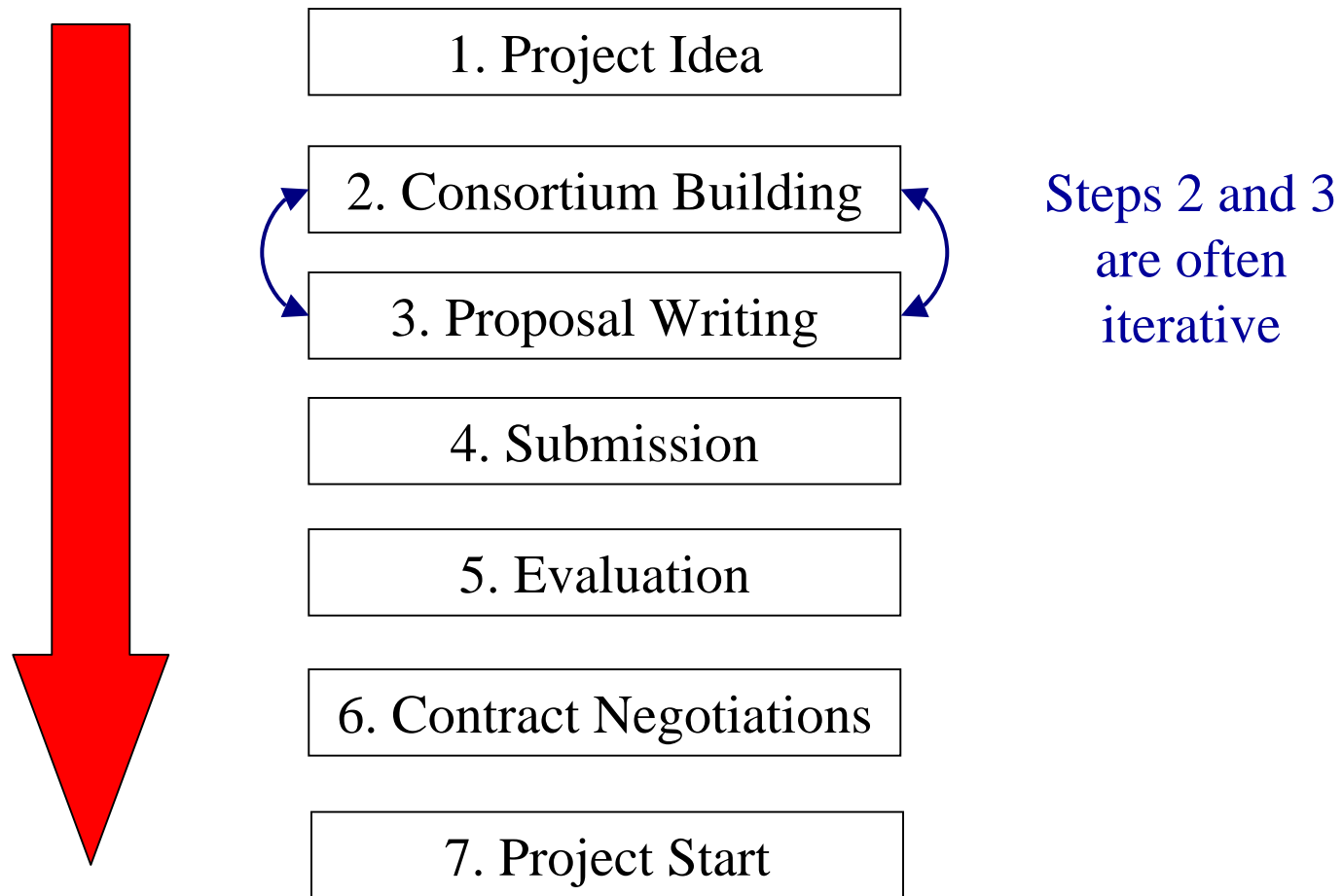# AERO-UKRAINE Training Session

Part II: Introduction to FP7 proposal preparation and submission

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From an Idea to a Proposal to a Project: An Overview

1. Project Idea

2. Consortium Building

3. Proposal Writing

Steps 2 and 3 are often iterative

4. Submission

5. Evaluation

6. Contract Negotiations

7. Project Start

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Project Idea

Develop an idea for a research project that is …

- Relevant to the objectives/priorities in the FP7 Transport work programme (so read the work programme carefully)
- Innovative (not done before)
- Realistic (objectives, skills, budget, duration)
- Requires a consortium with European partners

