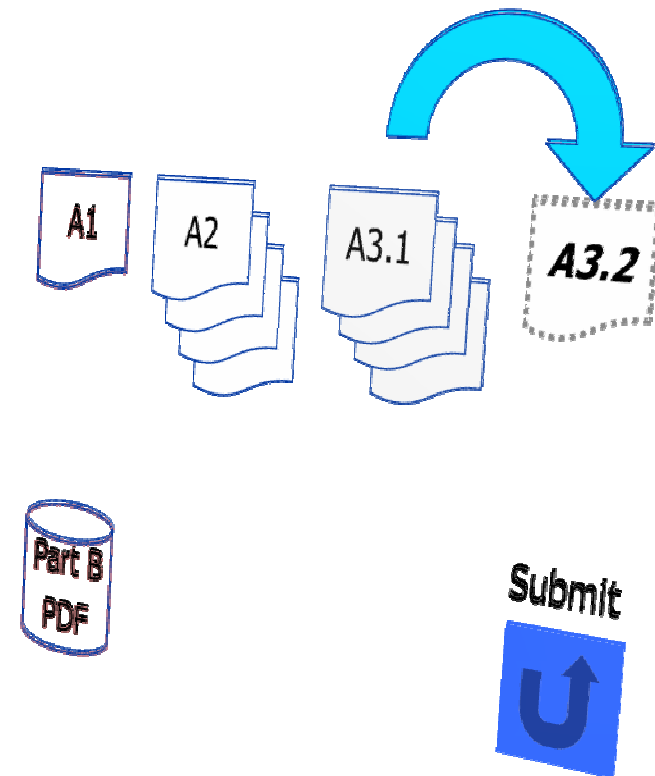# Einreichung und Evaluierung in FP7-SME-2007-1

Siegfried Loicht
Europäische und Internationale Programme

Übersicht

Forschung zugunsten von KMU– Einreichung und Evaluierung

- Teile des FP7 Antrages

- Guidelines

- EPSS

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

**Research for the
benefit of SMEs**
Research for SMEs

**A1:
Content**

Proposal Number `000000`   **Proposal Acronym** [　　　　]

General Information

Proposal Title [　　　　　　　　　　　　]

Duration in months [　　]   **Call identifier** `FP7-SME-2007-1`

Sector code(s) most relevant to your topic

Sector code 1 | --SELECT ONE-- ▾

Sector code 2 | None ▾

Free keywords (industrial application) | - |

Free Keywords (S&T) [　　　　　　　　　　]

Abstract (max. 2000 char.)

[　　　　　　　　　　　　　　　　　　]

Similar proposals or signed contracts?

**a) Has this proposal (or a very similar one) been previously submitted
to a call for proposals of the 7th EU RTD Framework Programme?** | --SELECT ONE-- ▾ |

IF YES
- please give the call identifier | - |

EUROPEAN COMMISSION
7th Framework Programme on Research, Technological Development and Demonstration

Research for the benefit of SMEs
Research for SMEs

A1: Content

Proposal Number	000000	Proposal Acronym	

General Information

Proposal Title	

Duration in months		Call identifier	FP7-SME-2007-1

Sector code(s) most relevant to your topic

Sector code 1	
Sector code 2	None
Free keywords (industrial application)	-

Free Keywords (S&T)	

Abstract (max. 2000 char.)

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme?

IF YES
- please give the call identifier | -
- please give the proposal or contract number (if known) | -

