



# **HOW TO PARTICIPATE IN FP7**

**Preparing and managing a successful FP7 proposal step by step**

**All you must know to participate to a FP7 proposal**

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### Contents :

- Selecting the relevant strategy? - International cooperation in FP7?
- Getting ready – Do your reading - Find partners - Promote your research activities
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  - Calls for proposals
  - FP7 Work Programmes
  - Guide for applicants
- Structure of a proposal – Part **A** and Part **B**
- Preparing and managing a European research project
- Communication and project management
- IP Rights in FP7 – From proposal preparation to project exploitation
- **Writing and submitting** the proposal
- Staying up-to-date – **Where to find information?**



# Preparing and managing a European R&D project step by step



<b>Step 1</b>	<b>Getting ready</b>	<b>Knowing the funding body: European Union, European policies, ...</b>		
<b>Gathering information - Do your reading</b> <u>Key documents:</u> FP7 legal basis, White, Bleu and Green EU papers, glossaries, FP7 legal basis		Attending info days, meetings, etc.	<b>Web sites:</b> CORDIS, EUROPA, NCPs	Call for experts-evaluators
<b>Step 2</b>	<b>Knowing the Rules of Participation</b>	<b>Reading Rules of participation (published by the Official Journal of the EU)</b>		
<b>Knowing the participation and implementation rules</b> Legal and guidance documents - Type of supported projects and funding schemes		Who can take part?	Implication of the participation	<u>Horizontal issues:</u> SMEs, Ethics, Gender, Research integrity, etc.
<b>Step 3</b>	<b>Preparing to make a proposal</b>	<b>Reading Specific Programmes – Draft version of the Workprogrammes</b>		
<b>From ideas to project</b> <u>Brainstorming and selecting ideas:</u> defining the research questions		<b>Consortium building</b> ; searching and contacting potential partners	Organising a <b>first meeting</b> with potential partners - <b>Identifying the coordinator</b>	Drafting the structure of the project
<b>Step 4</b>	<b>Understanding the evaluation procedure</b>	<b>(Re)Reading the Guidelines on proposal evaluation and selection procedures</b>		
<b>Knowing the evaluation process and evaluation criteria</b> Eligibility check - Evaluation process and criteria		Importance of remote evaluation	Panel evaluation – Hearing	<b>Ranking:</b> short list; reserve list; ...
<b>Step 5</b>	<b>Waiting for the Call for proposals</b>	<b>(Re)Reading the Texts of the calls (published by the Official Journal of the EU)</b>		
<b>Anticipating and waiting for the call</b> <u>Launch of the call:</u> download key documents (call, call fiche, Workprogramme, Guides for participants, legal and guidance documents)		<b>Read carefully all the documents</b>	<b>Consortium building</b> – Attend Commission's info days; attend a <b>first meeting with all participants</b>	Pre-registration (optional) <b>Teaming agreements</b> – Preparing the Consortium Agreement - <b>Model CA</b>
<b>Step 6</b>	<b>Writing and submitting the Proposal</b>	<b>Writing for the evaluators</b>		
<b>Writing and submitting the proposal</b> Organising a <b>second meeting</b> with partners - Breakdown of the Tasks, WorkPackages - <u>Help on-line:</u> Guide for proposers - <b>Writing labs</b>		Pre-proposal check (optional)	A project is also a "commercial document" Be concise, Use <b>GANTT charts</b> , tables (Re)Read carefully the whole proposal	<b>Ethics review;</b> Gender review, etc. <b>EPSS:</b> Electronic submission
<b>Step 7</b>	<b>Preparing the Contracts</b>	<b>Preparing the The model contract and The Consortium Agreement</b>		
<b>Contracts: GA &amp; CA</b> <u>Preparing negotiation</u> – Negotiation		<u>Contractual obligations:</u> GA (Grant Agreement); CA (Consortium Agreement)	IPR-Helpdesk web site - Signature of GA & CA (Management rules, IPR)	Start of the project. The <b>kick off meeting</b>
<b>Step 8</b>	<b>Managing the project – Reporting</b>	<b>Reporting guidance notes – Technical annexes of the contract</b>		
<b>Technical and financial follow up</b> <u>Reporting:</u> deliverables, technical reports, financial reports		Audits	<b>Final meeting &amp; report</b>	Post contract follow up





## Selecting the relevant strategy for FP7

Who are your key  
partners in EU?





# International Cooperation in FP7 - Principles

- I. Mix of cooperation and competition**
- II. Mutual benefit and interest**
- III. Critical and specific need**



# International Cooperation

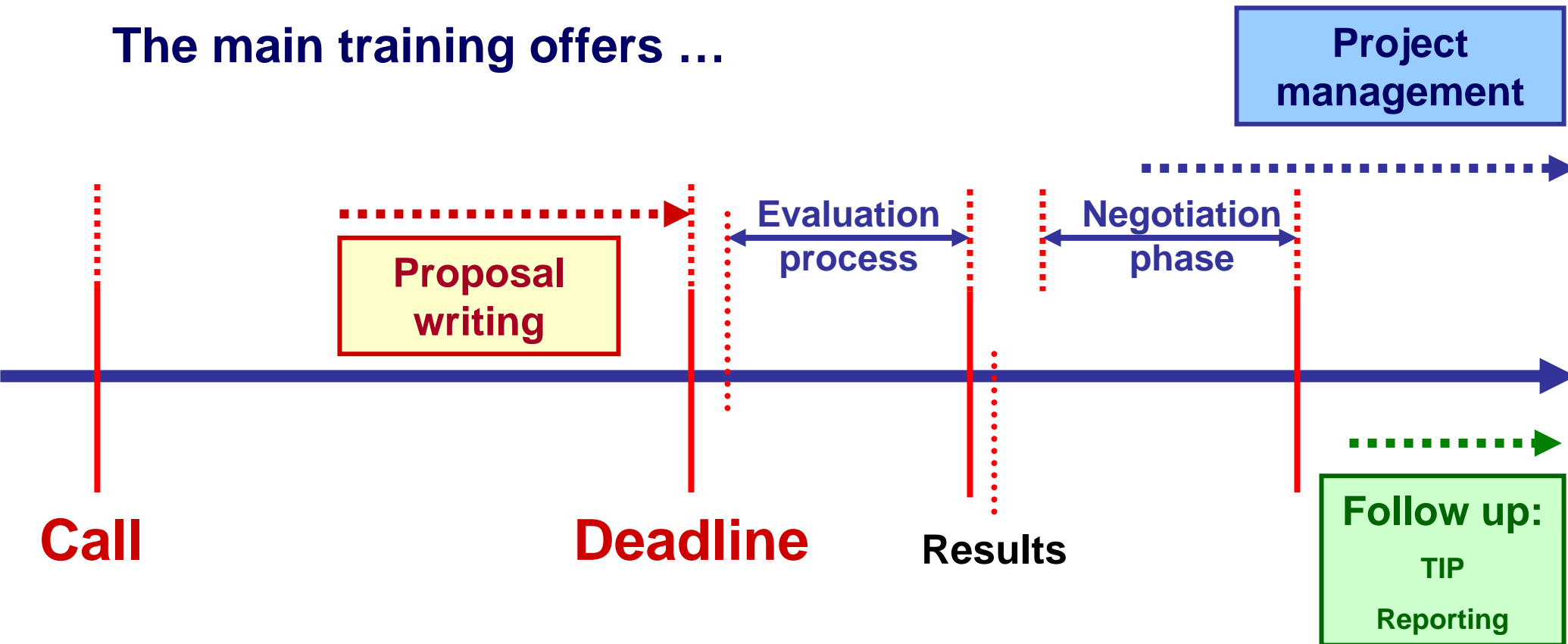
## Third Countries:

- Industrialised countries +
- Associated countries +
- International Cooperation Partner Countries:
  - **EU neighbouring Countries:**
    - Mediterranean partner Countries,
    - Western Balkans,
    - Eastern European (Ukraine) and
    - Central Asian countries
  - **Developing countries:** ACP, ASIA, Latin America
  - **Emerging economies:** e.g. China, India, Brazil, Russia, South Africa

