas due to the severe impact of mass tourism activities, sustainable tourism and ecotourism, as well as soil, air and water pollution. Pollution is heavily dependent upon land-use planning practices, uncontrolled consumption and the continuous increase of produced waste.

Cyprus is committed towards the EU regarding the quantity of solid and packaging waste that should be recycled by 2012. Thus, the competent governmental authorities and other non-governmental organisations are encouraging the application of collection, transport and processing systems for solid and packaging waste.

Nevertheless, controlled town planning measures upon land—use practices, especially regarding new housing developments, industrial zones, tourism and other major infrastructure projects, is a vital tool contributing to the sustainable development of the urban environment.

OBJECTIVES

Projects involving Industrial (Applied) Research aim to promote collaboration among research organisations, enterprises, public-benefit organisations and competent authorities, **in order to produce innovative products, services and policies** that will contribute to the sustainable and rational development of the built environment, urban centers, rural communities and infrastructure networks of Cyprus.

In addition, it is expected that research projects will contribute towards the improvement of safety of infrastructures and constructions, development of systems and methodologies for public awareness as well as the development of tools to facilitate the fast and effective decision-making processes, knowledge and information management.

THEMATIC AREAS

Project proposals should be submitted under one of the following Thematic Areas (TA). It is noted that the scientific fields listed hereunder are for reference purposes only and are not binding.

Thematic Area «Sustainable Urban Planning»

- Sustainable urban and regional planning and rational management of resources
- Air, sea and land transportation systems, sustainable transportation and traffic systems and networks
- Built environment and nuisance, environmental noise, air quality
- Landscape analysis - Urban, built and cultural environment
- Forecasting, confrontation and management of natural disasters and earthquake risk in urban areas and the development of innovative methods, systems and processes for communication, public awareness, decision-making for the protection of the built environment.

Thematic Area «Infrastructure and Construction Projects»

- Development of methodologies for the sustainable protection and restoration of the built environment of the cultural heritage of Cyprus
- Resistance and durability of constructions
- Innovative building design (materials and techniques)
- Techniques and methods of construction design and evaluation of the quality of structural materials and building projects
- Organisation and management of buildings and building complexes
- Earthquake safety resistance of buildings and infrastructures, vulnerability and protection of infrastructure networks with emphasis to transportation infrastructures and energy and telecommunications networks

- Ground and the built environment, correlation of ground and topographical physical parameters with foundation and construction types, ground response under static and dynamic conditions

Thematic Area «Urban Waste Management and Recycling»

- Recycling, recovery, reuse of urban waste
- Sewage systems in small communities
- Management, reduction and processing of urban or industrial wastes
- Investigation into the utilization of recycled structural wastes

PROJECT CHARACTERISTICS

Project Activities

The project proposals that will be submitted should involve the implementation of activities of Industrial (Applied) Research.

The description of the eligible activities is presented in Chapter 20 of the DESMI 2009-2010 Work Programme Document.

Project Duration

The project duration may vary between **twelve (12) and twenty four (24) months**.

Project Results

Research projects are expected to develop new knowledge and competences for the development of new products, processes, policies or services or for significant improvements of existing products, methods or services. The timeframe foreseen for their exploitation and/or market introduction should not exceed three (3) years.

CONSORTIUM

The general terms and conditions regarding eligibility for participation and proposal submission, the categories of organisations and individuals and the roles of the participants are described in detail in Chapter 19 of the DESMI 2009-2010 Work Programme Document.

Beneficiaries

The Host Organisation (HO) of a project could be a Research / Academic Organisation (cat. A.1 and A.2) or a Public Benefit Organisation (cat. Γ.1 and Γ.2) located permanently in the areas under the control of the Republic of Cyprus (excluding the UK Sovereign Base Areas).

Partner Organisations (PA) could be Research / Academic Organisations (cat. A.1 and A.2), Enterprises (cat. B.1, B.2, B.3 and B.4) and / or Public Benefit Organisations (cat. Γ.1 and Γ.2) in Cyprus or abroad.

Consortium

The Consortium is composed of organisations and individuals that should be included in each proposal. For the present Call the following rules apply:

- It is compulsory to include at least one (1) PA located permanently in the areas under the control of the Republic of Cyprus, of the following categories: Enterprises (cat. B.1, B.2, B.3 and B.4) or Public Benefit Organisation (cat. Γ.1 and Γ.2).
- Each project proposal may include up to four (4) Partner Organisations.

