PROJECT DEVELOPMENT AND APPLICATION WRITING FOR FP7

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THEMATIC INDEX

- **ANALYSING CALL DOCUMENTATION**
- **PARTNERS SEARCH & CONSORTIUM BUILDING**
- **STRATEGIES FOR SUCCESSFUL PARTICIPATION**
- **APPLICATION PROCESS & DRAFTING**

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Step 1. Identify relevant calls for proposals –identify a call that is relevant to your SME 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

Step 4. Prepare research proposal

Step 5. Submit proposal to Commission by call deadline

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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

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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

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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

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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

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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 ... !

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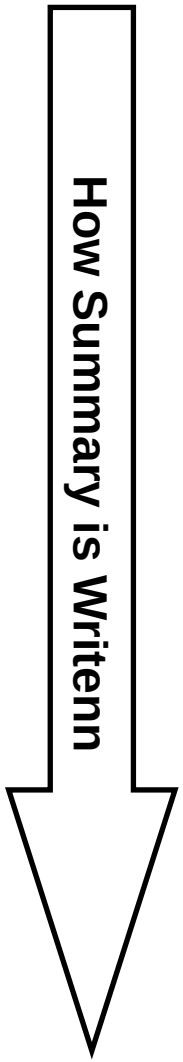

Official Number (if available)	
Work Programe + Funding Scheme	1
Title of Proposal + ACRONYM	2
Objective of the Proposal	3
Background	4
Deliverables + First User	5
Phases of the Work	6
Organisations involved and their roles	7
Expected Cost + Duration	8

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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

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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)

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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

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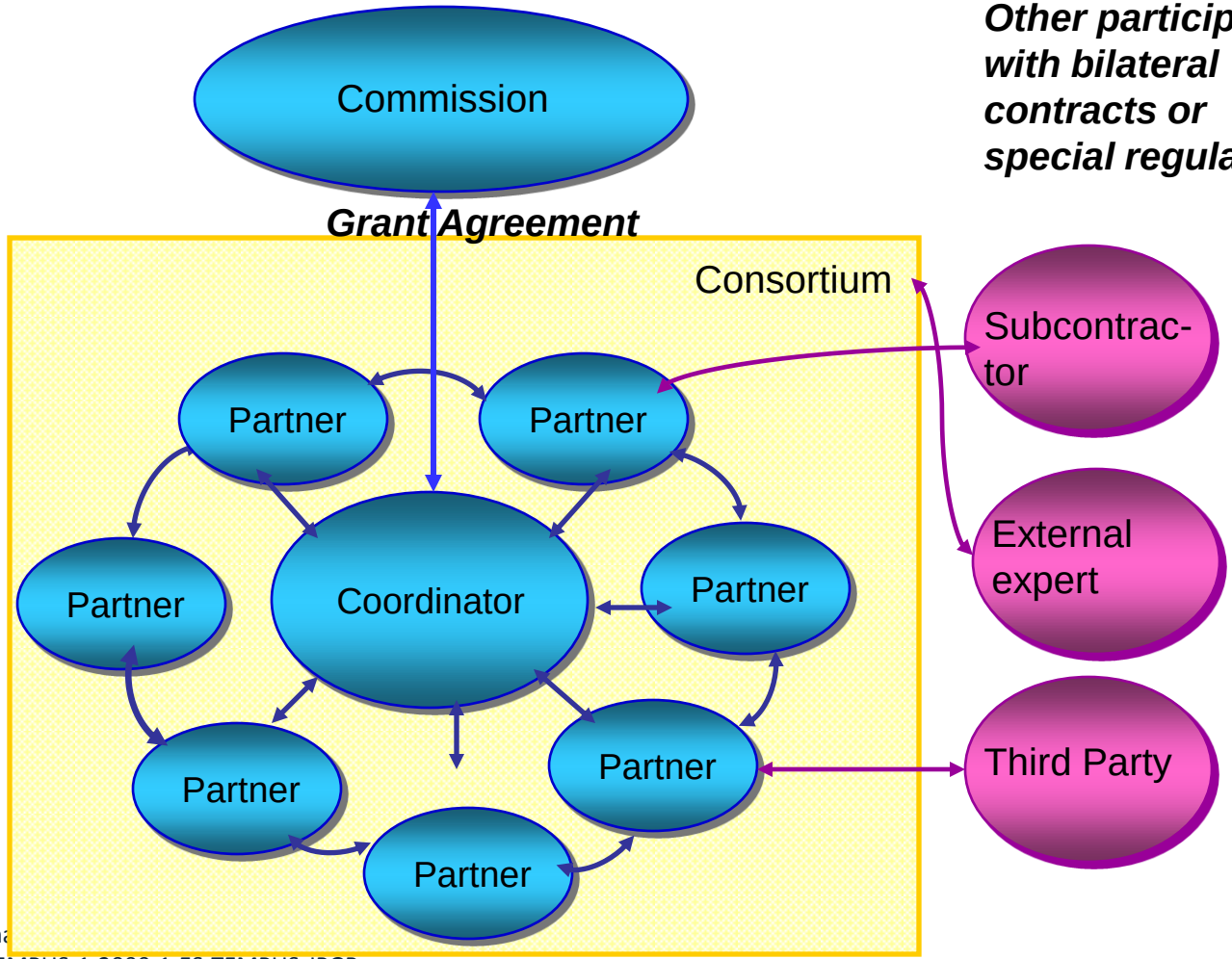
Building a consortium - structure



Other participants with bilateral contracts or special regulation:

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The Coordinator: Responsabilities

- 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

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Strategy for being a Coordindator

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)

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Different roles in projects

Scientific Positions	Technology Developers + Integrators
	Users of Results (Pilot site, Demonstration)
Management Positions	Scientific Coordinator (Science)
	Project Manager (Management, finance..)
	Work-package leader (Science)
	Exploitation Managers (Results)
Legal Status	Contractor - Partner in project
	Subcontractor - not a partner in the project

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Project Partners: Responsabilities

- 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“

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What to take in to 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

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Building a consortium: How to find partners

- Own network, established contacts
- Conferences, Events, Publications
- CORDIS Project database: http://cordis.europa.eu/search/index.cfm?dbname=proj
- CORDIS Partner Search (all fields): http://cordis.europa.eu/partners-service/search_en.html
- IDEALIST Partner Search (primarily ICT): http://www.ideal-ist.net/
- SMEsgoLifeSciences (SMEs in Life Science): http://www.smesgolifesciences.be/common/Participate.asp

European Commission TEMPUS

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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*

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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?*

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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

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A SUCCESSFUL PROPOSAL

- What makes a good proposal?
- Who may participate – building a consortium
- Application Procedure: schedule for proposal set-up
- The Structure of a Proposal

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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, work packages, activities in line with the work programme and call guidelines
- Build a strong consortium
- Define the role of each partner in the project
- schedule for completing the proposal
- second opinion: national contact points and/or the EC
- …

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Hints for developing a proposal

- Begin as soon as possible (3 weeks – even sleepless weeks – are NOT enough for a good proposal!)
- Define a schedule for the proposal set-up and provide it to the other partners
- Consider what information you require from which partner
- Distribute tasks to the partners (but be realistic with your expectations) and set concrete deadlines
- Plan a preparatory meeting with the consortium, if possible
- Plan time to edit and rework the proposal

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Proposal development
Other issues - IPR

- For research proposals, it is advisable to draw up a “Confidentiality-Agreement“ to be signed by all partners (model available from the IPR-Helpdesk, DESCA model)
- Clarify from the beginning the confidentiality of the project idea when communicating with (potential) partners
- Clarify property rights for Know-How relevant to the proposal
- Specially important when including companies

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Application Procedure

- Procedure is determined in the call
- One-stage: a full proposal must be submitted by the submission deadline
- Two-stage: a shorter first-stage proposal (approx. 12 pages) is submitted first and has to be extended into a complete proposal once approved
  - → To be successful, the general concept of the project has to be ready for the first-stage proposal (most importantly the **scientific concept and the work plan**!)
- Trend: two-stage proposal procedure
- Trend: continuous submission = open calls with multiple submission deadlines with evaluations occurring at certain intervals

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A SUCCESSFUL PROPOSAL

- What makes a good proposal?
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- Application Procedure: schedule for proposal set-up
- The Structure of a Proposal & Application Writing

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Typical elements of a proposal

- Administrative information on the coordinator & partners
- Budget tables
- Concept note, or summary
- Technical info on the partners, the key staff and the consortium as a whole – technical capacities
- Objectives, expected results – in relation to the call /work programme
- Work packages and tasks / activities
- Deliverables, Milestones
- Work plan (chart)
- Management, quality control,
- Dissemination,
- Exploitation
- Ethical issues, gender