b) Is this proposal (or a very similar one) currently being submitted to another call under FP7?
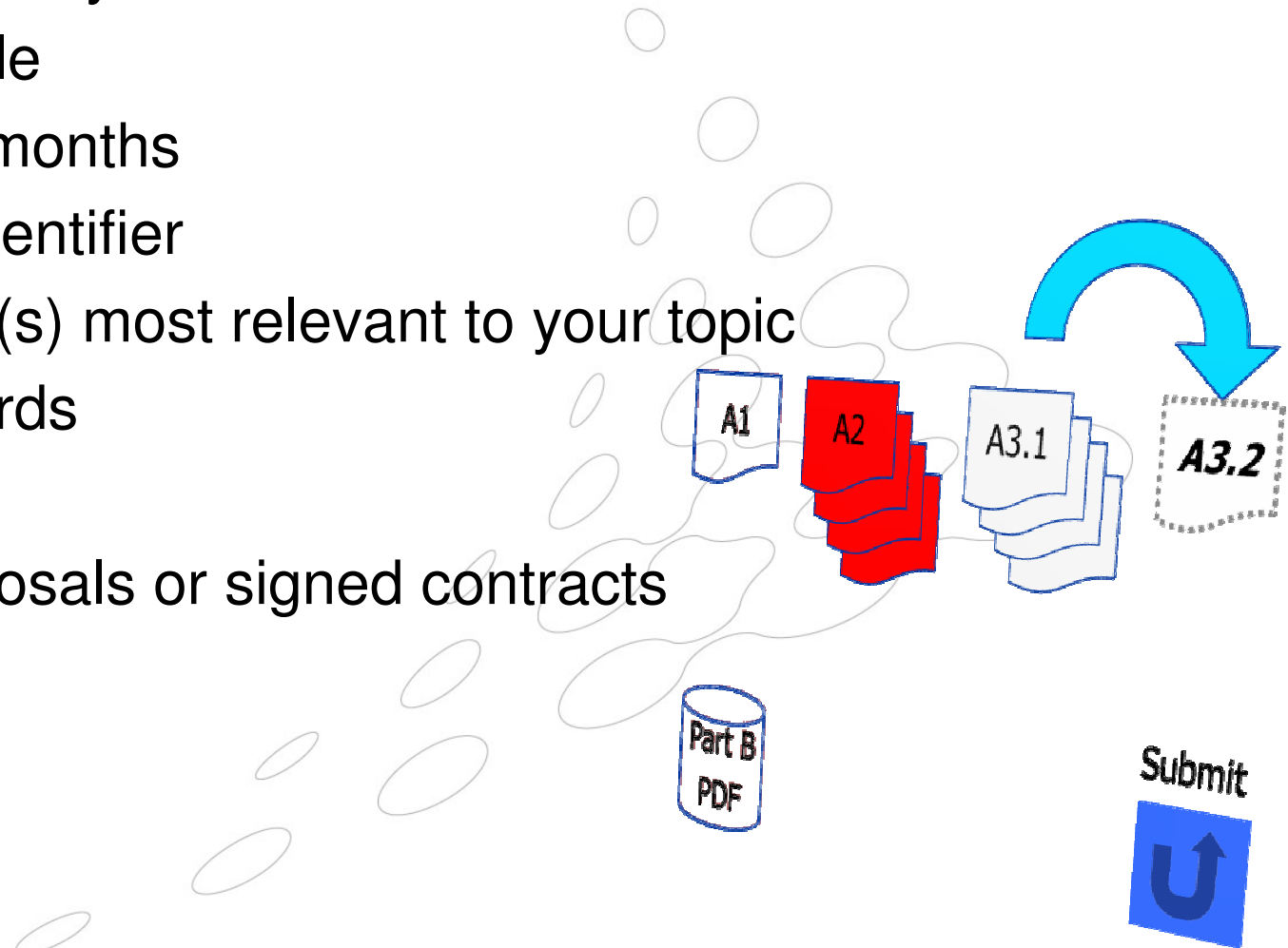
IF YES please give the call identifier | -

A1 - Summary

- Proposal Acronym
- Proposal Title
- Duration in months
- Call (part) identifier
- Sector code(s) most relevant to your topic
- Free Keywords
- Abstract
- Similar proposals or signed contracts

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Research for the benefit of SMEs
Research for SMEs

A2.1:
Participants

Each participant should complete their own section A2

Proposal Number [000000]   Proposal Acronym [   ]   **Participant Number** [1]

**If your organisation has already registered for FP7,
enter your Participant Identity Code**   [Not in use ▾]

Organisation Legal name [   ]
Organisation short name [FFG   ]
Type of participant: [--SELECT ONE--   ▾]

Basic administrative data

Legal address

Street name [   ]   **Number** [   ]

Town [   ]   **Postal Code/Cedex** [-   ]

Country [--SELECT ONE--   ▾]

Internet homepage [-   ]

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.

The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

**The status of the organisation is set by the proposal coordinator. If you would like
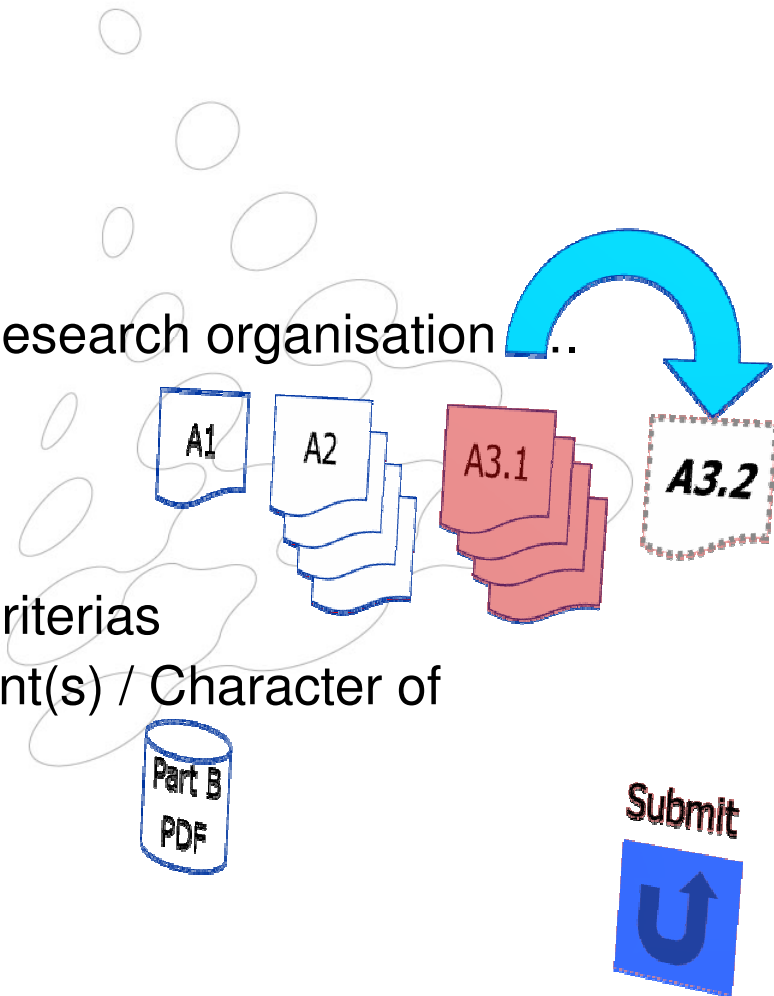to modify this information, the coordinator must modify it in the proposal set-up page**

