Federica Prete
APRE – Agency for the Promotion of European Research

Presenting an FP7 proposal

Researcher training, Voronezh, Russia, 1-2 July ‘10
**Project cycle**

- Decision to participate
- Proposal submission
- Orientation
- Writing

Timelines:
- 1-2 M
- 4-6 M
- 2-3 M
- 4-8 M
- 12 - x M
Orientation

1. Project idea
2. Find a call
3. Find partners
1. Project idea

- Research or technology development?
- Innovative?
- International / EU dimension?
Typical Research Project

Problem → Research idea → Proposal → Project → Result
Successful FP7 Research Project

1. Problem
2. Research idea
3. Proposal
4. Project
5. Result
6. Spin Off

Solution

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EURAL
2. Find a call

- Download Work Programme “Environment (including climate change)” from CORDIS

- No topic? Have a “wide” approach!
  Check also Work Programmes related themes e.g “Energy”, “Food, Agriculture, Fisheries and Biotechnology”
3. Find partners

1) Find EU coordinator = Are you able to show your expertises to the world?

Pay attention when you fill in the partner profile: no copy/paste your profile, but think to the objective = take part in a EU consortium!
The partner profile

- Example of partner profile form (APRE)
- Example of partner info form (APRE)
3. Find partners

2) Find EU (and other) partners

È Clear functions
È Clear responsibilities
È Commitment of each partner to the consortium
È Non-competition clause
È Confidentiality agreement
È Act in concert – Memorandum of understanding

Looking for partners?

• http://www.env-ncp-together.eu/
In a EU project, the coordinator have to combine partners with the activities. What kind of partners?

- University
- Research Center
- Industry
- SMEs
- Industrial association
- Experts/policy makers
- End users
PARTNERSHIP

• “European” and/or “international”
• complementary
The TOPIC:
• Gives an overview on the “mandatory” activities in the project
• Explains for each activity the specific expertises
• Helps to avoid any overlapping between the partners skills
• Be honest: Do you really carry on the tasks described by the topic?
How to find a partnership

1. Think to all your (or your organisation) existing contacts, networks and links!

Why?
- It is easier been involved by a group that already known your background and competences
- If they don’t submit a proposal, they can suggest you another coordinator
- Suggestion: participate in conferences, workshops, info days at national, european and international level
- Take care to your contacts!
2. Find new partners

Use the existing tools:

- Search on Cordis the list of the funded project and get in touch with the coordinators or partners

- Partner search tools e.g. the database created by the Network of ENV NCPs

- …It’s a “virtuous circle”
4. Guide for Applicants
5. Electronic Proposal Submission System
6. Part A – Administration
7. Part B – The project
4. Guide for Applicants!

Parte A

Parte B

GUIDE FOR APPLICANTS

COOPERATION

Theme 6
Environment (including climate change)

COORDINATION AND SUPPORT ACTION
(SUPPORTING)

FPT-ENV-2010

Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following website:
http://www.era.es
5. EPSS

- Electronic Proposal Submission System (EPSS)
  https://www.epss-fp7.org/epss/

See also: Guide for Applicants!
Register your organisation as coordinator

Log in:
Name
Password
Call Selected: FP7-ENERGY-2007-1-RTD
Sub-Scheme Selected: CP-IP
Proposal ID: Not available
Proposal status: Proposal NOT submitted
Title: jjjj
Coordinator:
Name: Chiara Pocaterra
Address:
Piazza Marconi
00144
Roma

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is NOT used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.
PART A - Administrative part

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is NOT used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.
6. Part A -

Proposal Number: 000000
Proposal Acronym: 

General Information

Proposal Title: 
Duration in months: 
Call Identifier: FP7-ENERGY-2007-1-RTD

Activity code(s) most relevant to your topic:

Free Keywords: 

Abstract (max. 2000 char.):

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme?

IF YES
6. Part A -

**Proposal Submission Form**

**European Commission**
7th Framework Programme on Research, Technological Development and Demonstration

**Collaborative project**
Large-scale Integrating Project

**A2.1: Participants**

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<table>
<thead>
<tr>
<th>Proposal Number</th>
<th>Proposal Acronym</th>
<th>Participant Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

If your organisation has already registered for FP7, enter your Participant Identity Code: **Not in use**

- **Organisation Legal name**: 
- **Organisation short name**: app

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**Administrative Data**

- **Legal address**
  - **Street name**: 
  - **Number**: 
  - **Town**: 
  - **Postal Code/Cedex**: -
  - **Country**: 
  - **Internet homepage**: -

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**Status of your Organisation**

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes. The guidance notes will help you complete this section.