→ *How to go about it?*

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Sample schedule

Structuring the Proposal/consortium building:

- Define Work Packages incl. WP leaders — February 20, 2012
- Refinement of Concept and Objectives — By February 23, 2012
- Consortium building finalised — By March 2, 2012
- Circulation of first draft to whole consortium — On March 7, 2010

Development of core content

- Define Subtasks incl. Deliverables and Milestones — By March 21, 2012
- Collection of information on resources needed — By March 21, 2012
- Review and description of state of the art — By March 21, 2012
- Description of impact — By March 21, 2012
- Management structure, diss&expl strategy — By March 21, 2012
- Admin information , summary/abstract — Beginning of April

Fine-tuning and revision of proposal

- Circulation of advanced draft — On March 23, 2012
- Consortium meeting — End of March
- Further revision based on results of meeting — beginning of April
- Submission of final proposal — May 1, 2012

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Typical Proposal Components

- Administrative information
  - According to forms provided
- Budget tables
  - According to forms provided
- Technical work description
  - In FP7: can be designed as desired using a word processing programme
  - Follow strictly the structure given in the Guide for Applicants (provided chapter headings and numbers of pages page MUST be adhered to!)
  - In other programmes: pdf templates provided

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Title

The title should be based on the main dliverable

Could be used in a sentence + self explanatoy

Example: *Nanocomposites: The Next Generatíon of Plastics*

ACRONYM: Must make sense e.g. Nano Plastics

OBJECTIVE

A short clear description of the proposed work

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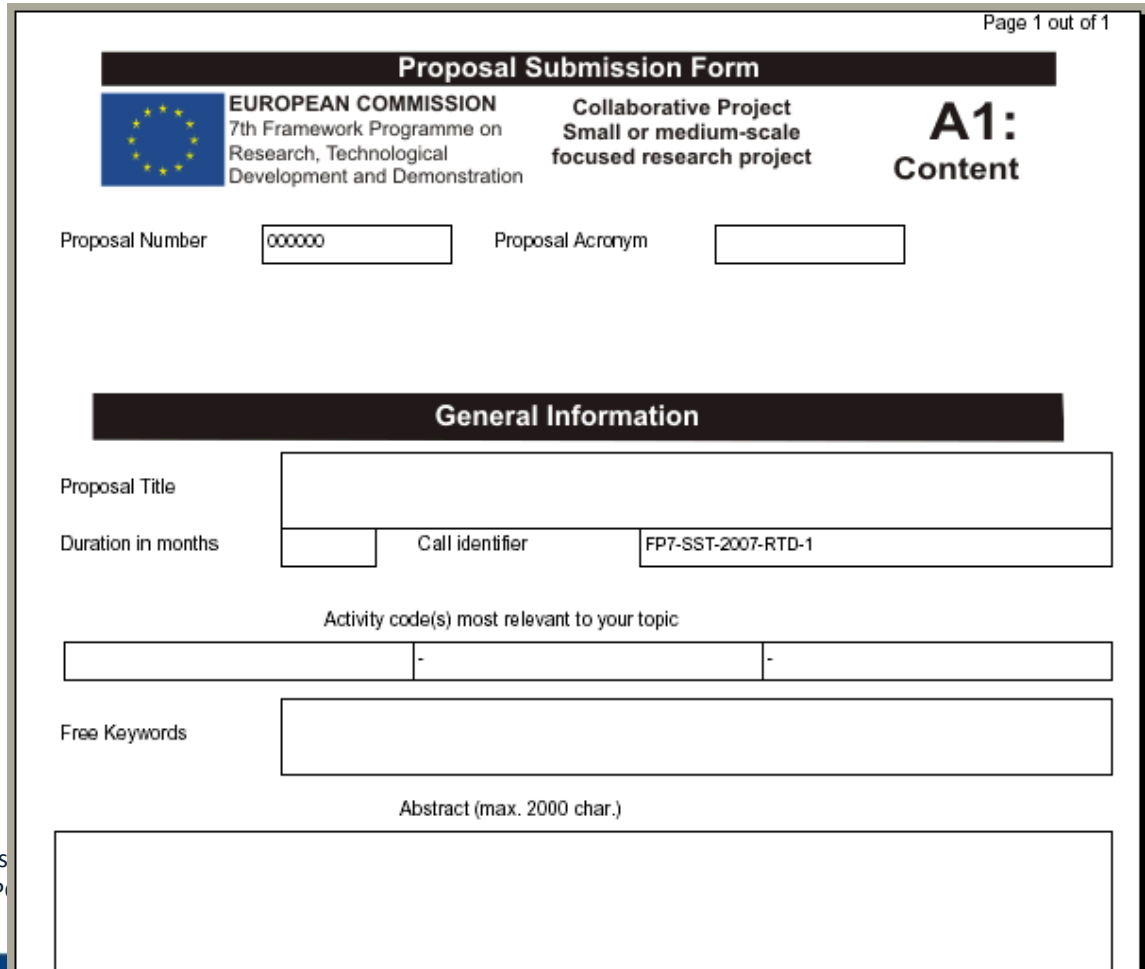
Drafting Administrative Part (A: Form A1)

- Completed by coordinator
- Choose **keywords** carefully, since they will be used to select evaluators
- Abstract should be well-formulated;
  plan enough time for this
  write it in the end



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Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on Research, Technological Development and Demonstration

Collaborative Project
Small or medium-scale focused research project

A1: Content

Proposal Number: 000000 | Proposal Acronym:

General Information

Proposal Title:

Duration in months: | Call identifier: FP7-SST-2007-RTD-1

Activity code(s) most relevant to your topic: | - | -

Free Keywords:

Abstract (max. 2000 char.)

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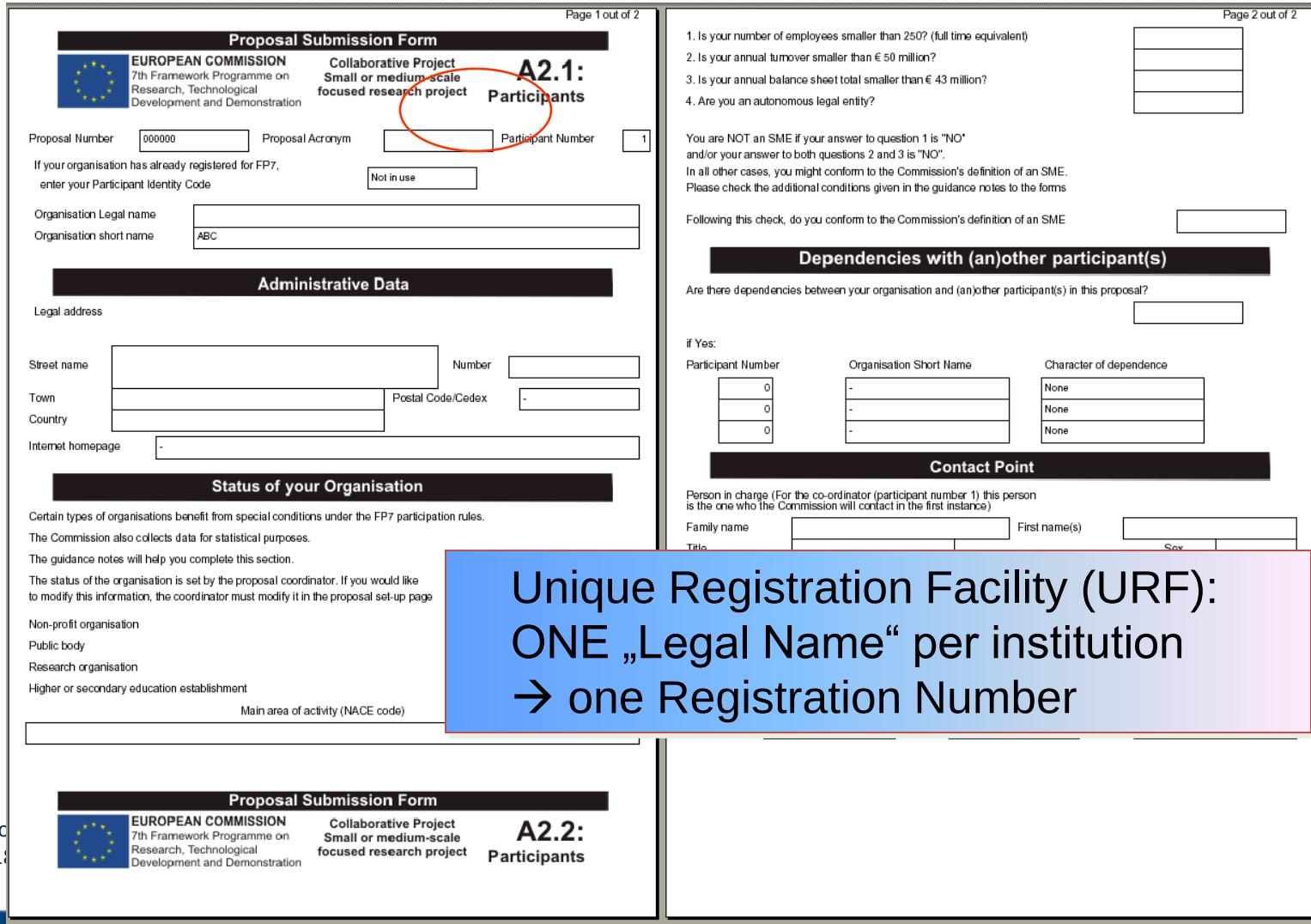
European Commission
TEMPUS

