



Eesti Teadusagentuur
Estonian Research Council

How to write a successful proposal

Mari Habicht



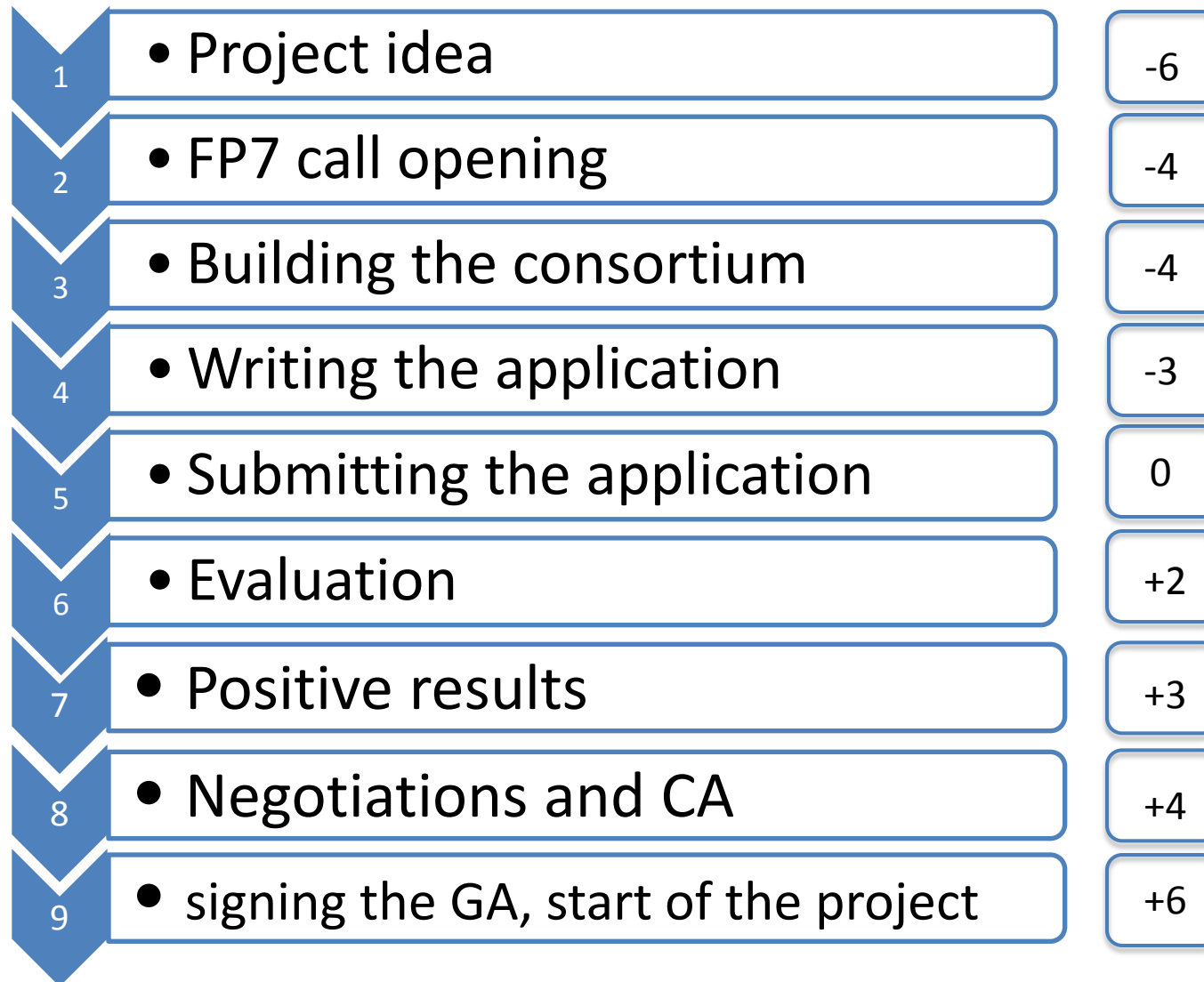
ESTONIAN
DEVELOPMENT
COOPERATION

Summer School in Moldova

October 8, 2013

- **Project idea**
- **Work programme**
- **Call text**
- **Funding schemes**
- **Special conditions**
- **Interests, needs, possibilities**

