



Project no. 34721

TAGora

Semiotic Dynamics in Online Social Communities

<http://www.tagora-project.eu>

Sixth Framework Programme (FP6)

Future and Emerging Technologies of the Information Society Technologies (IST-FET Priority)

Periodic Management Report

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Chapter 1

Justification of major cost items and resources

In this report we provide a justification of the major costs incurred and resources deployed by the contractors, linking them to activities implemented by each contractor.

Section 1.6 provides a tabular overview of budgeted and actual person-months.

Section 1.7 includes a tabular overview of budgeted and actual costs.

DUE TO THE TIGHT CONSTRAINTS ON THE DATE OF THE REVIEW MEETING THIS SECTION IS STILL MISSING SINCE THE FINANCIAL FIGURES ARE NOT YET READY.

Section 1.8 describes the major deviations from cost and person-month budget (see also the deviation sections of each WP and section 3 of the Periodic Activity Report).

Section 2 includes the financial statement (FORM C) and Audit certificate of the contractors.

THIS SECTION IS STILL MISSING SINCE WE ARE WAITING FOR THE FINAL COST FIGURES OF THE PARTNERS.

THE DESCRIPTION OF THE MAJOR COST ITEMS LISTED IN THIS MANAGEMENT REPORT IS STILL PROVISIONAL AWAITING FOR THE FINAL FIGURES OF THE PARTNERS.

1.1 PHYS-SAPIENZA

Brief description of the work performed

WP1: (Planned man-months: 5, Actual man-months: 5) We realized an early small-scale crawling of del.icio.us. On these data we performed the analysis that led to the publication of the first modeling scheme for Social Bookmarking systems. Later on we actively took part to the main crawling of del.icio.us. and we performed an intense activity of post-processing in order to make available the data in HDF5 format. We also managed the wiki page of the TAGora web-sites to host information about all the delivered datasets. We took part to the realization of deliverable D1.1: *Data delivery from selected folksonomy sites.*

WP3: (Planned man-months: 12, Actual man-months: 10) We actively participated to the data analysis by adapting already existing tools and devising new ones adapted to the structure of folksonomies, in particular for del.icio.us, BibSonomy, flickr, imdb and netflix. We established several collaborations with the other partners and in particular with UNIK (for del.icio.us and BibSonomy) and UNI-SOTON (for imdb and netflix). A detailed report about our activity in this WP is reported in the Project Activity Report and witnessed by the list of publications.

WP4: (Planned man-months: 20, Actual man-months: 14) We proposed the first stochastic modeling scheme for a collaborating tagging system. On studying *del.icio.us* we started our modeling effort by adopting a tag-centric view of the system, that is we investigated the evolving relationship between a given tag and the set of tags that co-occur with it. In order to model the observed frequency-rank behavior for the full range of rank values, we introduced a new version of the “rich-get-richer” Yule-Simon’s stochastic model by enhancing it with a fat-tailed memory kernel. The stochastic process we introduced is meant to describe the behavior of an “effective” average user in the context identified by a specific tag and, in our view, represents a first building block upon which other models, of further complexity, can be built. The above results have been published in the Proceedings of the National Academy of Sciences and featured in the news, both in scientific and non-technical journals and magazines.

WP5: (Planned man-months: 5, Actual man-months: 7) We coordinated the realization of the Project Presentation Report (Deliverable 5.1) to which we added a flyer to disseminate the main ideas of TAGora in a capillary way. We managed the development of a White Paper (Deliverable D5.3) on the main problems and challenges for understanding, modeling and controlling Semiotic Dynamics processes in Online Social Communities.

WP6: (Planned man-months: 6, Actual man-months: 7) As coordinator of the project, we: (a) were responsible for the day-to-day condition of the project, (b) we organized the TAGora periodic meeting, (c) we acted as the main interface between the project and the European Commission, (d) we distributed the financial contribution to the partners, (e) we coordinated the preparation of the Periodic Activity Reports.