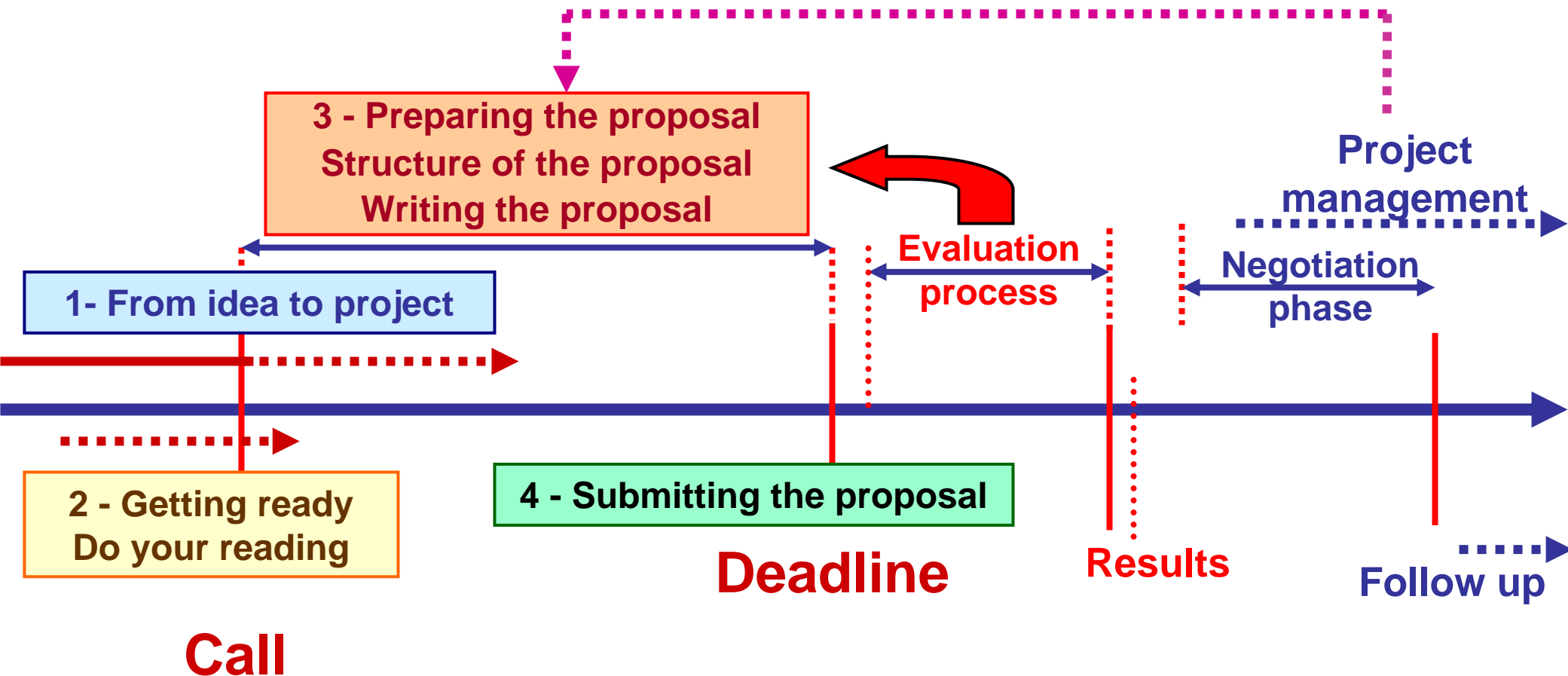


# PROCESS DIAGRAM

The main training offers ...

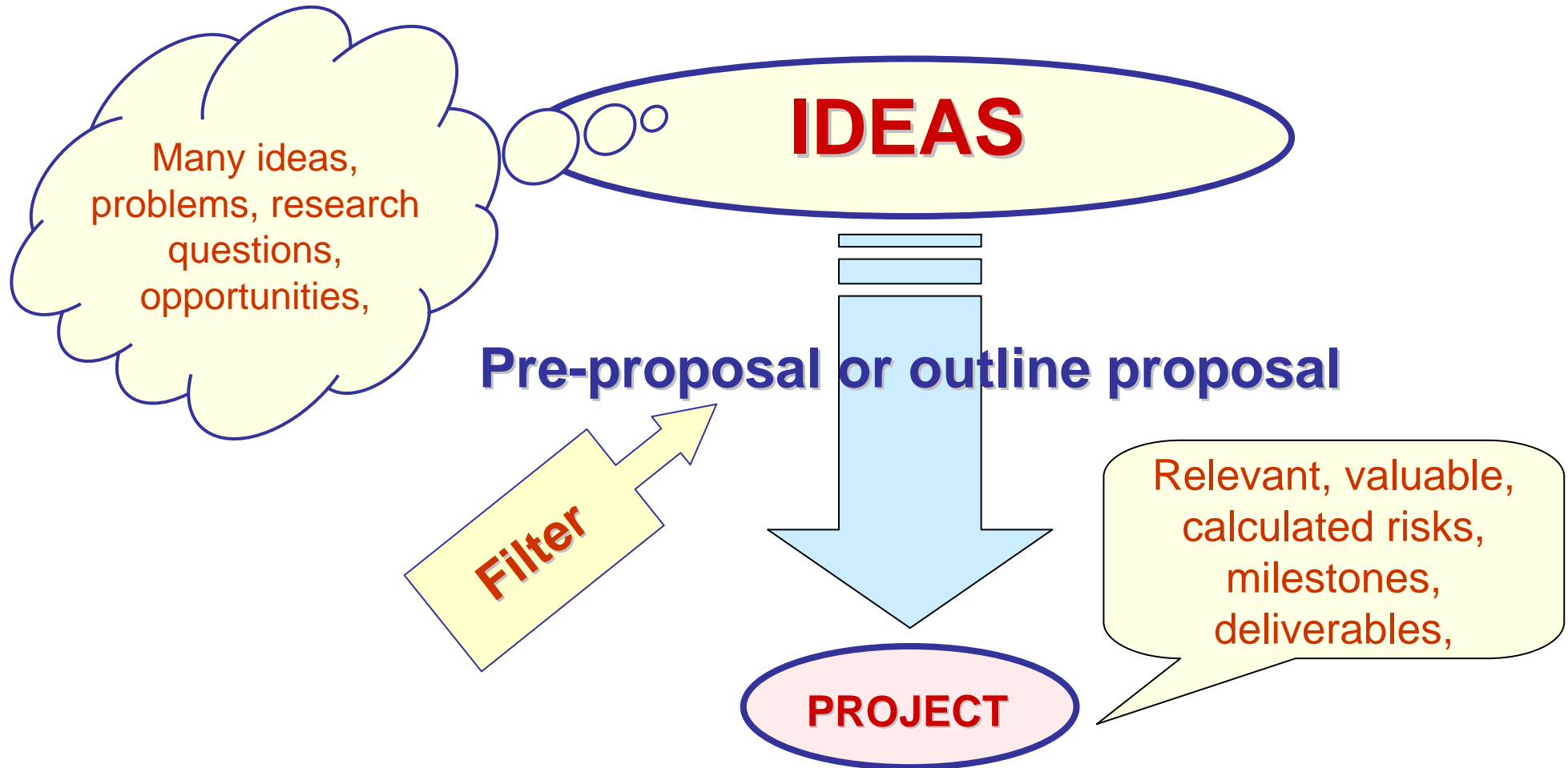


# PROCESS DIAGRAM



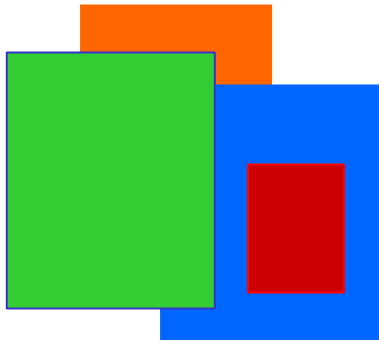


### 1- From idea to project (1)





## 1- From idea to project (2)



**Your initial idea**

## Evolution



**The Final Project**

*1 - In your initial idea taking the largest part (blue) was not reasonable, and you have decided to concentrate on a smaller part of the project (red)*

*2 - Finally, the project is different and your contribution has changed*



# Identify a new project idea

**An original/new idea is essential for successful participation in FP7.**

**CORDIS services and databases can help you to:**

- **find an idea**
- **join a project**
- **verify the novelty of your idea, avoiding duplication**
- **get specific solutions or expertise**





# Partner Search

- Via current project partners
- Via Cordis partner search
- Via EoI data base (beginning of FP6)
- Via NCPs' network as Ideal-IST partner search for ICT
- Via Commission events in your area
- Via current project data bases as CORDIS Projects
- Via brokerage events
- Etc.



