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How to Build a Project Proposal under FP7/ICT & Lessons Learned

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- Why submitting a project proposal to the EC?
- What kind of project proposals can be submitted?
- What is a call for proposals - Overview / ICT calls 4 to 6
- Identifying relevant research areas
- Types & characteristics of eligible projects - Overview / In detail
- Evaluation Criteria
- FP7 participating countries
- Minimum conditions for participation in FP7
- Eligibility for funding
- Proposal - Part A
- Proposal - Part B
- Risk avoidance mechanism
- Project proposal selection procedure - Overview / In detail
- From the project proposal to the selected project
- How to get involved in a project proposal?
- How to prepare a good project proposal?
- Call #5
- Useful links

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WHY SUBMITTING A PROJECT PROPOSAL TO THE EC?

- **Not only because the project proposal - if selected - will be (partially) funded by the EC**
 - ✓ A grant of 50 to 100% is allocated
 - (depending on the nature of the project, the type of the organisation, etc.)
 - ✓ With no rights claimed by the EC
 - (in terms of research results, IPRs, payback scheme, etc.)

- **But (first & foremost...) because FP7 is an opportunity for any organisation to**
 - ✓ Improve its knowledge
 - (FP7 vision, cooperation framework, planned roadmap, ongoing activities, information, tools, etc.)
 - ✓ Benefit from a true collaborative (international) programme / project
 - (contacts, sharing of knowledge & experience, finding complementary skills, etc.)
 - ✓ Enhance its image through key references





WHAT KIND OF PROJECT PROPOSALS CAN BE SUBMITTED?

■ A highly innovative research project

- ✓ Research only (except CSAs)
- ✓ Deployment or commercial activities are not supported by FP7
- ✓ And it is very competitive!
 - (most proposed projects are of high quality and only few are selected!)

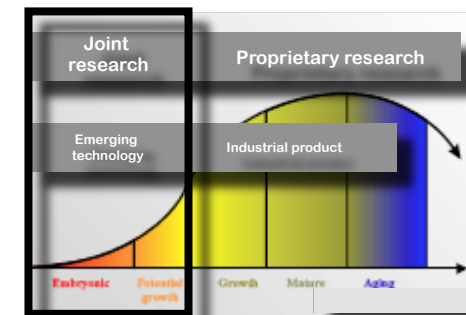
■ Only collaborative projects

- ✓ The basic idea is to encourage organisations from EU countries (& from 3rd countries) to join forces
 - (a typical rule of participation is “at least 3 independent legal entities from 3 different Member States or Associated Countries”)

■ Projects answering the specification of FP7 Calls for proposals

- Proposals can be submitted only in response to Calls for proposals
- Proposals have to strictly answer the specification of the Calls
 - (specific rules for participation, addressed ICT areas, expected project outcomes, foreseen budget per type of project - IP, STREP, SICA, etc.)

Type of research funded under FP7





WHAT IS A CALL FOR PROPOSALS? - OVERVIEW

- **FP7 is implemented through periodic “Calls for Proposals”**
 - ✓ Two to three per year in average

- **Again: these Calls are highly competitive!**
 - ✓ Only the best proposals can be funded (50% to 100% of project total costs)

- **The evaluation of received proposals is performed by independent experts on clear evaluation criteria**
 - ✓ Contracts can typically be signed 4 to 6 months after the Call closure date