Description of major cost items

- **Personnel costs:** 1 Full Professor (5 man months, 59.710,00 EURO), 1 Associate Professor (5 man-months, 23.553,6 EURO), 2 Post-Docs (21 man-months, 70.993,1 EURO), Project Assistant (12 man-months, 22.783,15 EURO).

- **Personal computers:** (Server for data analysis, 11.935,00 EURO). A powerful server to be used for data analysis was purchased, for a total expense of 11.935,00 EURO. The server is a 1U rack-mounted AMD-based machine with 4 dual-core Opteron processors (total of CPU 8 cores), 32 Gb of main memory and very fast (though small) SCSI hard disks. The server has been configured with the Linux/Debian operating system for use by the PHYS-SAPIENZA team

and TAGora partners. The large amount of main memory, which accounts for most of the expense, will allow us to cache in main memory the full snapshot of the del.icio.us and flickr datasets, and perform efficiently global operations over them. Such an amount of memory is also needed to run community-detection algorithms on reasonable subsets of the tri-partite folksonomy network as well as on the tag co-occurrence network. Calculation of depreciation of durable equipment have been computed on a 60 months base.

- **Other minor costs** (including: Travel expenses 16.525,01 EURO, realization of the project logo 678,13 EURO, realization of the first version of a web-based application 1.456,00 EURO).
- **Overheads:** (101.656,28 EURO)
- **Total eligible costs:** (297.753,12 EURO)
- **Requested Contribution:** (160.612,58 EURO)

1.2 SONY-CSL

Brief description of the work performed

WP1: (Planned man-months: 3, Actual man-months used: 1.99) The work includes setting up a user study with University of Venice to evaluate Ikoru and gather an initial data set. Further work includes the screen scraping of Last.fm web site to obtain tagging data as well as musical extracts. We also developed a Java application to download a test database from Flickr.com used for the image analysis. A big effort was made to negotiate access to the Sony's HiFind music database.

WP2: (Planned man-months: 7, Actual man-months used: 7.03) The work includes the development of the Ikoru platform. This covers the development of a Web server in C++ (40000 source lines of code - SLOC) that handles the SOAP queries, stores tagging information in a persistent storage (SQL database), handles security (login, validation of user input), converts uploaded media files, and provides a scripting interface to run analysis and visualization tools. To deploy the server software we developed a Web site in HTML and JavaScript (5000 SLOC). The Web site lets users register, browse, upload, and tag photos and audio. A server machine was purchased, installed, and hosted in Karlsruhe, Germany.

WP3: (Planned man-months 1, Actual man-months used: 7.95) Novel work on image analysis tools to augment tag-based browsing was completed and published. Visual features from the literature were evaluated and implemented. The features were combined with the KNN classification method and made available in Ikoru through an intuitive interface. A new approach to classify images using a genetic algorithm was developed and evaluated. A new approach to improve automatic music classification through signal analysis and tag statistics was developed and tested.

WP4: (Planned man-months 11, Actual man-months used: 0.99) Work on the modeling of the HiFind database was begun. To exploit this large database (800 boolean tags for each of the 40000 music tracks) for creative purposes we attempted a new approach to model this information using the Mean Field Theory.

WP5: (Planned man-months 6, Actual man-months used: 6.04) The work includes the preparation of the Intensive Science exhibition and the Summer School at Erice, Italy. We participated in the organisation of the Collaborative Knowledge Management Workshop at the 4th Conf. on Professional Knowledge Management, Potsdam, 2007. We gave classes at the University of Venice and at the Hochschule fur Gestaltung, Karlsruhe, Germany, on tagging. We visited many Sony divisions (see details below) to introduce collaborative tagging and demonstrate Ikoru.