## Search of CORDIS databases

To take full advantage of the databases it is important to use all three search levels:



- **Simple,**
- **Advanced &**
- **Professional search**

The last two search types require a basic registration with CORDIS




## Partner Search

de en es fr it Partners Important Legal Notice

Help

CORDIS: Partners Service Home

Search Partners :  

[Advanced search](#)

- Home
- Create new profile
- Update existing profile
- Search for partners
- Email partners alert
- News
- Useful links
- Feedback

### Welcome to the CORDIS Partners Service

The Partners Service is a free on-line service, tailor-made to help you to find the best research partners for your projects, either in the context of EU-funded Research and Development projects or within a broader search for technology-orientated partnerships. The service includes details on thousands of active partnership requests from companies, research institutions and universities across Europe and around the world.

[For more details...](#)

### Are you looking for Partners?

- [Publish your partners profile](#) on CORDIS by entering your project idea or specific expertise,
- [Search the Partners profiles](#) submitted by other organizations,
- [Update or delete your existing profile on-line](#) at any time using your CORDIS user name and password.

### Would you like to be informed of all new profiles added to the Partners service?

- Use the [E-mail Partners Alert](#)

The Partners Service [promotional brochures](#) are available upon request. Please [contact us](#), should you wish to receive some copies.

Last updated on: 2007-01-23

### Highlights

- [First FP7 calls published](#)
- [CORDIS gateway to FP7](#)
- [German Council Presidency Service](#)

[more highlights...](#)

### News

- [2007-01-26] [Brokerage event - bioconstructions and renewable energies](#)  
**Bolzano, Italy**
- [2006-08-26] [Belgian FP7 launch](#)  
**Brussels, Belgium**

[more news...](#)



# Promote your research activity



The screenshot shows the CORDIS Wire website. On the left is a blue sidebar with a navigation menu. The main content area has a header with the CORDIS Wire logo and a satellite dish icon. Below the header is a welcome message and a list of latest press releases.

**CORDIS Wire**

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- [Course on The Fundamentals of International Project Management](#)
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- [OLED on silicon integration](#)
- [A new line of treatment discovered for acute lymphoblastic leucemia](#)
- [EcoNetus Brokerage Meeting in Gliwice](#)
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- [Succès pour la recherche fondamentale](#)
- [Erfolg für die Grundlagenforschung](#)
- [XVII EuCheMS Conference on Organometallic Chemistry 2007, EuCheMS Event No. 346](#)



# **IP Rights in the 7<sup>th</sup> Framework Programme**





## Consortium Agreement Models for FP7

Contractors may use them as examples and adjust them to their specific wishes and needs.

☐ **IPCA:** by ICT and Telecom industries

☐ **DESCA:** by academia, research organisations and interest groups of industry

**See** IPR-Helpdesk Bulletin, N. 32, March - April 2007



## 2 - Getting started <sup>(1)</sup>

### Do your reading

#### Know:

- **The funding body** (Europe): read Green papers, White papers, Action plans, all relevant policy papers on European strategies;
- **The Framework programme** and the specific programmes : be aware of the priorities, of the participation rules, ...
- **Your subject:** relevant documents, i.e. text of the call, work programme, instruments,
- **Yourself:** what do you want to do? what are your strengths and your weaknesses.  
Play to your strengths!
- **The evaluation process :**

**Know how your proposal will be evaluated before you write it**

**You must convince expert-evaluators**



## 2 - Getting started (2)

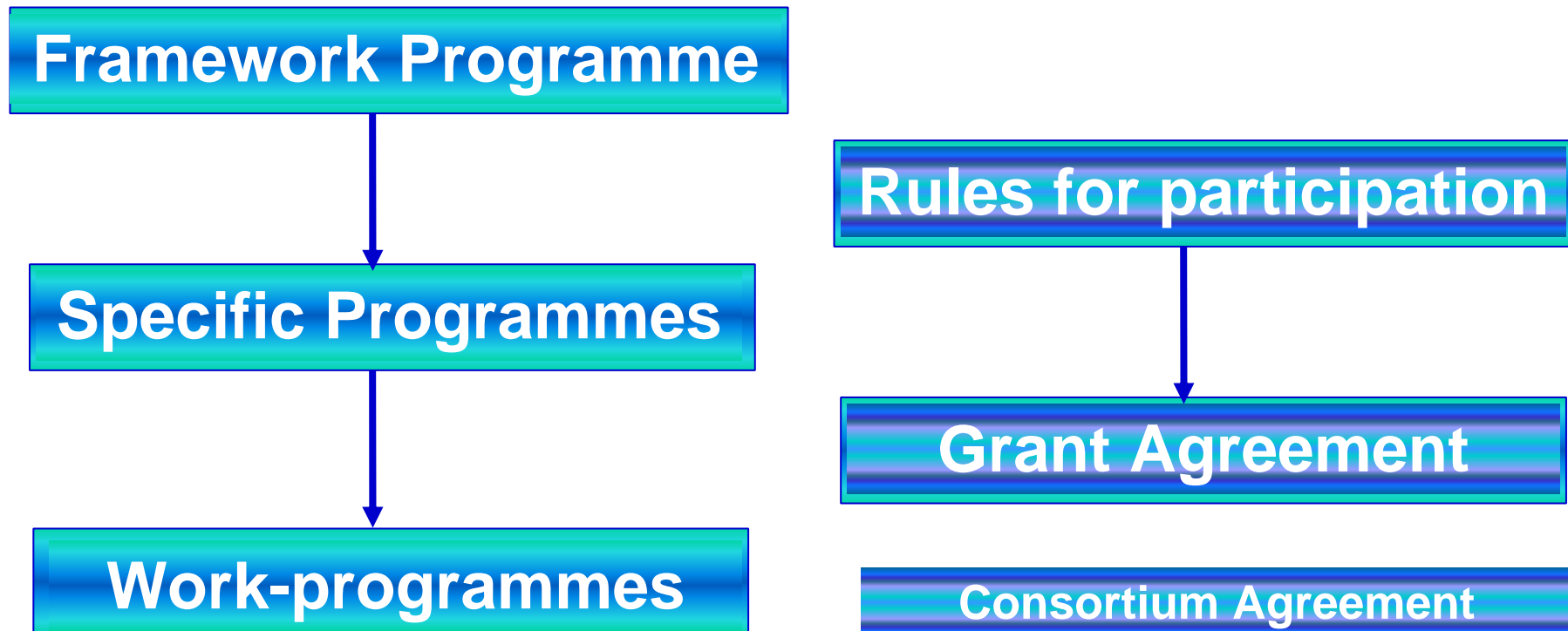
### Do your reading

**Know the Seventh Framework Programme from which you seek support:** avoid to waste your time writing a proposal that has no chance of success.

- Read carefully all the documents: text of the call, work programme, participation rules, evaluation manual and **pay attention to specific goals and specific requirements!**
- Contact NCPs,
- Contact a Scientific Officer,
- Discuss your proposal with colleagues.



## Hierarchy of Legal Documents Establishing a FP







## 2 - Getting started (3)

**Do your reading**

**Read these two documents:**

- ❑ Guidelines on Proposal Evaluation and Selection Procedures
- ❑ **Guidance Notes for Evaluators** : specific for the call

**Know:**

Available on CORDIS:

❑ **The procedure**



▪ **Rules** for submission of proposals, and the related **evaluation, selection** and **award** procedures

❑ **The criteria**



▪ **Guides for applicants**

& forms filled by  
the evaluators



**Handbook on evaluation and selection of proposals**

## The information package - Key documents

### For each call, a set of documents is available:

- Text of the call (published in Official Journal of the EU)
- Call fiche (part of the 2007 Work Programme)
- **Work programme** (including General introduction & General annexes)
- **Guide for applicants**: one per call and funding scheme
- Rules for submission of proposals, and the related evaluation, selection and award procedures

➔ **Read carefully all the documents**



## Calls for proposals

- Announced in the Official Journal of the EU
- Call 'fiches' published on CORDIS
- Set out details of:
  - Call budget, opening and closing dates
  - Topics and funding schemes
  - Eligibility and evaluation criteria (and any deviation from the norms)
  - Indicative evaluation and contractual timetable
- NB: All call fiches for that year are included in the work programme



# Calls Service

All calls are published in the **Official Journal** of the EU and the **CORDIS FP7 web site**. They give you access to:

- **Call fiches**
- **Call texts**
- **Work programmes**
- **Participation guides**



