Project structure and application forms

Moldova – Research Horizon

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Ask yourself these questions:

- What are the main objectives(objectives must be measurable)?

- Does it fit the topic described in the call?

- How is it unique? What has been done? Check web for already similar funded proposals

- Whose problem does this solve?

- Why does it have to be your consortium working on this? Why can't others do it?

- European dimension (think what interests Europe, not what interests you)!

Partners:

- Choose partners motivated and committed to deliver
- Build a credible well balanced consortium
- Consider the geographical spread, expertise, type
- Check the reputation and resources of your partners
- Consider the language barrier and cultural differences!
- Choose partners you would like to work with for years
- Develop mutual trust!

Setting up your proposal team:

Your team will operate on three different levels:

- the core team for administration, writing, and editing

- the work package leaders

- the other participants.

Consortium:

- Prepare a proposal abstract (1 page maximum) . Don't need and should not be extensive. Don't disclose critical information.

- Design your consortium in line with project objectives.

- If applicable, Choose an enthusiastic experienced co-ordinator, who has appropriate time and resources available!
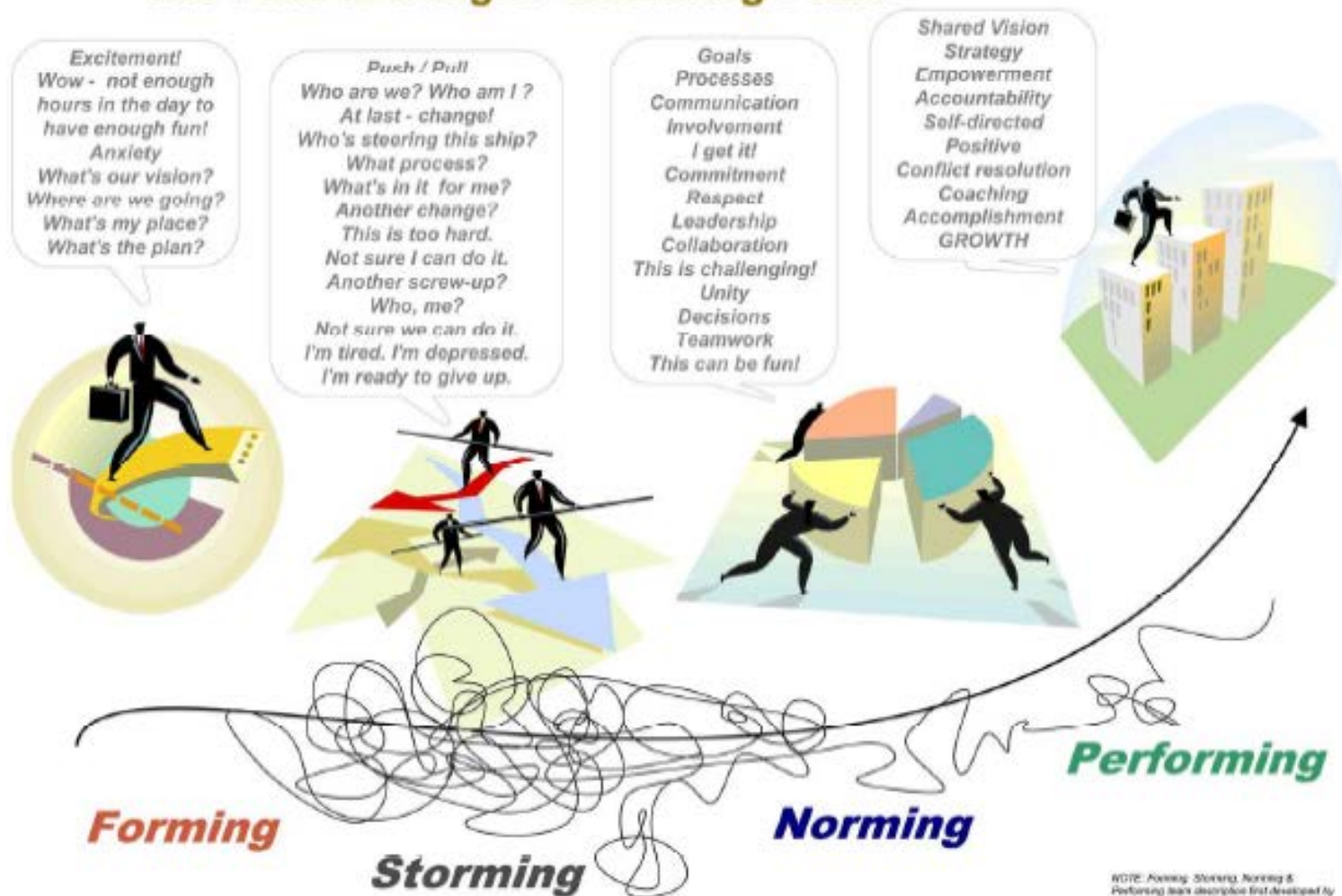
Roles