Drafting Administrative Part (A: Form A2)

- Filled out by each partner



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Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on Research, Technological Development and Demonstration

Collaborative Project
Small or medium scale focused research project

A2.1: Participants

Proposal Number: 000000 | Proposal Acronym: | Participant Number: 1

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

Organisation Legal name:
Organisation short name: ABC

Administrative Data

Legal address

Street name | Number
Town | Postal Code/Cedex: -
Country
Internet homepage: -

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
Public body
Research organisation
Higher or secondary education establishment

Main area of activity (NACE code)

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on Research, Technological Development and Demonstration

Collaborative Project
Small or medium-scale focused research project

A2.2: Participants

Page 2 out of 2

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?

if Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

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 | First name(s) | Title | Sex

Unique Registration Facility (URF):
ONE „Legal Name“ per institution
→ one Registration Number

DRAFTING ADMINISTRATIVE PART: BUDGET

- Filled out by coordinator with partners' input
- Costs are grouped by categories and activities

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on Research, Technological Development and Demonstration

Collaborative Project

A3.1: Budget

Proposal Number: 000000 | Proposal Acronym: TEPSS | Participant Number: 4

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.

Standard flat rate

My legal entity is established in an ICPC and I shall use the lump sum funding method: no

Type of Activity

	RTD	Demons-tration	Training	Coordi-nation	Support	Manage-ment	Other	Total
Personnel costs (in €)	55	65	0	0	0	6777	67	6964
Subcontracting (in €)	5555	555555555	0	0	0	7	0	555561117
Other direct costs (in €)	666666	66	0	0	0	045	0	666777
Indirect costs (in €)	6	6	0	0	0	456	56	524
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)	6	6	0	0	0	0	0	12
Total budget (in €)	672288	555555698	0	0	0	7285	123	556235394
Requested EC contribution (in €)	0	0	0	0	0	0	0	0
Total Receipts (in €)								0

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DRAFTING ADMINISTRATIVE PART: BUDGET SUMMARY

- Overview of all partner budgets
- Generated by the system

Proposal Submission Forms

EUROPEAN COMMISSION

7th Framework Programme on Research, Technological Development

A3.2: Budget

			Estimated budget (whole duration of the project)									
Participant Nr	Organisation Short Name	Organisation country	RTD	Demonstration	Training	Coordination	Support	Management	Other	Total	Total receipts	Requested EU contributions
1	EURICE	DE	132	30	0	0	0	10	10	182	0	2092
2	UdS	XC	60	60	0	0	0	60	60	240	0	281
3	Split	UK	4556	957	0	0	0	1080	1480	8073	0	1380
4	Eu	RO	672288	555555698	0	0	0	7285	123	556235394	0	0
		Total	677036	555556745	0	0	0	0	1673	556243889	0	3753

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Typical structure of a full Proposal (part b in fp7)

- Front page, Contents page
- Section 1: Scientific and/or technical quality
  - 1.1 Concept and objective
  - 1.2 Progress beyond the state-of-the-art
  - 1.3 S/T methodology and associated work plan

  } 20 pages + tables
- Section 2: Implementation
  - 2.1 Management structure and procedures - 5 pages
  - 2.2 Individual participants - 1 per pp.
  - 2.3 Consortium as a whole
  - 2.4 Resources to be committed - 2 pages
- Section 3: Impact
  - 3.1 Expected impacts listed in the work programme
  - 3.2 Dissemination, Exploitation, IPR

  } 10 pages
- Section 4: Ethical issues
- Section 5: Gender aspects

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Scientific and technical quality

- Concept
- Objectives
- Progress beyond state-of-the-art
- S/T methodolog
- work plan

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Scientific / technical quality: main focus and hints

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

- Evaluator may not be an expert on the specific subject
- Accordingly, describe the plan of the project and its goals in easily understandable way
- Objectives should be attainable and measurable:
  - not: “The technology will enable the production of quieter, environment-friendlier lawn mowers“,
  - rather: “By the end of the project it will be possible to reduce the noise level of lawn mowers by 3.5dB.”
- SMART: Specific, Measurable, Attainable, Relevant, Time-bound

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SCIENTIFIC / TECHNICAL QUALITY: MAIN FOCUS AND HINTS

- Objective of the Proposal
- Background
- EDUCATE THE EVALUATOR (with `facts' and `figures')
- Why bother? (what problem are you trying to solve?)
- Is it a European problem?
- Is the solution already avafable (product, service, transfer)?
- Why now? (What would happen if we did not do this now?
- Why you? (Are you the best people to do this work?)

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Example: Objectives

- Mobility of researchers, engineers and technicians: to increase the overall level of competences, valorise the use of RTD infrastructures and address SME needs in terms of human resources.

⇒ *Target*: at least 5 persons per cluster per year during the Joint Action Plan implementation

- Trans-cluster knowledge transfer: specific collaborations will also be defined: nature of the knowledge to be transferred, partners, IPR conditions, specific agreements

⇒ *Target*: for each cluster, at least 60 actions (10 per cluster) to be proposed for research – business knowledge transfers by 2011

- Identification and support RTD projects: ranking, links with other EU projects, analysis, identification of research priorities

⇒ *Target*: at least 20 trans-cluster projects (with at least 3 clusters involved) to be identified and defined in the JAP, i.e. objectives, relevance, potential consortia, financial instruments to be foreseen, links with other projects, timing

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Scientific / technical quality: main focus and Hints

- Concept and objectives
- **Progress beyond the state-of-the-art / needs analysis / background**
- **S/T methodology and associated work plan**

- Clear description of the state-of-the-art, or the situation you pretend to improve
- Literature references! – Quality above quantity (in text or as footnotes)
- Run a search on the CORDIS project database, and other relevant databases and include the results (of both concluded and running projects) → show that you know the state-of-the-art
- Make sure that the methodology of the project implementation ensures that each partner has an active role in the project
- project progress should be attainable and verifiable

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Scientific / technical quality: main focus and Hints

Work packages (WPs)

- group of tasks / activities
- For small and medium projects: ca. 5 technical WPs
- Horizontal vs. Vertical WPs
- Separate work packages for management and dissemination / exploitation
- Each WP should have at least 1 milestone + at least 1 deliverable
- Work package leaders – partners with specific expertise
- A table listing possible risks and solution strategies, if necessary

Deliverable • Defined project result that must be accounted for in reports

Milestone • A project checkpoint that measures how project progress is keeping up with the project‘s schedule

Example Work packages

WP1. Whole cell electrochemistry

Task 1.1 Electrochemistry of bacterial layers

Task 1.2. Electrochemical Impedance spectroscopy of electrogenic biofilms.

Task 1.3. In situ infrared spectroscopy.

Task 1.4. Topographic analysis of redox elements at the bacterial surface

WP7. Dissemination and discussion with potential users.

Task 7.1. Contacts with potential users.

Task 7.2. Specific meeting arrangement

WP8. Management.

