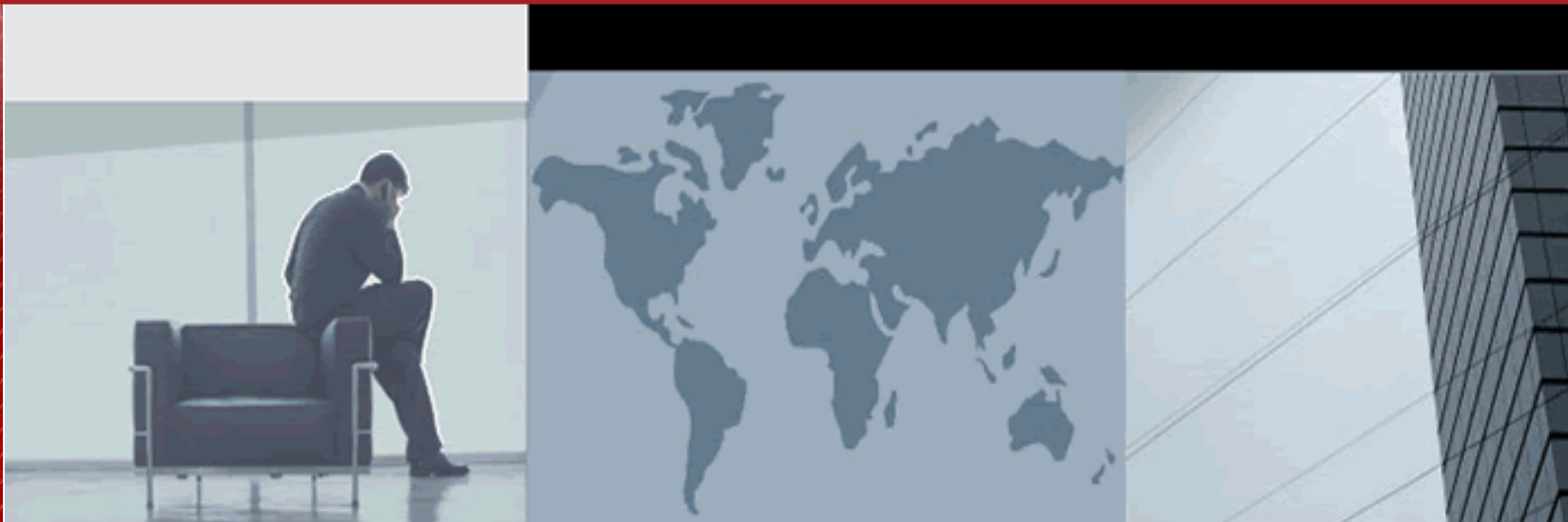


Introduction to the European Framework Programmes



Match2BIOSME Training workshop, 2007





The 7th EU-Framework Programme
From the Idea to Proposal submission:
Match2BioSME Tools



Dr Frank Heemskerk, RIMS bvba

Riga, 13 September 2007




Exploiting the FP7 track:

- 1. Explore the FP7 Programme and select proper funding opportunities**
- 2. Information sources to find partners**
- 3. Preparations to write a proposal, part A + B**
- 4. Contract documents**

Special focus on SME-Academia collaborations in the Life Sciences

You have an IDEA?

You have:

- **Knowledge to Innovate: offer service**
- **Unique Process or product**
 - It exists already => seek new (international?) market
 - It still needs development => seek Devlpmt partner
 - It's an idea in need of research:
 - 
 - You have R&D capacity your self ?=> seek Research partners
 - You have some R&D capacity but not all ?=> join Research consortium
 - You don't have any R&D capacity? => SME specific type projects

Main Objectives: what do you want?

- What do you want to achieve?
- Innovate products and processes
 - Feed pipeline with new/ improve products
 - Diversify portfolio
 - Enter new markets
 - enhance visibility
- What do you want to avoid?:
 - Loose competitive advantage (is always temporary !)
 - loose key knowledge
 - Loose key experts
 - old infrastructure
 - Work in isolation (influencing power)
 - ...

What next?: find and select partners

- Use your existing academic contacts and use their networks
- Line up with key Academic key Institutes - let them search
- Identify existing key projects: learn and establish a link
- Do a **Cordis search**: find serial partners and coordinators
- Use Search Partner and Expression of Interest via NCPs
- Use NCPs, IRCs, other networks
- Use EU Technology Platforms, chambers of commerce, industry sector associations, Conferences, Workshops, etc
- Support Projects: Elan2Life, Food N'Co, **Match2BioSME**, **SMEgoHealth**, etc

You have partners / a consortium?