All documents can be downloaded or sent by e-mail

### Call fiche

FP7 Cooperation Work Programme: Theme 3 – Information and Communication Technologies

#### Call Fiche

##### Call title: ICT Call 1

- Call identifier: FP7-ICT-2007-1
- Date of publication: 22 December 2006<sup>1</sup>
- Closure date: May 8, 2007, at 17:00, Brussels local time<sup>2</sup>
- Indicative budget: 1019 M€
- Topics called:

Challenge	Objectives	Funding schemes <sup>3</sup>
<b>Challenge 1: Pervasive and Trusted Network and Service Infrastructures</b>	<u>ICT-2007.1.1</u> The network of the future	CP, NoE, CSA
	<u>ICT-2007.1.2</u> Service and software architectures, infrastructures and engineering	CP, NoE, CSA
	<u>ICT-2007.1.3</u> ICT in support of the networked enterprise	CP, CSA
	<u>ICT-2007.1.4</u> Secure, dependable and trusted infrastructures	CP, NoE, CSA
	<u>ICT-2007.1.5</u> Networked media	CP, NoE, CSA
<b>Challenge 2: Cognitive systems, interaction, robotics</b>	<u>ICT-2007.2.1</u> Cognitive systems, interaction, robotics	CP, NoE, CSA (CA only)
<b>Challenge 3: Components, systems, engineering</b>	<u>ICT-2007.3.1</u> Next generation nanoelectronics components and electronics integration	CP, NoE, CSA
	<u>ICT-2007.3.2</u> Organic and large-area electronics and display systems	CP, NoE, CSA
	<u>ICT-2007.3.3</u> Embedded systems design	CP (STREP only), NoE, CSA
	<u>ICT-2007.3.4</u> Computing systems	CP (STREP only), NoE
<b>Challenge 4: Digital libraries and content</b>	<u>ICT-2007.4.1</u> Digital libraries and technology-enhanced	CP, NoE, CSA

<sup>1</sup> The Director-General responsible for the call may publish it up to one month prior to or after the envisaged date of publication.

<sup>2</sup> At the time of the publication of the call, the Director-General responsible may delay this deadline by up to two months

<sup>3</sup> Each proposal must indicate the type of funding scheme used (IP or STREP for CP, where applicable; CA or SA for CSA, where applicable – see Appendix 2)

	learning	
	<u>ICT-2007.4.2</u> Intelligent content and semantics	CP, NoE, CSA
<b>Challenge 5: Towards sustainable and personalised healthcare</b>	<u>ICT-2007.5.1</u> Personal health systems for monitoring and point-of-care diagnostics	CP (IP only), CSA
	<u>ICT-2007.5.2</u> Advanced ICT for risk assessment and patient safety	CP, CSA
<b>Challenge 6: ICT for mobility, environmental sustainability and energy</b>	<u>ICT-2007.6.1</u> ICT for the intelligent vehicles and mobility services	CP, CSA
<b>Challenge 7: ICT for independent living and inclusion</b>	<u>ICT-2007.7.1</u> ICT and ageing	CP, CSA
<b>Future and emerging technologies</b>	<u>ICT-2007.8.1</u> Nano-scale ICT devices and systems	CP, CSA (CA only)
	<u>ICT-2007.8.2</u> Pervasive adaptation	CP, CSA (CA only)
	<u>ICT-2007.8.3</u> Bio-ICT convergence	CP, CSA (CA only)
<b>Horizontal support actions</b>	<u>ICT-2007.9.1</u> International-cooperation	CSA

- Evaluation procedure:
  - A one-stage submission procedure will be followed.
  - The general eligibility criteria as well as evaluation criteria and sub-criteria (including weights and thresholds) for the different funding schemes are set out in Annex 2 to this work programme.
- Indicative evaluation and contractual timetable: It is expected that the contract negotiations for the shortlisted proposals will start as of June/ July 2007.
- Consortia agreements: Participants in all actions resulting from this call are required to conclude a consortium agreement.
- Particular requirements for participation, evaluation and implementation: See Appendix 1
- The forms of grant which will be offered are specified in Annex 3 to the Cooperation work programme.



## FP7 Work Programmes (1)

- The key reference document
- Annual overview of the all activities relating to that part of the Framework Programme
- Contains details of the implementation of the calls for proposals
- Contains the 'call fiche' – details of all calls for proposals to be published in the calendar year





## FP7 Work Programmes (2)

- **Annual document**
- **One single timetable for publication of all annual work programme texts**
- **Structure:**
  - ✓ **General Introduction**
  - ✓ **Chapters – for Themes/Parts**
  - ✓ **Annexes – ICPC, Evaluation Criteria, Forms of the Grant/Reimbursement Rates**
  - ✓ **Cooperation WP – Annex on General Activities (CORDIS, ERA-NET, Eureka, RSFF)**



## FP7 Work Programmes (3)

- Provides further details of the topics
- Expected impact statements at the level of the topic or research area
- Details of funding scheme(s) to be used
- Call 'fiche' – the official announcement of the call
- Any specific eligibility or evaluation criteria
- Grants to named recipients, calls for tender
- Information on future topics – as basis for future consultations



## 2008 Work Programmes

- Still under discussion with National representatives in the Programme Committees
- All work programmes currently provisional
- Will be confirmed soon
- Subsequent to publication of Commission budget for 2008, work programmes will be republished including 2008 budget figures.



## Guide for applicants

- First section completely generic
  - General principles, basic rules, how to apply
- Written with newcomers in mind
  - Includes a glossary
- All call-specific information is found together in annex
  - No need to hunt around for important details
- Includes the **evaluation criteria and procedure**
  - Formerly 'guidance notes for evaluators'



## Guide for applicants



Information and Communications Technologies  
Guide for Applicants

Call FP7-ICT-2007-1  
Small/medium-scale focused research projects (STREPs)

### Contents

### GUIDE FOR APPLICANTS

*Information and Communication Technologies  
ICT*

*Funding scheme: Collaborative projects  
Small and medium-scale focused research projects  
(STREPs)*

**FP7-ICT-2007-1**

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## Structure of a proposal <sup>(1)</sup>

**Part A:** In part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Section A1 gives a snapshot of your proposal, section A2 concerns you and your organisation, while section A3 deals with money matters :

- Section **A1**: Summary
- Section **A2**: Participants (a form per participant)
- Section **A3**: Budget

**Part B:** Scientific work and project management

- Section **1**: Scientific and/or technical quality, relevant to the topics addressed by the call
- Section **2**: Implementation
- Section **3**: Impact
- Section **4**: Ethical Issues





## Structure of a proposal <sup>(2)</sup>

### Part A: Please note:

- The coordinator fills in the section A1 and section A3.
- The participants (including the coordinator) each fill in section A2.
- Subcontractors are not required to fill in section A2 and should not be listed separately in section A3.

When you complete part A, please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *All costs are given in € (**not thousands €**), and must exclude VAT (value added tax).*



## Structure of a proposal <sup>(3)</sup>

### Part B:

Section 1: Scientific and/or technical quality, relevant to the topics addressed by the call

- 1.1 Concept and objectives
- 1.2 Progress beyond the state of the art
- 1.3 S/T methodology and associated work plan



## Structure of a proposal <sup>(4)</sup>

### Part B:

#### Section 2: Implementation

2.1 Management structure and procedures

2.2 Individual participants

2.3 Consortium as a whole:

i) Subcontracting:

ii) Other countries: If a one or more of the participants requesting EU funding is based

2.4 Resources to be committed



Table 1.3 a: Template - Work package list

## Work package list

### Work package list

Work package No <sup>1</sup>	Work package title	Type of activity <sup>2</sup>	Lead partic no. <sup>3</sup>	Lead partic. short name	Person-months <sup>4</sup>	Start month <sup>5</sup>	End month <sup>5</sup>
	TOTAL						

### List of deliverables

Table 1.3 b: *Template - Deliverables List*

#### List of Deliverables

Del. no. <sup>1</sup>	Deliverable name	WP no.	Nature <sup>2</sup>	Dissemination level <sup>3</sup>	Delivery date <sup>4</sup> (proj. month)

## Work package description

Table 1.3 c: *Template - Work package description*

### Work package description

Work package number		Start date or starting event:	
Work package title			
Activity type <sup>1</sup>			
Participant number			
Participant short name			
Person-months per participant			