Task 8.1 Management

Task 8.2 Web page

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Deliverables

- Deliverables are project outputs/results (reports, methodologies, products...)
- Used to measure project progress
- Once you have defined the work packages, list the deliverables
- Indicate month of completion, nature and dissemination level

Deliverable n.	Deliverable Title	Associated WP	Deliverable date (Months)	Nature	Dissemination Level
D1	Preliminary set of operation parameters for bacterial energy production	WP1	6	R	CO
D2	Gold surface functionalisation for bacterial attachment				
D3	Kinetics and transport properties of bacterial energy production				

Deliverables list (full duration of project)

Deliverable No[10]	Deliverable title	Delivery date [11]	Nature [12]	Dissemination level [13]
D1.1	Quality Assurance Plan	M2	R	PP
D1.2	Management manual	M1	R	PP
D1.3	Communication Flow Manual	M1	R	PP
D1.4	Plan for knowledge and IP management	M2	R	PP
D1.5	Workpackage work progress reports	M12 M24	R	PP

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Milestones

- Critical point for the project
- the end of a stage that marks the completion of a work package or phase
- May indicate completion of a key deliverable

Milestone number	Milestone name	Work Packages involved	Expected Date-Month	Means of verification
1	Successful synthesis and assembly of bifunctionalised molecular linkers	WP3	10	TEM and chemical analysis
2	Electron transfer improvement through nanoparticle linked bacteria	WP3, WP4	12	Electrochemical and STM techniques

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Milestones and contingency plans

B.1.2.7 List of milestones and planning of reviews

The consortium has identified 2 main risks linked to the project:

#	Risk	Level of risk	WP(s) involved	Milestone associated	Risk analysis, Contingency plan
1	No sufficient amount of data collected from the benchmarking and mapping activity.	Low	1	M1: Coherence and quality of the WP1 recommendations [M9]	The risk of occurrence is low since each of the 6 clusters/regions involved represents a high number research and business partners (see Regional states of play, part B1). Also, communication structures already existing shall ensure a significant participation of the different organizations targeted.
2	Lack of coherence of the recommendations made in WP1 with the research, business and regional strategies at stake.				

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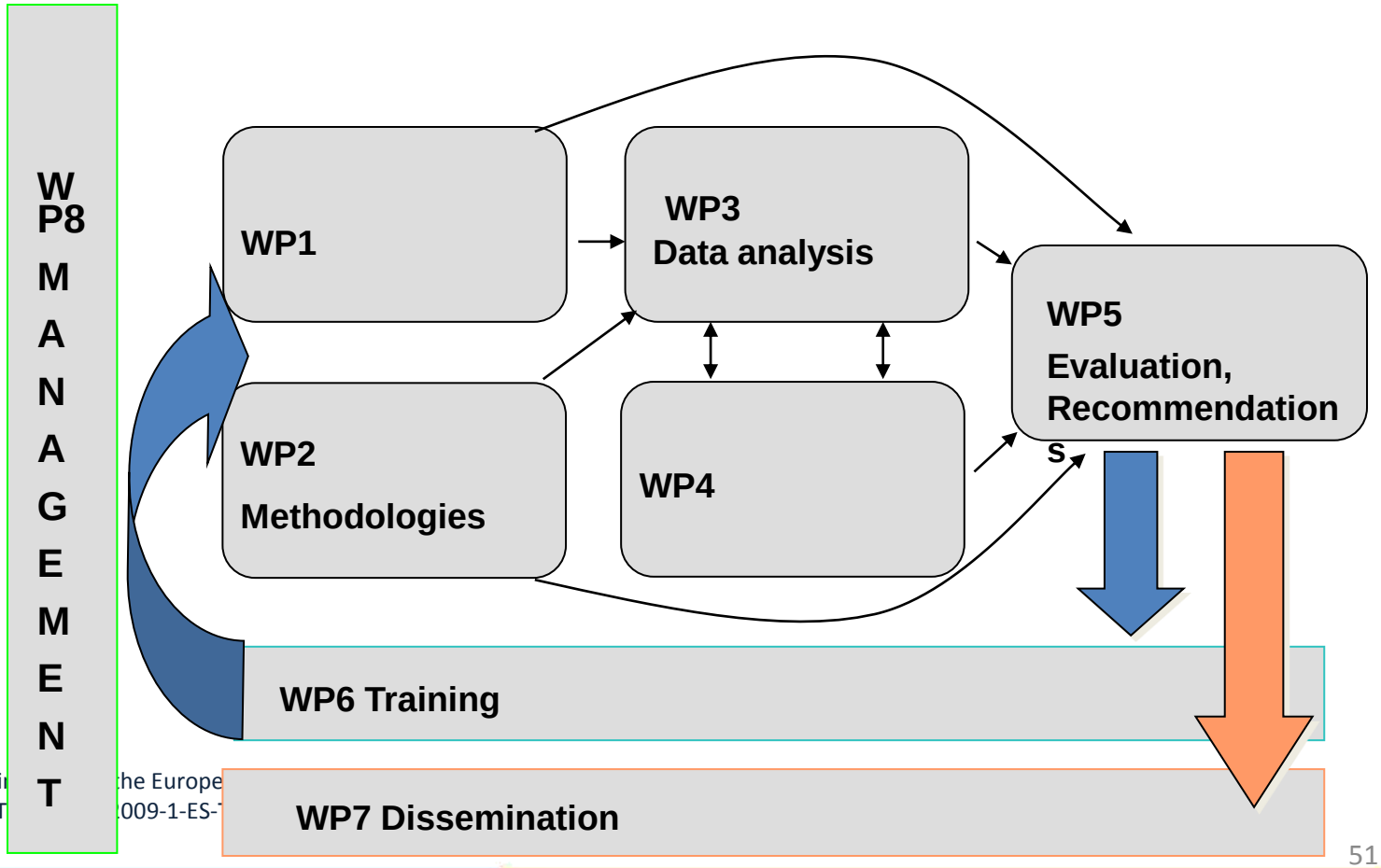
WORK PACKAGE STRUCTURE

- Illustrates the project‘s structure
- As clear and informative as possible



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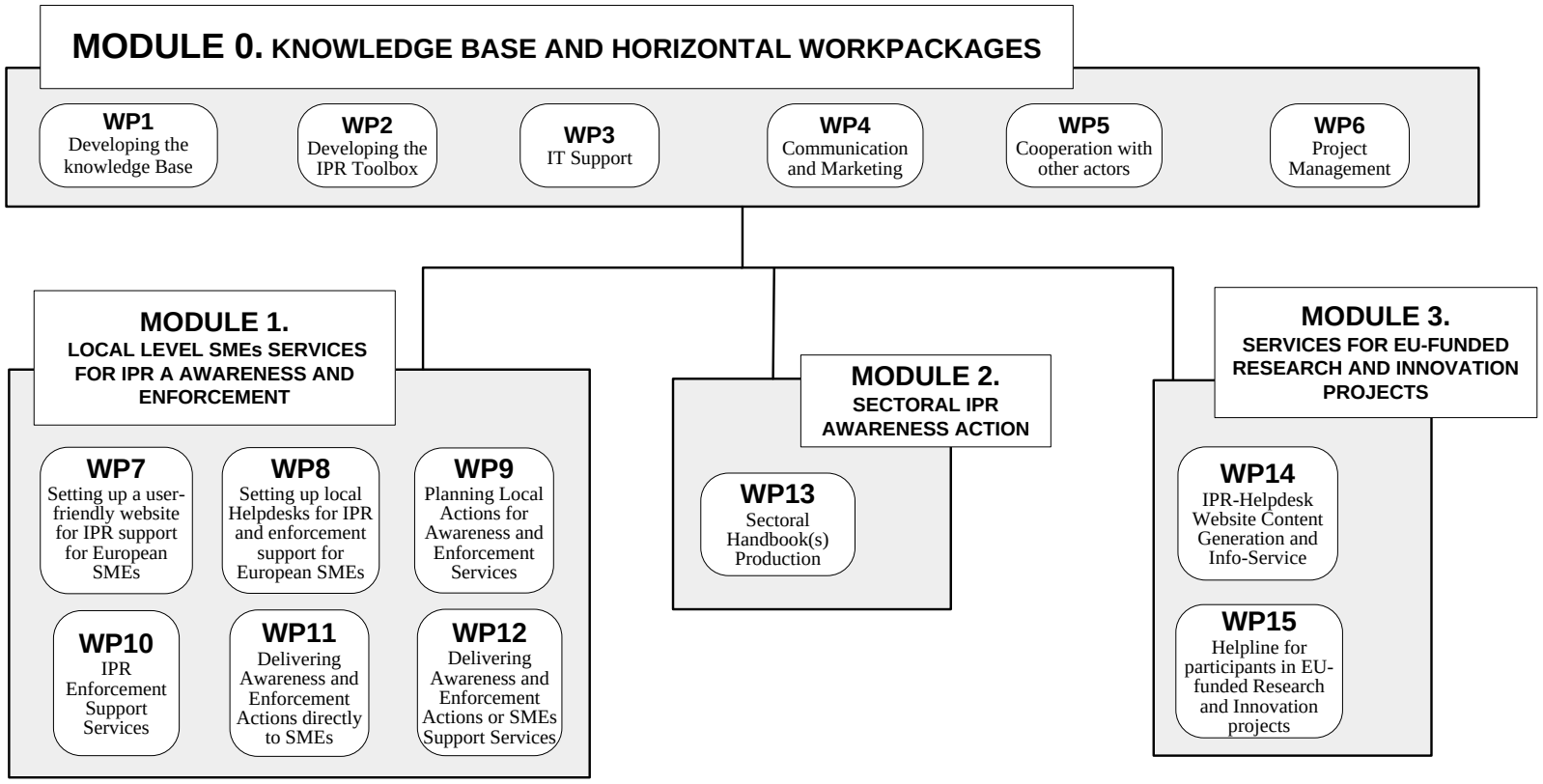
WORK PACKAGE STRUCTURE



