



Proposal Preparation and Evaluation



ICT Research and Innovation for Creative Industries and Cultural Heritage

*Horizon 2020 Information & Networking Day
Luxembourg, 23/01/2014*

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Proposal preparation



Start: Call page in Participant Portal

- ICT 18 & ICT 22:
<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-ict-2014-1.html>
- Reflective 7:
<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/2105-reflective-7-2014.html>

Work Programme and reference documents:

- conditions for participation
- description of project types ("Actions")
- proposal templates
- evaluation criteria
- model grant agreement

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Electronic Submission Service

ICT 2014 - Information and Communications Technologies
H2020-ICT-2014-1 Sub call of: H2020-ICT-2014

Publication date	2013-12-11	Deadline Date	2014-04-23 17:00:00 (Brussels local time)
Total Call Budget	€658,500,000	Main Pillar	Industrial Leadership
Status	Open	OJ reference	OJ C361 of 11.12.2013

Topic: Support the growth of ICT innovative Creative Industries SMEs ICT-18-2014

Coordination & support action

START SUBMISSION

Coordination & support action [CSA]

Innovation action [IA]

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Overview

1. *Login/register to Participant Portal (ECAS password)*
2. *Get PICs (Participant Identification Code) of project partners from Beneficiary Register*
3. *Prepare proposal:*
 - *on-line for tables in Part A*
 - *off-line for text in Part B (upload PDF files)*
4. *Submit draft proposal*
5. *Complete submission before Call closes*

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Proposal Part A

Section 1: proposal

- *Title, acronym, duration*
- *Keywords*
- *Proposal abstract*
- *Previous submissions*
- *Declarations of coordinator (new)*
 - *Consent of all participants*

Section 2: partners (one form per partner)

- *Participant Identification Code (PIC) - compulsory!*
- *Contact information*

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Conditions for participation

Minimum conditions

- For Research & Innovation Actions and Innovation Actions:
At least 3 legal entities, each established in **different EU Member States** or associated countries
- For Coordination and Support Actions
At least 1 legal entity established in a MS/AC

Additional conditions

- As set out in the Work Programme
– in ICT 18 mandatory involvement of SMEs

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Eligibility for funding

Location and legal status

- Legal entities established in Member States or associated countries
- Entities established in third countries may receive funding if their participation is essential for the project; self-funded participation possible

Financial capacity

- To be checked only for coordinator if it is a private organisation and requests funding $\geq 500,000$ EUR

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Proposal Part A (cont.)

Section 3: Budget table

- **Direct costs to be filled in**

- *Personnel costs*
- *Costs of subcontracting*
- *Other direct costs (travel, depreciation of equipment...)*
NB: Justification required if 'Other costs' exceed 15% of personnel costs

- **Indirect costs & funding rates calculated automatically**

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Simplified Funding Model

Same reimbursement rate for all activities

- *Up to 100% for Research and Innovation Actions & Coordination and Support Actions*
- *Up to 70% for Innovation Actions (non-profit entities up to 100%)*

One method for calculation of indirect costs

- *Flat rate of 25% of total direct costs, excluding subcontracting and costs of third parties*

"No profit" principle: *Funding may not exceed costs; receipts to be declared*

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Proposal Part B: Section 1

Excellence

Proposal template

- *Objectives, concept, progress beyond state of the art*

Evaluation form for all proposals

- *Clarity and pertinence of the objectives*
- *Credibility of the proposed approach*
- *Soundness of the concept, including trans-disciplinary considerations (where relevant)*

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Proposal Part B: Section 1 (cont.)

Excellence

Evaluation form for Research and Innovation Actions & Innovation Actions:

- *Extent to which the proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches)*

For Coordination and Support Actions:

- *Quality of the proposed coordination and/or support measures*

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Proposal Part B: Section 2

Impact

Proposal template

- *Expected impacts (relevant to Work Programme)*
- *Measures to maximise impact: dissemination, communication, exploitation*

Evaluation form for all proposals

- *[Contribution to] the expected impacts listed in the Work Programme*
- *Effectiveness of the proposed measures to disseminate and exploit the project results (including management of IPR); to communicate the project, and to manage research data*

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Proposal Part B: Section 2 (cont.)

