HOW TO PARTICIPATE IN FP7

How to write a competitive proposal for FP7

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Contents :

- Part 1: All you must know before preparing a proposal
- Part 2: Good management is crucial
- Part 3: Know the evaluation process and criteria to prepare a competitive proposal

❑ Part 1: All you must know before preparing a proposal

- FP7: the basics - Architecture, Budget, etc.
- What is an EU project?
- The information package - key documents
  - **Calls for proposals**
  - **FP7 Work Programmes**
  - **Guide for applicants**
- Structure of a proposal – Part **A** and Part **B**
- Selecting the relevant strategy to participate? Find partners
- Promote your research activities
- Staying up-to-date

NB: about rules of participation …

NIS-NEST Information days on FP7

How to write a competitive proposal for FP7













EUROPEAN COMMISSION
DIRECTORATE GENERAL
Joint Research Centre

Overview of

Action plan « Knowledge society »

Structural Funds
Including regional competitiveness

FP7
2007-2013

Cooperation
1. Health
2. Food, agriculture and biotechnology
3. Information and communication technologies
4. Nanosciences, nanotechnologies, materials and new production technologies
5. Energy
6. Environment (including climate change)
7. Transport (including aeronautics)
8. Socio-economic sciences and the humanities
9. Security
10. Space

Ideas
Frontier research

ERC (Agency)

People
Marie Curie Actions

Executive Agency

Capacities
Research infrastructures

Research potential

Regions of Knowledge

SME

Science in Society

INCO

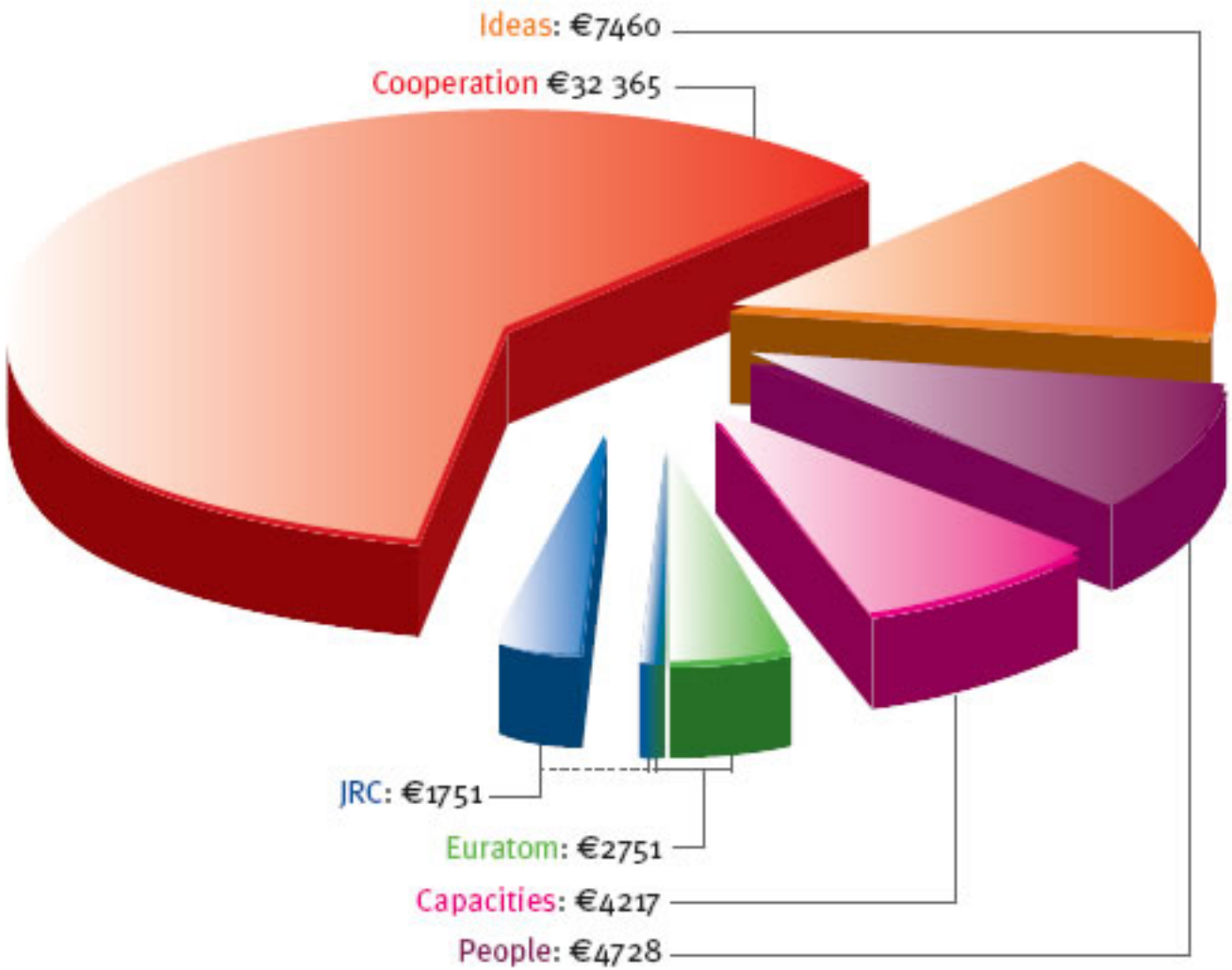
Coordination (policies)

