



APRE

Agency for the Promotion of
European Research

The 7FP 2007-2013
How to prepare a successful proposal

Chiara Pocaterra



⇒ no profit association, created in 1989

⇒ upon the initiative of the Ministry of Research and of the European Commission

with the MISSION to

improve the quality and the quantity of Italian participation in research development and innovation EU programmes

Quality Certification



Quality Certification for:

- information & assistance services
 - training activity
- regarding Research programmes

National Network

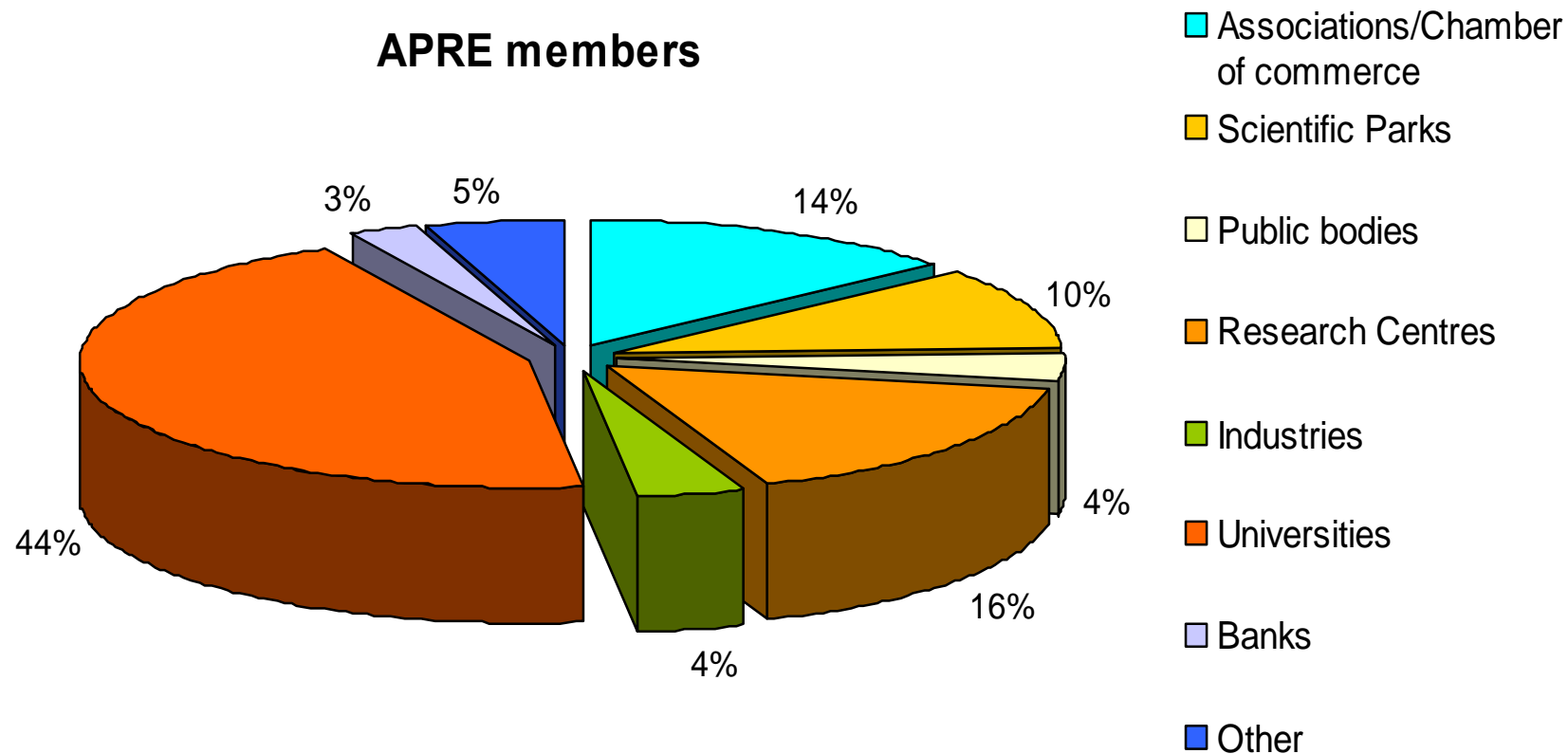
APRE

Main office in Rome

and **16 HELPDESKS**
in almost every Italian
region



Members



~ 80 members

Assistance

By telephone, email and vis a vis in APRE to:

- Identify theme and topic in FP7
- Verify the eligibility of the proposals
- Pre-screen of the proposals
- Help in the use of the EPSSystem

Information

- Conferences
- News alert
- Publications
- Internet website

Partner search

From idea

To the end of the contract

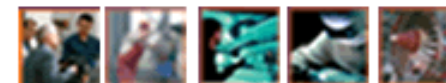
Training

- Administrative management
- European project writing
- Communication of the research
- IPR and Consortium Agreement

Implementation of EC projects

Assistance in:

- Negotiation
- Management of the projects
- Dissemination of the results
- Reporting



APRE is in the Innovation Relay Centres Network - CIRCE

The mission of the IRCs is to
support innovation and
transnational technological co-
operation in Europe with a
range of specialised business
support services

Co-funded by the European
Commission - DG Enterprise



CIRCE
Lazio
Abruzzo
Sardegna

National Contact Points

1	Health	Caterina Buonocore
2	Food, Agriculture and Fisheries, Biotechnology	Egill Boccanera
3	Information & communication technologies	Daniela Mercurio
4	Nanosciences, nanotechnologies, materials & new production technologies	Martina De Sole
5	Energy	Chiara Pocaterra
6	Environment (including Climate Change)	Paola Materia
7	Transport (including aeronautics)	Sabrina Bozzoli
8	Socio-economic Sciences and the Humanities	Monique Longo
9	Security	Iacopo De Angelis
10	Space	Keji Adunmo

Ideas	Daphne Van de Sande
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People	Daphne Van de Sande
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Capacity – Infrastructures	Francesca Zinni
Capacity – Research for the benefit of SMEs	Annalisa Ceccarelli
Capacity – Research potential of convergence	Daphne Van de Sande
Capacity – Science in society	Emanuela Vignola
Capacity –International cooperation	Gianluca Rossi

Euratom	Chiara Pocaterra
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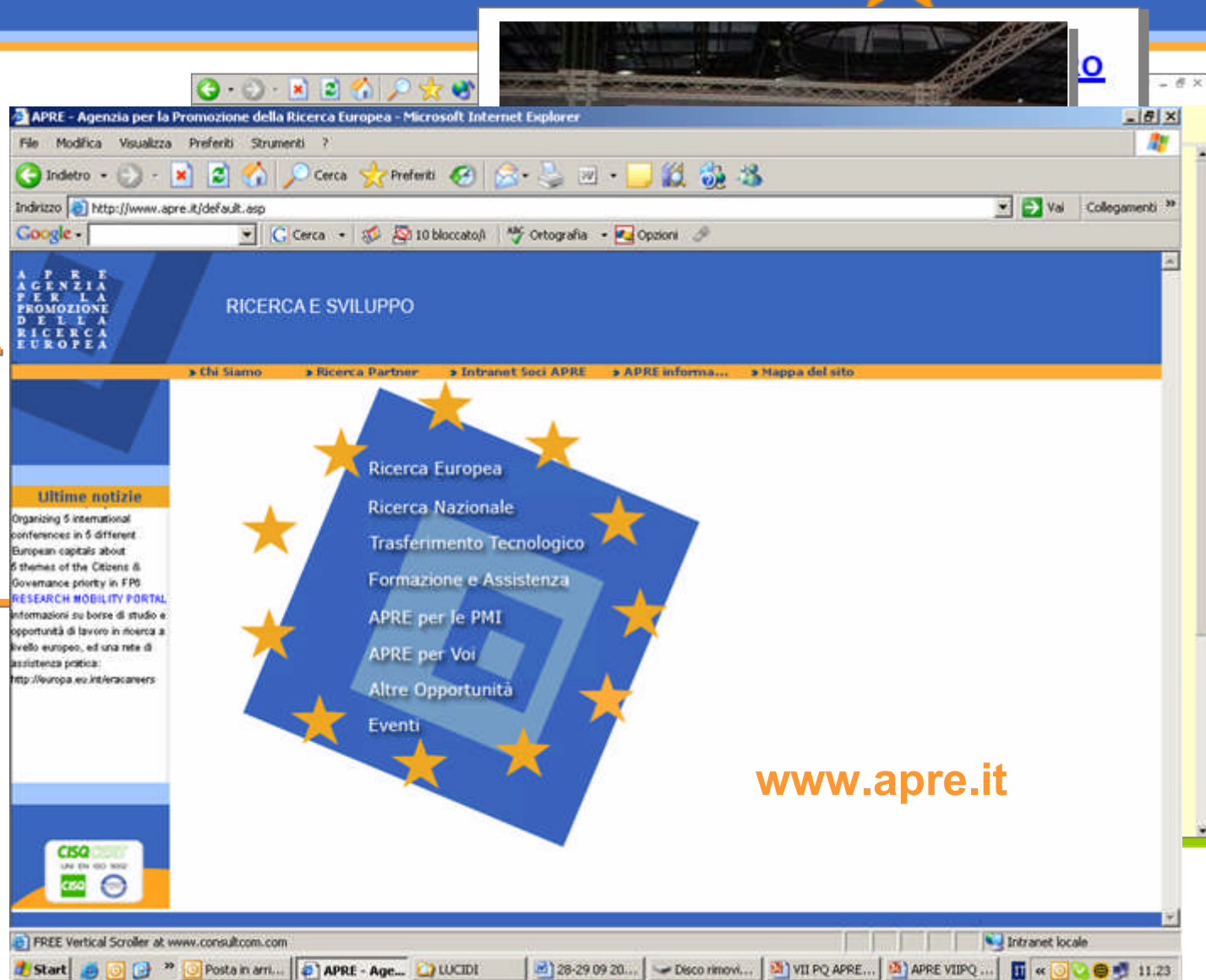
Channels