9 steps from idea to project





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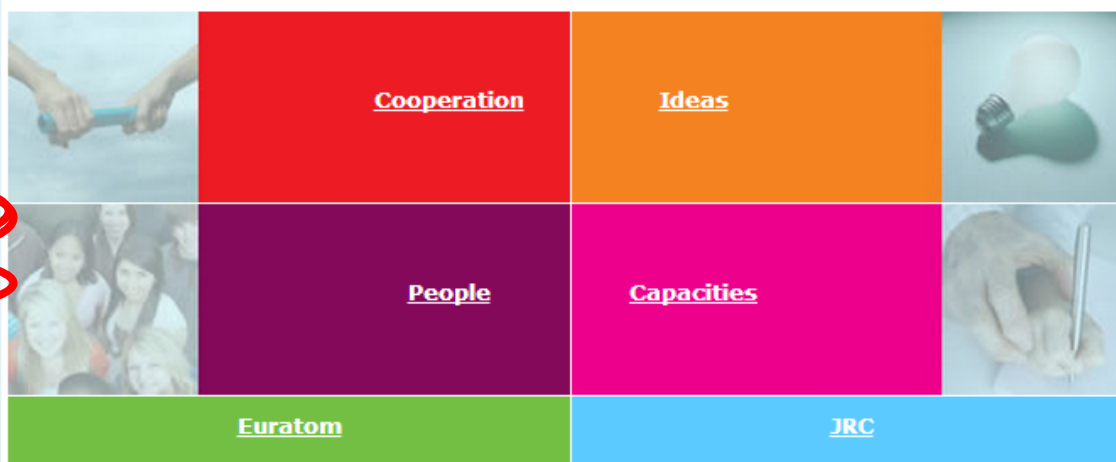
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- [Energy](#) / 4 open calls
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- [Socio-economic sciences and Humanities](#) / 3 open calls

[Food, Agriculture and Fisheries, and Biotechnology](#) ([back to top](#))

Call for proposals

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FP7-KBBE-2013-7-single-stage	KBBE-2013	2012-07-10	2013-02-05
FP7-OCEAN-2013	The Ocean of Tomorrow 2013	2012-07-10	2013-02-07
FP7-ERANET-2013-RTD	ERA-NET Call 2013	2012-07-10	2013-02-28

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Maria HABICHT

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- [Joint Technology Initiatives \(Annex IV-SP1\)](#) 2 open calls

Food, Agriculture and Fisheries, and Biotechnology ([back to top](#))

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Call Identifier	Call Title	Publication Date	Deadline				
FP7-KBBE-2013-FEEDTRIALS	FEEDTRIALS KBBE 2013	2013-06-28	2013-10-01				
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Call for proposals

Energy ([back to top](#))

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FP7-ENERGY-2013-IRP	Energy Call - Integrated Research Programmes	2012-07-10	2013-01-08
FP7-ENERGY-2013-2	Energy Call part 2	2012-07-10	2013-01-24
FP7-OCEAN-2013	The Ocean of Tomorrow 2013	2012-07-10	2013-02-07
FP7-ERANET-2013-RTD	ERA-NET Call 2013	2012-07-10	2013-02-28

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III. IMPLEMENTATION OF CALLS

For description of the topics of the calls, please refer to section II 'Content of calls'.

|

III.1. FP7-ENERGY-2013-1

Call title: Energy Call Part 1

- **Call identifier:** FP7-ENERGY-2013-1

Date of publication: 10 July 2012¹⁶

- **Deadline:** 28 November 2012 at 17.00.00, (Brussels local time)¹⁷
- **Indicative budget**¹⁸: EUR 107.5 million from the 2013 budget¹⁹, of which
 - EUR 105.5 million from Theme 5 – Energy
 - EUR 2 million from Theme 2 – Food, Agriculture and Fisheries, and Biotechnology (FAFB)²⁰

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Participant Portal External User Group 12/11/2012

- [Web-streaming and Web forum](#) (details)

Participant Portal V3.3.1 (07/2012)

- Area dedicated to experts (evaluators of research proposals, reviewers of projects etc.)

Participant Portal V3.3 (06/2012)

- Area dedicated to experts
- Registration of multiple organisations on behalf of others
- Print, export and copy functions
- New action buttons in My Organisations and My Project tabs
- Improved My Roles and FP7 Calls tabs

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Information Package Key documents required for the preparation of your proposal

In order to receive a complete Information Package for this call, you will need to select the following elements:


1. The call fiche (only available in .pdf format)
2. The work programme (.pdf format)
3. FP7 factsheets in your preferred language - an overview of the basic features of this programme (.pdf format)
4. The Guides for Applicants relevant to the funding schemes used in this call (.pdf format)

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[Cooperation Work Programme 2013 - General Introduction](#) 

English

[Work Programme 2013 - Energy](#) 


English

[Call Fiche FP7-ENERGY-2013-2](#) 