WHAT IS A CALL FOR PROPOSALS? - ICT CALLS 4 TO 6

	Call 4	Call 5	Call 6	FET Open	Joint Call		Call 4	Call 5	Call 6	FET Open	Joint Call
Challenge 1: Pervasive and trusted network and service infrastructures						Challenge 5: Towards sustainable and personalised healthcare					
1. The network of the future	110	80				1. Personal Health Systems	63				
2. Internet of Services, Software & Virtualisation		110				2. ICT for Patient Safety	30				
3. Internet of things and enterprise environments		37				3. Virtual physiological human			63		
4. Trustworthy ICT		90				4. International Cooperation on Virtual Physiological Human	5				
5. Networked media & 3D Internet	80					Challenge 6: ICT for Mobility, environmental Sustainability & Energy Efficiency					
6. Future Internet Experimental Facility & Experimentally-driven Research		50				1. ICT for Safety and Energy Efficiency in Mobility	53				
Challenge 2: Cognitive systems, interaction, robotics						2. ICT for Mobility of the Future			37		
1. Cognitive systems and Robotic Systems	73		80			3. ICT for Energy Efficiency	30				
2. Language-based interaction	26					4. ICT for Environmental Services & Climate Change Adaptation	24				
Challenge 3: Components, systems, engineering						5. Novel ICT solutions for Smart Electricity Distribution Networks (Joint Call ICT-Energy)					10
1. Nanoelectronics Technology		35				Challenge 7: ICT for independent living, inclusion & Participatory governance					
2. Design of Semiconductor Components and Electronic-based Miniaturised Systems	25					1. ICT and ageing	24				
3. Flexible, Organic and Large Area Electronics	60					2. Accessible and Assistive ICT	34				
4. Embedded systems design	28					3. ICT for Governance and Policy Modelling	15				
5. Engineering of Networked Monitoring and Control Systems		32				Future and emerging technologies					
6. Computing Systems	25					FET-Open					61
7. Photonics	10	50				FET-Proactive	39	39	32		
8. Organic Photonics and other Disruptive Photonics Technologies	30					Horizontal actions					
9. Microsystems and Smart Miniaturised Systems		80				1. International Cooperation	7		5		
Challenge 4: Digital libraries and content						2. Supplements to support International Cooperation between ongoing projects	0,7		0,6		
1. Digital libraries and preservation			69			3. General Accompanying Measures	4				
2. Technology enhanced learning		49				4. Strengthening cooperation in ICT R&D in an enlarged Europe	5				
3. Intelligent Information management		70									



IDENTIFYING RELEVANT RESEARCH AREAS

- **Must be based on your organisations research and strategic goals**
- **Maximum funding for most projects is 50-75% > need to secure co-funding internally or a national level**
- **Write proposal is expensive and time consuming**
- **Proposals submitted must be relevant to the action lines open within specific calls**
- **The role of each partner must be clearly articulated and illustrate how their experience is relevant and complementary**
- **Need to identify European partners that you wish to work with in the long term to justify investment building a relationship**
- **Irrelevant proposals will not be evaluated**



TYPES & CHARACTERISTICS OF ELIGIBLE PROJECTS - OVERVIEW

■ 3 funding schemes / 6 instruments

Project type		Aim	Number of partners	Project duration	EC contribution
Collaborative project (CP)	Integrated project (IP)	Large scale integrating research project	10 to 20	36 to 60 months	4 to 25 M€
	Specific Targeted Research Project (STREP)	Small or medium scale focused research project	6 to 15	18 to 36 months	1 to 4 M€
	Specific International Cooperation Action (SICA)	R&D project with developing countries or emerging economies (ICPC)	SICAs did not exist under FP6		
Network of Excellence (NOE)		Integration of research activities and capacities	6 to 12	48 to 60 months	4 to 10 M€
Coordination and Support Action (CSA)	Coordination or Networking Action (CA)	Coordination of research activities and policies	13 to 26	18 to 36 months	0,5 to 2 M€
	Specific Support Action (SSA)	Support to research activities and policies	1 to 15	9 to 30 months	0,03 to 3 M€

NB: This table is only indicative and presents average characteristics of FP6 projects



TYPES & CHARACTERISTICS OF ELIGIBLE PROJECTS - IN DETAIL

■ Collaborative Projects (CPs)

- ✓ Research projects
- ✓ Research aiming at developing new knowledge/technology/products + demonstration activities + common resources for research
 - **IPs:** ambitious (large scale projects) objective driven research with a “programme approach”
 - **STREPs:** objective driven research more limited in scope than IPs (small to medium size scale projects) / focused projects (targeting a specific objective)
 - **SICAs:** R&D projects with developing countries or emerging economies (ICPC)

■ Networks of Excellence (NoEs)

- ✓ Instruments to overcome the fragmentation of the European research landscape in a given area and to remove the barriers to integration
- ✓ Joint programmes for long term cooperation
- ✓ Integration of research activities & capacities
- ✓ Activities to spread the excellence



TYPES & CHARACTERISTICS OF ELIGIBLE PROJECTS - IN DETAIL (CTD)

■ Coordination & Support Actions (CSAs)

- ✓ Promote, support the ad hoc networking and coordination of FP7 research and innovation activities
- ✓ Support to the FP7 programme implementation, preparation of future actions, dissemination of results, exchange of information
 - **CSAs:** coordination of research activities (events / studies / expert groups / coordination of joint initiatives / dissemination of good practice, etc.)
 - **SAs:** support to research activities and policies (designed to underpin the implementation of the EC FPs) (events / WG / monitoring / fact findings / feasibility studies / awards / operational support / data dissemination / etc.)



