ΕΘΝΙΚΟ ΚΕΝΤΡΟ ΤΕΚΜΗΡΙΩΣΗΣ/ΕΙΕ

FP7 National Contact Point

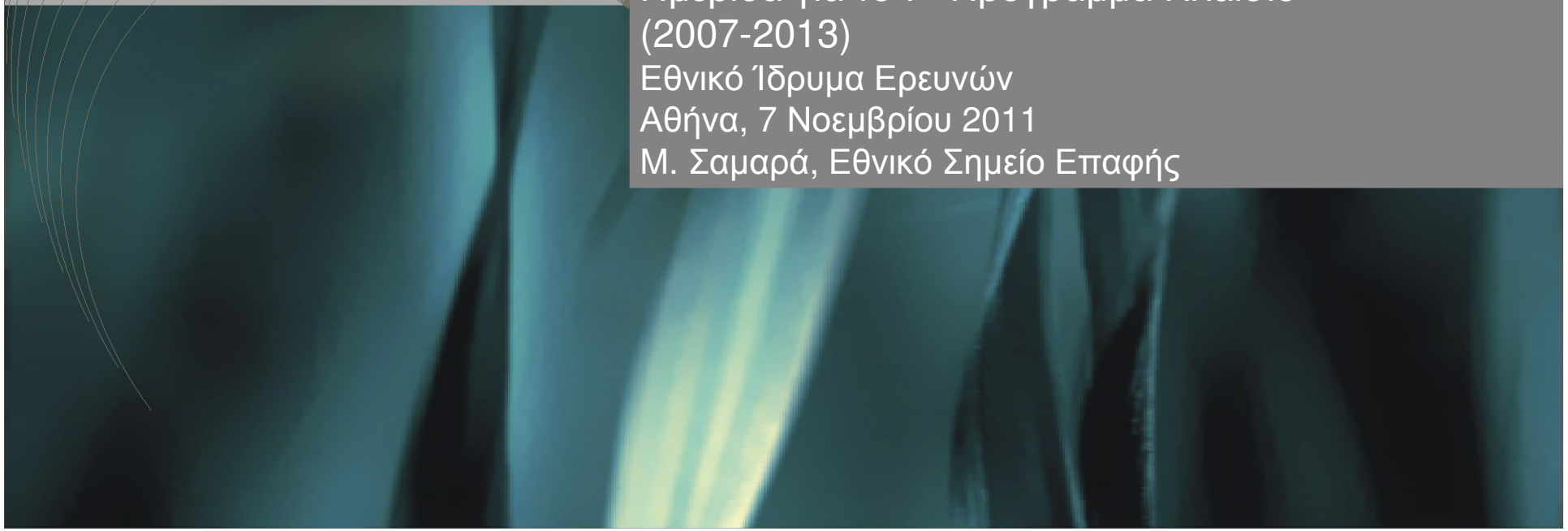
FP7 proposal preparation

Ημερίδα για το 7ο Πρόγραμμα Πλαίσιο (2007-2013)

Εθνικό Ίδρυμα Ερευνών

Αθήνα, 7 Νοεμβρίου 2011

Μ. Σαμαρά, Εθνικό Σημείο Επαφής



Examples of SSH research projects

Growth, employment and competitiveness in a knowledge society: internationalisation of firms and research systems, ***impacts of globalisation,*** service economy, intangible investments, entrepreneurship, efficiency of public policies and macroeconomic policies.

GLOBINN, SCIFI-GLOW, PEGGED, AEGIS, EFIGE, IAREG, SERVPPIN, POLHIA, FINESS, GRASP

Combining economic, social and environmental objectives in a European perspective**:** land use and agriculture, rural and ***urban development***, paradigm shifts (***post carbon society and global changes***) and territorial dynamics (integration of geography, demography, modelling), inequalities, regions and globalisation, historical social models.