English

[Guide for Applicants \(Common part\) - Collaborative projects \(CP\)](#) 

English

[Guide for Applicants \(Specific part\) - Collaborative projects \(CP\)](#) 


English

[Guide for Applicants \(Common part\) - Supporting actions \(CSASA\)](#) 

English

[Guide for Applicants \(Specific part\) - Supporting actions \(CSASA\)](#) 

English

[FP7 Factsheets](#) 


English




Additional Documents Useful documents on the call and on FP7 in general

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[Technology Benchmarking for Biofuels Table 1&2](#) 

English

[European Parliament and the Council decision of 18 December 2006 concerning the FP7 EC \(2007-2013\)](#) 


English



[Council decision concerning Cooperation Specific Programme](#) 


English



[Regulation laying down the rules for the participation to FP7 EC \(2007-2013\)](#) 

English




[Rules for submission of proposals and the related evaluation, selection and award procedures \(the specific arrangements for each call are described in the relevant Guide for Applicants\)](#) 

English



All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.

All documents as a zip file  (EN only)

Topic ENERGY.2013.7.3.1: Planning rules for linking electric vehicles (EV) to distributed energy resources

Open in call: FP7-SMARTCITIES-2013

Contents/scope: The aim is to develop network planning rules and tools to enable electric vehicles in a large scale roll out and to maximise their potential for linking with and balancing of distributed energy resources. The project should provide methods to deal with specific infrastructure characteristics, and local load and congestion issues. Furthermore, it should propose cost effective solutions and investment strategies. The work should take due account of the particular load characteristics and the level of intelligence for a broad range of charging scenarios for electric vehicles. The project should relate to network planning activities from a representative set of distribution networks in Europe and include competence on Low Voltage / Medium Voltage grid simulation and support from automotive manufacturers.

Funding scheme: Collaborative Project

Expected Impact: The project should improve the distribution networks hosting capacity of EV and Distributed Energy Resources (DER). It should enable Distribution System Operators (DSOs) in Europe to do more efficient and more cost effective network planning. Furthermore the project should enable intelligent charging of a variety of EV and promote harmonised conditions in the roll out of charging infrastructure. The project should contribute to the monitoring and knowledge sharing schemes of the SET Plan European Electricity Grid Initiative. Furthermore the project is expected to establish cooperation and to coordinate with relevant projects under NMP, Environment, ICT and Transport to jointly support the EGCI PPP.

Additional information: Up to one project may be funded.

Funding schemes

1. **Collaborative projects** (CP) – STREP, IP
2. **Networks of Excellence** (NoE)
3. **Coordination and support actions** (CSA)
4. **Individual projects**: Support for “frontier” research (funded in the framework of the European Research Council - ERC Starting Grant, Call Advanced Grant)
5. **Support for training and career development of researchers** (Marie Curie actions)
6. **Research for the benefit of specific groups (in particular SMEs)** – projects, where the research and technological development is carried out by universities, research centres or other legal entities for the benefit of SMEs or associations of SMEs

Funding schemes (2)

Why do I have to know this?

It determines the

- purpose of the project
- type of activities involved
- funding rate

The call may give further restrictions:

- size of the consortium
- total EC contribution
- etc

Funding rates

Depending on the type of the organisation

- Reasearch and development activities – **50% - 75%***
- Demonstration activities – up to **50%**
- Project management activities – up to **100%**
- Other activities – up to **100%**
- Coordination and support actions - up to **100%**

* Higher education establishments, SME-s, non-profit public bodies, research organisations

Expected impact: Progress in this area should result in a significant reduction of the energy penalty of the whole capture process for power plants or other energy-intensive industries, and/or in a substantial decrease of the cost of capture. Projects should actively contribute to the implementation of the Roadmap and Implementation Plan of the CCS Industrial Initiative of the SET-Plan, and, whenever relevant, contribute to the monitoring and knowledge sharing schemes of the Initiative.

Additional Information: With a view to promoting international cooperation with Australia, initiatives for collaboration between project(s) under this topic and selected Australian project(s) will be encouraged on the basis of mutual benefit and reciprocity. The Commission reserves the right to ask the coordinators of FP7 projects, during the contract negotiations, to include collaboration activities (e.g. exchange of information, exchange of researchers) with selected Australian project(s) that are endorsed by the Australian Department for Resources, Energy and Tourism (RET) or the Department of Industry, Innovation, Science, Research and Tertiary Education (IISRTE).

The participation of innovative SMEs is particularly encouraged.

ongoing research, and shall aim to establish collaborative links with leading research projects in the field, both in and outside Europe.

