How to Write a Competitive Proposal for Framework 7

COURSE PRESENTER

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Course Websites
www.hyperion.ie/fp7websites.htm

(Version 26)

COURSE CONTENTS

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Glossary of Framework 7 Acronyms

AC	**Additional Cost Model**	**FP6**	**Framework 6**
AS	**Associate State**	**FP7**	**Framework 7**
CFS	**Certificate on financial statement**	**HLG**	**High Level Group**
CSA	**Coordination and Support Action**	**I3**	**Integrated Infrastructure Initiative**
CIP	**Competitiveness+Innovation Programme**	**ICPC**	**International Cooperation Partner Country**
CPF	**Contract Preparation Form**	**IP**	**Integrated Project**
CREST	**Representatives of National Ministries**	**JTI**	**Joint Technology Initiative**
CSO	**Civil Society Organisation**	**MS**	**Member State (of the European Union)**
DG	**Directorate General (e.g. DG Research)**	**NOE**	**Network of Excellence**
EAG	**External Advisory Group**	**OLAF**	**EU Anti-Fraud Office**
EEIG	**European Economic Interest Group**	**OMC**	**Open Method of Coordination**
EC	**European Commission**	**PESS**	**Proposal Evaluation Software System**
EOI	**Expression of Interest**	**PPP**	**Public Private Partnership**
EP	**European Parliament**	**R&D**	**Research and Development**
EPSS	**Electronic Proposal Submission System**	**RTD**	**Research and Technology Development**
ERC	**European Research Council**	**RSFF**	**Risk Sharing Finance Facility**
ESR	**Evaluation Summary Report**	**SICA**	**Specific International Cooperation Actior**
ETI	**Economic and Technological Intelligence**	**SME**	**Small and Medium Sized Enterprise**
ETP	**European Technology Platform**	**SP**	**Specific Programme**
EU	**European Union**	**SSA**	**Specific Support Action**
EURAB	**European Research Advisory Board**	**STREP**	**Strategic Targeted Research Project**
FC	**Full Cost Model**	**TP**	**Technology Platform**
FCF	**Full Cost Flat Rate Model**	**WP**	**Workprogramme**
FET	**Future and Emerging Technologies**		

WHO IS ON THE COURSE ?

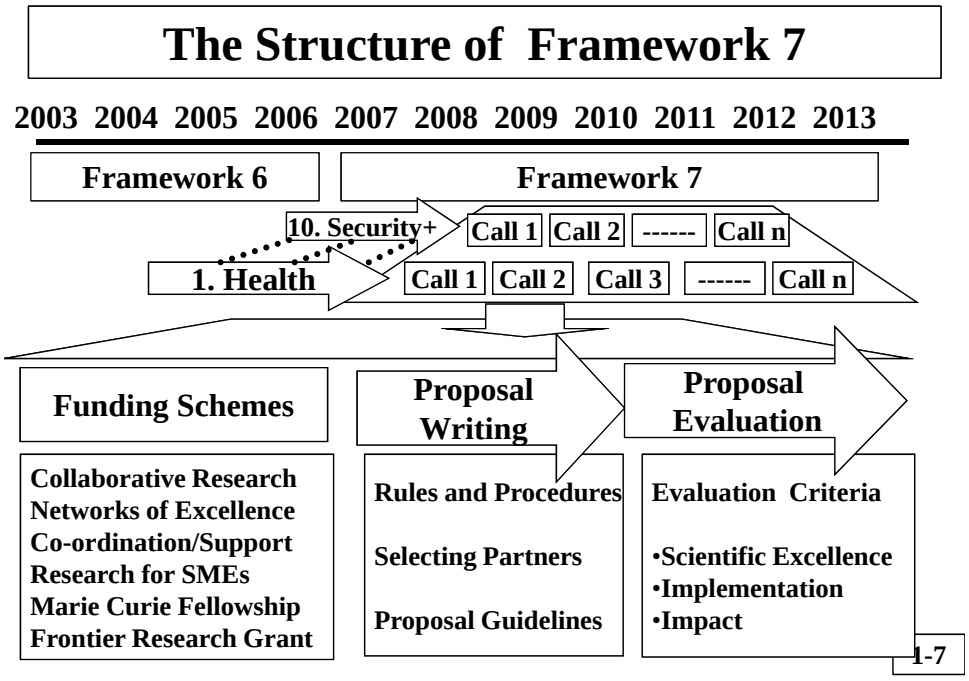
Who attended a previous Hyperion training course?		
Beginners (Framework 7) ?	**Coordinator of a proposal ?**	
Partner in a proposal ?	**People with a rejected proposal?**	
National Contact Points ?	**Framework 7 Advisors ?**	
Administrators ?	**Research Managers?**	**Consultants ?**
Companies?	**Regional Organisations?**	**Basic Research?**
People who have evaluated Framework proposals?		**Trainers?**

SME(Small and Medium Sized Enterprise)

NCP(National Contact Point)

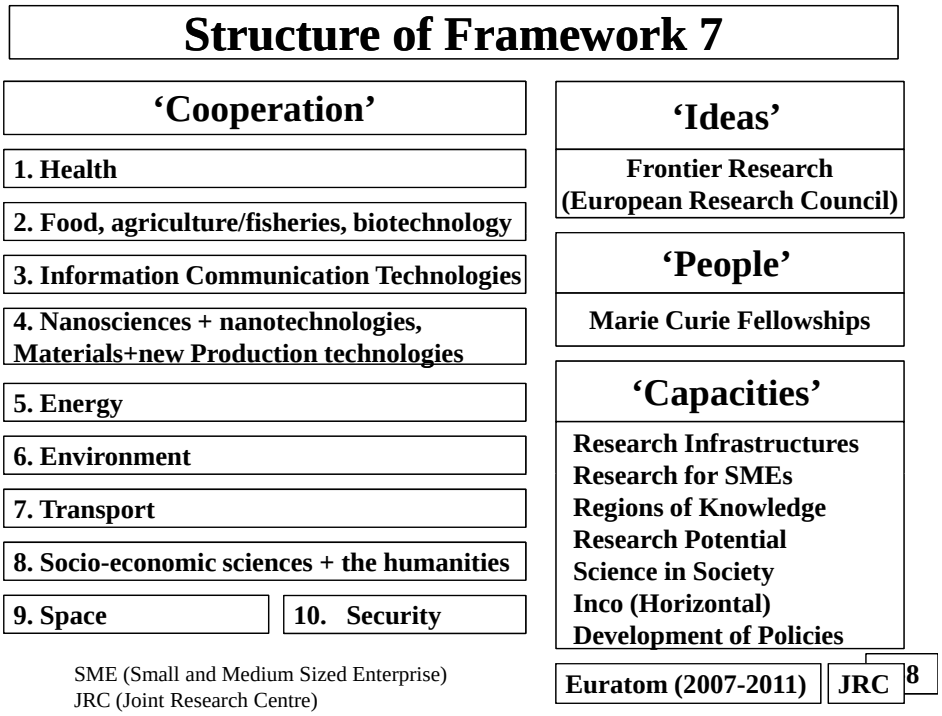
How to Stay up-to-date with Framework 7

OFFICIAL WEBSITES	**http://cordis.europa.eu/fp7/home.html** **http://ec.europa.eu/research/future/index_en.cfm**
DAILY	**Cordis News http://cordis.europa.eu/news/en/home.html** **Cordis Rapidus http://cordis.europa.eu/guidance/email.htm**
MONTHLY Magazines + eNewsletters	**Research EU http://ec.europa.eu/research/research-eu/** **R&D Organisations in Brussels www.iglortd.org** **EU R&D Associations www.hyperion.ie/euassociations.htm** **Research Europe(Commercial) www.researchresearch.com**
OTHERS	**Your organisation's own FP7 Webpage** **National Contact Points http://cordis.europa.eu/fp7/ncp_en.html** **Register on www.ipr-helpdesk.org**
THE BEST	***World Class Science (and be known in Brussels)*** **Working as an 'Expert', Networks, Conferences, Projects..**


The Structure of Framework 7
2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013
Framework 6
Framework 7
10. Security+
Call 1
Call 2

Call n
1. Health
Call 1
Call 2
Call 3

Call n
Funding Schemes
Collaborative Research
Networks of Excellence
Co-ordination/Support
Research for SMEs
Marie Curie Fellowship
Frontier Research Grant
Proposal Writing
Rules and Procedures
Selecting Partners
Proposal Guidelines
Proposal Evaluation
Evaluation Criteria
•Scientific Excellence
•Implementation
•Impact
1-7