Conditions for Participation

The general conditions for participation in project proposals are the following:

- Each individual is allowed to participate in two project proposals only under the same Call for Proposals, regardless of the role he/she undertakes in each proposal.
- Each individual can participate in project proposals under one organisation only or as an Independent Researcher, regardless of his/her employment in more than one organisations.
- The participation of organisations and individuals, which/whom the RPF's Board of Directors has decided to exclude from its Programmes, is forbidden.
- Only one Independent Researcher (IR) may be included in each project proposal.
- Key researchers should be included by name in the proposal to enable evaluation of their qualifications and experience. Researchers, who have not been included by name at the proposal stage, should be identified by scientific expertise.

FUNDING – BUDGET

Budget of the Present Call

The total budget of the present Call is **310.000 Euro**.

Funding per Project

The maximum funding per project amounts to **160.000 Euro**.

Method of Funding

The funding will be provided in three (3) installments as follows:

Pre-financing : 35% upon signing of the Project Contract

Interim Payment: Up to 45% upon approval of the Interim Report by the RPF (provided budget implementation is satisfactory)

Final Payment : The remaining of the eligible expenses upon approval of the Final Report

It is possible to specify an alternative allocation of installments during the Negotiation stage.

In addition, if the following are verified for a HO of the private sector:

- (a) Its annual turnover, according to its financial statements of the last two (2) years, is less than half of the first installment receivable (35%) from RPF, or/and
- (b) Its borrowing capacity according to its annual balance-sheet, of the last two (2) years is considered inadequate,

then the HO is required to provide RPF with a bank guarantee covering 25% of the total project funding amount.

Alternatively, if the HO does not wish to provide RPF with a bank guarantee, it will be able to receive 10% of the total RPF funding as the first installment and the interim / final payment will be made according to the eligible expenses of the previous period.

Basic Aid Intensity

The Basic Aid Intensity that a project can receive is calculated **for each participating organisation**, according to Annex I and the provisions of Chapter 21 of the DESMI 2009-2010 Work Programme Document.

Regulations and Conditions of Funding

For the budget distribution the following rules apply:

- All organisations participating in a project proposal are entitled for funding irrespective of their role,
- Organisations and individuals from abroad can receive up to 30% of the RPF's funding but this should not include expenses for "Costs for External Services", "Research Instruments and Equipment Costs" and "Dissemination and Exploitation Costs".
- Enterprises from abroad are not eligible for funding.

- Independent Researchers are only allowed to claim “Personnel Costs” and “Travel Costs” without exceeding 10.000 Euro.
- Expenses for project coordination and management should not exceed 5% of the total project budget.

Eligible Expenses

The eligible expenses (*cf.* DESMI 2009-2010 Work Programme Document) for the present Call are:

Personnel Costs: salaries for researchers and technicians. Personnel costs should conform to the usual practices of each organisation. Personnel of Research and Non-Profit Organisations, whose salaries are drawn directly or indirectly from the governmental budget, are not allowed to receive salaries even if they participate in a project under their personal status or other entity.

Research Instruments and Equipment Costs: costs for the purchase of instruments and equipment. Only depreciation costs corresponding to the duration of the project and the percentage of their usage for the purpose of the project will be deemed eligible. Depreciation costs for existing equipment are not considered as eligible. This category involves two sub-categories:

- “Durable Equipment” (Depreciation Period: 5 years).
- “Computer Hardware and Software” (Depreciation Period: 3 years)

Costs for External Services (up to 10%): expenses for subcontracting costs including consultation fees and other related services.

Dissemination (at least 2%): expenses for dissemination of results to the scientific community and society (publication of articles in technical and scientific journals, organisation of meetings and seminars, etc). At least one dissemination event should be held in Cyprus. It is noted that activities related to product commercialization or the protection of intellectual property rights are not covered.

Travel: travel costs (maximum 5 days per travel) for the purposes of implementation and coordination of the research activity abroad.

Consumables: expenses for consumables that are necessary for project implementation. General office material, printing paper, ink, CDs etc are not included.

Access (up to 10%): expenses for access to a Research Infrastructure abroad for implementation of research activities that are not possible to be implemented in Cyprus.

Overheads (up to 20%): general running expenses stemming from the implementation of the project (e.g. electricity, water, telephone, secretarial support, and accounting costs) and the maintenance of the durable equipment.

Specific Costs: eligible expenses that emerge directly from the project and are not included in the abovementioned categories.

