



Guide for Applicants Active and Assisted Living Programme Call 2015

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PART I: BEFORE SUBMISSION OF PROPOSAL

1. Introduction

The Active and Assisted Living Programme (AAL Programme) 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.

Most used abbreviations in this document:

AAL	Active and Assisted Living
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 Programme

It is important to understand that the AAL Programme – 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 Programme, 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 Programme 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. 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.

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.

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 web-site 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
 - Project descriptions
 - Project progress reports
 - Deliverables
- Distribution of the EC co-funding via the NFA/NCP
- Central administration of the AAL Programme
- 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 Programme
 - 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 Programme 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 Programme offers some help to consortia as described below.

2.1 Finding Project Partners through a Partnering Tool

The AAL Programme 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 PS 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 Programme 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 Programme Calls

The AAL Programme 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 can be found in chapter 8. During the submission process the software will already check formal eligibility criteria (see chapter 5) and the completeness of information and allow the submission only when all criteria are met by the proposal.

The potential proposer is responsible to ensure that all consortium partners meet the national eligibility criteria. Therefore each partner is strongly encouraged to contact his/her NCP (www.aal-europe.eu/contacts/national-contact-persons/) in order to ask for a pre-eligibility check of proposals².

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 state of the art of the proposed AAL solution, the project content, the project implementation (the Consortium) and the potential exploitation of the results. For this purpose, a template is given 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.

Proposers should make sure to **register the proposal early enough** as a sharp call deadline³ 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

² 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.

³ The call deadline is given in the call text.

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 do any 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, before the deadline submitted version of the proposal will be used for further processing.

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

5. AAL Eligibility Criteria

Under the AAL Programme, 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 Programme.

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 Programme 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;
 - one eligible SME partner which can be the business partner;
 - 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 Programme 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 State⁴. Such organizations may be associated to the project without funding from the AAL 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 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. The consortium agreement must be submitted in English⁵.

5.2 National Eligibility Criteria and Funding Rules

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

- 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.
- 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

- Aim at ICT-based solutions to identified user needs.
- Demonstrate realistic business case with time-to-market perspective of maximum 2 to 3 years after end of the project.

⁴ 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 Programme, i.e. Bulgaria, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Finland, Latvia, Lithuania, Malta and Slovakia; and Canada.

⁵ For template and guidelines see <http://www.aal-europe.eu/documents-ressources/resources-for-project-coordinators/>

- Project total budget: 1 - 7 M€.
- Maximum funding from the AAL Programme: 3 M€.
- Significant involvement of industry and other business partners, particularly SMEs are encouraged. The effort of industry and other business partners in each project is expected to be 50% or more (in person months).
- Proactive end-user involvement throughout the life of the project

Projects are expected to take into consideration both the enabling elements and the application of 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. 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 Programme, the CMU manages a central evaluation for all received project proposals. Independent experts who are nominated by the NFAs 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 proposals submitted shall be evaluated on the basis of the following award criteria:

(a) excellence: criterion **Relevance and Scope**;

(b) impact: criteria **Potential Impact of the Proposed Solution on Quality of Life** and **Potential Impact of the Proposed Solution on Market Development**;

(c) quality and efficiency of the implementation: criteria **Quality of the Proposed Solution and the Workplan** and **Quality of the Consortium and Project Management**.

The details of the criteria are described in the following sub-sections.

7.2.1 Relevance and Scope

To assess whether the proposed project is in line with the objectives of the call and addresses a relevant challenge:

- i. The project is expected to apply Information and Communication Technologies (ICT) to the specific objectives of the call and the thematic description of the call rationale. The project addresses one or several of the application areas of the call as described in the call text.
- ii. The proposal is expected to describe clearly the challenge that is addressed and the motivation behind the proposed solution.

7.2.2 Quality of the Proposed Solution and the Workplan

To assess the excellence and overall quality of the proposed AAL solution, the extent to which the project's objectives will be able to contribute to innovation in the field and deliver its planned final deliverables:

- i. The project proposal should present a scientifically and technically sound approach to an innovative AAL solution that clearly goes beyond the state-of-the-art in terms of existing solutions (combination of products/services/systems).
- ii. Projects are expected to put forward a high quality work plan describing the selected activities, methodologies and organization of the planned activities in sufficient detail. The activities in the submitted workplan are expected to be coherent, and the proposers plan adequate resources to achieve the projects' goals.
- iii. The proposals should provide evidence of proactively involving end-users throughout the project to make sure that the proposed solution corresponds to real needs/desires. In this context, accessibility, end-user acceptance and usability of the developed solutions are fundamental. The approach to specific end-user needs/desires 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).
- iv. 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 Project Management

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.

- 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 consortium 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). In particular, 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).
- iii. The consortium must demonstrate significant involvement of industry and other business partners in terms of budget and effort. In addition, SMEs should clearly play a proactive role in the project consortia, particularly in the process of business modelling for the commercialisation of the resulting AAL solution.
- iv. The consortium 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 of the Proposed Solution on Quality of Life

To assess the extent to which the proposed solution may provide a direct benefit to the specific groups of end-users.

- i. The proposal should justify the resulting improvements of older adults' 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 be direct users of technologies etc.
- ii. The proposal addresses the necessary enabling elements to ensure access of the targeted end-users to the proposed solution.
- iii. The proposal is expected to have significant social and ethical impact.

7.2.5 Potential Impact of the Proposed Solution on Market Development

To assess the extent to which the proposed solution is able to bring the solution onto the market.

- i. The proposal should target an attractive and high potential market in Europe and beyond.
- ii. The proposal should provide evidence of having the capability to foster 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.

- iii. 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.
- iv. 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.

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 Programme.

Following thresholds* and weights* will be applied to the criteria:

1. Relevance and scope	threshold = 3, weight = 1
2. Quality of proposed solution and workplan	threshold = 3, weight = 2
3. Quality of the consortium and project management	threshold = 3, weight = 1
4. Potential impact – quality of life	threshold = 3, weight = 1
5. Potential impact – market development	threshold = 3, weight = 1

* Threshold: indicates the minimum score a proposal needs to obtain for each criterion to be considered for funding.

* Weight: indicates the factor by which a score from the 5-point scale will be multiplied.

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

7.4 Outcome of the Evaluation and Selection

A message will be sent to the coordinator of the proposal informing on the outcome of the evaluation and selection. It will also indicate the address if an applicant wishes to submit a request, if he or she wishes to query the outcomes of the evaluation of the proposal.

The deadline for the receipt of any such request for information or further examination is 3 weeks from the date of receipt of the official message. The proposal coordinator should provide the identifier of the call, the number, name and acronym of the proposal, and a full description of the alleged shortcomings. An Evaluation Review committee will examine all such requests. This review committee does not evaluate the proposal itself.

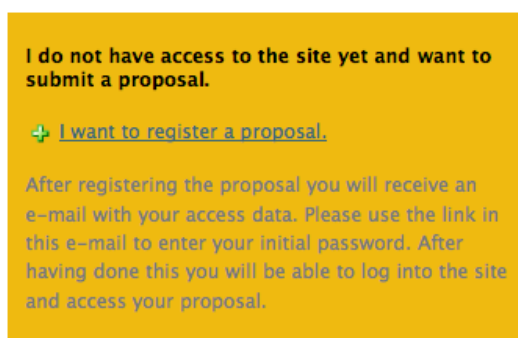
If there are any questions about this process, please contact call@aal-europe.eu

The Management Unit counts on the partners' cooperation not to send in requests, unless there is clear evidence of a shortcoming.

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 (Fig. 5) and registering of a new project proposal (Fig. 3).



• Fig. 3: Register a project proposal

For registering a project proposal some essential information about the project is needed (Fig. 4). 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.

Acronym ■
Please enter the Project acronym. It must contain at least 3 chars and at most 20 chars. It can not contain spaces.


