HOW TO PARTICIPATE IN FP7

All you must know to prepare a proposal

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Contents :

- General overview – How it works at EU level?
- FP7: context, architecture, implementation and rules of participation
- International cooperation in FP7?
- Selecting the relevant strategy to participate?
- What is an EU project?
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  - **Calls for proposals**
  - **FP7 Work Programmes**
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- Structure of a proposal – Part A and Part B
- Preparing and managing a European research project
- Find partners
- Promote your research activities
- Staying up-to-date

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How it works at EU level?

EU-Bodies managed by the EC

Activities

MS/AS Participation

EU-Bodies	Activities	MS/AS Participation
Advisory Groups	Expertise	Experts
CREST	Strategy & Policy	Governmental Delegates
Programme Committees	Management of Specific Programmes	Governmental representatives
National Contact Points (NCPs)	Informing, awareness raising Advising, assisting and training Signposting	NCP System

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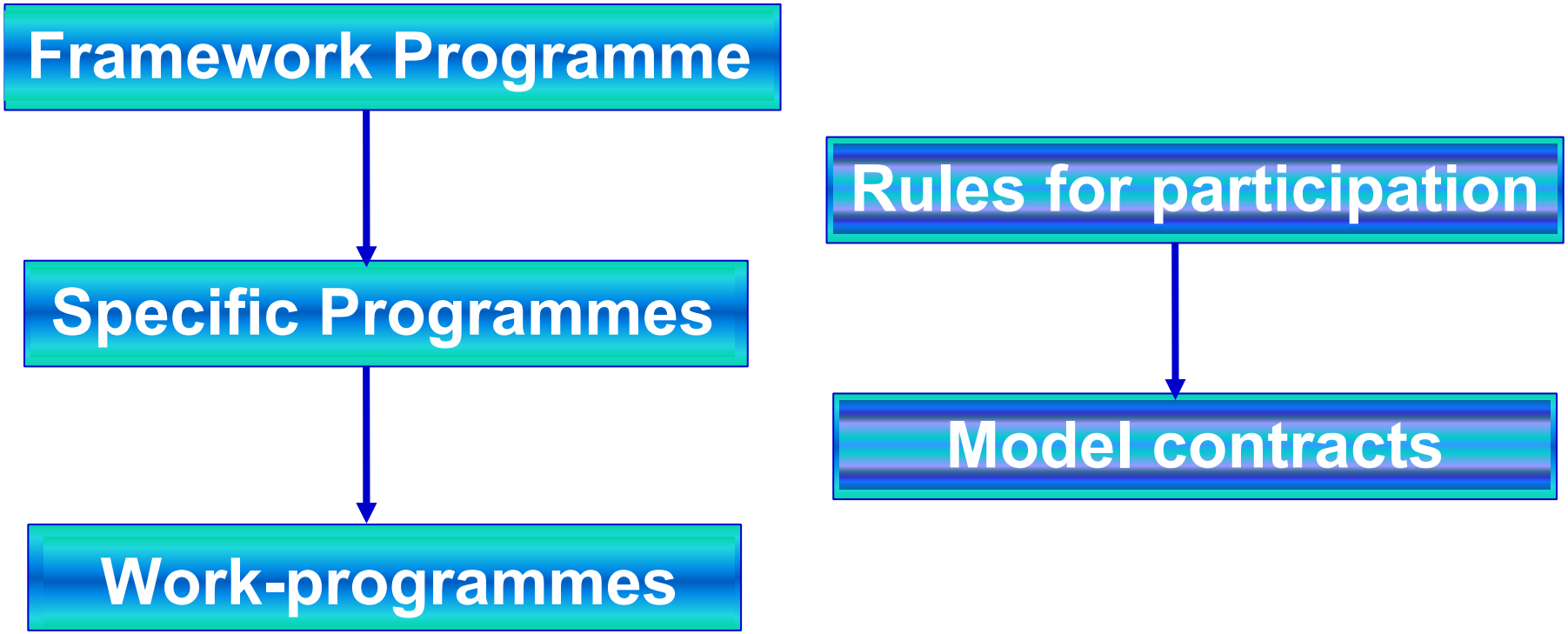
Hierarchy of Legal Documents Establishing a FP



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NIS-NEST Information days on FP7

1 - How to participate in FP7

NIS-NEST
New & Emerging Science and Technology in NIS countries

Overview of

Action plan « Knowledge society »

Structural Funds
Including regional competitiveness

FP7
2007-2013

CIP
Competitivity and innovation

Education
Programme

Cooperation
1. Health
2. Food, agriculture and biotechnology
3. Information and communication technologies
4. Nanosciences, nanotechnologies, materials and new production technologies
5. Energy
6. Environment (including climate change)
7. Transport (including aeronautics)
8. Socio-economic sciences and the humanities
9. Security
10. Space

Ideas
Frontier research

ERC (Agency)

People
Marie Curie Actions

Executive Agency

Capacities
Research infrastructures

Research potential

Regions of Knowledge

SME

Science in Society

INCO

Coordination (policies)

