**EU-funded prize**

**for cross-border cooperation research papers**

**Prize application form**

**Deadline for the submission of entries: 23 January 2017**

|  |  |
| --- | --- |
| Title of the paper: |  |
| Geographical area encompassed in the paper: | *<specify country(ies), region(s), area(s), municipality(ies) or town(s)>* |
| Name of the contestant[[1]](#footnote-1): |  |
| Place of establishment[[2]](#footnote-2) or residence[[3]](#footnote-3) of the contestant: |  |
| Date of registration[[4]](#footnote-4): |  |
| Legal status[[5]](#footnote-5): |  |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) | |

|  |  |  |
| --- | --- | --- |
| **Contestant’s contact details** | | |
| **Postal address:** |  | |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  | |
| **Fax number:** Country code + city code + number |  | |
| **Name of the contact person:** |  | |
| **Contact person’s email:** |  | |
| **Address of the contact person if different from the postal address above:** |  | |
| **Website of the contestant (if applicable):** |  | |
| **Please confirm whether the contestant is applying on behalf of a group of researchers:** | Yes 🞎, alternative contact details: <…> | |
| No 🞎 | N/A 🞎 |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the CBIB+ Phase II project team. The team will not be held responsible in the event that it cannot contact a contestant.**

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ENTRY

# Instructions for drafting the application form

Please note that no other document than this entry will need to be submitted at this stage. Supporting documents which are also part of the application package will be submitted by those contestants who would have received a provisional confirmation of prize award.

There is no specific template for the research paper but the contestant must ensure that the text:

* does not exceed, excluding diagrams or tables, 25 full pages (A4 size), in Arial 11 font characters with 2 cm margins, single line spacing;
* provides the information requested under the headings below, in the requested order, and in proportion to its relative importance;
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

# Summary of the research paper

Please complete the table below, which should not exceed 1 page.

|  |  |
| --- | --- |
| Title of the paper: |  |
| Geographical area encompassed in the paper: | <*specify country(ies), region(s), municipality(ies) and/or town(s)>* |
| Executive summary, including the paper’s thesis: |  |
| Target group(s): |  |
| Name and contact information of a national scientific journal: | <In the event of prize award, please indicate the name and contact information of the national scientific journal in which you would like to see your paper published> |

# Research Paper

<Please insert the text of your research paper>

# Declaration by the contestant

The contestant, represented by the undersigned (in the case of legal persons) who is his or her authorised signatory, and in the context of the present entry/application, representing any other researchers, if appropriate, in the proposed research paper, hereby declares that:

* the contestant is directly responsible for the preparation of this research paper with other researchers if any, and is not acting as an intermediary;
* the contestant is not in any of the situations excluding him or her from receiving prizes which are listed in Section 2.3.3 of the Practical Guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>) and section 9.2 of the Rules of Contest;
* furthermore, it is recognised and accepted that if the contestant participates in spite of being in any of the situations listed in Section 2.3.3, they may be excluded from other procedures in accordance with Section 2.3.4 of the Practical Guide;
* the contestant is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 7 of the Rules of Contest;
* **the contestant is eligible in accordance with the criteria set out under Section 9.1. of the Rules of Contest;**
* **the contestant has fully respected all the ethical standards as set out under the Section 12 of the Rules of Contest;**
* the research paper has not been published prior to the deadline for the submission of entries and was not an output prepared under any type of EU-funded contract;
* if recommended to be awarded a prize, the contestant accepts all the provisions stipulated in the Rules of Contest.

The contestant acknowledges that if he or she participates in spite of being in any of the situations listed in Section 2.3.3.1 of the Practical Guide or if the declaration or information provided prove to be false, he or she may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the prize being awarded and that this information may be published on the website of the European Commission and the CBIB+ Phase II project in accordance with the conditions set in Section 2.3.4 of the Practical Guide.

The contestant is aware that, for the purposes of safeguarding the EU’s financial interests, his or her personal data may be transferred to internal audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the contestant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

# Checklist for the entry

**Before sending your entry, please check that each of the criteria below has been met in full and tick them off.**

**TITLE OF THE PAPER: <….>**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The instructions for the entry have been followed.** |  |  |
| **2. Your declaration has been filled in and signed.** |  |  |
| **3. The research paper, including the cover pages, is typed and is in English.** |  |  |
| **4. This checklist has been filled in and sent with all the above sections.** |  |  |
| **PART 2 (ELIGIBILITY OF THE PAPER)**   1. **The research paper**     1. **revolves around one or more of the eligible themes, and**    2. **focuses geographically on one or more of the eligible border areas under the relevant CBC programmes, and**    3. **improves the knowledge about the impact of the CBC programmes on the life of citizens in the target areas** |  |  |
| 1. **The research paper presented in the entry was published before or was an output prepared under an EU-funded contract (please note that if the answer is ‘yes’, you will be disqualified).** |  |  |
| 1. **The provisions of section 9.2 of the Rules of Contest have been respected in the preparation of this entry.** |  |  |
| 1. **The ethical principles mentioned in Section 12 of the Rules of Contest have been respected in the preparation of this research paper.** |  |  |
| **CONCLUSION (only for the jury): Does the application meet all the administrative and eligibility criteria above?** |  |  |
| **Comments:** | | |

# Assessment Grid for the Entry

**(FOR THE USE OF THE INDEPENDENT JURY ONLY)**

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. The submission deadline was met. |  |  |
| 2. The entry satisfies all criteria specified in the checklist. |  |  |
| Administrative compliance has been checked by:  Date: |  |  |
| **DECISION 1: The jury has decided to evaluate the entry, which has passed the administrative check.** |  |  |
| The entry has been evaluated by:  Date: |  |  |
| **DECISION 2: The jury has decided to award a prize to the entry** |  |  |

1. Please write down the names of the authors of the paper when the contester is a legal person. [↑](#footnote-ref-1)
2. For legal entities. [↑](#footnote-ref-2)
3. For natural persons. [↑](#footnote-ref-3)
4. For legal entities, the organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See Section 9.1. of the Rules of Contest. [↑](#footnote-ref-4)
5. E.g. non-governmental organisation, private or public higher education institution, research institute or organisation, think-tank centre. [↑](#footnote-ref-5)