

The Seventh Framework Programme

Building an FP7/ICT Proposal

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The Cooperation programme €32.3bn

http://cordis.europa.eu/fp7/cooperation/home_en.html

A research programme in ten Themes

- Health €6.1bn
- Food, Agriculture and Biotechnology €1.9bn
- Information and Communication Technologies €9.1bn
- Nanosciences, Nanotechnologies, Materials and new Production Technologies €3.5bn
- Energy €2.4bn
- Environment (including climate change) €1.9bn
- Transport (including Aeronautics) €4.2bn
- Socio-economic sciences and Humanities €0.6bn
- Security €1.4bn
- Space €1.4bn

Funding schemes

3 funding schemes = 5 instruments

Collaborative Projects (CP)

- Small or medium scale focused research actions (STREP)
- Large Scale Integrating Projects (IP)

Networks of Excellence (NoE)

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Coordination and Support Actions (CSA)

- Coordinating or networking actions (CA)
- Support Actions (SA)

Minimum consortium

- Three independent legal entities from three different Member States or Associated countries*
- Participation of international (intergovernmental) organisations of European interest
- EEIGs composed of members that meet the criteria above
- Participants from third countries if in addition to minima (*ICPC countries are funded*)
- Collaborative projects for specific cooperation actions (SICA) dedicated to international cooperation partner countries, minimum 4 participants of which 2 in different MS or AC and 2 in different ICPC countries unless otherwise specified
- Support actions; no restrictions

presently: Albania, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey. List given in Guide for applicants

Community funding

Eligibility for Funding:

- Legal entities from MS and AC or created under Community law (and the JRC)
- International European interest organisations
- Legal entities established in international cooperation partner countries (ICPC-INCO)

and

- Legal entities established in 3rd countries other than ICPC-INCO, if provided for in SP or WP; or if essential for carrying out action; or if provision for funding is provided for in a bilateral agreement between Community and that country

Direct costs IP, STREP, NoE

- **Research and technological development activities:** – **50%** funding except for:
Non-profit public bodies, secondary and higher education establishments, research organisations and SMEs unable to identify real indirect costs
– **75%** funding
- **Demonstration activities** - **50%** funding
- **Other activities** (e.g. consortium management, dissemination)
- **100%** funding

Indirect costs IP, STREP, NoE

Any participant

- Actual indirect costs (participants may use a simplified method of calculation)
or
- Flat-rate of 20% of direct costs excluding subcontracts

Non-profit public bodies, secondary and higher education establishments, research organisations and SMEs unable to identify real indirect costs

- Flat-rate of 60% of direct costs excluding subcontracts (until end 2009)

Coordination and Support actions

Direct costs

100%

Indirect costs

+7%

(excluding subcontracts)

Other issues

Consortium agreement

- All project participants must sign a Consortium agreement

ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf

An IPR Helpdesk is available

- Participants retain their background IPR
- They own (or jointly-own) their foreground IPR

<http://www.ipr-helpdesk.org/index.html>

Finding a call

All FP7 calls:

<http://cordis.europa.eu/fp7/dc/index.cfm>

ICT calls:

<http://cordis.europa.eu/fp7/ict/>

Information for proposers

- Workprogramme
- Guide(s) for Applicants
(including the *Guidance notes for evaluators*)
- Evaluation forms with notes
- FAQs
- Model grant agreement
- EPSS manual



Electronic Submission

EPSS - Electronic Proposal Submission System

- Improved validation checks before submission is accepted
- Submission failure rate = $\pm 1\%$

Main reason; waiting till the last minute

Technical problems at their end

Panic-induced errors

Too late starting upload, run out of time

Participant Identification Code

- Participants possessing a PIC can use this number to identify themselves in the Electronic Proposal Submission system. On entering the PIC, parts of the proposal forms will be filled in automatically
- The process for assigning a PIC is triggered by a self-registration of an organisation at the following website: <http://ec.europa.eu/research/participants/urf>
- On this website you will also find a search tool for checking if your organisation is already registered (and thus already has a PIC)