Full Title ■
Please enter the full project title

Coordinator Organisation ■

Coordinator Name ■

Email address of the coordinator ■
The user credentials for the proposal will be sent to this address!

Coordinator phone

 Submit

- 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 call@aal-europe.eu 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/she is also the only person able to log into the site. He/she 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 (Fig. 5). 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

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)

The project proposal page (Fig. 8) shows in the upper part some information about the proposal state and missing information (see chapter 8.7), below this some general project information (title, abstract, etc.) and at the bottom the project consortium. In the edit mode of this page (see chapter 8.5) 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 (Fig. 7).

[illegible]

- 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 whether the other project partners are allowed to edit the information of their organisation (disabled in Fig. 9 below the consortium headline, enabled in Fig. 10).

Acronym	✓ Project
Title	✓ Project Title
Abstract	❗ The abstract must have a minimum length of 100 and a maximum length of 2000 characters.
Keywords	❗ Some keywords (technology, application, ...) describing your proposal are required.
Duration	❗ 0 The duration must be between 12 and 36 months.
Part B	❗ Please upload a PDF file with the description of the project. The size must be between 15 and 35 pages. The PDF document contains 0 pages

- Fig. 8: Basic project proposal data

Consortium

Partner are not allowed to edit their own details.

+ [Add a partner to the project](#)

Acronym	Organisation	Country	Total costs	Subcontracting	Requested Contribution	Effort	Remove Partner
❗ Company (Coordinator)			0.00	0.00	0.00	0.00	
Total			0.00	0.00	0.00	0.00	

- Fig. 9: The minimum project consortium table

8.4 Adding or Removing Project Partners

The coordinator and 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.

Consortium

Partner can edit their own details

+ [Add a partner to the project](#)

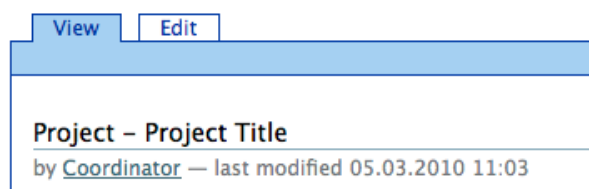
Acronym	Organisation	Country	Total costs	Subcontracting	Requested Contribution	Effort	Remove Partner
❗ Company (Coordinator)			0.00	0.00	0.00	0.00	
❗ ParCom	Partner Company		0.00	0.00	0.00	0.00	✗
Total			0.00	0.00	0.00	0.00	

- 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, this user may switch into the edit mode (Fig. 11). 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 (Fig. 12) 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 Programme 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 (Fig. 13) 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 (chapter 8.8).

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.

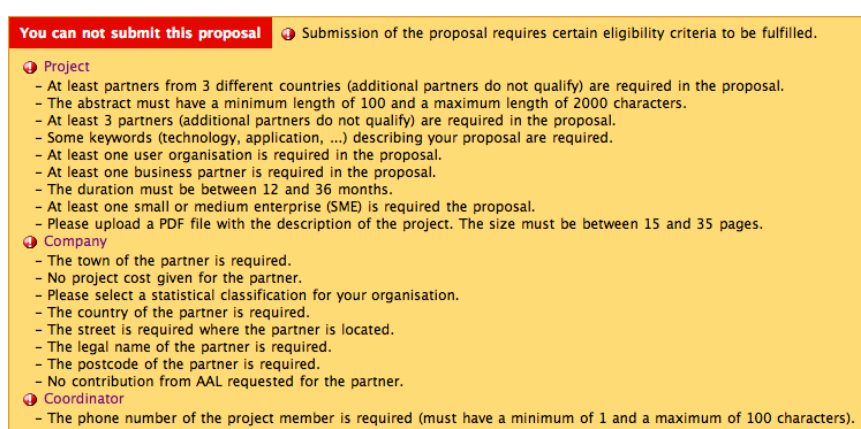
Depending on the choice of the coordinator (chapter 8.4), project members will be able to add more project members to their organisation and to modify all data of their organisation. There are some rules about the member rights:

- 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 (Fig. 15). In addition to checking the availability of information, there are certain eligibility criteria, which are additionally checked. This process is called plausibility checking.



- 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 (see chapter 8.8). Only if both conditions are met (coordinator and plausibility), the submission box containing the submit button is shown (Fig. 16).



- 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” (Fig. 17). 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.

Submission State	The proposal was last submitted on 05.05.2009 15:59
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- 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 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 people. 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 Programme deems active end-user involvement to be an essential component of activities from the outset and throughout the life of the project (see also chapter 12)).

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 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 consider consumers’ willingness to pay. 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 considered 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 (see also chapter 13).

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 Programme 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 Active and Assisted Living 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 you will find the following ethics declaration table:

Ethics declaration required by proposals in the AAL 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 end)?	
<ul style="list-style-type: none"> 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 Programme

The Active and Assisted Living Programme (AAL Programme) is a joint research, development and innovation (R&D&I) funding activity by 20 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 Programme is the publication and evaluation of Calls for Proposals.

The financial contribution of the European Community⁶ results from a co-decision procedure, during which the EC (*COM(2013) 500 final: Proposal for a DECISION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the participation of the Union in the Active and Assisted Living Research and Development Programme jointly undertaken by several Member States, 10 July 2013*) 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 Programme:

By way of derogation from Articles 41 to 49 of Regulation (EU) No 1290/2013, the rules of the designated national programmes governing results, access rights to background and results shall apply, without prejudice to the principle of open access to scientific publications enshrined in Article 18 of Regulation (EU) No 1291/2013.

11.1 Provisions governing the intellectual property rights under the AAL Programme

1. The AAL Programme supports the IPR regime on the basis of Regulation No. 1290/2013, which establishes the rules for participation in the Horizon 2020.
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 co-decision is on its final adoption phase.

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 Programme

End-use involvement is a mandatory and essential part of all collaborative projects funded under the AAL 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 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).

Additional information about end-users is provided in the AAL web-site under “Resources for project coordinators”: <http://www.aal-europe.eu/documents-ressources/resources-for-project-coordinators/>

13. Framework for “Business Case Development” under the AAL Programme

The AAL 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 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 Programme, activities of non-profit and public sector organizations also must include business case development aspects.

The business case should illustrate significant benefits for (1) end-users, (2) society (3) as well as for companies.

In the AAL 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;
- the strategy for market entry;
- the resources (including the financial resources) available to put this strategy into practice.

Proposals are expected to include only the outline 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 competitors?
- 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 answer is optional at submission stage):
 - 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?

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 is ended 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 irrevocably disqualified 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 irrevocably disqualified without the opportunity of restructuring. In any case, a restructuring of the consortium can lead to a re-evaluation of the proposal.

