

Tools and procedures for submission

*INFORMATION EVENT ON THE NINTH CALL FOR PROPOSALS
UNDER THE CAPACITY WORKPROGRAMME
e-INFRASTRUCTURES ACTIVITY*

Brussels: 11th June 2010

Eligibility of proposals

- Your proposal must be in scope of the call
- For CP-CSA and CA: It must involve at least three mutually- independent legal entities from three different Member States or Associated countries (*Albania, Bosnia & Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey*)
- It must be submitted before the call deadline, using the Commission's electronic proposal submission system
- Sub-topic coverage requirement for topic 1.2.1
- Specific budget limitation for topic 3.4

Non-eligible proposals are not evaluated!

Evaluation by independent experts

1. Scientific and technical quality

Threshold 3/5

2. Implementation

Threshold 3/5

3. Impact

Threshold 3/5

Total = Overall score

Threshold 10/15

Key information for proposers

- Infrastructures Workprogramme
- Guides for Applicants
including the *Guidance notes for evaluators*
- EPSS manual

- Model grant agreement, Financial guidelines,
Project management guidelines...



Electronic Submission

- Proposal coordinator registers with the EPSS and obtains ids and passwords for himself and his partners
- The consortium constructs the proposal on our server, then submits it before the deadline
- Submission failure rate = $\pm 1\%$

Only reason for failure; waiting till the last minute

- Technical problems
- Panic-induced errors
- Too late starting upload, run out of time

Submit early, submit often!

If in trouble, call the EPSS helpdesk !

Proposal Part A – online forms

A1

- Title, acronym, objective etc.
- free keywords
- 2000 character proposal abstract
- previous/current submission in FP7

A2 *(one A2 form per partner)*

- Legal address/administrator address/R&D address
- Clear identification as SME/Public body/Research centre/ Educ. establishment

A3

- Cost and funding details (direct/indirect costs distinguished)

The image shows a screenshot of the 'Proposal Submission Form A1'. The form is titled 'Proposal Submission Forms' and includes the following fields and sections:

- Project Number:** A field for entering the project number.
- Proposal Title:** A field for entering the title of the proposal.
- Keywords:** A field for entering keywords.
- Abstract:** A large text area for entering the proposal abstract, with a note indicating a 2000 character limit.

The form also includes a header with the text 'Proposal Submission Forms' and 'A1' in the top right corner. At the bottom, there is a small note: 'This proposal is eligible for funding under the FP7 programme. For more information, please visit the FP7 website: <http://ec.europa.eu/fp7/>

Participant Identification Code

A PIC is optional

- Participants possessing a PIC can use this number to identify themselves in the Electronic Proposal Submission system. On entering the PIC, parts of the proposal forms will be filled in automatically
- The process for assigning a PIC is triggered by a self-registration of an organisation at the following website:
<http://ec.europa.eu/research/participants/urf>
- On this website you will also find a search tool for checking if your organisation is already registered (and thus already has a PIC)

Proposal Part B – pdf document

RTF Template supplied by the EPSS

Format directly linked to evaluation criteria

Summary

S&T quality (bullet points = sections)

Implementation (idem)

Impact (idem)

Other issues

Evaluation procedure

- Individual reading by up to five experts (remote reading at home)
- Experts' "Consensus group" in Brussels
- All experts Panel meeting
- Hearings for high scoring proposals CP-CSA proposals
- Final Panel meeting
- Evaluation Summary Report (ESR)

- Commission selection of proposals for negotiation

When writing your proposal....

Divide your effort over the evaluation criteria

Many proposers concentrate on the scientific element, but lose marks on project planning or impact description

Think of the finishing touches which signal quality work:

- clear language
- well-organised contents, following the Part B structure
- useful and understandable diagrams
- no typos, no inconsistencies and obvious paste-ins, no numbers which don't add up, no missing pages ..

When writing your proposal....

Make it *easy* for the evaluators to give you high marks. Don't make it hard for them!

- Make sure you submit the latest, complete version of your proposal (Don't make last minute changes!)
- Don't write too little; cover what is requested
- Don't write too much
- Don't leave them to figure out why it's good, tell them why it's good
- Leave nothing to the imagination

Success factors

- Preserve your credibility: select one proposal and make it a winner
- Critical mass of participation rather than a long list of organisations with limited involvement
- Key individuals, expertise and achievements rather than long list of previous projects
- Make the proposal compelling for a busy reader (the first 5-10 pages are key!)

Getting help with your proposal

The Commission supports

- Information days and briefings in Brussels and elsewhere
- A supporting website of advice, information and documentation (http://cordis.europa.eu/fp7/ict/e-infrastructure/home_en.html)
- Partner search facilities (<http://www.ideal-ist.net/>)

Getting help with your proposal

- The FP7 Enquiry Service
(http://cordis.europa.eu/fp7/get-support_en.html)
- An ICT Helpdesk for proposers' questions
ict@ec.europa.eu
- An EPSS helpdesk
tel: +32 2 233 3760
email support@epss-fp7.org
- A list of contact persons for each of the objectives in the call

And a network of National Contact Points in Europe and beyond:
http://cordis.europa.eu/fp7/ncp_en.html