CIP
Competitiveness and innovation

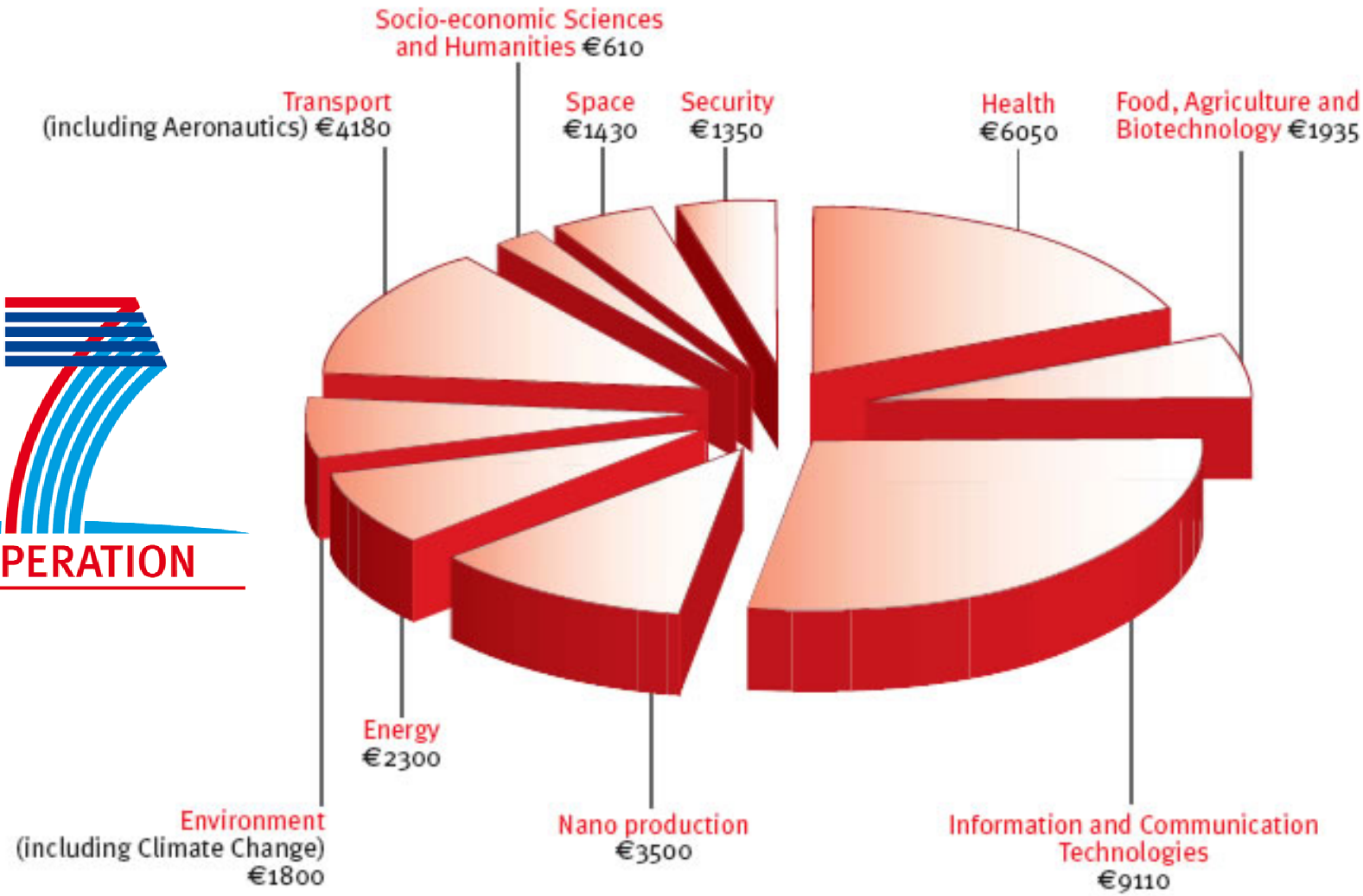
Education
Programme

How to write a competitive proposal for FP7

The indicative breakdown (€ million) of FP7



The Cooperation Programme breakdown (€ million)



What is a European project (1)

What is a project?

A project is **a unique set of coordinated activities**, with definite starting and finishing points, undertaken by an individual or organization **to meet specific objectives** within **defined time**, **cost** and **performance parameters**. *From ISO 10006.*

What is an EC project?

- **Partnership**; partners will depend of each other, jointly responsible, except for funds
- **Foreigners** with different cultures

What is a European project (2)

- **A European project is**
  - a joint project
  - from partners established in different countries

- It is always initiated by an organisation or a small group of persons
- But finally the initial project is enriched by other partners and the final project differs from the initial one

- The final project must be endorsed by all partners

Who are stakeholders?

- European Commission: EC is a stakeholder, the SO (scientific Officer) must be associated to successful projects;
- Industries, both big Companies (exploration) and SMEs (closer to the market)
- Universities and Research Institutions
- Citizens

Roles and responsibilities

- **Coordinator** (Project manager): project direction, cost control, EC contact (reporting)
- WP Leaders: deliver work package results, reporting
- Participants (Contractors): deliver participants contribution
- Administrative: deliver cost statements

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
- Guidelines on Proposal Evaluation and Selection Procedures (soon!)
- Handbook on evaluation and selection of proposals (soon!)

➔ **Read carefully all the documents**

Calls for proposals

- Announced in the Official Journal
- 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 for proposals

- **42 calls published on 22 December 2006**

- **4 calls (PEOPLE) published on 28 February 2007,**
  including "International Incoming Fellowships » (deadline: August 14th, 2007).

➔ **see CORDIS FP7 website for more information:**
http://cordis.europa.eu/fp7/dc/index.cfm

FP7 Work Programmes

- 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

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[1]
- Closure date: May 8, 2007, at 17:00, Brussels local time[2]
- Indicative budget: 1019 M€
- Topics called:

Challenge	Objectives	Funding schemes[3]
Challenge 1: Pervasive and Trusted Network and Service Infrastructures	ICT-2007.1.1 The network of the future	CP, NoE, CSA
	ICT-2007.1.2 Service and software architectures, infrastructures and engineering	CP, NoE, CSA
	ICT-2007.1.3 ICT in support of the networked enterprise	CP, CSA
	ICT-2007.1.4 Secure, dependable and trusted infrastructures	CP, NoE, CSA
	ICT-2007.1.5 Networked media	CP, NoE, CSA
Challenge 2: Cognitive systems, interaction, robotics	ICT-2007.2.1 Cognitive systems, interaction, robotics	CP, NoE, CSA (CA only)
Challenge 3: Components, systems, engineering	ICT-2007.3.1 Next generation nanoelectronics components and electronics integration	CP, NoE, CSA
	ICT-2007.3.2 Organic and large-area electronics and display systems	CP, NoE, CSA
	ICT-2007.3.3 Embedded systems design	CP (STREP only), NoE, CSA
	ICT-2007.3.4 Computing systems	CP (STREP only), NoE
Challenge 4: Digital libraries and content	ICT-2007.4.1 Digital libraries and technology-enhanced learning	CP, NoE, CSA
	ICT-2007.4.2 Intelligent content and semantics	CP, NoE, CSA
Challenge 5: Towards sustainable and personalised healthcare	ICT-2007.5.1 Personal health systems for monitoring and point-of-care diagnostics	CP (IP only), CSA
	ICT-2007.5.2 Advanced ICT for risk assessment and patient safety	CP, CSA
Challenge 6: ICT for mobility, environmental sustainability and energy	ICT-2007.6.1 ICT for the intelligent vehicles and mobility services	CP, CSA
Challenge 7: ICT for independent living and inclusion	ICT-2007.7.1 ICT and ageing	CP, CSA
Future and emerging technologies	ICT-2007.8.1 Nano-scale ICT devices and systems	CP, CSA (CA only)
	ICT-2007.8.2 Pervasive adaptation	CP, CSA (CA only)
	ICT-2007.8.3 Bio-ICT convergence	CP, CSA (CA only)
Horizontal support actions	ICT-2007.9.1 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.