- **Section 1 - Scientific & technical quality (threshold 3/5)**
 - ✓ Soundness of concept, quality of objectives (all instruments)
 - ✓ Progress beyond the state-of-the-art (CP)
 - ✓ Contribution to long term integration of high quality S&T research (NoE)
 - ✓ Contribution to the coordination of high quality research (CSA)
 - ✓ Quality & effectiveness of the S&T methodology & associated work-plan (CP)
 - ✓ Quality & effectiveness of the joint programme of activities & associated work-plan (NoE)
 - ✓ Quality & effectiveness of the coordination/support action mechanisms & associated work-plan (CSA)

- **Section 2 - Implementation (ALL instruments) (threshold 3/5)**
 - ✓ Appropriateness of the management structures & procedures
 - ✓ Quality & relevant experience of the individual participants
 - ✓ Quality of the consortium as a whole (complementarity, balance, etc.)
 - ✓ Appropriate allocation & justification of the resources to be committed (budget, staff, equipment, etc.)

- **Section 3 - Impact (threshold 3/5)**
 - ✓ Contribution to the expected impacts listed in the WP under the relevant activity (all instruments)
 - ✓ Appropriateness of measures for the dissemination/exploitation of results & management of IP (CP)
 - ✓ Appropriateness of measures for spreading excellence, exploiting results & disseminating knowledge through engagement with stakeholders & the public at large (NoE & CSA)

- **Total score required to meet overall threshold: 10/15**



FP7 PARTICIPATING COUNTRIES

■ **27 EU Member States (MS)**

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Spain, Sweden, Portugal, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Bulgaria, Romania

■ **3 Associated Candidate Countries (ACC or AC)**

Croatia, Turkey, Macedonia (FYROM)

■ **6 Associated States (AS)**

Iceland, Israel, Liechtenstein, Norway, Serbia and Switzerland

■ **ICPC target countries (emerging & developing countries)**

- Countries neighbouring the EU: North Africa / Western Balkans / Eastern Europe / Central Asia
- Developing countries: ACP (Africa, Caribbean, Pacific) / Asia (except Japan, Taiwan, Singapore, SK) / Latin America
- Emerging Economies: China / Brazil / India / Russia / South Africa / Etc.

Other “third” countries (USA, Canada, Japan, Australia, Singapore, South Korea, etc.) are considered as industrialised countries & funded only exceptionally (if essential for carrying out the action / if specified in the WP or a SP / in case of bilateral S&T agreements - eg. South Africa)



MINIMUM CONDITIONS FOR PARTICIPATION IN FP7

General

- ✓ At least **3 independent legal entities from 3 different EU Member States (MS) or Associated Countries (AC)** (provided this minimum has been achieved, any number of additional participants from other countries can be included)
- ✓ JRCs can participate and are deemed to be from a different MS or AC (same principles for international European interest organisations & entities established under Community law)
- ✓ Additional conditions can be established by the work- or specific programmes (e.g. number/type of participant, place of establishment, etc.)
- ✓ Sole participants composed of members that meet the criteria above can participate



Specific

- ✓ Coordination & support actions (CSA): **minimum of 1 legal entity + inclusion of a European Coordinator**
- ✓ Collaborative projects for specific cooperation actions dedicated to international cooperation with partner countries (ICPC) identified in WP (SICAs): **min. 4 participants (2 in different MS or AC + 2 in different ICPC countries unless specified in WP)**
- ✓ Participation of international organisations & participants from third countries if in addition to minima

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ELIGIBILITY FOR FUNDING

- Legal entities from MS and AC or created under Community law (and JRC)
- International European interest organisations
- Legal entities established in international cooperation partner countries (ICPC)
- International organisations, legal entities established in third countries other than ICPC, if provided for in SP or WP; or essential for carrying out action; or provision for funding is provided for in a S&T bilateral agreement between the EU & the third country

Research organisations
Universities
Small and Medium Sized Enterprises (SMEs)
Associations
Public Administrations
Individual researchers
Institutions running a research facility



■ Form A1

- ✓ Project title, acronym, objective, etc.
- ✓ Free keywords
- ✓ 2000 character proposal abstract

■ Form A2

- ✓ Proposer legal details
- ✓ Proposer identification as SME / Public body / Research Centre / University / Etc.
- ✓ Proposer identification through its PIC (Participant Identification Code)

■ Form A3

- ✓ Breakdown of costs per partner (direct / indirect costs)