Database

Newsletter

Events

Web site



www.apre.it

7FP Structure

4 Specific programmes

Cooperation – Research on specific topics 32.413

Ideas – Frontier research 7.510

Peopole – Mobility & career development 4.750

Capacities – Research & Innovation 4.097

+

JRC

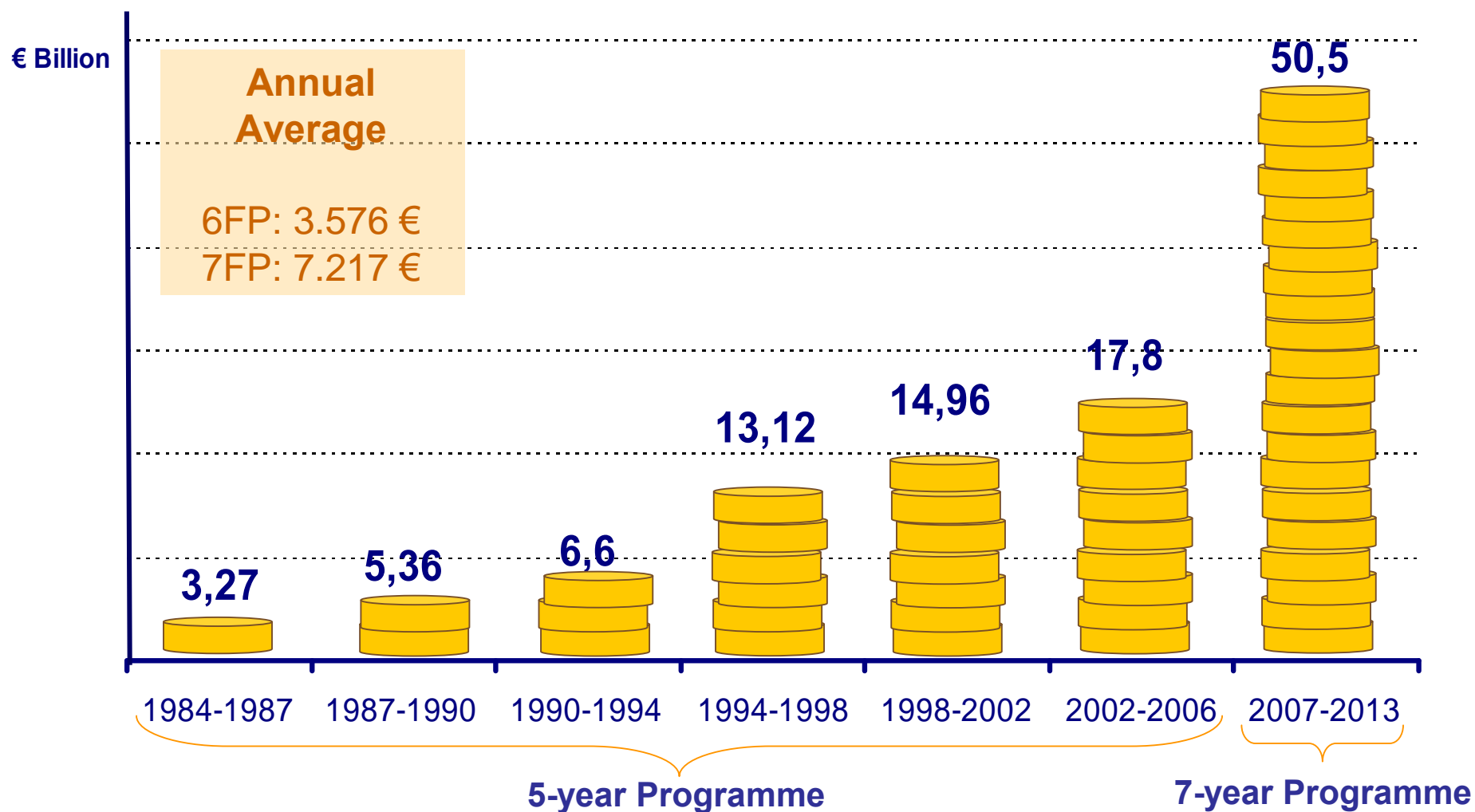
Joint Research Centre (non-nuclear) 1.751