Description of major cost items

- **Personnel costs:** Professor and Researchers (13 man-months, 97.447,27 EURO), Associate Researchers (11 man-months, 50.711,53 EURO), Total 148.158,80 EURO
- **Personal computers:** 1.228,68 EURO
- **Other minor costs** 11.095,08 EURO (including: travels 4.714,44 EURO, consumables 6.380,64 EURO)
- **Overheads:** 85.240,62 EURO
- **Total costs:** 245.723,18 EURO
- **Requested Contribution:** 110.487,66 EURO

1.3 UNI KO-LD

Brief description of the work performed

WP1: (Planned person months: 1; Actual man-months used: 1.5) Koblenz participated with several machines in the distributed del.icio.us crawl led by Kassel. Koblenz also developed a distributed and platform-independent flickr crawler. It was extensively tested to ensure that a consistent dataset will be retrieved. Different suggestions from partners were integrated to further improve the crawler and its crawling strategy. Furthermore, the necessary infrastructure was set up (i.e. a server with Postgress database) and supervised during the crawling activity.

WP2: (Planned person months: 5; Actual man-months used: 7.6) A prototype of *Tagster*, i.e. the peer-to-peer folksonomy system, has been developed. It provides basic tagging functionalities for personal data and networking support to exchange the tagging metadata in the network with other peer. Tagster has been implemented in Java to run it on virtually any platform. To support distributed tagging data statistics we integrated *Bamboo*, an open source distributed hashtable implementation. Additionally, a client interface has been implemented that provides a file browser-like interface to tag, share and browse the data.

WP3: (Planned person months: 5; Actual man-months used: 4.6) We investigated characteristics of folksonomy data from delicious and flickr collected during the crawling activities. The main focus was on tag distribution, tag co-occurrence and use of singular/plural forms in the datasets. The tag classification system T-ORG has been developed which assigns resources to categories based on the categorization of their related tags. T-ORG uses ontologies and the Google API in conjunction with pattern matching to find categories for tags.

WP4: (Planned person months: 4; Actual man-months used: 1) Contributions to this work package include some initial work on semantics extractable from the folksonomy datasets. We have been investigating the use of compound words and certain flexion forms of words over time. Moreover, we have been analyzing the vocabulary usage and richness in delicious and flickr datasets in respect to specific noun categories as found in Wordnet.

WP5: (Planned person months: 1; Actual man-months used: 0.8) Dissemination activities generally consisted of publications about the ongoing research efforts. Additionally, our work in TAGora has also been presented in workshop talks.

Description of major cost items

- **Costs funded by UNI KO-LD:** (46 person months, 302.400 EURO)

- **Personnel costs:** PhD Student (8.7 person months, 37.882,80 EURO), junior staff (6.8 person months 10.758,61 EURO)
- **Personal computers:** (~1200 EURO)
- **Other minor costs** (including: travel expenses, ~4.400 EURO)
- **Overheads:** (Y EURO)
- **Total costs:** (~ 60.000 EURO)
- **Requested Contribution:** (60.000 EURO)

- **Permanent Staff costs:** Professor (1 person months, ~ 8.000 EURO)

1.4 UNIK

Brief description of the work performed

WP1: (Planned person months 1; Actual man-months used: 2.5)

Lead of the del.icio.us crawl. Social bookmarking data have been crawled from del.icio.us and are available only for use within the TAGora project. The del.icio.us data have been crawled from November 10 till 24, 2006. The crawling was supported by all participants of the TAGora project and coordinated by the University of Kassel. The crawl was coordinated by a central server in Kassel. We crawled completely the corresponding user pages (including all follow up pages when a user page surpassed 5000 entries).

Contribution of BibSonomy benchmark datasets. To provide the Consortium with raw data for modeling and analyzing interactions in online social communities, we offer a benchmark dataset from our collaborative tagging system BibSonomy. The anonymized data of BibSonomy are downloadable via a mysql dump, which will be updated every half year. Interested people get an account from Miranda Grahl (mgr@cs.uni-kassel.de) for access to our server on <https://www.kde.cs.uni-kassel.de/bibsonomy/dumps/2006-12-31.tar.gz>. The dataset includes data from approximately 400 users, 12.000(different)/140.000(all) tags and 39.000 resources and can easily be loaded into a mysql data base.