- Coordinator:
  - Monitors the work according to the work plan
  - Monitors the quality of project deliverables
  - Monitors use of budget
  - Reports to the European Commission
- Partner:
  - Is responsible for their foreseen task
  - Reports to the Coordinator and/or WP leader

Proposal writer

Many people and partners will be involved in the proposal writing and will contribute with material but only one should have the overall responsibility and:

- check proposal conformity and consistency

- make necessary adjustments

- submit the proposal

Proposal:

- A-forms
  - A1: Summary
  - A2.1: All partners details
  - A3.1: Budgets from all partners
  - A3.2: Total project budget automatically generated
- Part B
  - Cover page
  - Table of Contents
  - Chapter 1. Scientific and/or technical quality
  - Chapter 2. Implementation
  - Chapter 3. Impact
  - Chapter 4. Ethical Issues
  - Chapter 5. Consideration of gender aspects

Overview of proposal sections:

- Science and technology
  – concepts and objectives
  – progress beyond the state of the art
  – S/T methodology and associated work plan
- Implementation
  – Management structure and procedures
  – individual participants
  – Consortium as whole
  – Resources to be committed
- Impact
  – expected impacts listed in the work programme
  – dissemination and/or exploitation of project results, and management of intellectual property
- Ethical
  – any ethical issues or topics the project touches on

Project objectives:

Project objectives need to be set out clearly and be measurable. To achieve this, objectives need to:

- be specific

- include qualitative and quantitative measurements

- be agreed and understood by all partners

- be time-bound.

Work plan

- Your project structure comes from your objectives.

- Consider the normal project cycle – initiation, delivery, closure

- Ensure your work packages deliver one or two objectives at the most.

- Clearly say how each work package works to deliver your objectives

- Clearly show how they are dependant

Work plan (2):

- Your Gantt chart – resist the urge to make many tasks and work packages in parallel.

- Milestones – are key points in the project that need to be completed to continue

