ICT PSP – WP2007 How to Submit a Proposal

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ICTPSP
ICT POLICY SUPPORT PROGRAMME

European Commission
Information Society and Media

Overview

How prepare a proposal?

How to submit a proposal?

What happens to your proposal?

How to prepare a proposal (1)

- Get all information
  - ✓ Work programme
  - ✓ Guide for Applicants (one per instrument)
  - ✓ Web site
  - ✓ To come:
    - ➢ "Evaluation Guideline"
    - ➢ Model grant agreement

How to prepare a proposal (2)

- Get familiar with
  - ✓ the work programme
  - ✓ the CORRECT guide for applicants
    - Pilot A
    - Pilot B
    - Thematic Network
- Build on your idea
  - ✓ Create your consortium
  - ✓ Create your work plan

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How to prepare a proposal (3)

- Who's who
  - ✓ Coordinator
  - ✓ Beneficiary
  - ✓ Sub-contractors
- Write the Proposal
  - ✓ Part A
  - ✓ Part B

How to prepare a proposal (4)

- Part A
  - ✓ Administrative forms
  - ✓ A1 : Summary
  - ✓ A2's consortium descriptions
  - ✓ A3 budget table
- Part B
  - ✓ Guide provide the template

How to prepare a proposal (5)

- <u>PartB</u>:
- Front Page
- Profile page
- Description (for example: Pilot A):
  - ✓ Project description and objectives

1.	Project objectives
2.	EU dimension
3.	Consensus building

  - ✓ Impact

1.	Target outcomes and characteristics
2.	Expected impacts
3.	Consortium and key personnel
4.	Long term impacts
5.	Availability of results

  - ✓ Implementation

1.	Availability of results
2.	Work plan
3.	Project management
4.	Dissemination
5.	Resources to be committed

How to submit a proposal (1)

- Only electronic submission

- EPSS (Electronic Proposal Submission Service)
  - ✓Enables online filling of Part A
  - ✓Enables upload of Part B (pdf)
  - ✓Enables submission of proposals
  - ✓Enables multiple submissions

How to submit a proposal (2)

- What it means to submit:
  - ✓ All partners are aware, agree and are authorised
  - ✓ All partners are aware of the Commission policy on data protection
  - ✓ The coordinator is in possession of all the needed attestations

How to submit a proposal (3)

- Attestations:
  - ✓ For all proposals: 'non exclusion declaration' form
  - ✓ For Pilot A: 'Certification of National Authorised Representative '
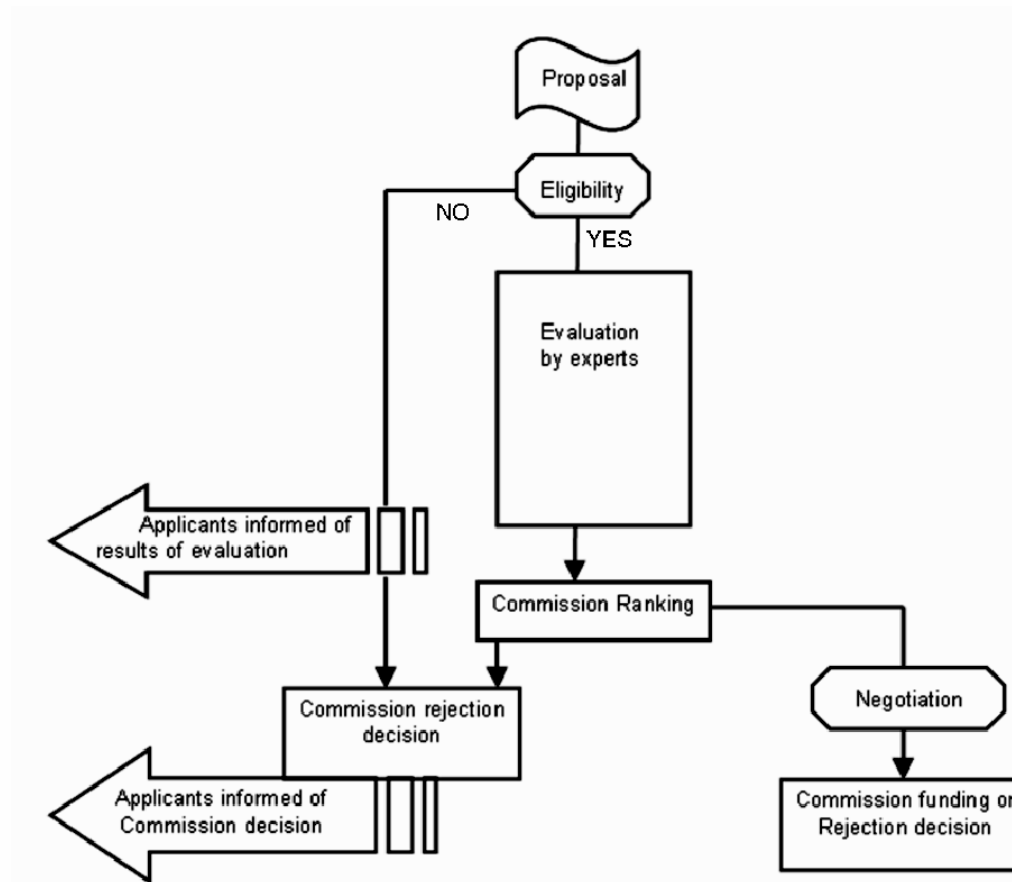
How to submit a proposal (4)

