



Exploratory Award - Frequent Asked Questions

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1. What is the Malta Enterprise Exploratory Award Scheme?

The Malta Enterprise Exploratory Award provides assistance, in the form of a grant, to help SME's develop project proposals for submission the European Funded Programmes (FP7) and Competitiveness and Innovation Programme (CIP).

2. What is the definition of Research?

For providing support under the Exploratory Award Scheme, Malta Enterprise will use the definition of Industrial Research as defined in Community Framework for State Aid for R&D and Innovation - 2006/C 323/01. That is the planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components of complex systems, which is necessary for the industrial research, notably for generic technology validation, to the exclusion of prototypes.

3. What is the purpose of the Exploratory Award?

The award is intended to stimulate the capacity of SME's in the Manufacturing Sector to participate in FP7. Malta Enterprise will be thus helping businesses overcome the barriers and challenges faced when developing proposals. The Exploratory Award will assist SMEs in submitting successful proposal submissions.

4. What is the first thing to do if I want to write a proposal?

A very clear idea of what you want to do and how it fits into the EU Commission's call is needed. Support may be available from Malta Enterprise and the National Contact Points to help you develop your idea into a proposal.

5. Can I get advice prior to applying for the Exploratory Award Scheme?

Malta Enterprise runs a Business Advisory Service. This Service could provide you with key knowledge and know how in writing EU proposals, market research, market analysis, technical feasibility and legal issues. The Mentor appointed through the Business Advisory Service could also guide you on to the Exploratory Award Scheme.

For further advice you may also contact the National Contact Points (NCP) in Malta:

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| • Intelligent Energy Europe (IEE) | Antonio Caselli (Ministry for Resources and Infrastructure) |
| • Competitiveness and Innovation Programme (CIP) | David Muscat (MIMCOL) |
| • FP7 Health | Ms. Joanna Pullicino (MCST) |
| • FP7 Food, Agriculture and Biotechnology | Ms. Joanna Pullicino (MCST) |
| • FP7 Nanosciences, nanotechnologies, materials new production technologies, (NMP) | Dr. Ing. Jonathan C. Borg (MCST) |
| • FP7 Energy | Ms. Moira Dillon (MCST) |
| • FP7 Environment | Ms. Moira Dillon (MCST) |
| • FP7 Transport | Dr. Ing. David Zammit Mangion (MCST) |
| • FP7 Socio-economic sciences and Humanities | Ms. Anthea Frendo (MCST) |
| • FP7 Space | Dr. Ing. Carl James Debono (MCST) |
| • FP7 Security | Dr. Ing. Carl James Debono (MCST) |
| • FP7 Ideas | Ms. Karen Fiorini (MCST) |
| • FP7 People | Ms. Anthea Frendo (MCST) |
| • FP7 Research for SMEs | Ms. Jeanelle Catania (MCST and Federation of Industries) |

6. How do I calculate Personnel Costs?

As in normal budgeting practices you have to arrive at a **reasonable estimate** on the number of man hours required to complete the background research and compile the application for funding under FP7 or CIP.

7. How do I calculate the Hourly Rate?

Hourly Rate = (Total annual salary (FS3 value) / total number of productive days (i.e. excluding vacation leave and public holidays)) / number of hours worked per day.

Social security contributions and taxes paid by the enterprise are eligible. The respective times sheets and hourly rate calculation need to be made available.

Example:

Annual Salary = € 16,306

Number of working days = 227 (excluding Public holidays & leave)

Number of hours worked daily = 8

Hourly Rate = (€16,306 / 227) / 8 = € 8.98

8. When should the application for the Exploratory Award be handed in?

Due to the amount of information and preparatory work needed, and the time required to evaluate the Exploratory Award Scheme proposal, the application for an exploratory award should be handed at least one month prior to the publication of the call for proposals by the EC.

Note: Should the EC cancel the call, Malta Enterprise may extend the grant period to a future date.

9. What forms are needed to be handed in?

The required documentation is listed in the application form.