ANNEX – National Eligibility Criteria

	Country	Austria			
1	National funding authority	Federal Ministry for Transport, Innovation and Technology, http://www.bmvit.gv.at			
2	National programme management agency	Austrian Research Promotion Agency Sensengasse 1 A - 1090 Vienna https://www.ffg.at			
3	National Contact Person	Dr Gerda Geyer, Tel:+43(0)5 7755 - 4205, gerda.geyer@ffg.at			
4	Eligible organisations and funding quota	The following legal entities are eligible for funding			
		<ul style="list-style-type: none">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 establishments (universities, universities of applied sciences (<i>Fachhochschulen</i>), non-university research institutions and other scientifically oriented organizations) are only eligible to participate in cooperation with at least one eligible Austrian enterprise partnerassociations (including organizations representing older adults and their relatives, etc.);public bodies (federal countries, municipalities) (öffentliche Bedarfsträger).			
		Maximum funding rates / experimental development:			
			Small Enterprise	Medium Enterprise	Large Enterprise
		Coop. Research project / integration of technologies / experimental development	60 %	50 %	40 %
		The funding rates of research establishments amount to 75%.			
		Universities, universities of applied sciences (<i>Fachhochschulen</i>), non-university research institutions and other scientifically oriented organizations (e.g. associations with an appropriate purpose) are considered to be research establishments.			
		Federal states and local authorities are considered to be large enterprises. Other public agencies and non-			

		<p>scientifically oriented associations (according to the association articles) are treated according to the current definition of SMEs in the EU competition law.</p> <p>Please note: Research establishments are only eligible to participate in cooperation with at least one eligible Austrian enterprise partner.</p>
5	Organisations excluded from funding	<p>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. Research establishments are only eligible to participate in cooperation with at least one eligible Austrian enterprise partner.</p>
6	Information on funding conditions	<p>The national rules on eligible costs for Austrian participants are available from the FFG webpage at https://www.ffg.at/recht-finanzen/kostenleitfaden/version-2 (Kostenleitfaden 2.0). Legal background for funding: Themen-FTI-Richtlinie https://www.ffg.at/sites/default/files/downloads/page/richtlinie_fti_2015_themen.pdf</p> <p>Eligibility criteria: Austria requires the fulfilment of the following Eligibility Criteria for Austrian participants and verifies them by means of an eligibility pre-check):</p> <ul style="list-style-type: none"> • Registration at the eCall system of the FFG at https://ecall.ffg.at within the submission deadline; please consult the tutorial at https://ecall.ffg.at/Cockpit/Help.aspx; • Upload of a complete Form C for Austrian Organisations in the FFG eCall within the submission deadline; • For companies: upload of the balance sheets of the last two years in the FFG eCall within the submission deadline; • The financial viability and business soundness is verified by means of an internal check - companies that are in danger of insolvency cannot be funded; • Large enterprises which participate in the consortium and apply for funding are required to provide separate evidence of the incentive effect of the funding for the company. Large enterprises are required to complete the relevant FFG form (Additionalitätsnachweis) and upload it in the FFG eCall within the submission deadline. • If there is no information on a business available in the commercial register based Austrian Business Compass ("Firmen-Compass", e.g. for associations, start-ups, sole traders, companies from outside Austria), a Declaration of SME Status (Eidesstattliche Erklärung) must be made when the application is submitted. In the draft provided by the FFG – the applicant (as far as possible) has to come up with a categorization of the last three years according to the SME definition.

	Country	BELGIUM - Flanders
1	National funding authority	IWT, agentschap voor Innovatie door Wetenschap en Technologie http://www.iwt.be
2	National programme management agency	IWT, agentschap voor Innovatie door Wetenschap en Technologie http://www.iwt.be
3	National Contact Person	Alain Thielemans; Tel.: +32 (0)2 432 42 00 ; aal@iwt.be
4	Eligible organisations and funding quota	<p>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.</p> <p>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.</p> <p>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 “O&O-bedrijfsprojecten”.</p> <p>Other institutions, e.g. hospitals and/or user organisations, may be funded for the activities necessary for the success of the project.</p> <p>All applicants should demonstrate their viability and financial soundness regarding their own contribution to the project and the implementation of the results.</p> <p>Funding rate:</p> <ul style="list-style-type: none"> - Development: Large Enterprise: 35%, Medium Enterprise: 45% and Small Enterprise: 55% - Research: Large Enterprise: 60%, Medium Enterprise: 70% and Small Enterprise: 80% <p>Composition of the funding rate:</p> <ul style="list-style-type: none"> - Applicable base rate for development (25%) or research (50%) - Bonus for international collaboration according to the rules of “O&O bedrijfsprojecten” (10%) - SME bonus for medium sized enterprises (10%) and small enterprises (20%)

		<p>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.</p> <p>The application will only be eligible if every Flemish partner has submitted a signed letter of intent.</p>
5	Organisations excluded from funding	Organisations established in the Brussels or Walloon region, without a sustainable activity in Flanders.
6	Information on funding conditions	<p>Participation rules and other documents of the “IWT O&O-bedrijfsprojecten” can be retrieved from http://www.iwt.be/subsidies/oeno-bedrijfsproject</p> <p>The support of Strategic Research Centre contributions is determined by a specific project related agreement.</p>

	Country	BELGIUM – Brussels Capital Region
1	National funding authority	Brussels Capital Region: Innoviris - The Brussels Institute for Research and Innovation, www.innoviris.be
2	National programme management agency	N/A
3	National Contact Person	Beata Bibrowska , EU RDI Project Officer, Strategic Research Unit bbibrowska@innoviris.irisnet.be , tel: +32 (0) 2 600 50 22
4	Eligible organisations and funding quota	<p><u>Eligibility criteria and funding:</u></p> <ul style="list-style-type: none"> ○ Private companies established in the Brussels Capital Region with a sustainable activity in this region based upon a sound business model. The entities have not received public funding for the same activities. ○ Brussels Capital Region based universities, research organisations and associations of end users. ○ The regional universities will be funded only if they collaborate with a regional association or private company. ○ The regional associations will be funded only if they collaborate with regional university or private company. ○ Associations will be funded following the analysis of their structural activities (economic/not economic activities). <ul style="list-style-type: none"> ○ Associations without economic activity- 100% of funding. ○ Associations with max 20% or less than 20% of economic activities- 100 % of funding. ○ Others associations with more than 20% of economic activities - funded on the same rules as private companies. ○ Definition of dedicated funding for associations will be based on their statutes, financial accounts. <p><u>Please contact NCP before involve the associations in your project.</u></p> <p>Additionally to the general criteria developed by the AAL program, Innoviris funds projects that fulfil some general regional criteria:</p> <ul style="list-style-type: none"> ○ Each beneficiary develops entirely or partially its activities in Brussels Capital Region. ○ Each beneficiary will perform a research/ demonstration activity in the project. ○ The project will be innovative and will present the positive impact on regional economy and

		<p>employment by <u>valorization of results in the region</u>.</p> <p>All applicants should demonstrate their viability and financial soundness regarding their own contribution to the project and the implementation of the results.</p> <p>The funding level rates are:</p> <table><tr><th colspan="5"><u>Maximum funding rates</u></th></tr><tr><th></th><th>Large enterprises</th><th>Medium size enterprises</th><th>Small enterprises</th><th>Research organisations, universities/associations without economic activities</th></tr><tr><td>Industrial research</td><td>65%</td><td>75%</td><td>80%</td><td>100%</td></tr><tr><td>Experimental development</td><td>40%</td><td>50%</td><td>60%</td><td>100%</td></tr></table> <p>Please note that in this AAL call Innoviris will fund applied research and demonstration activities only.</p> <p>How to calculate the size of your enterprise: http://www.innoviris.be/fr/documents/taille-entreprise.pdf</p> <p>How to calculate the size/type of your association: http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_fr.pdf</p> <p>Eligible costs:</p> <ul style="list-style-type: none">o Personnel costs;o Operational costs;o Investments costs;o Indirect costs (10% of personnel operational costs); <p>Subcontracting.</p>	<u>Maximum funding rates</u>						Large enterprises	Medium size enterprises	Small enterprises	Research organisations, universities/associations without economic activities	Industrial research	65%	75%	80%	100%	Experimental development	40%	50%	60%	100%
<u>Maximum funding rates</u>																						
	Large enterprises	Medium size enterprises	Small enterprises	Research organisations, universities/associations without economic activities																		
Industrial research	65%	75%	80%	100%																		
Experimental development	40%	50%	60%	100%																		
5	Organisations excluded from funding	Organizations that perform economic activities and are established in Flanders or Wallonia regions.																				
6	Information on funding conditions	<p>A dedicated web page at www.innoviris.be.</p> <p>Important:</p> <p>Each applicant will submit to Innoviris the regional funding template (FORM C- request for funding) <u>simultaneously</u> to the submission of AAL Programme template. The regional template will be available on the Innoviris website during the opening of the 2015 call for the AAL Programme. The applicants will return</p>																				