- When submitted, an email message is sent back

- Within 10 days after the deadline, an acknowledgement of receipt is sent

How to submit a proposal (5)

- Some Recommendations:

<div style="border: 2px solid orange; padding: 1em;">

✓ DO NOT WAIT FOR THE LAST MINUTE

✓ SUBMIT AND IMPROVE AS MANY TIMES AS YOU WANT

✓ ENTER THE CORRECT EMAIL ADDRESS

✓ BE CLEAR, CONCISE

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What happens to your proposal (1)

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What happens to your proposal (2)

- Eligibility criteria

  1) Submitted on time (23/10/2007 17:00)

  2) Proposal complete

  3) Respect work programme consortium needs

What happens to your proposal (3)

	Annex 2 - Award criteria	Pilots A	Pilots B	TN
A1) _**Relevance**_	a) The alignment with the general objectives of the Work Programme and with the addressed specific objective defined in this Work Programme.	☑	☑	☑
	b) Alignment and coordination with – and reinforcement of - relevant policies, strategies and activities on European and national level.	☑	☑	☑
	c) The rationale and added value for Community contribution, the importance and the benefits of the proposed activity compared to existing activities.		☑	☑
	d) Capability to build support across the EU in view of reaching EU wide consensus.	☑		☑

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A2) *Impact*	a) Achievement and Alignment with the target outcome and characteristics as defined in the addressed specific objective	☑	☑	☑
	b) The contribution of the project to the expected impact as defined in the addressed specific objective	☑	☑	☑
	c) The demonstrated capability and commitment of the partnership to reach the objectives of the project. Attention should be given to the involvement of all relevant stakeholders and appropriate support by public entities.	☑	☑	☑
	d) The long term impact; Viability, sustainability and scalability beyond the phases of work sponsored by the Community, as demonstrated by appropriate sustainability and deployment plans, also in view of EU wide take-up beyond the partners.	☑	☑	☑
	e) The free availability of common results in view of implementing interoperability on EU wide level (specifications of interfaces, protocols, architecture, etc, as well as – where appropriate - open source reference implementations of necessary components and building blocks for interoperability).	☑		
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	g) The free availability of common results and the openness of the thematic networks towards relevant organisations, which are not part of the network			☑
	h) The maturity of the technical solution, i.e. the R&D phase of the pilot is complete		☑	

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What happens to your proposal (5)

A3) *Implementation*	a) Adequacy of the chosen approach to achieve the goals of the proposed project;	☑	☑	☑
	b) Clear work plan with well-defined work packages, schedule, partner roles and deliverables.	☑	☑	☑
	c) Effectiveness of the management approach and dissemination plan.	☑	☑	☑
	d) Appropriateness of resource allocation and estimated cost in view of the achievement of the objectives of the proposal.	☑	☑	☑
	e) The appropriate attention to security, privacy, inclusiveness and accessibility; the appropriate use of interoperable platforms; open standards and open-source components	☑	☑	

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What happens to your proposal (6)

- Award Criteria
  - ✓Score 0 to 5
  - ✓Threshold 3

- Selection Criteria
  - ✓Financial capacity
  - ✓Operational Capacity

Useful Links

- Entry Point:

  http://ec.europa.eu/ict_psp

  - ✓ Description of the programme
  - ✓ Calls (proposals and experts)
  - ✓ FAQ
  - ✓ Library (reference documents)
  - ✓ contacts
  - ✓ links

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