CHECKLIST: start with defining the Problem to be solved

- **Good Abstract (next slide)**
- **Strategic and Specific Objectives: exact wording= Scope**
- **Consortium (partners and their role): **Complementarity** !**
- **Resources needed: budget and skills**
- **Governance: decision making structures**
- **Workplan : divide in work packages- Gantt and Pert Charts**
- **Impact: exploitation and dissemination**

Timing : ROADMAP

Proposal Submission Forms			
	EUROPEAN COMMISSION 6 th Framework Programme for Research, Technological Development and Demonstration	Specific Support Action	A1

Proposal Number ¹		Proposal Acronym ²	ACRONYM
------------------------------	--	-------------------------------	---------

General Information on the Proposal			
-------------------------------------	--	--	--

Proposal Title ³ (max. 200 char.)	title		
Duration in months ⁴	18	Call (part) identifier ⁵	
Activity code(s) most relevant to your topic ⁶	INNOVATION_4	COORD_1.1	CITIZEN_1.1
Keyword code 1 ⁷	05.07.01.00.00.00.00		
Keyword code 2 ⁷	06.03.38.03.01.00.00		
Keyword code 3 ⁷	5.11.04.06.02.00.00		
Free keywords ⁸	research management; administration; staff exchange; capacity building; knowledge transfer; integration; creating synergy; management training; networking of NCPs; use of results; stimulation of SMEs		

Abstract ⁹ (max. 2000 char.)

In order to participate in and fully benefit from FP6 in the future, research entities in the Accession Candidate Countries will need to adopt management and administration standards and procedures matching those applied by their partners in other parts of Europe. Much of the training currently provided in this field is fragmented, fails to address the appropriate target audiences, regularly lacks sufficient political support and usually is not customized to address the specifics of the local situation.

This project, initiated by xxxxx, brings together governmental, academic, industry partners and the YYYYY, to jointly develop an unique program for Professional Development of Research Managers and Administrators in xxxxxxxxx through a combination of:

- interviews with
- programs of interactive workshops to provide cccccccc for sharing good practice
- networking of bbbbbb in vvvvv countries to enhance the communication on the European programmes to the local stakeholders while maintaining good communication with the political level
- workshops, which will include ccccccc

This project aims to kkkkkkkkkk in these countries, so that international partnerships can be more efficient, public funding spent more effectively and the results validated. Thereby it has the potential to make an essential contribution to the strengthening of ERA.

COMMUNICATE

with a good
Abstract:

Problem statement &

Clear Objectives: 

Clear Workplan: 

**Outcome:
wide impact:** 

FP7 | proposal development process

Seventh Research Framework Programme (FP7) Important Legal Notice

     2007 - 2013

[About](#) | [What's New?](#) | [Sitemap](#) >> Quick Links

[Europa](#) > [CORDIS](#) > [FP7](#) > Find a Call

- FP7 Home
- FP7 newsroom
- Understand FP7
- Participate in FP7
- **Find a call**
- Preparation and Submission of Proposals (EPSS)
- Get support
- Find project partners
- Find a document

Find a Call

FP7 Calls: [Search](#) [Open](#) [Closed](#)

Recently Published Calls

- **Cooperation** (calls for tender): 2007-07-03: - [2007/S 125-152142](#)
- **Cooperation** (calls for tender): 2007-06-23: - [2007/S 119-145485](#)
- **Cooperation** (calls for tender): 2007-08-08: - [2007/S 151-187360](#)
- **Cooperation** : 2007-08-03: - [FP7-ICT-SEC-2007-1](#)
- **Cooperation** (calls for tender): 2007-07-14: - [2007/S 134-163980](#)
- **Capacities**: 2007-06-19: - [FP7-INFRASTRUCTURES-2007-2](#)
- **Cooperation**: 2007-06-19: - [FP7-HEALTH-2007-B](#)
- **Cooperation**: 2007-06-15: - [FP7-KBBE-2007-2A](#)
- **Capacities**: 2007-06-15: - [FP7-INCO-2007-2](#)

[2007-04](#), [FORESIGHT-2007-02](#) and [FORESIGHT-2007-03](#)

- **People**: 2006-12-22: - [FP7-PEOPLE-2007-2-2-ERG](#) and [FP7-PEOPLE-2007-4-3-IRG](#)
- **Euratom**: 2007-05-22: - [FP7-Fusion-2007](#)

Latest Calls Information

- 2007-08-03: **EPSS** is now accessible for the following call: - [FP7-ICT-SEC-2007-1](#)
- 2007-07-03: The **adopted revised Work Programme** for the **People** Specific Programme is now available.
- 2007-06-21: **EPSS** is now accessible for the following call: - [FP7-KBBE-2007-2A](#)
- 2007-06-19: **EPSS** is now accessible for the following calls: - [FP7-HEALTH-2007-B](#), [FP7-INFRASTRUCTURES-2007-2](#) and [FP7-ICT-2007-2](#)
- 2007-06-18: The **adopted revised Work Programmes** for the **Cooperation and Capacities Specific Programmes** are now available.

Activity Areas' Calls

Cooperation

- Health
- Food, Agriculture and Fisheries, and Biotechnology
- Information and Communication Technologies
- Nanosciences, Nanotechnologies, Materials and new Production Technologies
- Energy
- Environment (including Climate Change)
- Transport (including

Ideas

- ERC

People

- PEOPLE

Capacities

- Research Infrastructures
- Research for the benefit of SMEs
- Regions of Knowledge
- Research Potential
- Science in Society
- Coherent development of research policies

Check <http://cordis.europa.eu/fp7/dc/index.cfm> regularly

- **Ideas – Frontier Research**
 - **Capacities – Research Capacity**
 - **People – Marie Curie Actions**
 - **Cooperation – Collaborative research**
-
- **JRC non-nuclear research**
 - **Euratom direct actions – JRC nuclear research**
 - **Euratom indirect actions – nuclear fusion and fission research**

Bringing together our best talents from across Europe (**researchers, industry and SMEs**) to tackle the following areas:

1. Health;
2. Food, Agriculture and Biotechnology;
3. Information and Communication Technologies;
4. Nano-sciences, Nano-technologies, Materials and new Production Technologies;
5. Energy;
6. Environment (including Climate Change);
7. Transport (including Aeronautics);
8. Socio-economic Sciences and Humanities;
9. Space;
10. Security.