EVALUATION OF PROPOSALS

The procedure involves a Preliminary Check and a Scientific Evaluation in accordance with Chapter 22 of the DESMI 2009-2010 Work Programme Document.

Preliminary Check

The Preliminary Check is carried out by RPF personnel according to the criteria presented in the following table:

Validity of Submission: It is checked whether a proposal (a) is submitted on time and within deadlines and according to the foreseen process of submission, (b) includes all the necessary submission forms, accompanying documents and CD-ROM required.

Forms, Documentation and Text Size: It is checked whether all the required forms and accompanying documents are included in the proposal and the text size and format have been observed.

Language: It is checked whether the proposal was submitted in a designated language.

Consortium Requirements: It is checked whether (a) the minimum requirements for Consortium composition are fulfilled and (b) the proposal complies with the regulations / conditions of DESMI 2009-2010 and the present Call for Proposals with regards to the participation of individuals and organisations.

Duration: It is checked whether the proposal's duration is in accordance to that foreseen by the Call.

Budget: It is checked whether the requested budget does not exceed the maximum funding per project defined by the Call.

Compatibility: It is checked whether the subject of the proposal refers to a research or technological development or innovation project according to the objectives of the Call and the «Sustainable Growth and Competitiveness 2007-2013» Operational Programme.

Regulations and Legislation: It is checked whether Beneficiaries commit themselves to observe the national legislation and Community regulations on the environment, gender equality, non-discrimination, employment and information provision / publicity.

Application Field: It is checked whether the project will be implemented within the geographical limits of, or for the attainment of immediate added value for the Republic of Cyprus.

Scientific Evaluation

The scientific evaluation of the proposals will be undertaken by independent reviewers, selected by the RPF according to each proposal's scientific orientation.

Four general criteria are used for proposal evaluation. The reviewers provide a justified score for each criterion. The total score provides the basis for the ranking of the proposals in the Results Table.

Criteria:

- Compatibility of the Proposal with the Objectives of the Call
- Scientific / Technological Quality
- Added Value and Benefit
- Adequacy, Quality and Capability of the Consortium

The evaluation criteria are described in detail in **Annex II**, in terms of their interpretation, analysis and their weights to the overall score.

Furthermore, the reviewers will be asked to give a qualitative review on the following:

- Selection of the appropriate Thematic Area,
- Distribution, size and necessity of the budget,
- Budget adequacy,
- Need for bioethics evaluation, and
- Environmental impact of the activities or the proposed results / products.

Eligible Proposals

A proposal is considered as eligible for funding, provided it receives at least 50% of the maximum possible score in each of the four criteria mentioned above and a total score of at least 8,00/10,00.

Results' Announcement

The results of the preliminary check and the scientific evaluation are announced on the RPF's website after completion of the evaluation. The Results are tabulated and presented anonymously, citing each project's Protocol Number, ranking and score.

In the frame of the RPF's policy for complete transparency, the reviewers' comments and the individual scores of each project proposal are communicated to the beneficiaries in writing.

Appeals

A Host Organisation (HO), whose proposal has been rejected, maintains the right to submit a written appeal according to Chapter 22 of the DESMI 2009-2010 Work Programme document.

The appeal must be received by RPF within 20 days from the date of receipt of the RPF's letter communicating the result of the evaluation.

Upon the completion of the appeals procedure, interested parties will be informed in writing about the outcome.

NEGOTIATION – CONTRACTS

The negotiation procedure is carried out according to Chapter 22 of the DESMI 2009 - 2010 Work Programme Document.

Invitation to Negotiation

In the frame of the present Call, the project proposal with the highest score in each Thematic Area will be invited for Negotiation.

In addition, the project proposals with the highest score in the overall Table of Evaluation Results will be invited for Negotiation, until the exhaustion of the available budget.

In cases where the Budget of the Call cannot cover all project proposals ranked first in each Thematic Area, only those with the highest score will be invited for Negotiation.