+

Eura tom

Euratom – nuclear research and training activities 2.751

Budget of the FP (without Euratom)



Top Down VS Bottom-up

Top Down

Cooperation

Health

Food, Agriculture and
Fisheries, Biotechnology

Information &
communication
technologies

Nanosciences,
nanotechnologies,
materials&new production

Energy

Enviroment (including
Climate Changes)

Transport (including
aeronautics)

Socio-economic sciences
and the Humanities

Space

Security

Ideas

European Research Council

Initial training

Life-long training

Industry-Academia

International dimensioni

Specific Actions

Research Infrastructures

Research for the benefit of SMEs

Regions of Knowledge

Research Potential of
Convergence Regions

Science in Society

Support to the coherent
development of research policies

International cooperation

People

Capacities

Joint Research Centre (non-nuclear)

Bottom-Up

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



Your **IDEA** must be innovative



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



Sixth Framework Programme



Home

What is FP6?

FP6 step by step

Find a Call

Get support on FP6

Find a Partner

Find a Document

Prepare & submit
a proposal-EPSS

Project
management

Find a Project

What's New?

Activity
Areas



You are here: [FP6 Home](#) > Find a Project

Find a Project

Project details are published on CORDIS after the [negotiation](#) and the [signature of the contract](#) between the European Commission and the [calls for proposals](#) and the selection procedure where they are selected by the European Union to be partly financed by the Commission.

- ✦ [Search Projects](#)
- ✦ [Project News](#)
- ✦ [Bonus Scheme](#)

- ✦ [Joining a project](#)
- ✦ [Email alert services](#)

Search Projects

Sort order:

Enter search term(s):

Activity areas where project information is available:

Any
Life sciences, genomics and biotechnology for health
Information society technologies
Nanotechnologies, Materials, New Processes
Aeronautics and space
Food quality and safety
Sustainable development, global change and ecosystems

Instrument* (Information currently available only for some instruments):

Any
Networks of Excellence
Integrated Project
Specific Targeted Research Project
Specific Targeted Innovation Project

Country*:

What is my Idea?

- What is the organisation **STRATEGY**?
- How does **MY** research fit in FP7 ?
- What are the **FUNDING** opportunities ?
- What is a **REALISTIC** choice for me ?
- What can I **OFFER** to a European project ?

Describe on 1/2 page the following

- What is the problem?
- What are the goals?
- What is your innovative solution?



Indietro Cerca Preferiti

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

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CORDIS

ToGEThe[®]
SINCE 1957

European Union Research Funding →
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News

[EU and EUREKA launch Eurostars programme for research-performing SMEs](#)
[Multinational cruise to collect data in the Black Sea](#)
[Scientists delve into dog genome to find disease genes](#)
[EU-funded researcher wins prestigious innovation award](#)

RSS | What is RSS?

Community Research & Development Information Service

Overview

- 1. FP7 - Seventh Framework Programme (2007 - 2013)**
 - [What is FP7?](#)
 - [Understand FP7](#)
 - [Find a call](#)
 - [Electronic proposal submission system \(EPSS\)](#)
 - [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**

High

[Portug](#)
[CORDI](#)
[CORDI](#)
[8-11 O](#)
[the rec](#)
[15-18](#)
[Toxico](#)
[EURAT](#)
[under](#)
[CORDI](#)
[CORDI](#)
[Septem](#)

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Where can I find calls?

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

- [FP7 Home](#)
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- [Preparation and Submission of Proposals \(EPSS\)](#)
- [Get support](#)
- [Find project partners](#)
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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

[Top](#)

Information Package:

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)

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.