	<p>the regional template until the closure date of the call in 2 hard copies and electronic version. The regional AAL applicants who will not submit the regional Innoviris form will be considered as ineligible in this call. Please contact National Contact Person for the advice, help in project preparation or any further information.</p>
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	Country	BELGIUM – Wallonia
1	National authority funding	Service public de Wallonie – Direction générale de l’Emploi, l’Économie et la Recherche SPW-DG06
2	National programme management agency	Service public de Wallonie – Direction générale de l’Emploi, l’Économie et la Recherche SPW-DG06
3	National Contact Person	Mr. Nicolas Delsaux Tel.: (+32) 81 33 45 20 Mobile: (+32) 473 55 61 74 E-mail: nicolas.delsaux@spw.wallonie.be
4	Eligible organisations and funding quota	<p><i>Organisations eligible for funding:</i></p> <ul style="list-style-type: none"> - Small enterprise – Grant (70 to 80% funding rate maximum, Industrial research); - Medium enterprises – Grant (60 to 70% funding rate maximum, Industrial research); - Large industries – Grant (40% funding rate maximum, Industrial research); - Research centers – Grant (75% funding rate maximum, Industrial research); - Universities – Grant (100% funding rate maximum, Industrial research). <p><i>Special conditions of eligibility:</i></p> <ul style="list-style-type: none"> - 40% of the Walloon budget must be allocated to an enterprise; - The project cannot receive double funding; - The budget for the Walloon partners should follow the SPW-DG06 cost model; - The funding rate will be the maximum allowed by the decree of the 3rd of July 2008; - The beneficiary must have a stable financial situation; - The beneficiary must have Operational offices in the Walloon Region; - The project must add benefit to the regional economy; - All information needed for evaluation should be available; - A Walloon complementary funding request’s form must be submitted to the SPW-DG06.
5	Organisations excluded from funding	Hospitals, user organisations and clinical centers are not eligible for funding.
6	Information on funding conditions	Website that shows national eligibility criteria and funding conditions: http://recherche-technologie.wallonie.be/

	Country	Cyprus
1	National funding authority	Research Promotion Foundation (www.research.org.cy)
2	National programme management agency	Research Promotion Foundation (www.research.org.cy)
3	National Contact Person	Iria Loucaidou (email: iloucaidou@research.org.cy , tel.no: +357 22205044)
4	Eligible organisations and funding quota	The maximum funding per project for Cypriot Partners is €120,000 (maximum funding is based on the estimated EC funding contribution - maximum funding may change if EC funding contribution % changes) Research Organisation / Public Benefit Organisation - Governmental – up to 100% Small Enterprise – up to 80% Medium Enterprise – up to 75% Large Enterprise – up to 65%
5	Organisations excluded from funding	-
6	Information on funding conditions	www.research.org.cy

	Country	Hungary																											
1	National funding authority	National Research, Development and Innovation Office																											
2	National programme management agency	National Research, Development and Innovation Office																											
3	National Contact Person	Agnes Divinyi E-mail: agnes.divinyi@nkfih.gov.hu Tel: +36-1-484-2889 www.nkfih.gov.hu																											
4	Eligible organisations and funding quota	<p>The following types of organisations are eligible for funding:</p> <ul style="list-style-type: none">• Business enterprises with legal entity and cooperatives registered in Hungary;• Foreign-registered enterprises with branch office in Hungary;• Non-profit organisations with legal entity;• Public bodies or their institutes with legal entity <p>National funding rates:</p> <p>Funding rates are based on Article 25 (aid for research and development projects) of Commission Regulation (EU) No 651/2014 of 17 June 2014 on declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.</p> <table><tr><th rowspan="2">Type of Organisation</th><th colspan="4">Percentage of national subsidy to the beneficiaries</th></tr><tr><th>Large Enterprises, Groups and Associations of Enterprises</th><th>Medium enterprises</th><th>Small Enterprises</th><th>Public Research Institutes and Universities</th></tr><tr><td>Fundamental/Basic research</td><td>100%</td><td>100%</td><td>100%</td><td>100%</td></tr><tr><td>Industrial/Applied Research</td><td>up to 65%</td><td>up to 75%</td><td>up to 80%</td><td>100%</td></tr><tr><td>Experimental</td><td>up to 40%</td><td>up to 50%</td><td>up to 60%</td><td>100%</td></tr></table>				Type of Organisation	Percentage of national subsidy to the beneficiaries				Large Enterprises, Groups and Associations of Enterprises	Medium enterprises	Small Enterprises	Public Research Institutes and Universities	Fundamental/Basic research	100%	100%	100%	100%	Industrial/Applied Research	up to 65%	up to 75%	up to 80%	100%	Experimental	up to 40%	up to 50%	up to 60%	100%
Type of Organisation	Percentage of national subsidy to the beneficiaries																												
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Experimental	up to 40%	up to 50%	up to 60%	100%																									

		development				
		<p>The aid intensity of</p> <ul style="list-style-type: none"> • industrial research is 50% and • experimental development is 25%, <p>however these rates may be increased</p> <ul style="list-style-type: none"> • by 20 percentage points for small enterprises and • by 10 percentage points for medium-sized enterprises. <p>Funding intensity per member may be increased by a further 15 percentage points up to a maximum of 80% (this means the whole public funding, i.e. Hungarian national funding + EC funding) if one of the following conditions are fulfilled:</p> <ul style="list-style-type: none"> • the project is implemented through effective collaboration <ul style="list-style-type: none"> • between undertakings among which at least one is an SME, or is carried out in at least two Member States, or in a Member State and in a Contracting Party of the EEA Agreement, and no single undertaking bears more than 70 % of the eligible costs, or • between an undertaking and one or more research and knowledge-dissemination organisations, where the latter bear at least 10 % of the eligible costs and have the right to publish their own research results <p>the results of the project are widely disseminated through conferences, publication, open access repositories, or free or open source software.</p>				
5	Organisations excluded from funding	-				
6	Information on funding conditions	<p>Only those projects will receive Hungarian financing which involve a Hungarian profit oriented business enterprise in the consortium.</p> <p>Please note that Hungarian project partners shall only submit a proposal to the National Funding Authority for national financing if the project has been selected and approved for funding through the international evaluation and selection process.</p> <p>Applicants are expected to contribute their own financial resources to the project costs. This amount depends on the project activities and the applicant's organization form. The own financial resources shall be determined by prevailing law.</p> <p>In order to conclude the national grant agreement the Hungarian applicants have to comply with the regulations of Act CXCV of 2011 on Public Finance, Government Decree No. 368/2011 on the implementation of Act on Public Finance, Government Decree No. 380/2014 on the rules of operation and use of National Research, Development and Innovation Fund.</p> <p>Eligible costs:</p> <ul style="list-style-type: none"> • Personnel costs (salaries, social security charges and other costs included in the usual remuneration of 				

	<p>personnel assigned to the action based on the number of annual productive hours);</p> <ul style="list-style-type: none"> • travel costs and related subsistence allowances; • cost of other goods and services (e.g. consumables and supplies); • subcontracting; • equipment costs (depreciation) and immaterial expenses (depreciation); • indirect costs (flat rate of 10% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary). <p>Ineligible costs in particular: deductible VAT, currency exchange losses, penalties and fines, debt and debt service charges, interest owed, excessive or reckless expenditure, costs incurred during suspension of the implementation of the action etc.</p>
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	Country	Ireland
1	National funding authority	Enterprise Ireland
2	National programme management agency	Enterprise Ireland
3	National Contact Person	Ciarán Duffy, ciaran.duffy@enterprise-ireland.com , +353 1 7272760
4	Eligible organisations and funding quota	<p>Budget: €0.5million</p> <p>National Funding Rates AAL: Large companies 30% SMEs 50% Higher Education Institutions 100%</p> <p>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.</p> <p>Higher Education Institutions are eligible for financial support 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.</p>
5	Organisations excluded from funding	User /representative organisations.
6	Information on funding conditions	www.enterprise-ireland.com