CONSENSUS, SMILE, CAP-IRE, RUFUS, DERREG, SHRINK SMART, PACT, HI-POD, ICATSEM, CLICO, PASHMINA, CHANCE2SUSTAIN

Source: European Commission

Examples of SSH research projects

Major societal trends: demography, ***migration***, fertility, consumption behaviour, youth integration/exclusion, intergenerational solidarity, transnational mobility of people, linkages between new jobs and conditions of work; values and religion.

ASPA, DEMHOW, MULTILINKS, REPRO, MAFE, TRANS-NET, GEITONIES, SAMPLE, EUMARGINS, WALQUING;

Europe in the world: impact of globalisation on evolution of the European economy, ***trade***, governance, ***geopolitics***, migration and perceptions of the EU, regional climate change and water issue, ***conflicts***, rule of law and ***human rights***; multilateralism.

PEGGED, EURASIA-NET, CHINESE VIEWS OF EU, EULAKS, CREATING; CLICO, DOMAC; PRIV-WAR, ATLAS; EU-GRASP MERCURY , EU4SEAS

The Citizen in the EU: citizens' ***participation;*** democracy and ***role of media***; democratic institutions, civil rights; histories and ***identities***; culture and creativity, ***languages*** and multilingualism.

CIT-PART, EUROPOLIS, PROFACITY, ENACT, EUROIDENTITIES, MEDIACT, EUNAMUS, ALACs

Source: European Commission

Examples of SSH research projects

Indicators:

Ex-ante impact assessment of EU research policies; access to datasets (CESSDA, ESS); new indicators and surveys deal e.g. with social issues and justice; ***enlarged EU-KLEMS*** database on national economic statistics is now a reference across Member States.

DEMETER, AMELI, COMPARE, JUSTIS, ASSPRO

Foresight activity:

Grand challenges and scenarios; involve the stakeholders in the policy process (participation component); both global challenges (Europe 2025, Mediterranean region) and ERA foresight exercises; mutual learning; ***"World 2025"*** is an emblematic exercise with several EC services.

FARHORIZON, IKNOW, AUGUR, MEDPRO, EFP

Source: European Commission

The information package - Key documents

For each call, a set of documents is available:

- ✓ Text of the call
- ✓ Call fiche
- ✓ **Work programme** (including General introduction & General annexes)
- ✓ **Guide for applicants**: one per call and funding scheme
- ✓ Guidelines on Proposal Evaluation and Selection Procedures

➔ **Read carefully all the documents**

Source: European Commission

Structure of a proposal (1)

Part A: In part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Section A1 gives a snapshot of your proposal, section A2 concerns you and your organisation, while section A3 deals with money matters :

- Section **A1**: Summary
- Section **A2**: Participants (a form per participant)
- Section **A3**: Budget

Part B: Scientifc work and project management

- Section **1**: Scientific and/or technical quality, relevant to the topics addressed by the call
- Section **2**: Implementation
- Section **3**: Impact
- Section **4**: Ethical Issues

Source: European Commission

Structure of a proposal (2)

Part A: Please note:

- The coordinator fills in the section A1 and section A3.
- The participants (including the coordinator) each fill in section A2.
- Subcontractors are not required to fill in section A2 and should not be listed separately in section A3.

When you complete part A, please make sure that:

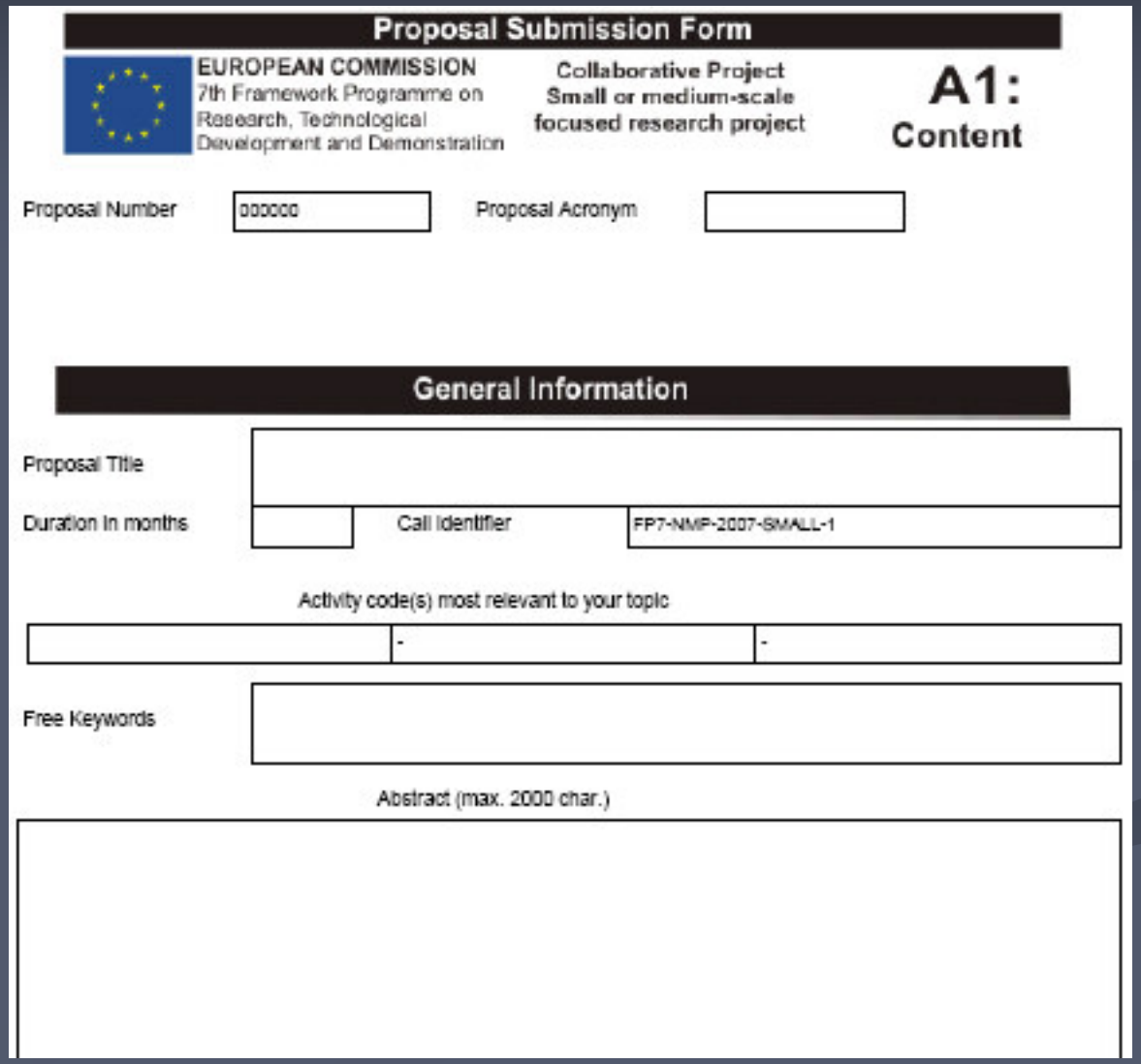
- *Numbers are always rounded to the nearest whole number*
- *All costs are given in* ***€ (not thousands €),*** *and must exclude VAT (value added tax).*

Source: European Commission

Part A – Administrative Forms (…)

A1 – Content

- Acronym
- Title
- Duration in months
- Call Identifier
- Activity code
- Free keywords
- Abstract
- Information on similar proposals or signed contracts



Proposal Submission Form

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

Collaborative Project
Small or medium-scale focused research project

A1: Content

Proposal Number: 000000 Proposal Acronym:

General Information

Proposal Title:

Duration in months: Call Identifier: FP7-NMP-2007-SMALL-1

Activity code(s) most relevant to your topic: - -

Free Keywords:

Abstract (max. 2000 char.)