- Deliverables – no more that 2, maximum three per work package

Planning: Gantt
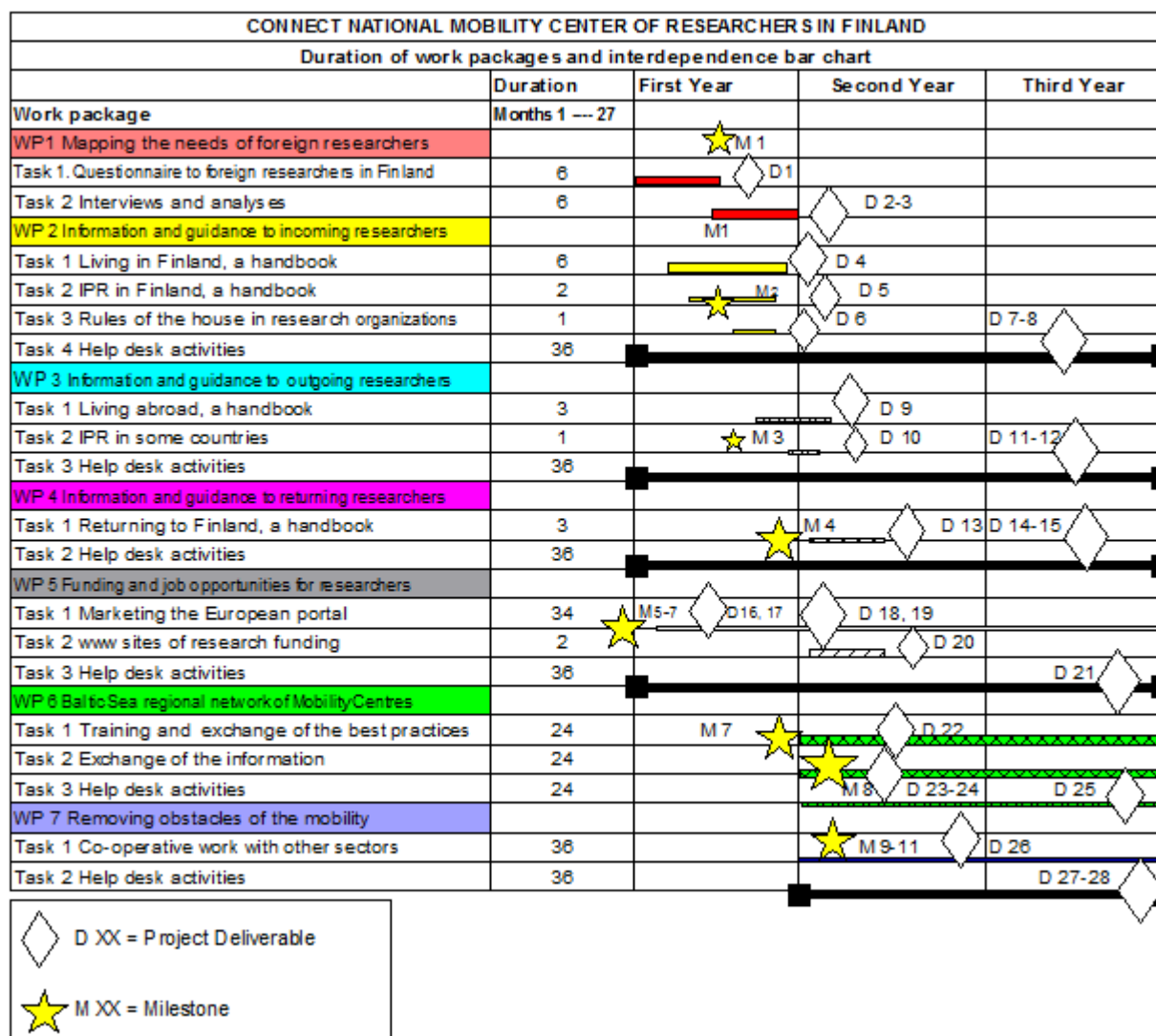
ORIGINAL MEETING SCHEDULE	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
	okt.07	nov.07	dets.07	jaan.08	veebr.08	märts.08	apr.08	mai.08	juuni.08	juuli.08
Kick-off meeting		X								
Networking meetings **x4**		X		X			X		X	
ICPC Events x3			X				X			X
Networking event ESOF									X	
BE Call 2012					X					
BE Call 2013										X
"Lobbying" travel				X						
Training 1		X								
Training 2							X			
Training 3										X
Bilaterals x15	X			o	o	o		o		
SiS Promotion @ ESOF									X	
Final Event !!										X
PMB meetings + AB		X							X	
Note:		Paris							Dublin ESOF	Egypt

Implementation:

- Management structure and procedures
- individual participants
- Consortium as a whole
- Resources to be committed.

Remember it is easy to lose marks in this section!

Deliverables:

- Reports: contractual, policy statements, guidelines, handbooks, draft standards,
- procedures, R&D strategy, etc.
- Prototypes: Technical Prototypes, Commercial Prototypes
- Data: Statistics, Data in databases, Trends, Indicators, etc.
- Software: Algorithm, code, database, integrated system, etc.
- IPR: Patent, copyright, trademark, registered design, etc.
- Educational: Lecture material, course material, CD, etc.
- Meetings: Workshop, seminar, conference, etc.
- Media: Website, Video, CD, etc.
- Publications: Scientific Journal, Newsletter, proceedings, etc.