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

Essential documents!

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



Work Programme structure

ACTIVITY ENERGY.2: RENEWABLE ELECTRICITY GENERATION

Research into, development and demonstration of integrated technologies for electricity production from renewables, suited to different regional conditions where sufficient economic and technical potential can be identified, in order to provide the means to raise substantially the share of renewable electricity production in the EU. Research should increase overall conversion efficiency, cost efficiency, significantly drive down the cost of electricity production from indigenous renewable energy resources including biodegradable fraction of waste, enhance process reliability and further reduce the environmental impact and eliminate existing obstacles. Emphasis will be on photovoltaics, wind and biomass including CHP. Furthermore, research will aim at realising the full potential of other renewable energy sources: geothermal, thermal solar, ocean (e.g. wave, tidal power) and hydropower.

Policy context: this activity would facilitate the actual implementation of the "Directive on the promotion of electricity produced from renewable energy sources in the internal electricity market (2001/77/EC, O.J. L283, 27/10/2001)" as well as its revision and medium-term application.

AREA ENERGY.2.1: PHOTOVOLTAICS

Photovoltaics is the most capital-intensive renewable source of electricity. Currently, the generation costs of grid-connected PV electricity in Europe range from 0.25 €/kWh to 0.65 €/kWh, depending on both local solar irradiation and market conditions. The work will include the development and demonstration of new processes for photovoltaic equipment manufacturing, standardized and tested building components and the demonstration of the multiple additional benefits of photovoltaic electricity. Longer term strategies for next-generation photovoltaics (both high-efficiency and low-cost routes) will also be supported.

The content of this Area takes into consideration the Strategic Research Agenda (SRA) developed within the European Photovoltaic Technology Platform.

Expected impact: Through technological improvements and economies of scale, the cost of grid-connected PV electricity in Europe is expected to be lowered to a figure in the range of 0.10-0.25 €/kWh by 2020. Research and development should lead to reduced material consumption, higher efficiencies and improved manufacturing processes based on environmentally sound processes and cycles.

Topic ENERGY.2008.2.1.1: Enhancing strategically important international cooperation initiatives in the field of concentration photovoltaics

Content/scope: This topic solicits proposals for international cooperation in the field of concentration photovoltaics with Mediterranean Partner Countries (MPCs). Project should address common research interests, building on ongoing initiatives to deliver synergy effects. Examples of tasks may include reciprocal field testing of devices, establishment of common materials database, inter comparison of system components.

Funding scheme: Collaborative Project (small or medium scale focused project) with a predominant research component.

Activity 2.1 RENEWABLE ELECTRICITY GENERATION

AREA ENERGY.2.1: PHOTOVOLTAICS

Topic ENERGY.2008.2.1.1: Enhancing strategically important international cooperation initiatives in the field of concentration photovoltaics