Public body   ⦿ yes ◯ no
Non-profit organisation   ⦿ yes ◯ no
Please select the type of activity of your organisation:

[--SELECT ONE--   ▾]

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

**Research for the
benefit of SMEs**
Research for SMEs

A2.1:
Participants

Each participant should complete their own section A2

| Proposal Number | 000000 | Proposal Acronym | | Participant Number | 1 |

If your organisation has already registered for FP7,
enter your Participant Identity Code

Not in use

Organisation Legal name

Organisation short name   FFG

Type of participant:

Basic administrative data

Legal address

| Street name | | Number | |

| Town | | Postal Code/Cedex | - |

Country

Internet homepage   -

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.

The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

The status of the organisation is set by the proposal coordinator. If you would like
to modify this information, the coordinator must modify it in the proposal set-up page

| Public body | yes |
| Non-profit organisation | yes |

Please select the type of activity of your organisation:

Main area of activity (NACE code)

A2 - Participants

➢ Participant number

➢ Participant Identify Code

➢ Organisation Legal name

➢ Type of participant

➢ Legal address

➢ Country

➢ Public body, Non-Profit Organisation Research organisation ...

➢ IND, SERV, Other

➢ NACE code

➢ Economic Activity

➢ Small and Medium Sized Enterprises criterias

➢ Dependencies with (an) other participant(s) / Character of dependence

➢ Organisation Short Name

➢ Contact point

➢ Title / Sex / Phone and fax numbers

Seite 8

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

**Research for the
benefit of SMEs**
Research for SMEs

A3.1: Budget

Proposal Number [000000]   Proposal Acronym [   ]   Participant Number [1]

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes
**. Please be aware that not all options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.
If you would like to modify this information, you have to do it from the proposal set-up page.

[Real indirect costs   ⌄]

**My legal entity is established in an ICPC
and I shall use the lump sum funding method**
(If yes, please fill below the lump sum row only.
If no, please do not use the lump sum row)

○ yes   ◉ no

	RTD/Inn-ovation *	Demons-tration *	Training	Coordi-nation	Support	Manage-ment	Other	Total
Personnel costs (in €)	0	0	0	0	0	0	0	0
Subcontracting to RTD performers (in €)	0	0	0	0	0	0	0	0
Other Subcontracting (in €)	0	0	0	0	0	0	0	0
Other direct costs (in €)	0	0	0	0	0	0	0	0
Indirect costs (in €)	0	0	0	0	0	0	0	0
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)	0	0	0	0	0	0	0	0
Total Costs (in €)	0	0	0	0	0	0	0	0
Requested EC contribution (in €)	0	0	0	0	0	0	0	0
Total Receipts (in €)								0

Type of Activity

* These columns should be filled in with 0s by RTD performers as they are covered by the subcontracting

Validation Errors

No Validation Errors

[Save Form]   [Validate]

Proposal Submission Form

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Research for the benefit of SMEs
Research for SMEs

A3.1: Budget

Proposal Number [000000] Proposal Acronym [ ] Participant Number [1]

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes **. Please be aware that not all options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.
If you would like to modify this information, you have to do it from the proposal set-up page.

Real indirect costs

My legal entity is established in an ICPC
and I shall use the lump sum funding method
(If yes, please fill below the lump sum row only.
If no, please do not use the lump sum row)

[no]

	Type of Activity							
	RTD/Inn-ovation*	Demons-tration *	Training	Coordi-nation	Support	Manage-ment	Other	Total
Personnel costs (in €)	0	0	0	0	0	0	0	0
Subcontracting to RTD performers (in €)	0	0	0	0	0	0	0	0
Other Subcontracting (in €)	0	0	0	0	0	0	0	0
Other direct costs (in €)	0	0	0	0	0	0	0	0
Indirect costs (in €)	0	0	0	0	0	0	0	0
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)	0	0	0	0	0	0	0	0
Total Costs (in €)	0	0	0	0	0	0	0	0
Requested EC contribution (in €)	0	0	0	0	0	0	0	0
Total Receipts (in €)								0

* These columns should be filled in with 0s by RTD performers as they are covered by the subcontracting

Proposal Submission Forms
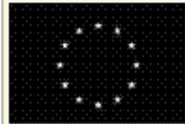
EUROPEAN COMMISSION

7th Framework Programme for
Research, Technological
Development and Demonstration

A3.2: Budget

Number of participants (total): 1   Number of SMEP: 0   Number of RTD: 0   Number of OTH: 1

Participant number	Organisation Short Name	Organisation country	Estimated budget (whole duration of the project)								Total receipts	Requested EC Contribution
			RTD/Innovation	Demonstration	Training	Coordination	Support	Management	Other	Total		
Other participants												
1	FFG	0	0	0	0	0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0	0	0	0

Total budget for RTD activities of RTD performers: **0**

Maximum EC contribution = 110 % of subcontracting of RTD performers excl. VAT   **0**