Evaluation by independent experts

Three evaluation criteria

1. Scientific and technical quality

Threshold 3/5

2. Implementation

Threshold 3/5

3. Impact

Threshold 3/5

Total = Overall score

Threshold 10/15

Between 40-50% of proposals pass all thresholds

Selection of proposals

The total call budget is pre-divided by objective, then within objective by instrument (see Workprogramme)

- Within each budget segment, all above-threshold proposals are listed in descending order of overall score (the experts prioritise any with tied scores)
- We select proposals for grant agreement negotiation starting from the top of the list, until the budget segment is exhausted

Between 15-20% of proposals are selected for negotiations

Negotiation of projects

The selected proposers are invited to grant agreement negotiations

They are informed in advance of the available funding for the project, and of any technical changes required by the evaluators

They are subject to legal and financial* verification

ftp://ftp.cordis.europa.eu/pub/fp7/docs/rules-verif_en.pdf

They sign a consortium agreement among themselves

Negotiations guidance notes; Checklist for the consortium agreement; Guide to IPR

http://cordis.europa.eu/fp7/find-doc_en.html

(*if Project coordinator or Commission funding in excess of €500K)

Negotiation of projects

The negotiations produce detailed cost forecasts and the “technical annex” (Annex 1) to the grant agreement

The project begins work the month following the signing of the grant agreement

Standard model grant agreement; Guide for beneficiaries; Guide to financial issues; Guidance notes on audit certification

http://cordis.europa.eu/fp7/find-doc_en.html

Seventh Framework programme

Advice to proposers

Basic principles

- The three evaluation criteria which are used:

Scientific and technical quality

Implementation

Impact

have fuller descriptive 'bullet points' per instrument

- Familiarise yourself with the bullet points; write them into your proposal
- The evaluators are looking for them; they are what they are going to score your proposal on

Pre-proposal check

Use the pre-proposal check service if available* to make sure your proposal is eligible and in scope for this call.....

.....And do it before you prepare your proposal, not afterwards

*described in the Guide for applicants

ICT Helpdesk

Use the ICT Helpdesk* to check any financial or legal elements you are uncertain about.....

.....And do it before you prepare your proposal, not afterwards

*address in the Guide for applicants

Self-evaluation

Use the Instructions* and Forms** we prepare for our evaluators

1. Give the instructions and your draft proposal to experienced colleagues
2. Then re-write your proposal following their recommendations

* appendix in the Guide for Applicants

** available on the ICT Call page on Cordis

Submission

Submit on time !

Electronic submission via EPSS

- Failure rate = $\pm 1\%$
- Main reason for failure - waiting till the last minute
- Submit early, submit often!
- And don't make last minute changes!

Writing the proposal

Divide your effort over the evaluation criteria

- Many proposers concentrate on the scientific element, but lose marks on project planning (implementation) or impact description

Think of the finishing touches which signal quality work:

- clear language
- well-organised contents, following the Part B structure
- useful and understandable diagrams
- no typos, no inconsistencies, no obvious paste-ins, no numbers which don't add up, no visible annotations or screwed-up diagrams, no missing pages ...

Writing the proposal

Make it *easy* for the evaluators to give you high marks. Don't make it hard for them!

- Don't write too little; cover what is requested
- Don't write too much
- Don't leave them to figure out why it's good, tell them why it's good
- Leave nothing to the imagination

Planning the work

Make sure your Project Workplan reflects the promises you made in the rest of your proposal

For example:

- S&T quality implies an adequate and well-organised research effort
- Good project management implies clear Workpackage leadership
- Strong Impact implies an important dissemination effort

Typical Project workplan (man-months)

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104

The Workpackage that nobody wants

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104

The Workpackage that does too much

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104



The partner who doesn't know what he's doing

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104

The token SME

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104

..and New Member State

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104



The well-lead workpackages that will get results

	WP1	WP2	WP3	WP4	WP5	WP6	
P1	10	4			4		18
P2	2	2	2	2	2	2	12
P3					3		3
P4		12	2	2	12		28
P5			14	2	3		19
P6			5	2	11		18
P7						6	6
Total	12	18	23	8	35	8	104



Seventh Framework programme

Conclusions

Why get involved?