Structure of Framework 7
'Cooperation'
1. Health
2. Food, agriculture/fisheries, biotechnology
3. Information Communication Technologies
4. Nanosciences + nanotechnologies, Materials+new Production technologies
5. Energy
6. Environment
7. Transport
8. Socio-economic sciences + the humanities
9. Space
10. Security
'Ideas'
Frontier Research (European Research Council)
'People'
Marie Curie Fellowships
'Capacities'
Research Infrastructures
Research for SMEs
Regions of Knowledge
Research Potential
Science in Society
Inco (Horizontal)
Development of Policies
Euratom (2007-2011)
JRC
SME (Small and Medium Sized Enterprise)
JRC (Joint Research Centre)
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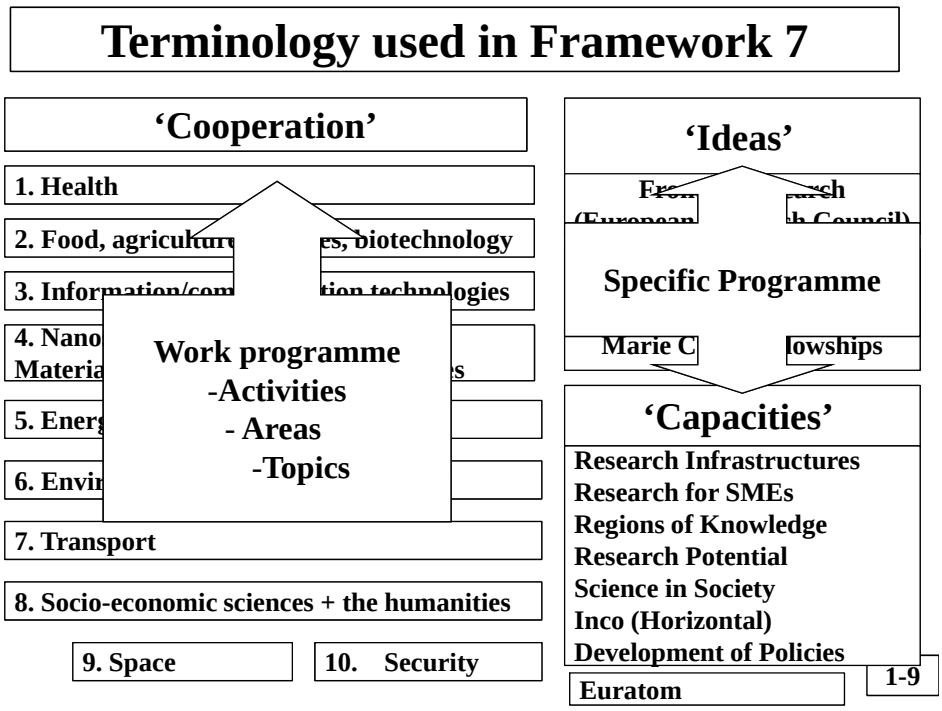
Terminology used in Framework 7
'Cooperation'
1. Health
2. Food, agriculture, biotechnology
3. Information/com tion technologies
4. Nano Materia s
5. Energ
6. Envir
7. Transport
8. Socio-economic sciences + the humanities
9. Space
10. Security
Work programme
-Activities
- Areas
-Topics
'Ideas'
Fr ch
(European h Council)
Specific Programme
Marie C lowships
'Capacities'
Research Infrastructures
Research for SMEs
Regions of Knowledge
Research Potential
Science in Society
Inco (Horizontal)
Development of Policies
Euratom
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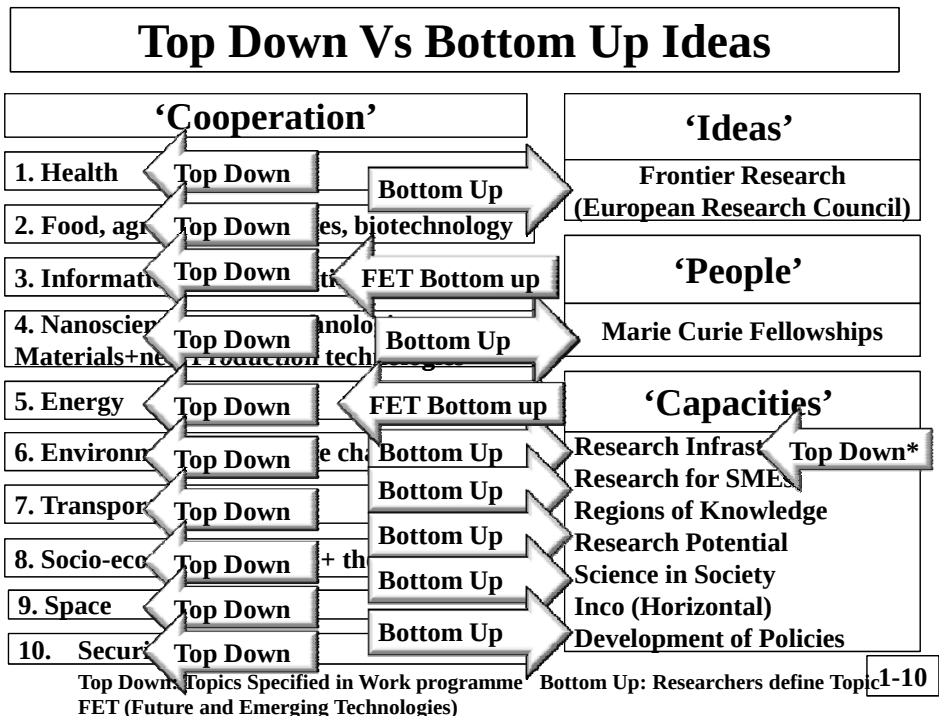
Top Down Vs Bottom Up Ideas
'Cooperation'
1. Health
2. Food, agr es, biotechnology
3. Informati ti
4. Nanoscien anolo
Materials+ne Production tech
5. Energy
6. Environm e ch
7. Transpor
8. Socio-eco + th
9. Space
10. Securi
Top Down
Top Down
Top Down
Top Down
Top Down
Top Down
Top Down
Top Down
Top Down
Top Down
Bottom Up
FET Bottom up
Bottom Up
FET Bottom up
Bottom Up
Bottom Up
Bottom Up
Bottom Up
Bottom Up
'Ideas'
Frontier Research
(European Research Council)
'People'
Marie Curie Fellowships
'Capacities'
Research Infrast
Research for SME
Regions of Knowledge
Research Potential
Science in Society
Inco (Horizontal)
Development of Policies
Top Down*
Top Down: Topics Specified in Work programme Bottom Up: Researchers define Topic
FET (Future and Emerging Technologies)
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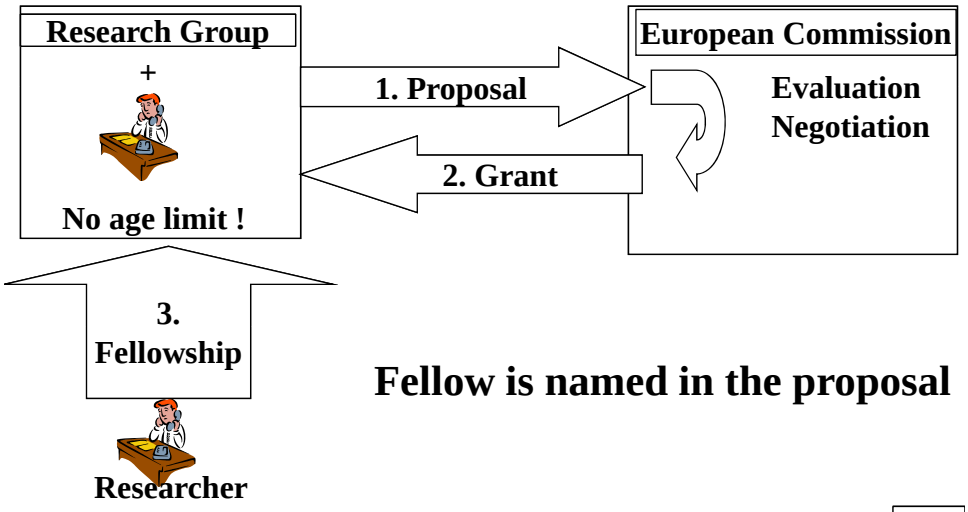
Marie Curie (Individual Fellowships)



Fellow is named in the proposal

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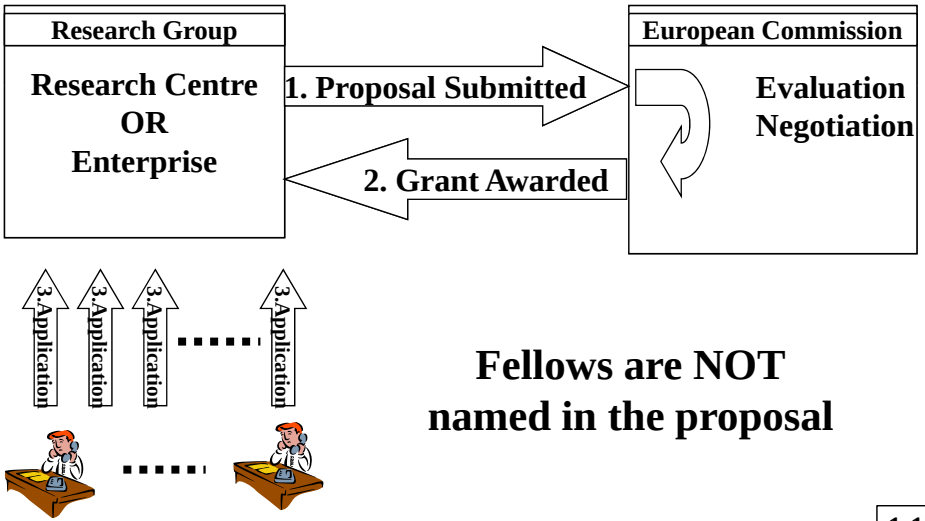
Marie Curie (Networks)