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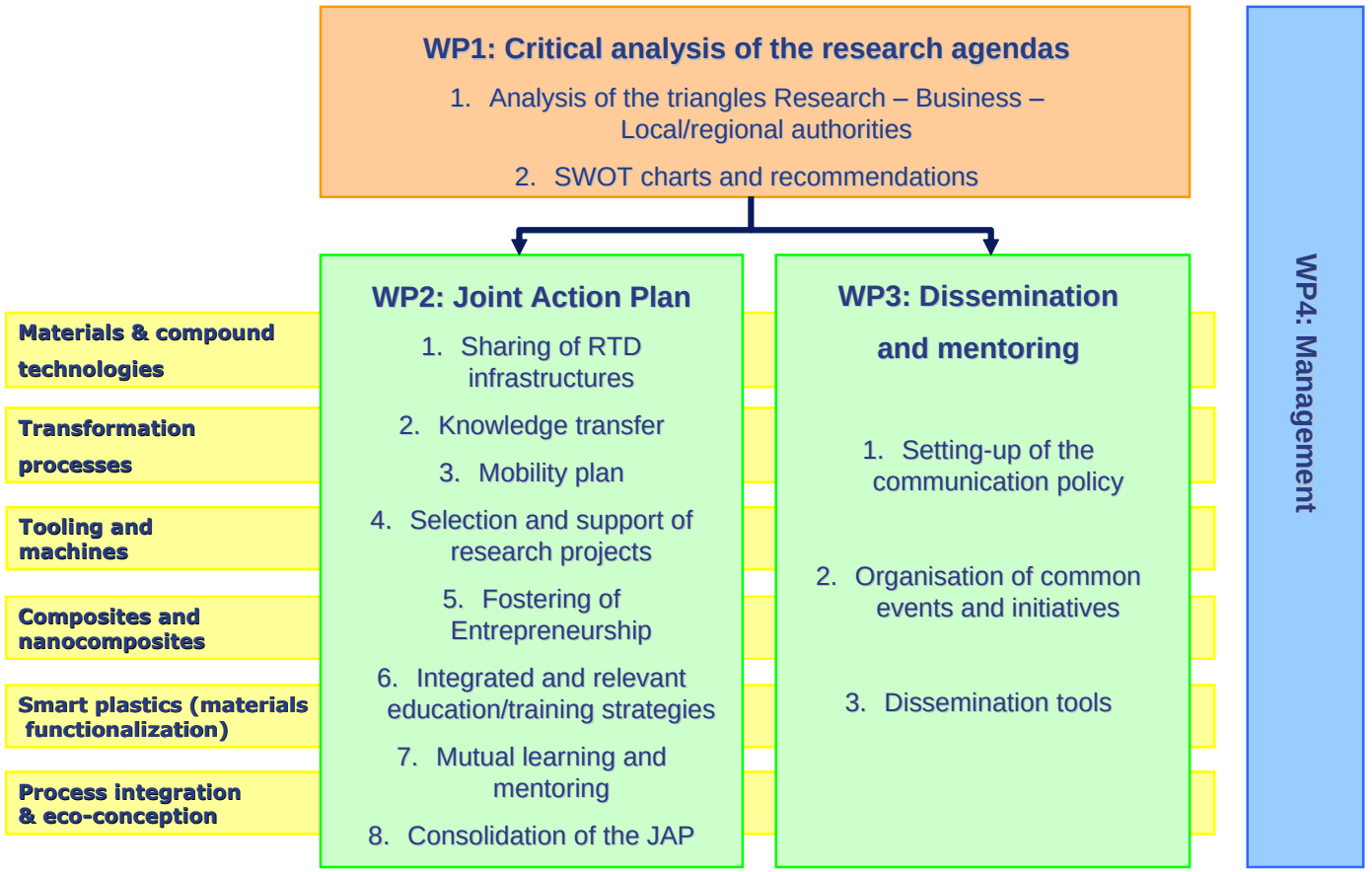
WORK PACKAGE STRUCTURE



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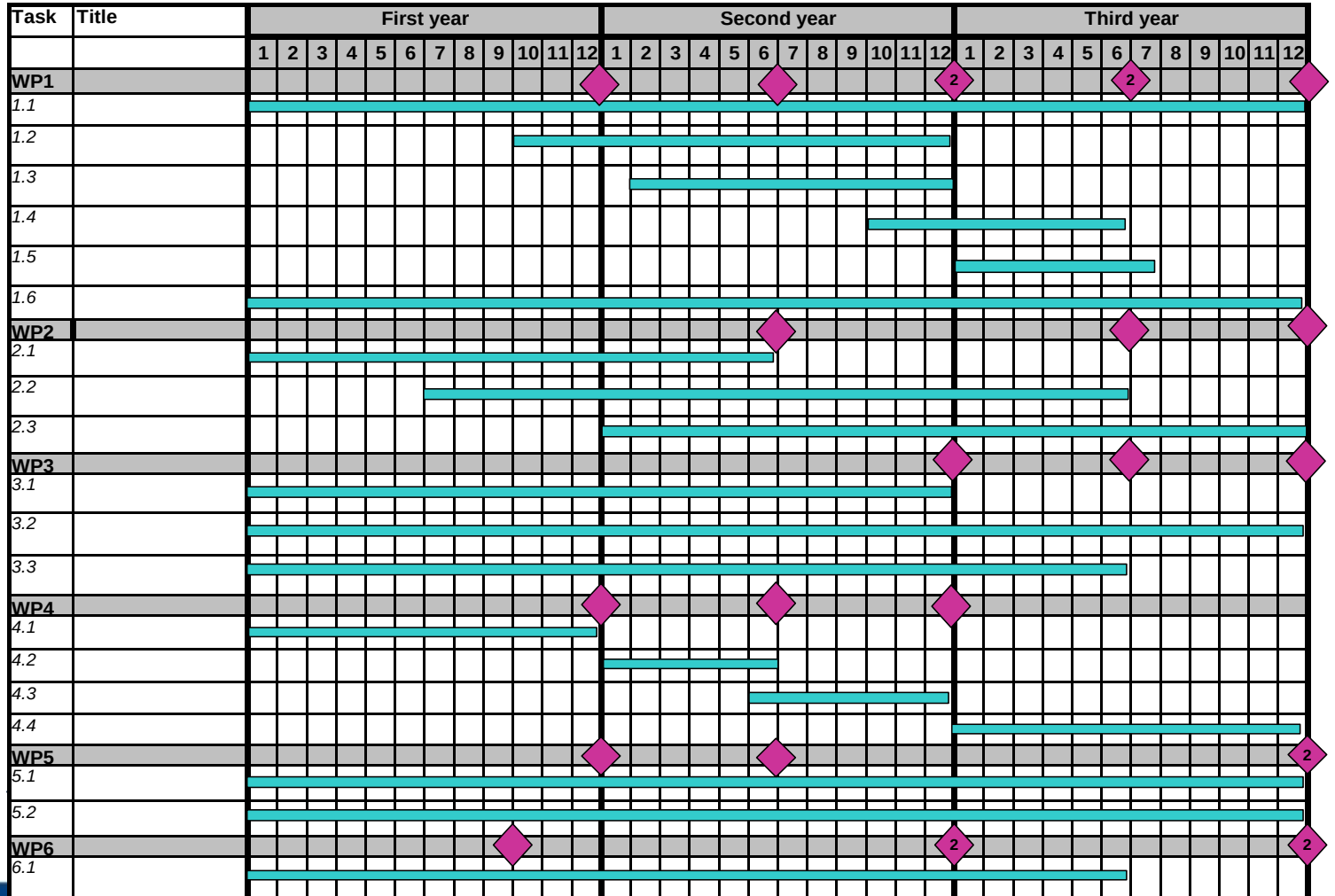
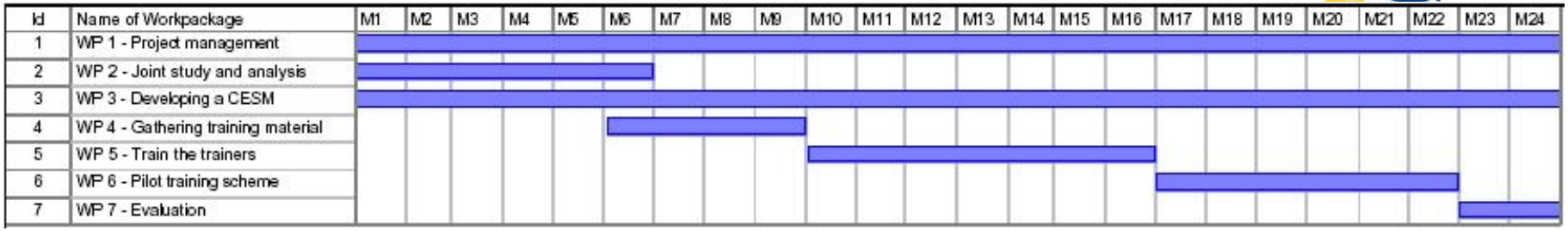
WORKPLAN - GANTT Chart