WP2: (Planned person months 5; Actual man-months used: 4)

Work on improved version of BibSonomy. The following extended functionalities have been added to BibSonomy: relations between tags, keyboard shortcut for BibSonomy posting in firefox, import and export of tags, OpenURL support, tag editor, OWL output, tag hierarchy, gnome desktop integration, scrapers for ACM Digital Library and CiteSeer, spam filter, logging of copy button, improvement of basket and group functionalities, tutorials, faq, extended help pages, migration to a new server to increase hardware redundancy, password forgotten functionality, improved relation management, information extraction for publications in unstructured text, customizable export formats (including CSV for spreadsheets, HTML, RTF for Word and other text processors, DocBook XML), fulltext search.

WP3: (Planned person months 5; Actual man-months used: 3) (joint work with PHYS-SAPIENZA)

Analysis of the network structure of folksonomies. We have investigated the network structure of folksonomies. To that end, we adapted measures for so-called “small world networks” which have been used on a wide variety of graphs in recent years, to the particular tripartite structure of folksonomies and show that folksonomies do indeed exhibit a small world structure. Two large scale folksonomy datasets have been analyzed with this approach.

WP4: (Planned person months 3; Actual man-months used: 1)

Analysis of topic-specific trends in folksonomies over time. We have analyzed the emergence of common semantics by exploring topic-specific trends in the folksonomy. Our approach is based on our *FolkRank* algorithm. Compared to pure co-occurrence counting, FolkRank takes also into account elements that are related to the focus of interest with respect to the underlying graph/folksonomy. In particular, FolkRank ranks synonyms higher, which usually do not occur in the same bookmark posting together. We have described a general ranking scheme for folksonomy data. The scheme allows in particular for topic-specific ranking. We introduced a trend detection measure which allows to determine which tags, users, or resources have been gaining or losing in popularity in a given time interval. Again, this measure allows to focus on specific topics. As the ranking is solely based on the graph structure of the folksonomy – which is resource-independent – we can also apply it to any kind of resources, including in particular multimedia objects, but also office documents which typically do not have a hyperlink structure per se. It can even be applied to an arbitrary mixture of these content types. Actually, the content of the tagged resources will not

have to be accessible in order to manage them in a folksonomy system. Finally, we have applied our method to a large-scale dataset from an actual folksonomy system.

WP5: (Planned person months 2; Actual man-months used: 1)

Promotion of BibSonomy. BibSonomy has been presented at conferences workshops and on mailing lists, including dbworld, kdnet-members@iais.fraunhofer.de, wi@aifb.uni-karlsruhe.de, ak-kd-list@aifb.uni-karlsruhe.de, fgml@cs.uni-kassel.de, fg-db@informatik.uni-rostock.de, fca-list@aifb.uni-karlsruhe.de, orgmem@aifb.uni-karlsruhe.de, dl@dl.kr.org, kaw@science.uva.nl, community@mlnet.org, web_graph_algs@yahoogroups.com, webir@yahoogroups.com, ontoweb-list@lists.deri.org, semanticweb@yahoogroups.com, seweb-list@lists.deri.org, cg@conceptualgraphs.org, kweb-all@lists.deri.org, all-prolearn@agws.dit.upm.es, ml@isle.org, AI-SGES@JISCMail.AC.UK, machine-learning@yahoogroups.com, mlearn@googlegroups.com, Web-Mining@googlegroups.com, Machine-Learning@googlegroups.com, Data-Mining@googlegroups.com, INDUCTIVE@LISTSERV.UNB.CA.

Presentation of research results at conferences. We have presented our results at several international conferences and workshops.

Description of major cost items

- **Costs funded by UNIK:** (45 man-months, 302.400 EURO)

(provisional results as of May 15, 2007)

- **Personnel costs:** PhD Student (11.5 man-months, ~ 50.000 EURO).