Funding scheme: Collaborative Project

Expected impact: UCG with CCS could allow a more sustainable use of coal reserves by reducing the environmental impact of the mining and use of the coal. In addition, it could enhance security of supply of a widely used energy source, as it could allow gaining access to coal reserves that are technically or economically unmineable with present-day technologies, such as for example thin or offshore coal reserves. Bringing together international expertise and experience should result in the identification of best practice and provide clear guidance for possible future actions.

Additional information: An additional aim of this topic is to gain an international perspective. Active participation of non-European partners, in particular South-Africa, Australia, U.S., India and China could add to the scientific and technological excellence of the project and lead to an increased impact of the research to be undertaken. Up to one project may be funded.

- Topics called:

Activity/ Area	Topics called	Funding Schemes and eligibility criteria
ACTIVITY ENERGY.3: RENEWABLE FUEL PRODUCTION		
Area Energy.3.2: Second Generation Fuel from Biomass	ENERGY.2013.3.2.1: Pre-commercial industrial scale demonstration plant on paraffinic biofuels for use in aviation	Collaborative Project with a predominant demonstration component
ACTIVITY ENERGY.7: SMART ENERGY NETWORKS		
Area Energy.7.2: Pan-European Energy Networks	ENERGY.2013.7.2.3: Large-scale demonstration of innovative transmission system integration and operation solutions for (inter)connecting renewable electricity production.	Collaborative Project with a predominant demonstration component
ACTIVITY ENERGY.9: KNOWLEDGE FOR ENERGY POLICY MAKING		
Area Energy.9.2: Scientific Support to Policy	ENERGY.2013.9.2.1: European scientific multidisciplinary "think-tank" to support energy policy and to assess the potential impacts of its measures.	Coordination and support action (supporting) <i>Maximum requested EU contribution of EUR 2 000 000</i>

Expected Impact: In addition to the impacts outlined for this Area in general, successful projects should set-up clusters of cities, and partnerships between cities and industries. Through integrated actions, projects should demonstrate their viability as new innovative market solutions and show a high replication potential for large-scale market deployment before 2020. An ambitious dissemination and market deployment plan should be included in the proposal. ~~The credibility of this plan will form part of the evaluation~~

Funding scheme: Collaborative Project with a predominant demonstration component

~~**Additional eligibility criterion:** The maximum requested EU contribution per project must not exceed EUR 30 million.~~

Additional information: The grant will always be composed of a combination of: the typical reimbursement of eligible costs, and flat rate financing determined on the basis of scale of unit costs only for the building-related demonstration activities part of the buildings.

This action supports the implementation of the Smart Cities and Communities Initiative of the SET-Plan. The European Commission reserves its right to ask the project during the negotiation, in case not already highlighted in the proposal, to establish strong links, where appropriate, with relevant R&D projects at EU, national or regional level.

It is envisaged that three to five projects could be funded.

- **From point A to point X**
- **Calls and deadlines**
- **Rules for participation**
- **Consortium building**
- **Launching a project**

Rules for participation

Minimum conditions for participation

At least **3** independent legal entities, each of which is established in a **MS** or **AC**, and no 2 of which are established in the same MS or AC

Minimum conditions for participation in the projects for specific cooperation actions (SICA) dedicated to international cooperation partner countries:

At least **4** independent legal entities. Of these, **2** must be established in different **MS** or **AC**. The other **2** must be established in different international cooperation partner countries (**ICPC**)

	Minimum conditions	Average size of consortium
Collaborative projects	3	8-20
NoE	3	15-20
Coordination and support actions	1-3*	1-20 +
Marie Curie	1*	1*
SME-specific research activities	3	10

*** as specified in the conditions of the call**

Who can participate?

- **Any undertaking, university or research centre or other legal entity, whether established in a Member State (MS) or Associated Country (AC)* or third country**
- **JRC (Joint Research Centre) - is deemed to be established in another MS or AC**
- **International organisations and participants from third countries** can participate only if in addition to minimum consortium requirement
- **Participants from high-income countries** are normally not eligible for EC funding**

*presently: Albania, Bosnia-Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey, Republic of Moldova, Faroe Islands. List given in the guide for applicants

** USA, Canada, Japan, the Republic of Korea, Singapore, Australia, New Zealand, Taiwan, Hong Kong, Macao, Vatican, San Marino, Andorra

Partner differentiation

Group A

Has a project idea and
would like to be the
coordinator

Group B

Has a project **idea** and
does not want to be the
coordinator

Group C

Does not have an idea
but would like to be a
beneficiary

If you have a project idea and you would like to be the coordinator

- Analyse the needs of your project: **Try to find the BEST partners**
- Your partner should
 - be eligible
 - answer the needs of your project
 - have complementary skills
 - produce an added value for the project
- Where and how can you find the best partner?
 - Screen you own existing international contacts
 - Use the network of national contact points
 - Publish or disseminate your partner search
 - Attend information days, brokerage events, conferences ...