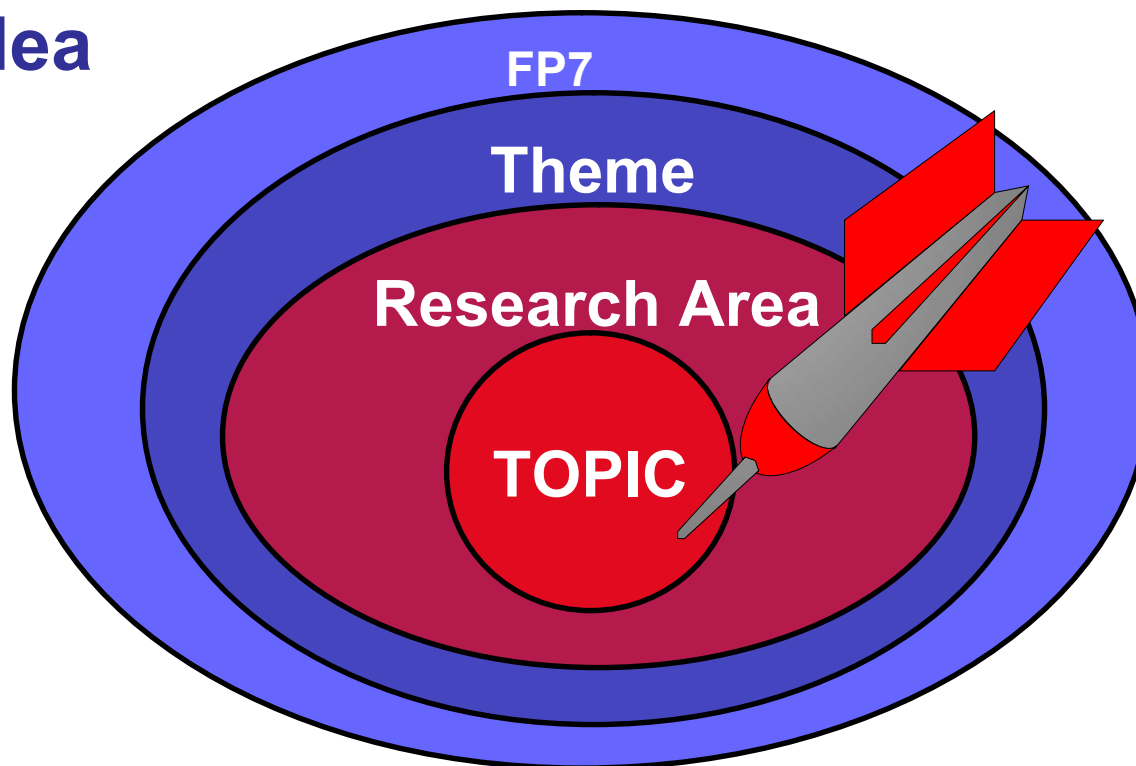
Attention to the

"EXPECTED IMPACT"



Starting...

1. After having read the Work programme find the suitable topic
2. Target your idea



Structuring a project

- Define clear objectives – **WHY?**
 - Objectives, NON results!!
- Define results – **WHAT?**
 - Measurable “deliverables”
- Responsibilities – **WHO?**
 - Each partner = role and responsibility
- Plan activities – **WHEN?**
 - Work Packages, Gantt chart, Pert chart, etc.
- Allocate resources – **HOW MUCH?**
 - to WP's and activities

Objectives: WHY?

Define the objectives in the European political contest

- **General Objectives**

- Long term: beyond the duration of the project
- Improve, strenght, facilitate, realize ...

- **Specific Objectives**

- To be realized during the project implementation
- Testing, pilot plant, develop new knowledge, ...

Results: WHAT?

- **Main results**
 - Primary goals to realise the project objectives
- **Detailed results**
 - Intermediary results necessary for the achievement of the main results (deliverables)
 - Used for monitoring the project implementation
 - Material: prototype of platform, software, publications, report ...
 - Immaterial: new knowledge (in report), proven added value

Quantify e qualify!

Responsability: WHO?

- **Principal partners**
 - each partner has a clearly defined role
 - Link the results to project partners
 - Complementarity
 - Different types
- **Involvement of external stakeholders**
 - Users: Evaluation Committee
 - Advisory committee
- **Consortium agreement**

Roles in the project

Official roles

- Coordinator
- Partner

Practical roles

- Technology/solution
- Developer
- End user
- Training specialist
- Project manager
- Dissemination expert
- ..

You are only part of the puzzle

Always look for

Balance, Complementarity, Excellence, Commitment



**Create your
consortium in line
with the project
objectives**

Consortium building

- ✓ At least 3 legal entities must participate, each of which is established in a Member State or Associated country, and no 2 of which are established in the same Member State or Associated country. All 3 legal entities must be independent of each other
- ✓ Number can be raised in the Workprogramme
- ✓ Exceptions! (SSA, INCO, some Mobility Measures)

Eligible participants

- ➔ **Member States => Financing**
- ➔ **Associated Candidate Countries (Turkey, Croatia => Financing**
- ➔ **Associated States: Iceland, Israel, Liechtenstein, Norway, Switzerland, Macedonia, Serbia => Financing**
- ➔ **Third countries: Mediterranean Partner Countries, Russia & NIS, Developing Countries
=> in parts of FP6 fully integrated incl. Financing**
- ➔ **Countries with S&T Agreement: US, Canada, Australia, South Africa, => can participate**

Success Factor Partnership

✓ a fully integrated and balanced team

- critical mass
- complementary, clear roles & functions
- no overlaps, no duplications
- experienced in EU RTD projects
- knowledge of the reputation of core partners
- involvement of SMEs
 - for RTD, as Technology provider, user, for Exploitation, Dissemination, Management
- involvement of consumer organisation, European association etc. (in accordance with topic)
- different interests in the project, internationality, cultural framework, language

Planning: WHEN?

- Management basis (monitoring)
- Distinctive phases
- Visibility of the work:
 - Flow chart (Pert Chart)
 - Work Breakdown Structure (WBS)
 - Work Packages (WP)
 - Tasks (T)
 - Bar/Gantt Chart

Allocate resources: HOW MUCH?