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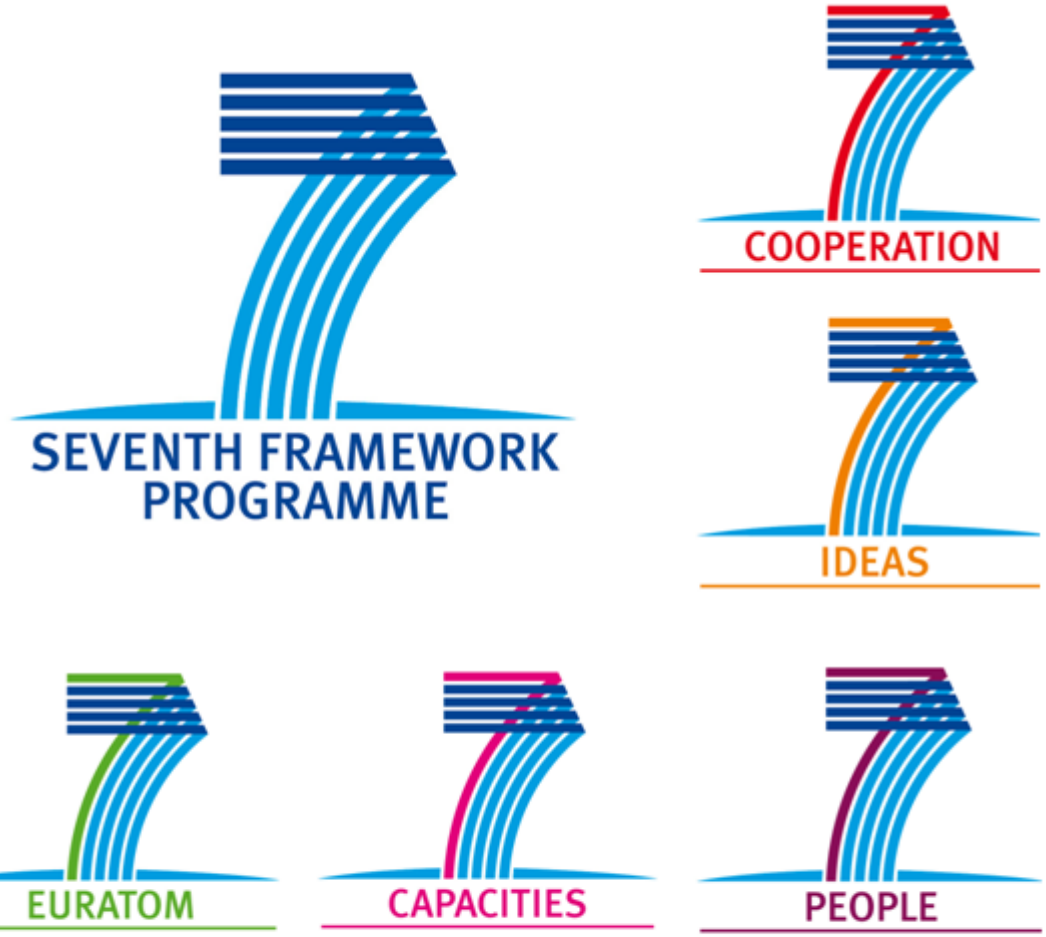
February 2007

NIS-NEST Information days on FP7

1 - How to participate in FP7

NIS-NEST
New & Emerging Science and Technology in NIS countries



EUROPEAN COMMISSION
DIRECTORATE GENERAL
Joint Research Centre

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International Cooperation in FP7 - Principles

I. Mix of cooperation and competition

II. Mutual benefit and interest

III. Critical and specific need

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International Cooperation

Third Countries:

- Industrialised countries +
- Associated countries +
- International Cooperation Partner Countries:
  - **EU neighbouring Countries:**
    - Mediterranean partner Countries,
    - Western Balkans,
    - Eastern European (Ukraine) and
    - Central Asian countries
  - **Developing countries:** ACP, ASIA, Latin America
  - **Emerging economies:** *e.g.* China, India, Brazil, Russia, South Africa

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Selecting the relevant strategy for FP7

Who are your key partners in EU?

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What is a European project (1)

What is a project?

A project is **a unique set of coordinated activities**, with definite starting and finishing points, undertaken by an individual or organization **to meet specific objectives** within **defined time**, **cost** and **performance parameters**. *From ISO 10006.*

What is an EC project?

- **Partnership**; partners will depend of each other, jointly responsible
- **Foreigners** with different cultures

What is a European project (2)

- **A European project is**
  - a joint project
  - from partners established in different countries

- It is always initiated by an organisation or a small group of persons
- But finally the initial project is enriched by other partners and the final project differs from the initial one

- The final project must be endorsed by all partners

Who are stakeholders?

- European Commission: EC is a stakeholder, the SO (scientific Officer) must be associated to successful projects;
- Industries, both big Companies (exploration) and SMEs (closer to the market)
- Universities and Research Institutions
- Citizens

Roles and responsibilities

- **Coordinator** (Project manager): project direction, cost control, EC contact (reporting)
- WP Leaders: deliver work package results, reporting
- Participants (Contractors): deliver participants contribution
- Administrative: deliver cost statements

The information package - Key documents

For each call, a set of documents is available:

- Text of the call (published in Official Journal of the EU)
- Call fiche (part of the 2007 Work Programme)
- **Work programme** (including General introduction & General annexes)
- **Guide for applicants**: one per call and funding scheme
- Guidelines on Proposal Evaluation and Selection Procedures (soon!)
- Handbook on evaluation and selection of proposals (soon!)

➔ **Read carefully all the documents**

Calls for proposals

- Announced in the Official Journal
- Call 'fiches' published on CORDIS
- Set out details of:
  - Call budget, opening and closing dates
  - Topics and funding schemes
  - Eligibility and evaluation criteria (and any deviation from the norms)
  - Indicative evaluation and contractual timetable

