# ICT PSP Call 6 How to make a proposal

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ICT PSP Call 6 Information day

Brussels: 3rd February 2012

# 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, Montenegro, Norway, Serbia, Turkey)

**Pilot A = 6 partners***
**Pilot B = 4 partners**
**Thematic Network = 7 partners**
**Best Practice Network = 7 partners**

**(*Obj 4.2, 4.3 = 5 partners)**

# Eligibility of proposals

*Provided there is the  minimum number of EU/ICT PSP Associated country partners, organisations from elsewhere can also participate in a project (with Commission agreement) but **without funding***

- Note that Israel and Switzerland have signed association agreements with FP7 <u>but not with ICT-PSP</u>
- The former Yugoslav republic of Macedonia is presently discussing association

# Eligibility of proposals

*Proposals must be submitted before the call deadline -  15th May  17h00 -  using the Commission's electronic proposal submission system (EPSS)*

Non-eligible proposals are not evaluated !

# Key information for proposers

- *ICT PSP Workprogramme 2012*
- *Guides for Applicants*
  (including the Guidance notes for evaluators*)*
- *FAQs*
- *EPSS manual*
- *Model grant agreement*

# Electronic Submission

- *Proposal coordinator registers with the EPSS on our call page and obtains ids and passwords for himself and his partners*

- *The consortium prepares the proposal, then submits it before the deadline*

- *Submission failure rate = ± 1%*

Only reason; waiting till the last minute

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

# Electronic Submission

*Each submission overwrites the previous one*

*Make an early submission to check out the procedure and your proposal*

*Make your final submission in good time….*

*…….then look at what you submitted while there is still time to resubmit the correct version*

# Thematic Networks

*In this call we have two types of Thematic Network, differing in funding structure*

- *Objectives 2.1d), 2.2c), 5.1b) and 5.3 call for "traditional" Thematic Networks (TN), funded by a scheme involving lump sums*
- *Objectives 2.2d), 3.3b), 3.4, 3.6 and 3.7 call for eligible cost Thematic Networks (TN-EC) , funded at 100% of actual eligible costs*

*So in this case it is even more important to register with the EPSS for the right objective and instrument!*

If you make a mistake, discard that password and register again

# Proposal Part A – online forms

*Part A - Forms completed online on our server*
*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)
- PIC no. (optional)
- Address
- Contact person
- Organisation type etc.

*A3 form*
- Cost and funding details

# Proposal Part B – pdf document

*Part B - PDF document created by the consortium and uploaded on our server*

*RTF template supplied by the EPSS*

*Format directly linked to evaluation criteria*

- Summary
- Relevance (bullet points = sections)
- Impact (idem)
- Implementation (idem)

# Additional paperwork

*For all proposals:*

*Each participant must sign a "Non exclusion declaration", which is held by the proposal coordinator until asked for by the Commission*

*For Pilot A proposals only:*

*Each participant which is acting in place of a national administration must obtain a "Certification of national authorised representative" from the national administration, which is held by the proposal coordinator until asked for by the Commission*

# 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*

  *(based on Overall score respecting the budget and/or numbers 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 "Description of Work" (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 <u>descriptive bullet points</u>*

- *Familiarise yourself with the bullet points; write them into your proposal*

- *<u>The evaluators are looking for them</u>; 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 in good time !*

- *Familiarise yourself with the EPSS system*
- *Submit early*
- *Check what you submitted*
- *Don't make last minute changes*
- *And when in trouble, call the EPSS helpdesk!*

**+32 2 233 3760**

# Writing the proposal

*Focus your proposal on exactly what is requested in the Workprogramme*

- Don't assume we will get so few proposals doing exactly what we've asked for that we will have funding to spare for those which don't

# Writing the proposal

*Divide your effort over the evaluation criteria!*

- Many proposers concentrate on relevance, 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 (Check before and after submission)

- 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

# Getting help with your proposal

*The Commission supports:*

- *A supporting website of advice, information and documentation:*

  *http://ec.europa.eu/ict_psp*

- *Information days and Thematic workshops in Brussels and elsewhere*

# Getting help with your proposal

- *Partner search facilities:*

  *http://www.ideal-ist.net/*


- *A partnering platform to advertise your capabilities*

  *access from ICT PSP Call 6 call page*

# Getting help with your proposal

- *An ICT PSP Helpdesk for proposers' questions*

  *infso-ict-psp@ec.europa.eu*

- *An EPSS helpdesk*
  *tel: +32 2 233 3760*
  *email support@epss-fp7.org*

- *A pre-proposal check service*

- *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*

# Top 5 mistakes to avoid

- *Failing to seek advice (or failing to listen to it!)*

- *Failing to submit your proposal successfully*

- *Failing to correspond with the Workprogramme: Focus and outcomes, Conditions and characteristics, Expected impact*

- *Sending in only one third or two thirds of a proposal*

- *Underestimating the power of the peer review process*

# ICT PSP Call 6