The status of the organisation is set by the proposal coordinator. If you would like to modify this information, the coordinator must modify it in the proposal set-up page.

- **Non-profit organisation**: yes
- **Public body**: no
- **Research organisation**: yes
- **Higher or secondary education establishment**: no

Main area of activity (NACE code)
6. Part A – Administrative

1. Is your number of employees smaller than 250? (Full time equivalent)
2. Is your annual turnover smaller than € 50 million?
3. Is your annual balance sheet total smaller than € 43 million?
4. Are you an autonomous legal entity?

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME. Please check the additional conditions given in the guidance notes to the forms.

Following this check, do you conform to the Commission's definition of an SME?

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal?

<table>
<thead>
<tr>
<th>Participant Number</th>
<th>Organisation Short Name</th>
<th>Character of dependence</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name
Title
Position in the organisation
Department/Faculty/Institute/Laboratory name/...
Address (If different from the legal address)
Street name
Town
Postal Code/Cedex
6. Part A - Administrative

Proposal Submission Form

Collaborative Project
Large-scale Integrating Project

A3.1: Budget

Proposal Number: 000000
Proposal Acronym: 
Participant Number: 1

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes **. Please be aware that not all options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.
If you would like to modify this information, you have to do it from the proposal set-up page.

Real indirect costs

My legal entity is established in an ICPC
and I shall use the lump sum funding method
(If yes, please fill below the lump sum row only.
If no, please do not use the lump sum row)

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>RTD</th>
<th>Demonstration</th>
<th>Training</th>
<th>Coordination</th>
<th>Support</th>
<th>Management</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel costs (in €)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Subcontracting (in €)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Other direct costs (in €)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Indirect costs (in €)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

Total budget (in €)

Requested EC contribution (in €)

Total Receipts (in €)
# Proposal Submission Forms

<table>
<thead>
<tr>
<th>Participant Nr</th>
<th>Organisation Short Name</th>
<th>Organisation Country</th>
<th>RTD</th>
<th>Demonstration</th>
<th>Training</th>
<th>Coordination</th>
<th>Support</th>
<th>Management</th>
<th>Other</th>
<th>Total</th>
<th>Total receipts</th>
<th>Requested EU contributions</th>
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<tr>
<td><strong>Total</strong></td>
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</table>
PART B – Technical part (your project!)

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Formulate your project!

1. Project objectives
   - Overall objective
   - Project goals

2. Activities

3. Impact

• Use e.g. Logical Framework

The Logical Framework Approach (LFA) is a management tool mainly used in the design, monitoring and evaluation of international development projects
Follow the Guide for Applicants:

1. Scientific and/or technical quality, relevant to the topics addressed by the call
2. Implementation
3. Impact
4. Ethical Issues
5. Consideration of gender aspects
**Write with the eyes of an evaluator**

<table>
<thead>
<tr>
<th>Evaluation criteria applicable to Collaborative project proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S/T QUALITY</strong></td>
</tr>
<tr>
<td>“Scientific and/or technological excellence (relevant to the topics addressed by the call)”</td>
</tr>
<tr>
<td>• Soundness of concept, and quality of objectives</td>
</tr>
<tr>
<td>• Progress beyond the state-of-the-art</td>
</tr>
<tr>
<td>• Quality and effectiveness of the S/T methodology and associated work plan</td>
</tr>
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<td></td>
</tr>
</tbody>
</table>
Part B

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

Deliverables - Work Packages – Milestones – Person Months

Project objective → activities (tasks) → impacts
The objectives are...

- Specific
- Measurable, verifiable
- Achievable
- Relevant
- Timeliness
Structuring the workplan

- **Phases**
  - 3 or 4 phases (definition, development, demonstration, testing/evaluation)

- **Work Packages**
  - A WP for each main result of the project
  - Structure and number of WPs depend on the complexity of the activities
  - Number the WP: WP1, WP2 etc.
  - MGT e dissemination

- **Tasks**
  - Punctual definition of the activities
  - Number the Tasks following the WPs:
    - WP 1 – Task 1.1, Task T 1.2

