

## How to Become a Contractor

Members are not obliged to become a party to the euCognition contract. However, a member wishing to become a contractor may do so at any point in the lifetime of the project. Normally, a member will become a contractor if they need to claim labour costs for work done in the network. A member does not have to be a contractor to claim travel and other specific costs.

To become a contractor, the member should complete the following forms and post them to the Coordinator at the address give below.

- 1) Three signed copies of Form B - Request *for Accession of a New Contractor to the Contract* (this is a part of the model contract).

A template for Form B is available on the website at [www.eucognition.org/Form\\_B\\_Proforma.doc](http://www.eucognition.org/Form_B_Proforma.doc)

- 2) The Contract Preparation Forms (CPF) duly completed and signed by the new contractor.

The CPF files are available on the website at [www.eucognition.org/CPF.zip](http://www.eucognition.org/CPF.zip)

Instructions on how to complete these forms are available at  
[www.eucognition.org/CPF\\_instructions.pdf](http://www.eucognition.org/CPF_instructions.pdf)

- 3) An Addendum to Annex I of the contract describing the work to be performed by the new contractor. This is simply a description of the contribution which the member intends to make to the network. Typically, it is identical to the work that is proposed to be undertaken in a Network Action.

A template for this addendum is available on the website at  
[www.eucognition.org/Annex\\_I\\_Addendum\\_proforma.doc](http://www.eucognition.org/Annex_I_Addendum_proforma.doc)

Note that all the above forms can be accessed at [www.eucognition.org/contract\\_documents.htm](http://www.eucognition.org/contract_documents.htm)

Please send all completed forms to:

David Vernon  
LIRA-Lab, DIST  
University of Genoa  
Viale F. Causa 13  
16145 Genoa  
Italy

Note that any member who becomes a contractor undertakes all the responsibilities of a contractor, including the requirement to produce an audit certificate for all costs incurred. Note that under Special Clause 39 of the Contract, an audit certificate is not required until the end of the contract if the total amount of costs to be claimed is less than €150,000.

Note also that, whilst membership of euCognition is personal, becoming a contractor requires the creation of a contract between the member's host institute and the European Commission.