	Country	Israel
1	National funding authority	Office of Chief Scientist (OCS), Ministry of Economy http://www.economy.gov.il/RnD/pages/default.aspx
2	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.
3	National Contact Person	Ms. Noa Gur-Horowitz, noa@iserd.org.il , +972-3-5118190 Ms. Ayala Karniol, ayala@iserd.org.il , +972-3-5118119
4	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), subcontracting (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.
5	Organisations excluded from funding	Academic and research institutes are not eligible.
6	Information on funding conditions	Funding rules and other documents of the OCS funding can be retrieved from: http://www.economy.gov.il/RnD/pages/default.aspx 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
1	National funding authority	Ministry for Education, University and Research (MIUR)
2	National programme management agency	N.A.
3	National Contact Person	Daniela Mercurio tel +39 06 4893 9993, e-mail: mercurio@apre.it Irene Guglielmo tel. +39 06 9772 7470, e-mail: irene.guglielmo@miur.it
4	Eligible organisations and funding quota	<p>The criteria and provisions provided herewith are intended only for informative purpose. The complete list of criteria and provisions legally valid, which must be respected by all the Italian participants, is included in the “Avviso integrativo nazionale”, published on MIUR website and in the applicable Italian laws published on the Italian Official Journal.</p> <p>1) Type/nature of participants Are eligible for funding all legal entities listed in art. 60 of the Decree-Law n. 83/2012 as detailed in the notices issued to implement each call. According to art. 60 of the Decree-Law n. 83/2012 and art. 4 of its implementing Ministerial decree 115/2013, are eligible: enterprises, universities, research institutions, research organizations or any other legal entity which owns the requirements required by the “Avviso integrativo nazionale”, providing that they have stable organization in Italy.</p> <p>2) Legal/administrative/financial conditions: The participant must not be defaulting with regard to other funding received by the Ministry. The participant must not have requested/got any other funding for the same project. The participant must respect the Italian law against "mafia".</p> <p>3) Consortium configuration Projects should be introduced by companies and primarily executed to the benefit of these entities. Applications are eligible only if the financial participation of participants listed in 1.2 is lower than 50% of the total cost of the Italian consortium.</p> <p>4) Conditions on exploitation/impact Companies must have the financial means to execute the project and a potential to use the results.</p>

The participant should foresee, after the end of the project, the exploitation of the results of the project so to guarantee the return of the investment.

5) Financial conditions

For any private entity, the following financial criteria, calculated using the data reported in the last approved balance sheet, must be fulfilled

$$CN > (CP - I)/2$$

Where:

CN = net assets (Capitale netto)

CP = sum of the costs of all the projects for which public funding has been requested by the participant during the year

I = sum of the contributions received, approved or requested for the same projects

$$OF/F < 8\%$$

Where:

OF = financial charges (Oneri finanziari)

F = turnover (Fatturato)

6) Additional national documents

All Italian participants must send to MIUR a set of additional national documents (Form C) as defined in the “Avviso integrativo nazionale”. These documents must be sent to MIUR by the same deadline of the AAL call, using certified e-mail.

Any participant who does not send its national documents by the pre-defined deadline, will be considered ineligible.

7) Eligible activities

Only Industrial research and Experimental development activities are eligible for funding. Furthermore Industrial research activities must be predominant with respect to Experimental development activities.

		8) Funding levels				
		Type of Organisation Type of activity	Percentage of costs covered by national funding			
			Large Enterprises, and any other private organization	Medium Enterprises	Small Enterprises	Public Research Centers, Universities and any other public organization
		Fundamental/Basic Research	0%	0%	0%	0%
		Industrial/Applied Research	Grant: 20% Loan: 75%	Grant: 30% Loan: 65%	Grant: 40% Loan: 55%	Grant: 50% Loan: 0
		Experimental development	Grant: 10% Loan: 70%	Grant: 20% Loan: 60%	Grant: 30% Loan: 50%	Grant: 25% Loan: 0
5	Organisations excluded from funding	N.A.				
6	Information on funding conditions	http://www.ricercainternazionale.miur.it/era/art-185-del-trattato-dell-unione-europea/aal.aspx				

* Please note that the national eligibility criteria might change. Please check our website for the latest version of this document.

	Country	Luxembourg - public research institutions
1	National funding authority	Luxembourg National Research Fund
2	National programme management agency	Luxembourg National Research Fund
3	National Contact Person	Dr. Ms. Andreea Monnat Fonds National de la Recherche (FNR) 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
4	Eligible organisations and funding quota	All 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).
5	Organisations excluded from funding	All private national institutions and international private and public institutions.
6	Information on funding conditions	Please check our conditions under www.fnr.lu/aal

	Country	Luxembourg – private companies
1	National funding authority	Ministry of the Economy
2	National programme management agency	Luxinnovation (www.luxinnovation.lu)
3	National Contact Person	Pascal Fabing 7, rue Alcide de Gasperi L – 1615 Luxembourg – Kirchberg Pascal.fabing@luxinnovation.lu + 352 43 62 63 872
4	Eligible organisations and funding quota	<p>The information on the eligibility criteria is based on <i>the modified law of June 5th 2009 relating to the promotion of RDI</i> and is subject to changes in case of any amendment or modification of the underlying regulation. The eligibility criteria will be those in force at the time of contracting.</p> <p>Only private enterprises registered in Luxembourg are eligible for direct funding. Maximum funding rates: Small sized enterprises: 60% Medium sized enterprises: 50% Large enterprises: 40%</p> <p>A participating company should demonstrate its viability and financial soundness regarding its own contribution to the project and the implementation of the results. Companies that are in danger of insolvency cannot be funded.</p> <p>A participating company shall demonstrate the positive impact of the expected project outcome on its growth and future assets.</p>
5	Organisations excluded from funding	Non-economic activities are not eligible under the aid schemes proposed by the Ministry of the Economy The National Research Fund (www.fnr.lu) is the funding agency for research organizations.
6	Information on funding conditions	Website that shows national eligibility criteria and funding conditions: http://www.innovation.public.lu/en/financer-projets/rd-entreprise/projets-programmes-rd/index.html

	Country	The Netherlands								
1	National funding authority	The Ministry of Health, Welfare and Sport www.minvws.nl								
2	National programme management agency	ZonMw, the Netherlands Organization for Health Research & Development www.zonmw.nl								
3	National Contact Person	Geja Langerveld, langerveld@zonmw.nl , +31 (0)70 349 5158								
4	Eligible organisations and funding quota	<p>N.B. The maximum contribution (NL+EU subsidy) for Dutch partners is € 500.000,-- per AAL project.</p> <p>The objective of the Netherlands participation in AAL is the availability on the market and take-up / implementation of ICT-based solutions for Dutch seniors, their family/social networks and the Dutch care and social support system within ca. 2 years after the project.</p> <p>To be eligible for funding in The Netherlands, at least one Dutch primary and/or secondary and/or tertiary end user organisation* has to be involved, intending to act as a 'launching customer' of the AAL solution (if successful). A 'launching customer' can be a senior organisation, a care or welfare organisation, a municipality, a health insurance company, a housing cooperation etc.</p> <p>Companies or R&D partners from the Netherlands can only be funded if a Dutch user organisation is participating in the project.</p> <p>Financial viability and business soundness of Dutch enterprises and organizations will be verified.</p> <p>The following funding rates will be applied to different types of organizations, who are <u>not</u> engaging in 'economic activities':</p> <table><tr><td>Type of organization</td><td>Max. funding rate</td></tr><tr><td>Primary end users organizations} (organizations of seniors, consumers, patients etc.)</td><td>85%</td></tr><tr><td>Other organizations (not-for-profit) Secondary end user organizations (care organizations, welfare organizations etc) R&D organizations (universities, research institutes, knowledge centres etc.)</td><td>70%</td></tr><tr><td>Local/provincial governments</td><td>50%</td></tr></table>	Type of organization	Max. funding rate	Primary end users organizations} (organizations of seniors, consumers, patients etc.)	85%	Other organizations (not-for-profit) Secondary end user organizations (care organizations, welfare organizations etc) R&D organizations (universities, research institutes, knowledge centres etc.)	70%	Local/provincial governments	50%
Type of organization	Max. funding rate									
Primary end users organizations} (organizations of seniors, consumers, patients etc.)	85%									
Other organizations (not-for-profit) Secondary end user organizations (care organizations, welfare organizations etc) R&D organizations (universities, research institutes, knowledge centres etc.)	70%									
Local/provincial governments	50%									