Marie Curie Actions- Fellowships, Grants, Awards:

Initial training of researchers

- Marie Curie Networks*

Life-long training and career development

- Individual Fellowships
- Co-financing of regional/national/international programmes

Industry-academia pathways and partnerships

- [Industry-Academia Knowledge-sharing Scheme*](#)

International dimension

- Outgoing & Incoming International Fellowships
- International Cooperation Scheme
- Reintegration grants;
- Support to researcher ‘diasporas’

Specific actions: mobility & excellence

- Mobility and career enhancement actions
- Excellence awards

Open to third-country nationals

Offering excellent **infrastructures** to conduct research

- Research infrastructures
- Research for the benefit of SMEs
- Regions of Knowledge
- Research Potential
- Science in Society
- Coherent development of policies
- Activities of International Cooperation

Select your Funding Instrument:

- **Large Collaborative projects and Network of Excellence :**
 - >10 partners, > 10 M€, > 4 yrs

- **Small focused/targeted collaborative projects:**
 - 5 - 10 partners, < 6 M€budget, up to 3 M€EC subsidy, < 4 yrs

- **Coordination and Specific Support Actions:**
 - > 1 partner, < 1 M€budget, 100% funded, NO research, < 3 yrs

- **SICA** measures: together with third country partners (e.g. China, Brazil, Russia, Africa): minimum 2 EU + 2 partners from ICPC list

- **PEOPLE** program: people and knowledge exchange

- **Special measures for SME's**

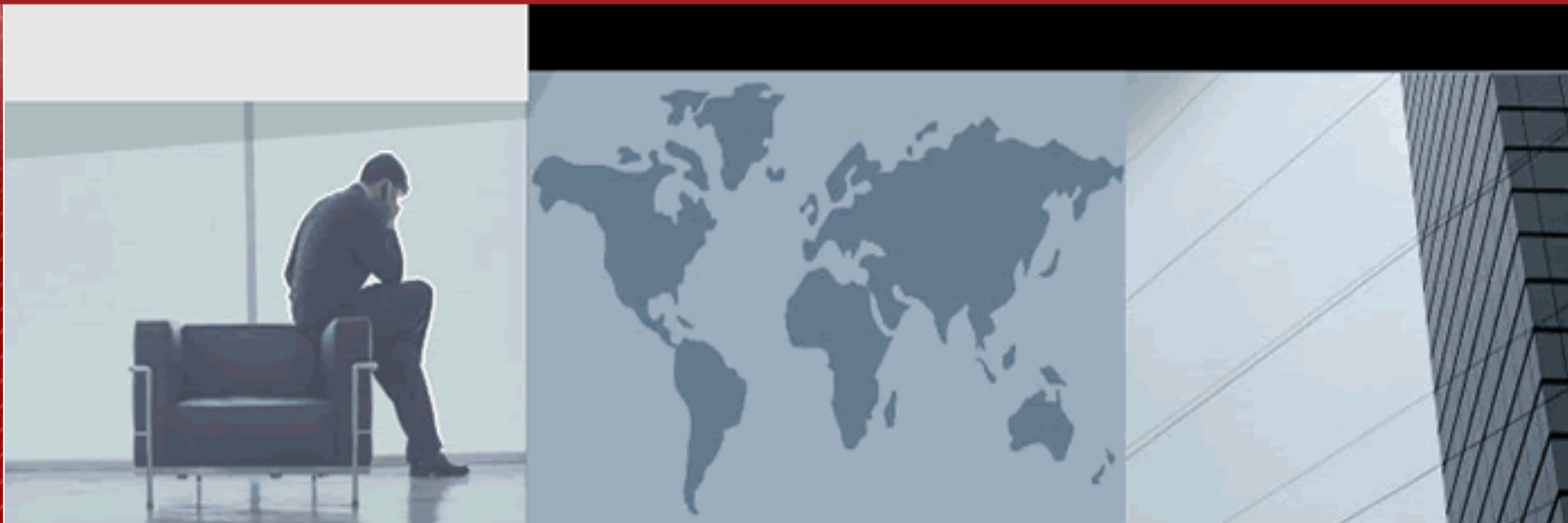
How to prepare a PROPOSAL:

- **Take it as a project in itself:**
 - Scope, tasks/ delegation, time, resources....
 - **READ** the Workprogram, call text, additional documents
 - Use Templates, **write clearly, conside, use charts/figures/bullets/etc**
 - **Finances + IPR !! Agree upfront**
 - **Submit ALL elements on time !**

- **Lobbying and possibly pre-review/ eligibility check:**
 - use NCPs

- **Follow-up:**
 - Timing, evaluation, negotiation
 - Use your partners, trust coordinator?, defend your own position !