Negotiation Procedure

Following the invitation to Negotiation, the Project Coordinator should submit supplementary information and supporting documentation, in order to check the following:

- whether the project participants fulfill the requirements of the Call. Further documentation is requested for validation of the eligibility of the beneficiaries, such as the Charter (Constitution Document, statute), registration in the Registrar of Companies and Official Receiver, most recent annual balance-sheets, certifications about the number of employees etc,
- whether the information provided for participating personnel is valid and accurate (e.g CVs, employment contracts, payslips, payroll, Statement of Earnings and Contributions (YKA 2-002), Employer's Return (IR7) etc),
- whether the requested aid intensity per project participant is compatible with the relative provisions and the expenses included in the budget are necessary and eligible,
- whether all the methodological modifications that might have been proposed by the Scientific Evaluation Committee have been incorporated.
- whether a copy of the signed Consortium Agreement has been submitted to RPF
- whether all the approvals / authorisations required according to the legislation relevant to the subject of the project (see Chapter 25 of the DESMI 2009-2010 Work Programme Document) have been attained.

Final Decision

The final funding decision for the projects is based on the outcome of the negotiation, provided that there is an agreement on all topics under discussion.

Contract Signature

A contract is signed for each project selected for funding. The contract is signed between RPF, the HO and the Coordinator.

MANAGEMENT – MONITORING

Management and monitoring of the projects follows the provisions of Chapter 23 of the DESMI 2009-2010 Work Programme Document and the Project Management Document.

The projects are expected to be co-funded by the Structural Funds of the EU, thus the rules defined by the Managing Authority will also be applied.

Progress Reports

For the projects of the present Call the following will be submitted:

- **Six-month** concise Progress Reports
- **Interim** Progress Report following the completion of the first half of the duration of the project
- **Final** Progress Report following project completion.

Exploitation and Dissemination of Knowledge

The requirements for exploitation and dissemination of the produced knowledge that will arise from the proposed project are described in Chapter 24 of the DESMI 2009-2010 Work Programme Document.

PROPOSAL SUBMISSION

Submission Forms - Language

For the proposal submission the Forms «**Ε.Ι-ΑΕΙΦΟΡΙΑ**» of DESMI 2009-2010 should be used.

For the completion of the Forms it is highly recommended to strictly follow the relevant instructions.

The proposals should be submitted in **English**.

Deadline

Proposals can be submitted by hand at the RPF premises or by post to the RPF's Post Office Box (P.O. Box) before the **27th May 2011, 15.00 (local time)**.

Content

Each proposal is submitted in **two (2) printed copies** bound (spiral coil or thermal binding) separately.

In addition, a CD-ROM is submitted containing two files in electronic form: the proposal document (pdf or word 1997-2003 or word 2007) and the budget form (excel 1997-2003 or excel 2007). The total file size should not exceed **2MB**.

It is recommended that (a) the CD-ROM is burned in a conventional way (UDF compatible with WINDOWS XP or VISTA or WINDOWS 7) and (b) it is checked that the file has been correctly copied to the CD-ROM before submission.

It is noted that if the CD-ROM is not readable, then the proposal cannot be sent for scientific evaluation and will, thus, be disqualified at the Preliminary Check stage. Therefore, it is advisable to exercise caution when preparing and checking the CD-ROM prior to its submission to the RPF.

Collection and Processing of Personal Data

Collection and processing of personal data included in the project proposals submitted at RPF, is done according to the Processing of Personal Data (Protection of the Individual) Law of 2001 and RPF's regulation on Collection, Processing and Use of Personal Data.

RPF's regulation is posted on RPF's website.

INFORMATION

All necessary documentation and forms, as well as other informative material, can be found on the RPF's website (www.research.org.cy) and is available from the RPF's premises.

Information

All interested parties can request further information and support from the Research Promotion Foundation.

Interested parties are requested to contact the RPF Officer responsible for the present Call, via email and/or telephone during RPF's office hours.

Individual meetings at the RPF's premises or presentations of the Call for Proposals to large groups of interested parties at their work place can be arranged.

Useful Documentation

For the best possible preparation of their proposals, interested parties are encouraged to study the following:

- The "DESMEI 2009-2010 Work Programme" Document,
- The "Project Submission Forms of DESMEI 2009-2010" and relevant guidelines
- The "Project Management Document for DESMEI 2009-2010".

Contact Information

For further information interested parties can contact the Research Promotion Foundation:

- Phone : 22205000
- Facsimile : 22205001
- Email : ipe@research.org.cy

Proposal Submission Address

The RPF offices are located at:

123, Strovolos Avenue,
Strovolos,
2042 Nicosia, Cyprus.

P.O. Box:

Research Promotion Foundation,
P.O. Box 23422, 1683, Nicosia, Cyprus.