Fellows are NOT named in the proposal

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http://mc-opportunities.cordis.lu/home_vac.cfm

People (Marie Curie Programme)

Activity 1: Initial training of researchers
Marie Curie "Initial Training Networks" (ITN)

Activity 2: Life-long Training and Career Development
Intra-European Fellowships for Career Development (IEF)
European Reintegration Grant (ERG)
(NEW)*Co-funding of Regional/National/International (COFUND)*

Activity 3: Industry-Academia partnerships and pathways
Industry-Academia Partnership and Pathways (IAPP)

People (Marie Curie Programme)

Activity 4: International Dimension
International Outgoing Fellowship for Career Development (IOF)
International Incoming Fellowship (IIF)
International Reintegration Grant (IRG)

Activity 5: Specific Actions
Researchers Nights *Awards* *ERA-MORE*

IRSES
International Research Staff Exchange Scheme

Capacities: Research Infrastructures

Existing research infrastructures

Integrating activities + Transnational Access

Research e-infrastructures

(Single site, Distributed, Virtual)

New research infrastructures:

Engineering and major updates

Design studies

'Capacities'

Research Infrastructures
SMEs
Regions of Knowledge
Research Potential
Science in Society
Inco (Horizontal)
Development of Policies

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Background www.hyperion.ie/fp7-researchinfrastructures.htm

Research Infrastructures Programme

Existing Infrastructures

- **Major scientific equipment**
- **Scientific collections, archives and structured information**
- **ICT-based infrastructures**
- **Entities of a unique nature**

1. Proposal

2. Grant

European Commission

Evaluation
Negotiation

3. Access to Infrastructures

Researchers

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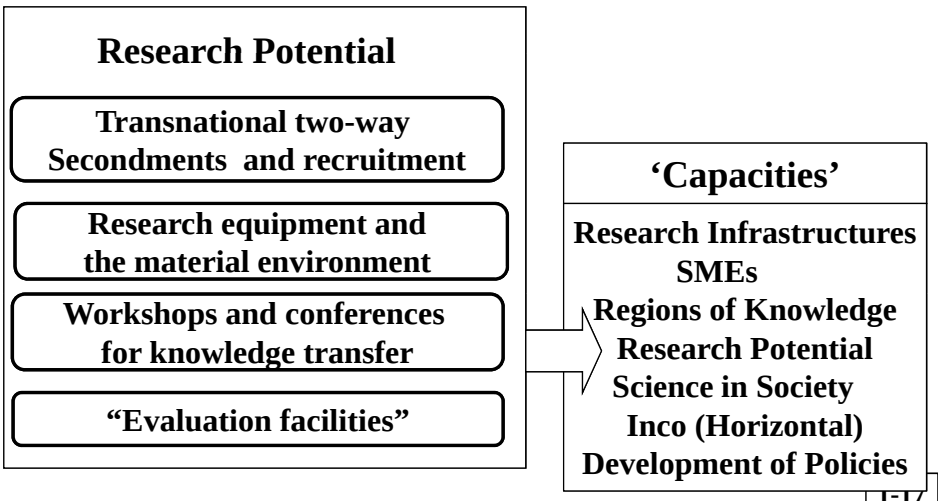
FP6 Infrastructures http://www.cordis.lu/infrastructures/projects.htm

Capacities: Research Potential



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Background www.hyperion.ie/fp7-researchpotential.htm

Role of Each Funding Scheme

Collaborative Projects (CP)	Research Projects
Networks of Excellence (NoE)	Integration using Networks
Co-ordination/Support Actions	Networks, seminars, studies
Marie Curie Fellowships	Fellowships (mobility)
Research for SMEs/Associations	Solving SME problems
Frontier Research Grant	Basic/Fundamental Research

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Statistics on Funding Scheme (Estimate only)

	Minimum Partners	*Typical Partners*	*Years Typical*	*€ **
CP Large	**3**	**Max 15**	**5**	**> €6m**
CP Small	**3**	**6-8**	**3**	**< €3m**
Networks of Excellence	**3**	**15-20**	**3-5**	**€6-12m**
Co-ordination/Support	**1***	**1-20 +**	**3**	**€.3-3m**
Marie Curie Fellowships	**1***	**1***	**3**	**€33k/y**
Research for SMEs	**5**	**10**	**3**	**€.5-5m**
Frontier Research Grant	**1**	**1**	**5**	**€1-3m**

* In some cases ** Amount specified in call for proposals

What can be funded in Framework 7?

Applied Research	**Cooperation Programme**
Basic Research	**ERC + People (Marie Curie)**
Funding for PhDs	**Marie Curie (Networks)**
Postdocs	**Marie Curie (Individual Fellowships)**
Staff Exchange	**Marie Curie (IRSES)**
Networks	**Coordination and Support Actions (CSA)**
Seminars/Studies	**Coordination and Support Actions (CSA)**

ERC (European Research Council) IRSES (International Staff Exchange Scheme)

Structure of a Framework 7 Proposal

Part A

Official Forms (A1,A2,A3)
Partner's details, Proposal Summary, Costs

Part B

1. Scientific and/or technical quality relevant to the call
2. Implementation
3. Impact
4. Ethical Issues
5. Consideration of Gender Aspects

EPSS **Electronic Proposal Submission System**

Part B layout

Cover Page: Title, Acronym, Funding scheme, Coordinator, Partners…
Contents Page
Proposal Summary Page
1. Scientific and/or technical quality relevant to call
1.1 Concepts and objectives
1.2 Progress beyond the state of the art
1.3 S/T methodology and associated work-plan (Maximum 20 pages)
1.3 (i) Overall strategy of the work-plan Coordinator
1.3 (ii) Gantt Chart Manager
1.3 (iii) Breakdown of the work
1.3a Work-package List 1.3b Deliverables List 1.3c Description of each work-package
1.3d Summary effort table 1.3e List of Milestones 1.3 (iv) Pert Chart Risk and Contingency Pla
2. Implementation
2.1 Management Structure and procedures (5 pages)
2.2 Individual Participants (1 page per participant) Each partner
2.3 Consortium as a whole (four pages)
2.4 Resources to be committed (two pages)
3. Impact
3.1 Expected Impacts
3.2 Dissemination of project results, Exploitation of project results, Management of intellectual property

4. Ethical Issues
5. Consideration of gender aspects

COURSE CONTENTS

	Structure and Terminology of Framework 7
Module 2	**How Proposals are Evaluated**
	Where to find the Best Partners
	How to Write the Implementation
	How to Write the 'Impact' of the Project
	A Strategy for Writing the Proposal
	Legal and Financial Rules

Evaluation Criteria (Collaborative Projects)

1 Scientific and/or Technological Excellence (relevant to the topics addressed by the call)

Soundness of concept and quality of objectives
Progress beyond the state-of-the-art
Quality and effectiveness of the S/T methodology and associated workplan

2. Quality and efficiency of the implementation / management

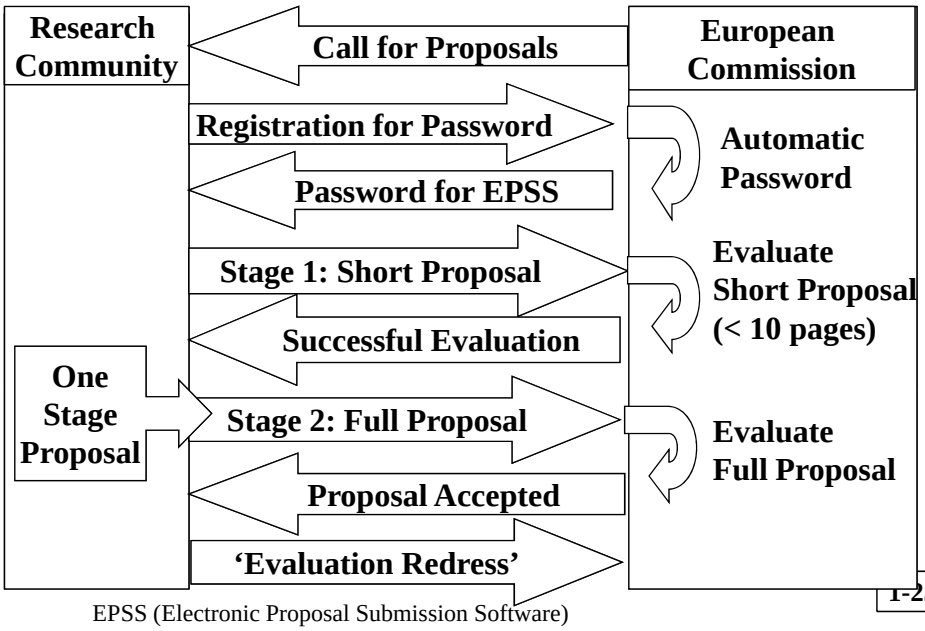
Appropriateness of the management structure and procedures
Quality and relevant experience of the individual participants
Quality of the consortium as a whole (including complementarity, balance)
Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment)

3. The potential impact through the development, dissemination and use of project results

Contribution, at the European and/or international level, to the expected impacts listed in the workprogramme under the relevant topic/activity
Appropriateness of measures for the dissemination and/or exploitation of project results and the management of intellectual property.