The FINAL requested EC contribution will be either the "total requested EC contribution" or the "maximum EC contribution equal to 110 % of subcontracting of RTD performers excl. VAT ", which ever is the lowest.   **0**

# Proposal Submission Forms

	EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development	A3.2: Budget

Number of participants (total):	1	Number of SMEP	0	Number of RTD:	0	Number of OTH:	1

Participant Nr	Organisation Short Name	Organisation country	Estimated eligible costs (whole duration of the project)								Total receipts	Requested EU contributions
			RTD/Innovation	Demonstration	Training	Coordination	Support	Management	Other	Total		
SME participants												
RTD performers												
Other enterprises or end-users												
1	FFG	0	0	0	0	0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0	0	0	0

Total amount of subcontracting to RTD performers, excl. VAT:	0
Maximum EC contribution = 110 % of subcontracting of RTD performers excl. VAT:	0
The FINAL requested EC contribution will be either the "total requested EC contribution" or the "maximum EC contribution equal to 110 % of subcontracting of RTD performers excl. VAT ", which ever is the lowest:	0

A3 - Budget

➢Method of calculating indirect costs

➢International Cooperation Partner Country (ICPC)

➢Lump sum funding method

➢Type of Activity

➢Personnel costs

➢Subcontracting (To RTD performers)

➢Other Subcontracting

➢Other direct costs

➢Indirect Costs

➢Requested EC contribution

➢Total Receipts
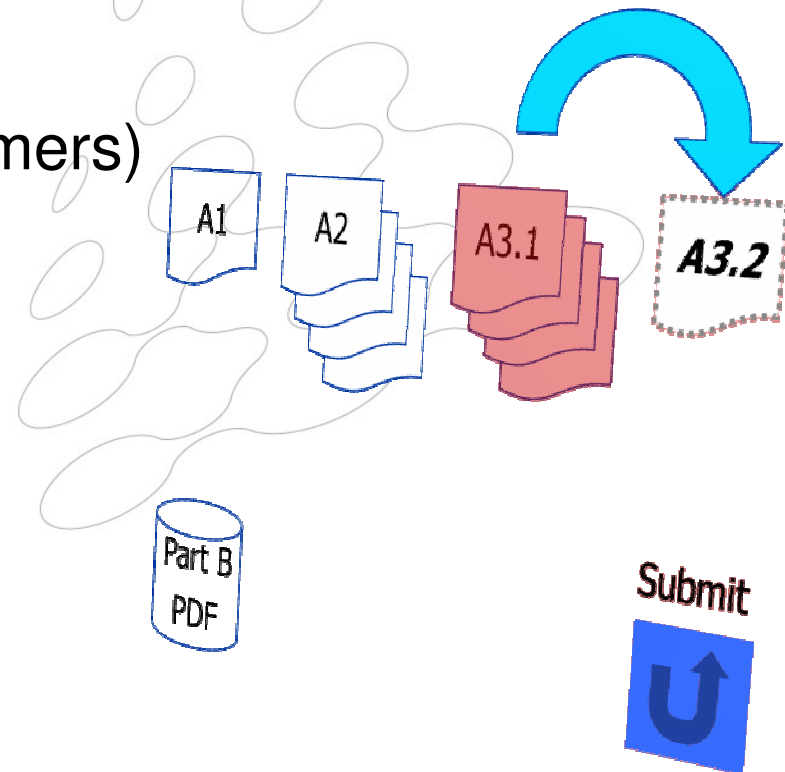
Übersicht

Forschung zugunsten von KMU– Einreichung und Evaluierung

- Teile des FP7 Antrages

- **Guidelines**

- EPSS

A1 A2 A3.1 *A3.2*

Part B PDF

Submit
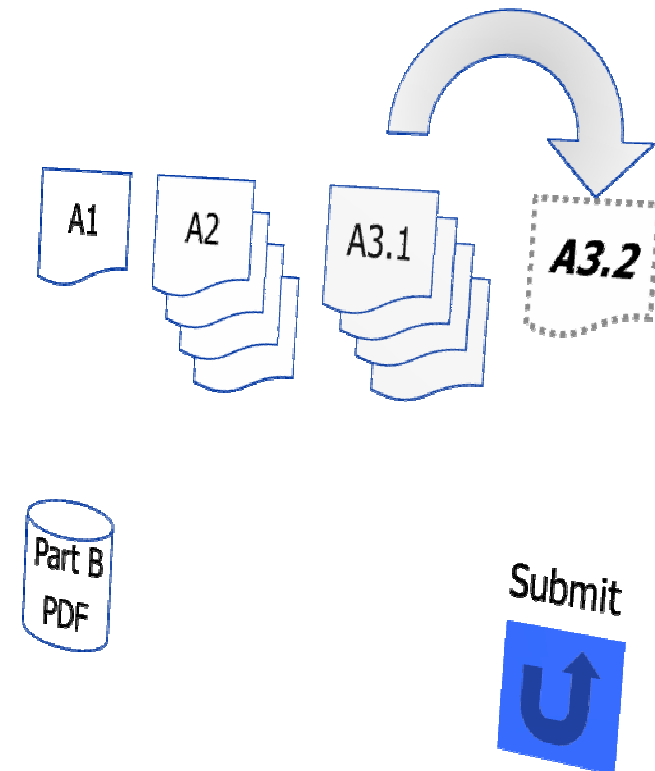
GUIDE FOR APPLICANTS

Research for SMEs
Call 1

Research for the benefit of specific groups (in particular **SMEs**)

Call identifier FP 7-SME-2007-1

Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following web-site:
http://cordis.europa.eu/fp7/calls

Annex 4

Instructions for drafting part B of the proposal

Research for SMEs

A description of this funding scheme is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2). Sections 1, 2 and 3 each correspond to an evaluation criterion. The sub-sections (1.1, 1.2 etc.) correspond to the sub-criteria.

