PROJECT DEVELOPMENT AND APPLICATION WRITING FOR FP7
Identify relevant calls for proposals

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I. PROJECT DEVELOPMENT AND APPLICATION WRITING
   – ANALYSING CALL DOCUMENTATION
   – PARTNERS SEARCH & CONSORTIUM BUILDING
TIES Project is co-financed by the European Commission on the framework of the TEMPUS Programme. Contract: 159218-TEMPUS-1-2009-1-ES-TEMPUS-JPGR
Step 1. Identify relevant calls for proposals – identify a call that is relevant to your institution or to an idea you may have for a research project.

Step 2. Obtain call-specific documentation and forms – The Commission publishes a separate information package which includes a comprehensive Guide for Proposers that offers practical advice for preparing and submitting proposals under each call.

Step 3. Establish consortium of researchers, developers and end-users – The proposer must recruit partners to form a consortium capable of undertaking all aspects of the intended project.
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Step 4. Prepare research proposal

Step 5. Submit proposal to Commission by call deadline
FP7 ACTIONS FOR INTERNATIONAL COOPERATION

How I can participate if I am Outside the EU? Visit [International Cooperation Portal](#)

International cooperation is handled in different ways in different parts of the FP7, as follows:

- Theme-oriented international cooperation actions are carried out under the [Cooperation programme](#);
- The international actions in the area of human potential are carried under the [People programme](#);
- The ‘INCO’ activities under the [Capacities programme](#) are designed to support and stimulate the participation of third countries in FP7. The deliverables include:
  - Identification of S&T priorities with third countries to be used by the Themes under Cooperation;
  - Supporting and strengthening of participation of third countries in FP7;
  - Reinforcing bilateral S&T cooperation with targeted third countries;
  - Coordinating S&T national programmes of EU Member States with third countries.

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FP7 ACTIONS FOR INTERNATIONAL COOPERATION

EC encourage international cooperation through FP7 and its policy instruments:

- **EC bilateral S&T agreements**
- **Bi-regional S&T agreements**
WHERE TO FIND RELEVANT INFORMATION

• CORDIS for FP7: http://cordis.europa.eu
• Subscribe to Newsletters / News / E-mail notification services (Link)
• FP7 contacts in third countries (Link)
• European Commission RESEARCH – International Cooperation (Link)
• Countries Policy Framework (Link)
• Mediterranean Partners Policy framework (Link)
International Cooperation for lasting solutions

The European Union has developed international scientific cooperation (INCO) over the last 25 years to address the needs and opportunities of an interconnected world, and to contribute to peace and prosperity for European citizens. Europe wants to play a leading role in the world’s research arena and help build a safe future. Read more Leaflets

Highlights

12 April 2012
FP7 Expert Advisory Group on International Cooperation
The Advisory Group provides a written input to the Commission on an annual basis to be used in the preparation of the annual work programme. The 2011 Contribution to the definition of the International Cooperation Activities of the Capacities Programme can be found here.

2 April 2012
Eucarinet 2012 Travel Grant Scheme

The aim of the Travel Grant Scheme is to promote exchange between Caribbean and European researchers as well as to encourage contacts between research institutions to explore possibilities for joint participation in FP7.

The Travel Grant consists of two components: 1) The participation of Caribbean researchers at 2012 info-days and brokerage events in Europe in: Health, ICT, Knowledge-Based Bio-Economy, Energy, Environment (including Climate change); 2) Visits to specific research centers/institutions with existing contacts or acquaintance with the grantee. The 2012 call is open from 2 April 2012 to 20 July 2012 with different deadlines according to the themes of the events selected by the applicants. More
Recommended reading:

- INTERNATIONAL COOPERATION WITH MEDITERRANEAN PARTNER COUNTRIES IN FP7
- INVESTING IN EUROPEAN SUCCESS: EURO-MEDITERRANEAN COOPERATION IN RESEARCH AND INNOVATION
How to find a call?

• Get acquainted with the existing programmes in your area
• Make a list of the most interesting websites for you (favorites)
• Subscribe to newsletters and services
• Dedicate some time each week to MONITOR what is going on (i.e. 30 min each week may be enough)
• Attend events organized in your country to learn about new programmes and projects
• …..
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International dimension of the 2012 Work Programmes
27 July 2011

The 2012 FP7 work programmes were adopted by the European Commission on 19 July. The first series of calls for proposals, with a budget of over €5.3 billion was launched on 20 July. The main focus of the calls is the integration of research with innovation to tackle societal challenges and create sustainable jobs and growth by giving Europe a lead in the key technology markets of the future. All of the calls are open for the participation of non-European researchers and/or research organisations working alongside their EU counterparts.

