



# Consortium creation

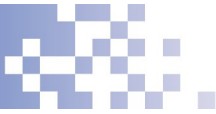


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ARC Fund

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## Documents to start

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

1. Call Fiche;
2. Work Programme -General introduction;
3. Work Programme -General annexes;
4. FP7 factsheets;
5. Guide for Applicants (CP, CSA, NoE);
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 Step: Project description

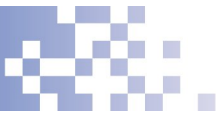
## 1. OBJECTIVE

- ✓ 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**





# 1 Step: 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)

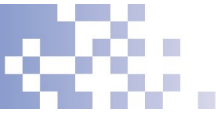




## 2 Step: State of art

### State of the art

- Internal know-how
- What is available on the market?
- Which projects have already been financed  
Search on <http://cordis.europa.eu/fp7/>  
or <http://cordis.europa.eu/fp6/>
- Is there another consortium preparing a proposal?

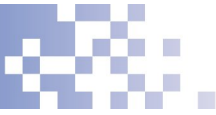


## 3 Step: Build the consortium

### Sources to find partners

- Organisations that participated in projects ([www.cordis.lu](http://www.cordis.lu))
- Running SSA
- National Contact Points (NCP)
- 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>)
- EC contact person for each topic





## 3 Step: Build the consortium

**First contact:**

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



**Send a template to be completed**

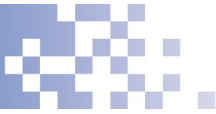
**If interested:**

**Send the project description already prepared!**

**Involve the partner in the proposal elaboration!**







## 4 Step: Write the proposal

### 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



TransSMEs



SEVENTH FRAMEWORK  
PROGRAMME



# 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

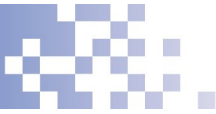
WP1

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

WP2

6. Integration and preliminary tests
7. Validation tests

WP3



# The Work plan

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

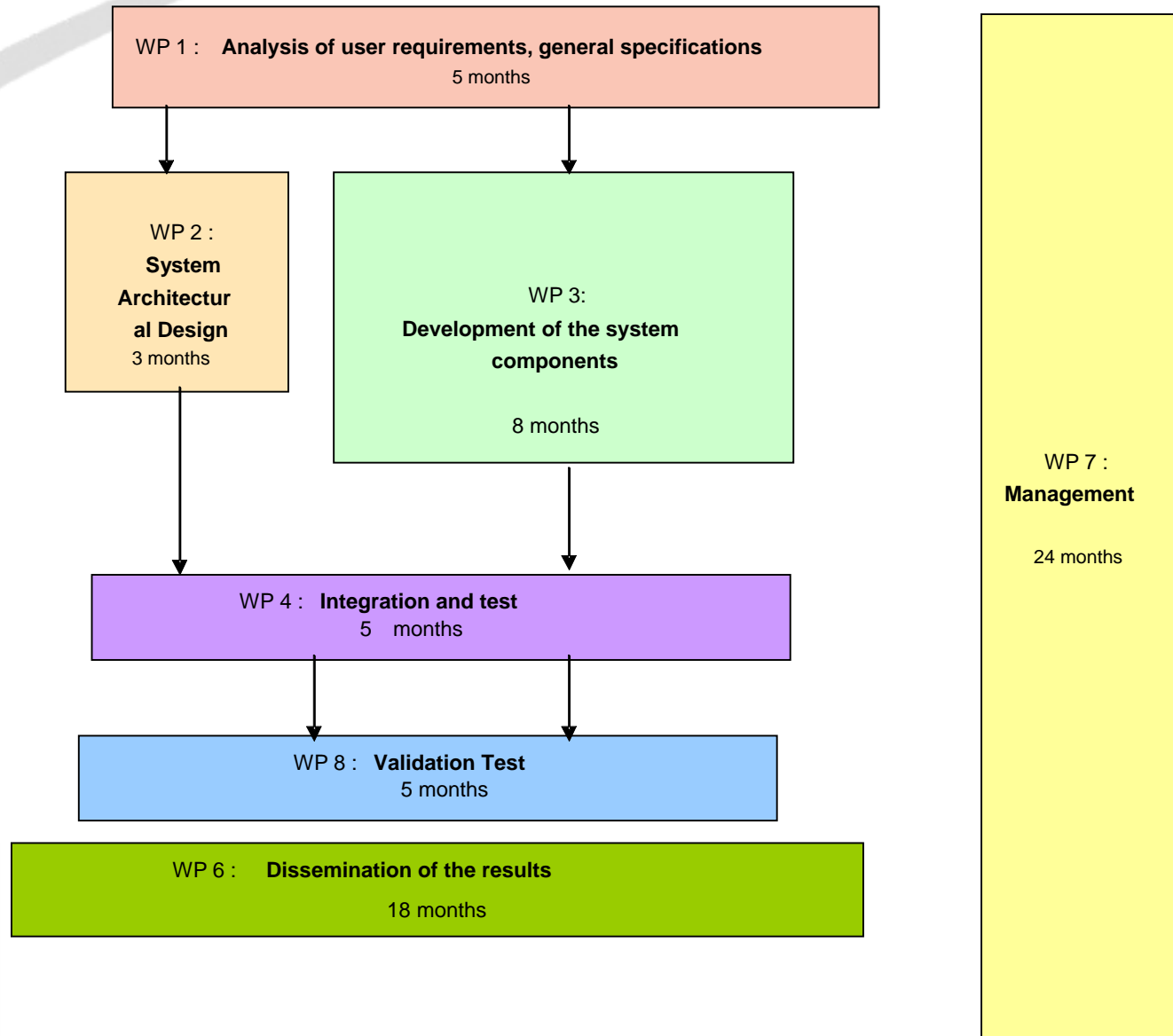
- WP: User needs / Methodologies / Specifications
- WP: Dissemination / Exploitation
- WP: Project management