Remember, please keep to maximum page lengths where these are specified and write in a font not smaller than size 12. The Commission may instruct the experts to disregard any excess pages. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

Cover Page

Proposal full title:
Proposal acronym:
Type of funding scheme:
        Research for SMEs

Name of the coordinating person:

List of participants:

Participant no. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in section A2 of the administrative forms

Table of Contents

Teil B

1. Scientific and/or technological excellence, relevant to the topics/activities addressed by the call (max. 15 Seiten + Tabellen)

1.1 Sound concept and quality of objectives

1.2 Innovative character in relation to the state-of-the-art

1.3 Contribution to advancement of knowledge / technological progress

1.4 Quality and effectiveness of S/T methodology and associated work plan

Table 1.3 a: Work package list

Table 1.3 b: Deliverables List

Table 1.3 c: Work package description

Table 1.3 d: Summary of staff effort

Table 1.3 e: List of milestones

Teil B

2. Implementation

2.1 Quality of the Consortium as a whole

2.1.1 Description of project management structure and procedures (max 4 Seiten)

2.1.2 Description of the consortium (max. 3 Seiten plus ½ Seite pro Partner)

2.2 Appropriate allocation and justification of the resources to be committed (max 4 Seiten)

Table 2.2. Indicative breakdown of the offer from the RTD performers to the SME

3. Impact. The potential impact through the development, dissemination and use of project results (Max 10 Seiten)

3.1 Contribution, at the European [and/or international level], to the expected impacts

3.2 Appropriateness of measures envisaged for the dissemination and/or exploitation of project results, and management of intellectual property

   3.2.1 Project results and IPR
   3.2.2 Dissemination and Use

 Table 3.2.2. Project Results (including knowledge) to be acquired by the SME participants

Teil B

FFG

4. **Ethical Issues**
5. **Consideration of gender aspects (max 1 Seite)**

Schriftgröße nicht kleiner als 12 Punkt

Übersicht

Forschung zugunsten von KMU– Einreichung und Evaluierung
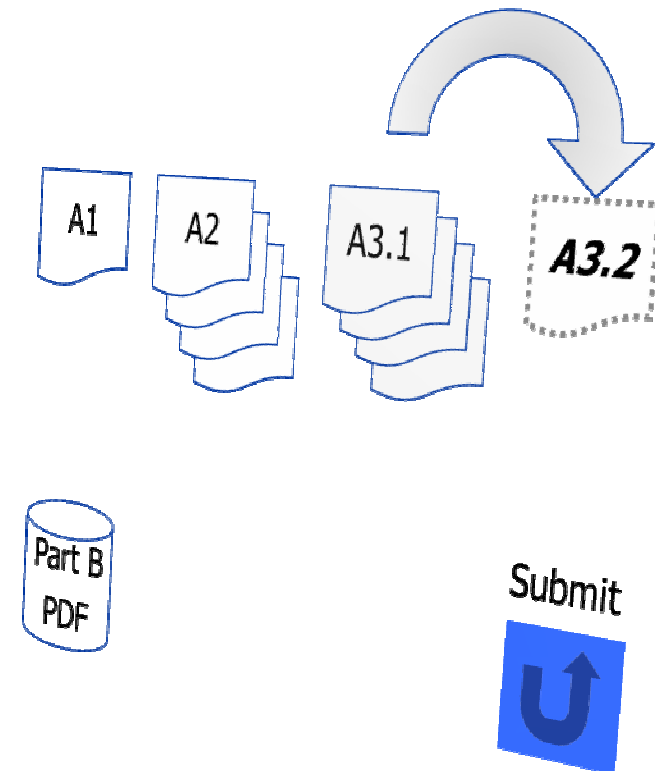
- Teile des FP7 Antrages

- Guidelines

- **EPSS**

A1 A2 A3.1 **A3.2**

Part B PDF

Submit

Electronic Proposal Submission Service

Überblick EPSS

FFG

Was ist EPSS?

➔ Ein elektronisches System, das den Projektkoordinator ermöglicht den Projektantrag vorzubereiten und online zu übermitteln

➔ Verfügbar 7 Tage pro Woche, 24 Stunden pro Tag, kostenfrei für die AntragstellerInnen, unterstützt die meisten IT Konfigurationen

Was wird für die Nutzung gebraucht?