- Prestige
- International nature of research
- Sharing expertise / facilities
- Networking
- Meeting staff/student expectations:
- Staff training and development
 - Broaden skill and competence base
 - Career development

But first ask yourself...

- Do you clearly understand the pros and cons of involvement in FP7?
- Are you willing to cooperate internationally?
- Do your capabilities match the Call requirements?
- Do you have resources to invest in time and money?
- Do you have a supportive management and organisation?
- Are there any favourable external research conditions to exploit?

...and get ready!

Read the ICT Work Programme

Identify topic + preferred funding scheme - Check deadline in WP and Call fiche

Read "between the lines" of the WP and identify possible international opportunities

Understand the partner search dynamics

Keep your profile ready >> so as to react with no delays

Be ready to customise it >> it must fit into profiles described by projects

Show your excellence >> your "extra mark" to be chosen

Show you are reliable >> be informed, show you know the rules of the game

Show you are able to communicate in English and learn the language of Brussels

...and get ready!

From a distance: Searchable project databases (Ideal-IST, CORDIS), NCPs, Enterprise Europe Network, etc.

Find out about the projects and their consortia, google the researchers.

Do not be afraid to contact them: Mail and call - Strategic profile, vision, ideas, BE PROACTIVE !

Face-to-face: info-days, thematic conferences, thematic workshops, etc.

Approach the speakers - Giving your business card is not enough!
Present your institution and yourself – have flyers, brochures with you!

Show you have ideas and visions, ask whether you can send additional information by e-mail

Proposers day Budapest

An ICT Call 4 Proposers day will take place in Budapest, Hungary, on 22nd January 2009. European Commission staff will be present:

- to give information regarding the new ICT WP 2009-2010
- to help the audience to better understand the general rules and procedures for participating in calls for proposals
- to inform the audience on horizontal and other activities

http://ec.europa.eu/information_society/events/budapest_2009/index_en.htm

Proposers day Budapest

The event is organised in the form of an “information fair” and therefore no formal agenda is set. However, there will be:

- seven scenes dedicated to the seven Challenges of the 2009-2010 work programme, additional scenes dedicated to horizontal and other activities
- series of 'networking booths', each corresponding to the objectives of one of the Challenges
- other large areas, snack bars and cafeterias to facilitate a more informal way of establishing partnerships
- a library provided by the Commission to supply relevant information

Success factors

- Preserve your credibility: select one proposal and make it a winner
- Show both innovation and exploitation potential
- Full depth of participation rather than long list of organisations with limited involvement
- Key individuals, expertise and achievements rather than long list of previous projects
- Make the proposal compelling for a busy reader (the first 5-10 pages are key!)

Reasons for failure

RTD content

- narrow scope, little or no EU dimension
- lack of focus, aims too general
- lack of innovation, current state of art missing

Planning

- links missing between objectives and work plan
- milestones missing or too general
- risk factors not addressed, no contingency plans
- no monitorable indicators, no metrics

Management

- consortium not balanced, gaps in the skills mix
- lack of integration between partners
- vague management structure
- weak or narrow dissemination plans
- ill-defined exploitation prospects

Getting help with proposals

The ICT theme provides

- Information days and briefings in Brussels and elsewhere
- A supporting website of advice, information and documentation <http://cordis.europa.eu/fp7/ict/>
- General questions about FP7 <http://ec.europa.eu/research/index.cfm?pg=enquiries>
- An ICT Information desk for proposers' questions ict@ec.europa.eu
- An IPR Helpdesk <http://www.ipr-helpdesk.org/index.html>
- A Helpdesk for electronic proposal submission support@epss-fp7.org
- A list of contact persons for the objectives in each call

Getting help with proposals

- Partner search facilities <http://www.ideal-ist.net/>
- A network of National Contact Points in Europe and beyond

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