**EasyPP base document – send your comments to** **max.maupoix@swerea.se**

| **EasyPP** | **Merlin ref.****\* = mandatory** | **Required for EasyPP forms****x = mandatory** | **Help text addressed to client**  |
| --- | --- | --- | --- |
| **BO** | **BR** | **TO** | **TR** | **RDR** | **Offer****(BO and TO)** | **Request****(BR and TR)** | **RDR** |
| Own reference | Internal Reference\* | x | x | x | x | x | Internal reference, defined by EEN staff for internal use only. Max 255 characters. | Internal reference, defined by EEN staff for internal use only. Max 255 characters. | Internal reference, defined by EEN staff for internal use only. Max 255 characters. |
| Title\* | Title\* | x | x | x | x | x | The title of the offer should be clear and meaningful for persons who are not experts. Readers should easily find out if the offer is of interest to them, or if it could be of interest to other companies or organisations that the reader might know of. Stand-alone acronyms, product names or trademarks are not allowed in the title.Max 255 characters. | The title of the request should be clear and meaningful for persons who are not experts. Readers should easily find out if the request is of interest to them, or if it could be of interest to other companies or organisations that the reader might know of. Stand-alone acronyms, product names or trademarks are not allowed in the title.Max 255 characters. | The title should be prefixed with the call and topic under which the proposal will be submitted, e.g. “H2020 PHC-16-2015: Tools and technologies for advanced therapies: Seeking therapy industrial partner...”The title should be clear for someone who is not an expert. It should be easy to find out if the partner search is interesting for them, or if it could be of interest to other companies or researchers in their region that the reader might know of. Max 255 characters. |
| Summary\*(Max 500 chars) | Summary\*(1-500 characters) | x | x | x | x | x | The summary of the offer should answer:* Where (geographically) is it from?
* What sort of organisation is offering it?
* What is being offered? Is it a product, method, service, etc?.
* What can it be used for?
* What are the main advantages for the users? For who?
* What sort of deal is sought?

The summary, along with the title, must be grammatically perfect and without errors. It is usually the first, and sometimes the only part of the offer that is visible when it is promoted. Only when potential partners ask for more information, they will get the full profile. | The summary of the request should answer:* Where (geographically) is it from?
* What sort of organisation is requesting it?
* What is being requested? Is it a product, method, service, etc?.
* What should it be used for?
* What should be the main advantages for the users? For who?
* What sort of deal is sought?

The summary, along with the title, must be grammatically perfect and without errors. It is usually the first, and sometimes the only part of the offer that is visible when it is promoted. Only when potential partners ask for more information, they will get the full profile. | The summary of a research and development request should answer:* Who are you? Organisation and country?
* What is your project proposal/idea/objective?
* What should be the field/technology/research area of the potential partner?
* Type of partner sought? (SME, university..)
* What is the partner expected to do?

Note: The Partner Search should not be used only for finding projects to be invited to. You should not offer your expertise unless you have at least a project idea in mind. |
| Description\*(100-4000 chars) | Description\*(100-4000 characters) | x | x | x | x | x | First, short general information about your company, its background and current markets. Then describe: * What you offer. Is it a product, method, service, or process?
* Any potential applications of the offer.
* The expertise or know-how behind the offer.
* Any quantitative data, if possible. (Should be further elaborated under “Advantages and innovations” below).

Recommendations:* The description should be able to stand more or less alone.
* Do not include abbreviations, product names, trademarks or brand names.
* Avoid the use of we or our, and never reveal company names.
* Do not include advantages, it will come below.
* Do not write your description with a specific market in mind, it will come below.
* If you use abbreviations, please make sure that full names are given, as well as further explanation (if necessary).
* No spelling or grammar mistakes should be present in the profile so be sure to use a spell checker.
* Your text should give enough detail to satisfy a prospective partner at this early stage. It should answer the most obvious questions they would ask. The final text should read well and make clear the business opportunity.
 | First, short general information about your company, its background and current markets. Then describe: * What you request. Is it a product, method, service, or process?
* For what applications?
* What problems should be solved?
* What expertise or know-how is needed? (Should be further elaborated under “Technical specification or expertise sought” below).
* What you are not looking for