Source: European Commission

Part A – Administrative Forms (…)

A2 – Participants

- Participant number
- Organisation legal name and short name
- Legal address
- Status of organisation

Proposal Submission Form

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

Collaborative Project
Small or medium-scale focused research project

A2.1: Participants

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

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

Non-profit organisation	yes
Public body	yes
Research organisation	no
Higher or secondary education establishment	no

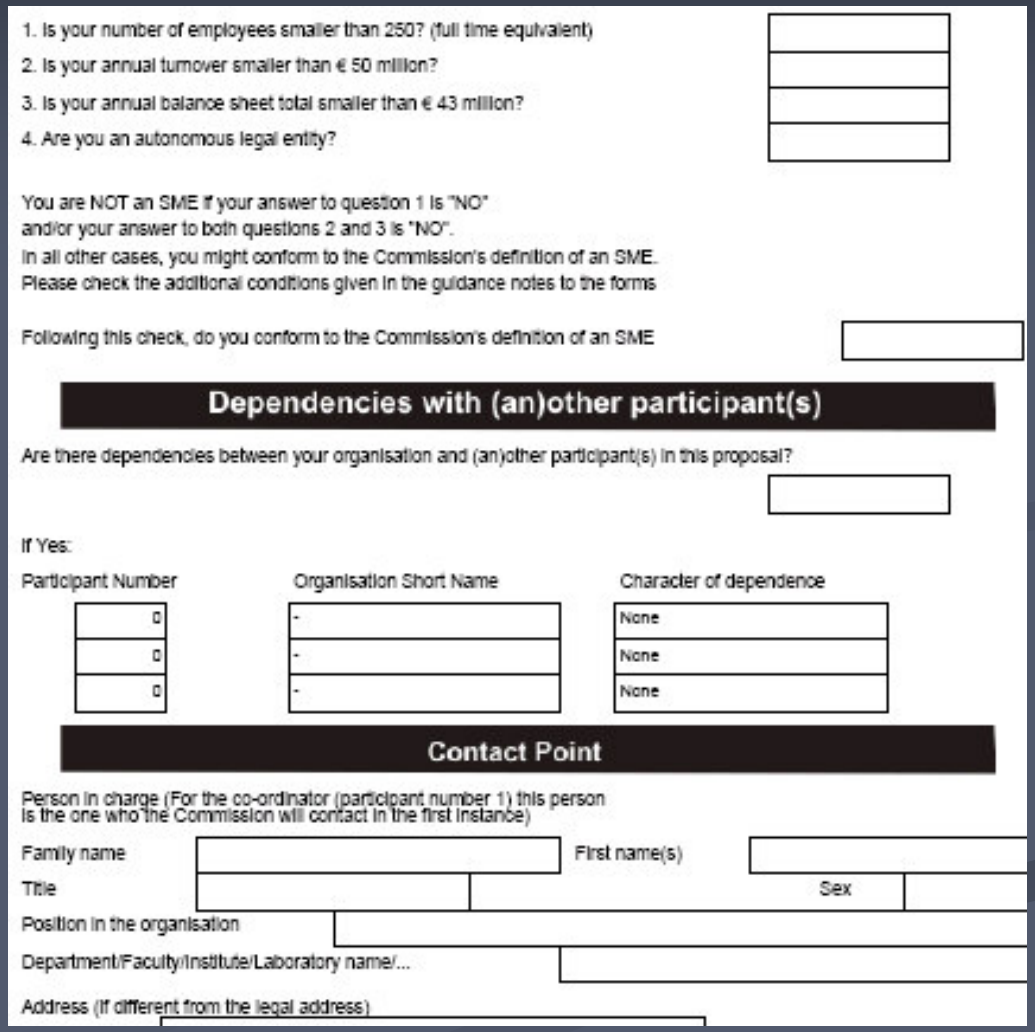
Main area of activity (NACE code)

Source: European Commission

Part A – Administrative Forms (…)

A2 – Participants

- SME definition
- Dependencies with other participants
- Contact Details of person in charge



1. Is your number of employees smaller than 250? (full time equivalent)
2. Is your annual turnover smaller than € 50 million?
3. Is your annual balance sheet total smaller than € 43 million?
4. Are you an autonomous legal entity?