The PERT Chart

- The division of the work must be logical.
- It must demonstrate that the focus of the management is on the prompt and proper accomplishment of the work packages and deliverables.
- It is good idea to have one work package for Coordination and Management
- It is also usual to have a separate workpackage for the project management
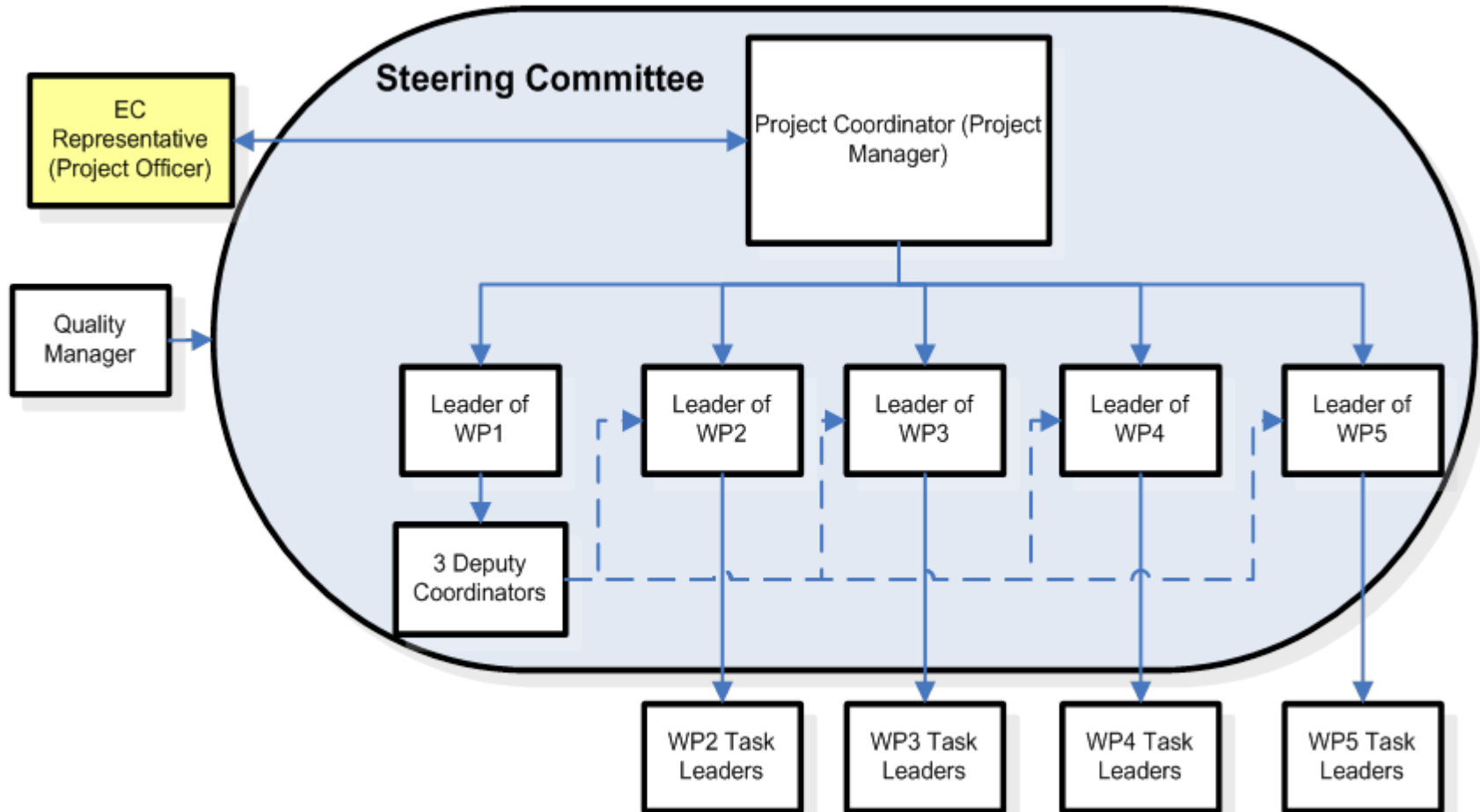
PERT
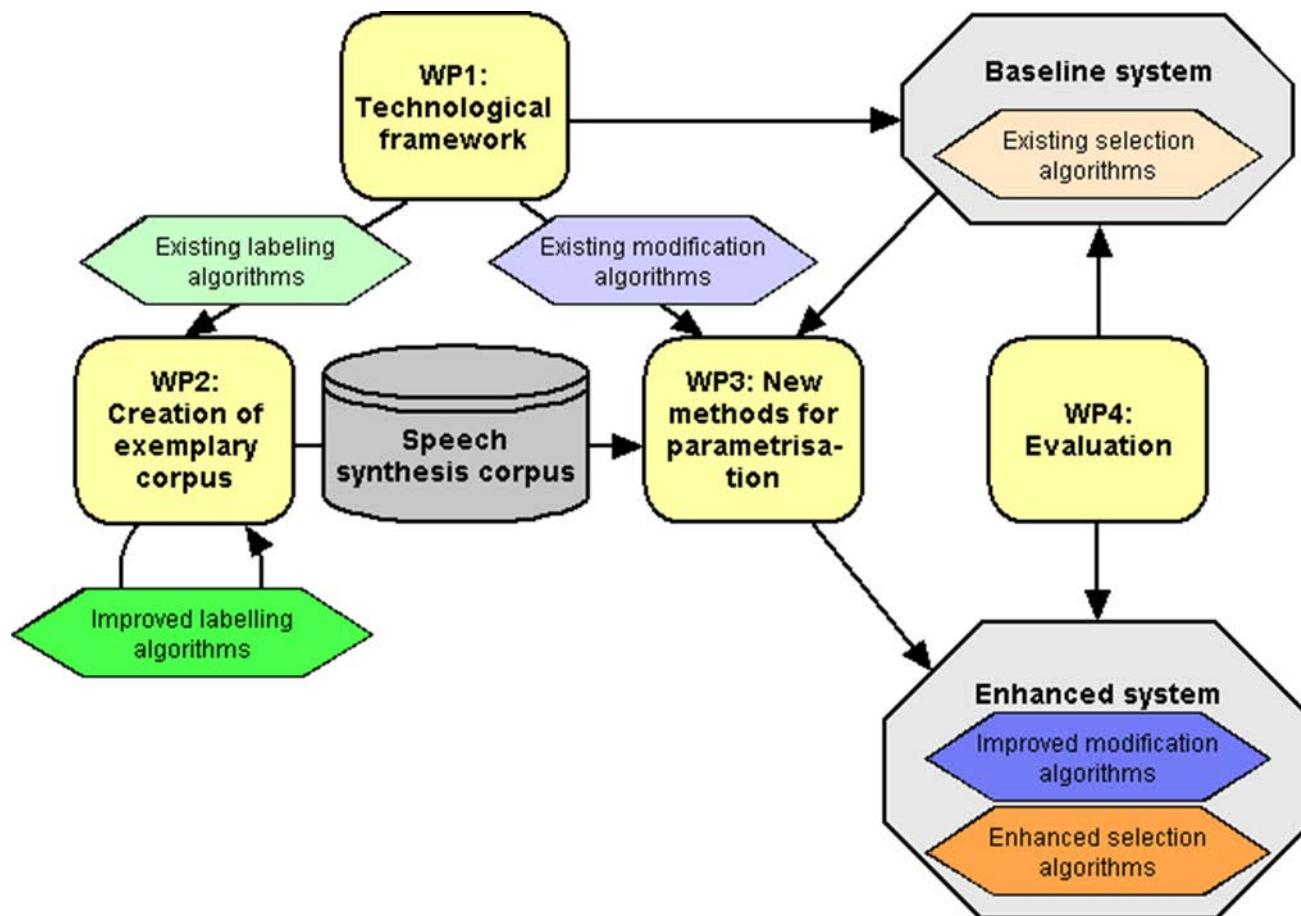
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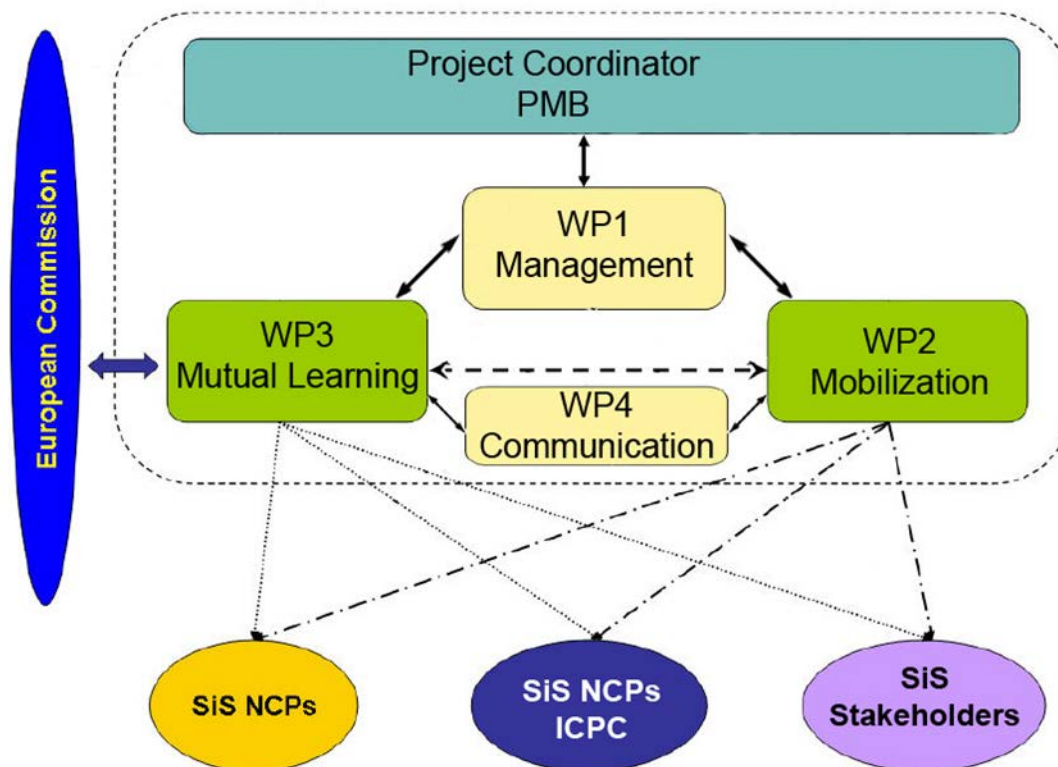
Look out:

- Do not include all the partners in all the work-packages. This is sign of poor planning and organisation.

- Do not involve a partner in all the work packages. Every partner has specific competencies and should be involved in specific tasks.

- Every partner in the project should have specific responsibilities for justifying their role in the proposal.

Management:

- What management groups do you think you will need?

- How will you resolve conflict and change?

- How will you make decisions?

- How do you approach quality checking?

- How do you keep on track?

Decision making

Impact:

- Expected impacts listed in the work programme

- Dissemination and exploitation of project results, and management of intellectual property

Budget:

- Salary costs
- Overhead
- Travel
- Subcontracting
- Equipment
- Funding requested
- Audit costs

Building the budget:

- A budget also has to look balanced
- Coordinator usually has the largest amount of manmonths
- Then work package leaders
- Then participants
- Avoid small manmonths

The major credibility killers:

- non-compliance
- Poor spelling
- incorrect grammar and punctuation
- cluttered, unattractive layout
- long-winded sentences and complex language
- Too much information a data dump
- the wrong tone
- lack of connection with the client.

Keep in mind:

- When you write, pay careful attention to your choice of language and to the sentences and paragraphs that you use. Keep it clear and simple without loosing quality

- Build your paragraphs around a central idea

- Write short straightforward sentences

- Use appropriate words

Keep in mind (2):

- an interesting project summary
- convincing technical background and state of the art
- clear objectives, methods, results and deliverables
- well designed work plan
- appropriate management structures & procedures
- implementation & exploitation of results, users!
- realistic costs that lie within the budget of the Call
- convincing consortium (roles, qualifications)

Choose the better sentence:

Example 1

A large portion of this funding is expected to be accessed by the school shortly to facilitate the development of a school hall.

Example 2

The school will probably use most of this funding to build a hall.

Think about evaluators:

- The more information the evaluator has to wade through, the more difficult the evaluator finds it to follow the meaning, or to extract the relevant information.

- Terminology - projects are on specialist topics and will often use technical language or jargon.

- Technical language is sometimes necessary. However, technical language presents a barrier to a reader who is not familiar with the topic.

- Jargon tends to creep into proposals, particularly when written among a small circle of familiar readers.

- evaluators are from industry, universities, non-university research organisations, others (diverse profiles)
- first, 3 to 6 evaluators evaluate each proposal individually, then they prepare a summary report,
- the evaluators are in seclusion for several days under "spartan" conditions ...
- they have to evaluate 3-5 proposals per day
- the evaluators may not be the ultimate experts in the field of your proposal ...

Evaluation:

Evaluation criteria applicable to Collaborative project proposals		
S/T QUALITY "Scientific and/or technological excellence (relevant to the topics addressed by the call)"	**IMPLEMENTATION** "Quality and efficiency of the implementation and the management"	**IMPACT** "Potential impact through the development, dissemination and use of project results"
• **Soundness of concept, and quality of objectives** • **Progress beyond the state-of-the-art** • Quality and effectiveness of the S/T methodology and associated work plan	• Appropriateness of the management structure and procedures • Quality and relevant experience of the individual participants • Quality of the consortium as a whole (including complementarity, balance) • Appropriateness of the allocation and justification of the resources to be committed (staff, equipment …)	• **Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under the relevant topic/activity** • Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.

Remeber:

- Think in European dimension
- Keep it clear and logical
- Do not try to overachive
- Find good partners
- Learn form experience of others