

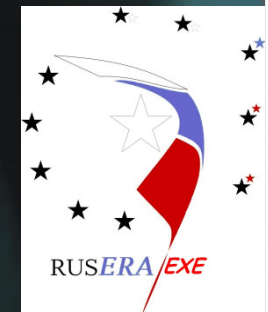


National Documentation Centre

FP7 update, lessons learned from the 1st calls

Maria Samara, Administrative project officer
Maria Koutrokoi, Hellenic NCP for ICT, Research
Infrastructures and Ideas Programme of FP7
Technical Manager of EU Projects

Vienna, 30 January 2008



Experience from 1st call for proposals Optimum Consortium- Duration- EC Contribution

Funding scheme	Optimum Consortium	Average Duration	Optimum (Average) EC Contribution
Small CP (STREP)	6-15	18 – 36 months	1-4 M€ (2.3 M€)
Large CP (IP)	10-20	36-60 months	4-10 M€
NoE	6-12	48-60 months	4-10 M€
CSA (Coordination)	13-26	18-36 months	0.5-2 M€
CSA (Support)	1-15	9-30 months	0.2-0.7 M€



Experience from 1st call for proposals

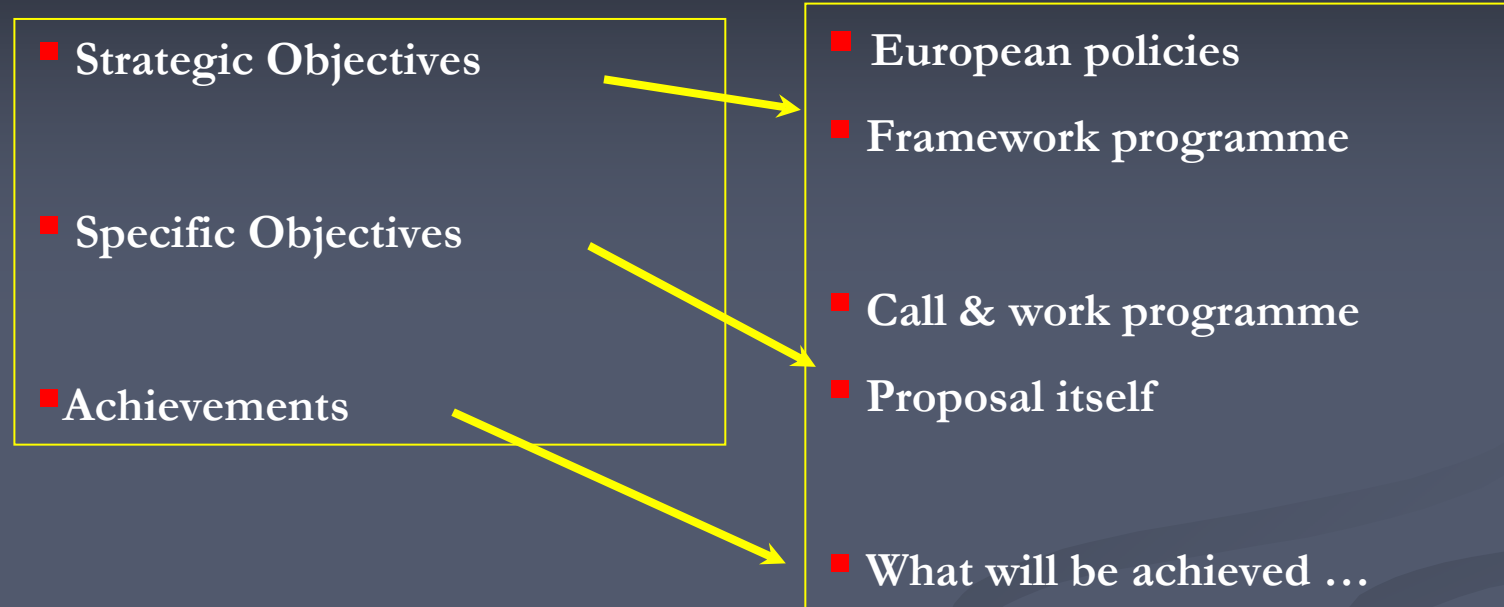
Why do projects fail?