- NB All call fiches for that year are included in the work programme

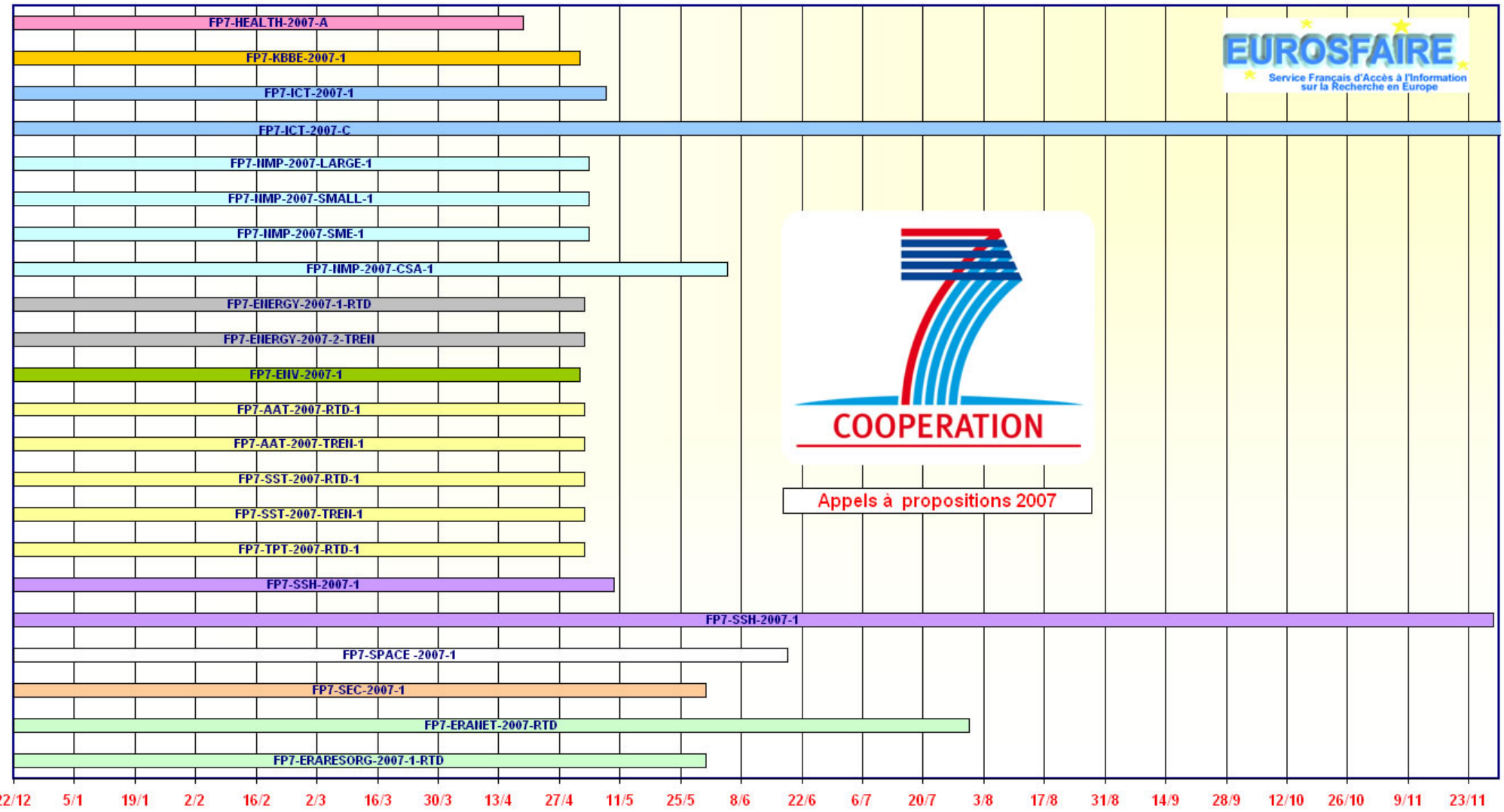
Calls for proposals

- **42 calls** published on 22 December 2007, see CORDIS for more information:

  ➔ http://cordis.europa.eu/fp7/dc/index.cfm

- Calls sorted by call identifier and by Specific Programme

Calls for proposals 2007



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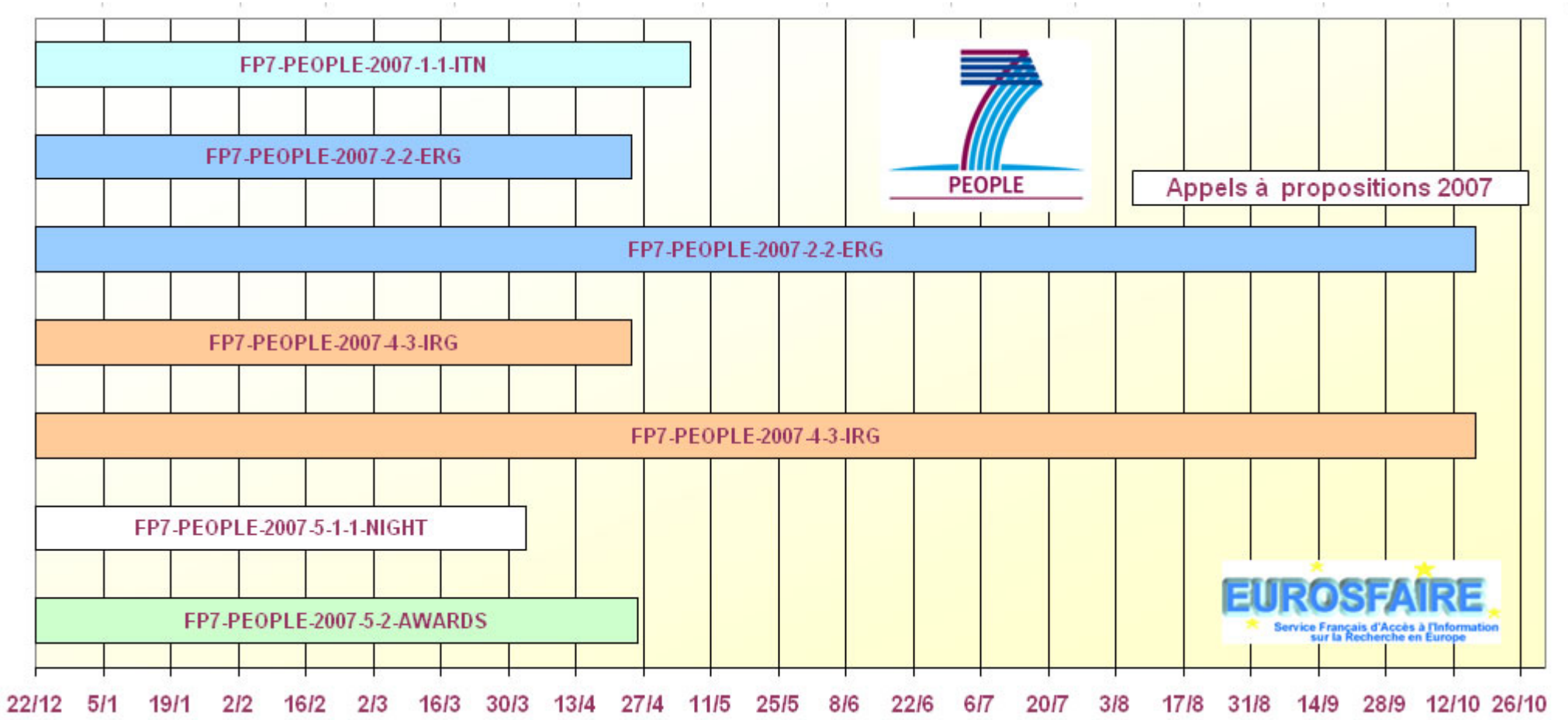
Calls for proposals 2007