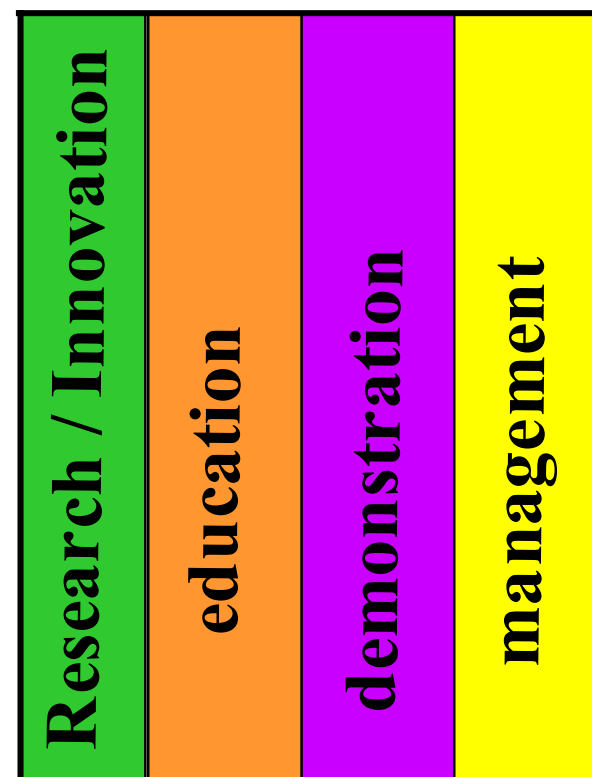
Realistic Budget : AFTER the definition of:

- results, activities and roles of the partners

Activities

Eligible costs:

- Personnel
- Travel/subsistence
- Material/equipment
- Overheads
- Subcontract



Contribution of the EC

Funding of eligible costs	All	SMEs, No profit public bodies, higher education, research org.
R&D	50%	75%
Demonstration	50%	50%
Other activities	100%	100%
Frontier Research	100%	100%
Support and coordination	100%	100%
Training	100%	100%
Management	100%	100%

Direct and indirect costs

- **Direct costs** are all those eligible costs which can be attributed directly to the project and are identified by the beneficiary as such, in accordance with its accounting principles and its usual internal rules.
- **Indirect costs** are all those eligible costs which cannot be identified by the beneficiary as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs.

Identification of indirect costs

- Based on actual indirect costs for those beneficiaries which have an analytical accounting system to identify their indirect costs
- A beneficiary may opt for a flat rate of 20% of its total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary
- Non-profit public bodies, secondary and higher education establishments, research organisations and SMEs may opt for a flat-rate of 60% of the total direct eligible costs excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the beneficiary

Proposal writing



After having structured the project idea you can start writing the proposal!!!

Some tips

- **Overall Proposal** -> Coordinator
- **Work Packages** -> WP Leaders
- **Management** -> Coordinator
Administration
- **Budget** -> Coordinator Administration
- **Exploitation** -> Commercial partners

Relevance & Impact

•Relevance

- Why does the project address the topic
- Why does the project benefit the consumer
- Why does the project benefit the economy

•Impact

- Turn theory into practice
- Inform the relevant stakeholders
- Create knowledge with market value

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**

Writing 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

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

Take care of the details

- Use standard and concise English
- Make the text clear, well structured, and fluent
- Plan an index, use short paragraphs, point out key passages, schematise the concepts
- Insert only information relevant to the project

Development of the text

- Answer to ALL! the questions indicated in the form
- Use terminology relevant to the context of the Programme and the call
- Coherent language in all proposal paragraphs (e.g. service – system, experimentation – test etc.)

Structure and approach

- Introduce (new) concepts at the beginning, explain and work out (do not introduce new concepts afterwards)
- Maintain the discourse coherent
- Refer to public data (statistics) if relevant
- Refer to previously funded projects (innovation can be a follow-up)
- Short and dense text (use the figures)



**Make the proposal readable. Evaluator has few hours to read your proposal and evaluate it.
Write in bold, use cursiv, underline.**

Better one table than thousand words...



As previously noted, these centres are already linked by a common training project under the EAA. This new research and training project will further strengthen this effective network.

