

## How to Complete the Contract Preparation Forms (CPF)

The CPF archive folder ([www.eucognition.org/CPF.zip](http://www.eucognition.org/CPF.zip)) contains the following files:

CPF Editor    this is a folder containing the CPF editor (cpfeditor.exe) and associated files.

CPF Data    this is a folder containing the CPF forms and several other supporting documents:

IST-4-026408-EUCOGNITION-CA.cpf	the CPF forms
cpf_editor_ug_v1_7_en.pdf	A user manual for the CPF editor
CPF CA.pdf	Guidelines on how to complete the forms
cost_model_en.pdf	Overview of the cost models available under FP6
Negotiation Guidelines.pdf	Guidelines on the contract preparation process

To open the CPF file, launch the CPF editor (cpfeditor.exe) in the CPF Editor folder, and then open the CPF file IST-4-026408-EUCOGNITION-CA.cpf in the CPF Data folder.

You need to fill in forms A2a, A2b, A2c. You do not need to fill in any other forms.

You access forms A2a, A2b, A2c by clicking on the list of forms at the top left corner of the editor.

Note that there is one form (*i.e.* one each of A2a, A2b, and A2c) for each contractor.

You must first create a new set of forms by clicking the NEW button below the list of forms. You can then proceed to enter the relevant data in each of the three forms A2a, A2b, and A2c.

These forms are ordered by participant number. This numbering must be adhered to strictly so please don't alter it and don't delete any participants.

When you have entered all the data (or at any point you wish) please save the file using SAVE AS with the following filename IST-4-026408-EUCOGNITION-CA-NN.cpf where NN is your participant number (*i.e.* the number of the form in which you entered your data).

Please contact the Network Coordinator, David Vernon, at [coordinator@eucognition.org](mailto:coordinator@eucognition.org) if you need help.