Recommendations:* The description should be able to stand more or less alone.
* Do not include abbreviations, product names, trademarks or brand names.
* Avoid the use of we or our, and never reveal company names.
* If you use abbreviations, please make sure that full names are given, as well as further explanation (if necessary).
* No spelling or grammar mistakes should be present in the profile so be sure to use a spell checker.
* Your text should give enough detail to satisfy a prospective partner at this early stage. It should answer the most obvious questions they would ask. The final text should read well and make clear the business opportunity.
 | First, short general information about your organisation. Then describe: * Background, research question and/or objectives of the proposed project or project idea
* Expected results and impact
* Expected end-users
* How the work will be done
* Who will do the work?

Give a very short description of the partner sought, including e.g:* Type (SME, university, research institute, etc)
* Expertise/capabilities, roles
* Where they should be based, if relevant.
* What expertise/know-how is already included in the consortium?

Short about the call conditions:* Work programme
* Research topic/grant
* Expression of interest deadline
* Call deadline
* Expected project start
 |
| Advantages and innovations\*(50-2000 chars) | Advantages and Innovations\* (50-2000 characters) | x |  | x |  |  | Describe the innovative aspects and advantages of your offer, preferably, in the form of a bullet list, including e.g:* Innovative aspects (facts and figures)
* Economic, environmental, social advantages/benefits
* What are the advantages compared with other existing products, methods, services, processes, etc?
* What needs can it fulfil?

Recommendations:* Advantages should be factual and able to be documented. The fact that a company is “reliable and trustworthy” is not enough (and not easy to document).
* Avoid generalities such as best or unique. Instead, try to compare it with competitive products already on the market.
* If possible, quantify the innovative aspects and advantages of your offer. Emphasis on what it can offer. .
 |  |  |
| Technology Keywords\* | Technology Keywords (max. 5 keywords) |  |  | x | x | x | * Choose a maximum of five keywords
* Focus on the technology, not on its market applications.
* Be aware that a search may be conducted using keywords alone.
 | * Choose a maximum of five keywords
* Focus on the technology, not on its market applications.
* Be aware that a search may be conducted using keywords alone.
 | * Choose a maximum of five keywords
* Focus on the technology, not on its market applications.
* Be aware that a search may be conducted using keywords alone.
 |
| Stage of development\* | Stage of Development  |  |  | x |  |  |  |  |  |
|  | Comments Regarding Stage of Development |  |  |  |  |  |  |  |  |
| Profile Origin\* | Profile Origin\* |  |  | x |  |  |  |  |  |
| Technical Specification or Expertise Sought\* | Technical Specification or Expertise Sought |  | x |  | x |  |  | If possible, provide information about:* What kind of offer your are expecting
* What kind products, methods, services, processes, etc that you think would meet your request
* What offers would not be suitable?

Provide detailed specifications of your request, including e.g.* Price
* Quantities
* Estimated order frequency
* Production output
* Technical requirements (temperature, weight, pressure, size, etc)
 |  |
| IPR status\* | IPR status |  |  | x |  |  | IPR - Intellectual Property Right. To select multiple fields, hold Ctrl and mouse click. If you select Other, please clarify under Comments below.Add any other optional comments below if you wish, such as:* If the patent is applied for, list the countries
* If the patent is granted, enter the countries that have granted the patents