- **Personal computers, depreciation for first project year only:** (4.475 EURO)

- **Other minor costs** (~ 4.800 EURO)

- **Overheads:** (~ 11.800 EURO)

- **Total costs:** (~ 71.000 EURO)

- **Requested Contribution:** (71.000 EURO)

- **Permanent Staff costs:** Professor (1.5 man-months, ~ 1.2000 EURO), 1 Post-Doc (1.5 man-months, ~ 9.000 EURO)

1.5 UNI-SOTON

Brief description of the work performed

The first year of TAGora was spent on a number of activities. A major part of these activities were concerned with collecting data and laying the necessary and appropriate infrastructure and architecture to store and access this data using a combination of Semantic Web and traditional database technologies. A few months were also spent on running a series of experiments on recommendation techniques to test how information collected from certain folksonomies can enhance user recommendations in a classic movie rental system.

WP1: (Planned man-months: 6; actual man-months: 5) Crawled music album charts from Top40-charts and participated in the del.icio.us crawl with two machines, and with the Flickr crawl with one machine. Also obtained data from Netflix and IMDB. All the data is ontologically represented and accessible via SPARQL queries. We build a dedicated ontology for each dataset and bridged between some of the entities across various ontologies with semantic relations.

WP3: (Planned man-months: 1; actual man-months: 0) No official work has been done yet on this package. However, some cross referencing and linking between data in different datasets has been done to allow us to run some of the analysis described in Task 4.2.4.

WP4: (Planned man-months: 4; actual man-months: 4) Reviewed a wide range of existing recommendation strategies and systems and reported our findings in D4.4. We experimented with recommending movie predictions for Netflix, by integrating with information from IMDB describing films and their sets of tags. Initial results showed good potential for this type of integration where data from external folksonomies can be used to enhance recommendations.

WP5: (Planned man-months: 1; actual man-months: 1) A paper was published at an ESWC workshop to detail our initial experiments on semantic recommendations and current results. We also co-organized a workshop at the World Wide Web conference in 2007 to investigate the role and suitability of certain Web 2.0 features (e.g., tagging, community interaction) for constructing knowledge

Description of major cost items Purchased a dual processor, 32 GB RAM, and 2 TB hard disk server to store the data, for ~ 6.000 EURO. Cost of salaries for this year was ~35.000 EURO (9 man-months).

- **Costs funded by UNI-SOTON:** (36 man-months, 252.840 EURO)

- **Personnel costs:** Post Doc (9 man-months, 35.257,22 EURO)

- **Personal computers:** (13.019,34 EURO)

- **Other minor costs** (including: travel expenses, 9.863,11 EURO)

- **Overheads:** (11.627,94 EURO)

- **Total costs:** (69.767,62 EURO)

- **Requested Contribution:** (69.767,62 EURO)

- **Permanent Staff costs:** 1 Professor (0.5 man-months, ~7.000 EURO), 2 Senior Research Fellows (3.5 man-months, ~45.000 EURO)