Structure your work packages in chronological order and estimate the time necessary to complete each WP





CSA Nano2Market - GANTT CHART	Months											
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Phases of the project	1						2			3 & 4		
T1.1 Construction of value chains for 12 case studies				D1.1								
T2.1 Collection of scientific and technological information				D2.1								
T2.2 Centralisation, normalisation and structuring of information												
T2.3 Analysis and mapping of the technological context.						D2.2						
T3.1 Compilation of the collected information in WP1 and WP2												
T3.2 keywords revalidation and process to get most relevant IP												
T3.3 Ranking of cases studies				D3.1								
T3.4 Study of IP management vs. the type of IP application						D3.2						
T3.5 Patent and know-how licensing models										D3.3		
T3.6 Synthesis on IP and licensing practices												D3.4
T4.1 Creation of an economic model						D4.1						
T4.2 Technology Diffusion						D4.2	D4.3					
T4.3 Market analysis ofr different applications of WP1								D4.4				
T4.4 Macroeconomic impact analysis												D4.5
T5.1 Compilation of TT and IP strategies												
T5.2 TT and IP strategies with no visible value chain							D5.1					
T5.3 Nano2Market seminars							D5.2		D5.2		D5.2	
T5.4 Good TT strategies for case studies of WP1.											D5.3	
T5.5 Good IP structure for VCs												D5.5
T6.1 Consolidation of Best Practices												
T6.2 Production of Guidelines and Recommendations												D6.2
T6.2 Translation of guidelines (SP, FR, GE)												D6.2
T6.3 IP practices at FP6 and FP7 at nanotech projects												
T6.4 IP and TT in RTD projects												D6.3
T7.1 Elaboration of the web site			D7.1									
T7.2 Diffusion of guidelines												D7.2
T7.3 Organisation of a final concluding and dissemination event											D7.3	
T7.4 Training session											D7.3	
T8.1 Operation of the Executive Board and the Advisory Board	D8.1			D8.2				D8.2			D8.2	
T8.2 Scheduling and reporting to the EC												
T8.3 Preparing the final report to the Commission												D8.3

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ACRONYM: CLUSTERPLAST

		Duration												1st year						2nd year					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Workpackage 1:	**Critical analysis of the cluster research agendas**	9 months																	
Task 1.1	Review of the research entities at local/regional scale																		
Task 1.2	Review of the business entities at local/regional scale																		
Task 1.3	Review of the local/regional entities and of their related policies																		
Task 1.4	SWOT charts and recommendations																		
Workpackage 2:	**Joint Action Plan**													9 months					
Task 2.1	Sharing of RTD infrastructures																		
Task 2.2	Knowledge transfer																		
Task 2.3	Researcher mobility																		
Task 2.4	Selection and support of research projects																		
Task 2.5	Fostering of Entrepreneurship																		
Task 2.6	Setting-up of integrated and relevant education strategies																		
Task 2.7	Mutual learning and mentoring																		
Task 2.8	Consolidation of the JAP																		
Workpackage 3:	**Dissemination and initiation of mentoring actions**	18 months																	
Task 3.1	Setting-up of the communication policy																		
Task 3.2	Organisation of common events and initiatives																		
Task 3.3	Dissemination tools																		
Task 3.4	Critical review meetings and recommendations of the Sattellite Group for the JAP																		
Workpackage 4:	**Management**	18 months																	
Task 4.1	Secretarial (administrative, legal & contractual coordination)																		
Task 4.2	Financial Follow up																		
Task 4.3	Internal communication																		

Deliverables

Milestones

General Assembly meetings

Steering Comittee meetings

Events

WORK PACKAGE DESCRIPTION

- Description of the Objectives, tasks and deliverables of each WP
- Partners involved, effort per partner (PM)
- Duration

Table 1.3 d: Work package description

Work package number	WP1	Start date or starting event:				1
Work package title	WP1. Whole cell electrochemistry					
Activity Type[1]	RTD					
Participant number	1	2	3	4	5	6
Participant short name	UALI	ULIV	UAH	INTEMA	UBERN	ECELL
Person-months per participant:	24	3	11	24	28	

Objectives: Study fundamental processes relevant to the electron transfer. Improve the electron transfer under operation conditions. Supply the optimal operation conditions to cell manufacturers for electron transfer from bacteria to inert electrodes.

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

Task 1.1. Electrochemistry of bacterial layers: .....xxxxxxxxxxxx.....
Task 1.2. Electrochemical impedance spectroscopy of electrogenic biofilms: .....xx xxxxxxxxxxxxxx

Deliverables (brief description and month of delivery)

D1. First set of optimal environmental parameters for bacterial energy production: temperature, pH, ionic strength and applied potential for optimal acetate transformation into current. Month 6.

D2. xxxxxxxxxx

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Implementation: main focus & hints (Part B: Section 2)

- **Management structure and procedures**
- Individual participants
- Consortium as a whole
- Resources to be committed

- Clear assignment of responsibilities
- Decision-making/consulting bodies, decision-making process
- Reporting, Quality control, Contingency Plan
- Communication structure
- Knowledge management/IPR, Consortium agreement
- Risk management

→ *Avoid unnecessary, redundant information! Do not copy from other proposals!!*

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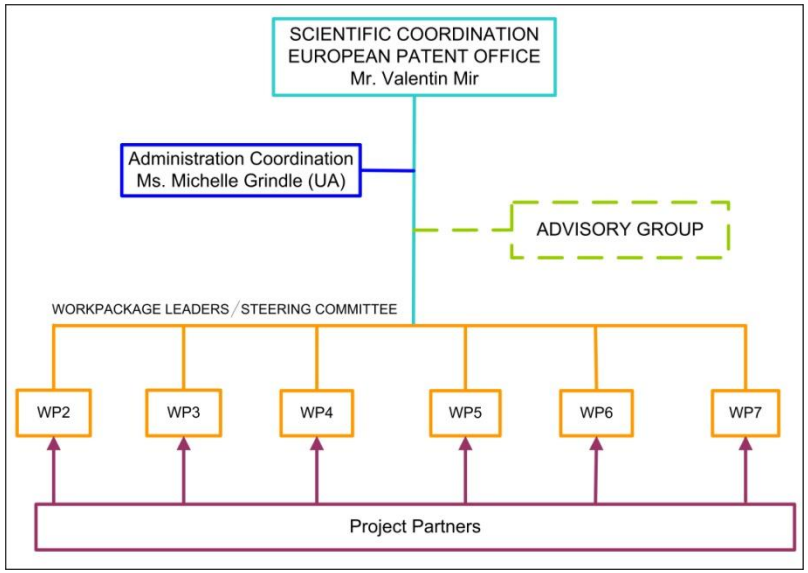
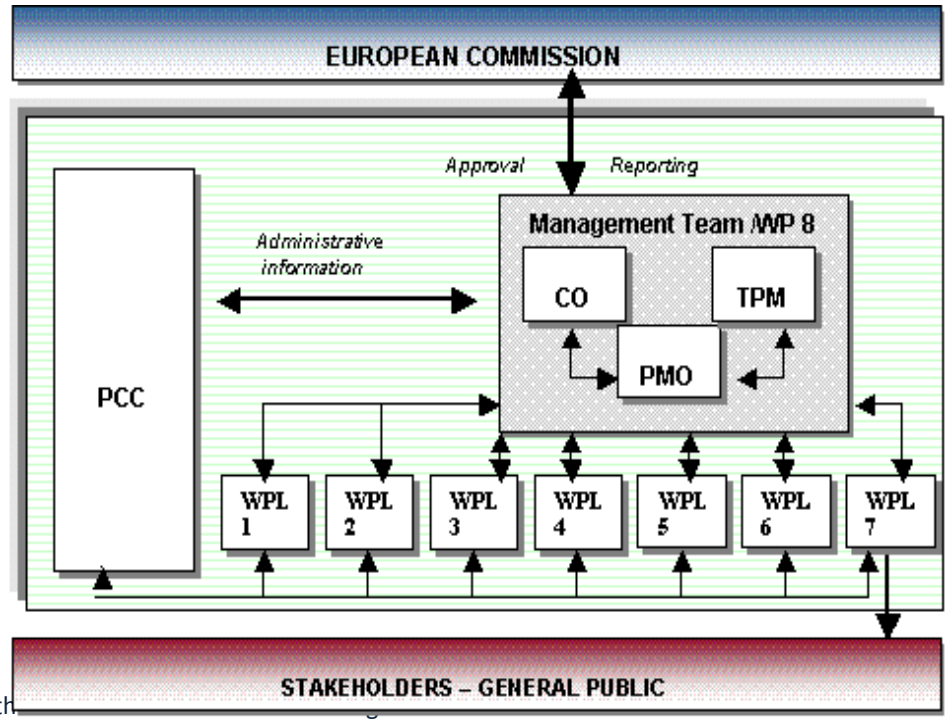
IMPLEMENTATION
(PART B: SECTION 2)