		In case of <i>enterprises**</i> 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.	
		<i>Type/size of enterprise</i>	Max. funding rate
		Large enterprise	40%
		SME*** / Medium sized enterprise	50%
		SME / Small enterprise	60%
5	Organisations excluded from funding	N.A.	
6	Information on funding conditions	<p>ZonMw will work with one grant-receiving Dutch organization per project (the 'NL penvoerder'). If there are several Dutch partners in an AAL consortium, one of the partners will serve as 'NL penvoerder'.</p> <p>More information about the ZonMw grant conditions can be retrieved from the ZonMw website http://www.zonmw.nl/aal.</p> <p>Algemene subsidiebepalingen van ZonMw (1 juli 2013)</p> <p>Subsidiering AAL projecten in Nederland, AAL call 2015</p>	

* Definition of end-users in the AAL Joint Programme:

Primary end-users are older adults who are actually using AAL products and services. This group directly benefits from AAL solutions by increased quality of life. Primary end user organizations are organizations who represent older adults (e.g. senior organizations/cooperations etc.)

Secondary end-users are persons or organisations directly in contact with primary end-users, such as formal and informal care persons, family members, friends, neighbours, care organisations and their representatives. This group benefits from AAL directly when using AAL products and services (at a primary end-user's home or remote) and indirectly when the care needs of primary end-users are reduced.

Tertiary end-users are such institutions and private or public organisations that are not directly in contact with AAL products and services, but who somehow contribute in organizing, paying or enabling them. This group includes the public sector service organizers, municipalities, social security systems, insurance companies, housing corporations etc.. Common to these is that their benefit from AAL comes from increased efficiency and effectiveness which result in saving expenses or by not having to increase expenses in the mid and long term.

** 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 can apply also to research organizations, care providers etc.

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.

*** EU - definition SME 2003

Categorie	Headcount	Turnover	or	Balance sheet total
Mediumsized	<250	< € 50 mln.		< € 43 mln
Small	< 50	< € 10 mln.		< € 10 mln
Micro	< 10	< € 2 mln		< € 2 mln

	Country	Norway
1	National funding authority	Research Council of Norway, www.rcn.no
2	National programme management agency	Research Council of Norway, www.rcn.no
3	National Contact Person	Vidar Sørhus, vso@rcn.no , +47 22037479
4	Eligible organisations and funding quota	<p>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.</p> <p>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).</p> <p>To be eligible for funding, Norwegian partners in AAL consortiums must contact the Norwegian AAL National Contact Person (NCP) before submitting a proposal. Such prior contact is a requirement for funding for Norwegian partners in AAL-proposals.</p>
5	Organisations excluded from funding	-
6	Information on funding conditions	<p>Call for proposals with national funding conditions will be announced on the Research Council of Norway website: www.forskningsradet.no/no/Finn_utlysninger/1173268235938</p> <p>Website that shows national eligibility criteria and funding conditions: www.forskningsradet.no/en/Application_information/113882212933</p> <p>Information about payroll and indirect expenses: www.forskningsradet.no/en/Payroll_expenses_and_rates/113882216669</p>

	Country	Poland
1	National funding authority	National Centre for Research and Development / Narodowe Centrum Badań i Rozwoju (NCBR) ul. Nowogrodzka 47a, PL-00-695 Warsaw, POLAND http://www.ncbr.gov.pl
2	National programme management agency	v.s.
3	National Contact Person	Wojciech Piotrowicz, Tel.:+48 22 39 07 297, E-mail: wojciech.piotrowicz@ncbr.gov.pl
4	Eligible organisations and funding quota	<p>Organisations eligible for funding:</p> <ul style="list-style-type: none"> - Research entity* (including Higher Education and Research Institution); - Enterprise**. <p>National applications can be also submitted by consortia or associations of the entities mentioned above.</p> <p>* According to the Polish Act of 30 April 2010 on the principles of science financing ** COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty. Polish Act of Law regarding State Aid is not released yet.</p>
5	Organisations excluded from funding	Entities not listed above.
6	Information on funding conditions	Polish applicants are kindly asked to follow financial guidelines included in call announcement http://www.ncbr.gov.pl/aal

	Country	Portugal
1	National funding authority	Fundação para a Ciência e a Tecnologia (FCT, I.P) http://www.fct.pt
2	National programme management agency	Fundação para a Ciência e a Tecnologia (FCT, I.P) http://www.fct.pt
3	National Contact Person	<p>Elisabete Pires (FCT, I.P) elisabete.pires@fct.pt Tel: +351 21 3911561</p> <p>Raquel Costa (FCT, I.P) raquel.costa@fct.pt</p> <p>Rita Silva (FCT, I.P) rita.silva@fct.pt</p>
4	Eligible organisations and funding quota	<p>The following entities having legal authority to enter into contracts may, either individually or jointly, submit proposals for funding of R&D projects :</p> <ul style="list-style-type: none"> 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. <p>Funding is 100%, except for Companies, the funding of which cannot 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 them.</p>
5	Organisations excluded from funding	-

6	Information on funding conditions	Regulations governing access to funding for scientific research and technological development projects (includes 2011 amendments) are available in http://alfa.fct.mctes.pt/apoios/projectos/regulamento.phtml.en
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	Country	Romania																																											
1	National funding authority	Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) / Unitatea Executiva pentru Finantarea Invatamantului Superior, a Cercetarii, Dezvoltarii si Inovarii http://uefiscdi.gov.ro																																											
2	National programme management agency	The National Plan for Research, Development and Innovation 2014-2020																																											
3	National Contact Person	Dr. ing. Ioana FAGARASAN / Ramona SIMIONESCU Tel: +40 21 302 38 81/302 38 88; 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																																											
4	Eligible organisations and funding quota	<p>The following legal entities are eligible for funding:</p> <ul style="list-style-type: none">• <i>Enterprises</i>: industrial and commercial organizations (especially SMEs) and institutions form social and health care and ICT sector including non-profit oriented institutions• <i>Research organizations</i> (universities, research institutes)• <i>Associations</i> (including organizations representing elderly people and their relatives, interest groups, etc.)• <i>Public bodies</i>. <p>The legal entities that don't have research and development activities in their activity object cannot participate in these AAL projects.</p> <p>The maximum funding rates for Romanian Enterprises according to the specific type of activity are:</p> <table><tr><th rowspan="2">RDI activities</th><th rowspan="2">Category of activity</th><th colspan="3">Enterprise</th></tr><tr><th>Large</th><th>Medium</th><th>Small</th></tr><tr><td>Fundamental research</td><td>A.1</td><td colspan="3">100%</td></tr><tr><td>Industrial research</td><td>A.2</td><td>65%</td><td>75%</td><td>80%</td></tr><tr><td>Experimental development</td><td>A.3</td><td>40%</td><td>50%</td><td>60%</td></tr><tr><td>Technical of feasibility studies (industrial research)</td><td>B.1</td><td>65%</td><td colspan="2">75%</td></tr><tr><td>Technical of feasibility studies (experimental development)</td><td>B.2</td><td>40%</td><td colspan="2">50%</td></tr><tr><td>Protection of industrial property rights (fundamental research)</td><td>C.1</td><td>-</td><td colspan="2">100%</td></tr><tr><td>Protection of industrial property rights (industrial research)</td><td>C.2</td><td>-</td><td>60%</td><td>70%</td></tr></table>	RDI activities	Category of activity	Enterprise			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%		Protection of industrial property rights (fundamental research)	C.1	-	100%		Protection of industrial property rights (industrial research)	C.2	-	60%	70%
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		Protection of industrial property rights (experimental development)	C.3	-	35%	45%
		<p>All organizations have to ensure that they can finance their own financial contribution.</p> <p>Eligibility criteria for the Romanian Applicants are the following:</p> <ul style="list-style-type: none"> • The applicant does not have a seizure on its account; 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 host institution for the employment of the leader, at least for the duration of the contract). A person cannot submit more than one project 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. <p>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.</p> <p>Categories of eligible expenses are according to GD 134/2011:</p> <ul style="list-style-type: none"> • Personnel expense • 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. Indirect costs cannot exceed 20% of direct costs (excluding subcontracting). <p>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.</p>				
5	Organisations excluded from funding	-				
6	Information on funding conditions	<p>More information on funding conditions:</p> <p>http://www.uefiscdi.gov.ro/Public/cat/689/AAL.html</p>				