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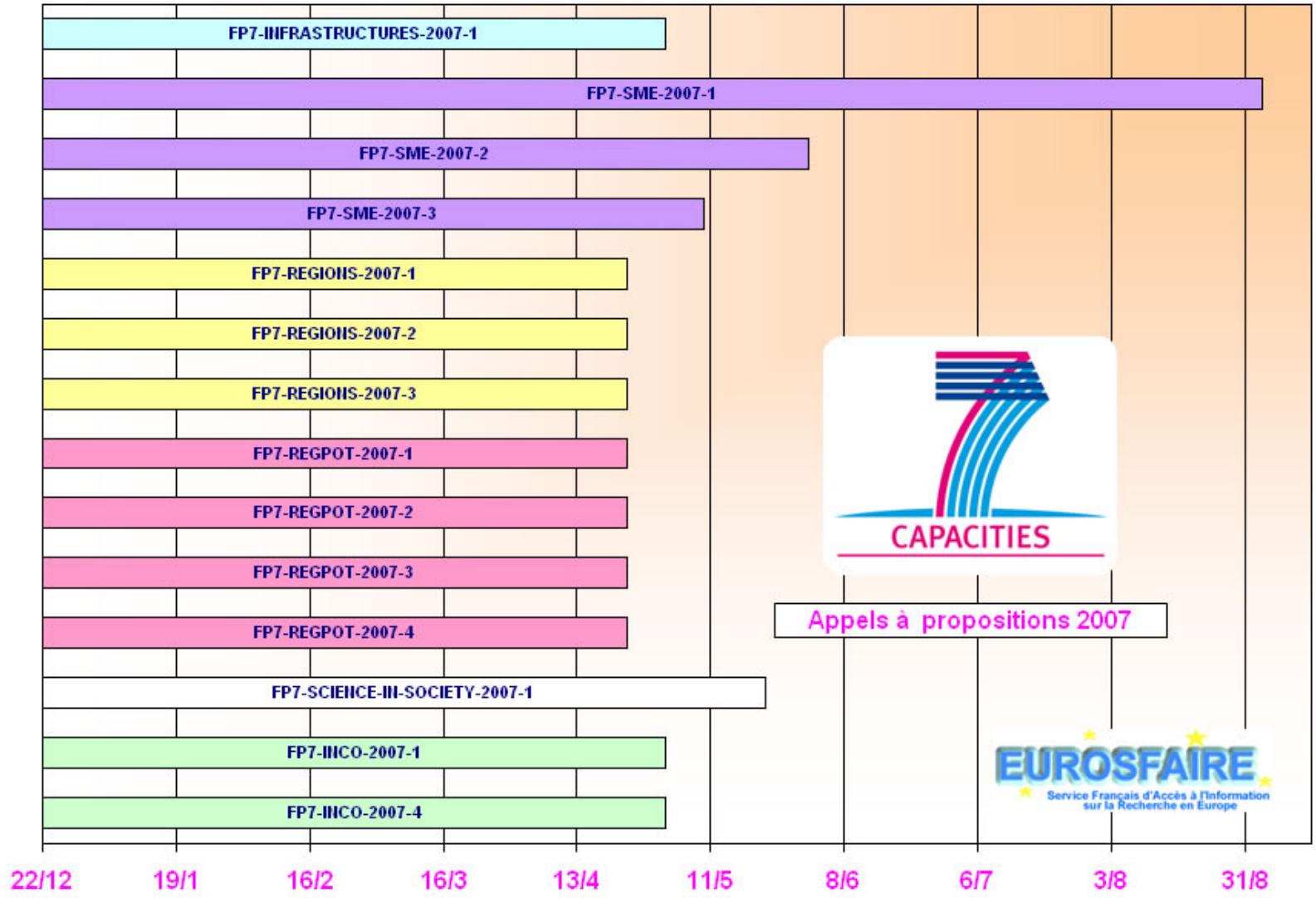
Calls for proposals 2007



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FP7 Work Programmes

- The key reference document
- Annual overview of the all activities relating to that part of the Framework Programme
- Contains details of the implementation of the calls for proposals
- Contains the 'call fiche' – details of all calls for proposals to be published in the calendar year

FP7 Cooperation Work Programme: Theme 3 – Information and Communication Technologies

Call Fiche

Call title: ICT Call 1

- Call identifier: FP7-ICT-2007-1
- Date of publication: 22 December 2006[1]
- Closure date: May 8, 2007, at 17:00, Brussels local time[2]
- Indicative budget: 1019 M€
- Topics called:

Challenge	Objectives	Funding schemes[3]
Challenge 1: Pervasive and Trusted Network and Service Infrastructures	ICT-2007.1.1 The network of the future	CP, NoE, CSA
	ICT-2007.1.2 Service and software architectures, infrastructures and engineering	CP, NoE, CSA
	ICT-2007.1.3 ICT in support of the networked enterprise	CP, CSA
	ICT-2007.1.4 Secure, dependable and trusted infrastructures	CP, NoE, CSA
	ICT-2007.1.5 Networked media	CP, NoE, CSA
Challenge 2: Cognitive systems, interaction, robotics	ICT-2007.2.1 Cognitive systems, interaction, robotics	CP, NoE, CSA (CA only)
Challenge 3: Components, systems, engineering	ICT-2007.3.1 Next generation nanoelectronics components and electronics integration	CP, NoE, CSA
	ICT-2007.3.2 Organic and large-area electronics and display systems	CP, NoE, CSA
	ICT-2007.3.3 Embedded systems design	CP (STREP only), NoE, CSA
	ICT-2007.3.4 Computing systems	CP (STREP only), NoE
Challenge 4: Digital libraries and content	ICT-2007.4.1 Digital libraries and technology-enhanced learning	CP, NoE, CSA
	ICT-2007.4.2 Intelligent content and semantics	CP, NoE, CSA
Challenge 5: Towards sustainable and personalised healthcare	ICT-2007.5.1 Personal health systems for monitoring and point-of-care diagnostics	CP (IP only), CSA
	ICT-2007.5.2 Advanced ICT for risk assessment and patient safety	CP, CSA
Challenge 6: ICT for mobility, environmental sustainability and energy	ICT-2007.6.1 ICT for the intelligent vehicles and mobility services	CP, CSA
Challenge 7: ICT for independent living and inclusion	ICT-2007.7.1 ICT and ageing	CP, CSA
Future and emerging technologies	ICT-2007.8.1 Nano-scale ICT devices and systems	CP, CSA (CA only)
	ICT-2007.8.2 Pervasive adaptation	CP, CSA (CA only)
	ICT-2007.8.3 Bio-ICT convergence	CP, CSA (CA only)
Horizontal support actions	ICT-2007.9.1 International-cooperation	CSA

[1] The Director-General responsible for the call may publish it up to one month prior to or after the envisaged date of publication.

[2] At the time of the publication of the call, the Director-General responsible may delay this deadline by up to two months

[3] Each proposal must indicate the type of funding scheme used (IP or STREP for CP, where applicable; CA or SA for CSA, where applicable – see Appendix 2)

- Evaluation procedure:
  - A one-stage submission procedure will be followed.
  - The general eligibility criteria as well as evaluation criteria and sub-criteria (including weights and thresholds) for the different funding schemes are set out in Annex 2 to this work programme.
- Indicative evaluation and contractual timetable: It is expected that the contract negotiations for the shortlisted proposals will start as of June/ July 2007.
- Consortia agreements: Participants in all actions resulting from this call are required to conclude a consortium agreement.
- Particular requirements for participation, evaluation and implementation: See Appendix 1
- The forms of grant which will be offered are specified in Annex 3 to the Cooperation work programme.

FP7 Work Programmes

- Annual document
- One single timetable for publication of all annual work programme texts
- Structure:
  - ✓ General Introduction
  - ✓ Chapters – for Themes/Parts
  - ✓ Annexes – ICPC, Evaluation Criteria, Forms of the Grant/Reimbursement Rates
  - ✓ Cooperation WP – Annex on General Activities (CORDIS, ERA-NET, Eureka, RSFF)

FP7 Work Programmes

- Provides further details of the topics
- Expected impact statements at the level of the topic or research area
- Details of funding scheme(s) to be used
- Call 'fiche' – the official announcement of the call
- Any specific eligibility or evaluation criteria
- Grants to named recipients, calls for tender
- Information on future topics – as basis for future consultations

2007 Work Programmes

- All work programmes currently provisional
- Will be confirmed in February
- No information on 2008 budget currently included
- Subsequent to publication of Commission budget for 2008, work programmes will be republished including 2008 budget figures

Guide for applicants

- First section completely generic
  - General principles, basic rules, how to apply
- Written with newcomers in mind
  - Includes a glossary
- All call-specific information is found together in annex
  - No need to hunt around for important details
- Includes the evaluation criteria and procedure
  - Formerly ‘guidance notes for evaluators’

GUIDE FOR APPLICANTS

Information and Communication Technologies
ICT

Funding scheme: Collaborative projects
Small and medium-scale focused research projects (STREPs)

FP7-ICT-2007-1

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Further copies of this Guide, together with all information related to this Call for Proposals, can be downloaded via http://cordis.europa.eu/fp7/ict/participating/home_en.html

Structure of a proposal (1)

Part A: In part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Section A1 gives a snapshot of your proposal, section A2 concerns you and your organisation, while section A3 deals with money matters :

- Section **A1**: Summary
- Section **A2**: Participants (a form per participant)
- Section **A3**: Budget

Part B: Scientifc work and project management

- Section **1**: Scientific and/or technical quality, relevant to the topics addressed by the call
- Section **2**: Implementation
- Section **3**: Impact
- Section **4**: Ethical Issues

Structure of a proposal (2)

Part A: Please note:

- The coordinator fills in the section A1 and section A3.
- The participants (including the coordinator) each fill in section A2.
- Subcontractors are not required to fill in section A2 and should not be listed separately in section A3.

When you complete part A, please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *All costs are given in* ***€ (not thousands €),*** *and must exclude VAT (value added tax).*

Good management is crucial

The Commission lays great emphasis on the quality of management.

