



## Punto nacional de contacto CIP-PSP

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# ICT PSP Call 4

## How to make a proposal

### **Call 4 Proposers' day**

Brussels: 14<sup>th</sup> January 2010

*Tom McKinlay*  
*DG INFSO "ICT Operations" Unit*



# Eligibility of proposals

Proposals must involve a certain minimum number of mutually-independent legal entities of the required type from different EU Member States or ICT PSP Associated countries (Croatia, Iceland, Liechtenstein, Norway, Serbia, Turkey)

**Pilot A = 6 partners**

**Pilot B = 4 partners**

**Thematic Network = 7 partners**

**Best Practice Network = 7 partners**

# Eligibility of proposals

- Partners from outside of the EU Member states and ICT PSP Associated countries can also participate in a project (with Commission agreement), but without funding
- Special consortium composition requirements apply to Obj. 3.1 and 5.1 Pilot A extensions (see [Guide for applicants](#))

# Eligibility of proposals

Proposals must be submitted before the call deadline - **1st June 17h00** - using the Commission's electronic proposal submission system (EPSS)

**Non-eligible proposals are not evaluated !**

# Key information for proposers

- ICT PSP Workprogramme 2010
- Guides for Applicants  
(including the guidance notes for evaluators)
- FAQs
- EPSS manual
- Model grant agreement



# 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

# Proposal Part A – online forms

## A1 form

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

## A2 form *(one A2 form per partner)*

- Address
- Contact person
- Organisation type etc.

## A3 form

- Cost and funding details

The image shows a screenshot of the 'Proposal Submission Forms' A1 form. The form is titled 'Proposal Submission Forms' and 'A1'. It is part of the 'EUROPEAN COMMISSION' 'ICT PSP Project' 'Milestone 1: Evaluation' 'Specific Topical Project' 'Cooperation between' 'Specific Project/Action'.

The form includes the following fields:

- Proposal Number\*
- Proposal Acronym\*
- GENERAL INFORMATION ON THE PROPOSAL
- Proposal Title\* (max. 200 char.)
- Country code\*
- Call Reference\*
- Keyword 1\*
- Keyword 2\*
- Keyword 3\*
- Free Keyword\*
- Abstract\* (max. 1500 char.)

At the bottom of the form, there is a note: 'For a proposal to be considered complete, all questions must be answered. If a field is not applicable, leave it blank.'



# Participant Identification Code

- Participants possessing an FP7 PIC can use this number to identify themselves in the EPSS. 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 : <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)

# 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)

# Additional paperwork

For all proposals:

Each participant must sign a *Non exclusion declaration*, which is held by the proposal coordinator until asked for by the Commission

For Pilot A proposals:

Each participant which is acting in place of a national administration must obtain a *Certification of national authorised representative* from the national administration, which is held by the proposal coordinator until asked for by the Commission

# 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	-

# Evaluation procedure

- Individual reading by three or more experts
- Experts meet in “Consensus group”
- All experts in objective in Panel meeting
- Evaluation Summary Report (ESR)
- Commission selection of proposals for negotiation  
(respecting the budget and number limitations described in the Workprogramme)

# Negotiation of projects

- The selected proposers are invited to grant agreement negotiations
- They are informed in advance of the available funding for the project, and of any technical changes required by the evaluators
- The negotiations produce detailed cost forecasts and the “technical annex” ( Annex 1) to the grant agreement
- The project begins work the month following the signing of the grant agreement

# Writing the proposal

## Advice to proposers

# Basic principles

- Remember the three evaluation criteria have fuller descriptive bullet points
- Familiarise yourself with the bullet points; write them into your proposal
- The evaluators are looking for them; they are what they are going to score your proposal on



# Pre-proposal check

Use the pre-proposal check service\* to make sure your proposal is eligible and in scope for this call.....

.....And do it before you prepare your proposal, not afterwards

\*described in the Guide for applicants

# ICT Helpdesk


Use the ICT PSP Helpdesk\* to check any financial or legal elements you are uncertain about.....

.....And do it before you prepare your proposal, not afterwards

\*address in the Guide for applicants

# Submission

Submit your proposal on time !

- Familiarise yourself with the EPSS system
- Submit early, submit often
- Don't make last minute changes
- And if in trouble, call the EPSS helpdesk!  
 +32 2 233 3760

# Writing the proposal

Divide your effort over the evaluation criteria!

- Many proposers concentrate on the technology, and lose marks on the project planning (implementation) or impact description

# Writing the proposal

Think of the finishing touches which signal quality work:

- clear language
- well-organised contents, following the Part B structure
- useful and understandable diagrams
- no typos, no inconsistencies, no obvious paste-ins, no numbers which don't add up, no visible annotations or screwed-up diagrams, no missing pages ...

# Writing the 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

# Writing the proposal

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)

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104



# The Workpackage that nobody wanted

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The Workpackage that does too much

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The partner who doesn't know what to do

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
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<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# The token SME

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
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<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

## ..and New Member State

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
<b>P5</b>			14	2	3		19
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<b>P7</b>						6	6
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## The well-lead workpackages which will get results

	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	
<b>P1</b>	10	4			4		18
<b>P2</b>	2	2	2	2	2	2	12
<b>P3</b>					3		3
<b>P4</b>		12	2	2	12		28
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<b>P6</b>			5	2	11		18
<b>P7</b>						6	6
<b>Total</b>	12	18	23	8	35	8	104

# Getting help with your proposal

The Commission supports:

- Information days and briefings in Brussels and elsewhere
- A supporting website of advice, information and documentation:

[http://ec.europa.eu/ict\\_psp](http://ec.europa.eu/ict_psp)

- Partner search facilities:

<http://www.ideal-ist.net/>

# Getting help with your proposal

- An ICT PSP Helpdesk for proposers' questions  
[info-ict-psp@ec.europa.eu](mailto:info-ict-psp@ec.europa.eu)
- An EPSS helpdesk  
tel: +32 2 233 3760  
email [support@epss-fp7.org](mailto:support@epss-fp7.org)
- A list of contact persons for the objectives in each call



# Getting help with your proposal

- And a network of National Contact Points in Europe and beyond:  
[http://ec.europa.eu/information\\_society/activities/ict\\_psp/contacts/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/contacts/index_en.htm)