 - Websites, tools
 - get professional help for the larger/complex proposals



Proposal structure forms Part A and B



How to apply

- **Coordinator** = single point of contact between participants and commission
 - Scientific coordinator
 - Administrative coordinator
 - Responsible for proposal writing and proposal submission
- **EPSS**: Electronic Proposal Submission System
Will be active 4 weeks before deadline => do register asap
- **Deadline**: EPSS Submit-button becomes inactive.
Submission of successive drafts possible => **submit draft well before deadline!!!**

- **Part A:**

- Administrative online form

- Brief description of work

- Contact details and characteristics of participants

- Information related to requested funding

- **Part B:**

- Will be written in word-format and then uploaded as pdf format via EPSS (= „submission“)

- List of headings, structuring **scientific and technical content** of the proposal

- highlighting those aspects which will be assessed against the **evaluation criteria**

- **Part A 1:**
General Information on the Proposal
- **Part A 2:**
Information on Participants
- **Part A 3:**
Financial Information

Proposal Submission Form



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

**Collaborative Project
Small or medium-scale
focused research project**

**A1:
Content**

Proposal Number

000000

Proposal Acronym

General Information

Proposal Title

Duration in months

Call identifier

FP7-SST-2007-RTD-1

Activity code(s) most relevant to your topic

	-	-
--	---	---


Free Keywords

Abstract (max. 2000 char.)

Proposal - Part A 2

Page 1 out of 2

Proposal Submission Form



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
focused research project

A2.1:
Participants

Proposal Number Proposal Acronym Participant Number

If your organisation has already registered for FP7,
enter your Participant Identity Code

Organisation Legal name

Organisation short name

Administrative Data

Legal address

Street name Number

Town Postal Code/Cedex

Country

Internet homepage

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.
The Commission also collects data for statistical purposes.
The guidance notes will help you complete this section.
The status of the organisation is set by the proposal coordinator. If you would like
to modify this information, the coordinator must modify it in the proposal set-up page

Non-profit organisation


Public body

Research organisation

Higher or secondary education establishment

Main area of activity (NACE code)

Proposal Submission Form



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
focused research project

A2.2:
Participants

Page 2 out of 2

1. Is your number of employees smaller than 250? (full time equivalent)
2. Is your annual turnover smaller than € 50 million?
3. Is your annual balance sheet total smaller than € 43 million?
4. Are you an autonomous legal entity?

You are NOT an SME if your answer to question 1 is "NO"
and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME.
Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal?

if Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person
is the one who the Commission will contact in the first instance)

Family name First name(s)

Title Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Town Postal Code/Cedex

Country Phone 1

Phone 2 Fax E-mail

Proposal Submission Form



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

**Collaborative Project
Small or medium-scale
focused research project**

A3.1: Budget

Proposal Number Proposal Acronym Participant Number

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes

** Please be aware that not all options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.

If you would like to modify this information, you have to do it from the proposal set-up page.

Special transitional flat rate

My legal entity is established in an ICPC and I shall use the lump sum funding method

(If yes, please fill below the lump sum row only.

If no, please do not use the lump sum row)

Type of Activity

	RTD	Demonstration	Training	Coordination	Support	Management	Other	Total
Personnel costs (in €)	0	0	0	0	0	0	0	0
Subcontracting (in €)	0	0	0	0	0	0	0	0
Other direct costs (in €)	0	0	0	0	0	0	0	0
Indirect costs (in €)	0	0	0	0	0	0	0	0
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)	0	0	0	0	0	0	0	0
Total budget (in €)	0	0	0	0	0	0	0	0
Requested EC contribution (in €)	0	0	0	0	0	0	0	0
Total Receipts (in €)								0

**Proposal Submission for Financial Support from the EC For
Specific Support Action project - SSSSSSSSS**

**PART B
Description of scientific/technological Objectives and Workplan**

TITLE
(acronym)

Date of preparation: (date)
Instrument: Specific Support Action
Activity Code: FP6-2003-SSSS-XXXXX
Duration of project: 18 months
Coordinator: Mr FFFF
 NAME Institute
 T= +11 11 1 11
 F= +11 11 1 11
 E= email@email.com

Partners	Organization	Abbreviation	Town	Country
1	U QQQQ			UK
2	EARMA	EARMA	Brussels	Belgium
3	JRC	JRC	Brussels	Belgium
4	KKKK			Romania
5	LLLL			Poland
6	U YYYYY			UK

Structure Part B:

- **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
- **2: Implementation**
 - 2.1. Management structure and procedures
 - 2.2 Individual participants
 - 2.3. Consortium as a whole
 - 2.4. Resources to be committed
- **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**

- **1.1 Concept and objectives**

- Explain the concept of your project.

What are the main ideas that led you to propose this work? Describe in detail the S&T objectives. Show how they relate to the topics addressed by the call. The objectives should be those achievable within the project, not through subsequent development.

- **1.2 Progress beyond the state-of-the-art**

- Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. If applicable, refer to the results of any patent search you might have carried out.