The below slides, which cover all major partner countries and/or regions set out this international dimension of the work programme and aim to provide researchers working in non-EU countries with a brief overview of the content of the work programme and the current calls, and highlight some specific topics which may be of particular interest.

Full information on participating in these topics or any other part of the current calls, can be found on the Participant Portal. International researchers are also encouraged to liaise with the FP7 Contact Points established in their country, who act as local sources of guidance and information on FP7.

- AFRICA (156 KB)
- ASIA (150 KB)
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Step 5. Submit proposal to Commission by call deadline.
STUDY THE DOCUMENTS RELATED TO THE CALL TO FIND THE ANSWER TO THE FOLLOWING QUESTIONS...

• Am I eligible for a given programme or funding source?
• Is my type of research, innovation or enterprise development activity eligible?
• What type of financial support can I obtain?
• Who else should be involved in the project?
• What about my timeframe?
• How is the application process?
Typical Proposal documents

For each Call you will find an “information package” which contains all relevant documents:

<table>
<thead>
<tr>
<th>Documents</th>
<th>use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Fiche</td>
<td>Deadlines, Topics and Themes</td>
</tr>
<tr>
<td>Work Programme(s)**</td>
<td>*eligibility of your idea</td>
</tr>
<tr>
<td>Guide for Applicants / for proposers** EPSS Guide / eForm userguide Application form</td>
<td>Preparation and Submission * Rules for participation, funding</td>
</tr>
<tr>
<td>Model Grant Agreement (Contract)</td>
<td></td>
</tr>
<tr>
<td>Rules for evaluation of proposals</td>
<td></td>
</tr>
<tr>
<td>Guidelines for financial and administrative issues, reporting guidelines, negotiation</td>
<td>Background (for preparation)</td>
</tr>
<tr>
<td>Further background papers (white / green papers, EU regulations…)</td>
<td></td>
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</tbody>
</table>
CALL INFORMATION—EXAMPLE FP7

• General information about the Framework Programme and its content: CORDIS FP7 website

• Current work programmes for each field:
  http://cordis.europa.eu/fp7/wp_en.html#cooperation

• All Open Calls arranged by specific programme can be found at:
  http://ec.europa.eu/research/participants/portal/page/fp7_calls?
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Information Package FP 7

In order to receive a complete Information Package for this call, you will need to select the following elements:

1. The call fiche (only available in .pdf format)
2. The work programme (.pdf format)
3. FP7 factsheets in your preferred language - an overview of the basic features of this programme (.pdf format)
4. The Guides for Applicants relevant to the funding schemes used in this call (.pdf format)

All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.
WORK GROUP ASSIGNMENT 1

Study the call information package and identify the key information

Where do you find the information to answer the following questions:

1. As HEI based in the Mediterranean region, am I eligible for the programme or funding source?
2. Who else should be involved in the project?
3. What type of activity is eligible? Which costs are eligible?
4. What type of financial support can I obtain?
5. What is the timeframe?
6. How is the application process?
**Call title: FET Open**

- Call identifier: FP7-ICT-2011-C
- Date of publication: 20 July 2010
- Date from which proposals are receivable: 4 August 2010
- Deadline: 31 December 2012, at 17:00.00, Brussels, local time
- Indicative budget: EUR 93 million, which is expected to be committed for successful proposals from the cut-off dates up to and including 10-4-2012 (batch 9 to batch 13). A minimum of EUR 10 million and a maximum of EUR 25 million will be allocated per batch.
  See indicative budget breakdown in section 7 of the ICT work programme.
- Topics called:

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Objectives</th>
<th>Funding schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future and emerging technologies</td>
<td><strong>ICT-2011.9.1 FET-Open: Challenging current thinking</strong></td>
<td>CP (STREP only), CSA</td>
</tr>
<tr>
<td></td>
<td><strong>ICT-2011.9.2 High Tech Research Intensive SMEs in FET research</strong></td>
<td>CP (STREP only)</td>
</tr>
<tr>
<td></td>
<td><strong>ICT-2011.9.3 FET Young Explorers</strong></td>
<td>CP (STREP only)</td>
</tr>
<tr>
<td></td>
<td><strong>ICT-2011.9.4 International Cooperation in FET research</strong></td>
<td>Additional funding to existing grants (IP-STREP)</td>
</tr>
</tbody>
</table>
What documents do I need to read and In which order?

