

# Grant agreement Preparation Forms



EUROPEAN COMMISSION

7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

## All Schemes

## A2.1: Who we are

Project Number <sup>1</sup>	nnnnn	Project Acronym <sup>2</sup>	xxx	Participant number in this project <sup>1</sup>	N	Participant short name <sup>2</sup>	INAF
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### ONE FORM PER PARTICIPANT

### LEGAL DATA

If your organisation has already registered for FP7, enter your Participant Identity Code <sup>3</sup>	999868920
Participant Legal name <sup>4</sup>	Istituto Nazionale di Astrofisica
Participant Short name <sup>11</sup>	INAF
Status of validation <sup>5</sup>	Lasciare in bianco

<b>Legal address of the participant</b>			
Street name <sup>6</sup>	Viale del Parco Mellini	Number <sup>15</sup>	84
Town <sup>15</sup>	Roma		
Postal Code / Cedex <sup>15</sup>	00136		
Country <sup>7</sup>	Italy		
Internet homepage (optional)	<a href="http://www.inaf.it">www.inaf.it</a>		

<b>Registration data of the participant</b>	
Legal registration number <sup>8</sup>	Lasciare in bianco
Place of registration <sup>17</sup>	Lasciare in bianco
Date of registration <sup>17</sup>	Lasciare in bianco
VAT Number <sup>9</sup>	IT06895721006
Legal form <sup>10</sup>	PB/RO

<b>Contact person for legal information <sup>11</sup></b>			
Family name	Scaffidi Abbate	First name(s)	Alessandra
Phone 1 <sup>12</sup>	+39 06 35533340	Phone 2 <sup>21</sup>	+39 06 35533341
E-mail	<a href="mailto:scaffidi_relint@inaf.it">scaffidi_relint@inaf.it</a>	Fax <sup>21</sup>	+39 06 35343154

If the legal information is not validated or has the status of validated but is not correct, supporting documents will have to be provided to the Commission. Legal supporting documents include an Identification Fiche and depending on your legal status, supporting documents (see [http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm))

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# A2.3: Authorised Representatives

Project Number <sup>1</sup>		Project Acronym <sup>2</sup>		Participant number in this project <sup>10</sup>		Participant short name <sup>11</sup>	INAF
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**ONE FORM PER PARTICIPANT**

**STATUS OF YOUR ORGANISATION**

Certain types of organisations benefit from special conditions under FP7 participation rules. If you are one of these, please tick the appropriate box(es) below. <sup>13</sup>

Your organisation is:

<input type="checkbox"/>	Natural person <sup>14</sup>
<input checked="" type="checkbox"/>	Public body <sup>15</sup>
<input checked="" type="checkbox"/>	• Non profit public body <sup>16</sup>
<input type="checkbox"/>	• Profit public body <sup>17</sup>
<input type="checkbox"/>	• International organisation of European interest <sup>18</sup>
<input type="checkbox"/>	• International organisation – other <sup>19</sup>
<input type="checkbox"/>	Secondary and higher education establishment <sup>20</sup>
<input checked="" type="checkbox"/>	Non-Profit Research organisation <sup>21</sup>
<input type="checkbox"/>	Enterprise <sup>22</sup>
<input type="checkbox"/>	• SME <sup>23</sup>
<input type="checkbox"/>	• Non-SME <sup>24</sup>
	In case you declared yourself as SME please answer the four following questions:
<input type="checkbox"/>	1. Do you confirm that your number of employees is smaller than 250? (full time equivalent)
<input type="checkbox"/>	2. Do you confirm that your annual turnover is smaller than € 50 million?
<input type="checkbox"/>	3. Do you confirm that your annual balance sheet total is smaller than € 43 million?
<input type="checkbox"/>	4. Do you confirm that you are an autonomous legal entity?
	<i>You are not an SME if your answer to question 1 is NO or your answer to both questions 2 and 3 is NO.</i>
	<i>In all other cases, you might conform to the Commission's definition of an SME. Please check the additional information given in the annex.</i>
<input type="checkbox"/>	None of the above, please specify:

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## All Schemes

# A2.3: Authorised Representatives

Project Number <sup>1</sup>	NNNNN	Project Acronym <sup>2</sup>	XX	Participant number in this project <sup>10</sup>	N	Participant short name <sup>11</sup>	INAF
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**ONE FORM PER PARTICIPANT**

**AUTHORISED REPRESENTATIVES FOR THIS PROJECT**

Authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name	<b>Bignami</b>	First name(s)	<b>Giovanni Fabrizio</b>
Title <sup>25</sup>	<b>Prof.</b>	Gender <sup>26</sup> (Female – F / Male – M)	<b>M</b>
Position in the organisation <sup>27</sup>	<b>President</b>		
Department/Faculty/Institute/Laboratory name/ ... <sup>28</sup>	<b>INAF</b>		
Address (if different from the legal address) <sup>12</sup>			
Street name <sup>15</sup>			
Postal Code / Cedex <sup>15</sup>			
Country <sup>16</sup>			
Phone 1 <sup>21</sup>	<b>+39 06 35533340</b>	Phone 2 <sup>21</sup>	<b>+39 06 35533341</b>
E-mail	<b>relint@inaf.it</b>	Fax <sup>21</sup>	<b>+ 39 06 35343154</b>

Authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name		First name(s)	
Title <sup>34</sup>		Gender <sup>35</sup> (Female – F / Male – M)	
Position in the organisation <sup>36</sup>			
Department/Faculty/Institute/Laboratory name/ ... <sup>37</sup>			
Address (if different from the legal address) <sup>12</sup>			
Street name <sup>15</sup>		Number <sup>15</sup>	
Town <sup>15</sup>			
Postal Code / Cedex <sup>15</sup>			
Country <sup>16</sup>			
Phone 1 <sup>21</sup>		Phone 2 <sup>21</sup>	
E-mail		Fax <sup>21</sup>	

**Il Direttore della Struttura INAF in cui si svolgerà la ricerca potrà essere delegato dal legale rappresentante a firmare il GA e ad agire per conto dell'INAF (contattare in merito l'Ufficio relazioni internazionali). In questo caso la seconda tabella del form andrà compilata con i relativi dati.**

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# A2.4: How to contact us

Project Number <sup>1</sup>	NNN	Project Acronym <sup>2</sup>	XX	Participant number in this project <sup>10</sup>	N	Participant short name <sup>11</sup>	INAF
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**ONE FORM PER PARTICIPANT**

**CONTACT PERSONS FOR THIS PROJECT**

**Qui andranno inseriti i dati relativi al Responsabile del Procedimento Amministrativo/”Financial Officer”, che sottoscriverà i “Cost Statements” da inviare alla UE. (E’ il delegato del Presidente per la gestione amministrativa legale e finanziaria del Progetto). Nella tabella sottostante andranno inseriti o i dati del Direttore di Dipartimento (nel caso di progetti coordinati a livello centrale) o quelli del Direttore della Struttura in cui opererà il Responsabile Scientifico del Progetto, a meno che il Direttore di Struttura non abbia anche questo compito all’interno del progetto. In questo caso il delegato sarà il Responsabile amministrativo della Struttura.**

Person in charge of administrative, legal and financial aspects in this project			
Family name		First name(s)	
Title <sup>34</sup>		Gender <sup>35</sup> (Female – F / Male – M)	
Position in the organisation <sup>36</sup>			
Department/Faculty/Institute/Laboratory name/ ... <sup>37</sup>			
Address (if different from the legal address) <sup>12</sup>			
Street name <sup>15</sup>		Number <sup>15</sup>	
Town <sup>15</sup>			
Postal Code / Cedex <sup>15</sup>			
Country <sup>16</sup>			
Phone 1 <sup>21</sup>		Phone 2 <sup>21</sup>	
E-mail		Fax <sup>21</sup>	

**Qui andranno inseriti tutti i dati del Responsabile Scientifico Nazionale del Progetto/ “Team Leader”, che sottoscriverà i “ Cost Statements” da inviare alla UE. (E’ il delegato del Presidente per la gestione tecnico-scientifica del Progetto)**

