



# Researchers' nights 2007

## INFODAY Filling in a proposal

Brussels,  
15 January 2007



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## FORM A 1 "Our idea"

- ▶ **Proposal number:** will be given by Commission
- ▶ **Proposal acronym:** to be filled in
- ▶ **Proposal title:** to be filled in
- ▶ **Duration in months:** keep in mind that you have to organise the awareness campaign (and drawing competition), as well as to assess the impact: should be **at least 5-6 months**
- ▶ **Activity codes:** to be chosen from the **drop down** menu
- ▶ **Free key words:** max 100 characters
- ▶ **Abstract:** in **English**, max 2,000 characters; keep in mind this should be the general presentation of your project and the first « contact » of the evaluators with it; be clear and underline the strengths; also supposed to be used for some publications thus preferably understandable for the large public
- ▶ **Similar proposals/signed contracts under FP 7:** not relevant here



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## FORM A 2.1 "who we are"

- ▶ Proposal number: will be given by Commission
- ▶ Proposal acronym: to be filled in
- ▶ Participant number: **coordinator = 1**
- ▶ Participant identity code under FP 7: not relevant
- ▶ Legal name: name under which the body is registered
- ▶ Administrative data:
  - ✓ legal address, (street, number, town, postal code, country)
  - ✓ Website (optional but can be useful)
- ▶ Status (statistics purposes)
  - ✓ non -profit (if recognised as such by national law)
  - ✓ public body (if recognised as such in national law + international organisations)
  - ✓ research organisation (non profit organisation with research as main objective)
  - ✓ higher or secondary education establishment
- ▶ Activity in NACE: select ONE activity in <http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?>



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## FORM A 2.2 " who we are"

- ▶ **SMEs part** (to be filled only when not having filled the previous item); to have the SME status, the answer to all the three questions should be "YES"
- ▶ **Organisation short name**: less than 20 characters, the name most commonly used
- ▶ **Dependencies** : when one partner is controlled or controls another partner (control means: holding more than 50 % of the nominal value of the issued share capital or a majority of voting rights, or holding in fact or in law the decision-making power in another partner)
- ▶ **Contact point**: for the coordinator : person who will have all the contacts with the Commission services)



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## FORM A 3.1. " what it costs" (1)

- ▶ **Management activities:** overall legal, financial, administrative management, audit certificates...
- ▶ **Support activities:** all the other activities necessary for the implementation of the project
- ▶ **Personnel costs:** personnel hired by the participant concerned AND working under his sole technical supervision and responsibility AND remunerated according the normal participant's practices
- ▶ **Subcontracting:** subcontractor= third party linked to one/more participants by an agreement ; conditions for subcontracting:
  - ✓ cover the execution of a **limited part** of the project
  - ✓ be justified in proposal **part B** (indication of tasks, estimation of costs)
  - ✓ remaining **responsibility** of the participant (s)
  - ✓ be awarded according **best value for money** (best price quality ratio), transparency, equal treatment (publicity)
  - ✓ possibility of **framework contract** with a subcontractor (provided that entered into force prior to the project and in compliance with participant's usual management practices)



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## FORM A 3.1. " what it costs" (2)

- ▶ **Indirect costs:** costs (overheads, such as electricity, phone, fax, heating...) linked to the project's direct costs; equal to a **certain (to be determined) percentage** of the direct costs – subcontracting and – resources from third parties not used in the premises of the participant
- ▶ **Requested EC contribution:** for support actions, management activities and support activities are reimbursable **up to 100 %** (eligible costs)
- ▶ **Total receipts:** receipts may consist of:
  - ✓ funding/contribution in kind from third parties specific to the project (dedicated by the third party concerned to the implementation of the project), OR
  - ✓ income generated by the project (entrance fees, sale of assets purchased under the grant agreement for the value indicated in the costs)



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## Filling in a proposal

### PART B of the proposal (1)

- ▶ **scientific and/or technical quality, relevant to topics addressed by the call**
  - ✓ what your project consists of, which objectives (measurable and verifiable), which milestones
  - ✓ global strategy for your action,
  - ✓ schedule of the different activities planned
  - ✓ work package list (table)
  - ✓ deliverables list (table)
  - ✓ description of each WP (Schedule /objectives /description of work /deliverables)
  - ✓ summary of staff effort (by participant and by work package)
  - ✓ milestones (at global project level, linked to WPs)



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## Filling in a proposal

### PART B of the proposal (2)

#### Implementation

- ✓ management structure and procedures (architecture of the partnership and decision-making mechanisms) 2 pages max
- ✓ individual participants (brief description , main tasks, experience, short profile of staff members) 1/2page/participant
- ✓ consortium as a whole (“evidence” of the adequacy of the partnership: ability, complementarity, internal balance, subcontracting (tasks, costs, justification) 2 pages max
- ✓ resources to be committed (major costs, adequation) 2 pages max





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## Filling in a proposal

### PART B of the proposal (3)

#### Impact

- ✓ expected impact: contribution to the impact mentioned in the work programme, steps, European approach, taken into consideration of other national/international similar initiatives, measurement of the impact
- ✓ [spreading excellence], exploiting results, [disseminating knowledge]: how will you maximise the results of the project?

3 pages max



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## Filling in a proposal-Last recommendations

### Writing

- ▶ Be **PRECISE** and **CONCISE** (respect the maximum lengths recommended)
- ▶ Go straight to the point, avoid useless "literature"
- ▶ Underline the points you consider to be your **STRENGTHS**

### Partnership

- ▶ Involve **ALL** and **ONLY** the necessary partners
- ▶ Call upon subcontractors only if indispensable
- ▶ Clearly define each partner's role from the very start

### Activities

- ▶ Provide a **CLEAR** description
- ▶ Underline their **COMPLEMENTARITY**



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## Filling in a proposal-Last recommendations

**And now....**



**Good luck!**

**Thank you for your attention.**