Objectives

Description of work (possibly broken down into tasks) and role of partners

Deliverables (brief description) and month of delivery

## Summary of staff effort

*Table 1.3d Summary of staff effort*

A summary of the staff effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Partic. no.	Partic. short name	WP1	WP2	WP3	...	Total person months
1						
2						
3						
etc						
<b>Total</b>						

### List of milestones

*Table 1.3e Template - List of milestones*

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date <sup>1</sup>	Means of verification <sup>2</sup>





## Structure of a proposal <sup>(5)</sup>

### Part B:

#### Section 3: Impact

3.1 Expected impacts listed in the work programme

3.2 Dissemination and/or exploitation of project results, and management of intellectual property

#### Section 4: Ethical Issues



## REMEMBER ...

Your main objective is to prepare and to write a proposal to get it through the evaluation process successfully

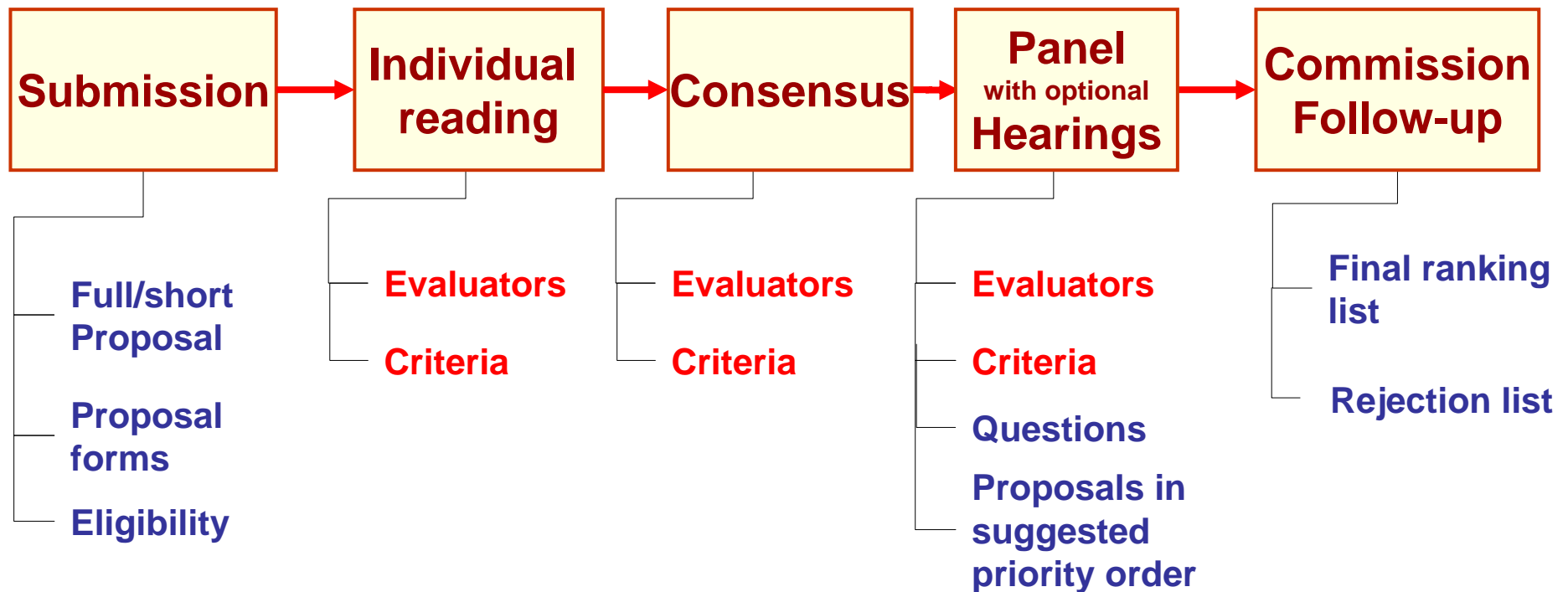
Work step by step to a winning proposal through collaboration and teamwork



## Evaluation of proposals: *basic facts and figures*

- Funding decisions are based on **peer review** of research proposals
  - ➔ There is no *juste retour*!
- **High quality evaluators** are at the core of the evaluation system
- Involves 4500 to 5000 independent experts every year
- About 16,000 proposals (and rising) are evaluated annually

# THE EVALUATION PROCESS





## Eligibility checks

- Date and time of receipt of proposal on or before deadline for receipt
  - Firm deadlines
- Minimum number of eligible, independent partners
  - As set out in work programme and the call
- Completeness of proposal
- “Out of scope”
- Others (e.g. budget limits)

*New for FP7*



# EVALUATION CRITERIA

- **Criteria adapted to each funding scheme**
  - specified in the work programme
- Divided into three main criteria:
  - ***S&T Quality*** (*relevant to the topic of the call*)
    - Concept, objective, work-plan
  - ***Implementation***
    - Individual participants and consortium as a whole
    - Allocation of resources
  - ***Impact***
    - Contribution to expected impacts listed in work programme
    - Plans for dissemination/exploitation

*New for FP7*



## The criteria: *scoring*

- Criteria generally marked out of 5
- individual threshold = 3
- overall threshold = 10
- Can vary from call-to-call

*New for FP7*



## The experts (1)

- The Commission draws on a wide pool of evaluators
  - c. 50,000 in FP6
- Calls for “candidates” published 14 December 2007
  - Call for applications from individuals; and from institutions
  - Applications via CORDIS
- Mass-emailing of FP6 experts
  - A simple procedure to ensure registration for FP7
- Commission invites individuals, call-by-call
  - Not self-selection!
- Expertise, and experience are paramount
  - Geography, gender and “rotation” also considered



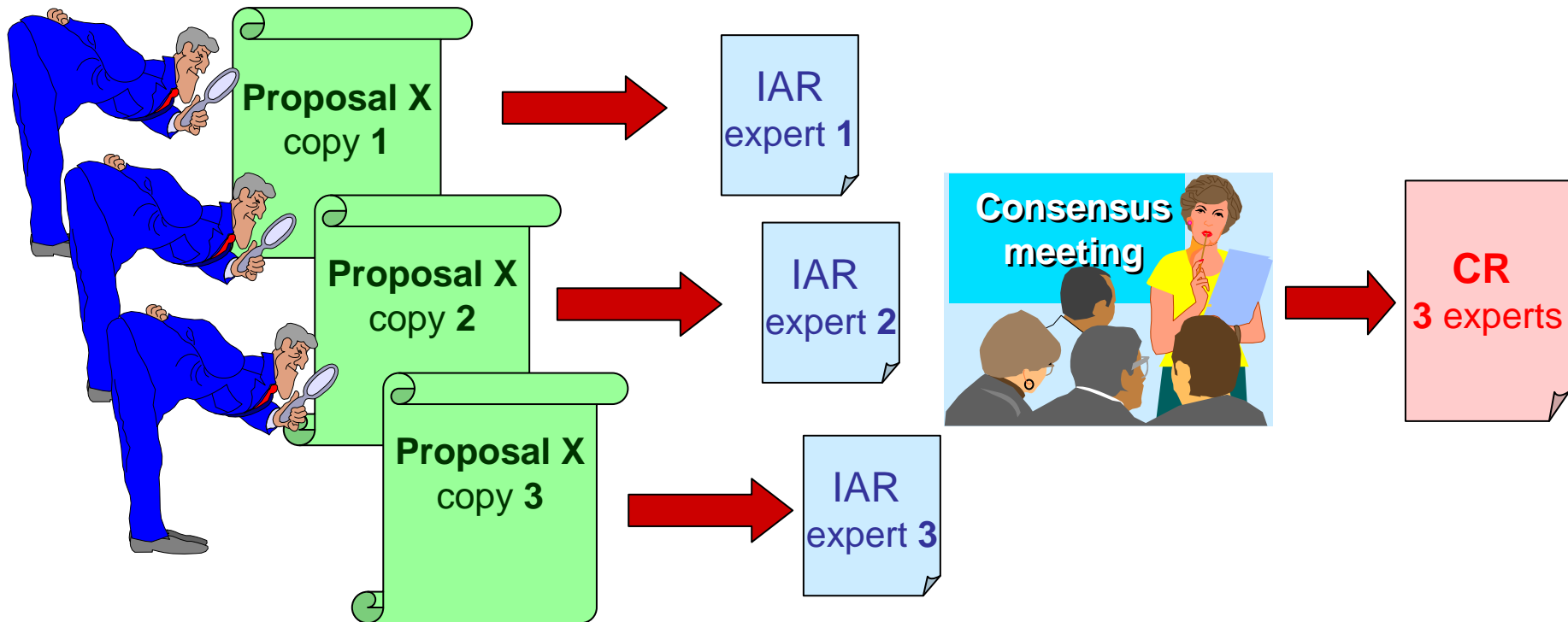


## The experts (2)

- Experts agree to terms and conditions of an “appointment letter”
- Typically, an individual will review 6-8 proposals “remotely”....
- ...then spend a couple of days in Brussels
- Some will participate in “hearings” with the consortia
- Travel and subsistence reimbursed
  - Plus €450 honorarium per day
- Experts sign confidentiality and conflict of interest declaration
- Names published after the evaluations