The proposal must set out definitively:

- what each member of the consortium will do (no overlapping).
- how they will work together effectively (exchanges).
- how the various work packages relate to each other (charts).
- that the consortium has the skills and each activity has been properly resourced.
- Deliverables and milestones must be clearly identified in each workpackages

What is project management? Overview

Four basic elements:

1 - Project scope
Project size, objectives

2 - Ressources
People, equipment, material

3 – Time and schedule
Task durations, dependencies, critical path, timeline

4 – Money and reporting
Costs, contingencies, meetings and reporting

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What is project management? Overview

Managing the project scope

- **Define objectives**: what the project is suppose to accomplish?
- **Decide research strategy**: how the objectives will be achieved?
- Define scope in terms of **deliverables**
- Then, associate the project scope with a **budget**, other ressources (Partnership) and a **timeline**.

What is project management? Overview

Managing Resources: People, Equipment, and Material

- **People**

Efforts per partners, (and subcontractants); right people and right skills/competencies

- **Equipment**

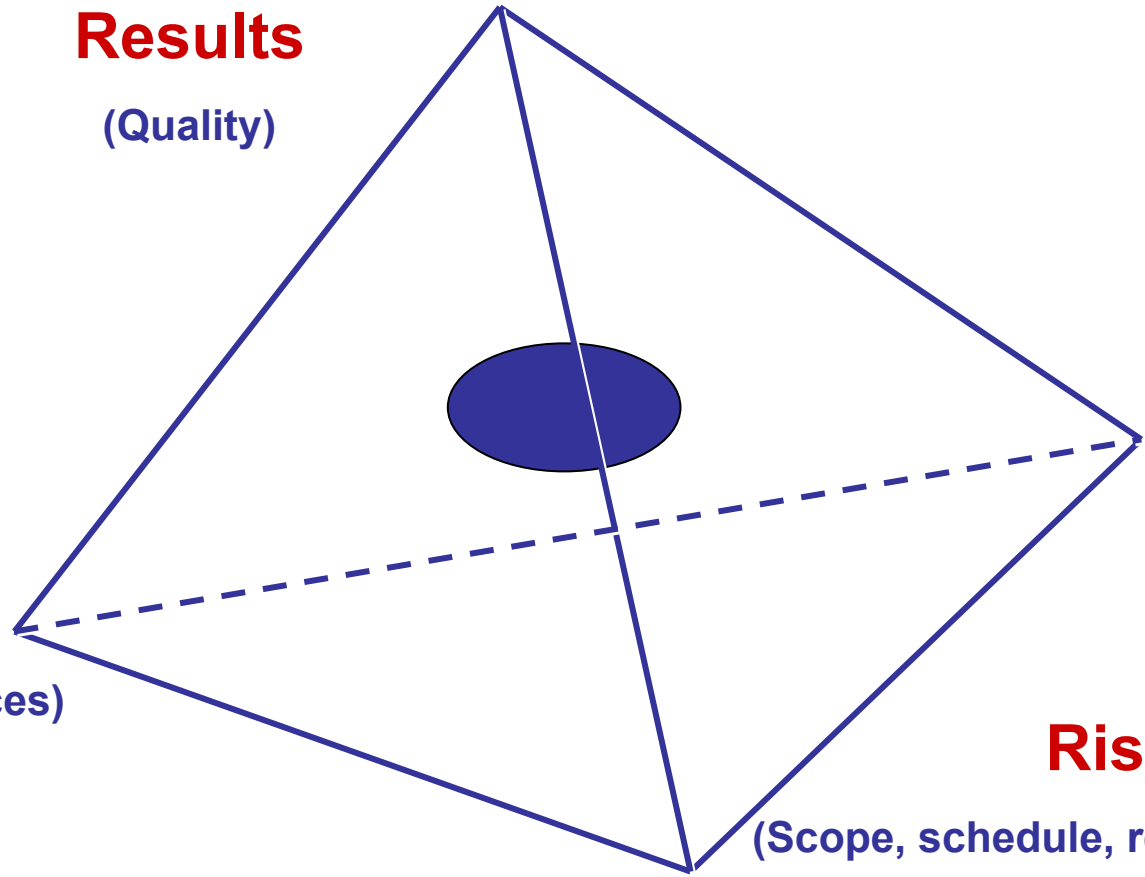
Usage and access to equipements (subcontracting?)

- **Material**

Follow expensees; Is it needed?

Four constraints of a project:

Achieving specific **results** within a **time limit**, within a **budget** & managing **risks**



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What is project management? Overview

Managing Time and Schedule:

- **Tasks**
  Duration, resources, dependencies
- **Schedule**
  Tasks, before a task, after a task
- **Critical Path**
  Changeable, often multiple (see risk analysis)

See **PERT** and **GANTT Charts**

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What is project management? Overview

Communication management:

Promote effective communications between the :

- Project members (coordinators/WP leaders/Participants) and
- Project team members and :
  - Project officer (make the Commission a friend!)
  - Key stakeholders,
  - Scientists,
  - End users,
  - Etc.

What is project management? Overview

Risk Management:

Identify and analyze project risks

The coordinator has to:

- prepare alternative Activities/Tasks
- take action in due time

What is project management? Overview

Why projects fail?

- The goal of the project is not clear enough
- The project in not planned properly
- The ressources are inadequate compare to the project planning
- Participants' rôle is not clear and overlap
- The project is not managed during its course
- The reporting is non-existent

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What is project management? Overview

Tips for a successful project management:

- **Define clear objectives** and be sure these objectives are understood and shared by all participants (submission; kick off meeting)
- Manage the **project scope**
- **Identify the risks** and take appropriate actions
- **Decide** before/during the kick off meeting **how problems will be solved** (Consortium agreement, rules for a good management)
- **Plan**, **plan** then **plan** some more
- **Communicate** towards all participants and keep the team happy!