Also inserted in the Network will be the active in the andrological field: Se proposed for therapy male infertile phosphodiesterase inhibitors active forthcoming selective inhibitor of t ejaculation, Schering and Solvay, administration methods dedicated training describe in point B2.1 will

ing the latest generation products
producing hormones and drugs
manufacturers of various type 5
& Johnson, manufacturer of the
imed at treating premature
formulations with innovative, specific
sm. Part of the complementary
pharmaceutical companies.

rof. Aleksander Giwerzman
ry, Chairman Prof. Frederick Wu
of. Margus Punab
rof. Dirk Vanderschueren
airman Prof. Eberhard Nieschlag

ssen, Chairman Prof. Andreas

Wojciech J. Glander
Medical University of Lodz, Chairman

Creu, Chairman Prof. Osvaldo Rajmil
"La Sapienza", Co-Chairmen Prof.

centres	Competencies					
	Clinical	Laboratory	Sexological	Psychological	Ethical	Sociological
Rome	X	X	X	X	X	X
Malmo	X	X			X	-
Manchester	X	X			X	-
Tartu	X	X			-	-
Leuven	X	X			X	X
Muenster	X	X			X	X
Giessen	X	X			X	-
Leipzig	X	X	X	-	-	-
Lodz	X	X	X	-	-	-
Barcelona	X	X	X	X	X	X
Florence	x	X	X	x	x	X



5 7FP SECRETS

1. CHANGE PERSPECTIVE

Your proposal must be written in order to resolve **European problems** identified in EU policies

Never give the impression that you are writing a project because trying to get funding!

5 7FP SECRETS

2. SOME LOBBYING BEFORE SUBMISSION OF PROPOSAL

Contact the NCP, the Delegation and Commission officers for **consistency** of your project idea

5 7FP SECRETS

3. Satisfy EVERY evaluation criteria

- Catchy title, acronym
- Synthesis of the project (objectives, *results, R&D approach, partnership, usefulness of the results, exploitation*)
- Convincing technological background and state of the art
- Make objectives, methods, results and deliverables clear
- Well structured work plan
- Appropriate management structure
- Detailed implementation and exploitation plan
- Realistic description of costs
- Balanced consortium (roles, qualifications)

4. The themes

FOCUS ON DELIVERABLES, FINAL BENEFICIARIES AND EXPLOITATION RESULTS

- The deliverables must always be quantifiable
- Identify the first user of the results
- Foresee the way of exploitation of the results (dissemination plan)

5 7FP SECRETS

5. EDUCATE THE EVALUATORS

**Don't consider only scientific aspects
(it is not an scientific paper!)**

But also political, economical and social!

**And show your preparation on this themes with
data and figures**

Submitting the proposal



EPSS - Electronic Proposal Submission System

- ☐ On-line preparation
- ☐ On-line updating of the proposal

EPSS helpdesk

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

tel: +32 2 233 37 60

E-mail: support@epss-fp7.org

Criteria of proposal eligibility

- **Date and time of proposal submission**
 - Established deadline – except for “Continuously Open Calls” – e.g. CSA
- **Minimal number of partners**
 - As established in rules for participation
- **Completeness of the proposal**
 - Make sure that the administrative data (Part A) and content (Part B) are correctly inserted
- **“Scope”**
- Other - eg. budget limits

www.cordis.europa.eu/fp7/



- ➔ National Contact Points
 - ➔ Practical information & advice on procedures and rules for participation
- ➔ National delegates in Programme Committees
 - ➔ Scientific interpretation of calls, information on community policies
- ➔ Innovation Relay Centre (IRC)
- ➔ EC Information desks (contactable via e-mail or telephone)



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- [Find project partners](#)
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Get support

Network of National Contact Points (NCPs)

The network of National Contact Points is the main structure to provide guidance, practical information and assistance on all aspects of participation in FP7.

What is the NCP network?

NCPs are national structures established and financed by governments of the 27 EU member states and the states associated to the framework programme. NCPs give personalised support on the spot and in proposers' own languages.

The NCP systems in the different countries show a wide variety of architectures, from highly centralised to decentralised networks, and a number of very different actors, from ministries to universities, research centres and special agencies to private consulting companies. This reflects the different national traditions, working methodologies, research landscapes and funding schemes.

- [National Contact Points \(NCPs\)](#)
- [FP7 contacts in third countries](#)

Other support services

FP7 support services

Enquiry Service (A service provided by the Europe Direct Contact Centre)

Ask your questions about any aspect of European research in general and the EU Research Framework Programmes in particular. Your enquiry will be logged in a database to ensure that you get a response as quickly as possible and then passed through to the relevant department for expert handling.

This service replaces the traditional Help Desk email service.



Thank you for your attention!



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