Project Idea

Before proposal writing prepare a summary for consortium partners

- Objectives
- Work to be done
- Expertise needed
- Work plan

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Collaborative Research – Funding Schemes

1. Collaborative Projects (CP)

- STREP "small or medium-scale focused research actions"
- IP "large-scale integrating projects"

2. Coordination and Support Actions (CSA)

- Coordination or networking actions
- Support actions`

Activities	EC's upper funding limit
Research and Technological Development activities.	50%
Exception: Public bodies, secondary and higher educational establishments, research organizations and SMEs	75%
Demonstration activities	50%
Other: support and coordination actions, training, career development of researchers	100%
Management and audit certificates	100%

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Consortium Building

In accordance with Work Programme and Call requirements:
- The right number of partners
- Type of organizations and countries
- Functions

In accordance with project needs:
- Experienced Coordinator
- Competent Partners
- Complementarity of Partners
- Needed expertise is covered
- Role in Project - Fitting tasks to the Organizations

There are many different ways to find consortium partners:
- See my earlier Powerpoint presentation

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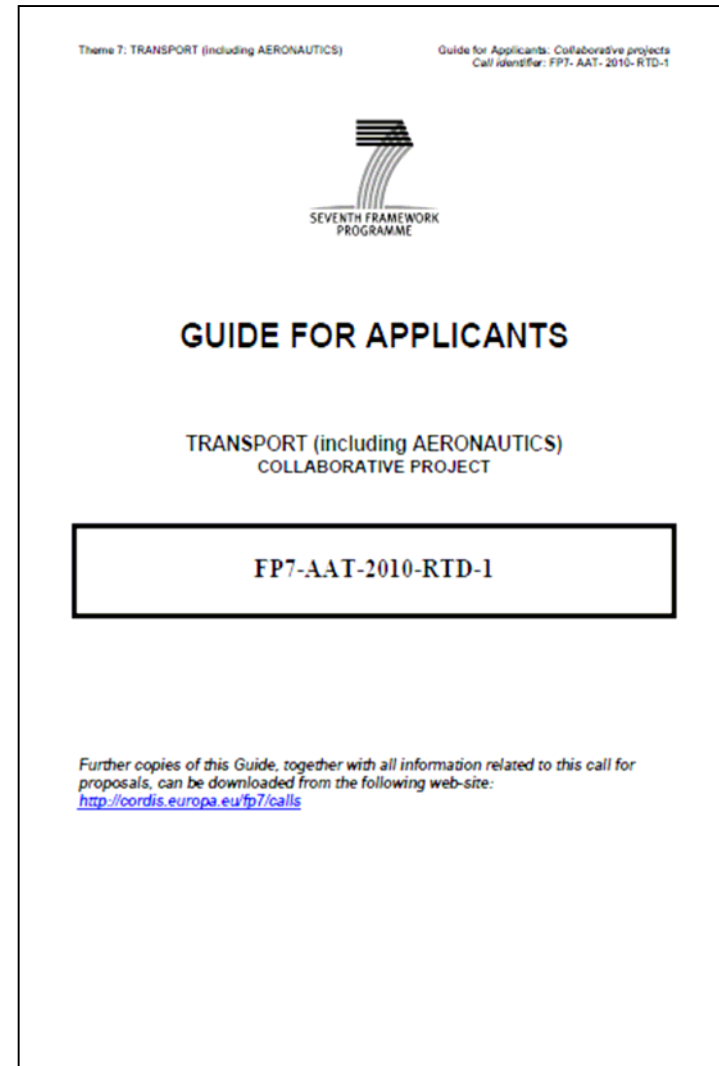
intelligentsia consultants

Proposal Writing

Preparation

- Download the FP7 Transport Work Programme and Guide for Applicants (Collaborative Project or Coordination and Support Action)

  See "Information Package" on

  http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.CooperationDetailsCallPage&call_id=251

- Read carefully the Guide for Applicants

Theme 7: TRANSPORT (including AERONAUTICS)

Guide for Applicants: Collaborative projects
Call identifier: FP7- AAT- 2010- RTD-1

