ICT PSP Call 4

How to make a proposal

Call 4 Proposers' day

Brussels: 14th January 2010

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ICTPSP
ICT POLICY SUPPORT PROGRAMME

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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, Serbia, Turkey)

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

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 <u>without funding</u>

- Special consortium composition requirements apply to Obj. 3.1 and 5.1 Pilot A extensions (see Guide for applicants)

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 2010
- 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

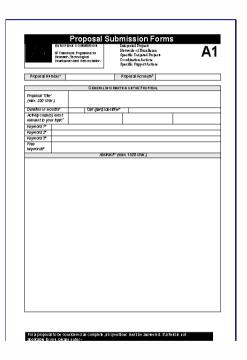 Panic-induced errors

  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

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)

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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)

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

  (respecting the budget and number limitations described in the Workprogramme)

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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

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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

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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

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

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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

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Divide your effort over the evaluation criteria!

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

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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 …

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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 <u>latest</u>, <u>complete</u> 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

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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

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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

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..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:

- Information days and briefings in Brussels and elsewhere

- A supporting website of advice, information and documentation:

  http://ec.europa.eu/ict_psp

- Partner search facilities:

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

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 list of contact persons for the objectives in each call

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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