1) Call Fiche
2) Cooperation Work Programme 2011 – General Introduction (ONLY ONE TIME!!! IS ALWAYS THE SAME)
3) Cooperation Work Programme 2011-2012 (ONLY ONE TIME!!! IS ALWAYS THE SAME)
4) The pertinent Guide for Applicant

LET’S GO!!
WORK GROUP ASSIGNMENT 2

• Find past projects in your area, i.e. Cordis database

• Find a tender in your area (i.e. EuropeAid)

• Profile of your organisation on Cordis


LET’S TRY!!

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A SUCCESSFUL PROPOSAL

• What makes a good proposal?
• Who may participate? - building a consortium
• Schedule for proposal set-up
• Proposal structure
KEY ELEMENTS OF A GOOD PROPOSAL

• Good project idea
  • Scientific excellence
  • Must be consistent with the Community’s goals
  • Must be consistent with the thematic requirements work programme and call

• Excellent, well-balanced consortium

• Well-formulated proposal
  • Must be consistent with the formal requirements of the Commission
  • Must capture the evaluators’ attention
PROPOSAL DEVELOPMENT: How To Go About It

- Define your project idea and main goals
- Check the funding possibilities and schemes
  - your idea must meet every requirement in the Call!
  - Make sure the required funding scheme is suitable for your idea!
  - Inform yourself about projects in your field that are already being funded (if any) – i.e. CORDIS project database: http://cordis.europa.eu/search/index.cfm?dbname=proj
- Identify the submission deadline
- Time schedule
PROPOSAL DEVELOPMENT: Before writing the application

- Obtain the relevant documents
- Familiarise yourself with the guidelines and requirements for proposal submission
- Define project idea: objectives, expected results, activities in line with the work programmes and call guidelines
- Build a strong consortium
- Determine a schedule for completing the proposal
- Get a second opinion of the national contact points and/or the European Commission
PROPOSAL DEVELOPMENT: Summary of the Project Idea

- Research topic
- Point of departure and advancement in state-of-the-art to be achieved by the project
- Main objectives of the project (in line with the call)
- Main activities / work packages
- Expected results / outputs / deliverables
- Identify your own contribution / project activities
- Identify contributions you need from other partners

Think about an attractive NAME and ACRONYM – check if you do not infringe any existing Trademark ... !
How Summary is Written

<table>
<thead>
<tr>
<th>Official Number (if available)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Programme + Funding Scheme</td>
<td>2</td>
</tr>
<tr>
<td>Title of Proposal + ACRONYM</td>
<td>3</td>
</tr>
<tr>
<td>Objective of the Proposal</td>
<td>4</td>
</tr>
<tr>
<td>Background</td>
<td>5</td>
</tr>
<tr>
<td>Deliverables + First User</td>
<td>6</td>
</tr>
<tr>
<td>Phases of the Work</td>
<td>7</td>
</tr>
<tr>
<td>Organisations involved and their roles</td>
<td>8</td>
</tr>
<tr>
<td>Expected Cost + Duration</td>
<td>8</td>
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</tbody>
</table>
A SUCCESSFUL PROPOSAL

• What makes a good proposal?

• Who may participate – building a consortium

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• Proposal structure
THE CONSORTIUM: Minimum Requirements

- Minimum number of partners
- Geographical origin
- Type of legal entity

→ *See work programme and call*

→ **Just meeting the minimum requirements is often not enough to win the proposal!**

- Minimum Requirements in FP7
  - 3 Institutions from 3 different Member States or Associated Countries
- Exceptions:
  - ERC
  - Support Actions
  - Marie Curie Grants
THE CONSORTIUM: Who May Participate

• Every legal person (legal entity); natural persons (in some exceptional cases)
• partner = always defined as the whole institution (legal entity)
• Eligible states whose costs may be reimbursed by the EU
  – EU Member States
  – Associated Countries: now eligible in FP7
  – International Organisations of European interest
  – Joint Research Centres
  – ICPC – “International co-operation partner country“: Third Countries with low to medium income
    (http://ec.europa.eu/research/iscp/pdf/icpc_countries_en.pdf)
THE CONSORTIUM: Third Countries in FP7

- Non-EU Member States not belonging to the ICPC and not associated with the Framework Programmes (i.e. not contribute to the financing of the FP), E.g. USA, Canada, Japan

