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
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
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

TIES Project is co-financed by the European Commission on the framework of the TEMPUS Programme.
Contract: 159218-TEMPUS-1-2009-1-ES-TEMPUS-JPRG
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>
</tr>
</thead>
<tbody>
<tr>
<td>Work Programme + Funding Scheme</td>
</tr>
<tr>
<td>Title of Proposal + ACRONYM</td>
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<tr>
<td>Objective of the Proposal</td>
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<tr>
<td>Background</td>
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<tr>
<td>Deliverables + First User</td>
</tr>
<tr>
<td>Phases of the Work</td>
</tr>
<tr>
<td>Organisations involved and their roles</td>
</tr>
<tr>
<td>Expected Cost + Duration</td>
</tr>
</tbody>
</table>
A SUCCESSFUL PROPOSAL

• What makes a good proposal?

• Who may participate – building a consortium

• Schedule for proposal set-up

• 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

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

Coordinator

Grant Agreement

Commission

Partner

Partner

Partner

Partner

Partner

Partner

Partner

Partner

Partner

Partner

Other participants with bilateral contracts or special regulation:
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
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>
</thead>
<tbody>
<tr>
<td></td>
<td>Users of Results (Pilot site, Demonstration)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management Positions</th>
<th>Scientific Coordinator (Science)</th>
</tr>
</thead>
<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>
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</table>

<table>
<thead>
<tr>
<th>Legal Status</th>
<th>Contractor - Partner in project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subcontractor - not a partner in the project</td>
</tr>
</tbody>
</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
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?*
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
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
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
- ...
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
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
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
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 & Application Writing
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
Title

The title should be based on the main deliverable

Could be used in a sentence + self explanatory

Example: Nanocomposites: The Next Generation of Plastics

ACRONYM: Must make sense e.g. Nano Plastics

OBJECTIVE

A short clear description of the proposed work
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
Drafting Administrative Part (A: Form A2)

- Filled out by each partner

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

**Collaborative Project**

<table>
<thead>
<tr>
<th>Proposal Number</th>
<th>Proposal Acronym</th>
<th>Participant Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td>TEPSS</td>
<td>4</td>
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</tbody>
</table>

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.

**Type of Activity**

<table>
<thead>
<tr>
<th>RTD</th>
<th>Demonstration</th>
<th>Training</th>
<th>Coordination</th>
<th>Support</th>
<th>Management</th>
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</table>

**Total budget (in €)**

| Total | 672296 | 5555555555 | 0 | 0 | 0 | 7296 | 123 | 555235394 | 0 |

**Requested EC contribution (in €)**

0

**Total Receipts (in €)**

0

---

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Overview of all partner budgets

Generated by the system

<table>
<thead>
<tr>
<th>Participant</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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<td>3753</td>
</tr>
</tbody>
</table>
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
- 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
- Section 4: Ethical issues
- Section 5: Gender aspects

20 pages + tables

10 pages

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Scientific and technical quality

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

1 Scientific and Technical Quality
   1.1 Concepts and Objectives
      1.1.1 Concepts and Aims
      1.1.2 Ideas that led to this proposal
      1.1.3 Science and Technology Objectives
      1.1.4 Relationship to Milestones
      1.1.5 Relationship to Topics Addressed by the Call
   1.2 Progress beyond the state of the art
      1.2.1 Description of the State of the Art
      1.2.2 Advances beyond the State of the Art
      1.2.3 Relevant Patents
   1.3 Science/Technology Methodology and Associated Workplan
      1.3.1 Overall strategy and general description
      1.3.2 Timing and Organisation of the Research
      1.3.3 List of Workpackages
      1.3.4 List of Deliverables
      1.3.5 Description of Workpackages
      1.3.6 Summary Effort Table
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
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 available (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?)
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
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
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

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

Deliverables list (full duration of project)

<table>
<thead>
<tr>
<th>Deliverable No</th>
<th>Deliverable title</th>
<th>Deliverable date</th>
<th>Nature</th>
<th>Dissemination level</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1.1</td>
<td>Quality Assurance Plan</td>
<td>M2</td>
<td>R</td>
<td>PP</td>
</tr>
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<td>Management manual</td>
<td>M1</td>
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<td>Communication Flow Manual</td>
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<tr>
<td>D1.4</td>
<td>Plan for knowledge and IP management</td>
<td>M2</td>
<td>R</td>
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<td>D1.5</td>
<td>Workpackage work progress reports</td>
<td>M12, M24</td>
<td>R</td>
<td>PP</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Milestone number</th>
<th>Milestone name</th>
<th>Work Packages involved</th>
<th>Expected Date-Month</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Successful synthesis and assembly of bifunctionalised molecular linkers</td>
<td>WP3</td>
<td>10</td>
<td>TEM and chemical analysis</td>
</tr>
<tr>
<td>2</td>
<td>Electron transfer improvement through nanoparticle linked bacteria</td>
<td>WP3, WP4</td>
<td>12</td>
<td>Electrochemical and STM techniques</td>
</tr>
</tbody>
</table>
# 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:

<table>
<thead>
<tr>
<th>#</th>
<th>Risk</th>
<th>Level of risk</th>
<th>WP(s) involved</th>
<th>Milestone associated</th>
<th>Risk analysis, Contingency plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No sufficient amount of data collected from the benchmarking and mapping activity.</td>
<td>Low</td>
<td>1</td>
<td>M1: Coherence and quality of the WP1 recommendations [M9]</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Lack of coherence of the recommendations made in WP1 with the research, business and regional strategies at stake.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WORK PACKAGE STRUCTURE

- Illustrates the project’s structure
- As clear and informative as possible
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
WORK PACKAGE STRUCTURE

WP1: Critical analysis of the research agendas
   1. Analysis of the triangles Research – Business – Local/regional authorities
   2. SWOT charts and recommendations

WP2: Joint Action Plan
   1. Sharing of RTD infrastructures
   2. Knowledge transfer
   3. Mobility plan
   4. Selection and support of research projects
   5. Fostering of Entrepreneurship
   6. Integrated and relevant education/training strategies
   7. Mutual learning and mentoring
   8. Consolidation of the JAP

WP3: Dissemination and mentoring
   1. Setting-up of the communication policy
   2. Organisation of common events and initiatives
   3. Dissemination tools

WP4: Management

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
Structure your work packages in chronological order and estimate the time necessary to complete each WP
CSA Nano2Market - GANTT CHART

<table>
<thead>
<tr>
<th>Phases of the project</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M1</td>
</tr>
<tr>
<td>T1.1 Construction of value chains for 12 case studies</td>
<td>D1.1</td>
</tr>
<tr>
<td>T2.1 Collection of scientific and technological information</td>
<td></td>
</tr>
<tr>
<td>T2.2 Centralisation, normalisation and structuring of information</td>
<td></td>
</tr>
<tr>
<td>T2.3 Analysis and mapping of the technological context.</td>
<td></td>
</tr>
<tr>
<td>T3.1 Compilation of the collected information in WP1 and WP2</td>
<td></td>
</tr>
<tr>
<td>T3.2 Keywords revalidation and process to get most relevant IP</td>
<td></td>
</tr>
<tr>
<td>T3.3 Ranking of cases studies</td>
<td></td>
</tr>
<tr>
<td>T3.4 Study of IP management vs. the type of IP application</td>
<td></td>
</tr>
<tr>
<td>T3.5 Patent and know-how licensing models</td>
<td></td>
</tr>
<tr>
<td>T3.6 Synthesis on IP and licensing practices</td>
<td></td>
</tr>
<tr>
<td>T4.1 Creation of an economic model</td>
<td></td>
</tr>
<tr>
<td>T4.2 Technology Diffusion</td>
<td></td>
</tr>
<tr>
<td>T4.3 Market analysis of different applications of WP1</td>
<td></td>
</tr>
<tr>
<td>T4.4 Macroeconomic impact analysis</td>
<td></td>
</tr>
<tr>
<td>T5.1 Compilation of TT and IP strategies</td>
<td></td>
</tr>
<tr>
<td>T5.2 TT and IP strategies with no visible value chain</td>
<td></td>
</tr>
<tr>
<td>T5.3 Nano2Market seminars</td>
<td></td>
</tr>
<tr>
<td>T5.4 Good TT strategies for case studies of WP1.</td>
<td></td>
</tr>
<tr>
<td>T5.5 Good IP structure for VCs</td>
<td></td>
</tr>
<tr>
<td>T6.1 Consolidation of Best Practices</td>
<td></td>
</tr>
<tr>
<td>T6.2 Production of Guidelines and Recommendations</td>
<td></td>
</tr>
<tr>
<td>T6.2 Translation of guidelines (SP, FR, GE)</td>
<td></td>
</tr>
<tr>
<td>T6.3 IP practices at FP6 and FP7 at nanotech projects</td>
<td></td>
</tr>
<tr>
<td>T6.4 IP and TT in RTD projects</td>
<td></td>
</tr>
<tr>
<td>T7.1 Elaboration of the web site</td>
<td></td>
</tr>
<tr>
<td>T7.2 Diffusion of guidelines</td>
<td></td>
</tr>
<tr>
<td>T7.3 Organisation of a final concluding and dissemination</td>
<td></td>
</tr>
<tr>
<td>T7.4 Training session</td>
<td></td>
</tr>
<tr>
<td>T8.1 Scheduling and reporting to the EC</td>
<td></td>
</tr>
<tr>
<td>T8.2 Risk assessment and management for each deliverable</td>
<td></td>
</tr>
<tr>
<td>T8.3 Preparing the final report to the Commission</td>
<td></td>
</tr>
<tr>
<td>Workpackage 1: Critical analysis of the cluster research agendas</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Task 1.1 Review of the research entities at local/regional scale</td>
<td></td>
</tr>
<tr>
<td>Task 1.2 Review of the business entities at local/regional scale</td>
<td></td>
</tr>
<tr>
<td>Task 1.3 Review of the local/regional entities and of their related policies</td>
<td></td>
</tr>
<tr>
<td>Task 1.4 SWOT charts and recommendations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workpackage 2: Joint Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 2.1 Sharing of RTD infrastructures</td>
</tr>
<tr>
<td>Task 2.2 Knowledge transfer</td>
</tr>
<tr>
<td>Task 2.3 Researcher mobility</td>
</tr>
<tr>
<td>Task 2.4 Selection and support of research projects</td>
</tr>
<tr>
<td>Task 2.5 Fostering of Entrepreneurship</td>
</tr>
<tr>
<td>Task 2.6 Setting-up of integrated and relevant education strategies</td>
</tr>
<tr>
<td>Task 2.7 Mutual learning and mentoring</td>
</tr>
<tr>
<td>Task 2.8 Consolidation of the JAP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workpackage 3: Dissemination and initiation of mentoring actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 3.1 Setting-up of the communication policy</td>
</tr>
<tr>
<td>Task 3.2 Organisation of common events and initiatives</td>
</tr>
<tr>
<td>Task 3.3 Dissemination tools</td>
</tr>
<tr>
<td>Task 3.4 Critical review meetings and recommendations of the Satellite Group for the JAP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workpackage 4: Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 4.1 Secretarial (administrative, legal &amp; contractual coordination)</td>
</tr>
<tr>
<td>Task 4.2 Financial Follow up</td>
</tr>
<tr>
<td>Task 4.3 Internal communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
<th>1st year</th>
<th>2nd year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Legend:**
- ✭ Deliverables
- 🌟 Milestones
- ▲ General Assembly meetings
- 🟢 Steering Committee 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