➔ Internetzugang – je schneller, desto besser. Das System arbeitet aber auch mit Einwähl- Verbindungen

➔ Ein Computer – die meisten Plattformen werden unterstützt - selbst alte
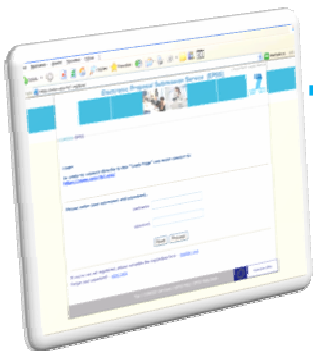
Vorgehensweise

Den Call auswählen FP7-SME-2007-1

Vorgehensweise

Herunterscrollen und „Go" drücken":
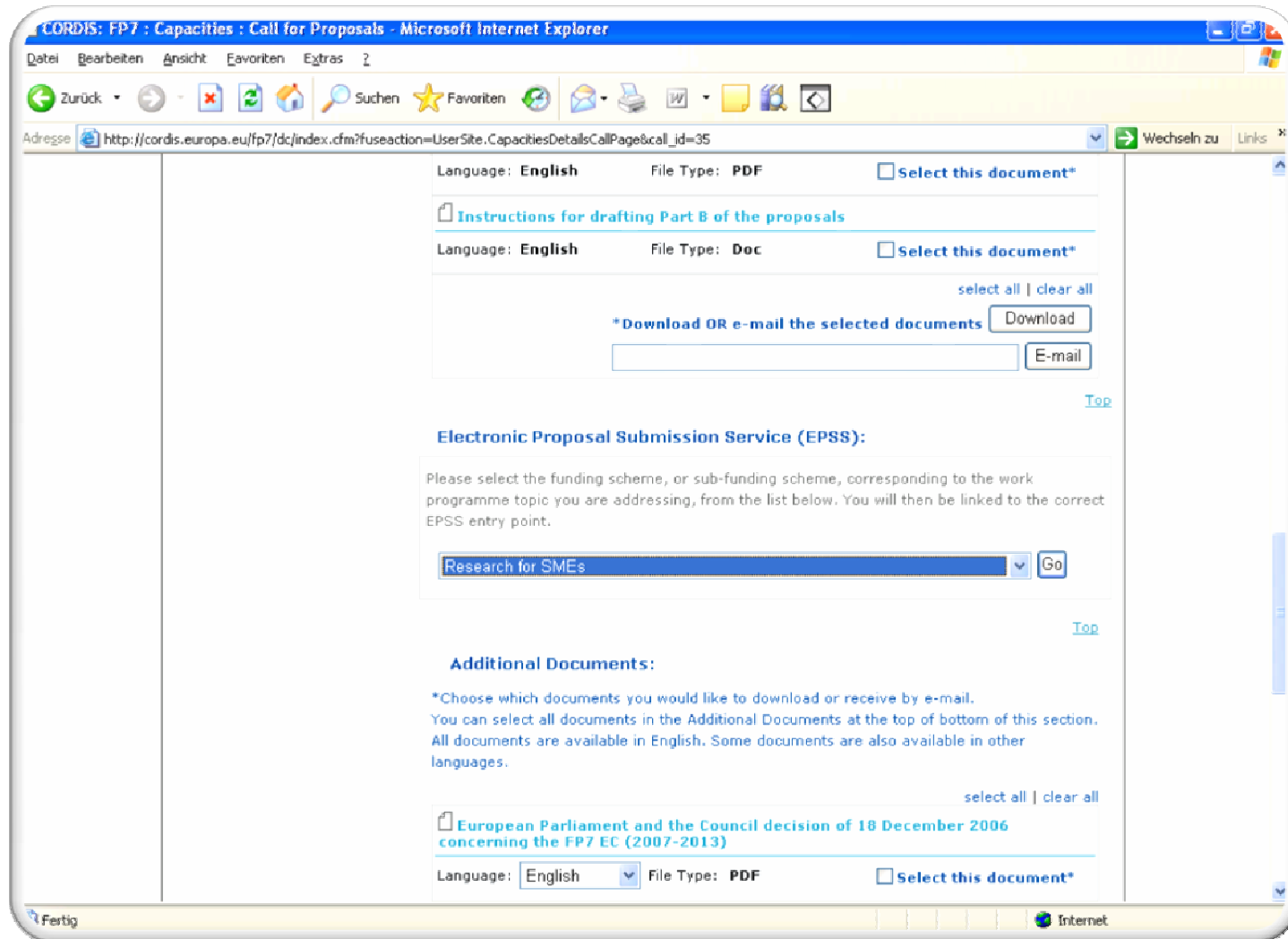
Vorgehensweise

Der Koordinator registriert sich für den Call:

Vorgehensweise

Der Koordinator setzt das Proposal auf:

EPSS als Koordinator

➔ Registrieren in EPSS

➔ Check Email für die EPSS Zugangsdaten

➔ Login in EPSS

➔ Ändern des Passworts für den Koordinator und die Partner

➔ Den Partnern den Username und das Passwort schicken

➔ Antrag einrichten durch Eingabe der Anzahl an Partnern, deren ID, Name, Email-Adresse ....

➔ Uploaden des Part B File (Detaillierte Antragsbeschreibung)

➔ Antrag validieren um sicher zu gehen, dass die grundlegenden Checks okay sind

➔ Proposal einreichen – Submit

➔ Überprüfen, ob das System eine Projektnummer vergibt

➔ Ausloggen und Email checken für das Bestätigungsmail
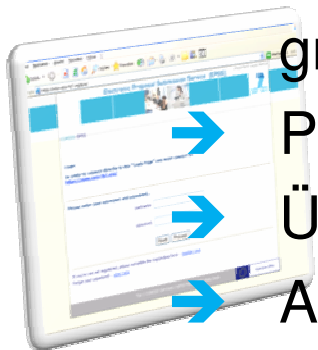
Der B-Teil

Das Uploading des B-Teils ist noch nicht die Einreichung. Es muss eine "submission action" folgen.

