Guidelines for preparation of

the Administrative document for the ARGOS Challenge

The “administrative document” contains contact information about every relevant actor for each partner (one “administrative document” is required for each partner).

**Layout recommendations:**

* Page size: A4
* Use one of the following fonts: Arial, Calibri, Tahoma, Times New Roman (Times), Verdana
* Minimum font size: 11
* Interline space: single
* Margins sides/top/bottom: 2 cm minimum
* Insert the TOTAL and ANR logo into the page header
* Number the pages in the footer

The “administrative document” must be uploaded **imperatively** as an **unprotected** **PDF file** (document generated from a word processor file to a PDF, **no scanned document**), on the “Documents” tab of the submission website.

**The administrative document for ARGOS Challenge must be written in English.**

*Before submitting this document:*

* Delete the first page of instructions
* Delete all the instructions (Italic).

|  |  |
| --- | --- |
| **Acronym** |  |
| **Proposal title** |  |
| **Type of research** | 🞎 Industrial Research  🞎 Experimental Development |
| **Coordinating partner** | Name and first name of the coordinator:  Identification of the organization (laboratory, company…): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization/Entity** | | | | | |
| *Name* |  | | | | |
| *Acronym*  *(if any)* |  | | | | |
| *Status* | *Private/Public* | | | | |
| *Contact address* | | | | | |
| *Street name and number* |  | | | | |
| *PO Box* |  | | | | |
| *Town* |  | | | | |
| *Phone* |  | *Postal/Zip code* |  | *Cedex/State/Province* |  |
| *E-mail* |  | | *Country* |  | |
| *Web site* |  | | *Fax* |  | |

**Contractor’s legal representative:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Legal representative for the project** | | | | | | | |
| *Family name* |  | | | | | | |
| *First name(s)* |  | | | | | | |
| *Position* |  | | | | | | |
| *Contact Address* | | | | | | | |
| *Street name and number* |  | | | | | | |
| *PO Box* |  | | | | | | |
| *Town* |  | | | | | | |
| *Phone* |  | *Postal/Zip code* | |  | | *Cedex/State/Province* |  |
| *E-mail* |  | | *Country* | |  | | |
| *Web site* |  | | *Fax* | |  | | |

**Scientific representative for the project:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal investigator** | | | | | | | |
| *Family name* |  | | | | | | |
| *First name(s)* |  | | | | | | |
| *Position* |  | | | | | | |
| *Scientific activities address* | | | | | | | |
| *Street name and number* |  | | | | | | |
| *PO Box* |  | | | | | | |
| *Town* |  | | | | | | |
| *Phone* |  | *Postal/Zip code* | |  | | *Cedex/State/Province* |  |
| *E-mail* |  | | *Country* | |  | | |
| *Web site* |  | | *Fax* | |  | | |
| *Highest academic qualification* |  | | | | | | |

**Expected cost of the project:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table of costs** (tasks described in the 4.2 section of the scientific document) | | | | | | |
| Tasks | Equipment(€) | Staff(€) | External services(€) | Missions(€) | Other(€) | **Total(€)** |
| *Task 1* |  |  |  |  |  |  |
| *Task 2* |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |
| **Total(€)** |  |  |  |  |  |  |