EUROPROJECT BULGARIA

How to proceed to submit

Emilia Zakova

6 Dec. 2006

www.europroject.bg

What kind of information we need to start work?

For every Call, EC publish an information package, which consist the needed documents for preparation of the proposal:

1. Publication of the Call;
2. The Work Programme for the exact thematic priority;
3. Basic information for the programme;
4. Guidelines for proposals;
5. Application forms and framework of the Contracts;
6. Evaluation criteria;
7. Financial rules.

Methodology

4 steps

1. **Write a 1st project description**

2. **Study the State of art**

3. **Build the consortium**

4. **Write the proposal**

1. OBJECTIVE
✓ **Which new product /service** will be delivered at the end ? (= technical objectives) → **NEW IDEA!**

2. NEED and INNOVATION
✓ **Why there is a need for the new product / service ?**
✓ **What is the state of the art, why the new product / service represents a progress = INNOVATION**

STEP 1: Project description

3. **IMPACT**
   What will be the impact? (Who will benefit from the new service/product, How)

4. **CONTENT**
   Where do you stand now and what are the R&D activities needed to reach the objective ?

5. **CONSORTIUM**
   Which competencies are needed? (define profiles)

STEP 2: State of art

State of the art

➤ **Internal know-how**

➤ **What is available on the market?**

➤ **Which projects have already been financed
Search on www.cordis.lu**

➤ **Is there another consortium preparing a proposal?**

STEP 3: Build the consortium

Sources to find partners

➢ Organisations that participated in projects (www.cordis.lu)

➢ Running SSA

➢ National Contact Points (NCP) - www.cordis.lu/ist/ncps.htm

➢ Partner search facilities – CORDIS (http://www.partners-service.cordis.lu), IRC (http://irc.cordis.lu),
IDEAL IST (http://www.ideal-ist.net),
European IST (http://www.european-ist.net),

➢ Commission contact person for each topic

➢ Ask for consultancy help

STEP 3: Build the consortium

First contact:

To see if the organisation is motivated and collect information about their expertise

Send a template to be completed

If interested:

Send the project description already prepared!
Involve the partner in the proposal elaboration!

Basic rule …

Follow strictly the guide for proposals
+ the guidance note for evaluator

The work plan

CONTENT:

A) **Implementation plan introduction** - explaining the structure of this plan and the overall methodology used to achieve the objectives

B) **Work planning** - showing the timing of the different WPs and their components (Gantt chart or similar)

C) **Graphical presentation of the components** - showing their interdependencies (Pert diagram or similar)

D) **Work description (Workpackages)**
- ✓ **Workpackage list**
- ✓ **Deliverables list**
- ✓ **Description of each workpackage**

template

The work plan

WORK PLAN =

➢ **Description of the activities necessary to achieve the objectives**

➢ **Description of the links between the activities (WP)**

➢ **Description of the time- schedule for each task**

Activities are divided in TASKS

Several tasks form a WORK PACKAGE (WP)

To build an efficient work plan, you need some skills in PROJECT MANAGEMENT!

You can learn from books (Example: The Critical Chain)

The work plan: Example

For the development of a software, usual steps are:

1. Analysis of user needs
2. System requirement
3. Software requirements

WP1

WP2

4. System architectural design
5. Development of system components (soft)

WP3

6. Integration and preliminary tests
7. Validation tests

The work plan

The work plan of FP projects will in most cases contain 3 similar work packages:

➢ WP: User needs / Methodologies / Specifications

➢ WP: Dissemination / Exploitation

➢ WP: Project management

Other work package can be organised by:

➢ Theme / topic

➢ Time

The work plan

WP 1 :   Analysis of user requirements, general specifications
5 months

WP 2 :
System Architectur al Design
3 months

WP 3:
Development of the system components

8 months

WP 7 :
Management

24 months

WP 4 :   Integration and test
5   months

WP 8 :   Validation Test
5 months

WP 6 :   Dissemination of the results
18 months

Nº	Nom de la tâche	Tri 1, 2003	Tri 2, 2003	Tri 3, 2003	Tri 4, 2003	Tri 1, 2004	Tri 2, 2004	Tri 3, 2004	Tri 4, 2004
		Jan Fév Mar	Avr Mai Jui	Jul Aoû Sep	Oct Nov Déc	Jan Fév Mar	Avr Mai Jui	Jul Aoû Sep	Oct Nov Déc
1	**WP 1 Analysis of user needs and specifications**								
2	Task 1-1 – Analysis of the user needs								
3	Task 1-2 – System requirements								
4	Task 1-3 Software requirements		All						
5	Milestone 1		Milestone 1						
6	**WP 2 System architectural design**								
7	Task 2.1 Identification of the type of origin of the gene			All					
8	Milestone 2			Milestone 2					
9	Task 2.2 Normalisation and storing of the data								
10	Task 2.3 Definition of the services exploiting the data								
11	Task 2.4 Definition of the housing platform								
12	**WP 3 Development of system component**								
13	Task-3-1 Development of the module 1								
14	Task 3-2 Development of module 2								
15	Task 3-3 Development of module 3								
16	Task 3-4 Development of module 4								
17	Milestone 4					Milestone 4			
18	**WP 4 Integration on the server and test**								
19	Task 4-1 – Integration on the server								
20	Milestone 5						Milestone 5		
21	Task 4-2 – Partial test						All		
22	Milestone 6						Milestone 6		
23	Task 4-3 Adjustment, modification of the system						All		
24	**WP 5 Validation test**								
25	Task 5-1 – Specification of the validation test								
26	Task 5-2 Validation test							All	
27	Milestone 7								27/09
28	Task 5-3 Adjustment, modification of the system								All
29	**WP 6 Dissemination, marketing strategy**								
30	Task 6-1 – Diffusion of the result of the project								
31	Task 6-2 – Definition o the marketing strategy								
32	**WP 7 Co-ordination**								
33	Task 7-1 – Coordination								

The budget is derived from the WORK PLAN

When you have identified the tasks, you can estimate the resources needed.

Main eligible costs category =

➢ **Personnel costs**

➢ **Durable equipment**

➢ **Consumables**

➢ **Travel**

➢ **Other costs**

PERSONNEL COSTS

➢ **The main cost category**

➢ **To estimate precisely the personnel costs you have to:**

- Identify the persons who will be involved in the project

- Know the hourly rate (euro/hour) or monthly rate (euro/month) of these persons

- Estimate the time spent by each person (per task and then in total)

Personnel cost for Y = nb of hours spent by Y x cost for the organisation when Y works 1 hour

THE OTHER ELIGIBLE COSTS

Durable equipment:

Cost of the equipment x % utilisation for the project x depreciation

Consumables

Travel

Other costs

Overheads (indirect costs)

Eligible costs: Without VAT

The financial aspects: EC contribution

HOW IS IT CALCULATED?

➤ **Research and technological development activities, max 50% of the total eligible costs.**

➤ **For public bodies, secondary and higher education establishments, research organisations and SMEs, max 75% of the total eligible costs.**

➤ **Basic research actions reimbursed at 100% for all entities.**

➤ **All other activities (e.g. training, coordination and support actions) reimbursed up to 100% for all entities.**

➢ Overview of the process

➢ EPSS system

➢ Evaluation

➢ Negotiations with the EC

Overview of the process

CALL for proposal

↓

Writing of the proposal

↓

Submission on EPSS

↓

Acknowledgement of receipt

↓

Evaluation by E.C.

↓

Not passed ← Evaluation Summary Report (ESR) → **Accepted**

↓

Negotiations with E.C.

↓

Signature of the Contract

Summary

➢ Overview of the process

➢ EPSS system

➢ Evaluation

➢ Negotiations with the EC

The EPSS System

Electronic Proposal Submission System

➢ Tested and used in FP6, will be used again in FP7
➢ Accessible via Internet on https://www.epss-fp6.org (old URL)
➢ **Must be used** to submit the proposal you wrote.

How it works

➢ The coordinator creates an account for the proposal
➢ The proposal must be uploaded in PDF format
➢ Some administrative forms must be filled online («A forms»)

Tips for submission on EPSS

Be on time!
Deadline and hour are indicated in the Call text

3. Call Information

IST Call 6

1) **Specific programme**: Integrating and Strengthening the European Research Area

2) **Thematic priority/domain**: Information Society Technologies (IST)

3) **Call title**: IST Call 6

4) **Call identifier**: FP6-2005-IST-6

5) **Date of publication**[7]: 20/12/2005

6) **Closure date(s)**[8]: 25/04/2006 at 17.00 (Brussels local time)

7) **Total indicative budget**: 140 million € of which

- 37 million € for Objective 2.6.1
- 40 million € for Objective 2.6.2
- 30 million € for Objective 2.6.3
- 3 million € for Objective 2.6.4
  - € for Objective 2.6.5