If you have a project idea but you do not want to be the coordinator

Define clearly your project idea and **try to find the MOST EXPERIENCED coordinator & consortium**

- Again check the eligibility criteria (type of the institution, geography...)
- Screen the former coordinators
- Screen your own existing international contacts
- Use the network of national contact points
- Attend information days, brokerage events, conferences ...
- Screen best practices

If you do not have an idea but you would like to be a beneficiary

- **Describe yourself : MOTIVATION LETTER**
 - Check if you are eligible for the call
 - Try to find the coordinators, call your friends & colleagues
 - Define your potential contributions to the project and the consortium
 - Screen the existing projects
- **and again...**
 - Screen you own existing international contacts
 - Use the network of national contact points (partner profile tools)
 - Publish your profile

- **Coordinator**

OR

- **Work package leader**
- **Task leader**
- **Partner/associated partner**

Characteristics of a good consortium:

- Experienced coordinator and beneficiaries
- Complementarity
- Balanced geographical spread
- Senior scientists with track record
- Relevant experience /expertise
- Good infrastructure
- Longer cooperation foreseen within core consortium
- Multi-disciplinary
- Multi-sectorial (Academia-Industry)
- Enough human resource capacity in the coordinator and the beneficiaries
- Being attractive (attractive conditions for researchers)

FP7-Theme	Acronym	Project coordinator	Website
Cooperation			
Health	HEALTH-NCP-NET	INSITUTO DE SALUD CARLOS III (ES): Marta Barrionuevo Hafner	http://www.healthncpnet.eu
Food, Agriculture, Biotechnology	BIONET	SenterNovem (NL): Koos De Korte	http://www.ncp-bio.net
ICT	Idealist2014	DLR (DE): Mohsine Chefki	http://www.ideal-ist.eu/
NMP	NMP TeAm	FORTH-Help Forward (GR): Anastasia Constantinou	http://www.nmpteam.com
Energy	C-Energy +	APRE (IT): Chiara Pocaterra	http://www.c-energyplus.eu/
Environment	ENV-NCP-TOGETHER	Ministry of Education and Research (RO): Viorel Vulturescu	http://env-ncp-together.eu/
Transport	ETNA	TUV Rheinland Consulting (DE): David Doerr	http://www.transport-ncps.net
SSH	NET4SOCIETY	DLR (DE): Angela Schindler-Daniels	http://www.net4society.eu
Space	COSMOS	DLR (DE): Adrian Klein	http://www.fp7-space.eu
Security	SEREN2	Romanian Space Agency (ROSA) (RO): Anca Liana Costea	http://www.seren-project.eu General information about the project

People			
People	PeopleNetworkplus	APRE (IT): Katia Insogna	http://www.peoplenetworkplus.eu/
Capacities			
Research Infrastructures	EuroRIs-Net	EKT/NHRF (GR): D.Farmaki	http://www.euroris-net.eu
SME	SME	ZENIT (DE): Stefan Braun	http://www.ncp-sme.net
Regions of Knowledge	TRANS REG NCP	IPPT PAN (PL): A. Bakowski	http://www.transregncp.eu
Research Potential	ResPotNet	EKT/NHRF (GR): G.Tzenou	http://www.respotnet.eu
Science in Society	SiS.net	Icelandic Centre for Research – RANNÍS (IS): Adalheidur Jónsdóttir	http://www.sisnetwork.eu/ General information about the project
INCO	INCONTACT	FORTH-Help Forward (GR): E.Christophilopoulos	http://www.ncp-incontact.eu
Euratom			
EURATOM	NUCL-EU	APRE (IT): Chiara Pocaterra	http://www.nucleu.net

18 thematic networks!



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Projects

20996 projects were found.

1. [CHROMED](#)

Title: Clinical trials for elderly patients with Multiple Disease

Research area: HEALTH.2012.2.2.2-2 Investigator-driven clinical trials for optimisation of management of elderly patients with multiple diseases

Project start date: [2012-10-01]

Project web site: <http://www.chromed.eu/>

2. [MARINE FUNGI](#)

Title: Natural products from marine fungi for the treatment of cancer

Research area: KBBE.2010.3.2-01 Sustainable culture of marine microorganisms, algae and/or invertebrates for high added value products - Call: FP7-KBBE-2010-4

Project start date: [2011-05-01]

Project web site: <http://www.marinefungi.eu>

3. [LONGLIFE](#)

Title: Treatment of long term irradiation embrittlement effects in RPV safety assessment

Research area: Fission-2009-2.1.2 Advanced safety assessment methodologies

Project start date: [2010-02-01]

4. [ANDES](#)

Title: Accurate Nuclear Data for nuclear Energy Sustainability

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Forthcoming Events

Listed below are **108 events** that will take place over the next two months.