- Management structure and procedures – graphical representation
- Examples





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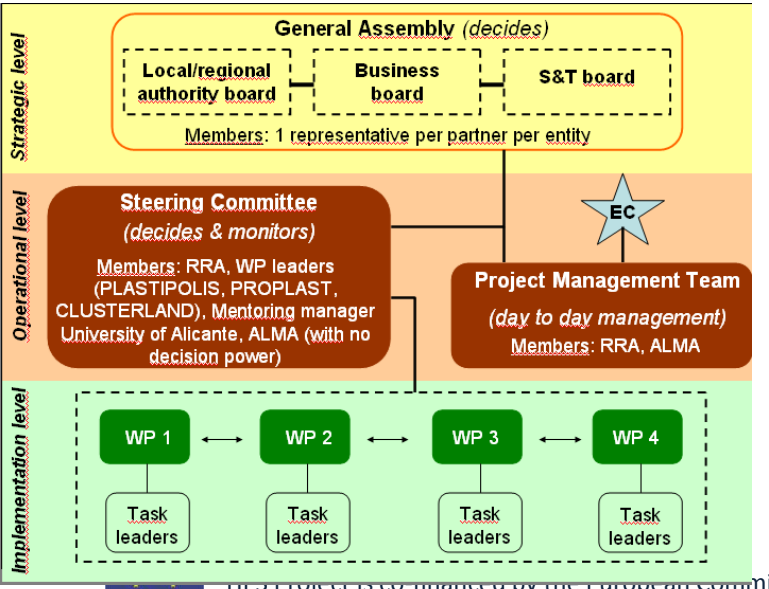
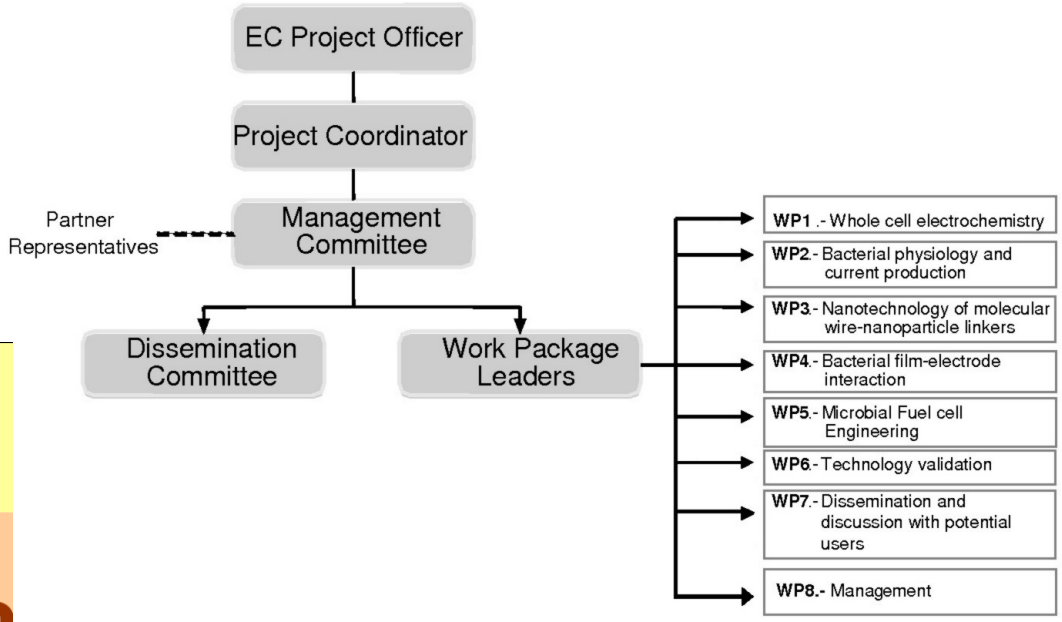
IMPLEMENTATION (PART B: SECTION 2)





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Implementation: main focus & hints

- Management structure and procedures
- **Individual participants**
- Consortium as a whole
- Resources to be committed

- plan phase - template to obtain information about partners**
- Short profile of each institution
- roles in the project
- Focus on relevant experience in the field
- Key staff: Introduce managers & researchers who will be working in the project (expertise, short but significant profile) → EC may check during the project whether these people actually work for the project

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Implementation: main focus & hints

- Management structure and procedures
- Individual participants
- **Consortium as a whole**
- Resources to be committed

- Description of complementary expertise and its appropriateness with regard to the project objectives
- Show how partners are linked to each other / that all partners are fully integrated into the overall concept
- Categorise in individual fields of expertise, if necessary

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Implementation: main focus & hints

- Management structure and procedures
- Individual participants
- Consortium as a whole
- **Resources to be committed**

- Resources have to be appropriate for the work to be done
- Budget based on the work plan (also timing is important)
- Description and explanation of larger cost items (apart from personnel costs) – show necessary for the project
- Coordinator should not try to guess each partner‘s budget but ask for their input; calculation is better than estimation!
  - Ask for cost of person months etc.

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Impact: main focus & hints

- Impacts in Relation to the Workprogramme
- Contributions to Impacts Listed
- Steps required to Bring Impacts
- European Dimension
- Technological and environmental impact
- Relationship to National and International Research Activities
- External Factors

Objective ICT-2007.1.4: Secure, dependable and trusted Infrastructures

Expected Impact

- ICT users empowered to handle their digital identity and personal data and to protect their privacy, turning the European view on privacy into an economic advantage; strengthened trust in the use of networks, software and services for governments, businesses and consumers.
- A strong and competitive ICT security industry in Europe.
- Substantially improved security and dependability of networks and service infrastructures having a complexity and scale that are an order of magnitude greater than those of today's infrastructures.
- Wider use of metrics, standards, evaluation and certification methods and best practices in security of networks, infrastructures, software and services.

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Impact: main focus & hints

- Structure the section clearly
- Strategic research agendas (SRA) that are drawn up by Technology Platforms can be helpful in describing the impact
- Quote EU-Directives, European initiatives, white papers...
- Mention market analyses, studies in the given field
- Also: describe as precisely as possible, e.g. indicate figures when you mention increasing market shares for a certain technology

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Dissemination

- dissemination is important
- marketing and communication
- identify clearly the target groups & stakeholders

Example – target groups:

» The dissemination targets will be:
» Industrial companies (including clusters' SMEs and large companies, technology suppliers and OEMs);
» RTD organizations, Training Centres, Incubators and Universities;
» Local, Regional and National authorities and European Commission;
» Public entities supporting companies;
» General Public

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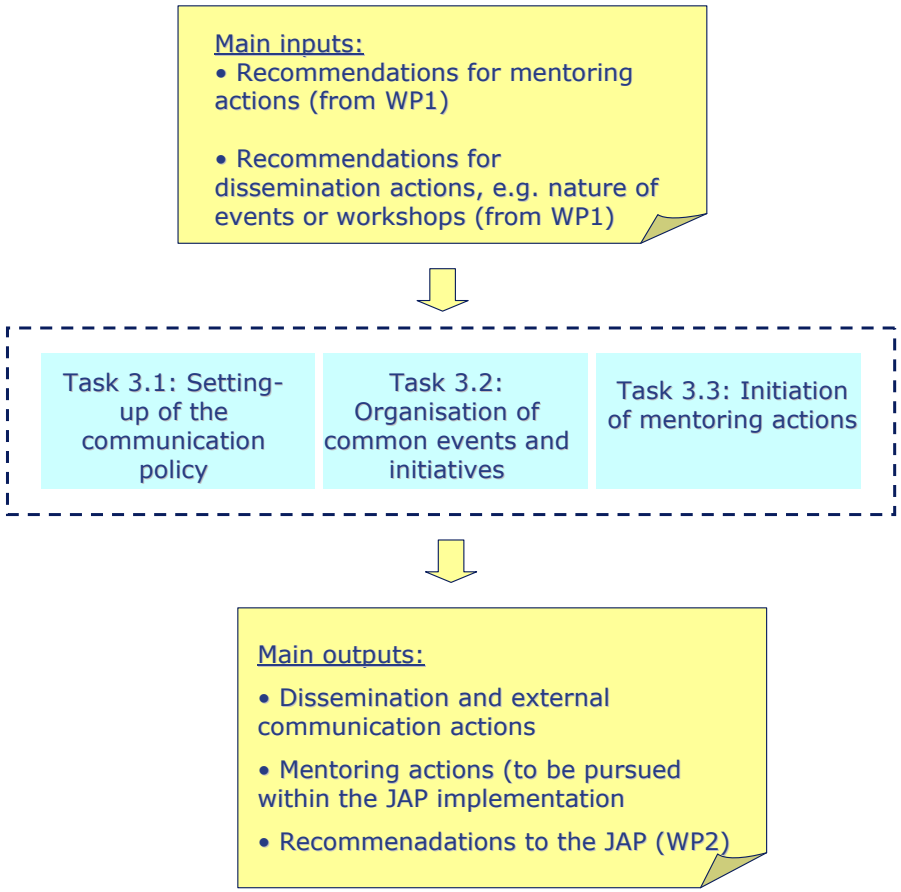
DISSEMINATION