<table>
<thead>
<tr>
<th>Work package number</th>
<th>WP1</th>
<th>Start date or starting event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work package title</td>
<td>WP1, Whole cell electrochemistry</td>
<td></td>
</tr>
<tr>
<td>Activity Type¹</td>
<td>RTD</td>
<td></td>
</tr>
<tr>
<td>Participant number</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Participant short name</td>
<td>UALI</td>
<td>ULIV</td>
</tr>
<tr>
<td>Person-months per participant:</td>
<td>24</td>
<td>3</td>
</tr>
</tbody>
</table>

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: ...................
Task 1.2. Electrochemical impedance spectroscopy of electrogenic biofilms: .......... xx x x x x x x x x x

Deliverables (brief description and month of delivery)


D2. ............
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!!
IMPLEMENTATION
(PART B: SECTION 2)

- Management structure and procedures – graphical representation
- Examples
IMPLEMENTATION (PART B: SECTION 2)
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
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
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.
Impact: main focus & hints

- Impacts in Relation to the Work programme
- 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.
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
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
**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

**Main inputs:**
- Recommendations for mentoring actions (from WP1)
- Recommendations for dissemination actions, e.g. nature of events or workshops (from WP1)

- **Task 3.1:** Setting-up of the communication policy
- **Task 3.2:** Organisation of common events and initiatives
- **Task 3.3:** Initiation of mentoring actions

**Main outputs:**
- Dissemination and external communication actions
- Mentoring actions (to be pursued within the JAP implementation
- Recommendations to the JAP (WP2)
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
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
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
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
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
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 receipt?
ELECTRONIC PROPOSAL SUBMISSION SERVICE (EPSS)

- 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
The process: from the Call to the Project

Call
1- or 2-stage proposal
Check funding eligibility
Individual evaluation
Consensus
Panel review
Feedback (ESR)
Ranking (short list)
Report to the Commission

4 – 5 Months
2 – 3 Months
3 – 5 Months

Contract negotiations
THANK YOU