SEVENTH FRAMEWORK PROGRAMME

GUIDE FOR APPLICANTS

TRANSPORT (including AERONAUTICS)
COLLABORATIVE PROJECT

FP7-AAT-2010-RTD-1

Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following web-site:
http://cordis.europa.eu/fp7/calls

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Proposal Writing

Two parts to a proposal – Part A and Part B

Part A

Part A contains the administrative information about the proposal and the participants

A1: A brief description of the project
A2: Details and characteristics of the participants
A3: Project cost details

Proposal Writing - Part A (continued)

Part A completed via a set of on-line standard forms placed in Electronic Proposal Submission System (EPSS)

Project coordinator registers on EPSS and completes A1 and A3 forms

Consortium partners must register for a Participation Identification Code (PIC). See http://cordis.europa.eu/fp7/pp-pic_en.html

Consortium partners complete A2 forms (including PIC number)

Proposal Writing - Part B

Part B contains detailed description of project and working plan.

Part B is the difficult part to prepare well!

Part B comprises of the following sections:

- Cover page
- Summary
- Section1: Scientific and/or technical quality, relevant to the topics addressed by the call
- Section2: Implementation
- Section3: Impact
- Section4: Ethical Issues

Proposal Writing - Part B

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

1.1 Concept and objectives

Explain the concept of your project. What are the main ideas that led you to propose this work?

1.2 Progress beyond the state-of-the-art

Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about.

1.3 S/T methodology and associated work plan

A detailed work plan should be presented, broken down into work packages which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results.

Maximum length 20 pages (excluding Gantt chart and Pert diagram)

Proposal Writing - Part B

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 participants

Deliverables (brief description and month of delivery)

Proposal Writing - Part B

Section 2 Implementation

2.1 Management structure and procedures

Describe the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.

2.2 Individual participants

For each participant in the proposed project, provide a brief description of the legal entity, the main tasks they have been attributed, and the previous experience relevant to those tasks.

2.3 Consortium as a whole

Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them.

2.4 Resources to be committed

Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution.

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Proposal Writing - Part B

Section 3 Impact

3.1 Expected impacts listed in the work programme

Describe how your project will contribute towards the expected impacts listed in the work programme. Mention the steps that will be needed to bring about these impacts. Explain why this contribution requires a European (rather than a national or local) approach.

3.2 Dissemination and/or exploitation of project results, and management of intellectual property

Describe the measures you propose for the dissemination and/or exploitation of project results, and how these will increase the impact of the project.

Proposal Writing - Part B

Section 4 Ethical Issues

This is a table with boxes that need to be ticked

Normally only need to tick the last box

Ethical Issues Table

	YES	Page
Informed Consent		
• Does the proposal involve children?		
• Does the proposal involve patients or persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
• Does the proposal involve Human Genetic Material?		
• Does the proposal involve Human biological samples?		
• Does the proposal involve Human data collection?		
Research on Human embryo/foetus		
• Does the proposal involve Human Embryos?		
• Does the proposal involve Human Foetal Tissue/Cells?		
• Does the proposal involve Human Embryonic Stem Cells		
Privacy		
• Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
• Does the proposal involve tracking the location or observation of people?		
Research on Animals		
• Does the proposal involve research on animals?		
• Are those animals transgenic small laboratory animals?		
• Are those animals transgenic farm animals?		
• Are those animals cloning farm animals?		
• Are those animals non-human primates?		
Research Involving Developing Countries		
• Use of local resources (genetic, animal, plant etc)		
• Impact on local community		
Dual Use		
• Research having direct military application		
• Research having the potential for terrorist abuse		
ICT Implants		
• Does the proposal involve clinical trials of ICT implants?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	X	

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Proposal Writing – Evaluation Criteria

The proposal will be evaluated against 3 evaluation criteria. The criteria have equal weighting.

• Quality:

Scientific and/or technological excellence, relevant to the topics/activities addressed by the call (Marked out of 5 / Threshold 3)

• Implementation:

Quality and efficiency of the implementation and the management (Marked out of 5 / Threshold 3)

• Impact:

The potential impact through the development, dissemination and use of project results (Marked out of 5 / Threshold 3)

Typically, minimum overall threshold is 10. But, successful proposals usually have overall mark above 12.5 / 15

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Proposal Writing – Finishing Touches

Before submitting the proposal do a quality check

- Logical objectives, structure and arguments for the project
- Clear and concise language
- Useful and understandable diagrams
- No typos, no inconsistency, no missing pages