*Evaluation criteria for Frontier Research and Marie Curie in Module 3

"Two Stage" Submission



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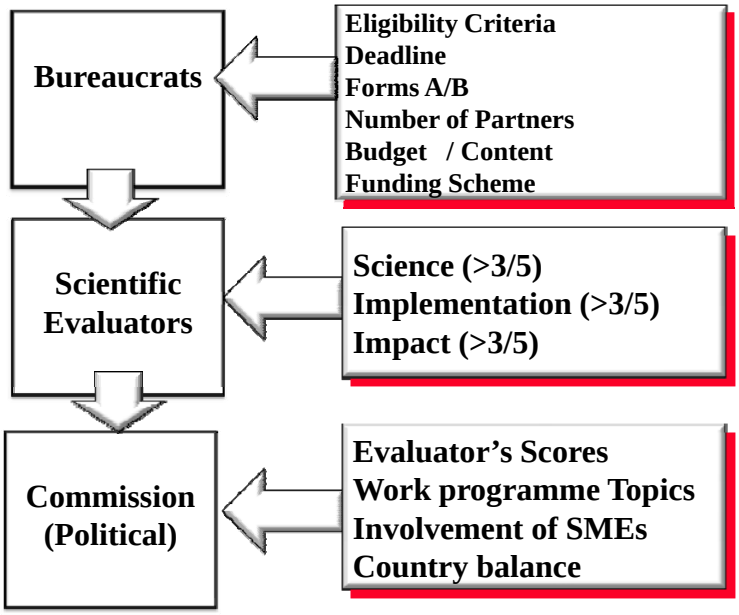
EPSS (Electronic Proposal Submission Software)

How FP7 Proposals are Evaluated



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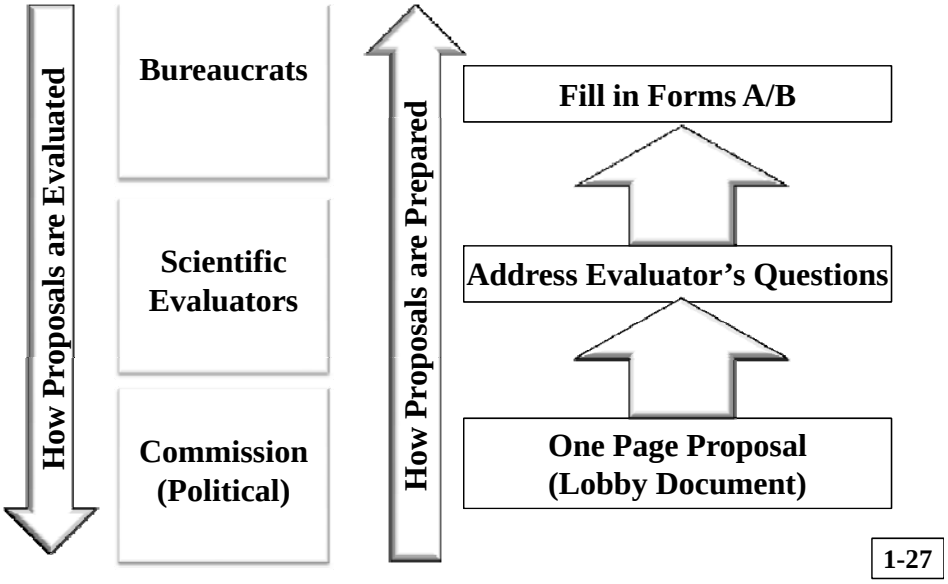
Strategy to Prepare Proposals



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How to become an 'External Expert'

Official Call for Experts (Individual + Organisations)
https://cordis.europa.eu/emmfp7/index.cfm?fuseaction=wel.welcome

- **The best (known) scientist in the field.**
- **Speakers at European Scientific Conferences**
- **Co-ordinators/Partners of Framework Projects**
- **List Recommended by Research Organisations**
- **Recommendations from National Contact Points**

Expert Evaluators used in FP6 http://cordis.europa.eu/fp6/experts.htm

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"The Commission may .select any individual with the appropriate skills from outside the list." (A17)

COURSE CONTENTS

	Structure and Terminology of Framework 7
	How Proposals are Evaluated
Module 3	Where to find the Best Partners
	How to Write the Implementation
	How to Write the 'Impact' of the Project
	A Strategy for Writing the Proposal
	Legal and Financial Rules

Which Countries can Participate in FP7?

Member State	Member state of the European Union
Third Country	Not a Member State (e.g. USA, Canada)
Associated Countries	Countries that make financial contribution to Framework 7 (International agreement)
International Cooperation Partner Countries	Developing and Emerging Economies Mediterranean Countries, Western Balkans Eastern Europe/Central Asian Countries
International Organisations	WHO, CERN, EMBL …
Joint Research Centre (JRC)	

Details on http://cordis.europa.eu/inco2/src/participation.htm

Member States of the European Union (2007+)

Austria	Germany	Poland
Belgium	Greece	Portugal
Bulgaria	Hungary	Romania
Czech Republic	Ireland	Slovakia
Cyprus	Italy	Slovenia
Denmark	Latvia	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	The Netherlands
France	Malta	United Kingdom

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Associated Countries

Candidate States	International Agreements with EU
Turkey	Norway *
Croatia	Liechtenstein *
Serbia	Iceland *
Macedonia(FYROM)	Israel **
Montenegro	Switzerland **
Albania	
Bosnia-Herzegovina	

*** European Economic Area Agreements**

**** Bilateral Agreements**

Agreements on http://cordis.europa.eu/inco/agreements_fp7_en.html

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FYROM (Former Yugoslav Republic of Macedonia)

Joint Research Centre

NB: JRC is part of the European Commission (DG JRC)

- **Institute for Reference Materials and Measurement (IRMM)**
- **Institute for Transuranium Elements (ITU)**
- **Institute for Energy (IE)**
- **Institute for the Protection and Security of the Citizen(IPSC)**
- **Institute for Environment and Sustainability (IES)**
- **Institute for Health and Consumer Protection (IHCP)**
- **Institute for Prospective Technological Studies (IPTS)**

Five sites in Belgium, Germany, Italy, the Netherlands and Spain
NB: JRC not considered to be from these Member States

International European Interest Organisations

www.eiroforum.org

- **CERN (European Organisation for Nuclear Research)**
- **ESA (European Space Agency) www.esa.int**
- **ESO (European Southern Observatory) www.eso.org**
- **ENO (European Northern Observatory) www.eno.org**
- **EMBL (European Molecular Biology Laboratory)www.embl.org**
- **ESRF (European Synchroton Radiation Facility)**
- **ILL (Laue-Langevin Instiute) www.ill.fr**
- **Eureka www.eureka.be**

Framework 7 Funding for ICPC Countries

International Cooperation Partner Countries (ICPC)
(a) Developing and Emerging Economies
(b) Mediterranean Countries
(c) Eastern European and Central Asian Countries (EECA)

Cooperation	**Research Priorities** **SICA Calls in Research Priorities**
Capacities	**INCO (Horizontal)**
People	**Incoming International Fellowships** **Marie Curie Networks + IRSES**
Ideas (Frontier)	**Host in EU/AC: No nationality criterion**

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AC (Associated Country) SICA (Specific International Cooperation Actions)

International Cooperation Partner Countries

Developing Economies	**African, Pacific, Asia, Latin America**
Emerging Economies	**Brazil, Russia, China, India, Mexico and South Africa**
Mediterranean Partner Countries	**Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine administered areas, Syrian Arab Republic, Tunisia**
Western Balkan Countries (WBC)	
Eastern European and Central Asian Countries (EECA)	**Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyz Republic, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan**

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EU Scientific Co-operation Agreements

http://ec.europa.eu/research/iscp/index_en.cfm

U.S.A *	China	Tunisia
Canada *	India	South Korea
Australia *	Russia	Oceania
South Africa	Chile	Japan*
Argentina	Mexico	Jordan
Morocco	Brazil	New Zealand*
Egypt	Ukraine	?