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

[2] At the time of the publication of the call, the Director-General responsible may delay this deadline by up to two months

[3] 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)

FP7 Work Programmes

- 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

- 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

2007 Work Programmes

- All work programmes **confirmed** in February 2007
- No information on 2008 budget currently included
- 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

GUIDE FOR APPLICANTS

Information and Communication Technologies
ICT

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

FP7-ICT-2007-1

Contents

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Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded via http://cordis.europa.eu/fp7/ict/participating/home_en.html

Structure of a proposal (1)

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: Scientifc 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 (2)

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 (3)

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 (4)

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[1]	Work package title	Type of activity[2]	Lead partic no.[3]	Lead partic. short name	Person-months[4]	Start month[5]	End month[5]
	TOTAL						

List of deliverables

Table 1.3 b: Template - Deliverables List

List of Deliverables

Del. no.[1]	Deliverable name	WP no.	Nature[2]	Dissemi-nation level[3]	Delivery date[4] (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[1]							
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						
Total						

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 [1]	Means of verification [2]

Structure of a proposal (5)

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

Selecting the relevant strategy for FP7

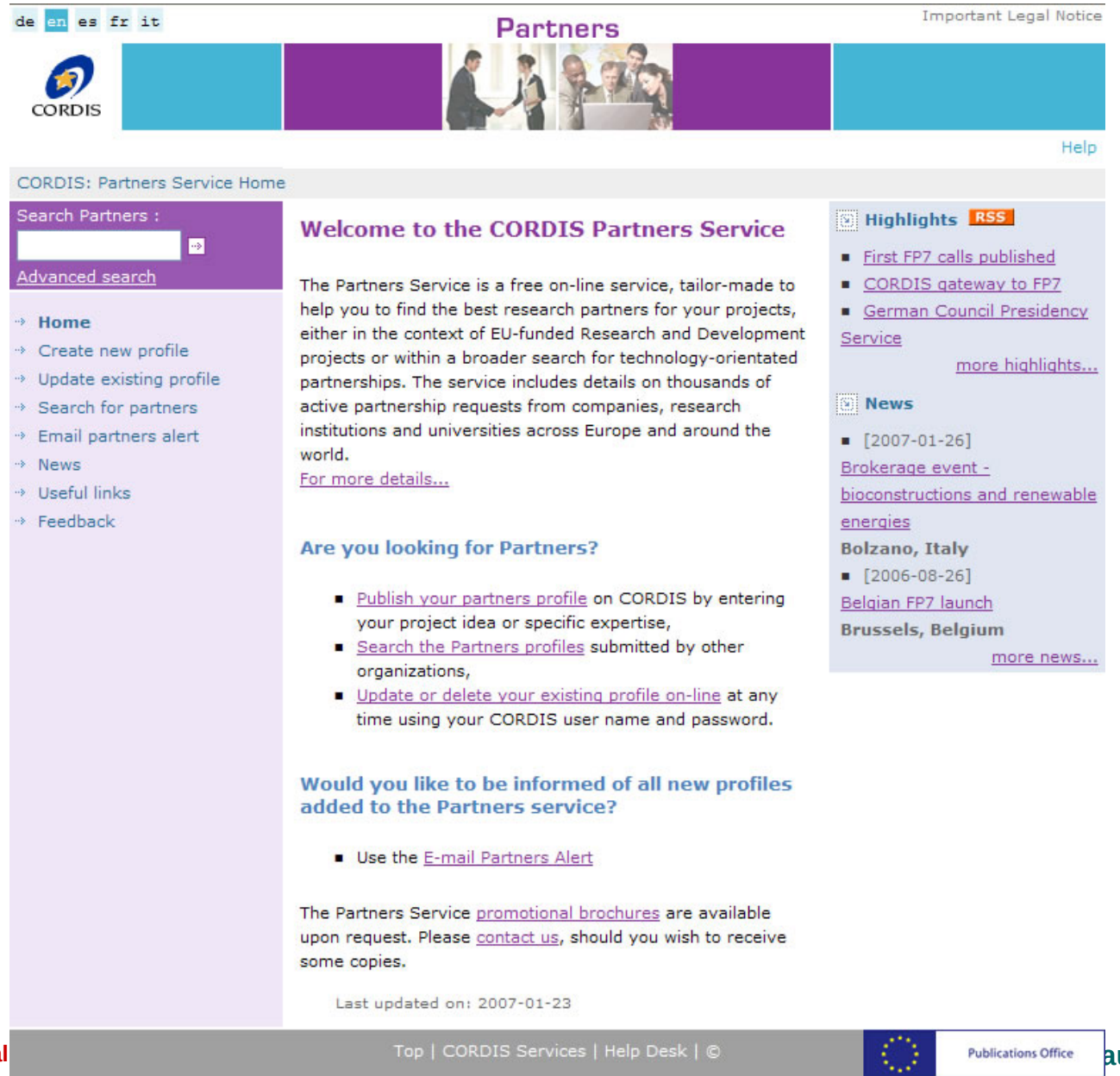
Who are your key partners in EU?