- **Section 1: Scientific and/or technical quality (recommended length: 20 pages)**
 - ✓ 1.1 Concept and objectives
 - ✓ 1.2 Progress beyond the state-of-the-art
 - ✓ 1.3 S&T methodology and associated work plan, which includes
 - Gantt chart, work-package list, deliverables list, description of each work-package and summary, summary effort table, milestone list, Pert chart

- **Section 2. Implementation**
 - ✓ 2.1 Management structure and procedures
 - ✓ 2.2 Individual participants (maximum one page per participant)
 - ✓ 2.3 Consortium as a whole
 - ✓ 2.4 Resources to be committed (about two pages)

- **Section 3. Impact (recommended length: 10 pages)**
 - ✓ 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**



- **No collective financial responsibility**
- **Commission establishes & operates a participant guarantee fund (contribution to guarantee fund = max. 5% of the EC contribution by each participant, to be returned at the end of the project)**
- **If interests generated not sufficient to cover sums due to EC, retention of max. 1% of EC contribution**
- **Exemption of retention for public bodies, higher and secondary education establishments, legal entities guaranteed by a MS/AC**

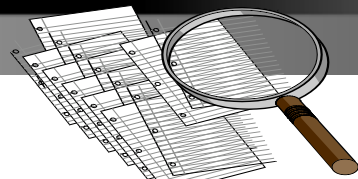


PROJECT PROPOSAL SELECTION PROCEDURE - IN DETAIL

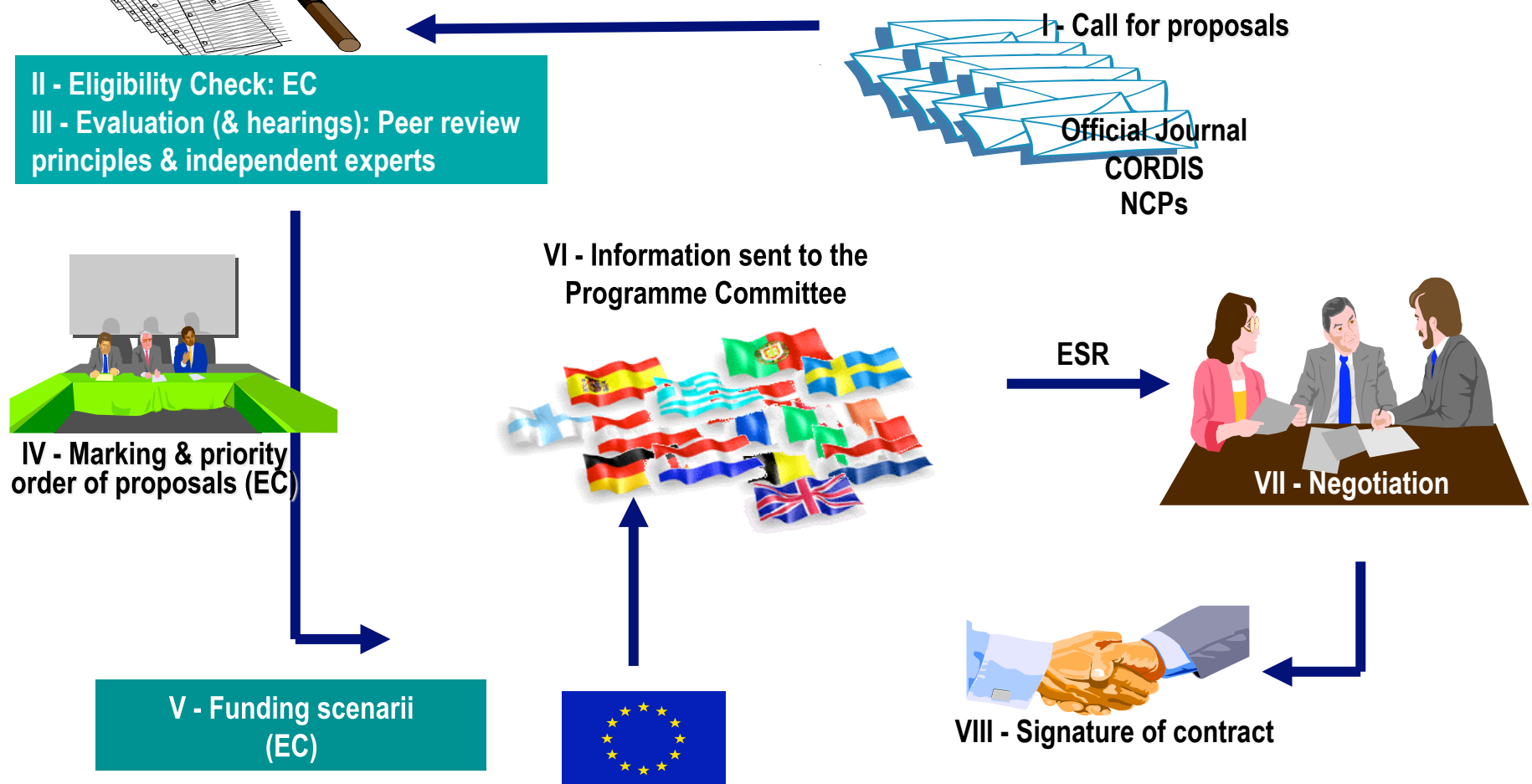
- All proposals are independently assessed by a minimum of 3 evaluators against proposal criteria
- Following submission of written reports by each evaluator, there is a Consensus meeting whereby the evaluation team discuss each criteria and agree the comments and matching scores
- Proposals are ranked based on scores at end of evaluation process
- Panel Meeting of all evaluators for that Call discuss short-listed proposals and agree on ranking
- Proposals who passed all criteria and received high ranking in the list of projects are called to negotiations