** The eligibility rules will be updated according to the National Plan for Research, Development and Innovation 2014-2020 (when available).*

	Country	Republic of Slovenia
1	National funding authority	Ministry of Education, Science and Sport, Masarykova 16, 1000 Ljubljana e-mail: gp.mizs@gov.si
2	National programme management agency	State the programme managing agency, if different from 1), webside indication voluntary
3	National Contact Person	Dr. Simona Kralj Zatler, phone: +386 1 400 33 07, simona.kralj-zatler@gov.si (GA) Alenka Tepina, phone: +386 1 400 32 45, alenka.tepina@gov.si (NCP)
4	Eligible organisations and funding quota	“De minimis aid” means amounts of aid bellow a ceiling of 200.000,00 EUR over a period of three years do not affect trade between Member State and/or do not distort or threaten to distort competition and therefore do not fall under Article 107(1) of the Treaty. On 1 January 2014, the new De Minimis Regulation entered into force. Commission regulation (EU) no 1407/2013
5	Organisations excluded from funding	Exuding to the companies in difficulty within the Community guidelines on the State aid for rescuing and restructuring firms in difficulty.
6	Information on funding conditions	http://www.mf.gov.si/si/delovna_podrocja/drzavne_pomoci/de_minimis/ http://www.mf.gov.si/fileadmin/mf.gov.si/pageuploads/dr%C5%BEavne_pomo%C4%8Di/Usklajenost_s_redpisi_de_minimis_pomoci_v_skladu_z_Uredbo_Komisije_1407_2013.pdf

	Country	SPAIN - ISCIII
1	National funding authority	The National Institute of Health Carlos III (Instituto de Salud Carlos III / ISCIII). https://www.isciii.es
2	National programme management agency	<ul style="list-style-type: none"> The Strategic Action for Health Research (AES) National Research, Development and Innovation Plan (R+D+I National Plan).
3	National Contact Person	<ul style="list-style-type: none"> Ms Carme de Andrés Tel: (+34) 91 82 22 545; E-mail: cdandres@isciii.es Ms Teresa Chavarría Tel: (+34) 91 82 22 124; E-mail: tchavarria@isciii.es Mr Ignacio Baanante Tel: (+34) 91 82 22 576; E-mail: era@isciii.es
4	Eligible organisations and funding quota	<p>Initial funding commitment: up to € 0.2 million (including EU co-funding).</p> <p>Funding by ISCIII is subject to the approval of relevant annual appropriations by the Spanish Parliament i.e. the annual National Budget and the effective availability.</p> <p>Anticipated number of fundable project partners: 2 - 3</p> <p>Only one 3-year grant per fundable project partner:</p> <ul style="list-style-type: none"> Maximum € 100,000.00 per project partner. Should there be 2 Spanish partners funded by ISCIII in the same proposal, a maximum of € 150,000.00 may be awarded. Maximum € 150,000.00 per consortium coordinator. Should there be 2 Spanish partners funded by ISCIII in the same proposal, a maximum of € 200,000.00 may be awarded. <p>Eligible organisations</p> <ul style="list-style-type: none"> Hospitals. Primary health care or public health settings (from the National Health System) with legal address in Spain (for further information please check the Spanish Act 50/2002, December 26th). Certified Health Research Institutes in accordance with the Royal Decree 339/2004 (only if the Spanish applicant is the consortium coordinator). CIBERs (only if the Spanish applicant is the consortium coordinator). <p>GENERAL REMARKS</p> <ul style="list-style-type: none"> Research team members with an ongoing AAL project in 2016 or with multiple proposals submitted in this call will be rejected.

		<ul style="list-style-type: none"> Proposals with more than two researcher teams from the same beneficiary institution will also be rejected. SMEs and other private companies are eligible for funding via MINETUR (for further details on this regard please contact MINETUR's NCP: Ms Berta MAURE; bmaure@minetur.es). SMEs and other private companies can also participate at their own cost or as subcontractors. <p>Eligibility of PIs and other research team members</p> <ul style="list-style-type: none"> Only one application can be submitted per Spanish project team member. PI must be a senior researcher and have a contractual relationship with an eligible organisation. Research team members must have a contractual relationship/ fellowship with an eligible organisation. Applicants with an ongoing AAL project in 2016 will be discarded. <p>Excluded personnel as Principal Investigator (PI)</p> <ul style="list-style-type: none"> Those undergoing a Postgraduate training in Health Specialisation. Those currently undergoing research training (e.g. PhD students, or "Rio Hortega Programme"). Research personnel contracted by a RETICS or a CONSOLIDER. <p>Those undergoing Post-doctoral training (e.g. "Sara Borrell" or "Juan de la Cierva" contracts).</p>
5	Organisations excluded from funding	Those not mentioned above.
6	Information on funding conditions	After the international evaluation has taken place –or even earlier–, Spanish applicants may be requested to submit the project proposal along with other documents, via ISCIII's online submission tool. For more details, please contact ISCIII's National Contact Persons.

	Country	Spain - MINETUR
1	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/
2	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/
3	National Contact Person	Berta Maure Rubio Tel. 0034913462540; bmaure@minetur.es
4	Eligible organisations and funding quota	<p>Type/nature of participants:</p> <p>ENTERPRISES (PROFIT ORGANIZATIONS). Except:</p> <ul style="list-style-type: none"> – Public entities. – Non-profit organizations that exercise profit activities. <p>LEGAL REQUIREMENTS TO BE ELIGIBLE</p> <ul style="list-style-type: none"> – Enterprises established in Spain not later than 31/12/2013. – Enterprises must be included in RESA (Registro de Entidades Solicitantes de Ayudas) of MINETUR. – Enterprises must fulfil art.13 and 14 of the Law 38/2003 and the following alterations. – Not to be in difficulties as mentioned in art 2.18 of EU 651/2014. – Not to be subject to an outstanding recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market. <p>OTHER REQUIREMENTS TO BE ELIGIBLE</p> <ul style="list-style-type: none"> – Technical requirements: enterprises must demonstrate its expertise to carry out its tasks in the project: the size and scope of the business firm; competence of the team and number and scope of subcontracts. – Solvency and financial requirements: enterprises must demonstrate its viability and financial soundness regarding its own contribution to the project and the implementation of the results. Companies that are in danger of insolvency cannot be funded.