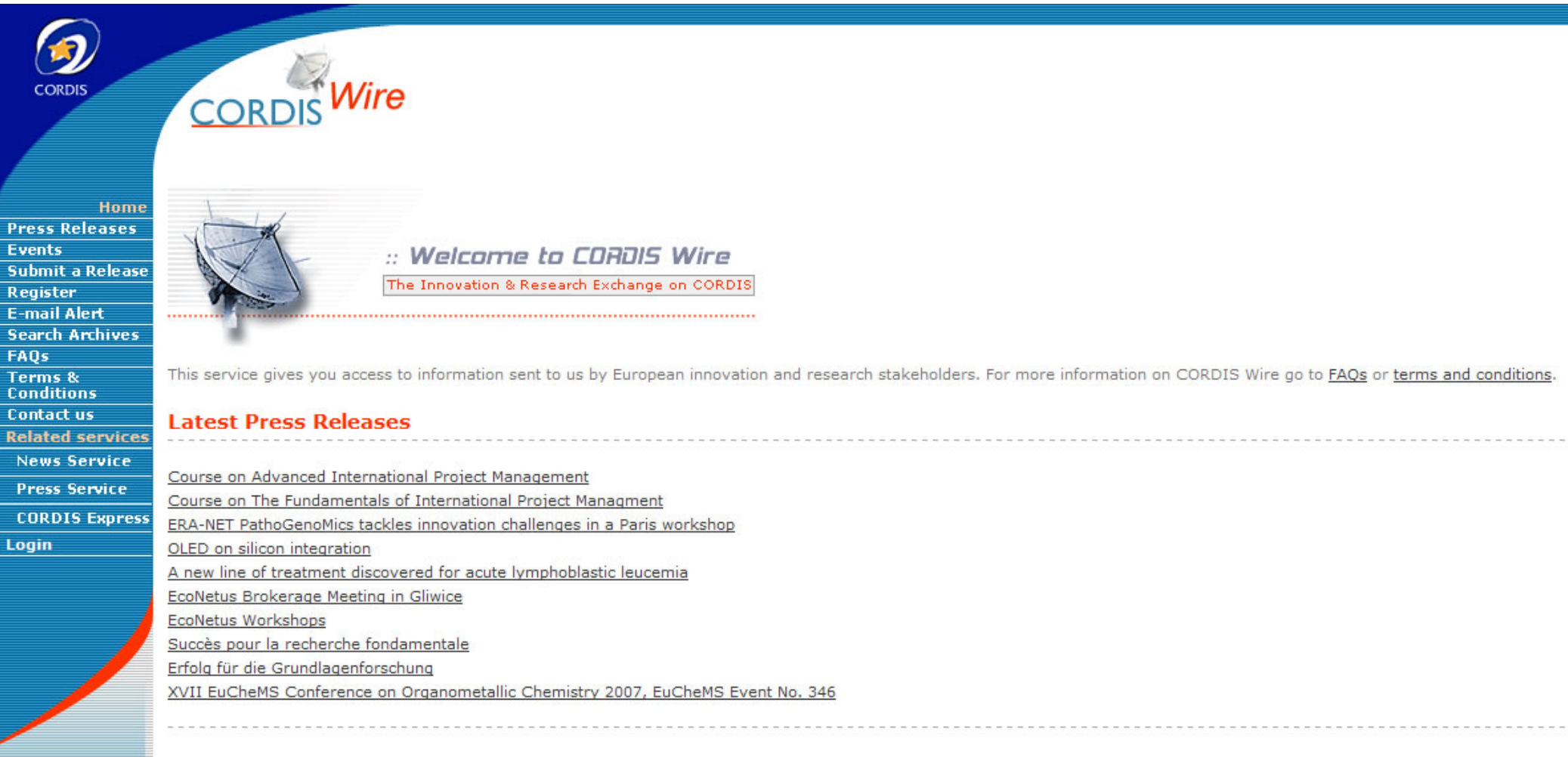
Partner Search

- 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.

Partner Search



Promote your research activity



❑ Part 2: Good management is crucial

- What is project management? Four basic elements
  - ✓ Managing the project scope
  - ✓ Managing Resources
  - ✓ Managing Time and Schedule
  - ✓ Managing costs, meeting and reporting
- Communication management
- Risk management
- Four constraints of a project
- Tips for a successful management – Why projects fail?

Good management is crucial

The Commission lays great emphasis on the quality of management.

The proposal must set out definitively:

- what each member of the consortium will do (no overlapping).
- how they will work together effectively (exchanges).
- how the various work packages relate to each other (charts).
- that the consortium has the skills and each activity has been properly resourced.
- Deliverables and milestones must be clearly identified in each workpackages

What is project management? Overview

Four basic elements:

1 - Project scope
Project size, objectives

2 - Ressources
People, equipment, material

3 – Time and schedule
Task durations, dependencies, critical path, timeline

4 – Money and reporting
Costs, contingencies, meetings and reporting

What is project management? Overview

Managing the project scope

- **Define objectives**: what the project is suppose to accomplish?
- **Decide research strategy**: how the objectives will be achieved?
- Define scope in terms of **deliverables**
- Then, associate the project scope with a **budget**, other ressources (Partnership) and a **timeline**.

What is project management? Overview

Managing Resources: People, Equipment, and Material

- **People**

Efforts per partners, (and subcontractants); right people and right skills/competencies

- **Equipment**

Usage and access to equipements (subcontracting?)

- **Material**

Follow expensees; Is it needed?

What is project management? Overview

Managing Time and Schedule:

- **Tasks**
Duration, resources, dependencies

- **Schedule**
Tasks, before a task, after a task

- **Critical Path**
Changeable, often multiple (see risk analysis)

See **PERT** and **GANTT Charts**

What is project management? Overview

Managing Costs, Meetings and reporting:

- **Costs**

Estimated & actual costs, variability during the course of the project

- **Contingencies**

Delays, unpredictable events (see risk analysis)

- **Meetings and Reporting**
  - Kick off meeting
  - Annual meeting
  - Final meeting

What is project management? Overview

Communication management:

Promote effective communications between the :

- Project members (coordinators/WP leaders/Participants) and
- Project team members and :
  - Project officer (make the Commission a friend!)
  - Key stakeholders,
  - Scientists,
  - End users,
  - Etc.

What is project management? Overview

Risk Management:

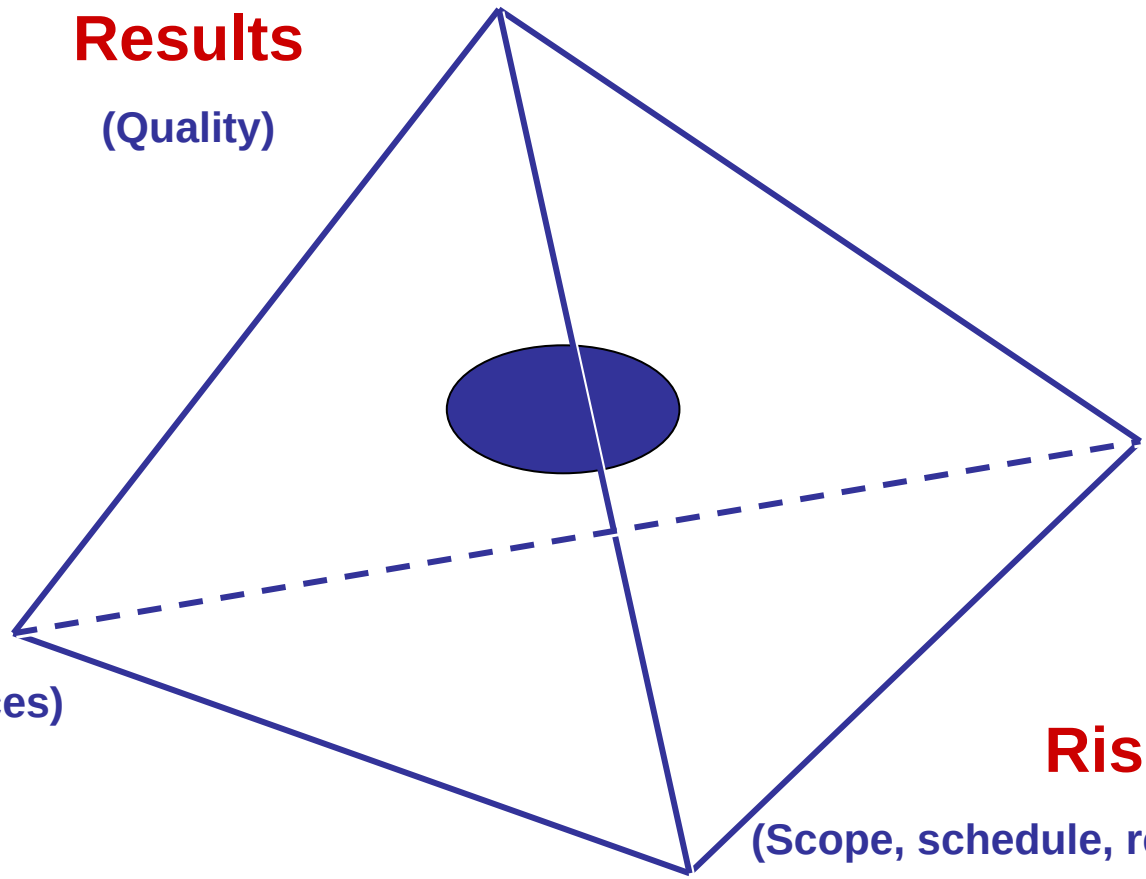
Identify and analyze project risks

The coordinator has to:

- prepare alternative Activities/Tasks
- take action in due time

Four constraints of a project:

Achieving specific **results** within a **time limit**, within a **budget** & managing **risks**



What is project management? Overview

Tips for a successful project management:

- **Define clear objectives** and be sure these objectives are understood and shared by all participants (submission; kick off meeting)
- Manage the **project scope**
- **Identify the risks** and take appropriate actions
- **Decide** before/during the kick off meeting **how problems will be solved** (Consortium agreement, rules for a good management)
- **Plan**, **plan** then **plan** some more
- **Communicate** towards all participants and keep the team happy!

What is project management? Overview

Why projects fail?

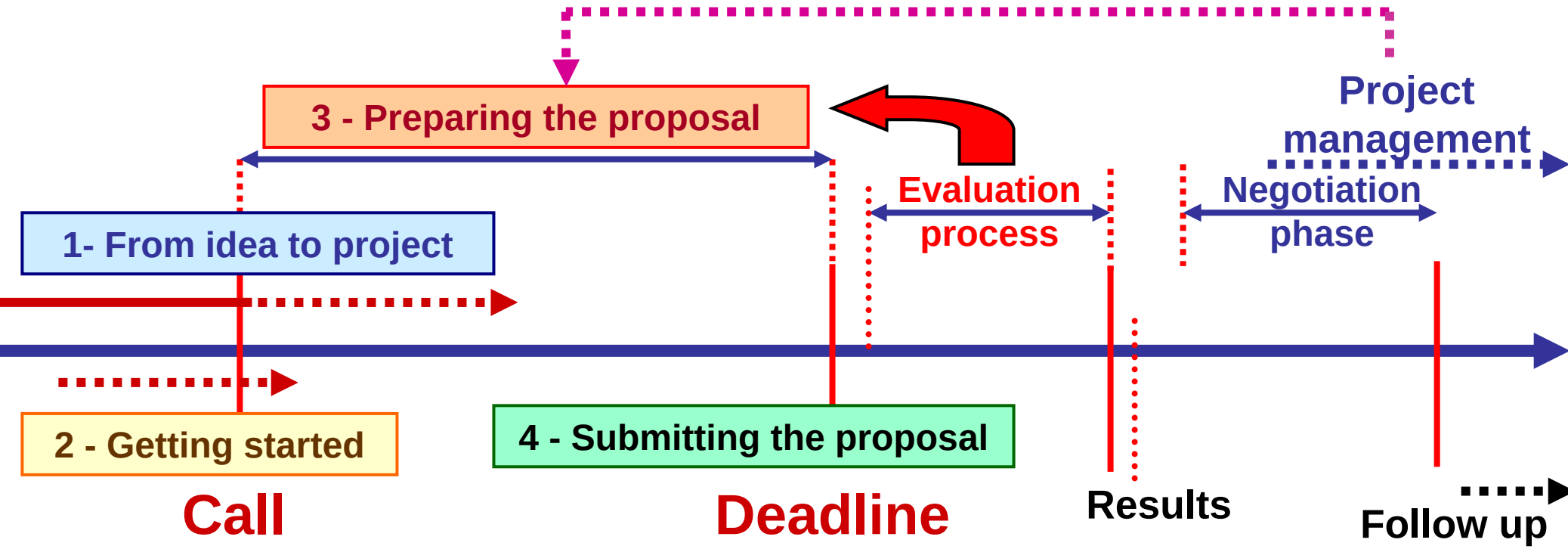
- The goal of the project is not clear enough
- The project in not planned properly
- The ressources are inadequate compare to the project planning
- Participants' rôle is not clear and overlap
- The project is not managed during its course
- The reporting is non-existent

Part 3: Know the evaluation process and criteria to prepare a competitive proposal

"GIVE THEM WHAT THEY WANT!"

- From idea to project
- Getting started
- Preparing the proposal
- Submitting the proposal
- Conclusions

PROCESS DIAGRAM



1- From idea to project (1)

Many ideas, problems, research questions, opportunities,

IDEAS

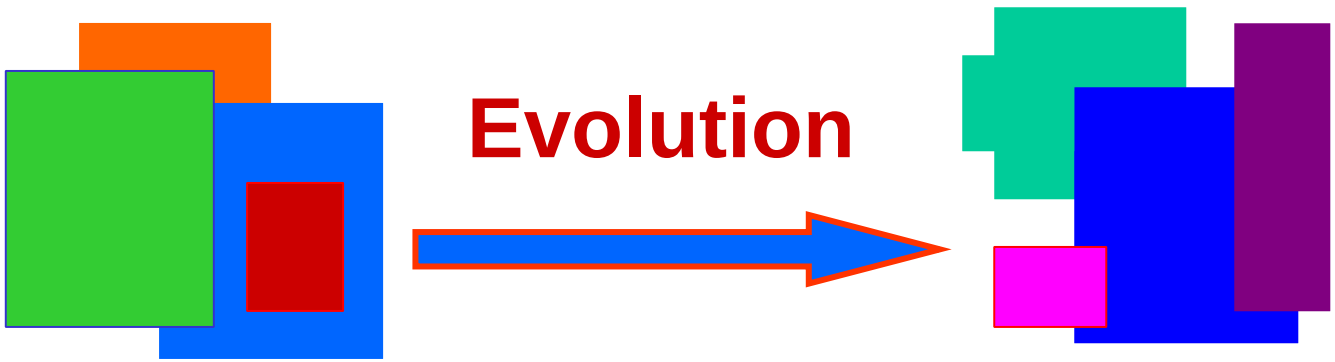
Pre-proposal or outline proposal

Filter

Relevant, valuable, calculated risks, milestones, deliverables,

PROJECT

1- From idea to project (2)