May be “remote” evaluation

# For each proposal:



Note: There may be more than 3 evaluators

**IAR** = Individual Assessment Report  
**CR** = Consensus Report



## Consensus

- Built on the basis of the individual assessments of all the evaluators
- Usually involves a discussion
- Moderated by a commission staff-member
- One expert acts as rapporteur
- Agreement on consensus marks and comments for each of the criteria



# Panel review

## ■ Panel Meeting

- Compare consensus reports
- Examines proposals with same consensus score (if needed)
- Final marks and comments for each proposal
- Suggestions on order of priority, clustering, amendments, etc.

## ■ Hearings with proposers may be convened

- Questions to the invited proposal coordinators
- Small number of proposal representatives

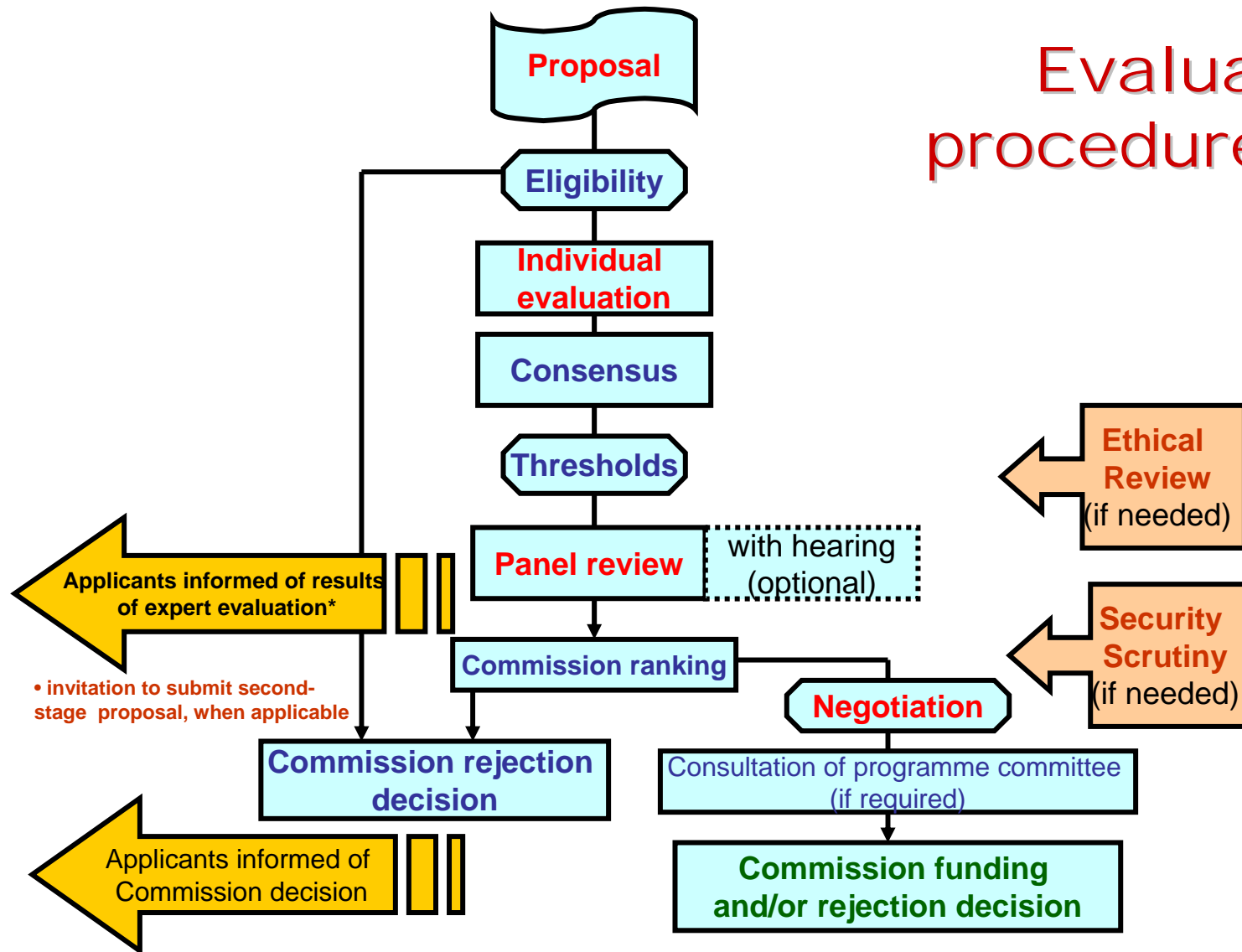


# Commission Follow-up

- Evaluation summary reports (**ESR**) sent to applicants
  - *initial information letter*
  - “Redress” procedure
- Draw up final ranked lists
- Information to the Programme Committee
- Commission decisions on rejected proposals
- Formal consultation of Programme Committee (when required)
- Contract negotiation
- Proposals selected for funding
- Survey of evaluators & Independent Observers’ reports

*New for FP7*

## Evaluation procedure in FP7





# Managing a European R&D Project

## What makes a well managed project?



## 3 - Preparing the proposal

### Six key points:

- ☐ Formulate (an) appropriate research objective(s);
- ☐ State your (research) objective(s) clearly in your proposal;
- ☐ Develop a realistic research plan;
- ☐ Frame your project around the work of others;
- ☐ Format, brevity, grammar and spelling are important;
- ☐ More common reasons for failure of proposals.





## Formulate (an) appropriate research objective(s)

### **S M A R T** Objectives

<b>S</b>	<b>Specific</b>
<b>M</b>	<b>Measurable</b>
<b>A</b>	<b>Achievable</b>
<b>R</b>	<b>Result-oriented</b>
<b>T</b>	<b>Time-related</b>

### Good objectives are:

- ✓ **“S M A R T”**
- ✓ Developed co-operatively by partners,
- ✓ Under the control of the co-ordinator, the “core team”, WP leader,
- ✓ Expressed clearly in writing,
- ✓ Not too complicated ...

### State your (research) objective(s) clearly in your proposal



- European policies
- Framework programme
- Call & work programme
- Proposal itself
- What will be achieved ...

☒ The research objective(s) of this proposal is (are) ....



# Develop a realistic research plan

**A realistic research plan is a plan to accomplish your (research) objectives; it will determine the success of the project:**