1.6 Tabular overview of budget and actual person-months

Contract n.	34721		Partner Person-months (PM)										AC -		
	Acronym:	TAGora	per Workpackage										own staff		
Reporting Period:	1		TOTALS	PHYS-SAPIENZA	SONY-CSL	UNI-KO-LD	UNIK	UNI-SOTON	AC-TOTAL	UNI-KO-LD	UNIK	UNI-SOTON	UNI-KO-LD	UNIK	UNI-SOTON
Workpackage 1	Actual PM:	15.99	5	1.99	1.5	2.5	5	4.5	0	1.5	3	0	1.5	3	
Emergent Metadata	Planned PM:	16	5	3	1	1	6	4.5	0	1.5	3	0	1.5	3	
Workpackage 2	Actual PM:	18.63	0	7.03	7.6	4	0	1.5	0	1.5	0	0	1.5	0	
Applications	Planned PM:	17	0	7	5	5	0	1.5	0	1.5	0	0	1.5	0	
Workpackage 3	Actual PM:	25.55	10	7.95	4.6	3	0	2	1	0	1	0	0	1	
Data Analysis or emergent system properties	Planned PM:	25	12	1	5	5	2	2	1	0	1	0	0	1	
Workpackage 4	Actual PM:	19.99	14	0.99	1	1	3	0	0	0	0	0	0	0	
Modeling and simulations	Planned PM:	42	20	11	4	3	4	0	0	0	0	0	0	0	
Workpackage 5	Actual PM:	15.84	7	6.04	0.8	1	1	0	0	0	0	0	0	0	
Dissemination and exploitation	Planned PM:	16	5	6	1	2	2	0	0	0	0	0	0	0	
Workpackage 6	Actual PM:	7	7	0	0	0	0	0	0	0	0	0	0	0	
Management	Planned PM:	6	6	0	0	0	0	0	0	0	0	0	0	0	
Total Project	Actual Tot.	103	43	24	15.5	11.5	9	8	1	3	4	1	3	4	
	Planned Tot.	122	48	28	16	16	14	8	1	3	4	1	3	4	

1.7 Tabular overview of budgeted and actual costs

DUE TO THE TIGHT CONSTRAINTS ON THE DATE OF THE REVIEW MEETING COST FIGURES ARE NOT YET READY. THE "COST BUDGET FOLLOW-UP TABLE" WILL BE INSERTED BY PHYS-SAPIENZA IN THE FINAL VERSION OF THE MANAGEMENT REPORT.

1.8 Major deviations from cost and person-month budget

1.8.1 Major deviations from Cost Budget

UNI KO-LD University of Koblenz claims less personnel costs because a significant amount of person months was contributed by junior personnel.

UNIK The University of Kassel claims less personnel costs per person months because the work was primarily performed by young personnel that just finished the Master or Diploma degree. This under-spending will have to be compensated by additional person months to allow for training-on-the-job. However, the project objectives will be met within budget.

1.8.2 Major deviations from Person-Month Budget

PHYS-SAPIENZA PHYS-SAPIENZA team used slightly less man-months than the average number of man-months per year. The saved budget has been used to acquire a server for data analysis. A powerful server to be used for data analysis was purchased, for a total expense of 14.322,00 EURO.

SONY-CSL SONY-CSL had planned 32 man-months in WP4 (Modeling and simulations), on the simulation and control of music and image sharing systems. An extensive body of work has been produced that fitted better with the objectives of WP3 (Data analysis of emergent properties). Indeed, the essence of the work deals more with the analysis of tagging systems than with modeling. In particular, we have studied the relation between tags and content-based analysis. Our approach starts from a network representation of the tagging data in which edges are introduced, removed, weakened, or strengthened based on the results that stem from an analysis of the content. This line of work thus fits in more naturally in WP3 than in WP4.

Due to a happy event – the birth of Lina – Melanie Aurnhammer went on maternity leave and quit her function at SONY-CSL. The man-months indicated for WP3 is therefore lower than initially estimated.

UNI KO-LD University of Koblenz had some delay in filling the open positions for TAGora. Therefore, the full number of people were available only about four month after the project started. To compensate the delay additional junior personnel was hired for approximately 7 person month. Other personnel not being payed by TAGora contributed to TAGora too.

Comparing the actual person months for each WP with the mean number of person months per year one can see that WP2 consumed much more person months and WP4 consumed less. This is due to the fact that the major part of the development of the peer-to-peer software in WP2 has to be done in the first two years. In contrast WP4 tasks can only start later on after enough data gathering and data analysis has been done.