- Conditions of Participation
  - Necessary for the success of the project
  - Can add value to European research
  - If included in a Call
  - If there is an R&D agreement with the EU (FP7)

- Participation without financial aid from the EU is also possible
Building a consortium - structure

Other participants with bilateral contracts or special regulation:

- Subcontractor
- External expert
- Third Party

Grant Agreement

Commission

Coordinator

Partner

Partner

Partner

Partner

Partner

Partner

Partner

Partner

Partner
The Coordinator: Responsibilities

- Coordinator is responsible for the entire project and has the greatest workload
- Responsible for submitting the proposal
- Coordinates contract negotiations
- Tasks according to the contract (Grant Agreement):
  - Receives and distributes EU payments
  - Scientific-technical, financial and administrative coordination
  - Coordination of legal matters (Project contract, Amendments, Consortium Agreement)
  - Single contact point for the EC

→ Coordination should not be a “one-man show“, but rather done by a team; large-scale projects should have a project management office
Strategy for being a Coordinator

Beginners: do not coordinate. Wait for 2 or 3 projects

Advantages of being coordinator

Coordinator defines the direction of the project

Contact person with Commission (Conferences, lobbying..)

Extra money for coordination (7%)

Invited into new proposals

Key issue

Support-services essential. (financial, legal)
# Different roles in projects

<table>
<thead>
<tr>
<th>Scientific Positions</th>
<th>Technology Developers + Integrators</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Users of Results (Pilot site, Demonstration)</td>
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<table>
<thead>
<tr>
<th>Management Positions</th>
<th>Scientific Coordinator (Science)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Project Manager (Management, finance..)</td>
</tr>
<tr>
<td></td>
<td>Work-package leader (Science)</td>
</tr>
<tr>
<td></td>
<td>Exploitation Managers (Results)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Status</th>
<th>Contractor - Partner in project</th>
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<tbody>
<tr>
<td></td>
<td>Subcontractor - not a partner in the project</td>
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</table>
Project Partners: Responsibilities

- Perform activities set down in the contract, submit contributions (e.g. reports, financial statements, information about project progress)

- Assume part of the responsibility of project execution/ leading workpackages and central tasks if necessary (in a Steering Committee, for Dissemination/Exploitation, etc.)

- Share the “project risk”
What to take into account? - Selection Criteria for partners

- Scientific excellence
- Multidisciplinary and complementarity
- Experience in collaborative projects/EU projects
- Dedication/Motivation
- Geographic origin
- Institutional origin (e.g. university, big industry, SME, agency)
- Multiplier function for dissemination/politics
Building a consortium: How to find partners

- Own network, established contacts
- Conferences, Events, Publications

→ Start searching for partners well in time
→ Proposal phase is a test for the cooperation
Partner Search

Cordis Partner search services:

- **Publish your partner profile** on CORDIS by entering your project idea or specific expertise,
- **Search the Partners profiles** submitted by other organizations,
- E-mail notification

The Consortium

Consists of different Partners
... with different personalities
... from different countries/cultures
... from different areas (e.g. university, industry, government)
... with different motivations/goals (publications, commercial exploitation, financing of personnel, etc.)
... with different experiences
... with different possibilities (SME, Partners from certain countries)

→ The challenge of international project management
BUILDING A CONSORTIUM

• Frequent errors in selecting partners:
  – Accepting partners with questionable financial backing
  – Including a partner in the consortium for personal reasons (e.g. a good friend whom you owe a favour)
  – Including a partner for policy reasons (countries represented) who can contribute little or nothing to the project work
  – Accepting “multiple project partners” who are involved in many projects but whose dedication to the individual projects is questionable
  – ..... 

• Did you ever face any problem with partners?
Exercise

- Imagine you have a project idea and found a suitable call
- Now you are looking for partners....
  - How would you approach this?
  - Which channels would you use to find partners?
  - What information would you provide to them?
  - What information would you request form the partners?

- Work in groups
- Time: 15 minutes
Building a consortium: Steps

- First of all – study the information package to determine:
  - What kind of partner you need for a strong proposal (type of organisation, expertise, geographical origin)
  - Search suitable partners
- After initial contact and indication of interest
  - provide:
    - summary of the project you plan to propose
  - request:
    - Description of their activities and background in relation to the topic of the proposal
    - Experience in participating in EU projects
    - Unit costs for budget planning
    - Administrative information as required by the application forms
Thank you for your attention!

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