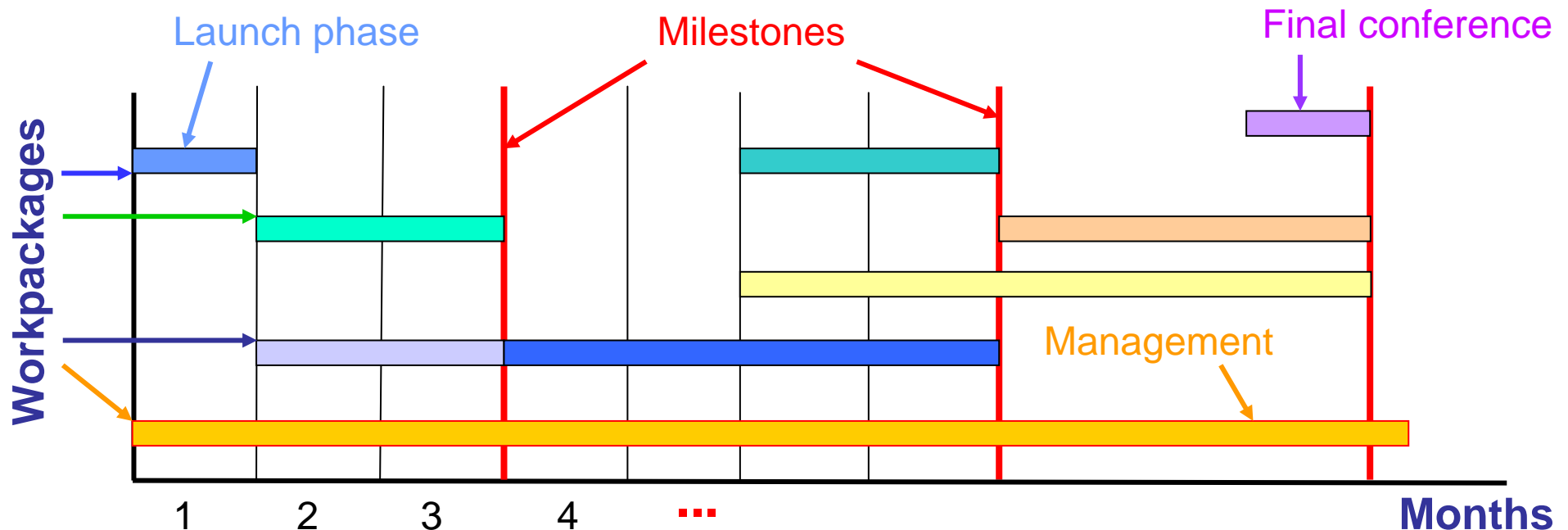
- **Clear vision** of the project structure, work packages, tasks, ...
- **Innovativeness** and **creativity** brought in by participants;
- **Work carried out** by each participants (no overlapping);
- **Management** approach (how the project is organised, how responsibilities are assigned, etc.);
- Template for scheduling, budgeting, **risk management**, etc.

**⊗ Don't hide potential difficulties, suggest alternative approaches to achieve objectives**



# Producing a Gantt Chart

A Gantt Chart helps organize **a plan** to implement a (research) project. It documents **what** is to be accomplished, **who** will be involved and **when** workpackages and tasks will take place and how they will interrelate. It shows at a quick glance **the course of the project**. Additionally it provides guidance for managing the project. A simple example looks like:





## Frame your project around the work of others

- ❑ **Frame the project appropriately** (exact boundaries of the project);
  - ❑ Make clear your contribution and your partners' contribution;
  - ❑ Frame your project in terms of broader impact to the field and ...
  - ❑ **Describe the benefits for:**
    - Europe,
    - Regions,
    - Industries (a more competitive Europe),
    - Citizens.
- ⊗ **If successful, the benefits of this proposal will be ...**



# **Communication and project management**

## **Why is communication so important?**



## Format, brevity, grammar and spelling are important

### A proposal is not rated based on its weight

- Write, edit and proof read like a pro:

**Make your proposal a pleasant reading experience, providing relevant concepts and making them clear**

- Take pity on the experts-evaluators: they are human!

**You are writing to the experts-evaluators, not to yourself**

- Educate the experts-evaluators: use figures appropriately to make and clarify points, **but not as filler**,
- Don't be verbose, don't cover every conceivable detail, don't use the smallest acceptable fonts, etc.



### From the NIAID-NIH web site:

[http://www.niaid.nih.gov/ncn/grants/write/write\\_e3.htm](http://www.niaid.nih.gov/ncn/grants/write/write_e3.htm)

### Many writing labs are available on the web

- **Write a topic sentence for each main topic:** then write a topic sentence for each sub topic in the outline;
- **Make one point in each paragraph:** this is key to creating text that's easy to read;
- **Divide the document into sections and subsections.** This organizes your text and, together with paragraph headers, creates white space;
- **Include bullets and lists:** they draw attention to key facts and create a visual break;
- **Use short sentences with a basic structure:** subject, verb, object;
- **Include transitions:** at the beginning of a new paragraph or concept;
- **Keep related ideas and information together:** e.g. put clauses and phrases as close as possible;
- **Use strong, active verbs:** write "We will develop a cell line," not "A cell line will be developed";
- **Use verb forms instead of abstract nouns:** say 'creating the assay leads to...' rather than 'the creation of the assay leads to...'

**If writing is not your forte, get help**



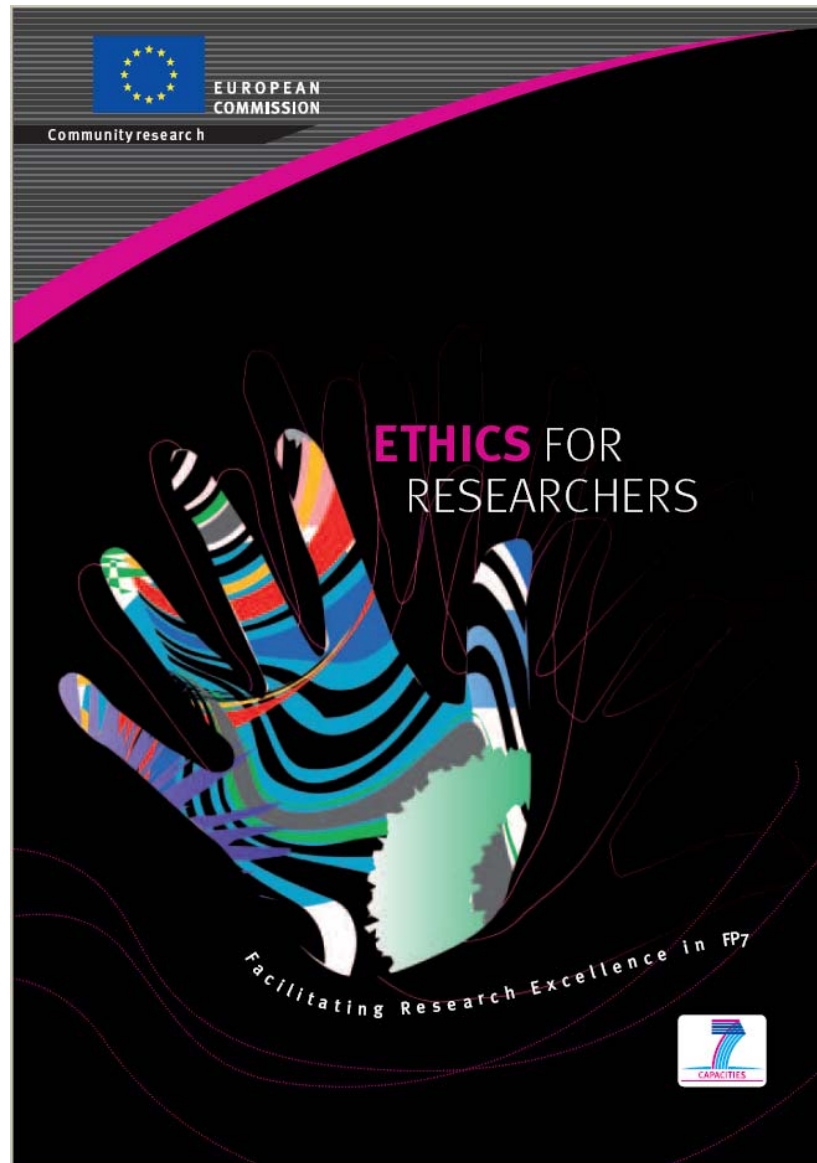


## More common reasons for failure of proposals

- Missed deadline,
- Incomplete proposal (parts are missing),
- Does not fit objectives in call & work programme (**relevance**),
- Scientific content is not convincing: research is not innovative, not up-to-date with developments (**scientific excellence**),
- Alternative hypotheses are not considered,
- Too ambitious, problem more complex than proposers appear to realise,
- Proposal hastily put together and lacking coherence (**project management**),
- Likelihood of achieving success and value for money are not convincing.

