

APRE

Agency for the Promotion of
European Research

Lifecycle of an FP 7 project



Caterina Buonocore

Riga, 13th September, 2007

From Idea to Project

1. Project idea
2. Consortium building
3. Proposal writing
4. Proposal submission
5. Selection- & Evaluation process
6. Negotiation
7. Start of project



1 1/2 Years

Starting


Your **IDEA** must be
innovative




- **patent databases**
(ex. <http://it.espacenet.com>)
- **IPR helpdesk**
(www.ipr-helpdesk.org)
- **FP6 funded projects**
(Cordis)

Where can I find calls?

<http://cordis.europa.eu/en/home.html>



de en es fr it pl



Important Legal Notice

Community Research & Development Information Service

European Union Research Funding →

European Union Research Activities →

Information Services →

Gateway to National & Regional activities →

Interactive Services →

Discover CORDIS →



The Seventh Framework Programme for research and technological development (FP7) is the European Union's chief instrument for funding research over the period 2007 to 2013. CORDIS is the official portal for participating in FP7 and following related developments in European science and technology.

Highlights

- [German Council Presidency Service](#)
- [CORDIS relaunches Research Openings service](#)
- [30 May 2007: FP7 Information Day in Cyprus, Nicosia](#)
- [19-21 June 2007: EuroNanoForum 2007, Nanotechnologies in Industrial Applications](#)
- [Revamped CORDIS Partners Service](#)
- [CORDIS gateway to FP7](#)
- [CORDIS launches new Guidance and Support service](#)
- [CORDIS focus Newsletter No. 277, April 2007](#)
- [CORDIS focus RTD Results Supplement No. 61, February 2007](#)

News

[Public sector to finance building of Galileo](#)

[Scientists call on G8 countries to promote energy efficiency and innovation](#)

[Europe races ahead of US in university-industry collaboration](#)

[Southern Ocean depths a 'treasure trove' of life](#)

RSS | [What is RSS?](#)

Last updated on: 2007-05-21



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Community Research & Development Information Service

[Overview](#)

1. **FP7 - Seventh Framework Programme (2007 - 2013)**
 - [What is FP7?](#)
 - [Understand FP7](#)
 - [Find a call](#)
 - [Get support](#)
 - [Find a partner](#)
 - [Find a document](#)
2. **ERA - European Research Area**
3. **FP6 - Sixth Framework Programme (2002 - 2006)**
 - [Find a project](#)
4. **FP5 - Fifth Framework Programme (1998-2002)**
5. **FP4 - Fourth RTD Framework Programme (1994-1998)**
6. **Research Openings**

[Search](#)

Highlights

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select all | clear all

Work programme

 Call Fiche			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*
 Work Programme - General introduction			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*
 Work Programme - Food, Agriculture and Fisheries, and Biotechnology			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*
 Work Programme -General annexes			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*
 FP7 factsheets			
Language: English 	File Type: PDF	<input type="checkbox"/>	Select this document*
 Guide for Applicants - Collaborative projects - CP)			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*
 Guide for Applicants (Coordination and Support Action: Coordinating - CSACA)			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*
 Guide for Applicants (Coordination and Support Action: Supporting - CSASA)			
Language: English	File Type: PDF	<input type="checkbox"/>	Select this document*