***USA, Canada, Australia, Japan, New Zealand**
Must get their own funding – unless essential to the project
-or specified in work programme/bilateral agreement
(Note: Microsoft (German) is a German Partner)

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Involvement of Companies in Framework 7

	Participation in FP7	
High Research Intensive Sectors ***(Pharmaceuticals, IT, Aerospace)***	**In-house R&D**	**Cooperation** **Marie Curie IAPP**
'Middle Technology Sectors' ***(Materials, Machinery, Services to Industry)***	**Out-source R&D**	**Research for SMEs**
Less Research Intensive Sectors ***(Agro Industry, Textile, non-technical services)***		**Research for SME Associations**
No Technology Sectors		

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Criteria Used to Select Partners

- Friends before funds (already known by coordinator)
- REPUTATION: Scientific Excellence in niche (Capability)
- Resources (people, facilities) available to deliver (Capacity)
- Professional and Timely Delivery of documents, results…
- Understanding (and respect) of bureaucratic rules
- Willing to work in a team, willing to share information
- Good personality – easy to work with over the project

Ready , Willing and Able

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Where to Find the 'Best Partners'

Best Scientists	Journals, Conferences, Patent Database
Academic R&D Networks	EU R&D Associations/Networks
	COST Actions / Existing R&D Projects
'Experts'	Evaluators, Advisory Groups, etc.
Lead Users of Results	Enterprises / Test Laboratories
	Regulatory Bodies / Standards Groups
Strategic Partners	New Member States, Third Countries

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How to Promote Research Activities at EU Level

- **Conferences (Presentations, Exhibitions)**
- **R&D Networks (CSAs,COST, ERA-Nets,Technology Platform)**
- **EU R&D Associations (www.hyperion.ie/euassociations.htm)**
- **Bilateral Agreements with other research organisations**
- **Joining Working Groups (EU Associations)**
- **Participate in Evaluation Panels and Technical Committees**
- **Media (Advertising, Websites, PR Material, Mail shots)**

PR (Public Relations) CSA (Coordination and Support Actions) **1-41**

Strategy for Beginners

- **Visit a European Research Infrastructure**
- **Join an existing network**
- **Fellowship in a Marie Curie Host**
- **Organise a Workshop/Seminar CSA (Support)**
- **Join a proposal as a 'Minor' Partner (2 or 3 times)**
- **Join a proposal as a Partner (Workpackage Leader) (1 time)**
- **Coordinate a Project**

Links on www.hyperion.ie/beginners.htm

CSA (Coordination and Support Action)

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COURSE CONTENTS

Module 4

- Structure and Terminology of Framework 7
- How Proposals are Evaluated
- Where to find the Best Partners
- How to Write the Implementation
- How to Write the 'Impact' of the Project
- A Strategy for Writing the Proposal
- Legal and Financial Rules

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Integration of Different Expertise/Technologies

Example: eLearning

eLearning Application (Partner 1, 2)				
Systems Integration (Partner 1,2,3,4)				
Network Partner 6,4	Databases Partner 3,4	Software Partner 6,4	Content Partner 1,7,8,3	Portal Partner 2,3,4
Common Platforms e.g. Windows, Linux, Apple, etc. Partner 3,4,6				

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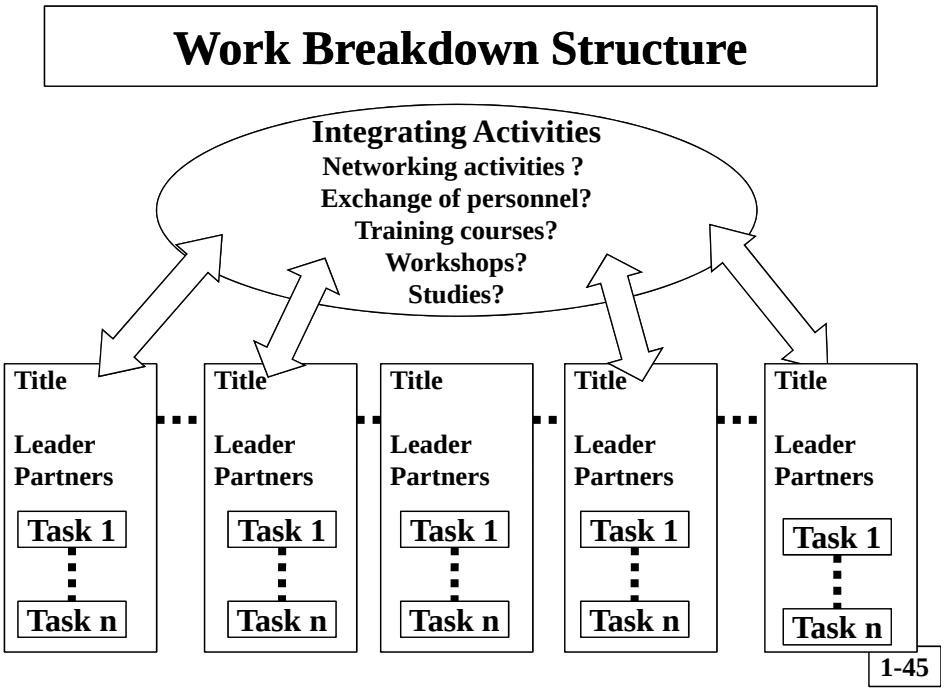
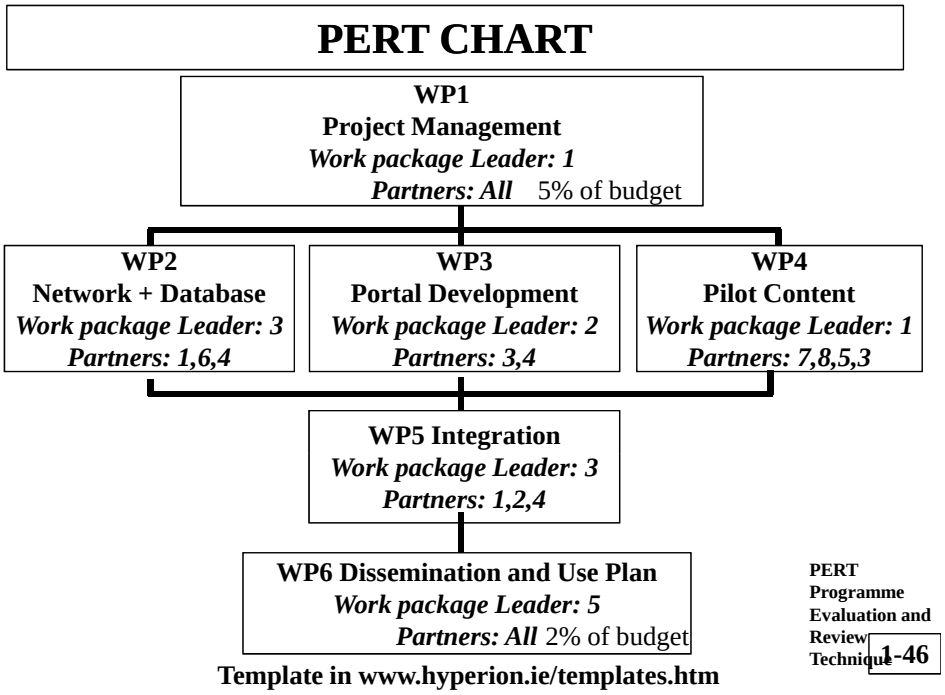
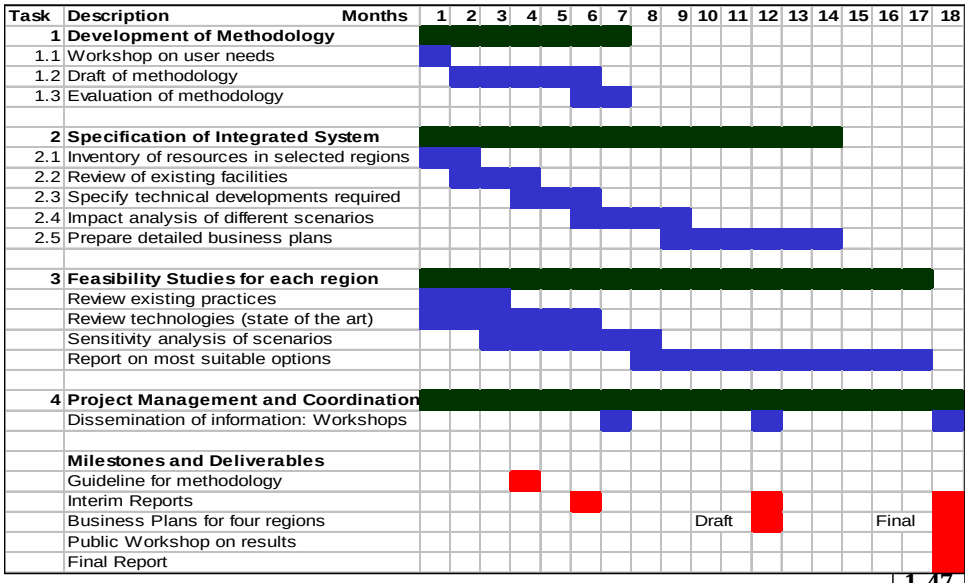




Template in www.hyperion.ie/templates.htm

GANTT CHART

Template in www.hyperion.ie/templates.htm



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Named after Henry L. Gantt (1917)