# NIS-NEST Training session on FP7

Preparing and managing a successful FP7 proposal step by step





## 4 - Submitting the proposal

### ☐ Proof read your proposal before it is sent:

**Too many proposals are submitted with stupid mistakes, omissions and errors of all sorts**

**Don't spend months writing a proposal just to kill it with stupid mistakes that are easily prevented**

### ☐ Submit your proposal in time:

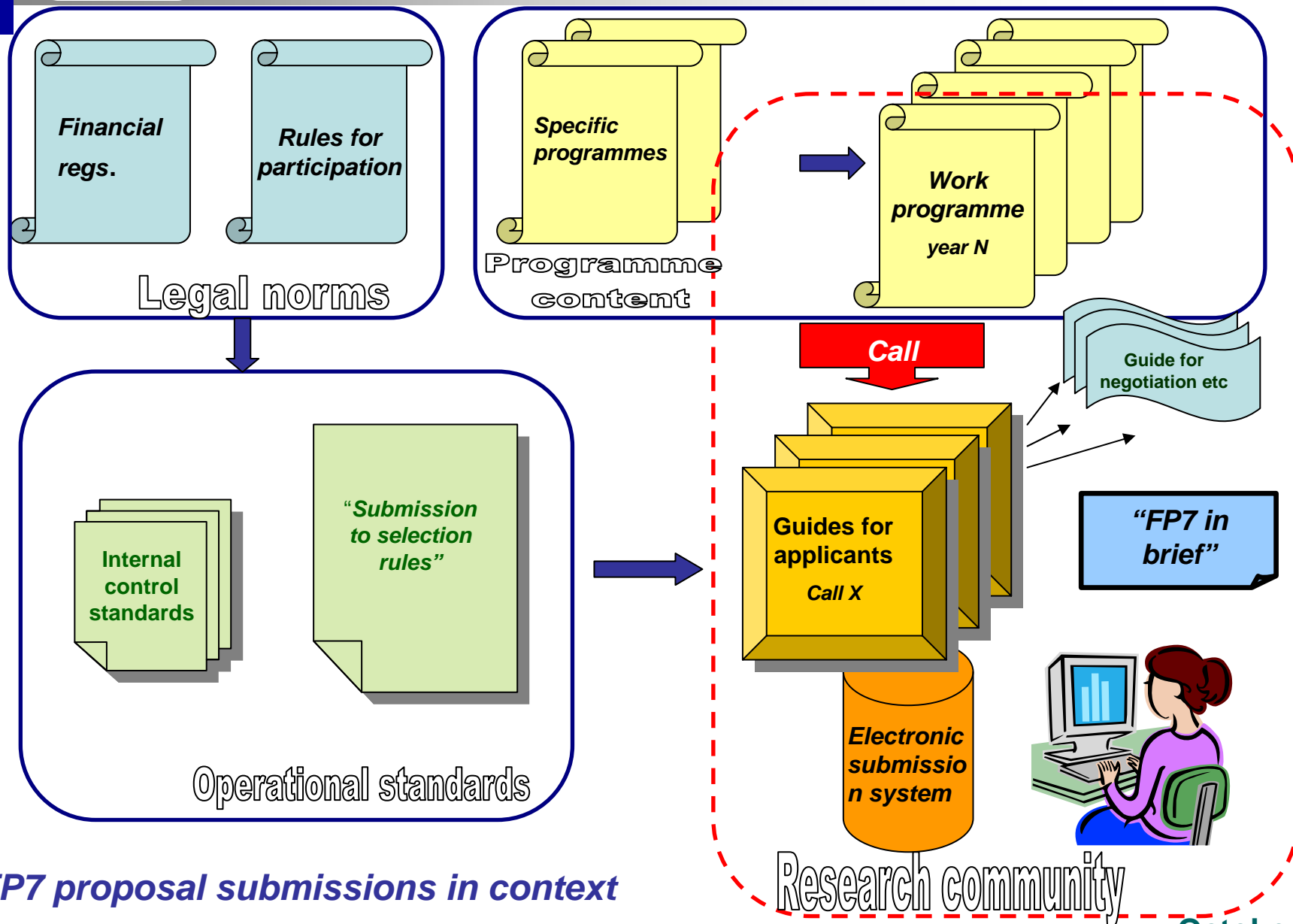
**A co-ordinator is responsible to submit the proposal in due time**

**Plan your work to submit one or two days before the deadline**

**The Commission strongly encourages the use of the on-line  
Electronic Proposal Submission System (EPSS)**


# NIS-NEST Training session on FP7

## Preparing and managing a successful FP7 proposal step by step





# Submission

- **Proposal template** given in Guide for applicants
  - Closely aligned to the evaluation criteria
  - **Page limits** set  *New for FP7*
- Must be through **EPSS**, the Electronic proposal submission system
  - Operational by 19 March 2007
- Proposals are normally submitted and evaluated in a single stage
- Deadlines are strictly enforced



# Submission

- **Two-stage submission**
  - May be used for large, ‘bottom up’ calls
  - First stage: short proposal (about 10-20 pages), dealing with main scientific concepts and ideas
  - use of limited set of criteria
  - successful proposers invited to submit complete proposals



## EPSS: Prepare and submit your proposal on-line

An easy way to work  
with one's partners  
and to submit  
proposals directly to  
the Commission

Electronic Proposal Submission Service (EPSS) Important Legal Notice

2007 - 2013

CORDIS: EPSS

Welcome to EPSS, the Electronic Proposal Submission Service

Call Selected: FP7-ICT-2007-C  
Sub-Scheme Selected: CSA-CA

I am the <b>coordinator</b> of a proposal and I need a user name and a password	➡	<a href="#">REGISTER<sup>1</sup></a>
I already have an <b>online</b> user name and a password	➡	<a href="#">LOGIN</a>
I am a <b>participant (not the coordinator)</b> in a proposal and I need a user name and password	➡	<a href="#">CONTACT YOUR COORDINATOR</a>

[EPSS user guide](#)

<sup>1</sup>Usernames and passwords are sent by e-mail. The Commission takes no responsibility for any potential loss, incorrect arrival, non-delivery or use of the username and password. **It is the co-ordinator's responsibility to ensure that he/she has sufficient time to prepare and submit the proposal using EPSS after the receipt of the username and password.** The proposer takes the risk and responsibility to ensure that the e-mail address provided is correct and assumes all risks in case of error, misuse, illegibility or loss of confidentiality or security. If you experience any difficulty receiving your user name and password, please contact the EPSS operator by e-mail [support@epss-fp7.org](mailto:support@epss-fp7.org) or by phone +32-2-233 3760.

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

Publications Office



## Conclusions (1)

**It is not easy to write a good proposal:**

it takes **time** and **efforts**; it can take several months ...

**Keep in mind what evaluators are looking for in proposals:**

- **relevance**
- **scientific and technical excellence**
- **quality of project management**
- **technical credibility of the proposal**
- **added value of carrying out the research at a European level**
- **strategy for exploitation and dissemination of results**
- **costs and budget breakdown**
- **competence and effectiveness of the consortium**





## Conclusions (2)

### What makes a good proposal?

- **clear objectives** / fits programme
- **scientific excellence** / innovation
- **European dimension** / collaboration
- **high quality project management**
- balanced distribution of workload
- clear timescale and workplans
- understandable, non-technical, scientific jargon-free language
- industrial relevance
- a well defined marketable project result / product (what are benefits to EU?)

✉ **A good proposal is convincing from the outset.** The essential facts must be readily extractable. A well written summary can often help hard-pressed evaluators to grasp the main points. Presentation is extremely important.



## Conclusions (3)

**For the Commission, quality of management is essential**

The proposal must clearly state:

- What each member of the consortium will do;
- How they will work together effectively;
- How the various work packages relate to each other;
- That each activity has been properly resourced;
- Expected **deliverables** and **milestones** : they must be clearly identified and charts must be drawn up.

✕ **Keep the core team small and well balanced**



## Conclusions (4)

### Right on target

#### ☐ Convince expert-evaluators that you:

- Understand the problem
- Can solve the problem
- Can do the job
- Provide value



## Conclusions (5)

**This presentation was nothing more than common sense!**

Why not get a thorough understanding of the process and

**volunteer to be an expert-evaluator yourself !**

**EMM (Expert Management Module )**

**It's easy:** <https://cordis.europa.eu/emmfp7>

**GOOD LUCK** & thanks for your attention.



## Information – Stay up-to-date – Key URL

- **EU research:**  
<http://ec.europa.eu/research/>
- **Seventh Framework Programme:**  
[http://ec.europa.eu/research/future/index\\_en.cfm](http://ec.europa.eu/research/future/index_en.cfm)  
[http://cordis.europa.eu/fp7/home\\_en.html](http://cordis.europa.eu/fp7/home_en.html)
- Information on research programmes, projects:  
<http://cordis.europa.eu/>
- RTD info magazine: now **research\*eu**  
<http://ec.europa.eu/research/rtdinfo/>  
<http://ec.europa.eu/research/research-eu/index>
- **Information requests:**  
[research@ec.europa.eu](mailto:research@ec.europa.eu)
- **National Contact Points:**  
[http://cordis.europa.eu/fp7/get-support\\_en.html](http://cordis.europa.eu/fp7/get-support_en.html)