Guide for applicants

- Call for proposal*
- Work programme*
- Guide for applicant*

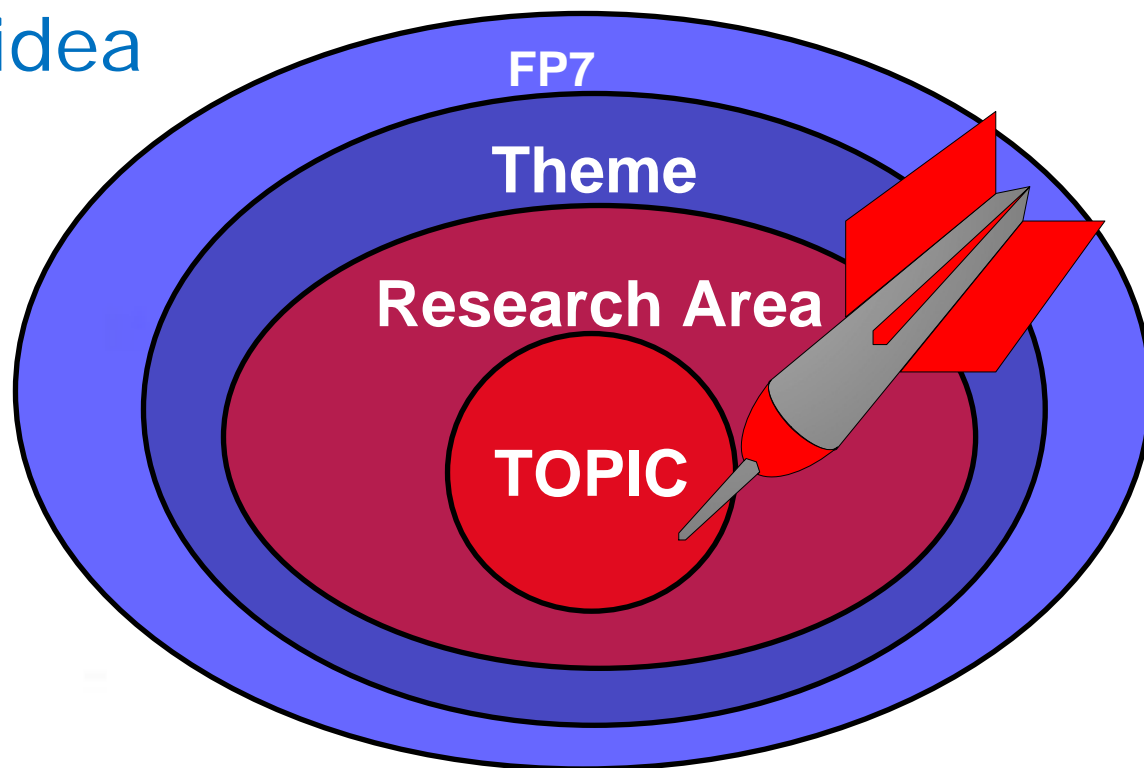
Essential documents!

- Rules for the participation*
- Model Grant Agreement*
- Financial Guidelines*



Starting...

1. Read the **Work programme** and find the suitable **topic**
2. Target your idea



Call information

Seventh Research Framework Programme (FP7)

Important Legal Notice



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Cooperation : Call for Proposals

Food, Agriculture and Fisheries, and Biotechnology

This Call has closed

General Call 1

Identifier: [FP7-KBBE-2007-1](#)

Publication date: 22 December 2006

Budget: € 192 090 000

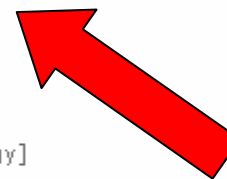
Deadline: 02 May 2007 at 17:00:00 (Brussels local time)

OJ Reference: [OJ C316 of 22 December 2006](#)

Specific Programme: [Cooperation]

Theme: [Food, Agriculture and Fisheries, and Biotechnology]

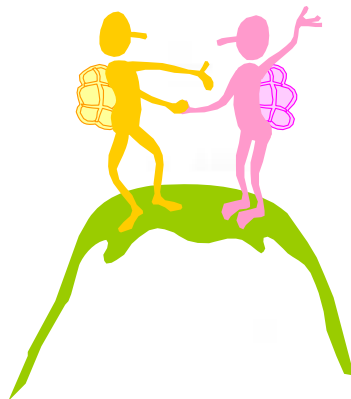
Restrictions to Participation: see eligibility criteria in the Work Programme



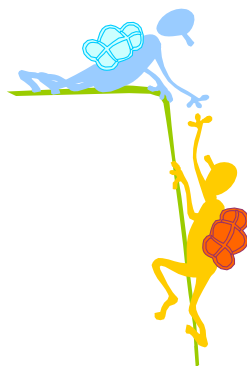
**Pay
attention
to time!!**

[Top](#)

Collaborations can arise from:



A PRE-EXISTING GROUP



**A PARTENSHIP BUILT UP
ON PURPOSE**

SMEsGoHEALTH
www.smesgohealth.org

CORDIS
'Find a partner'

NCP NETWORK
(Cordis)



Before writing

The Consortium can sign:

Memorandum of Understanding

- Confidentiality Agreement
- Non-competition clause
- Legal aspect concerning Intellectual Property Rights

Writing plan

- Overall Proposal → Coordinator
- Work Packages → WP Leaders
- Management Administration → Coordinator
- Budget Administration → Coordinator
- Exploitation partners → SMEs - Commercial
- INCO added value → ICPC partners

Writing the proposal

- **PART A *ADMINISTRATIVE INFORMATION***

- FORM A1:** General information (coordinator)
- FORM A2:** Participant information, (1 each partner)
- FORM A3.1:** Budget (one each partner, completed by the coordinator)
- FORM A 3.2** Budget overview