Table 1.3a Work Package List

No. (1)	*Work Package Title*	Type of Activity RTD Demo..	Lead Participant	Person months	Start Month	End Month

TOTAL PERSON MONTHS

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Table 1.3b Deliverables List

No. (1)	*Deliverables Title*	*WP No.*	*Nature* (3)	*Dissemination Level* (4)	*Delivery* Date (2)

1. Deliverables in order of delivery date
2. Month in which deliverable is available. Month 1= start of project. All dates relative to this date.
3. Nature: R=Report, P=Prototype, D=Demonstrator, O=Other
4. PU=Public, PP=Restricted programme participants, RE=Group specified by EC, CO=Confidential

Table 1.3c Work Package Description

Work Package No		Start date or starting event:										
Work Package Title												
Activity Type												
Participant number												
Person-months per participant												

Objectives

Description of Work (Possibly broken down into tasks) and role of participants

Deliverables (Brief description and month of delivery)

Maximum length of each Workpackage : 3 pages

Table 1.3e List of Milestones

Milestone Number	*Milestone Name*	*Work Package (s) Involved*	*Expected Date**	*Means of Verification*

Milestones are used to measure the progress of the work.
Milestones should be linked to the key risks of the project (Go/ No Go points)

1-51

**** Measured in months from the start date***

Table 1.3d Summary of Staff Effort

								Total
	No.	**WP1**	**WP2**	**WP3**	**WP4**	**WP5**	**WP6**	
No	**Partner**	pm	pm	pm	pm	pm	pm	pm
1	**Partner 1**	20	9.5	0	39	0	3	72
2	**Partner 2**	26	8	3	12	13	3	65
3	**Partner 3**	12	0	2	3	45	3	65
4	**Partner 4**	19	3	3	6	6	1	38
5	**Partner 5**	32	1.5	0	2	1.5	1	38
6	**Partner 6**	20	0	67	46	20	43	196
7	**Partner 7**	22	38	4	12	4	3	83
8	**Partner 8**	26	0	0	6	6	4	42
	Total	177	60	79	126	95.5	61	599

Distribution of work

pm (person months)

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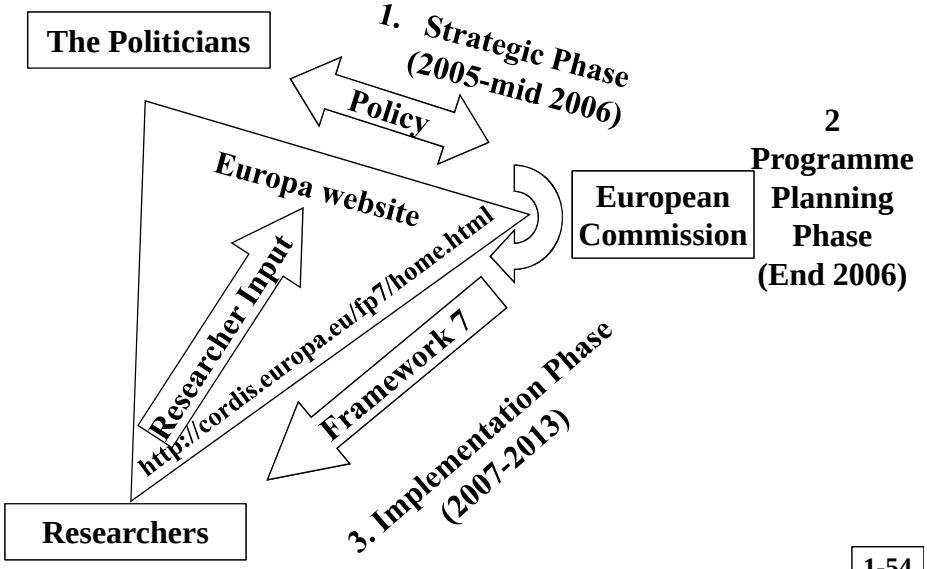
COURSE CONTENTS

Module 5

- Structure and Terminology of Framework 7
- How Proposals are Evaluated
- Where to find the Best Partners
- How to Write the Implementation
- How to Write the 'Impact' of the Project
- A Strategy for Writing the Proposal
- Legal and Financial Rules

1-53

Framework 7 : The People and the Process



1-54

How to Judge a Good Proposal (5 Questions)

Educate the Evaluator with 'Facts' and 'Figures'

Why bother? (what problem are you trying to solve?)

Is it a European priority? Could it be solved at National level?

Is the solution already available (product, service, transfer)?

Why now? (What would happen if we did not do this now?)

Why you? (Are you the best people to do this work?)

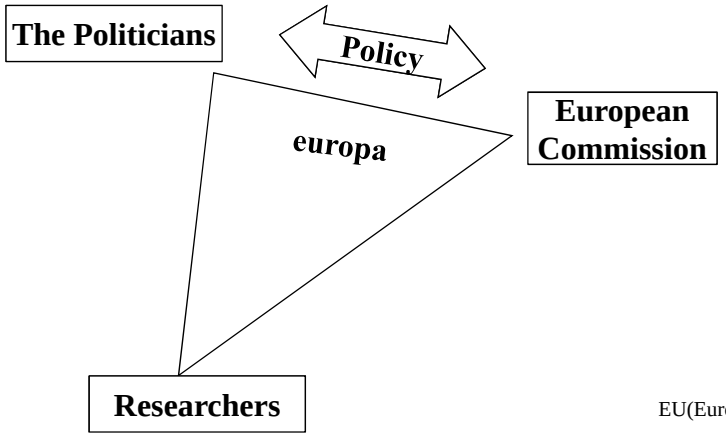
Questions must be answered in the first 15 seconds of the proposal!

TELES (Technical Economic Legislation Environment Social)?

Is the Project Relevant at EU Level?

Why bother? (what problem (gap) are you trying to solve?)

Is it a European priority? (Could it be solved at National level?)



EU(European Union)

Key Information on EU Policies behind FP7

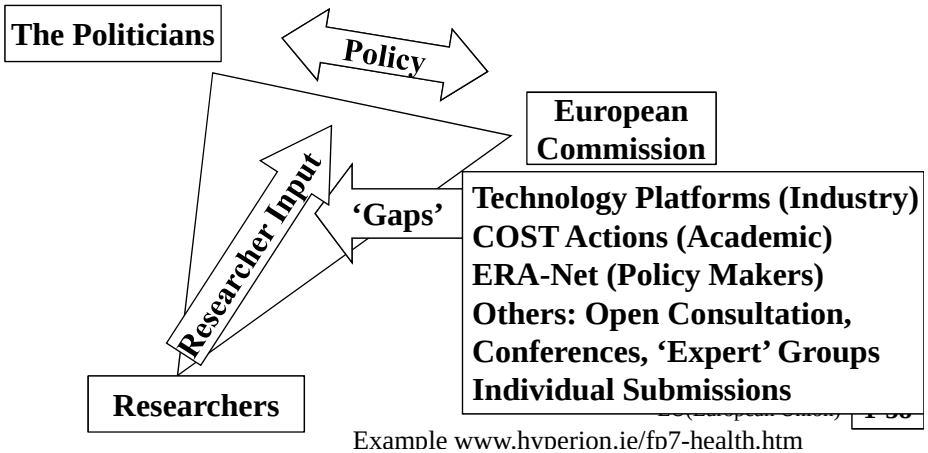
Europa Search Engine	http://europa.eu/geninfo/query/advSearch_en.jsp
OECD	(Organisation for Economic Cooperation and Development)www.oecd.org
IPTS	(Institute for Prospective Technological Studies) www.jrc.es
Cost Actions	http://www.cost.esf.org/index.php
ERAB	(European Research Area Board) (Was EURAB until 2008)
White Paper	http://europa.eu.int/comm/off/white/index_en.htm
Green Paper	http://europa.eu.int/comm/off/green/index_en.htm

1-57

Why is the Project Urgent Today?

Is the solution already available (product, service, transfer)?

Why now? (What would happen if we did not do this now?)



Example www.hyperion.ie/fp7-health.htm

Questions to Assess 'Impact'

What will come out of your project ('Expected Results')

Who wants these results? ('Lead Users' of the results?)

Why do they (Lead Users) want the results?

How do you plan to tell the 'Lead Users' about the results?

What further development (steps) will be needed?

1-59

How to Describe the Impact of Results

Results	Lead User of Result	How Lead User Describes Results	Dissemination Exploitation
What will come out of the research?	Who wants these results?	Why do they want these results?	How will they hear about the results?