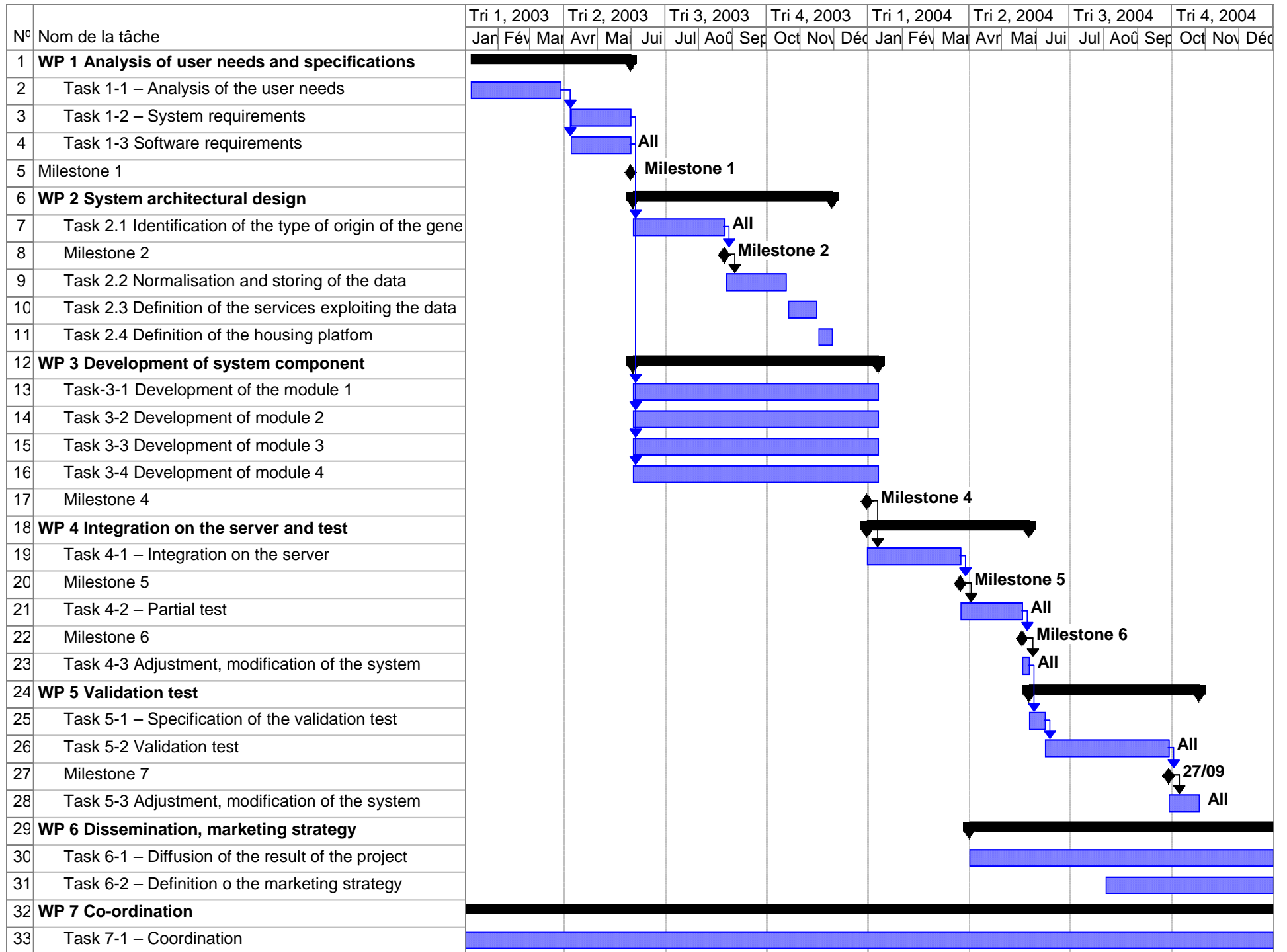
**Other work package can be organised by:**

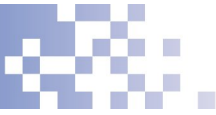
- Theme / topic
- Time



# The Work plan







# The financial aspects/ The budget

**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







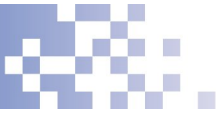
# The financial aspects/ The budget

## 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 financial aspects/ The budget

## THE OTHER ELIGIBLE COSTS

### Durable equipment:

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

### Consumables

### Travel

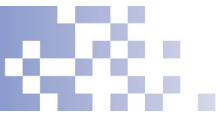
### Other costs

### Overheads (indirect costs)

**Eligible costs: Without VAT**



ARC FUND



Thank you for your attention!

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