You can search for specific events within and beyond this time frame by location, keywords or date

Location/Keywords

Date

[yyyy-mm-dd]

Search

[10 next articles →](#)

1. ['Global Health Conference 2013', Berlin, Germany](#)

[Event Date: 2013-09-21]

An event entitled 'Global Health Conference 2013' will be held on 21 September 2013 in Berlin, Germany. It will focus on the theme 'Big Pharma: Good Pharma-Bad Pharma?'

The rapid globalisation of unhealthy lifestyles and chronic diseases has placed a great strain on health systems worldwide. This conference aims to address global health challenges with a special focus on the role of the pharmaceutical...

2. [Fifth Baltic Congress of Traumatology and Orthopaedics, Riga, Latvia](#)

[Event Date: 2013-09-21]

The Fifth Baltic Congress of Traumatology and Orthopaedics will be held from 20 to 21 September 2013 in Riga, Latvia.

First steps: “virtual” team building

- ✓ Make the first idea of **problem definition and activities** on paper (A4)
- ✓ Analyse your network and build the **most interesting** consortium!
- ✓ **Communicate** to each candidate partner
- ✓ Analyse **strength** of each partner and assign WPs and tasks respectively.
- ✓ Involve partners actively in **drafting the WPs**/providing input
- ✓ **Signalize toward your team:** :
 - ❖ Competence
 - ❖ Experience
 - ❖ Democracy?
 - ❖ Flexibility
 - ❖ Enthusiasm
 - ❖ Efficiency & Effectiveness
 - ❖ But work clean set deadline!

- **Reading the cooperation offer**
- **Work with the contents of the proposal – part B**
- **Work with administrative forms – part A**
- **Reading the draft proposal**
- **Consulting the work programme**

Step 2: Drafting the proposal

- ✓ Three tasks : **coordinating, writing, budgeting** (2-3 persons)
- ✓ Centralization vs. decentralization
- ✓ **One leader** to collect all input!
 - Circulate the whole draft as often as possible among partners
 - Create a core writing team among WPs leaders
 - Create the interlinkages
 - Cite all relevant previous projects
 - Read the call for proposals several times (during the drafting)
 - Zoom in and out!
- ✓ **Budgeting:**
 - Differences between partners?
 - Differences in hours allocation?
 - Differences in general budget allocation?
 - Harmony between hours and tasks!
 - ✓ **Signalize:**
 - Confidence
 - Accommodating of concerns and interests
 - Deadlines and procedures are under control!



Preliminary eligibility check before your proposal is given to the evaluators:

The proposal must meet **ALL** requirements of the call, which means:

- ✓ It is submitted before the deadline
- ✓ You have at least the minimum number of participants
- ✓ You have filled in and completed all required forms, both administrative (A) and the description of work (B)
- ✓ You have understood the work programme correctly and your proposal corresponds to the call and the topic
- ✓ You have used the correct funding scheme
- ✓ You have followed all special clauses, limitations and additional requirements written down in the work programme of the call
- ✓ Your budget is within the allowed limits

Criteria

- **Criteria adapted to each funding scheme**
 - specified in the work programme
- **Three main criteria:**
 - **S&T Quality (relevant to the topic of the call)**
 - *Concept, objective, progress beyond state-of-art, work-plan*
 - **Implementation**
 - *Management*
 - *Individual participants and consortium as a whole*
 - *Allocation of resources*
 - **Impact**
 - *Contribution to expected impacts listed in work programme*
 - *Plans for dissemination/exploitation*

Comparison of Proposal with Evaluation Criteria

<u>Proposal: Part B</u>	<u>Evaluation Criteria</u>
1: Scientific and/or technical quality, relevant to the topics addressed by the call	Scientific and/or technological excellence (relevant to the topics addressed by the call)
1.1. Concept and objectives	<i>Soundness of concept, and quality of objectives</i>
1.2. Progress beyond the state-of-the-art	<i>Progress beyond the state-of-the-art</i>
1.3. S/T methodology and associated work plan	<i>Quality and effectiveness of the S/T methodology and associated work plan</i>

<u>Proposal: Part B</u>	<u>Evaluation Criteria</u>
2. Implementation	Quality and efficiency of the implementation and the management
2.1. Management structure and procedures	<i>Appropriateness of the management structure and procedures</i>
2.2. Individual participants	<i>Quality and relevant experience of the individual participants</i>
2.3. Consortium as a whole	<i>Quality of the consortium as a whole (including complementarity, balance)</i>
2.4. Resources to be committed	<i>Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment)</i>

<u>Proposal: Part B</u>	<u>Evaluation Criteria</u>
3. Impact	Potential impact through the development, dissemination and use of project results
3.1 Expected impacts listed in the work programme	Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under the relevant topic/activity.
3.2 Dissemination and/or exploitation of project results, and management of intellectual property	Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.