➔ Der B-Teil muss in Adobe PDF Format (mind. Version 3) sein – Größe beachten (10 Mbyte max.), keine Verschlüsselung oder Druckbeschränkung

➔ File-Name soll nur die folgenden Zeichen beinhalten: 'a-z', '0-9', '_', '-', '.'

➔ Nachdem Upload wird man gefragt, ob man den Antrag einreichen will – submit

➔ Druck erfolgt in Schwarz/Weiß mit 300dpi
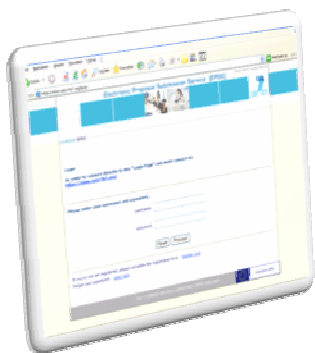
EPSS erfolgreich anwenden

➔ Der Submit Button verschwindet um 17:00:00.000, CET

➔ Im Zweifelsfall gleich nachfragen und nicht bis zum letzten Moment warten

➔ Keine Spezialzeichen im File-Namen.

➔ Das System erlaubt Mehrfacheinreichungen. Diese sollten jedoch nicht überstrapaziert werden

➔ Es ist nicht empfehlenswert das Budget im letzten Moment zu ändern. Das kann verhindern, dass das Projekt zeitgerecht eingereicht wird.

➔ Das Uploaden des Antrags im letzten Moment macht die vorangegangene Einreichung ungültig

Datei   Bearbeiten   Ansicht   Favoriten   Extras   ?

Zurück   Suchen   Favoriten

Adresse   https://www.epss-fp7.org/epss/eligibilityCheck.jsp   Wechseln zu   Links

Electronic Proposal Submission Service (EPSS)

Important Legal Notice

2007 - 2013

CORDIS: EPSS

| Prepare Proposal | Change Password | Check Validation | Submit Proposal | Logout |

Validation Check

Validation check: SUCCESSFUL

Preliminary automatic checking has not detected any errors.
However these checks are not exhaustive and do not guarantee that your proposal is valid for this call

If you wish, you may submit the Proposal now.
If you make further modifications you may submit again before the call deadline.

Submit NOW   Submit LATER

This check is merely to ensure that all forms are complete and the basic requirements are met. It is the responsibility of the co-ordinator to ensure that the proposal meets all the eligibility requirements specified in the call for proposals

Top | CORDIS Services | EPSS FAQ | EPSS Help Desk

Publications Office

https://www.epss-fp7.org/epss/submission1.jsp   Internet

Evaluierung in FP7

Auswahl der EvaluatorInnen

- Hochqualifizierte EvaluatorInnen **bilden die Grundlage dieses** Evaluierungssystems
    - Registrierung unter:
      https://cordis.europa.eu/emmfp7
    - Zusammenstellung der Evaluierungspanels erfolgt auf Basis der Angaben der ExpertInnen – EC stellt komplementäre Teams für jede Evaluierung zusammen

Guide for Applicants

- Erster Teil sehr allgemein

    - ⇨ Generelle Grundsätze / grundlegende Regeln / wie geh ich´s an?

- Auch für EinsteigerInnen verständlich geschrieben

    - Beinhaltet ein Glossar und eine Checkliste

- Alle ausschreibungsspezifischen Informationen an einem Platz (im Annex)

    - Alle wichtigen Informationen zusammengefasst

- Beinhaltet die Evaluierungskriterien und die Vorgehensweise

    - ehemals 'guidance notes for evaluators'

Eligibility checks

- Eingang des Proposals vor der Deadline
  - Feste Deadlines

- Minimum Anzahl der zulässigen unabhängigen Partner
  - Wie im "Work Programme" und der Ausschreibung angegeben

- Komplettheit des Antrags
  - Alle A- Formulare und der B-Teil

- Nicht "Out of scope" – Passt in die Ausschreibung

- Spezielle Bedingungen des Calls

Die Evaluierungskriterien I

3 Hauptkriterien:

1. **"Scientific and/or technological excellence (relevant to the topics/activities addressed by the call)"**

   - Sound concept, and quality of objectives

   - Innovative character in relation to the state-of-the art

   - Contribution to advancement of knowledge / technological progress

   - Quality and effectiveness of S/T methodology and associated work plan

Die Evaluierungskriterien II

2. Implementierung "Quality and efficiency of the implementation and the management"

- Appropriateness of the management structures and procedures

- Quality and relevant experience of the individual participants

- Quality of the consortium as a whole (including complementarity and balance)

- Appropriate allocation and justification of the resources to be committed

Die Evaluierungskriterien III

3. **Impact "Potential impact through the development, dissemination and use of project results"**

   - Contribution, at the European [and/or international level], to the expected impacts listed in the work programme under the relevant topic/activity

   - Appropriateness of measures envisaged for the dissemination and/or exploitation of project results, and management of intellectual property