You are NOT an SME if your answer to question 1 is "NO"
and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME.
Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal?

If Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name | First name(s)

Title | Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Source: European Commission

Part A – Administrative Forms (…)

A3 – Budget (Coordinator)

Method of calculating indirect costs

- Type of Activity
- Personnel costs
- Sub-contracting
- Indirect costs
- Requested EC contribution

Proposal Submission Form

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

Collaborative Project
Small or medium-scale focused research project

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	Demons-tration	Training	Coordi-nation	Support	Manage-ment	Other	Total
Personnel costs (in €)	0	0	0	0	0	0	0	0
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 budget (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

Source: European Commission

Part B – Proposal content

- **Composed of 5 sections:**
  - B. 1 Scientific/technological quality, relevance to the topic
  - B. 2 Implementation
  - B. 3 Impact
  - B. 4 Ethical Issues
  - B. 5 Consideration of gender aspects
- **The first 3 sections correspond to the 3 evaluation criteria, sub-sections correspond to sub-criteria**
- **Maximum length given has to be respected**
- **Structure given in Guide for Applicants must be used**

Source: European Commission

Part B1 – Scientific quality, relevance to the topic

B1.1 Concept and objectives

Should include:

- concept of the project
- in detail description of the S&T objectives
- objectives should be those achievable within the project
- stated in a measurable and verifiable form

Methods that can be used:

- Project Objectives Table

Source: European Commission

Part B1 –Scientific quality, relevance to the topic

B1.2 Progress beyond the state-of-the-art

Should include:

- description of the state-of-the-art in the area concerned
- the advance that the proposed project would bring about

Methods that can be used:

- Highlighting text, using graphs

Source: European Commission

Part B1 – Scientific quality, relevance to the topic

B1.3 S/T methodology and associated work plan

Should include:

- description of overall strategy of the work plan
- timing of the different work packages (WPs) and their components (Gantt chart)
- detailed work description broken down into work packages
- graphical presentation of the components showing their interdependencies (Pert diagram)

Methods that should/can be used:

Gantt chart, Pert diagram, work package list, deliverables list, milestones list, summary effort table, WP description

Source: European Commission

Workpackage description

Table 1.3 c: Template - Work package description

Work package description

Work package number		**Start date or starting event:**					
Work package title							
Activity type[1]							
Participant number							
Participant short name							
Person-months per participant							

Objectives

Description of work (possibly broken down into tasks) and role of partners

Deliverables (brief description) and month of delivery

Source: Europea

Workpackage list

KATARSIS project - Growing inequality and social innovation: Alternative Knowledge and Practice in overcoming Social Exclusion in Europe (CA, FP6 project)

WP1: Surveying of five existential fields (eg. Employment, education)
WP2: Bottom up creativity to overcome social exclusion (integration exercise)
WP3: Governance (integration exercise)
WP4: Social innovation (integration exercise)
WP5: Methodology development
WP6: Scientific coordination
WP7: Financial coordination
WP8: Dissemination and user group coordination

Source: European Commission

Workpackage list

Table 1.3 a: Template - Work package list

Work package list

Work package No[1]	Work package title	Type of activity[2]	Lead partic no.[3]	Lead partic. short name	Person-months[4]	Start month[5]	End month[5]
	TOTAL						

Source: Europe

List of deliverables

Table 1.3 b: Template - Deliverables List

List of Deliverables

Del. no.[1]	Deliverable name	WP no.	Nature[2]	Dissemi-nation level[3]	Delivery date[4] (proj. month)

