

# ICT PSP Call 3

## How to make a proposal

Call 3 Proposers' day  
Brussels: 26<sup>th</sup> January 2009

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# Eligibility of proposals

Proposals must involve a certain minimum number of mutually-independent legal entities of the required type from different EU Member States or ICT PSP Associated countries (Croatia, Iceland, Liechtenstein, Norway, Turkey\*)

**Pilot A = 6 partners**

**Pilot B = 4 partners**

**Thematic Network = 7 partners**

**Best Practice Network = 7 partners**

\*agreement pending

# Eligibility of proposals

- Partners from outside of the EU Member states and ICT PSP Associated countries can also participate in a project (with Commission agreement), but without funding
- Special consortium composition requirements apply to Obj. 3.1 and 3.2 Pilot A extensions (see [Guide for applicants](#))

# Eligibility of proposals

Proposals must be submitted before the call deadline - **2<sup>nd</sup> June 17h00 (Brussels time)**- using the Commission's electronic proposal submission system

**Non-eligible proposals are not evaluated !**

# Key information for proposers

- ICT PSP Workprogramme 2009
- Guides for Applicants  
(including the guidance notes for evaluators)
- FAQs
- EPSS manual
- Model grant agreement



# 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

# Proposal Part A – online forms

## A1 form

- Title, acronym, objective etc.
- free keywords
- 2000 character proposal abstract
- previous/current submission  
(in ICT PSP or eContentplus)

## A2 form *(one A2 form per partner)*

- Address
- Contact person
- Organisation type etc.

## A3 form

- Cost and funding details

The image shows a screenshot of the 'Proposal Submission Forms' A1 form. The form is titled 'Proposal Submission Forms' and 'A1'. It is part of the 'EUROPEAN COMMISSION' and 'ICT PSP' project. The form includes fields for 'Proposal Number', 'Proposal Acronym', 'Proposal Title' (max. 200 char), 'Abstract' (max. 2000 char), and 'Keywords'. There are also sections for 'GENERAL INFORMATION ON THE PROPOSAL' and 'ACTING CONTACT PERSON'. The form is presented in a table-like structure with various input fields and labels.

# Participant Identification Code

- Participants possessing an FP7 PIC can use this number to identify themselves in the EPSS. 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 : <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
- Relevance (bullet points = sections)
- Impact (idem)
- Implementation (idem)

# Evaluation criteria

Evaluation by independent experts on:

- Relevance
- Impact
- Implementation

Each criterion is more fully explained by descriptive bullet points

Criterion threshold	3/5
Overall threshold	-

# Evaluation procedure

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

# Negotiation of projects

- The selected proposers are invited to grant agreement negotiations
- They are informed in advance of the available funding for the project, and of any technical changes required by the evaluators
- The negotiations produce detailed cost forecasts and the “technical annex” ( Annex 1) to the grant agreement
- The project begins work the month following the signing of the grant agreement

# Writing the proposal

## Advice to proposers

# Basic principles

- Remember the three evaluation criteria have fuller descriptive bullet points
- Familiarise yourself with the bullet points; write them into your proposal
- The evaluators are looking for them; they are what they are going to score your proposal on

# Pre-proposal check

Use the pre-proposal check service\* to make sure your proposal is eligible and in scope for this call.....

.....And do it before you prepare your proposal, not afterwards

\*described in the Guide for applicants

# ICT Helpdesk


Use the ICT PSP Helpdesk\* to check any financial or legal elements you are uncertain about.....

.....And do it before you prepare your proposal, not afterwards

\*address in the Guide for applicants

# Submission

Submit your proposal on time !

- Familiarise yourself with the EPSS system
- Submit early, submit often
- Don't make last minute changes
- And if in trouble, call the EPSS helpdesk!  
 +32 2 233 3760

# Writing the proposal

Divide your effort over the evaluation criteria!

- Many proposers concentrate on the technology, and lose marks on the project planning (implementation) or impact description

# Writing the proposal

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, no obvious paste-ins, no numbers which don't add up, no visible annotations or screwed-up diagrams, no missing pages ...

# Writing the 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

# Writing the proposal

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 wants

	<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
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<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
<b>P2</b>	2	2	2	2	2	2	12
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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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<b>Total</b>	12	18	23	8	35	8	104

# 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://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp)
- New Partner search facilities will be available shortly. It will be accessible from the ICT PSP website.

# Getting help with your proposal

- An ICT PSP Helpdesk for proposers' questions  
[info-ict-psp@ec.europa.eu](mailto:info-ict-psp@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

# Getting help with your proposal

- And a network of National Contact Points in Europe and beyond:  
[http://ec.europa.eu/information\\_society/activities/ict\\_psp/contacts/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/contacts/index_en.htm)

# Working as an evaluator

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

[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)