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PROJECT PROPOSAL SELECTION PROCEDURE - OVERVIEW





FROM THE PROJECT PROPOSAL TO THE SELECTED PROJECT



- **Submission**
 - ✓ To be made electronically (EPSS) through a set of documents respecting detailed templates & guidelines, and... in time (strict deadlines!)
- **Evaluation**
 - ✓ A fair, transparent & relatively quick process (2-3 months) involving independent experts working on the basis of the Call documents and of (public) selection criteria
- **Negotiation**
 - ✓ If the proposal is pre-selected, the proposers & the EC work together on the possibility to transform the proposal into a project, on the basis of evaluators' remarks & comments
- **Contract**
 - ✓ (if the negotiation phase is successful) Can be signed between the EC & the project coordinator as soon as 4 to 6 months after the submission deadline
- **Project**
 - ✓ The project can then smoothly develop on the basis of a "Description of Work" (DoW) & of the "Contract and its annexes" (administrative & financial issues)
 - ✓ Its progress will be reviewed by the EC every 6-12 months



HOW TO GET INVOLVED IN PROJECT PROPOSALS?

- **If you have a project idea in mind**
 - ✓ Read into detail all documents related to the Call for Proposals you are targeting (WP, call details, selection criteria, etc.) to check how your project can fit in and if it fits, go!
 - Develop your vision into detail
 - Identify & motivate potential partners bringing targeted skills
 - Investigate FP7 information to refine the project objectives & the partnership
 - Attend the pre-Call Information days organised by the EC (& ETP events for instance) to better position your proposal & establish contacts

- **If you want to be involved in projects under construction**
 - ✓ Contact the organisations you already know & who may submit proposals. Ask for their support!
 - ✓ Attend pre-Call events & investigate FP6-FP7 information to identify the projects in which your skills could be useful & the organisations preparing proposals you could contact

- **In both cases, be ready to invest time!**
 - ✓ Driving a good proposal or convincing a third party to take you on board a proposal requires a lot of time and efforts but... is worthwhile!



- **Each thematic area issues regular calls in the Official Journal and through the Cordis website**
 - ✓ Call closing date, available budget, focus, etc.

- **The information pack for open Call 5 (31/07/09-03/11/09) ICT will be soon available**
 - ✓ Call Text
 - ✓ Work-Programme Description
 - ✓ Guide for Proposers
 - ✓ Proposal Evaluation and Selection Procedures
 - ✓ Grant Agreement Template
 - ✓ Financial Guidelines
 - ✓ Negotiation Guidelines

- **All Proposals are submitted online via Electronic Proposal Submission System (EPSS)**

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USEFUL LINKS

- The EU's web portal (23 languages!) → <http://europa.eu/>
- The European Commission → <http://ec.europa.eu/>
- DG Information Society and Media (DG Infso) → http://ec.europa.eu/dgs/information_society/
- The International relations Unit of DG Infso → <http://cordis.europa.eu/ist/international/>
- European Technology Platforms → <http://cordis.europa.eu/technology-platforms/>
- FP7 → <http://cordis.europa.eu/fp7>
- FP7/Cooperation/ICT → http://cordis.europa.eu/fp7/cooperation/ict_en.htm
- EU's i2010 initiative → <http://ec.europa.eu/i2010>
- National Contact Points (NCP) → http://cordis.europa.eu/fp7/ncp_en.html
- FP7 contacts in 3rd countries → http://cordis.europa.eu/fp7/third-countries_en.html
- Cordis partners service → <http://cordis.europa.eu/partners-service/>
- EuroAfriCa-ICT → <http://www.euroafrica-ict.org>