Do not give patent number! |  |  |
| Comments (max 2000 chars): | Comments Regarding IPR Status |  |  | x |  |  |  |  |  |
|  |  |  |  |  |  |  | **COMPANY INFORMATION** |  |  |
| Established\* | Year Established\* | x | x |  |  |  | The year when your company was established. Enter a value between 1700 and the current year. | The year when your company was established. Enter a value between 1700 and the current year. |  |
| Turnover (euro)\* | Turnover (euro)\* | x | x |  |  |  |  |  |  |
| Company type and size\* | Type and Size of Client\* | x | x | x | x | x | Specify the type, size and home country of your company/organisation | Specify the type, size and home country of your company/organisation | Specify the type, size and home country of your company/organisation |
|  | Client Country | x | x | x | x | x |  |  |  |
| Already engaged in transnational cooperation | Already engaged in transnational cooperation | x | x | x | x | x | Check this box if you have experience in working with partners abroad | Check this box if you have experience in working with partners abroad | Check this box if you have experience in working with partners abroad |
| NACE keywords\* | NACE Keywords\*(max. 5 keywords) | x | x | x | x | x | Choose a maximum of five keywords that describe your company (not the content of the profile). | Choose a maximum of five keywords that describe your company (not the content of the profile). | Choose a maximum of five keywords that describe your company (not the content of the profile). |
| Sector Group | Sector Group | x | x | x | x | x | Select a sector group if there is one that corresponds with the content of this profile. | Select a sector group if there is one that corresponds with the content of this profile. | Select a sector group if there is one that corresponds with the content of this profile. |
| Languages spoken\* | Languages Spoken\* | x | x | x | x | x | Choose languages that can be used for communicating | Choose languages that can be used for communicating | Choose languages that can be used for communicating |
| Certifications | Certification Standards | x | x |  |  |  | Add any approved certificates or standards that you have. If it’s not in the list, chose ‘Other’. | Add any approved certificates or standards that you have. If it’s not in the list, chose ‘Other’. |  |
| Additional Comments(Max 4000 chars) | Additional Comments |  |  |  |  |  | Any additional comments not mentioned elsewhere. | Any additional comments not mentioned elsewhere |  |
|  |  |  |  |  |  |  | **PARTNER SOUGHT** |  |  |
| Type of partnership\* | Type of Partnership Considered\* | x | x | x | x | x | Specify the type of partnership that you are interested in. The type of partnership selected need to be consistent with what you have mentioned elsewhere in this profile, e.g. in the summary, in the description and in the type and role of partner sought. Try not to select more than one type of partnership. If you do, you need to motivate why, and be very consistent and detailed in the description.  | Specify the types of partnership that you are interested inThe type of partnership selected need to be consistent with what you have mentioned elsewhere in this profile, e.g. in the summary, in the description and in the type and role of partner sought. Try not to select more than one type of partnership. If you do, you need to motivate why, and be very consistent and detailed in the description. | *Only one option (research cooperation agreement) Default but not shown.* |
| Type and role of partnersought\*(Max 4000 chars) | Type and Role of Partner Sought\* | x | x | x | x |  | Enter as much detailed information as possible to allow your prospective partners to understand your needs and expectations, including e.g.:* Type of partner sought (e.g. industry, academy, research organization, business)
* Specific area of activity of the partner (e.g. manufacturer of plastic packages, distributor of plastic packages, user of plastic packages, disposal of plastic packages)
* Tasks to be performed. State clearly what you expect from your partner.

Note: Multiple types of partners and partnerships can be considered but at least some of the tasks to be performed should be consistent with the type of partnership you have mentioned elsewhere in the profile  | Enter as much detailed information as possible to allow your prospective partners to understand your needs and expectations, including e.g: * Type of partner sought (e.g. industry, academy, research organization, business)
* Specific area of activity of the partner (e.g. manufacturer of plastic packages, distributor of plastic packages, user of plastic packages, disposal of plastic packages)
* Tasks to be performed. State clearly what you expect from your partner.

Multiple types of partners and partnerships can be considered but at least some of the tasks to be performed should be consistent with the type of partnership you have mentioned elsewhere in the profile  | Give information about * Type of partner sought (e.g. SME, industry, research organisation).
* Specific area of activity of the partner (e.g. researcher on plastic packaging, manufacturer of plastic packages, distributor of plastic packages, user of plastic packages, disposal of plastic packages)
* Field of expertise/experience (e.g. field tests, laboratory work, plastic additives, etc)
* Tasks to be performed (e.g. be responsible for work package X)