Die Bewertung

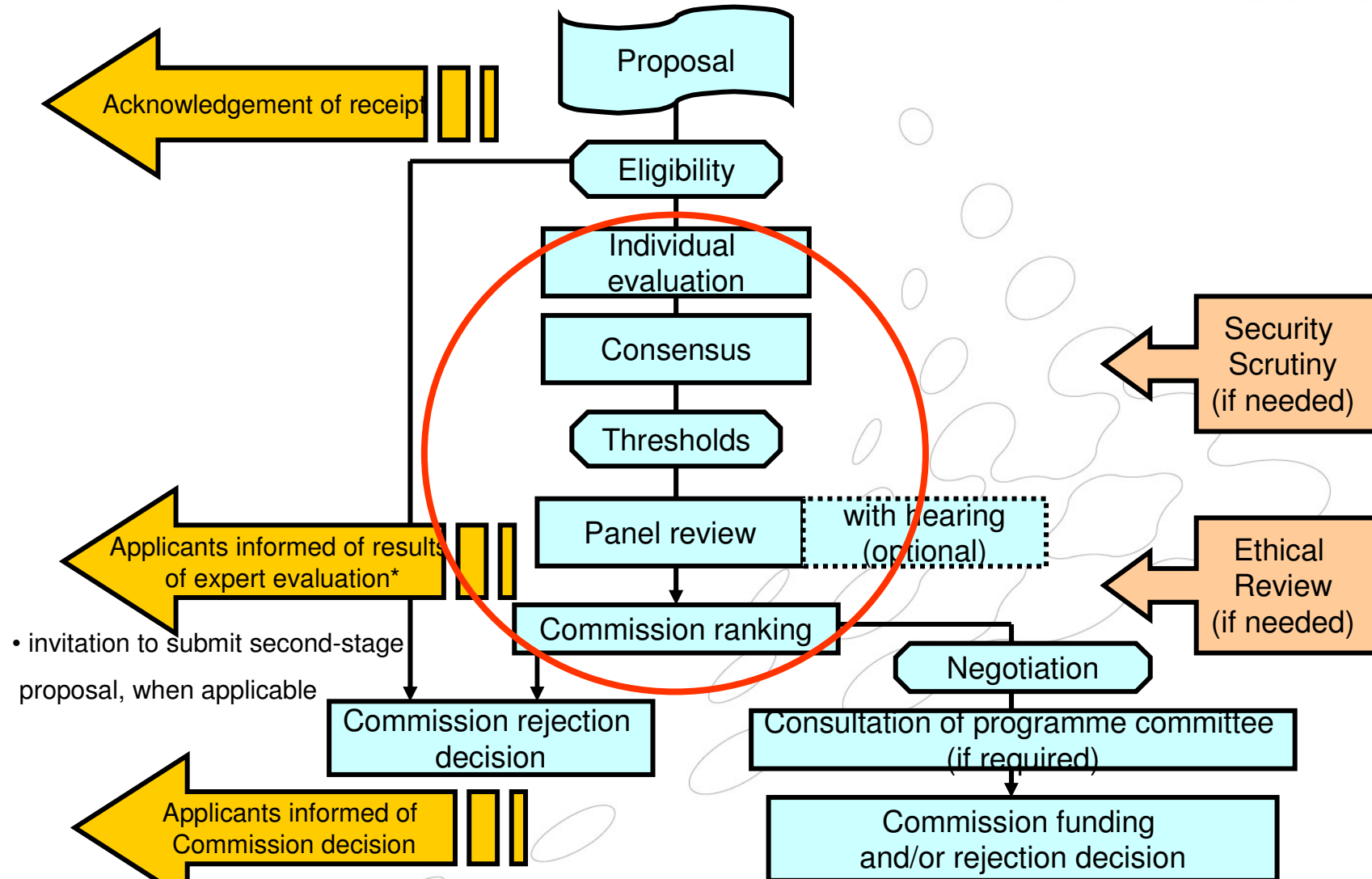Für jedes Kriterium **kann eine Beurteilung von** 0 bis 5 **abgegeben werden**

(0 – z.B. Kriterium im Antrag nicht beschrieben, 5 Exzellent)

Halbe Punkte können vergeben werden

Threshold **für jedes Kriterium** = 3

Gesamt - Threshold = 10

Evaluierungsprozess

FFG

Proposal

Eligibility

← Acknowledgement of receipt

Individual evaluation

Consensus

Thresholds

Panel review — with hearing (optional)

Security Scrutiny (if needed) →

← Applicants informed of results of expert evaluation*

• invitation to submit second-stage proposal, when applicable

Commission ranking

Ethical Review (if needed) →

Negotiation

Commission rejection decision

Consultation of programme committee (if required)

← Applicants informed of Commission decision

Commission funding and/or rejection decision

Evaluierung eines Antrags: was ist wichtig?

FFG

- **Anträge, die als** "Out of Scope" **eingestuft werden,** passieren nicht **den** Eligibility Check

- Aufbau des Proposal **wie im Guide for Applicants angegeben,** entspricht **weitestgehend den** Evaluierungskriterien

- **3 Evaluierungskriterien**
    - Treshold ist generell 10 und für jedes Kriterium 3

- **Angaben zur** maximale Seitenzahl **werden** restriktiv **gehandhabt**