- **PART B *TECHNICAL INFORMATION***

- in PDF format
- The sections follow the **evaluation criteria**

The proposal

- 1: Scientific and/or technical quality, relevant to the topics addressed by the call**
 - 1.1 Concept and objectives
 - 1.2 Progress beyond the state of the art
 - 1.3 S/T methodology and associated work plan

Maximum length for the whole of Section 1: 20 pages, plus the tables

Objectives and workplan

Objectives	Workplan
<input type="checkbox"/> Clear Objectives	<input type="checkbox"/> Divide Work into Work Packages with clear goals
<input type="checkbox"/> Measurable Objectives	<input type="checkbox"/> Different activities: Management, Research, Development, Dissemination
<input type="checkbox"/> Between 3 to 5 Objectives	<input type="checkbox"/> Describe clearly what you will do to achieve your goals.

2. Implementation

2.1 Management structure and procedures

2.2 Individual participants

2.3 Consortium as a whole

2.4 Resources to be committed

- ❑ Clear management structure
- ❑ Clear rights & responsibilities for each partner
- ❑ Describe with this partnership is the best to achieve the scope of the project
- ❑ Clear financial plan: Budget + Cofinancing

3. Impact

3.1 Expected impacts listed in the work programme

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

4. Ethical issues

5. Consideration of gender aspects



EPSS - Electronic Proposal Submission System

- On-line preparation
- On-line updating of the proposal
- Failure percentage in VI FP = $\pm 1\%$

[EPSS helpdesk](#)

<https://www.epss-fp7.org/epss/>

tel: +32 2 233 37 60

E-mail: support@epss-fp7.org

Evaluation criteria

- ❑ **Scientific and technological excellence** (*quality of objectives, progress beyond the state-of-the-art, work plan*)
- ❑ **Implementation and management** (*management, individual participants, consortium, resources*)
- ❑ **Potential impact** (*Contribution to expected impacts listed in the work programme, dissemination and/or exploitation of project results*)

Each criterion will be scored out of 5

➔ **Threshold for individual criteria: 3; Overall threshold: 10**

Acknowledgement of receipt

AOR is sent to the proposal **coordinator** by e-mail, containing:

- ✓ Proposal title, acronym and unique proposal identifier (**proposal number**);
- ✓ Name and programme and/or activity/research area and call identifier to which the proposal was addressed



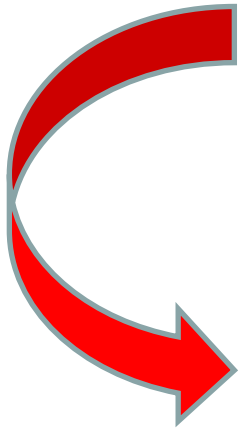
Elegibility check

A proposal will only be considered eligible if it meets all of the following conditions:

- ✓ It is received by the Commission before the **deadline** given in the call text
- ✓ It involves at least the minimum number of **participants** given in the call text
- ✓ It is **complete** (i.e. both the requested administrative forms and the proposal description are present)
- ✓ The content of the proposal relates to the **topic(s)** and **funding scheme(s)**, including any special conditions, set out in those parts of the relevant work programme