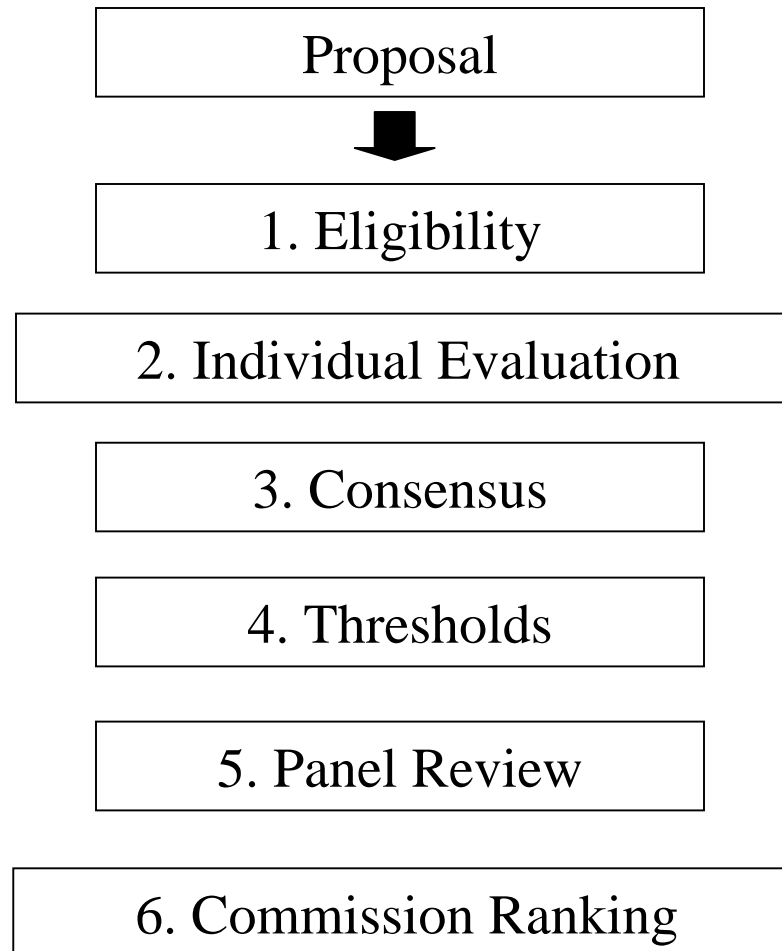If possible, get a researcher unconnected to the proposal to proof-read it

Submission

- Project coordinator submits proposal via the Electronic Proposal Submission System (EPSS)

- EPSS can be accessed via the call page on CORDIS

- Full instructions are found in the "EPSS preparation and submission guide" available from the EPSS entry page.

- It is the only way to submit a FP7 proposal
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Evaluation

Evaluation Process

Proposal

⬇

1. Eligibility

2. Individual Evaluation

3. Consensus

4. Thresholds

5. Panel Review

6. Commission Ranking

Evaluation - Eligibility Checks

- Date and time of receipt of proposal on or before deadline

- Minimum number of eligible independent partners

- Completeness of proposal

- In scope of the call`

Evaluation - Evaluation Process

- Individual Evaluation
  - awarding of individual scores;
  - first assessment of the thresholds for each criterion

- Consensus+Threshold
  - overview over the evaluation of thresholds and the dispersion of scores

- Panel Review
  - comparison consensus results; final score and comments

- Commission Ranking
  - EC decisions

Contract Negotiations

- The Commission negotiates with some or all of those whose proposals have successfully passed the evaluation stage, depending on the budget available.

- If negotiations are successfully concluded, grant agreements providing for an EU financial contribution are established with the participants.

A Final Word …

- Preparing a proposal is a complicated process

- Seek the advice and support of people with experience

E.g. Ukrainian people/organisations involved in FP6/7 projects:

Igor Rybalchenko – Kharkiv Aviation Institution (FP6 ALCAS, SENARIO)
Nail Bagautdinov – Ivchenko Progress (FP6 CESAR)
Sergey Yershov – Podgorny Institute of Mechanical Engineering
                       Problems NASU (FP6 UFAST)
Sergey Kutovoy – Yuzhnoye (FP6 MULFUN)
Oleksandr Zaporozhets – National Aviation University (FP6 X3-NOISE)

Thank you for your attention.

Good luck with your proposal submissions!

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