Person in charge of scientific and technical/technological aspects in this project			
Family name		First name(s)	
Title <sup>34</sup>		Gender <sup>35</sup> (Female – F / Male – M)	
Position in the organisation <sup>36</sup>			
Department/Faculty/Institute/Laboratory name/ ... <sup>37</sup>			
Address (if different from the legal address) <sup>12</sup>			
Street name <sup>15</sup>		Number <sup>15</sup>	
Town <sup>15</sup>			
Postal Code / Cedex <sup>15</sup>			
Country <sup>16</sup>			
Phone 1 <sup>21</sup>		Phone 2 <sup>21</sup>	
E-mail		Fax <sup>21</sup>	

**LA SOTTOSCRIZIONE DI QUESTE “PREPARATION FORMS”, DA PARTE DEL LEGALE RAPPRESENTANTE INAF, FORMALIZZA LA DELEGA PER LE RELATIVE RESPONSABILITA’ (vedi sezione A2.5)**

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# A2.5: Our commitment

Project Number <sup>1</sup>		Project Acronym <sup>2</sup>		Participant number in this project <sup>10</sup>		Participant short name <sup>11</sup>	INAF
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ONE FORM PER PARTICIPANT

Certified Declaration

1- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I am fully aware that a grant agreement may not be awarded to an applicant who is, at the time of a grant award procedure, in one of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Council Regulation (EC, Euratom) N° 1955/2006 of 13 December 2006 on the Financial Regulation applicable to the general budget of the European Communities [OJ L 390, 30/12/2006, p1].

As a consequence, I certify that:

- In compliance with article 93(1) of the abovementioned Regulation, none of the following cases apply to our organisation:
  - a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) it has been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
  - c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
  - d) it has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - e) it has been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
  - f) it is currently subject to an administrative penalty referred to in Article 96(1) of the above-mentioned regulation.
- In compliance with article 94 of the abovementioned Regulation, and as far as the current grant award procedure is concerned, our organisation:
  - g) is not subject to a conflict of interest;
  - h) has not made false declarations in supplying the information required by the Commission as a condition of participation in the grant award procedure or does not fail to supply this information;
  - i) is not in one of the situations of exclusion, referred to in the abovementioned points a) to f).

2- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I also certify that our organisation:

- is committed to participate in the abovementioned project;
- has stable and sufficient sources of funding to maintain its activity throughout its participation in the abovementioned project and to provide any counterpart funding necessary;
- has or will have the necessary resources as and when needed to carry out its involvement in the abovementioned project.

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# A2.5: Our commitment

3- As an authorised representative to sign the grant agreement or to commit the abovementioned organisation, I finally certify that all the information relating to our organisation set out in the different Grant Agreement Preparation Forms are complete, accurate and correct; and that the estimated costs meet the criteria for eligible costs for FP7 projects – as established by the EC model grant agreement – are notably based on our usual accounting and management principles and practices, and reflect the costs expected to be incurred in carrying out the foreseen work described in Annex I (description of work).

4- Our organisation is fully aware that the Commission may impose administrative or financial penalties on legal entities who are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information; have been declared to be in serious breach of their obligations under any contract/grant agreement covered by the budget of the Community. Such penalties shall be proportionate to the importance of the contract/grant agreement and the seriousness of the misconduct, and may consist in their exclusion from the contracts and grants financed by the budget of the Commission for a maximum period of ten years and payment of financial penalties.

5- As an authorised representative I certify that the information given in the form A2.2 is correct.

<i>Participant Legal Name</i> <sup>13</sup>		<b>Istituto Nazionale di Astrofisica</b>	
<i>Family name of authorised representative</i>		<b>Bignami</b>	<i>First Name(s)</i> <b>Giovanni Fabrizio</b>
<i>Date DD/MM/YYYY</i>		<i>Signature of the authorised representative to sign the grant agreement or to commit the organisation</i> <sup>29</sup>	
<i>Family name of authorised representative</i>			<i>First Name(s)</i>
<i>Date DD/MM/YYYY</i>		<i>Signature of the authorised representative to sign the grant agreement or to commit the organisation</i> <sup>38</sup>	

**Se necessario, indicare sopra anche il nominativo del Direttore che compare nel Form A 2.3.**

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### **1 Participant number**

The number allocated by the Consortium to the participant for this project. The coordinator of a project is always number one.