Impact

Evaluation form for Research and Innovation Actions & Innovation Actions:

- *Enhancing innovation capacity and integration of new knowledge*
- *Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets, and where relevant, by delivering such innovations to the markets*
- *Any other environmental and socially important impacts*

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Proposal Part B: Section 3

Implementation

Proposal template

- *Work packages, deliverables, milestones*
- *Management structure and procedures*
- *Consortium as a whole*
- *Resources (Person Months)*

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Proposal Part B: Section 3 (cont.)

Implementation

Evaluation form

- *Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources*
- *Complementarity of the participants within the consortium*
- *Appropriateness of the management structures and procedures, including risk and innovation management*

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Proposal Part B: Section 4

Participants

Proposal template

- *How their profiles match their tasks*
- *CVs of key persons*
- *References (publications, products, other projects)*
- *Infrastructure or any major items of technical equipment, relevant to the proposed work*

Evaluation form

*Experts will also assess the **operational capacity of applicants** to carry out the proposed work*

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Proposal Part B: Section 5

Ethics and Security

- *How are ethical and security issues dealt with?*
- *Compliance with legislation*

Examples:

- *Personal data collection and/or processing*
- *Physical interventions on study participants, use of invasive techniques*
- *Export of personal data to non-EU countries*

Ethics assessment: *only proposals considered for funding*

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Proposal Part B

Two PDF files: Sections 1-3 & 4-5

- *.rtf templates in Submission Service*

Sections 1-3: Page limit

- *Research and Innovation Actions, Innovation Actions: 70 pages*
- *Coordination and Support Actions: 50 pages*
- *Evaluators are requested to disregard excess pages*
- *NB: 70/50 pages is the maximum, not the target!*

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From evaluation to grant award

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Admissibility & eligibility criteria

To be **admissible**, proposals must be

- *submitted before the Call closing time*
- *readable, accessible, printable*
- *complete (containing all requested parts)*

A proposal is **eligible**, if

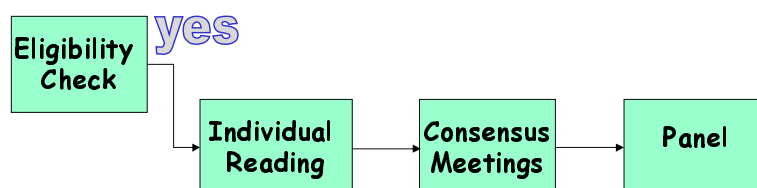
- *content corresponds to relevant part of Work Programme*
- *minimum number of participants is present*

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Evaluation Process

- *Panel of independent experts, 3 per proposal*
- *Individual reading followed by consensus meetings & panel meeting chaired by the Commission*
- *Result: evaluation report for proposers*





Award criteria

- 1. Excellence***
- 2. Impact***
- 3. Quality and efficiency of implementation***

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Scoring

- *Each criterion scored out of 5*
- *Individual threshold = 3/5*
- *Overall threshold = 10/15*
- *New: For Innovation Actions - Impact criterion weighted by factor 1.5*

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Schedule

Call closing dates

- *ICT 18 & ICT 22: **23 April 2014, 17:00***
- *Reflective 7: **30 September 2014, 17:00***

Indicative timetable

- *Information on the outcome of evaluation: max. 5 months after Call closing date*
- *Signature of grant agreements: max. 3 months after information on outcome*

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Work Programme

DG CONNECT, unit Creativity

cnect-creativity@ec.europa.eu

Horizon 2020 procedures

<http://ec.europa.eu/research/index.cfm?pg=enquiries>

IT Helpdesk for Submission Service

<http://ec.europa.eu/research/participants/api/contact/index.html>

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