- Missed deadline,
- Incomplete proposal (**parts are missing**),
- Does not fit objectives in call & work programme (**relevance**),
- Scientific content is not convincing: research is not innovative, not up-to-date with developments (**scientific excellence**),
- Alternative hypotheses are not considered,
- Too ambitious, problem more complex than proposers appear to realise,
- Proposal hastily put together and lacking coherence (**project management**),
- Likelihood of achieving success and value for money are not convincing

Lessons learned: Proposal Preparation

- **Start** as soon as possible. Do not wait for the call, read the work programme.
- Formulate appropriate research **objectives**
- State the objectives clearly in the proposal
- Develop a realistic research **plan**
- Clarify the **scope** of the proposal
- **Language** is important (good English)

Lessons learned: Proposal Preparation



Make clear your contribution and your partners' contribution;
Frame your project in terms of broader impact to the field and

Describe the benefits for:

Europe,
Regions,
Industries (a more competitive Europe),
Citizens.

Lessons learned: Proposal Preparation

Good objectives are SMART objectives:

- S Specific
 - M Measurable
 - A Achievable
 - R Result-oriented
 - T Time-related
-
- **Strategic objectives** of the EU, as stated in the workprogramme
 - **Overall objectives** of the particular theme, as described in the workprogramme
 - The **specific objectives** of the particular topic, as described in the workprogramme
 - The achievements of your proposed project

Lessons learned: Proposal Preparation

A **plan** to accomplish the research objectives that will determine the success of the project:

- A clear vision of the project structure, work packages, tasks etc
- Innovativeness and creativity brought in by the partners
- Distinct work carried out by each participant (no overlapping)
- Management approach (how the project is organised, how responsibilities are assigned etc..)

→ Potential difficulties should not be hidden

→ Alternative approaches to achieve objectives should be suggested

Lessons learned: Consortium Building

- Meet with partners early to decide responsibilities. All partners must write their work package and another section. This also shows their commitment.

Members of the consortium must be:

- competent in their field
- Necessary for the purposes of the proposed project
- Fulfilling complementary roles

Basic requirements of a partner:

- Technical capacity
- Financial capacity
- Management capacity
- Previous experience in the proposed project's fields of activity/research

Desirable: previous experience in EU funded projects

Lessons learned: Proposal Writing

The proposal must set out definitively:

- what each member of the consortium will do (no overlapping).
- how they will work together effectively (exchanges).
- how the various work packages relate to each other (charts).
- that the consortium has the skills and each activity has been properly resourced.
- Deliverables and milestones must be clearly identified in each workpackages

Lessons learned: Conclusions

Four “key” elements:

1 - **Project scope**

Project size, objectives

2 - **Ressources**

People, equipment, material

3 – **Time and schedule**

Task durations, dependencies, critical path, timeline

4 – **Money and reporting**

Costs, contingencies, meetings and reporting

10 useful tips

1. Many proposers concentrate on the scientific element, but lose marks on project implementation or impact description
2. Clear language
3. Well-organised contents, following the Part B structure
4. Useful and understandable diagrams
5. No typos, no inconsistencies, no obvious paste-ins, no numbers which don't add up, no missing pages etc.
6. Don't write too little; cover what is requested
7. Don't write too much; Don't neglect the "Other issues" : Gender issues, ethical issues..
8. Don't leave the evaluators to figure out why it's good; tell them !
9. Leave nothing to the imagination
10. Don't change the key points of the proposal in the last minute and Submit your proposal on time and if you need support/help call your NCP before it is too late





EKT

ΕΘΝΙΚΟ ΚΕΝΤΡΟ
ΤΕΚΜΗΡΙΩΣΗΣ
N A T I O N A L
D O C U M E N T A T I O N
C E N T R E

Thank you for your attention