- **1.3 S/T methodology and associated work plan**

- A detailed work plan should be presented, broken down into work packages (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results.

B1. Scientific and technological objectives and state of the art

The worldwide AIDS epidemic is the greatest challenge to global health ever seen. It will gravely affect future generations as more than 5 million children worldwide have been infected with HIV. There is no sufficiently effective way to prevent transmission, especially during breastfeeding. In developing countries ca. 50% of HIV-infected children die before they reach the age of 24 months. As a result of the drawbacks of antiretroviral drugs

HIV are HIV positive. Ninety nine percent of pediatric HIV is acquired via parent to child transmission antenatally, during labour and delivery as well as during breastfeeding. There are approximately 400 000 deliveries each year, 165,000 of whom are children aged 0 to 14 years. In the same childhood age group, there were 40,000 new infections and 36,000 deaths in 2003. At the hospitals where the pediatric study is planned to take place, The two hospitals collectively admit 400-600 pediatric patients per month, up to 60 % of whom are on antiretroviral drugs.

Adjuvanted A, a topical therapeutic immunization technology, has been developed to induce HIV-specific immune responses. In this STREP application we propose to modify and improve Adjuvanted A for the treatment of HIV-infected children.

The final goal of this project is to develop of a safe and painless Adjuvanted A immunization for the treatment of HIV-infected small children.

In order to accomplish this goal the following objectives are proposed in this grant:

1. To construct Adjuvanted A DNA to induce immune responses against a pediatric HIV-1. Adjuvanted A DNA originates from HIV-1.
2. To compare in mice the presently used A-Prep with B-Prep Adjuvanted A application method.
3. To compare in adult volunteers presently used A-Prep with B-Prep Adjuvanted A application method.
4. Develop the concept clinical protocol for the treatment of HIV-infected small children with Adjuvanted A product
5. Train young medical doctors to conduct pediatric AIDS vaccine clinical trials in Europe and Africa.
6. Establish a consortium for the development of Adjuvanted A vaccination in children.

Another objective of the grant is to respond to the call of the LifeScienceHealth priorities (see also B2) and establish a clinical trial programme that unites and supports Europe's clinical trials activities specifically targeted at interventions for use in developing countries. Here we propose the establishment of collaborative relationships between European and African teams, especially to extend the HIV pediatric clinical trial capability of Europe to the developing world, where there is a huge unmet need of combating HIV/AIDS. We expect that this team will continue to work together to continue the development of the Adjuvanted A product for the treatment of HIV-infected children

Give facts and figures related to the problem

List project objectives clearly

Link to EC program objectives

Be relevant to the specific objectives of the Call:

.....

The framework funding is only one instrument to achieve a number of aims at European level that have been agreed between the Member States

in Lisbon (“by the year 2010 Europe should have the most competitive and dynamic knowledge-based economy in the world, capable of sustainable economic growth with more and better jobs and greater social cohesion”)

and later Barcelona (“investment in European R&D must be increased with the aim of approaching 3 % of GDP by 2010, while emphasizing the “strategic importance of promoting the scientific and technological excellence in all regions in Europe”).

Make specific reference to the overall objectives of ERA, explain how this project will contribute to achieve those.

Be relevant to the specific objectives of the Call:

These aims have been translated into more focused objectives.

- **The project has a long-term impact of the project on the European economy**
- **Building a knowledge-based new industry**
- **Invest in innovation, technology and R&D**
- **Support know-how & technology transfer from USA to Europe**
- **Improve competitiveness of European biopharmaceutical industry**
- **Provide worldwide market opportunity for therapeutic vaccine products**
- **Create new high-tech job opportunities**

.....

Make specific reference to the overall objectives of ERA, explain how this project will contribute to achieve those.

- **2.1. Management structure and procedures**
- **2.2 individual participants**
- **2.3. Consortium as a whole**
- **2.4. Resources to be committed**

B Consortium and project resources

(Role of participants and specific/complementary skills, justification of resources= personnel+material, critical mass, adequate financial plan. Max. **2 pages**)

Partners:

Co-operation with:

Networking with :

-Quality of consortium: please give background that is relevant to this particular SSA only: expertise, previous/on going projects (also perhaps at members/national level) in this field.

-Competence:

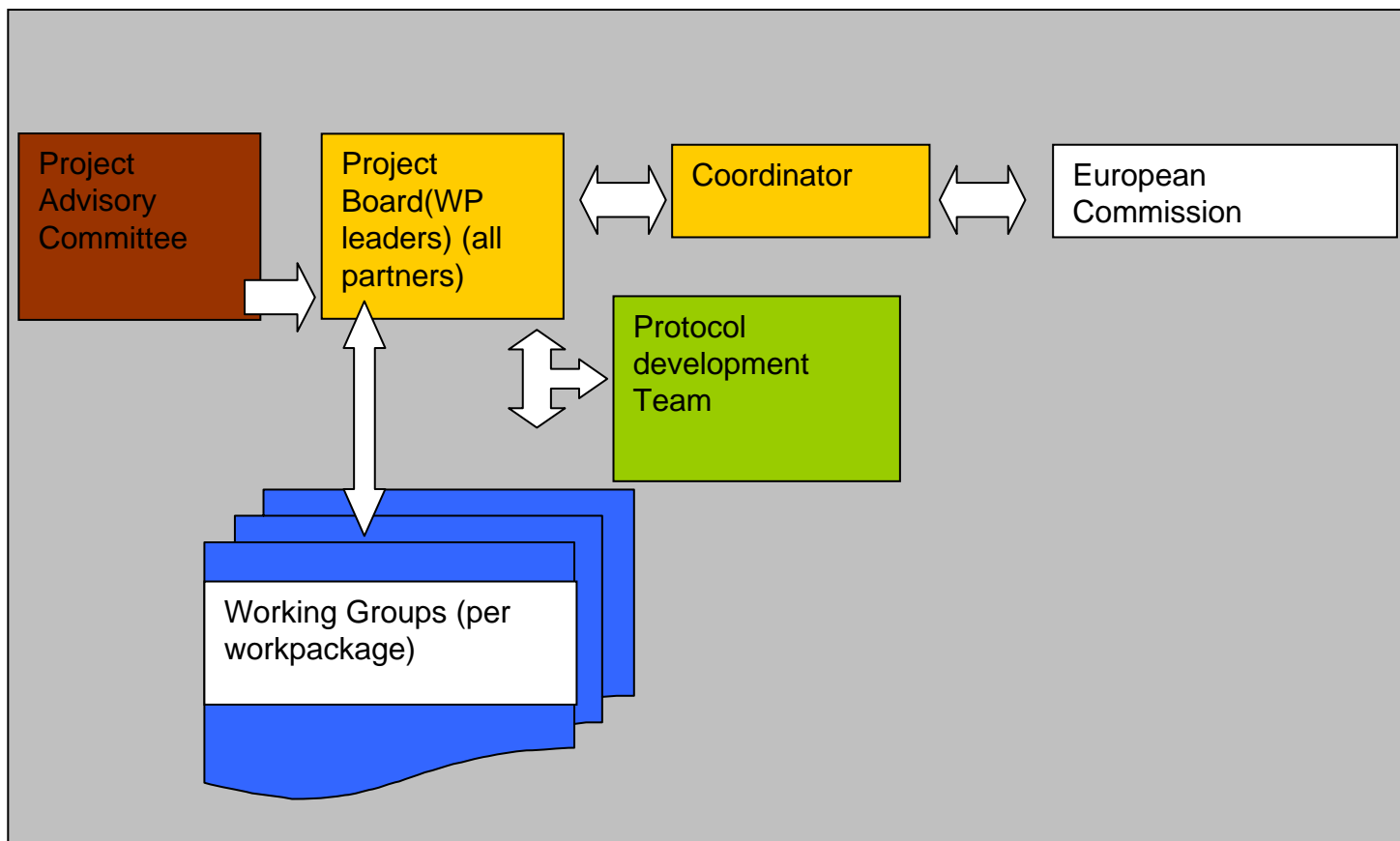
-experience: (list other examples of previous EC projects)

Key benefits of working together in this consortium

- Complementarity of resources
- Role along value chain
- Complementarity of expertise
- Critical mass at EU level

- **2.3 Consortium as a whole**
- Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them.
- Show the **complementarity** between participants.
- Explain how the composition of the consortium is well-balanced in relation to the objectives of the project.
- (*Maximum length for section 2.3 - four pages*)

B2: example project Management & Organization



Part B: example of a consortium partner description:

RIMS bvba: This SME, located in Belgium close to Brussels, is specialized in management of international research projects in the Life science sector (Biotech/Pharma). RIMS will take a lead in establishing the consortium agreement, work closely together with the coordinator for the communication towards the European Commission and help all partners to agree on procedures for reporting and management.

Part B: Financial Management

Justification of Financial plan (operating expenses): 2 examples:

This is a clinical research project that requires the payment of the CRO subcontractor (to support the phase I human study) + a minimum of the tests that are required for patients monitoring. Also foreseen is a working fee for the two subcontractors that will deliver essential material (A-DNA prep and B-prep). As these will have to be manufactured according to **GMP quality** as they will be used in the clinic the price is necessarily elevated (together 350 K€, individual quotes are available from ... and

.....*Contributions in kind* by having access to facilities and time of permanent personnel not listed on the additional project budget (see more detail in Annex 6), have been taken into account according to the Financial rules of the Commission

Part B: DEFINITIONS:

A **work package** is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project.