What will you do?

- What is the technological / scientific problem?
- What are you able to do to solve it?
- How are you going to do it?
- Why have you selected this approach?

- The scope of the project **MUST** be in line with the call topic
- The first criteria that is examined is S&T excellence, a score of min. 4 points has to be achieved
- The biggest mistake is: not getting to the point (too many different objectives)
- Objectives must be quantitative and verifiable
- Too ambitious projects with too many goals won't get a higher score
- High risk projects are welcome and have a chance of funding. The contingency plan is important.
- What makes a proposal strong: excellent science, well written and good work plan proving that work can be carried out during project duration

- Get to the point, be clear, explain what you want to do and with which background
- Each work package must make sense and should not have too many deliverables
- Patents should be explained and listed in the state of the art section, the ones of the participants but also the ones of possible competitors
- Publication list, patents and past collaborations of participants are essential
- Budget and allocated time must be justified
- Partner expertise must be clearly explained
- SMEs must have experience in the field
- Include risk analysis

- With whome will you implement you ideas?
- Why is this a good team?
- How will you keep things under control?
- How much will it all cost?

- The most important point is the right coordinator, as this person reflects the strength of the project
- Management must be well described and be of high quality. It reflects how well the consortium is organised and how it will solve problems.
- How decisions are taken and how work is controlled, reflect the abilities of the coordinator and the collaboration with the work package leaders
- The collaboration between the partners must be clear, too many partners can make the project weak
- The travel budget per partner can show the intensity of the collaboration with the other partners
- Past collaborations, common papers etc should be presented, as they reflect successful networks

- Besides the partners in the project the abstract, deliverables and milestones can be a first deciding factor of the strength of a project
- Integrate the partners for their expertise and complementarities, not for “strategic” reasons; have the best partners on board. **There are no politically correct partners!**
- It is less important that the “top-shots” or “gurus” are in the project, but that the partners and coordinator are excellent scientists in their fields
- Past experience in the Framework programme makes the consortium strong and is well perceived
- A scientific advisory board should be included. It guarantees check from outside the consortium

- What will come out of the project?
- Who wants/needs the results (target group)?
- Why do they want/need the results?
- How do the interested parties learn about the results (dissemination and exploitation)?
- What is the European added value of your project?

- Explain advantages
- Show societal and economical benefits
- Come up with scenarios
- Refer to the policy papers of the EC
- Summarize the goals, objectives and put them into a European context. The proposal should show that it fills a gap.
- Read carefully *Expected impact* in the call text

- **Proposal should address the intellectual property rights (IPR), not to solve potential problems, but to show how they might be addressed**
- **The management and IPR are important and reflect the capabilities of the coordinator**
- **Address possible competition on the market**
- **Involve important stakeholders**
- **Compile a clear dissemination plan**

PROFESSIONAL DESIGNATION PROJECT

PHASE I

Project Plan

Create Project Proposal

Create Detailed Project Plan

Project Communication Plan

Identify Key Contact Opportunities

Identify Communication Methods & Vehicles

Establish Timelines & Key Messages

Research Report

Conduct Literature Review

Conduct Historical Scan

Identify Expected Components of Professionalization

Conduct Practice Research

PHASE II

Shared Vision

Identify Shared Values of Professionalization

Identify Expected Components of Professionalization

Identify Expected Components of Professionalization

Consultation Report

Conduct Initial Consultation

Update Theme Data

Document Shared Vision

Conduct Validation Sessions

PHASE III

Professional Designation Strategy

Conduct Research Practices Scans

Review Consultation Data & Shared Vision

Determine Process & Components

Conduct Validation Sessions

Implementation Plan

Identify Phases & Timelines of Plan

Identify Key Actions Challenge & Opportunities

Develop Action Plan

Identify Resources Systems & Processes

Final Project Report

Project Proposal

Commun Plan

Research Report

Prof Des Strategy

Implement & Trans Plan

Project Evaluation

Think in terms of deliverables!