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What is project management? Overview

Managing Costs, Meetings and reporting:

- **Costs**

Estimated & actual costs, variability during the course of the project

- **Contingencies**

Delays, unpredictable events (see risk analysis)

- **Meetings and Reporting**
  - Kick off meeting
  - Annual meeting
  - Final meeting

Structure of a proposal (3)

Part B:

Section 1: Scientific and/or technical quality, relevant to the topics addressed by the call

1.1 Concept and objectives
1.2 Progress beyond the state of the art
1.3 S/T methodology and associated work plan

Structure of a proposal (4)

Part B:

Section 2: Implementation

2.1 Management structure and procedures
2.2 Individual participants
2.3 Consortium as a whole:

i) Subcontracting:
ii) Other countries: If a one or more of the participants requesting EU funding is based

2.4 Resources to be committed

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Table 1.3 a: Template - Work package list

Work package list

Work package No[1]	Work package title	Type of activity[2]	Lead partic no.[3]	Lead partic. short name	Person-months[4]	Start month[5]	End month[5]
	TOTAL						

Table 1.3 b: Template - Deliverables List

List of Deliverables

Del. no.[1]	Deliverable name	WP no.	Nature[2]	Dissemination level[3]	Delivery date[4] (proj. month)

Table 1.3 c: Template - Work package description

Work package description

Work package number		**Start date or starting event:**					
Work package title							
Activity type[1]							
Participant number							
Participant short name							
Person-months per participant							

Objectives

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

Deliverables (brief description) and month of delivery

Table 1.3d Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Partic. no.	Partic. short name	WP1	WP2	WP3	…	Total person months
1						
2						
3						
etc						
Total						

Table 1.3e Template - List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date [1]	Means of verification [2]

Structure of a proposal (5)

Part B:

Section 3: Impact

3.1 Expected impacts listed in the work programme
3.2 Dissemination and/or exploitation of project results, and management of intellectual property

Section 4: Ethical Issues

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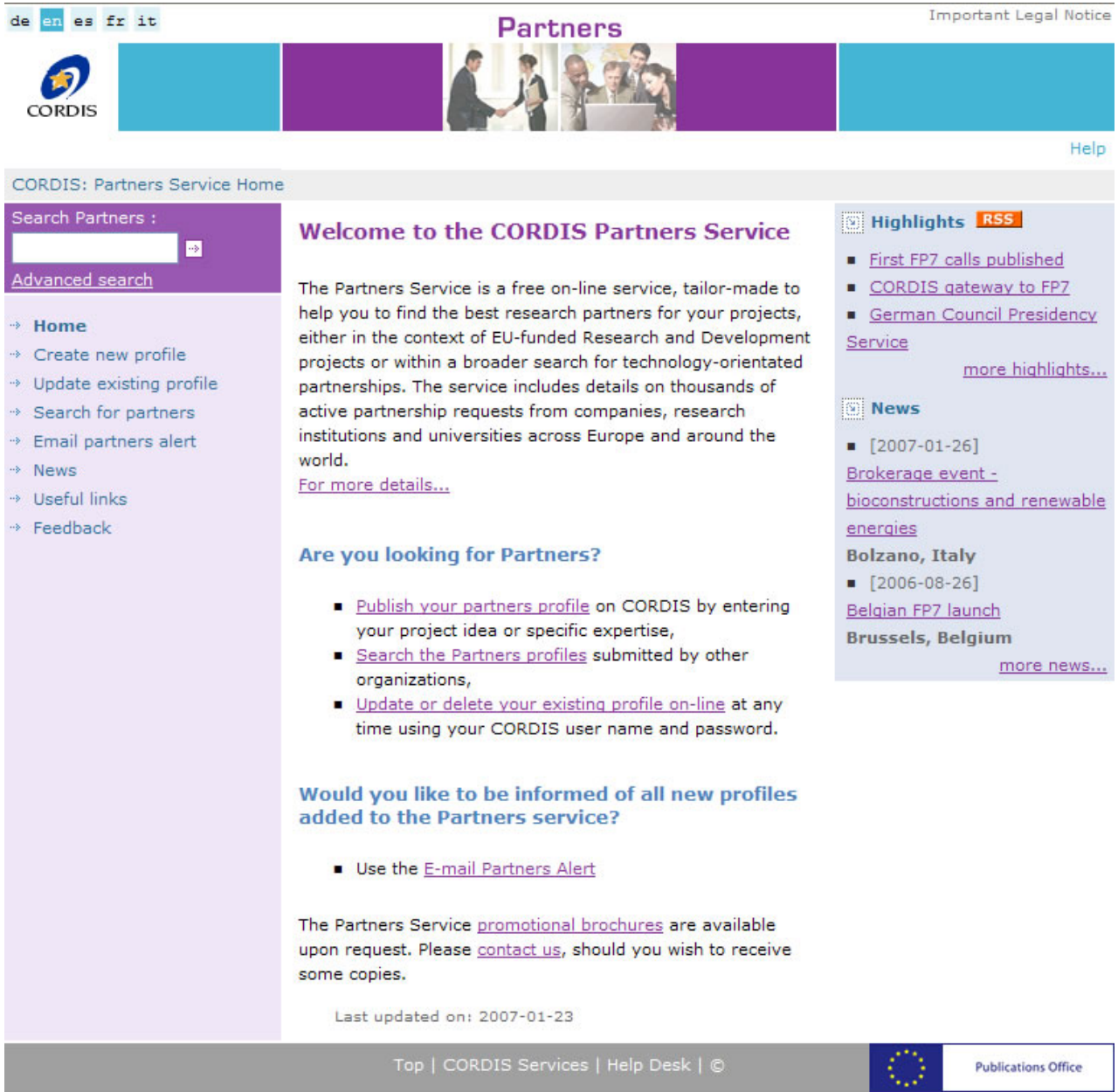
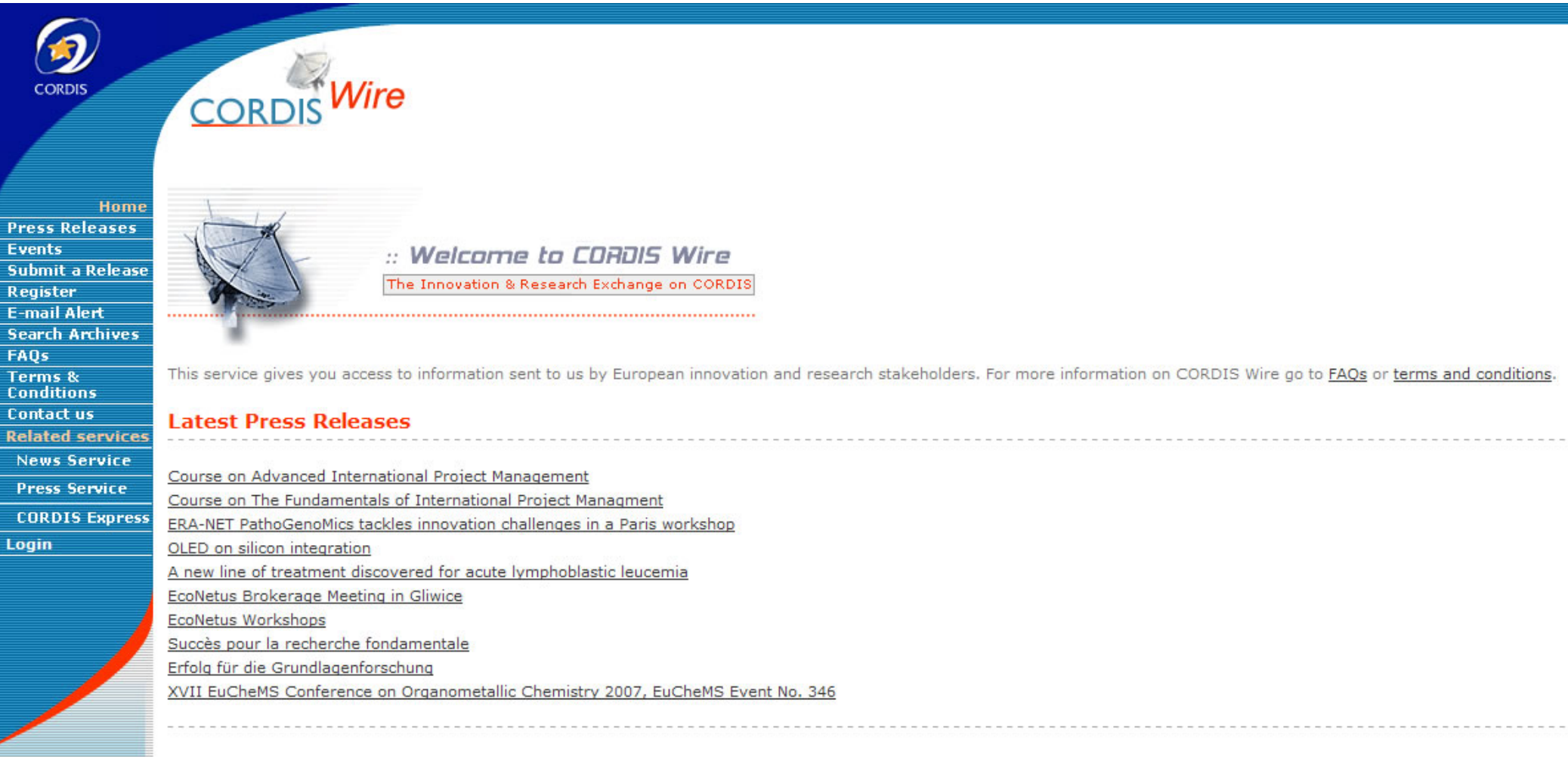
Partner Search