Your initial idea **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 (**purple**)

2 - Getting started (1)

Advance preparation

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

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

2 - Getting started (2)

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.**

2 - Getting started (3)

Read these two documents:

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

Know:

- **The procedure**

  ➔ Guidelines on Proposal Evaluation and Selection Procedures

- **The criteria**
  & forms filled by the evaluators

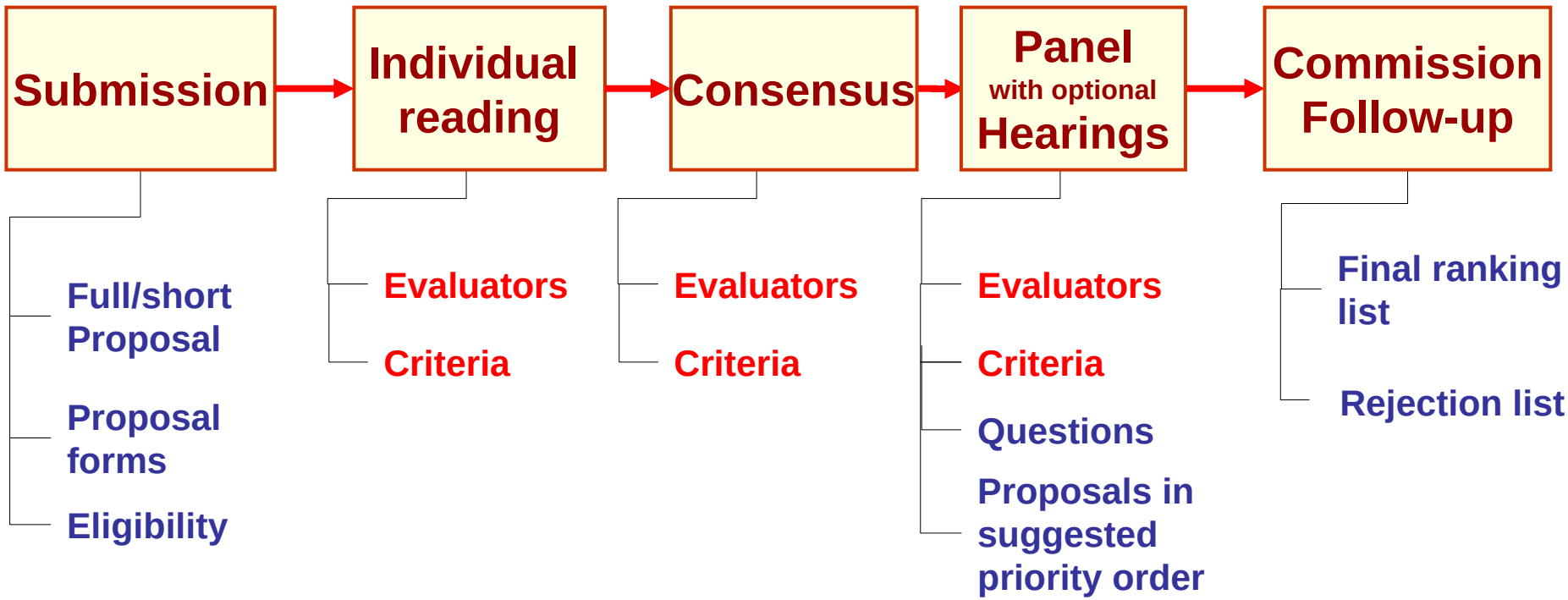
  ➔ Handbook on evaluation and selection of proposals

Both available soon on CORDIS – **FP7**

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*** — New for FP7
    - Contribution to expected impacts listed in work programme
    - Plans for dissemination/exploitation

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)

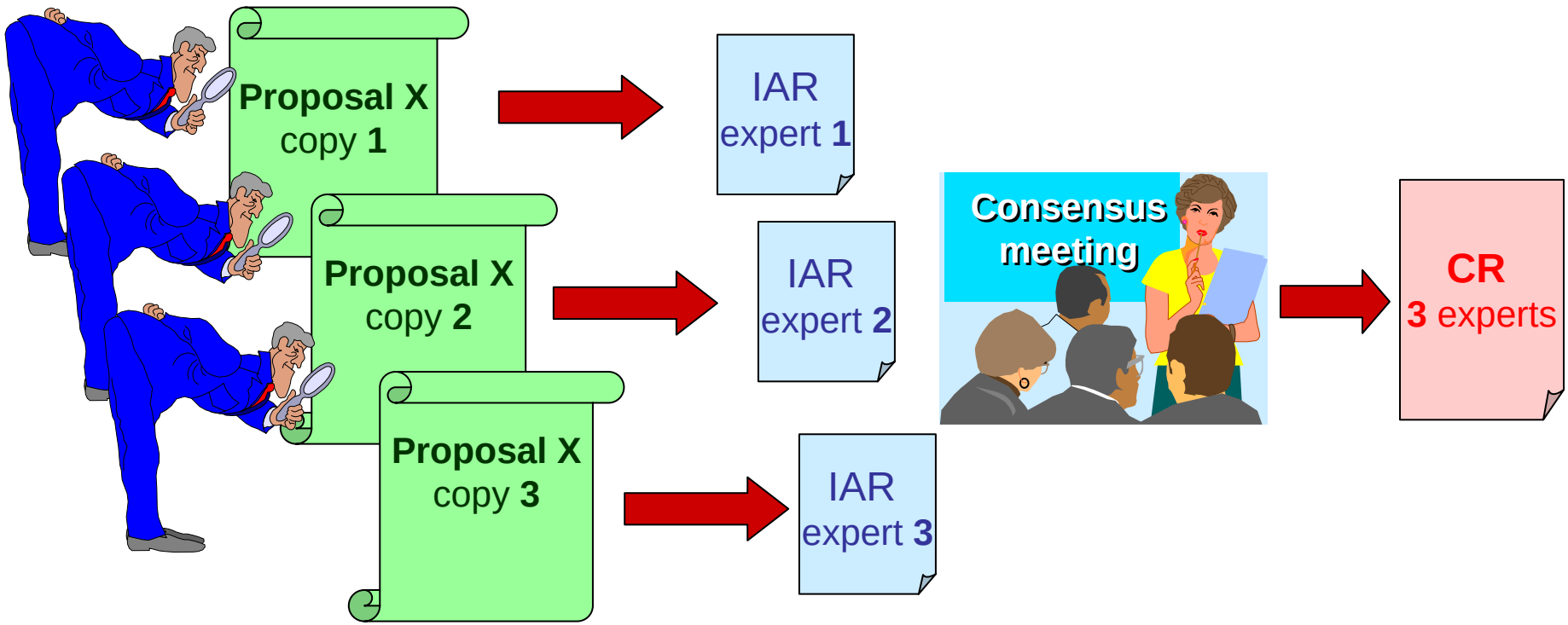
- The Commission draws on a wide pool of evaluators
  - c. 50,000 in FP6
- Calls for “candidates” published 14 December 2007
  - Call for applications from individuals; and from institutions
  - Applications via CORDIS
- Mass-emailing of FP6 experts
  - A simple procedure to ensure registration for FP7
- 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