A **deliverable** represents a verifiable output of the project. Normally, each work package will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

Milestones are control points where decisions are needed with regard to the next stage of the project.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1		Timeplanning: Gantt Chart															Acronym	XXXXXXXXXX			
2																					
3		2004															2005				
4			Jan	Febr	Mrch	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Febr	Mrch	Apr	May	Jun	
5	WP's:	Month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
6	1	Coordination and Management																			
7	2	Interface with xxxxxxx																			
8	3	Interface with xxxxxxx																			
9	4	Program Concept																			
10	5	Development of xxxxxx																			
11	6	Interface with xxxxxxx																			
12	7	Assessment of Program and feasibility of expansion																			
13	8	Developing xxxxxxx																			
14	9	Dissemination to other Countries																			
15	10	Advisory Group																			
16		Milestones:							1*					2*				3*		4*	
17																					
18		Milestones:	1:	Assessment of xxxxx																	
19			2:	Program concept based on xxxxx																	
20			3:	Program validated at xxxt level and ready for assessment to xxxx																	
21			4:	Prototype program for xxxxxx																	
22																					

Example of a GANTT chart

ID	WBS	Task Name	Duration	'01					Mar 5, '01					Mar 12,				
				W	T	F	S	S	M	T	W	T	F	S	S	M	T	
0	0	MGMT	#####															
1	1	Design definition & feasibility	3 days?															
2	1.1	Make projectplan/project planning	1 day?															
3	1.2	Making Product Design Requirements	2 days?															
4	1.2.1	PDR input marketing	1 day?															
5	1.2.2	PDR input specialists	1 day?															
6	1.2.3	PDR input operations	1 day?															
7	1.2.4	PDR input regulatory affairs	1 day?															
8	1.2.5	PDR input IT	1 day?															
9	1.2.6	PDR input QA	1 day?															
10	1.2.7	PDR input Clinical Research	1 day?															
11	1.2.8	PDR input pharmaco economics	1 day?															
12	1.2.9	Release PDR document	1 day?															
13	1.2.10	litterature review	1 day?															
14	1.3	Feasibility study / statement	1 day?															
15	1.4	Develop Detailed design documents	1 day?															
16	1.4.1	Definition IT needs	1 day?															
17	2	Design Development & Verification	11 days?															
18	2.1	Assay development	1 day?															
19	2.2	Assay verification	1 day?															
20	2.3	Asay prototype available	1 day?															
21	2.4	Definition data interpretation and presentation	1 day?															
22	2.5	Assay reproducibility demonstrated	1 day?															
23	2.6	definition of production&logistical aspects	7 days?															
24	2.6.1	make high troughput protocol	1 day?															
25	2.6.2	Define materials to be used	1 day?															
26	2.6.3	Define quality measures	1 day?															
27	2.6.4	Define required instruments/software	1 day?															
28	2.6.5	Review protocols&quality measures	1 day?															
29	2.6.6	Define sample routing	1 day?															
30	2.6.7	Define results routing	1 day?															
31	2.6.8	Define customer ordering system	1 day?															
32	2.6.9	Make SOP(s) or working documents	1 day?															

Rest of Part B:

- **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**

- **3.1 Expected impacts listed in the work programme**
- Describe **how** your project will contribute towards the expected impacts listed in the work programme in relation to the topic or topics in question.
- Mention the **steps** that will be needed to bring about these impacts.
- Explain why this contribution requires a **European** (rather than a national or local) **approach**.
- Indicate how account is taken of **other** national or international **research activities**.
- Mention any assumptions and external factors that may determine whether the impacts will be achieved.

- => don't forget to describe: **exploitation & dissemination** of the results and how you intend to **protect your IPR, publication policies, etc**

B3: impact example

.....HIV/AIDS is one of the greatest medical emergencies of the 21st century and the fight against this disease is an European priority. This proposal address the urgent need by.....

...The problem of HIV infection is not limited to developing countries. Southern Europe has the highest incidence of HIV, an epidemic affecting mainly intravenous drug users. Recently, there was an explosion of HIV infections also in Eastern Europe creating a huge public health crisis several countries, including Romania, Estonia, Latvia and many of the applicant countries where awareness of HIV/AIDS and the health system did not yet reached the EU standard...

The worldwide human immunotherapeutic market has experienced healthy growth rates. Estimated revenues for therapeutic biologics in all diseases are set to grow to \$50 billion per annum, with immuno-therapeutics predicted to grow to 10% of the prescription drug market (\$40 billion) within the next decade. The vaccine market is dynamic at present and this trend is set to continue over the foreseeable future.

The market has doubled in value in the last decade, from \$2.9 billion to \$6 billion. Forecasts from different sources expect prophylactic vaccine sales to increase from \$6.5 billion in 2002 - equating to around 2% of the global pharmaceutical market - to a \$19 billion by 2010, representing an annual growth rate of 14%. The therapeutic vaccine market is at its initial expansion phase and it is commanding interest across the biotechnology industry and with investors

- State of art
- How the proposed project will enhance the state-of-art
- **Size of Market (# patients, companies, sales figures, economic loss figures)**
- **Commercialisation potential (market share, license-out or own production, value growth, jobs, retention of key experts)**
- **Other stakeholder benefits (cost benefits, better treatment adherence, less side effects, public awareness, policy advisory reports)**
- **Added value to European Level (jobs, experts, economic growth, competitiveness through unique products)**
- **Link to deliverables**

B4. Ethical Issues

NEW in FP7:

- http://cordis.europa.eu/fp7/ethics_en.html
- Detailed information sheets for each issue available
- Describe any ethical issues that may arise in the proposal (informed consent, animal research, stem cell research...)
- Explain benefit and burden of the experiments and the effects on the research subject
- Ethical Issues table PLUS free text

- No page limit – can be 20, 30 pages or more!!!