Three components of your success

- Team building and proposal preparation → load-bearing structure of the project
- Negotiations with the European Commission → shaping your future
- Implementation of the project → real life

LOGIN



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Maria HABICHT 

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

HELP FOR EXPERTS

- [FAQ](#)
- [Technical help](#)
- [Question about FP7](#)

NEWS FOR EXPERTS

Welcome to the brand new area in the Participant Portal dedicated to experts. A new registration service is now available.

QUICK LINKS FOR EXPERTS

- [List of appointed experts](#)
- [EMEX](#)
- [Expert recommendations](#)

EXPERT AREA

Join the database of independent experts for European research and innovation

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, the review of projects and the monitoring of programmes or policies.



New Experts

What do the assignments involve?

- Experts, as peer reviewers, assist in the:
 - **evaluation** of research and innovation proposals;
 - **review** of research and innovation projects.
- In addition experts assist in:
 - **monitoring** the progress, outcome and impact of research and innovation programmes as well as giving advice on the shape of future research and innovation activities.
 - Assignments mainly concern research and technological development, falling within the [current framework programme \(FP7\)](#) aimed at improving employment, competitiveness and quality of life in Europe.
 - Take a look at the most [recently funded projects](#).

Who can be an Expert?

You have a chance of being selected as an expert if you:

- have a high level expertise in research or innovation in any scientific and technological field, including managerial aspects;
- have at least a university degree, and
- can be available for occasional, short-term assignments.

Registered Experts

Already registered with CORDIS/EMM ?

- First create an ECAS account, if you have not created one yet, in order to have the possibility to retrieve your CORDIS/EMM profile.
- Some changes to the design of the new registration service require additional information from experts, so please log-in and update

<https://ec.europa.eu/research/participants/portal/page/experts>

**Everything should be
as simple as possible,
but no simpler.**



Tips and advice

- **Write clearly & simply**
 - Don't use jargon/abbreviations/acronyms/obscure terms
 - Evaluator may not be a native English speaker
- Do not assume knowledge/specific expertise of evaluators
- Use diagrams and charts to illustrate your proposal
 - Pictures are often worth a thousand words!
- Keep within guidelines for text length
- Stay within scope
 - **Refer back to Call Text & WP on a regular basis**
- Ensure proposal does not duplicate previous projects, but builds on them!

Tips and advice

- **FP is highly competitive: the average success rate is 21%**
- But it is not a lottery!
- **Read the documentation (work programme, call fiche, guides for applicants) - No hidden agenda!**
- **Prepare yourself in good time**
- **Check the eligibility criteria**
- **You must align your proposal with the work programme**
 - “Shoe-horning” a marginally relevant proposal into the call never works!
 - Don’t forget the ‘expected impact’
- **Follow the structure in the Guide for Applicants**

Tips and advice

- **Put yourself in the mind of the experts**
- **Ask a disinterested colleague look at your proposal, using the Commission criteria**
- **Be clear and concise, and obey the page limits, font etc**
- **Submit early, submit often!**
 - **Revise your proposal once it's uploaded in EPPS**
- **The experts' evaluation is based on the content of the proposal. So be clear and logical concerning progress beyond state of the art, impacts, methodology, resources, consortia and work planning.**

Finally

- **Abstract is a very important part of your proposal**
- **Evaluators are allocated ½ day [4 hours] to read, understand and report on 60-100 pages of text!**
- **Your project idea may be brilliant, HOWEVER, first impressions count!**

Be aware that it is a competition!!

1. **Good is not enough**
2. **Project proposal is an investment**
3. **Wrong friends = failure**
4. **Avoid wishful thinking, be realistic**
5. **Kick out hopeless partners before you submit the proposal**



Test your memory!



- **What are the three evaluation criteria in FP7?**

Answer:

- S&T excellence;**
- implementation and management;**
- impact**

What are the main cost items you can have under “other costs” category?

Answer:

- ✓ travel costs,
- ✓ durable equipment,
- ✓ consumables

Why do I have to know which funding scheme you can use in your ptoject?

Answer:

Funding scheme determines the

- **purpose of the project**
- **type of activities involved**
- **funding rate**

**What is the difference between the grant agreement
and the consortium agreement?**

Answer:

Grant agreement is an agreement between the EC and the consortium.

A consortium agreement doesn't have a model form and is signed by the consortium members – EC doesn't have a role in the consortium agreement, although it is mandatory to have a consortium agreement before you sign the grant agreement.

Who are invited to the negotiations?

Answer:

- **Project officers**
- **Legal officers**
- **Coordinators, helped by the partners**