Source: European Commission

List of milestones

Table 1.3e Template - List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date [1]	Means of verification [2]

Source: European Commission

Summary of staff effort

Table 1.3d Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

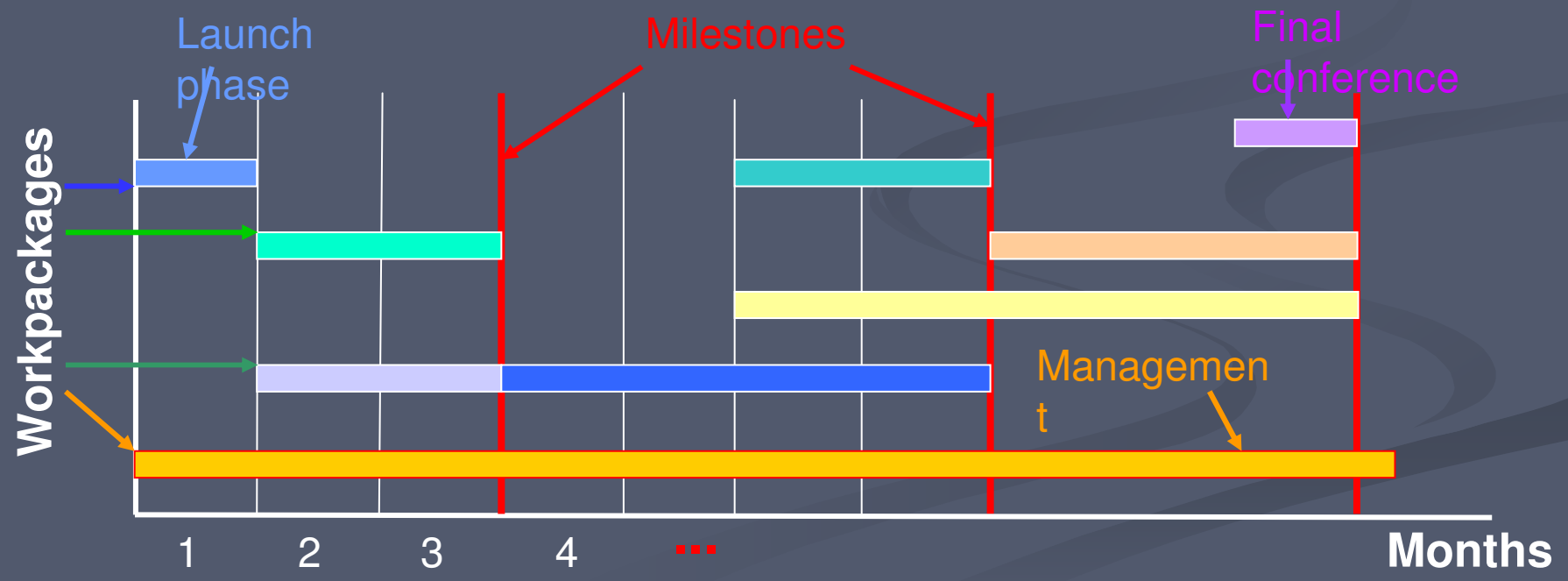
Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Partic. no.	Partic. short name	WP1	WP2	WP3	…	Total person months
1						
2						
3						
etc						
Total						