For each proposal:

May be "remote" evaluation



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

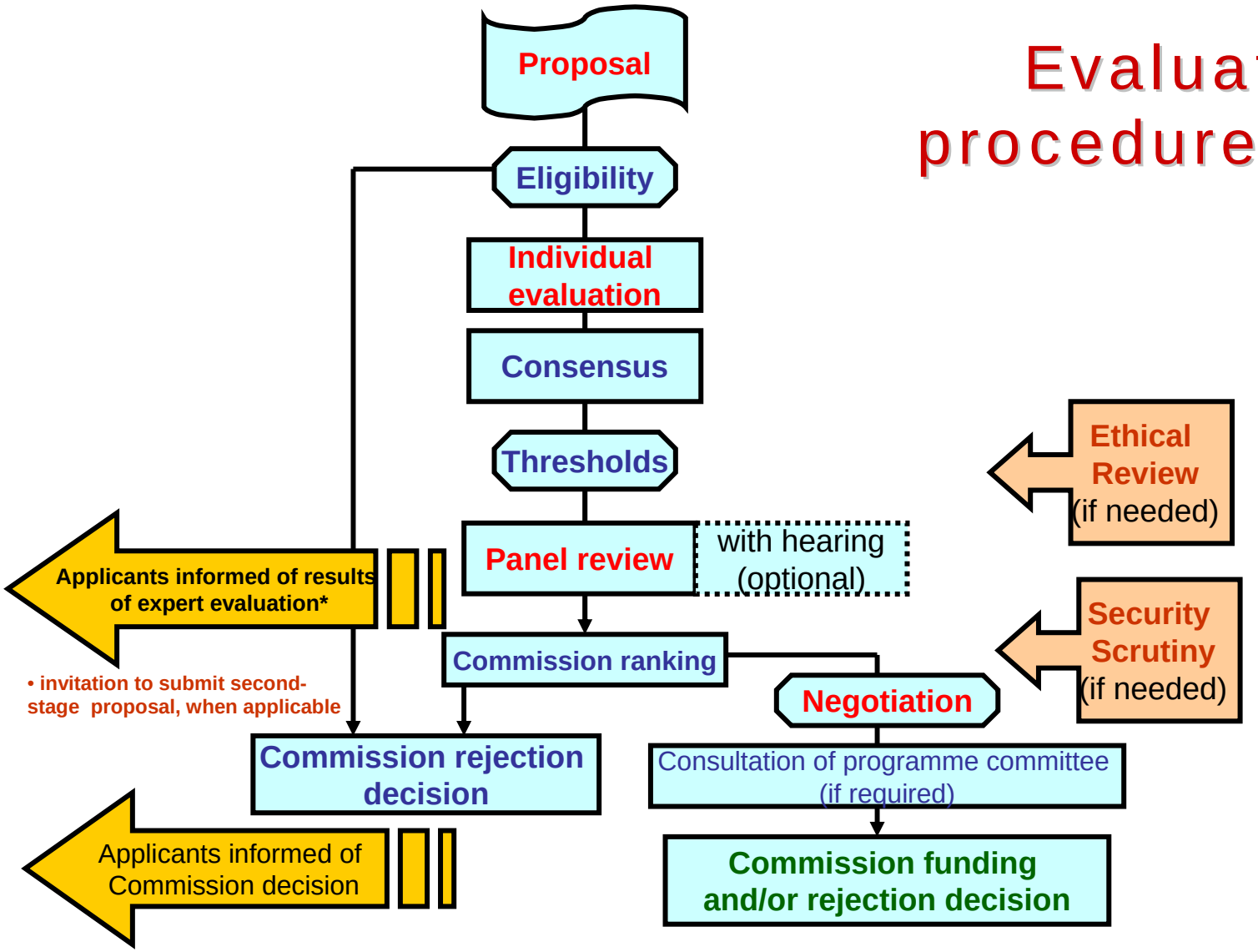
Commission Follow-up

- Evaluation summary reports **(ESR)** sent to applicants
  - *initial information letter*
  - "Redress" procedure

New for FP7

- 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

Evaluation procedure in FP7



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

S Specific

M Measurable

A Achievable

R Result-oriented

T Time-related

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

proposal

Strategic objectives

Overall and specific objectives

Achievements

- 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;

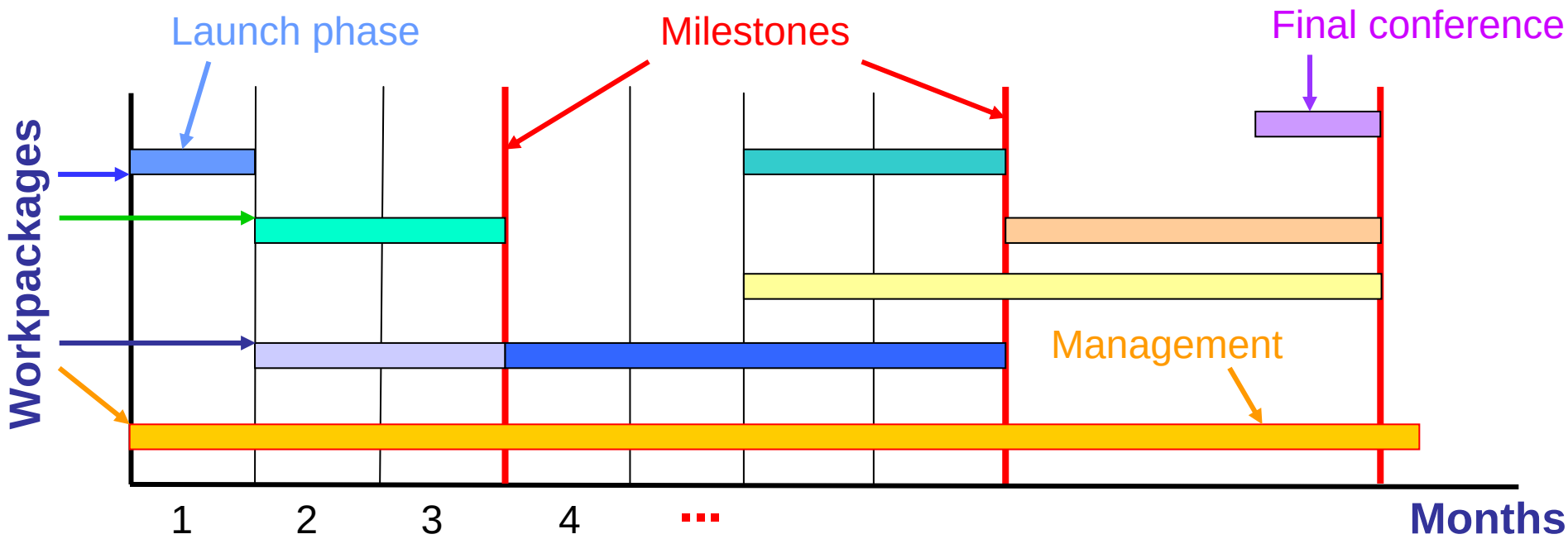
it will determine the success of the project:

- **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 …**

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!**

  Your 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

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.

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

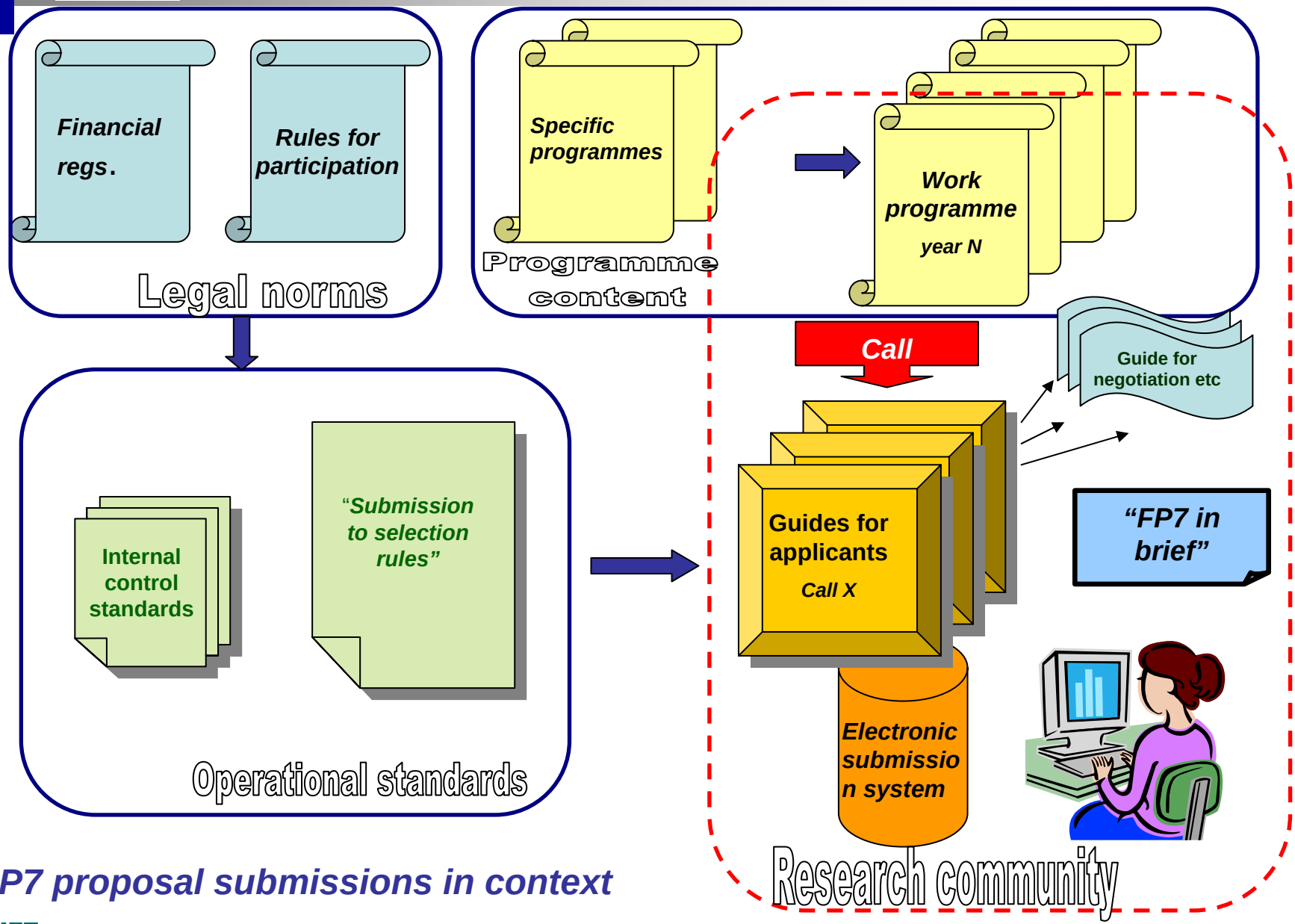
Plan your work to submit one or two days before the deadline

The Commission strongly encourages the use of the on-line

Electronic Proposal Submission System (EPSS)

NIS-NEST Information days on FP7

How to write a competitive proposal for FP7



FP7 proposal submissions in context

Submission (1)

- **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 (2)

- **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

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)

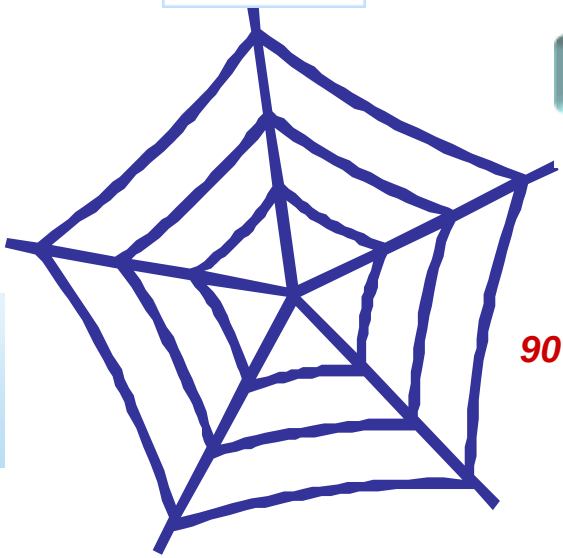
It's easy: **https://cordis.europa.eu/emmfp7**

GOOD LUCK & thanks for your attention.

Information – Stay up-to-date











90 presentations – 45 hours in vidéo – In French