- Dissemination activities: user workshops, specific sessions at conferences, networking with other European and national initiatives, press releases
- Dissemination media: homepage, posters, flyers, project presentations, films, project-specific business cards, demos, relevant journals
- include the costs in your budget plan



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Exploitation

(Part B: Section 3)

- Describe the possible exploitation strategies for the project's results as precisely as possible
- Refer to the current "market situation"
- Make clear that you have thought about IPR issues
- All partners should be familiar with the regulations pertaining to exploitation and intellectual property in FP7: www.ipr-helpdesk.org
- Clear agreements during the proposal phase can prevent conflicts during the implementation phase + increase the chances of a proposal being accepted

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Ethical Issues

- Mention/describe every aspect that could be of ethical relevance to the project theme, even if the project is non-biological!
- E.g.: informed consent (patient studies), use of personal data/data protection, animal experiments or studies, use of human tissue (embryonic stem cells)
- Filling out the “ethical issues“ table is not sufficient!
- Tip: “Ethical Guidelines for undertaking ICT research in FP7“ in the ICT Guide for Applicants
  - CORDIS site: http://cordis.europa.eu/fp7/ethics_en.html (under “supporting documents“)

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Gender Issues

- Short description of activities that will be undertaken in the project to ensure gender equality in the project and/or in the given field of research
- Activities can be undertaken within the consortium (e.g. measures for equal opportunities, family-friendly working conditions, etc.) or, if adequate, focus on the greater public (e.g. events at schools or universities - “Girls Day” in Germany)
- Will not be evaluated, but if the proposal is successful, the subject will be discussed during contract negotiations

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Other Practical hints for proposal drafting (I)

- Choose a meaningful title and acronym
- Keep an eye on linguistic quality – have a native speaker read the document, if necessary
- Select relevant, choice literature references (quality above quantity)
- Make sure only one person works on the original document at a time!
- Upload at least one “pre-final“ version of the proposal a few days before the deadline

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Other Practical hints for proposal drafting (II)

- Keep the evaluators in mind while writing and editing the proposal!

→Clear, easy-to-read layout

→Sufficient font size and line spacing

→Use tables, graphs and lists

→avoid photos or graphics whose contents are difficult to identify

→Graphics must also be understandable in black-and-white

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Possible Support Actions....

What else can I do to make my proposal successful?

- Compose an outline of your proposal, discuss it with the appropriate NCP (well in advance)
- Introduce the proposal to an appropriate officer at the EC
- Participate in events organised by the NCPs or the Commission relevant to your topic
- For research topics not covered in the current work programme: contact the appropriate NCP – most of them will “collect“ suggested topics for future work programmes and will forward them to the Commission
- Lobbying
  - Keep in contact with the NCPs & EC – Project officers of running projects
  - Check the possibilities offered by Technology Platforms

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Submission

- Ensure you filled-in all requested documents and sections
- Ensure you have all original signatures you need
- Submit electronic version well in time
  - EPSS
  - E-mail
  - Pdf formats with submission function
- Physical documents: date of post stamp or date of receival?

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ELECTRONIC PROPOSAL SUBMISSION SERVICE (EPSS)

- Electronic Proposal Submission Service: http://cordis.europa.eu/fp7/epss_en.html
- Coordinator registers proposal on the EPSS Website and receives a username and password
- Coordinator sets up passwords for the other partners and forwards them
- Partners fill out the required forms (Forms A)
- Coordinator fills out budget table
- Part B (Technical Description) is drawn up offline and then uploaded as a PDF document
- Uploading drafts and updates is possible until the deadline provided in the Call
- EPSS Guide provides detailed information on how to use the EPSS system
- Helpdesk available for any problems

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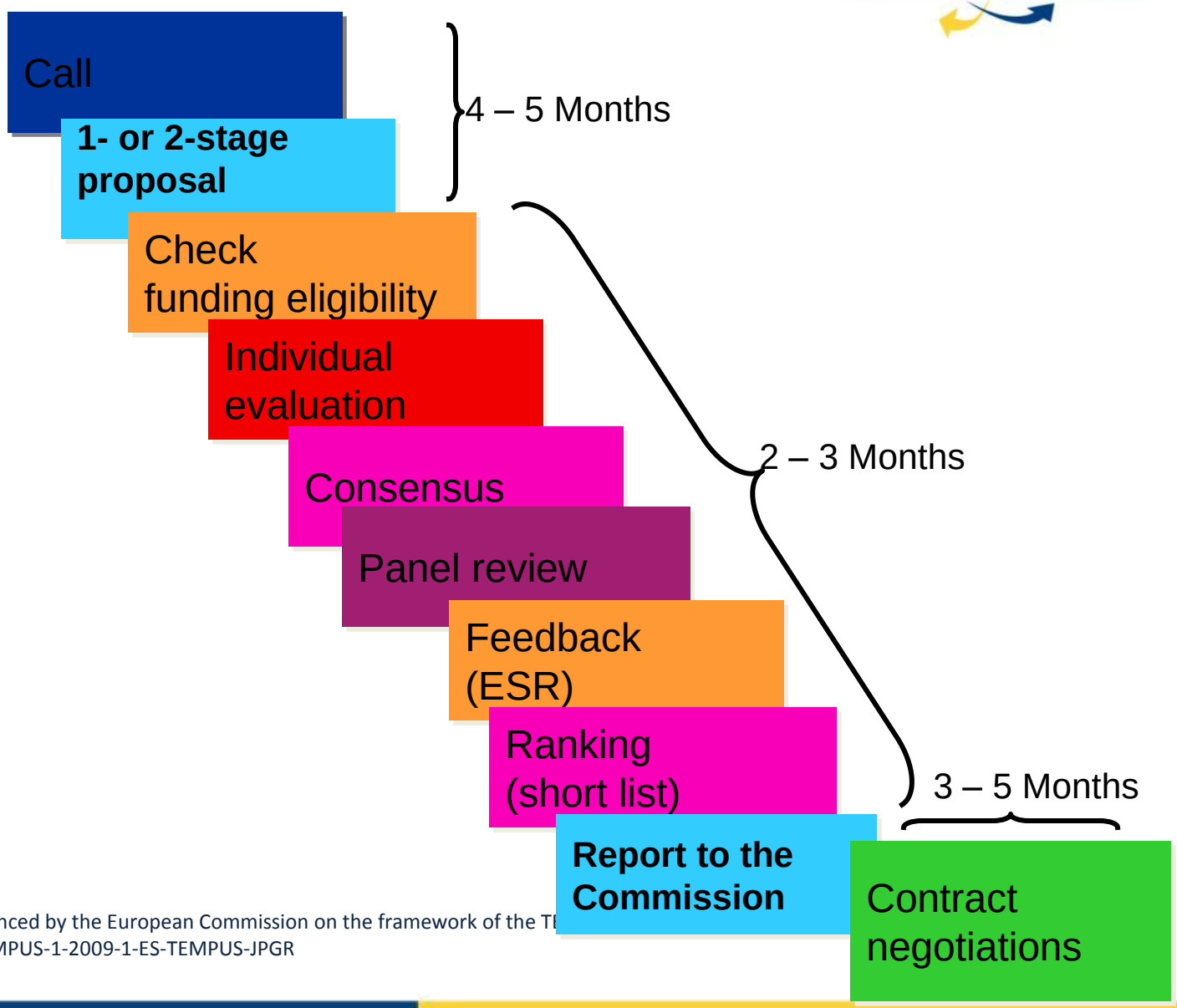
The process : from the Call to the Project



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THANK YOU

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