1-60

How to explain the 'Potential Impact'

Results	Lead User	How Lead User Describes Results	Dissemination Exploitation
Sensor for Hydrocarbon in Water	Sensor Design Engineer	Hydrocarbex Sensor	SWIG
Scientific Data from Sensor Tests	ISO TC147 Technical Committee	Factual Data for TC147	Partner on TC 147
Report on Sensor	Sensor Design Engineer	Design Specification of Sensor	Commercial Prototype

1-61

SWIG (Sensors in Water Industry Group)

'Potential Impact' of Hydrocarbex Project

Expected Results, Lead Users and Exploitation/Dissemination Plan,

A technical prototype of an infra-red sensor that will measure hydrocarbons in water:

The sensor is expected to measure to an accuracy of 1,000 ppb (parts per billion) and will cost less than €50 to manufacture. A detailed design specification of the sensor will be published. This will enable design engineers to build and test prototypes of the sensor. The document will also be used in patent applications. A calibration curve for the sensor based on 150 hours of tests will be produced. This is essential to the product development engineers for further development of the commercial prototype and the reproduction of a range of test sensors for future pilot applications. The lead users will be design engineers in companies that design and manufacture sensors for the water industry. One of the partners (Capital Controls Ltd., UK) will define the industry requirements and will test the sensor in their laboratory and in a pilot test site on the river Severn, UK. The results will be disseminated to the water sensor industry through SWIG (Sensors in Water Industry Group).

Factual Data to upgrade the Hydrocarbex Index (ISO TC147):

The factual data will be used to upgrade ISO TC147 so that the standard can be used for infrared sensors. The Scientific Coordinator of the project is a member of the Technical Committee of ISO TC147. This will ensure an efficient transfer of the results from the project to the Technical Committee.

1-62

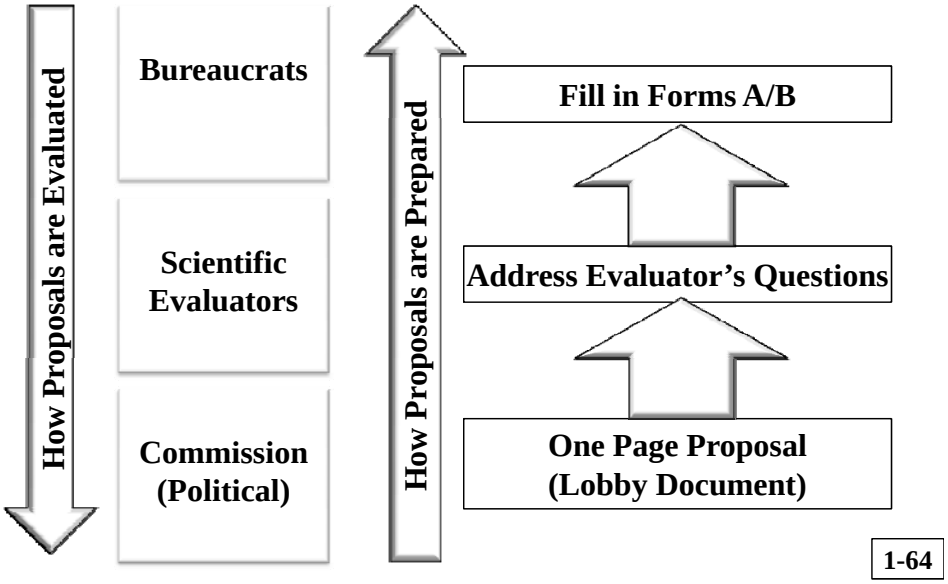
COURSE CONTENTS

Module 6

- Structure and Terminology of Framework 7
- How Proposals are Evaluated
- Where to find the Best Partners
- How to Write the Implementation
- How to Write the 'Impact' of the Project
- A Strategy for Writing the Proposal
- Legal and Financial Rules

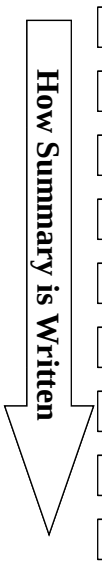
1-63

Strategy to Prepare Proposals



1-64

Structure of the 'One Page Proposal'



	How to Prepare
Official Number (if available)	
Work Programme + Funding Scheme	1
Title of Proposal + ACRONYM	4
Objective of the Proposal	5
Background	2
Expected Results + Lead Users	3
Phases of the Work	6
Organisations involved and their roles	7
Expected Cost+Duration	8

1-65

Structure: One Page Proposal (Lobby)

Number	Official Number (for Lobbying)
Topic/Grant	Where it fits in the workprogramme
Title	Title (Slogan) ACRONYM (Brand name)
Objective	What we are planning to do
Background	Why we are doing it
Results	What we are going to produce
Phases	How the work will be done
Consortium	Who will do the work
Cost/Duration	How much it will cost and how much time

1-66

Background to the Proposal
Educate the Evaluator (Facts + Figures)

Key Questions to be answered

Why bother? (what problem (gap) are you trying to solve?)

Is it a European Priority? (Could it be solved at National level?)

Is the solution already available (product, service, transfer)?

Why now? (What would happen if we did not do this now?)

Why you? Have you the best consortium to do this work?

5 Questions (Example 1)

Development of an Infrared Sensor to Measure Hydrocarbons in Water

In 1999 the European Commission published the 'Water Framework Directive (COM 2000/60). Annex 1 of this legislation lists 11 parameters that must be continuously monitored to meet the legislation. One of these parameters is hydrocarbon. The sensors that are used today to monitor hydrocarbons in water are laboratory based, they require regular calibration and are operated by specialist personnel. The sensors cost over €3000 each and can measure to an accuracy of 2000 parts per billion (ppb). If the legislation is enforced it will cost water companies throughout Europe hundreds of missions of euros to monitor this one parameter.

The aim of this proposal is to develop a low cost infrared sensor that can monitor hydrocarbons to meet the legislation. The proposed sensor will be located in the water system and will provide continuous signals to a central control unit. The estimated cost of the sensor will be less than 50 euro per sensor and it will measure to an accuracy of 1000 ppb.

Questions to Assess 'Impact'

What will come out of your project ('Expected Results')

Who wants these results? ('Lead Users' of the results?)

Why do they (Lead User) want the results?

How do you plan to tell the 'Lead Users' about the results?

What further development (steps) will be needed?

'Potential Impact' of Hydrocarbex Project

Expected Results, Lead Users and Exploitation/Dissemination Plan,

A technical prototype of an infra-red sensor that will measure hydrocarbons in water:

The sensor is expected to measure to an accuracy of 1,000 ppb (parts per billion) and will cost less than €50 to manufacture. A detailed design specification of the sensor will be published. This will enable design engineers to build and test prototypes of the sensor. The document will also be used in patent applications. A calibration curve for the sensor based on 150 hours of tests will be produced. This is essential to the product development engineers for further development of the commercial prototype and the reproduction of a range of test sensors for future pilot applications. The lead users will be design engineers in companies that design and manufacture sensors for the water industry. One of the partners (Capital Controls Ltd., UK) will define the industry requirements and will test the sensor in their laboratory and in a pilot test site on the river Severn, UK. The results will be disseminated to the water sensor industry through SWIG (Sensors in Water Industry Group).

Factual Data to upgrade the Hydrocarbex Index (ISO TC147):

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Agenda for Consortium Meeting

Item 1	**Agree Aim of Project (One Page Proposal)**
	Agree Topic in Work programme
Item 2	**Proposal Writing Team (Science + Management)**
	One person responsible for the proposal
Item 3	**Refine Idea (Detailed technical discussion)**
	How to address Evaluators Questions
Item 4	**Plan for Writing the Proposal (Template)**
Item 5	**Prepare Lobbying Plan**

1-71

Division of Work Template (Part A&B)

Job to be Done	Person Responsible	Deadline
PART A		
A1 Summary	Coordinator	
A2 Partner Details	All Partners	
A3 Summary Cost	Coordinator	
PART B		
1 Science…		
2 Implementation		
3 Impact…		

Template on www.hyperion.ie/divisionofwork.doc

1-72

Division of Scientific Work

Work Package	Title of Workpage	Writer	Contributors
WP1			
WP2			
WP3			
WP4			
WP5			
WP6			
WP7			
WP8			

Template on www.hyperion.ie/divisionofwork.doc **1-73**

Checking the Proposal

Document	Where?	Name of Expert	Responsible Person
Proposal Summary	NCP		Coordinator
Proposal Summary	Commission		?
Pre-screening	Consultant		
Scientific Part	Scientific Expert		
Implementation	Management Expert		
Financial Part	Finance Department		
Legal Issues	Legal Expert		

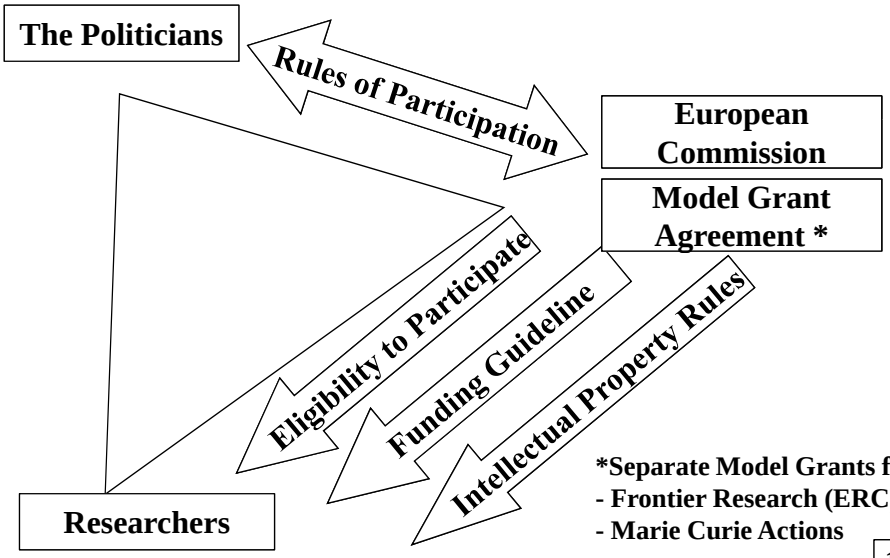
Template on www.hyperion.ie/proposalreviewers.htm **1-74**