Evaluation

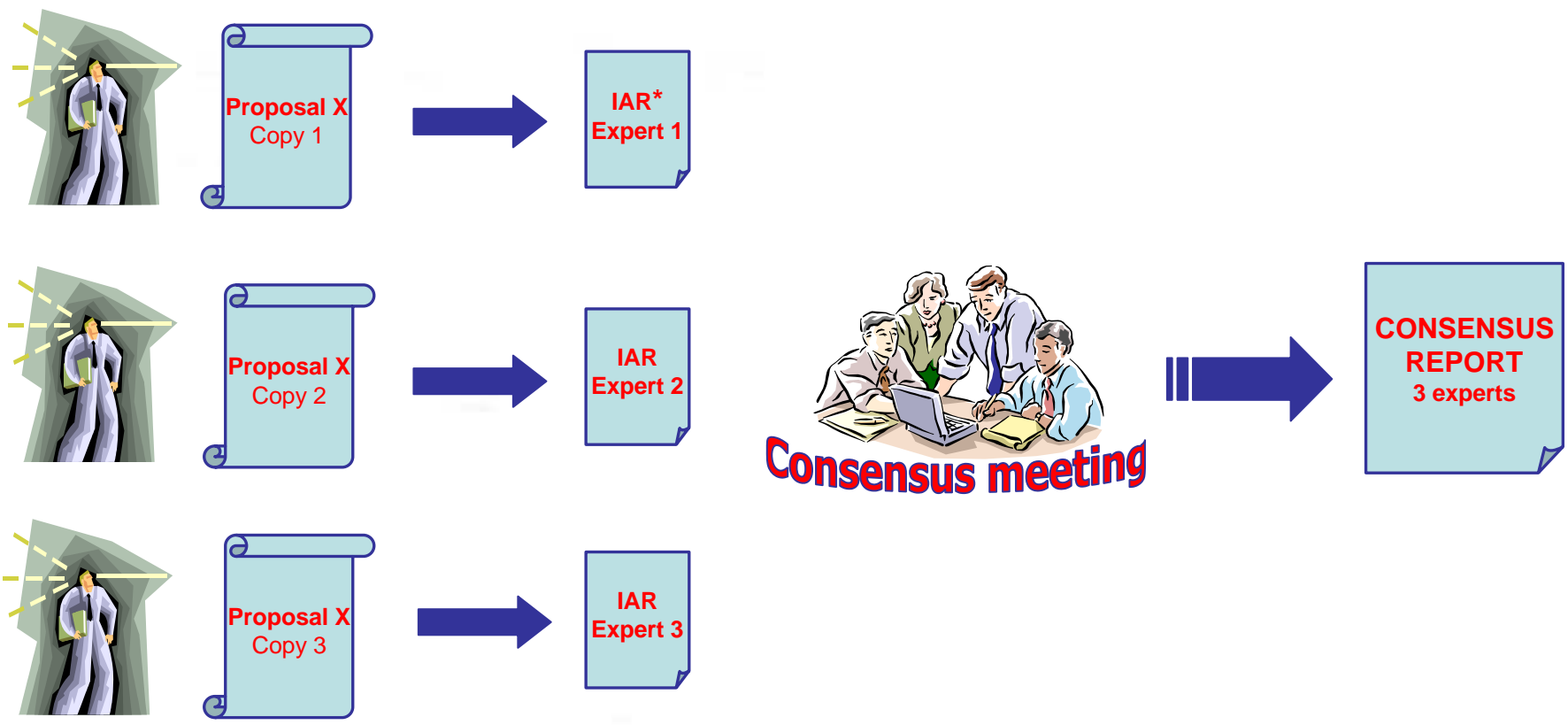
Eligible proposals are evaluated by the Commission, assisted by **independent experts** (peer review)



- Call for experts opened in December 2006
- Names of evaluators published after evaluation phase

Proposal evaluation

May be "remote"



*IAR= Individual assessment report

Panel review

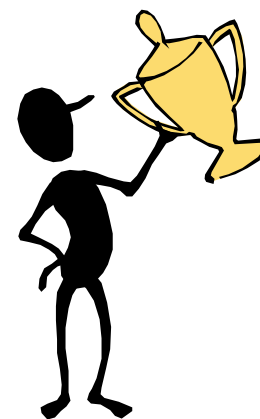
- ✓ Examine and compare the consensus reports in a given area
- ✓ Check on the consistency of the marks applied during the consensus discussions
- ✓ Propose a new set of consensus scores (where necessary)

Outcomes:

- ✓ **Evaluation summary report (ESR)**
- ✓ List of proposals passing all thresholds
- ✓ List of evaluated proposals having failed one or more thresholds
- ✓ List of any proposals having been found ineligible during the evaluation by experts

Ranked list

The list of proposals to be **retained for negotiation** takes into account the budget available. If necessary, a number of proposals are kept in **reserve** to allow for the failure of negotiation on projects, withdrawal of proposals and/or saving to be made during contract negotiation



Negotiation

✓ Coordinators of proposals not to be rejected and for which funding is available are invited to begin negotiations by an **official letter** giving the framework for negotiation, based on the recommendations in the Evaluation Summary Report.

✓ Proposers have to provide further **administrative information** necessary for the preparation of a project grant agreement and may be requested to take into account in the revised work programme any **technical and budget changes** proposed during the evaluation.



Grant agreement

□ Grant agreement with the European Commission

- ✓ rights and obligations of all participants
- ✓ standard model grant agreement

- Start and end-date of the project
- Finances
- Description of Work
- Audit Certificates



Consortium agreement

- ❑ Consortium Agreement between partners
 - ✓ obligations and rights of consortium members among themselves
 - ✓ mandatory for most of the actions
 - Decision making proces
 - Distribution of finances
 - Reporting rules
 - In case of an arguement



- First day of the month after signature of the grant agreement
- Start date specified in the grant agreement



**Thank you for your
attention!**

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