- Via current project partners
- Via Cordis partner search
- Via EoI data base (beginning of FP6)
- Via NCPs' network as Ideal-IST partner search for ICT
- Via Commission events in your area
- Via current project data bases as CORDIS Projects
- Via brokerage events
- Etc.

Partner Search



Promote your research activity



Information – Stay up-to-date

- EU research:
  http://ec.europa.eu/research/

- **Seventh Framework Programme:**
  http://ec.europa.eu/research/future/index_en.cfm
  http://cordis.europa.eu/fp7/home_en.html

- Information on research programmes and projects:
  http://cordis.europa.eu/

- RTD info magazine:
  http://ec.europa.eu/research/rtdinfo/

- Information requests:
  research@ec.europa.eu

- **National Contact Points:**
  http://cordis.europa.eu/fp7/get-support_en.html

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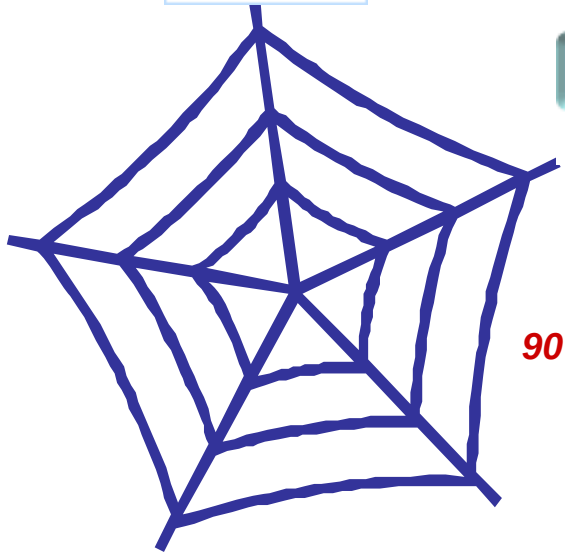

90 presentation – 45 hours in vidéo – In French

Спасибо

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