Tips for submission on EPSS

Be on time!
Deadline and hour are indicated in the Call text

After 17h00, you can not submit any longer

➢ Ask your partners «A form» information early enough

➢ Beware of the formatting after conversion into PDF

➢ Submit a first draft version a few days before the deadline

➢ Upload new versions regularly: Only the latest version is kept

After submission

➢ You receive instantly an email from EPSS

«You have submitted a proposal to the Electronic Proposal Submission System. Your proposal is now stored on the EPSS system with number 045608 for subsequent evaluation by the Commission.»

Document Adobe Acrobat

➢ You receive a few days later an email with a Acknowledge of Receipt (AoR)

If you don't receive the AoR within 1 week contact EC immediately!

- Overview of the process

- EPSS system

- Evaluation

- Negotiations with the EC

The evaluation

Your proposal will be evaluated only if:

- ✓ Proposal submitted before the deadline

- ✓ Proposal submitted through EPSS

- ✓ Consortium eligible («A» forms)

Then the evaluation is:

- ✓ Individual: 3 to 5 experts review separately the proposal

- ✓ Consensual: notation following defined criteria, final mark and comments

- ✓ Also, for IP and NoE only: oral presentation to the EC (with prepared questions)

The evaluation

Criteria	Threshold (minimum mark)
Relevance	3/5
Potential Impact	3/5
Scientific et technical Excellence	4/5
Quality of the consortium	3/5
Quality of the management	3/5
Mobilisation of the resources	3/5
Overall	21/30

The Experts deliver an Evaluation Summary Report (ESR)

Document Adobe Acrobat

It contains all technical and financial comments, which can be:

Technical Part
Accepted without conditions
Rewriting of some activities
Extension of activities
Removal of activities

Financial Part
Accepted without conditions
Budget unclear : justification needed
Budget cut

➢ Overview of the process

➢ EPSS system

➢ Evaluation

➢ Negotiations with the EC

The negotiations

Detailed procedure:

1. EC send an invitation to negotiate
2. The Coordinator send to the EC:
   - ↪ Draft Contract Preparatory Forms (CPF)
   - ↪ Draft Annex 1 – Description of Work
   - ↪ Audited accounts for the last 3 years for private companies
   - ↪ Legal status documents for private companies

3. Negotiation meeting in Brussels
4. The Coordinator sends to the EC:
   - ↪ Final signed CPF and Annex 1
5. Signature of the Contract between the Coordinator and the EC

Preparing negotiation meeting

Between ESR and Negotiation meeting (~1 month)

➢ Prepare an answer to **all** comments with your partners.

➢ For the easiest comments, start to rewrite the Work Programme

➢ In case of extension of activities:

  ✓ Evaluate feasibility and over-costs (EC funding can not increase)

  ✓ Think about some compromises (like reducing other activities)

➢ Prepare a slide show and invite partners to the meeting

Negotiations with the EC …

Preserve your interests…

… while answering EC needs

Be careful when re-writing the proposal into the Annex I

Annex I is the KEY document during the project.

✓ Don't promise what you can't achieve

✓ Give you some space: Try to reduce the number of deliverables, the number of reports

… and negotiations with the partners

You'll need to modify what was agreed at the time of the writing

➢ 3 to 10 months between first writing and Negociation

➢ You might encounter that:

  ✓ Some R&D has already been done and has to be taken out

  ✓ Some partners have changed their strategy

  ✓ Some partners have financial difficulties and can't join the project

➢ Be open: Every partner should express its opinion on the changes

➢ Don't let the «big» take over the «small» ones

Finalising negotiations

➢ Each modification of the project will be reviewed by the EC

➢ Sometimes, a second meeting is necessary.

➢ Re-writing the technical part can take a lot of time, from each partner : make sure you have enough time to meet the deadlines of the EC

➢ Once validated, there will be no more major changes to the project.

➢ However, you'll be able to ask for amendment to the Project Officer following your project

The European Commission publishes Guidance Notes

➢ The guidances notes for FP7 are not published yet.

➢ For FP6, these guides contained :

✓ the methodology to modify the proposal into a technical annex

✓ the templates of all documents

✓ the list of all administrative documents

Follow carefully these Guidance Notes or the negociation can fail !

http://www.cordis.lu ↳ **Find a doc**