

Instruments and Guides ICT PSP Call 3bis

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ICT PSP Call 3bis

CIP - ICT PSP Overview

Who can participate?

- The programme is open to **any legal entity** established in the EU Member States
- Legal entities established outside the EU may participate **on equal terms with Member States** on the basis of and in accordance with the conditions laid down in their association agreements
Croatia, Iceland, Lichtenstein, Norway, Turkey
- Other countries may participate on a case-by-case basis but **will not receive funding**

CIP Instruments overview

Three complementary instruments based on combined approaches:

*Support to **EU level ICT solutions** → **Pilots Type A***

- Large Scale Pilots focused on **Interoperability**
- Key actors: **Member States** - Lead actors (**Industry** key role in Implementation)
- Strong political dimension

*Stimulating **innovative use of ICT** in public & private sector → **Pilots Type B***

- Implementation of **ICT based innovative services** through Pilots
- Key actors: **Full service value chain** (providers, users, public authorities)

Mobilisation/Exchanges** between practitioners, policy makers → **Thematic Networks

- Development of **new policy implementation schemes** through exchange of experiences and best practices

This call – only Pilot B proposals

Main features of Pilots Type B

- The goal is to carry out a **first implementation** of an ICT based innovative service carried out under realistic conditions
- The emphasis is on **fostering innovation** in services → the pilot may need to take-up completed R&D work, may extend already tested prototype services or may combine / integrate several partial solutions to realise a new innovative approach
- In this call **several proposals** will be selected on quality, up to the budget limit of **€7m**

Scale and participants

- Legal minimum of **4 mutually-independent legal entities** from **4 different Member States or Associated countries**.
- Consortia are expected to engage the **complete service value chain**, including relevant public authorities (sustaining partners), service providers, industrial stakeholders & users

Duration and funding

- Duration is typically **24-36 months** within which there should be an operational phase
- EU contribution is up to **50% of eligible costs** of the pilot
- The indicative Community contribution for a Pilot B is **2-2.5 M€ / pilot**

Grant Agreement - principles

Simplification

Single type of participant – the 'beneficiary'

- No members
- No third party participation except for subcontractors

Eligible cost for Pilot Type B

- Personnel
- Subcontracting
- Other specific costs (travel, subsistence)
- Indirect costs (=30% of personnel costs)

Funding rate – up to 50%

Threshold for certificates on financial statements for payment requests equal to or superior to 325.000€ by beneficiary

Pilot Type B – Community Financial Contribution

Eligible and non-eligible costs

Eligibility conditions include reality, necessity, economy, actually incurred during the duration of the project, recorded in the accounts

- Direct cost
 - Personnel
 - Be directly hired by the beneficiary, under sole technical supervision, be remunerated in accordance with normal practices
 - Subcontracting
 - To be awarded according to the principle of best value for money under conditions of transparency and equal treatment
 - Other specific direct costs
 - Identified in the proposal
- Indirect costs
 - Costs which cannot be identified as directly attributed to the project but incurred in direct relationship with the eligible costs

Where to get information

Workprogramme 2009

Model grant agreement

Financial guidelines

Guidelines for legal and financial
validation

Documents available at

http://ec.europa.eu/ict_psp

ICT PCP Call 3 bis

Proposal preparation, submission and evaluation

Key information for proposers

- ICT PSP Workprogramme
- Guide for Applicants
including the *Guidance notes for
evaluators*
- EPSS manual

Eligibility of proposals

- It must involve at least four mutually- independent legal entities from different Member States or Associated countries (*Croatia, Iceland, Liechtenstein, Norway, Turkey*)
- It must be submitted before the call deadline - **23rd September 17h00** - using the Commission's electronic proposal submission system

Non-eligible proposals are not evaluated!



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 !

Proposal Part A – online forms

A1

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

A2 *(one A2 form per partner)*

- Address
- Contact person
- Organisation type etc.

A3

- Cost and funding details

Proposal Submission Forms

EUROPEAN COMMISSION
European Commission

Activity Codes
Specific Support Actions

A1

Proposal Number: _____ Proposal Acronym: _____

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title* (max. 200 char.) _____

DISPATCH NUMBER: _____ CALL NUMBER: _____

ACTIVITY CODES (max 1 relevant to your type): _____

Keyword 1: _____

Keyword 2: _____

Keyword 3: _____

Title: _____

Keyword: _____

ABSTRACT* (max. 2000 char.) _____

For a proposal to be considered complete, all questions must be answered. If a field is not applicable, you must provide a response.

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

Submitted as a PDF file

Participant Identification Code

- Participants possessing a PIC can use this number to identify themselves in the Electronic Proposal Submission system. 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 the following website: <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)

A PIC is **optional**

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 -

When writing your proposal....

Divide your effort over the evaluation criteria

- Many proposers concentrate on the technical 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

Project workplan

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

- Information days and briefings in Brussels and elsewhere (via National Contact Points)
- 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 Helpdesk for proposers' questions
info-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
- And a network of National Contact Points in Europe and beyond
http://ec.europa.eu/information_society/activities/ict_psp/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