

ICT PSP

# How to make a proposal

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European Commission  
Information Society and Media

# Eligibility of proposals

- It must involve the minimum number of mutually-independent legal entities of the required type from different Member States or Associated countries  
*(Croatia, Iceland, Liechtenstein, Norway)*

**6 / 4 / 7**

- It must be submitted before the call deadline - **9<sup>th</sup> September 17h00** - using the Commission's electronic proposal submission system

**Non-eligible proposals are not evaluated**

# Key information for proposers

- ICT PSP Workprogramme
- Guide 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; 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 !**

# Evaluation criteria

Evaluation by independent experts on:

- Relevance
- Impact
- Implementation

Each criterion is more fully explained by descriptive “bullet-points”

changes for call2 : specific bullet points per instrument:

PilotA, PilotB & Thematic Network, see annex 2 a) b) c) of WP2008

Criterion threshold	3/5
Overall threshold	-

# 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)*

- Address
- Contact person
- Organisation type etc.

## A3

- Cost and funding details

The image shows a screenshot of the 'Proposal Submission Forms' for the European Commission. The form is titled 'Proposal Submission Forms' and includes the European Commission logo. It contains fields for 'Proposal Number', 'Proposal Acronym', 'Proposal Title (max. 200 char)', 'Keywords', and 'Abstract (max. 2000 char)'. The form is labeled 'A1' in the top right corner. Below the form, there is a small text box that reads: 'For a proposal to be considered complete, all questions must be answered. If a field is not completed, you will receive a message.'

# Proposal Part B – pdf document

RTF Template supplied by the EPSS

Format directly linked to evaluation criteria

Summary

Relevance (bullet points = sections)

Impact (idem)

Implementation (idem)

Other issues

# Evaluation procedure

- Individual reading by three experts
- Three-expert “Consensus group” in Brussels
- All-experts Panel meeting
- Evaluation Summary Report (ESR)
- Commission selection of proposals for negotiation  
(respecting the budget and number limitations described in the Workprogramme)

# 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 to a busy evaluator:

- clear language
- well-organised contents, following the required structure
- useful and understandable diagrams
- no obvious paste-ins

Don't make last minute revisions; they generate

- typos, inconsistencies, numbers which don't add up, missing diagrams, 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 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

# The Golden Rules

Make sure your Project Workplan reflects the promises you made in the rest of your proposal

For example:

- Good project management implies clear Workpackage leadership
- Strong Impact implies an important dissemination effort

# Typical Project workplan (man-months)

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The Workpackage that nobody wanted

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The Workpackage that does too much

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The partner who doesn't know what to do

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The token SME

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
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<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

## ..and New Member State

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
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<b>P7</b>						6	6
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## The well-lead workpackages which will get results

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
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# Getting help with your proposal

## The Commission supports

- Information days and briefings in Brussels and elsewhere (via National Contact Points)
- A supporting website of advice, information and documentation
- Short url : [http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp)  
([http://ec.europa.eu/information\\_society/activities/ict\\_psp](http://ec.europa.eu/information_society/activities/ict_psp) )
- Partner search facilities  
([http://ec.europa.eu/information\\_society/activities/ict\\_psp/participating/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/participating/index_en.htm))

# Getting help with your proposal

- An ICT Helpdesk for proposers' questions

[info-ict-bsp@ec.europa.eu](mailto:info-ict-bsp@ec.europa.eu)

- An EPSS helpdesk

tel: +32 2 233 3760

email [support@epss-fp7.org](mailto:support@epss-fp7.org)

- A list of contact persons for the objectives in each call

And a network of National Contact Points in Europe and beyond:

[http://ec.europa.eu/information\\_society/activities/ict\\_bsp/contacts/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_bsp/contacts/index_en.htm)

# Working as an evaluator

We constantly need good experts with experience in information and communication technology and a good knowledge of English (the working language in the evaluation)

Apply at

[http://ec.europa.eu/information\\_society/activities/ict\\_psp/participating/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/participating/index_en.htm)