Workplan title: Coordination and Management

Workpackage number: 1

Duration: Month: 1-18

Partner	Lead =1	2	3	4	5	6
Personmonths	5,7	0,3	0,3	0,3	0,3	0,6

Objectives:

The overall objective of this work package is to define the co-ordination task and implement the management of the project by establishing a structure and defining standard procedures. This would include the setting up and implementation of quality monitoring, and control procedures to ensure that work packages are performed effectively and deliverables produced on time. To resolve project-related problems and issues as quickly as possible, so as to minimize the risk of delays or failures to produce deliverables.

Description of work:

To manage and co-ordinate the project as set out in B5 to ensure the timely supply of contracted deliverables including reports, training and staff exchange as specified within the work packages.

The project itself would be co-ordinated by the Co-ordination and Management Group (CMG) comprising the five project partners with the Coordinator, the lead partner chairing meetings. Plenary management sessions would be held on a regular quarterly basis. The first CMG would be held within the first project month (kick-off meeting).

The role of co-ordination would include:

- *
- *

Specific management tasks would include:

- *
- *

Deliverables:

D1.1 Project and Quality Plan (5 reports delivered in months 2, 6, 10, 15 and 18)

D1.2 Six-monthly Progress Report (2 reports)

D1.3 Final Project Report

The Project and Quality Plans would form a dynamic document –

The Six-monthly Progress Reports would

The Final Report would bring together and summarise the activities and achievements over the whole life of the project.....

Expected results/ Milestones :

Workpackage planning list

Work-package No.	Workpackage title	Lead contractor No	Person months	Start month	End month	Deliverables No
1	Coordination and Management	1	7.5	1	18	D1.1 – D1.3
2	Interface with xxxxx	2	8.5	1-5	12-18	D2.1 – D2.3
3	Interface with xxxx	3	2.5	2	5	D3.1 – D3.2
4	Program Concept	1	4.5	4-5	7-9	D4.1 – D4.3
5	Development of proprietary xxx	6	6.2	4	9	D5.1 – D5.4
6	Interface with xxxxxxxx	2	16.7	9	15	D6.1 – D6.3
7	Assessment of feasibility to expand	1	1.2	15	18	D7.1 – D7.3
8	Developing xxxxx Materials for xxx Platform	3	6.5	12	18	D8.1
9	Dissemination	1	10	17	18	D9.1 – D9.2
10	Advisory Group	1	2.1	1	18	D10.1 – D10.3
	TOTAL		65.7			

Deliverables List:

Deliverable N°	WP Ref.	Deliverable title	Delivery date	Nature	Dissemination level
1.1.1	WP1	Project and Quality Plan	By end month 2	R	RE
1.2.1	WP1	Six Monthly Progress Report	By end of month 7	R	RE
1.2.2	WP1	Six Monthly Progress Report	By end of month 13	R	RE
1.3	WP1	Final Project Report	By end of month 7	R	RE/ PU?
2.1	WP2	Workshops	Month 2-5	O	RE
2.2	WP2	Design of xxx programme	Month 2	O	RE
4.1	WP4	Selection of sites for sss studies	Month 4	O	CO
5.1	WP5	Issue framework for sss studies	Month 4	R	CO
5.3	WP5	Needs analysis in context	Month 9	R	PU
5.4	WP5	Case study materials	Month 9	R/O	RE
6.1	WP6	Workshops/	By end of month 9	O	RE
6.3	WP6	Evaluation Report	Month 9	R	CO
7.2	WP7	Review of xxx requirements of xxx	Month 16	R	PU
8.1	WP8	Yyyy platform for vvv	By end of month 18	P	RE
9.1	WP9	Meetings to disseminate materials to other Countries	By end of month 16	O	PU
9.2	WP9	Short report	By end of month 18	R	PU
10.1	WP10	Advisory Group Report	By end of month 1	R	RE
10.2	WP10	Advisory Group Report	By end of month 5	R	RE
10.3	WP10	Advisory Group Report	By end of month 14	R	RE

Deliverable date: month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

Nature: the nature of the deliverable using one of the following codes:

- R = report*
- P = prototype*
- D = demonstrator*
- O = other*

Dissemination level: PU = public

- PP = restricted to other programme participants (+EC)*
- RE = restricted to a group, specified by the consortium (+ EC)*
- CO = confidential, only for members of the consortium (+ EC)*

Important Contract documents:

- Project contract – (**Grant Agreement**) total funding, pre-financing, reporting schedule
- **Annex I** to contract – project workplan, incl. distribution of budget on partners and cost categories
- **Annex II** to contract– General Conditions for project implementation (incl. Finances, IPR etc.)
- (further Annexes as appropriate: NB: MCurie)

http://cordis.europa.eu/fp7/find-doc_en.html

- Financial Guidelines
- Guidance notes on Negotiation
- Guidance on Audit certificates
- Reporting Guidelines

Further information

- **Good luck with your FP7 proposals!**
- **Thank you for your attention.**

Research & Innovation Management Services bvba

Dr Frank Heemskerk
Frank.Heemskerk@telenet.be
or

Mrs Hanneke van Sloten
Hanneke.vanSloten@telenet.be
Tel.: +32 16 474092

<http://www.rimsinternational.eu>

