

ICT PSP Call 5

How to make a proposal

ICT PSP Call 5 Information day

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Information Society and Media



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, Serbia, Turkey)

Pilot A = 6 partners

Pilot B = 4 partners

Thematic Network = 7 partners

Best Practice Network = 7 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 but not with ICT-PSP

Eligibility of proposals

Proposals must be submitted before the call deadline - **1st June 17h00** - using the Commission's electronic proposal submission system (EPSS)

Non-eligible proposals are not evaluated !

Key information for proposers

- ICT PSP Workprogramme 2011
- 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 = $\pm 1\%$

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

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)*

- 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 includes fields for 'Proposal Number' and 'Proposal Acronym'. Below these are sections for 'GENERAL INFORMATION ON THE PROPOSAL', 'Proposal Title (max. 200 char.)', 'Context/Issue', 'Action/Cooperation', 'Keywords', and 'Abstract (max. 2000 char.)'. The form is presented in a structured layout with various input fields and sections.

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

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:

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 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 in good time !

- Familiarise yourself with the EPSS system
- Submit early; check what you submitted
- 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)

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

The Workpackage that nobody wanted

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

The Workpackage that does too much

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

The partner who doesn't know what to do

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

The token SME

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

..and New Member State

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

The well-lead workpackages which will get results

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

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 briefings in Brussels and elsewhere
- Partner search facilities:

<http://www.ideal-ist.net/>

Getting help with your proposal

- An ICT PSP Helpdesk for proposers' questions
info-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

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