ENTITIES WILL NOT BE ELIGIBLE IF:

- It is not considered credible by MINETUR that Spanish partner can adequately fund its share in the project.
- It is not considered credible by MINETUR that Spanish partner can complete the project on time.
- Spanish partner does not provide sufficient trust in its capacities from the technical or financial point of view, to fulfil the project as submitted.
- The effect or positive impact on the local economy is considered insufficient by MINETUR
- Spanish partner does not provide enough evidence on the effort that is making in the project

More information

<http://www.minetur.gob.es/PortalAyudas/programaAAL/Normativa/Paginas/Convocatorias.aspx>

For R&D projects, the following **maximum aid intensities, according to C(2014) 3282 Framework for state aid for research and development and innovation** will apply:

Type	Maximum aid intensities		
	Large Enterprises	Medium-sized enterprises	Small enterprises
Experimental Development Project	40% of the eligible cost of the project	50% of the eligible cost of the project	60% of the eligible cost of the project

Eligible costs

MINETUR will consider as eligible costs the ones according to the Framework for State Aid for Research and Development and Innovation C(2014) 3282. The eligible criteria will be those in force at the time of contracting, and the National R&D Program in ICT managed by the SETSI. 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 those in force at the time of contracting, and the National R&D Program in ICT managed by the SETSI. 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, **tax identification code**, e-mail address, **Enterprise URL**, and telephone number of a contact person of all the Spanish organizations that participate in the project.

		<ul style="list-style-type: none"> – To fulfil the templates that are: http://www.minetur.gob.es/PortalAyudas/programaAAL/Normativa/Paginas/Convocatorias.aspx <p>Legal criteria It will be also mandatory to fulfil other applicable legal requirements ruled in the following legal texts:</p> <ul style="list-style-type: none"> – <i>Ley 38/2003, de 17 noviembre, General de Subvenciones</i> – <i>Real Decreto 887/2006, de 21 julio (Reglamento de la Ley General de Subvenciones)</i> – <i>Ley 30/1992, 26 noviembre, de Administraciones Públicas y Procedimiento Administrativo Común</i>
5	Organisations excluded from funding	Local, regional and central public administrations cannot be funded neither as participant nor as subcontractors. They can participate as end users but without funding from MINETUR.
6	Information on funding conditions	Website that shows national eligibility criteria and funding conditions: http://www.minetur.es/ProgramaAAL/

	Country	SWEDEN
1	National funding authority	Swedish Governmental Agency for Innovationsystems (VINNOVA). www.vinnova.se
2	National programme management agency	http://www.vinnova.se/sv/Verksamhet/Ambient-Assisted-Living
3	National Contact Person	Mårten Berg, Tel: +46 8 473 31 97, marten.berg@vinnova.se Johanna Ulfvarson, Tel +46 8 473 32 18, johanna.ulfvarson@vinnova.se
4	Eligible organisations and funding quota	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>Funding rates: 50% for SMEs, large enterprises, universities, universities of applied sciences, end-user organisations</p>
5	Organisations excluded from funding	N.A.
6	Information on funding conditions	http://www.vinnova.se/sv/Ansoka-och-rapportera/Regler-och-villkor/VINNOVAs-villkor-for-bidrag/

* To be confirmed. Please check our website for the latest version of this document.

	Country	Switzerland
1	National funding authority	Federal Department of Economic Affairs, Education and Research EAER State Secretariat for Education, Research and Innovation SERI International Cooperation in Research and Innovation Research and Innovation Programmes www.sbf.admin.ch
2	National programme management agency	See above
3	National Contact Person	Mrs Claire Dové claire.dove@sbfi.admin.ch +41 58 462 93 33
4	Eligible organisations and funding quota	<p>Eligible organizations:</p> <ul style="list-style-type: none"> • Swiss-based companies • Universities • Universities of applied sciences • End-user organisations <p>Funding rates:</p> <ul style="list-style-type: none"> • 50% for SMEs, universities, universities of applied sciences, end-user organisations • 25% for large enterprises <p>Eligible costs for funding:</p> <ul style="list-style-type: none"> • Salaries • Travel costs for project meetings • Consumables • Depreciation of equipment <p>The maximum public funding per project is 1 Million Swiss Francs, with a maximum of 500,000 Swiss Francs per organization.</p> <p>Each organization may participate in up to 6 project proposals per call.</p>

		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).
5	Organisations excluded from funding	Companies without a Swiss commercial register entry are not eligible for funding. If in doubt, please contact your national contact person.
6	Information on funding conditions	Further information is available on www.sbf.admin.ch/aal-e .

	Country	United Kingdom															
1	National funding authority	Technology Strategy Board [InnovateUK]															
2	National programme management agency	Technology Strategy Board [InnovateUK]															
3	National Contact Person	Graham M Mobbs - European Operations Manager Technology Strategy Board Telephone: +44 (0)7824 599585 e-mail: graham.mobbs@innovateUK.gov.uk															
4	Eligible organisations and funding quota	<p><i>Organisations eligible for funding.</i></p> <p>The Technology Strategy Board [InnovateUK] is providing up to €1.2m funding for UK NON-ACADEMIC partners. This is excluding the top funds from the European Commission, which we used to increase the overall UK AAL budget for UK industrial partners.</p> <p>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 2015 AAL call.</p> <p>All projects seeking UK funding must contain at least one UK industrial partner.</p> <p>All UK participants must be separate non linked legal entities.</p> <p><u>The percentages below are on based on eligible costs, see the website in (6) for further information.</u></p> <p><u>Industrial partners</u></p> <table> <tr> <td>SME</td> <td>up to 60%</td> <td></td> </tr> <tr> <td>Large Companies</td> <td>up to 50%</td> <td></td> </tr> </table> <p><u>Non-industrial partners</u></p> <table> <tr> <td>Local Authorities</td> <td>up to 50%</td> <td>[must have eligible UK industry partner in project]</td> </tr> <tr> <td>NHS Trusts</td> <td>up to 50%</td> <td>[must have eligible UK industry partner in project]</td> </tr> <tr> <td>Charities and Foundations</td> <td>up to 100%</td> <td>maximum grant €75,000 [must have eligible UK industry</td> </tr> </table>	SME	up to 60%		Large Companies	up to 50%		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]	Charities and Foundations	up to 100%	maximum grant €75,000 [must have eligible UK industry
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Charities and Foundations	up to 100%	maximum grant €75,000 [must have eligible UK industry															

		<p>partner in project]</p> <p>The maximum grant limit is €400,000 per UK partner in any single project. No single company or organisation can:</p> <ul style="list-style-type: none"> Receive more than €600,000 from the UK AAL 2015 call budget. Be a partner in more than 3 proposals for funding from the UK AAL 2015 budget. <p>Subcontracting is strictly limited to 20% of the UK partner grant.</p> <p>The UK budget must be spent in the UK to be eligible for grant funding, unless agreed in writing prior to application.</p> <p>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.</p> <p>UK project partners not meeting the published eligibility criteria will be automatically disqualified from participating in any potential project submitted for the AAL 2015 call.</p> <p>UK Project start date for eligible costs from April 2016. Therefore UK partners can only claim eligible costs from April 2016.</p>
5	Organisations excluded from funding	Universities and academics are not specifically excluded, but the Technology Strategy Board is unable to fund. If they want to participate they must provide their own funding.
6	Information on funding conditions	<p>Information on UK eligibility criteria, funding conditions, eligible and ineligible costs is on the website below:</p> <p>www.h2020.uk</p> <p>Specific accountancy rules apply for Sole Traders & Micro Companies [companies with fewer than 10 employees] – further information can be found using the link above.</p>