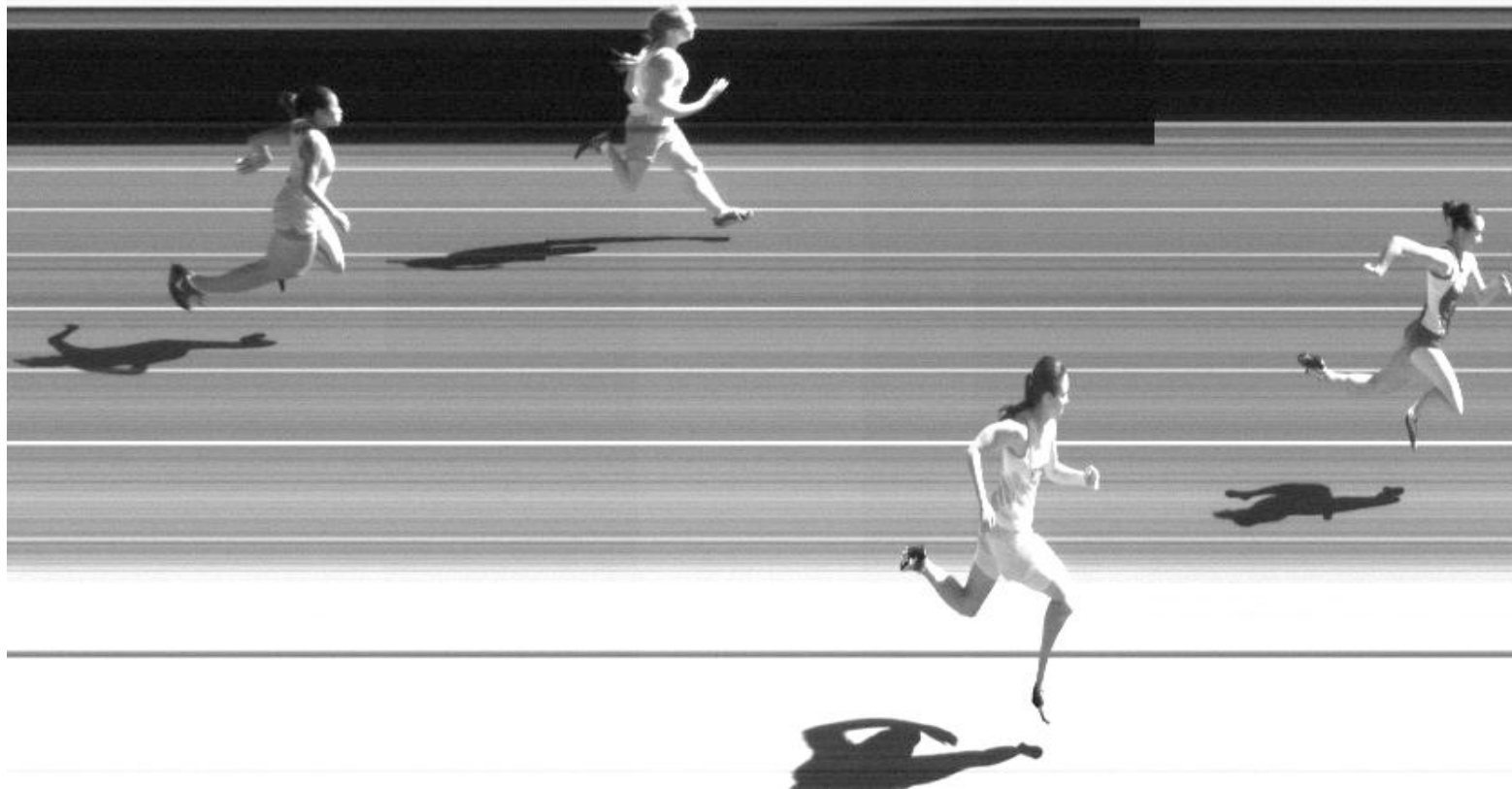


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NOT WRONG EXPECTATIONS... IT IS COMPETITION!



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THANK YOU FOR LISTENING - ANY QUESTIONS?



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