### **2 Participant short name**

The short name chosen by the participant. This should normally not be more than 20 characters and the same short name should be used for the participant in all documents relating to the project.

### **3 Participant identity code**

To be completed when Unique Registration Facility will be operational.

### **4 Participant legal name**

Official name of participant organisation. If applicable, name under which the participant is registered in the official trade registers.

### **5 Status of validation**

If the status of validation of the participant is VALIDATED, this means the data provided in A2.1 has been validated by the Commission and this validated information is given in the A2.1 form.

If the information that is provided is VALIDATED but is incorrect you should provide to the Commission an identification fiche and recent (not older than 6 months) supporting legal documents (see [http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm)).

If the information that is provided is VALIDATED but refers to another legal entity and has no relation to your organisation you should contact the Project Officer assigned to your project.

If the status of validation is NOT VALIDATED, you should provide the Commission an identification fiche and recent (not older than 6 months) supporting legal documents (see [http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm)).

### **6 Address data**

Only the fields forming the complete postal address need to be completed.

### **7 Country**

The name of the country as commonly used.

### **8 Legal registration number, place and date of registration**

If applicable, the organisation's legal national registration number. **(In Italia corrisponde al numero di iscrizione alla Camera di Commercio)**

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#### **9 VAT number**

If applicable, the organisation's Value Added Tax (VAT) number from the VAT register.

#### **10 Legal form**

Indicate whether the organisation is Ltd, PLC, SA, GmbH, ...

#### **11 Contact person for legal information**

The contact point of the organisation with respect to legal information on the organisation.

This person can be contacted by the Commission's Legal Validation Team to provide legal documentation and maintain up-to-date legal information on the organisation.

#### **12 Phone and fax numbers**

Please insert the full numbers including country and city/area code. Example +32-2-2991111.

#### **13 Main categories of applicants/beneficiaries and their key rights and obligations**

See table before endnotes

#### **14 Natural person**

Natural person refers to a physical person. The place of establishment refers in this case to the habitual residence of the person.

#### **15 Public body**

Public body means any legal entity established as such by national law and international organisations.

#### **16 Non profit public body**

Non profit organisation is an organisation considered as such by national law or international law. Public body – see above.

#### **17 Profit public body**

A public body that is not considered non profit - see above.

#### **18 International organisation of European interest**

An international organisation, the majority of whose members are Member States or Associated Countries and whose principal objective is to promote scientific and technological cooperation in Europe.

#### **19 International organisation – other**

International organisation means an intergovernmental organisation other than the Community which has legal personality under international public law, as well as any specialised agency set up by such an international organisation.



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## **20 Secondary and higher education establishment**

Organisations that deliver diplomas recognised by a country (typically universities).

## **21 Research organisation**

Research organisation means a legal entity established as a non-profit organisation that carries out research or technological development as one of its main objectives.

## **22 Enterprise**

Any entity engaged in an economic activity, irrespective of its legal form.

## **23 SME**

SME means micro, small and medium sized enterprise within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003

(see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:

- employs fewer than 250 persons
- has an annual turnover not exceeding EUR 50 million, and/or
- an annual balance sheet total not exceeding EUR 43 million
- is autonomous

Please note that some additional requirements have to be fulfilled (see [http://ec.europa.eu/enterprise/enterprise\\_policy/sme\\_definition/index\\_en.htm](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm)).

The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:

- (a) employees;
- (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law;
- (c) owner-managers;
- (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

**ATTENTION:** Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.

The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.

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In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a bona fide estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.

**24 Non-SME**

An enterprise that is not an SME.

**25 Title**

Please choose one of the following: Prof., Dr., Mr., Ms.

**26 Gender**

This information is required for statistical purposes. Please indicate with an F for female or an M for male as appropriate.

**27 Position**

Please indicate the position in your organisation e.g. Rector, President, Chief Executive Officer, Director etc.

**28 Department/faculty/institute/laboratory name/...**

Please indicate here the postal address for contact purposes.

**29 Signature**

The A2.5-form needs to be signed by at least one of the authorised representatives indicated in the A2.3-form.