COURSE CONTENTS

	Structure and Terminology of Framework 7
	How Proposals are Evaluated
	Where to find the Best Partners
	How to Write the Implementation
	How to Write the 'Impact' of the Project
	A Strategy for Writing the Proposal
Module 7	Legal and Financial Rules

1-75

Rules of Participation / Grant Agreement



*Separate Model Grants for:
- Frontier Research (ERC)
- Marie Curie Actions

1-76

How EC Financial Contribution is Calculated

Direct Costs	Euro
1. Personnel	
Permanent or Additional?	200 000
2. Durable Equipment	0
3. Subcontracting	20 000
4. Travel and Subsistence	10 000
5. Consumables	200
Total Direct Costs	230 200
In-direct Costs	
6. Overheads	X ?

Total Eligible Cost €230,200 + X

If Research: EC Contribution = Y% Eligible cost = ?
If Demonstration: EC Contribution = Z% = ?
If Management: EC Contribution = 100% = ?

EC (European Commission)

Who can use the different funding methods

Funding	Overhead	Who can use it?
Reimburse eligible cost	Overhead: *Requires Justification*	Large Enterprises Others (Optional)
Flat rate financing (Scale of unit cost) 60% o/h to 2010 40% o/h after 2010 7% for CSA 20% o/h (Optional)	Overhead: *No Justification Required*	SMEs Universities Secondary Schools Non-Profit Research NGOs
Lump sums	Overhead: *No Justification Required*	Specified in Call

o/h = overhead
CSA (Coordination and Support Action) SME (Small and Medium Sized Enterprise)

EC Contribution to Framework 7 Projects

Scenario 1	**Large Enterprises (Real Overhead)**
Scenario 2	**SME/non-Profit Organisation (Real Overhead)**
Scenario 3	**University/SME/Public (<2010) (60% Overhead)**
Scenario 4	**University/SME/Public (>2010) (40% Overhead)**
Scenario 5	**Coordination and Support Action (7% Overhead)**
Scenario 6	**Management and Training (20% Overhead)**

1-79

SME (Small and Medium Sized Enterprise)

Scenario 1: Framework 7 Reimburse Eligible Cost (Large Enterprise with Actual Overhead of 120%)

Direct Costs	**Euro**
1. Personnel	**200 000**
2. Durable Equipment	**0**
3. Subcontracting	**20 000**
4. Travel and Subsistence	**10 000**
5. Consumables	**200**
Total Direct Costs	**230 200**
Indirect Costs	
6. Overheads	**€240 000**
Total Eligible Cost	**470 200**

Overhead Calculation

Overhead = 120% of Personnel Costs *

If Research: EC Contribution =50% of Eligible cost= 235 100 (235 100 FP6)
If Demonstration: EC Contribution = 50%= 235 100 (164 570 FP6)
If Management: EC Contribution = 100%= 470 200 (470 200 FP6) **

1-80

* This is one way of calculating overhead but not the only one
** A 20% overhead rate may be forced in cases where 100% funding is offered !

Scenario 2: Framework 7 Reimburse Eligible Cost (SME or Public Body with 120 % Actual Overhead)

Direct Costs	Euro
1. Personnel	200 000
2. Durable Equipment	0
3. Subcontracting	20 000
4. Travel and Subsistence	10 000
5. Consumables	200
Total Direct Costs	230 200
Indirect Costs	
6. Overheads	€240 000
Total Eligible Cost	470 200

Overhead Calculation

Overhead = 120% of Personnel Costs *

If Research: EC Contribution =75% of Eligible cost= 352 650 (235 100 FP6)
If Demonstration: EC Contribution = 50%= 235 100 (164 570 FP6)
If Management: EC Contribution = 100%= 470 200 (470 200 FP6) **

* This is one way of calculating overhead but not the only one

** A 20% overhead rate may be forced in cases where 100% funding is offered !

1-81

Scenario 3: Framework 7 University or Public Body (60% Flat Rate of Overhead up to 2010)

Direct Costs	Euro	OVERHEAD CALCULATION
1. Personnel (Permanent or Additional Staff)	200 000	200 000
2. Durable Equipment	0	0
3. Subcontracting	20 000	Omit This
4. Travel and Subsistence	10 000	10 000
5. Consumables	200	200
		210 200
Total Direct Costs	230 200	Overhead =
Indirect Costs		
6. Overheads	€126 120	60% of 210200
Total Eligible Cost	356 320	

If Research: EC Contribution =75% of Eligible cost= 267 240 (272 240 FP6)
If Demonstration: EC Contribution = 50%= 178 160 (272 240 FP6)
If Management: EC Contribution = 100%= 356 320 (272 240 FP6)

1-82

EC (European Commission) This option can be used by SMEs.

Scenario 3: Framework 6 University or Public Body (Additional Cost Model (AC))

Direct Costs	Euro	OVERHEAD CALCULATION
1. Personnel		
Permanent Staff (Not allowed)		
Additional Staff Only	200 000	→ 200 000
2. Durable Equipment		
3. Subcontracting	20 000	→ Omit This
4. Travel and Subsistence	10 000	→ 10 000
5. Consumables	200	→ 200
		210 200
Total Direct Costs	€230 200	Overhead =
Indirect Costs		
6. Overheads	42040	20% of 210200
Total Eligible Cost	272 240	

If Research EC Contribution =100% Eligible cost= 272 240
If Demonstration: EC Contribution = 100%= 272 240
If Management: EC Contribution = 100%= 272 240

1-83

Scenario 4: Framework 7 University or Public Body (40% Flat Rate of Overhead 2010+)

Direct Costs	Euro	OVERHEAD CALCULATION
1. Personnel		
(Permanent or Additional Staff)	200 000	→ 200 000
2. Durable Equipment	0	→ 0
3. Subcontracting	20 000	→ Omit This
4. Travel and Subsistence	10 000	→ 10 000
5. Consumables	200	→ 200
		210 200
Total Direct Costs	230 200	Overhead =
Indirect Costs		
6. Overheads	€84 080	40% of 210200
Total Eligible Cost	314 280	

If Research: EC Contribution =75% of Eligible cost= 235 710 (272 240 FP6)
If Demonstration: EC Contribution = 50%= 157 140 (272 240 FP6)
If Management: EC Contribution = 100%= 314 280 (272 240 FP6)

1-84

Scenario 5: Framework 7
Coordination and Support Action
(7% Flat Rate of Overhead)

Direct Costs	Euro	OVERHEAD CALCULATION
1. Personnel (Permanent or Additional Staff)	200 000	200 000
2. Durable Equipment	0	0
3. Subcontracting	20 000	Omit This
4. Travel and Subsistence	10 000	10 000
5. Consumables	200	200
		210 200
Total Direct Costs	230 200	Overhead =
Indirect Costs		
6. Overheads	€14 714	7% of 210200
Total Eligible Cost	244 914	

EC Contribution (CSA) = 100% of Eligible Costs= 244 914

1-85

Scenario 6: Framework 7
Any Partner can use 20% Rate
(20% Flat Rate of Overhead*)

Direct Costs	Euro	OVERHEAD CALCULATION
1. Personnel (Permanent or Additional Staff)	200 000	200 000
2. Durable Equipment	0	0
3. Subcontracting	20 000	Omit This
4. Travel and Subsistence	10 000	10 000
5. Consumables	200	200
		210 200
Total Direct Costs	230 200	Overhead =
Indirect Costs		
6. Overheads	€42 040	20% of 210200
Total Eligible Cost	272 240	

If Research: EC Contribution	= 75%=	204 180
If Demonstration: EC Contribution	= 50%=	136 120
If Management: EC Contribution	= 100%=	272 240

1-86

* This is an option in the rules

How to Proceed

Science	**Clarify scientific 'niche within a niche' (USP)**
	Promote expertise through EU conferences
People	**Identify EU officials,best scientists, gurus**
	Join EU Associations/Networks/Platforms
EU Policy	**Study relevant White Papers, OECD, IPTS…**
Process	**Identify workprogrammes/Funding Scheme**
	Participate in EU Evaluations, Committees,

EU (European Union) USP (Unique Selling Point)

What was the key point you got from the Workshop?

Any points of clarification: sean.mccarthy@hyperion.ie