UNIK The University of Kassel met some delay in hiring personnel for the project, due to the short period between contract signature and project start. The first researcher was hired 1.5 months after project start. The second researcher was hired only in May 2007. Both will continue full-time work until the end of the project. This plan will keep the UNIK budget balanced at the end of the project. While the set-up of the BibSonomy system and the del.icio.us crawl in WP 1 and 2

(two major sources for the project) are on schedule, engagement in WPs 3 and 4 will be increased in the second year.

UNI-SOTON University of Southampton had some delays in recruiting a full time researcher to work on TAGora. One of the UNI-SOTON co-investigators filled this gap with 50% of his time. The lost man-months will be recovered over the summer by recruiting senior students to work on specific tasks for the duration of the summer vacation.

Chapter 2

Form C Financial statement per activity for the contractual reporting period, to be completed by each contractor

Forms C and Audit Certificates (**ALL PARTNERS** please provide 2 original signed paper copies of these documents, and send Form C also electronically).

Quick tips for the compilation of Form C

* **General info:** please fill in the European Commission Form C template attached (cost-analysis-strep.xlt), and available on the EU web-site with all the information required. Instructions for use (instructions-cost-analysis.doc) and frequently asked questions (faq.doc) are also attached and available in the website <ftp://ftp.cordis.europa.eu>.

Do not modify the form in any part, do not eliminate any part of the form.

* Declaration of eligible costs

- Direct costs are actual costs occurred during the year. Indirect costs consist of overheads.

- As categories of eligible costs are not identified in FP6, eligible costs must be determined in accordance with the contractor's usual accounting principles, as long as these accounting principles meet recognized standards and are not created purely for the EC contract. Eligible costs need to be actual, economic and necessary for the implementation of the project; incurred during the duration of the project; and recorded in the accounts of the contractor; exclusive of any identifiable indirect taxes, including VAT or duties; exclusive of interest owed; and may not give rise to profit (see Article II.19 of the contract).

- Please divide expenses between the categories: (a) research (b) training and dissemination, (c) demonstration and (d) management.

- Calculation of depreciation of durable equipment is based on the partner's own depreciation system.

- Overheads:

- * FC contractors apply overheads according to their usual accounting principles.
- * FCF contractors apply a flat rate of 20 percent of all direct costs minus costs of subcontracts.
- * AC contractors apply a flat rate of 20 percent of all direct additional costs minus costs of subcontracts.

- Duties and taxes are not eligible costs. Any identifiable taxes, including airport taxes, are not eligible costs. However, for certain airlines these extra costs are considered as airport costs and not airport taxes, in which case they are eligible cost.

* **Receipts**

There are three main kinds of receipts: Financial transfers or their equivalent to the contractor from third parties; Contributions in kind from third parties; Income generated by the project.

* **Request of FP6 Financial contribution**

Please complete Section 5 of Form C. The contractor should indicate the requested financial contribution, calculated by applying to the eligible costs the reimbursement rate according to activity, cost model and instrument.

In the case of FC and FCF partners Research & Development, Demonstration activities, Training activities and Management expenses are financed by the commission at a rate of 50, 35, 100 and 100 percent respectively. For AC partners expenses are financed with a rate of 100 percent in all cases (see Article II.25 of the contract). Please notice that cost of equipments (i.e. computers) cannot be entirely claimed during the first year (the cost should be divided by 36 months and only part of the cost (up to 12 months depending on the date of purchase) can be claimed the first year.

* **Audit Certificate**

Please notice that:

- the costs related to audit certificates must be charged in the reporting period in which they occur. This means that audit certificates must be charged in the year subsequent the year that are certifying.

Example: the cost of the certificate of year 2007 should be claimed in the financial statement of 2008 (however, the cost of the certificate should be indicated in Section 6 of the form C of 2007).

- If external auditors are used for the compilation of the audit certificate then the cost must be charged under "subcontracting".

- Audit certificate costs should be claimed under "Management" category.

* **Contractor's certificate**

Please be sure to complete the form with:

- Contractor's stamp
- Name of the person responsible for the work, date and signature

- Name of the Financial Officer, date and signature