ANNEX I

Aid Intensity for Research and Development Activities					
A. BASIC AID INTENSITY					
According to the Type of Research Activities undertaken by each Participant					
	Type of Research Activities	Small Enterprise (B1)	Medium Enterprise (B2)	Large Enterprise (B3)	Research Organisation / Public Benefit Organisation - Governmental (A1 and Γ1)
A.1	Fundamental Research Activities	100%			100%¹
A.2	Industrial (Applied) Research Activities	70%	60%	50%	
A.3	Experimental Development Activities	45%	35%	25%	
B. ADDITIONAL AID INTENSITY					
Added to the Basic Aid Intensity on the condition that at least one of the following special provisions is fulfilled by the proposed research project:					Enterprise (B1, B2, B3)
<p>The project involves effective collaboration² between at least two enterprises which are independent of each other and the following conditions are fulfilled:</p> <ul style="list-style-type: none"> no individual enterprise bears more than 70% of the eligible costs of the collaboration project, the project involves collaboration with at least an SME or is carried out in at least two different Member States. 					15%
<p>The project involves effective collaboration between an enterprise and a public research organisation and the following conditions are fulfilled:</p> <ul style="list-style-type: none"> the research organisation bears at least 10% of the eligible project costs, and the research organisation has the right to publish the results of the research projects insofar as they stem from research implemented by that organisation. 					
<p>In the case of Industrial (Applied) Research, the results of the project are widely disseminated through technical and scientific conferences or through publication in scientific or technical journals or in open access repositories (databases where raw research data can be accessed by anyone) or through free software or open sources software.</p>					

¹ This percentage is valid if the funding does not concern economic activities of the organisation in question (e.g. hiring out its infrastructures, providing services to enterprises, subcontracting research activities). Where the funding concerns economic activities, the organisation will be considered as an Enterprise for the purpose of calculating the percentage contribution. It is noted that, the Research Organisations as well as the Governmental Departments implementing both kinds of activities should keep separate accounts for each kind of activity.

² For aiding intensity reckoning purposes, subcontracting does not qualify as "effective collaboration"

ANNEX II

Evaluation Criteria for Industrial (Applied) Research Projects	
A. Compatibility of the Proposal with the Objectives of the Call	25%
<p>It is assessed whether the proposal is compatible with the objectives of the Call.</p> <p>In particular, it is assessed whether:</p> <ul style="list-style-type: none"> (a) is a high-quality Industrial (Applied) Research Project, (b) falls into a niche scientific / technological field related to “Urban and Built Environment”, and (c) leads to new knowledge and skill acquisition and/or the development of new, original and innovative solutions that could promote and improve the quality of life, social progress, economic growth, the environment, procedures for the development of relevant policies etc. 	
B. Scientific / Technological Quality	30%
<p>It is assessed whether the proposal includes a complete and of high-quality Implementation Plan, in which the proposed methodology and the coordination of activities are clearly described.</p> <p>In particular, the assessment will focus on the:</p> <ul style="list-style-type: none"> (a) scientific excellence and novelty of the proposed project, (b) analysis of the Work Packages, Deliverables and Timeframe, (c) extent to which the methodology could lead to the implementation of the deliverables, (d) provisions for quality assurance and control of the processes and deliverables, and (e) adequacy of the dissemination plan of the resulting knowledge at local and international level. 	
C. Added Value and Benefit	20%
<p>It is assessed whether the results of new products, solutions, services, legislation and/or policies will be exploitable by the society or the market within 2-3 years.</p> <p>The added value and benefit for the participating organisations is also evaluated.</p> <p>The following are taken into consideration the:</p> <ul style="list-style-type: none"> (a) creation of new employment opportunities and the degree of synergy and complementarity with other projects, and (b) degree of positive contribution to gender equality, non-discrimination, and the creation/enhancement of conditions for environmental sustainability (where applicable). 	
D. Adequacy, Quality and Capability of the Consortium	25%
<p>It is reviewed whether the Consortium has the necessary means for ensuring the qualitative realisation of the Implementation Plan and the achievement of the objectives.</p> <p>In particular, the assessment will focus on:</p> <ul style="list-style-type: none"> (a) previous experience of the Consortium organisations and individuals in the implementation of Industrial (Applied) Research Projects in scientific fields related to the project, (b) balance among academic / research parties and end users (enterprises, civil service departments, public benefit organisations, etc), (c) level of involvement of the coordinator and the key researchers in the project, and (d) adequacy of existing research infrastructure and equipment. 	