- **“Deliverables”**
  - Task=Result
  - Number the “Deliverables” following the Tasks
    - Task 1.1. – Deliverable D.1.1.
Division into Work Packages should ensue from the objectives!
Deliverables should ensue from the Work Packages (sub-tasks)!
You should do a risk assessment for each deliverable. If there is a significant risk, then the deliverable is a Milestone.
Objectives
- Clearly phrased
- Realistic and reachable
- Should not prescribe the approach

Description of work
Activities per task

Deliverables
Tangible, verifiable results

Milestones
Critical moments in a project
RED LIGHT / GREEN LIGHT
Additional elements

- PERT diagram
- Work Breakdown Structure (WBS)
  - Work Packages (WP)
  - Tasks (T)
- Bar/Gantt chart
<table>
<thead>
<tr>
<th>Work Package</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WF 0</td>
<td>Project Management</td>
</tr>
<tr>
<td>0.1</td>
<td>Kick-off meeting</td>
</tr>
<tr>
<td>0.2</td>
<td>Overall coordination</td>
</tr>
<tr>
<td>0.3</td>
<td>Final meeting</td>
</tr>
<tr>
<td>WF 1</td>
<td>Benchmarking of training programmes and industry requirements</td>
</tr>
<tr>
<td>1.1</td>
<td>Survey and comparative analysis of higher education courses</td>
</tr>
<tr>
<td>1.2</td>
<td>Industrial requirement analyses with local industry in Asia</td>
</tr>
<tr>
<td>1.3</td>
<td>Recommendations for future common research training curricula</td>
</tr>
<tr>
<td>WF 2</td>
<td>Common models for research training curricula</td>
</tr>
<tr>
<td>2.1</td>
<td>Develop and implement training curricula at participating institutes to match recommendations</td>
</tr>
<tr>
<td>2.2</td>
<td>Collect state of the art training materials (text books as well as manuscript for “self-learning” of students)</td>
</tr>
<tr>
<td>2.3</td>
<td>Establish indicators matrix for tracking and impact assessment</td>
</tr>
<tr>
<td>WF 3</td>
<td>Develop on-line training and PBL support system</td>
</tr>
<tr>
<td>3.1</td>
<td>Set-up and customise a common e-learning and PBL platform</td>
</tr>
<tr>
<td>3.2</td>
<td>Prepare online experiments</td>
</tr>
<tr>
<td>3.3</td>
<td>Content development</td>
</tr>
<tr>
<td>3.4</td>
<td>Training, maintenance and support technical hardware</td>
</tr>
<tr>
<td>WF 4</td>
<td>Implementation joint-curriculum and knowledge transfer</td>
</tr>
<tr>
<td>4.1</td>
<td>Recruitment of students and promoted material</td>
</tr>
<tr>
<td>4.2</td>
<td>Training on-the-job of Asian lecturers in European research training institutes (up to 2 months in Europe)</td>
</tr>
<tr>
<td>4.3</td>
<td>Assistance by European lecturers in Asia, each semester including 1-2 weeks in Asia</td>
</tr>
<tr>
<td>4.4</td>
<td>Asian Master Project in Europe</td>
</tr>
<tr>
<td>WF 5</td>
<td>Validate new e-learning training model and exchange of good practice</td>
</tr>
<tr>
<td>5.1</td>
<td>Develop validation plan and tools</td>
</tr>
<tr>
<td>5.2</td>
<td>Set-up independent, research and academic research training scientific validation committee</td>
</tr>
<tr>
<td>5.3</td>
<td>Validate post-grad training results against recommendations</td>
</tr>
<tr>
<td>WF 6</td>
<td>Dissemination</td>
</tr>
<tr>
<td>6.1</td>
<td>Set-up a project web-site</td>
</tr>
<tr>
<td>6.2</td>
<td>Develop dissemination plan</td>
</tr>
<tr>
<td>6.3</td>
<td>Develop dissemination materials (brochures, etc.)</td>
</tr>
<tr>
<td>6.4</td>
<td>Organise open day and seminar on industry oriented research training</td>
</tr>
<tr>
<td>6.5</td>
<td>Publications</td>
</tr>
</tbody>
</table>
Part B

2. Implementation

2.1 Management structure and procedures

2.2 Individual participants
1 page description / partner

2.3 Consortium as a whole

2.4 Resources to be committed

Project objective → activities (management) → impacts
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
Project cycle

- Decision to participate
- Proposal submission
- Invitation to negotiation
- Grant Agreement signature

- Orientation
- Writing
- Evaluation
- Negotiation
- Implementation

1-2 M 4-6 M 2-3 M 4-8 M 12 - x M
жела́ю сча́стья!!!

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