The more focused the definition, the higher the chances of finding a partner. |
| Market keywords\* | Market Keywords\*(max. 5 keywords) | x | x | x | x | x | * Choose a maximum of five keywords
* Be aware that a search may be conducted using keywords alone.
 | * Choose a maximum of five keywords
* Be aware that a search may be conducted using keywords alone.
 | * Choose a maximum of five keywords
* Be aware that a search may be conducted using keywords alone.
 |
| Type and size of partner sought | Type and Size of Partner Sought | x | x | x | x | x | To select multiple fields, hold Ctrl and mouse click. | To select multiple fields, hold Ctrl and mouse click. | To select multiple fields, hold Ctrl and mouse click. |
| Targeted countries | Restrict dissemination to specific countries | x | x | x | x | x | Select the targeted countries you are interested in. If none is selected, all available countries are selected. | Select the targeted countries you are interested in. If none is selected, all available countries are selected. | Select the targeted countries you are interested in. If none is selected, all available countries are selected. |
|  |  |  |  |  |  |  | PROGRAM CALL |  |  |
| Project Title | Project Title and Acronym |  |  |  |  | x |  |  | Enter the project title and acronym, if applicable.Max 256 characters |
| Framework Programme\* | Framework Programme\* |  |  |  |  | x |  |  |  |
| Call name\* | Call name\* |  |  |  |  | x |  |  | Indicate the name of the call for the programme. Max 255 characters |
| Submission scheme | Submission and evaluation scheme |  |  |  |  | x |  |  | * Single-stage submission scheme or Two-stage submission scheme: a short proposal for the first stage followed by full proposal for the second stage, if it passes the first-stage evaluation.
* Continuous submission scheme: the call will set intermediate or final closure dates (cut-off dates) and specify whether the evaluation of proposals will be carried out within one month of that date. Proposals will be evaluated individually as they arrive and ranked after the next intermediate or final closure date. The cut-off date should be indicated in the call deadline field.
* Multiple-step submission scheme: the submission many involve more than two-stages. You should thus indicate at which exact submission step the proposal is and which steps remain to be completed.

Max 255 characters |
| Project budget | Anticipated Project Budget |  |  |  |  | x |  |  | The anticipated project budget, include the currency.Max 32 characters. |
| Funding Scheme |  |  |  |  |  |  |  |  |  |
| Coordinator required | Coordinator required |  |  |  |  | x |  |  | Tick the check box if you are looking for a coordinator to manage the project |
| Project duration (weeks) | Project duration |  |  |  |  | x |  |  | Enter the project duration, in weeks |
| Web link to call | Web link to call |  |  |  |  | x |  |  | Insert a web link if applicable which provides information about the call. |
| Deadline for call\* | Deadline for call\* |  |  |  |  | x |  |  | Choose the deadline for your call. After this date, this partner search profile will no longer be able to be viewed in the system.Note: The date you assign cannot be extended or edited so you will have to recreate the profile if you set the incorrect date. It is recommended that you set the date for the deadline for call to a minimum of a few months in the future.  |
|  |  |  |  |  |  |  | **OTHER** |  |  |
| Deadline day count\* | Profile expires X days after publication\* | x | x | x | x |  | Profile expires X days after publication. Must be a number between 1 and 365. | Profile expires X days after publication. Must be a number between 1 and 365. |  |
| Attachments | Attachments | x | x | x | x | x | Only jpg, gif, png, jpeg, pdf, doc, docx, xls and xlsx files are allowed. Maximum size per file: 4MB | Only jpg, gif, png, jpeg, pdf, doc, docx, xls and xlsx files are allowed. Maximum size per file: 4MB | Only jpg, gif, png, jpeg, pdf, doc, docx, xls and xlsx files are allowed. Maximum size per file: 4MB |
| Network Contact | Responsible\* | x | x | x | x | x | *EasyPP user default (Issuing partner, Contact person, phone, Email)* | *EasyPP user default (Issuing partner, Contact person, phone, Email)* | *EasyPP user default (Issuing partner, Contact person, phone, Email)* |
| Comment to reviewers(Max 2000 chars) | Comment (1-2000 characters) |  |  |  |  |  | Use this field only to communicate with your reviewers | Use this field only to communicate with your reviewers | Use this field only to communicate with your reviewers |