Source: European Commission

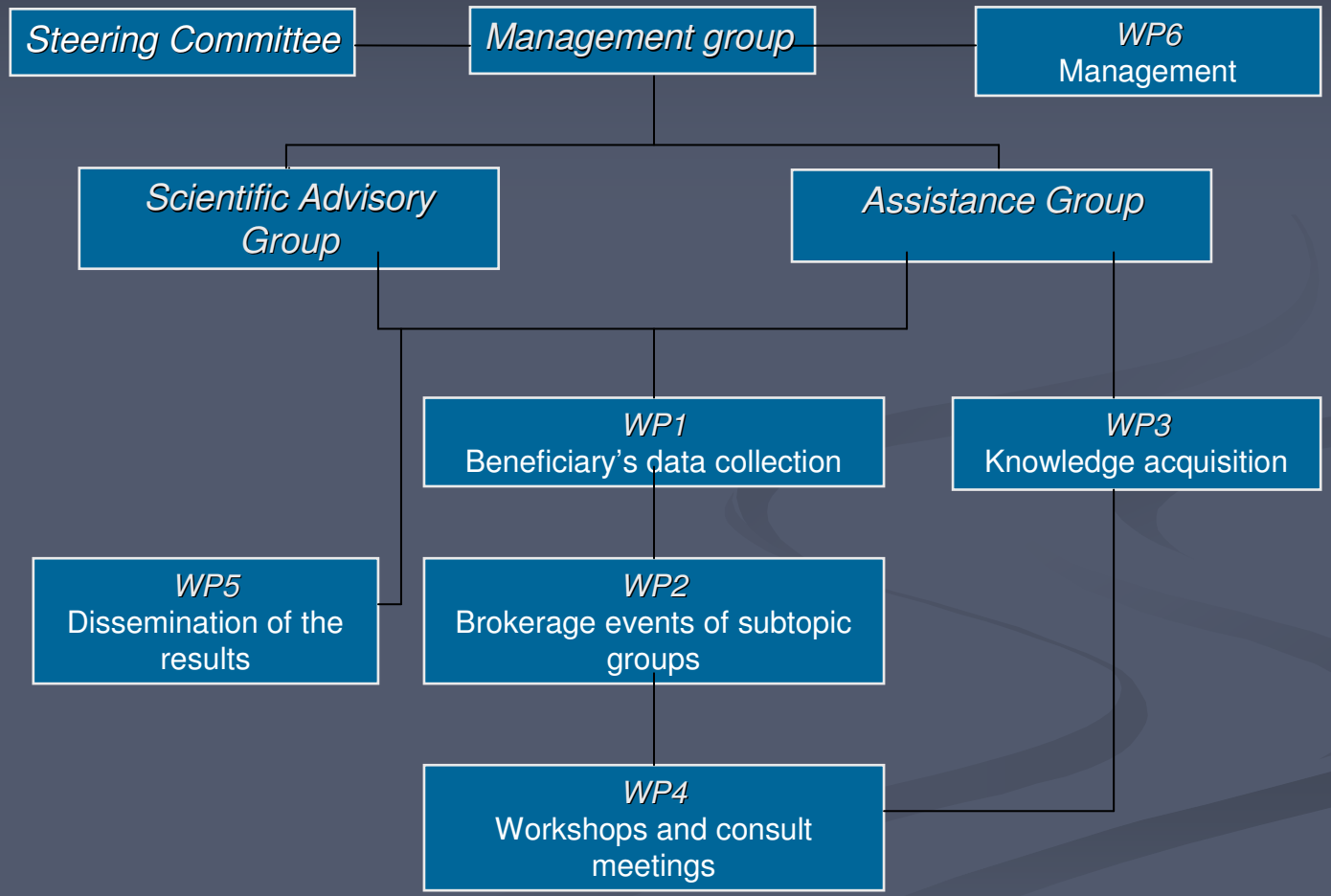
Producing a Gantt Chart

A Gantt Chart helps organize **a plan** to implement a (research) project. It documents **what** is to be accomplished, **who** will be involved and **when** workpackages and tasks will take place and how they will interrelate. It shows at a quick glance **the course of the project**. Additionally it provides guidance for managing the project. A simple example looks like:



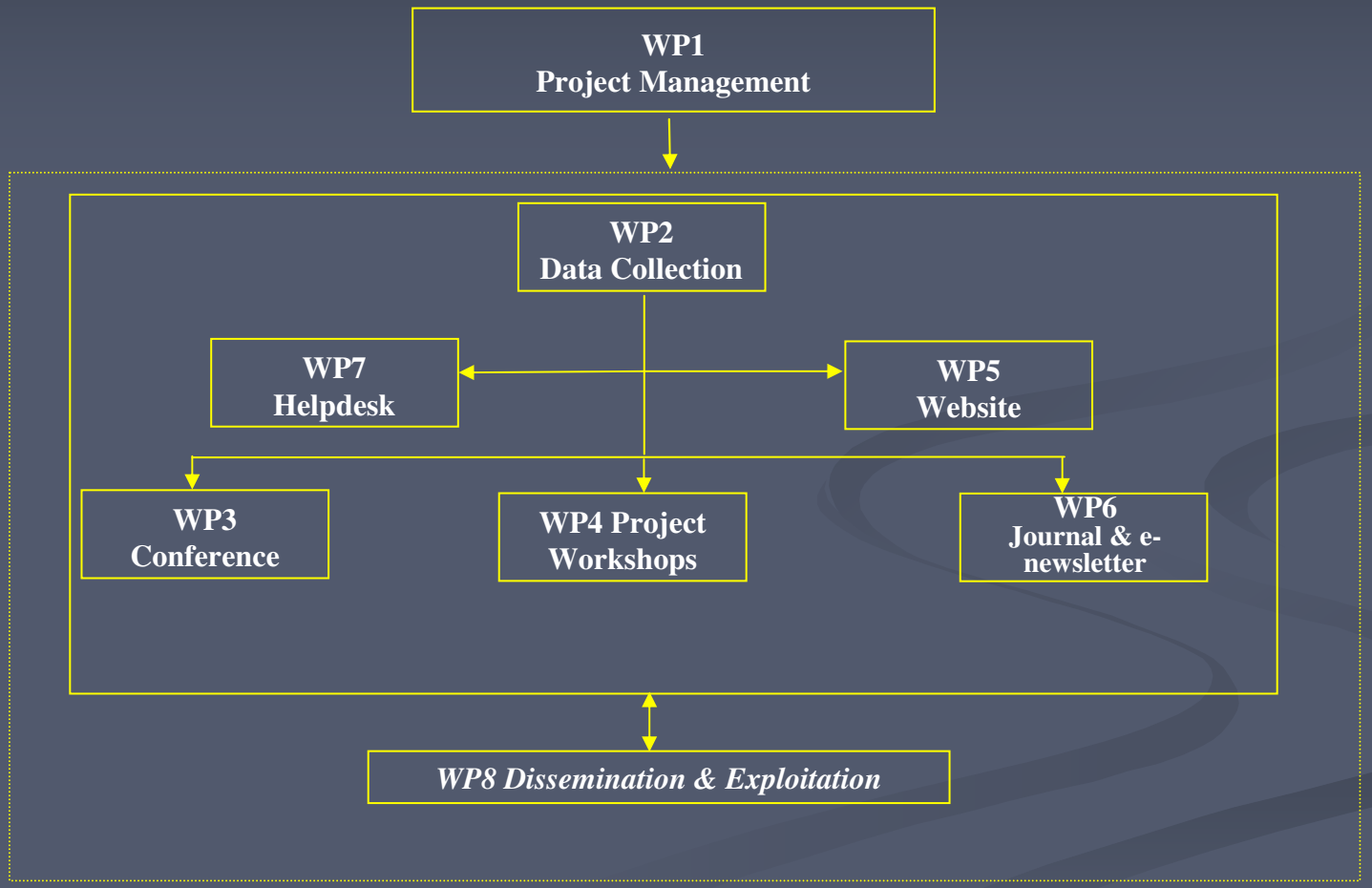
Source: European Commission

Pert Diagram I



Source: European Commission

Pert Diagram II



Source: European Commission

Part B2 – Implementation (…)

B2.1 Management structure and procedures

Should include:

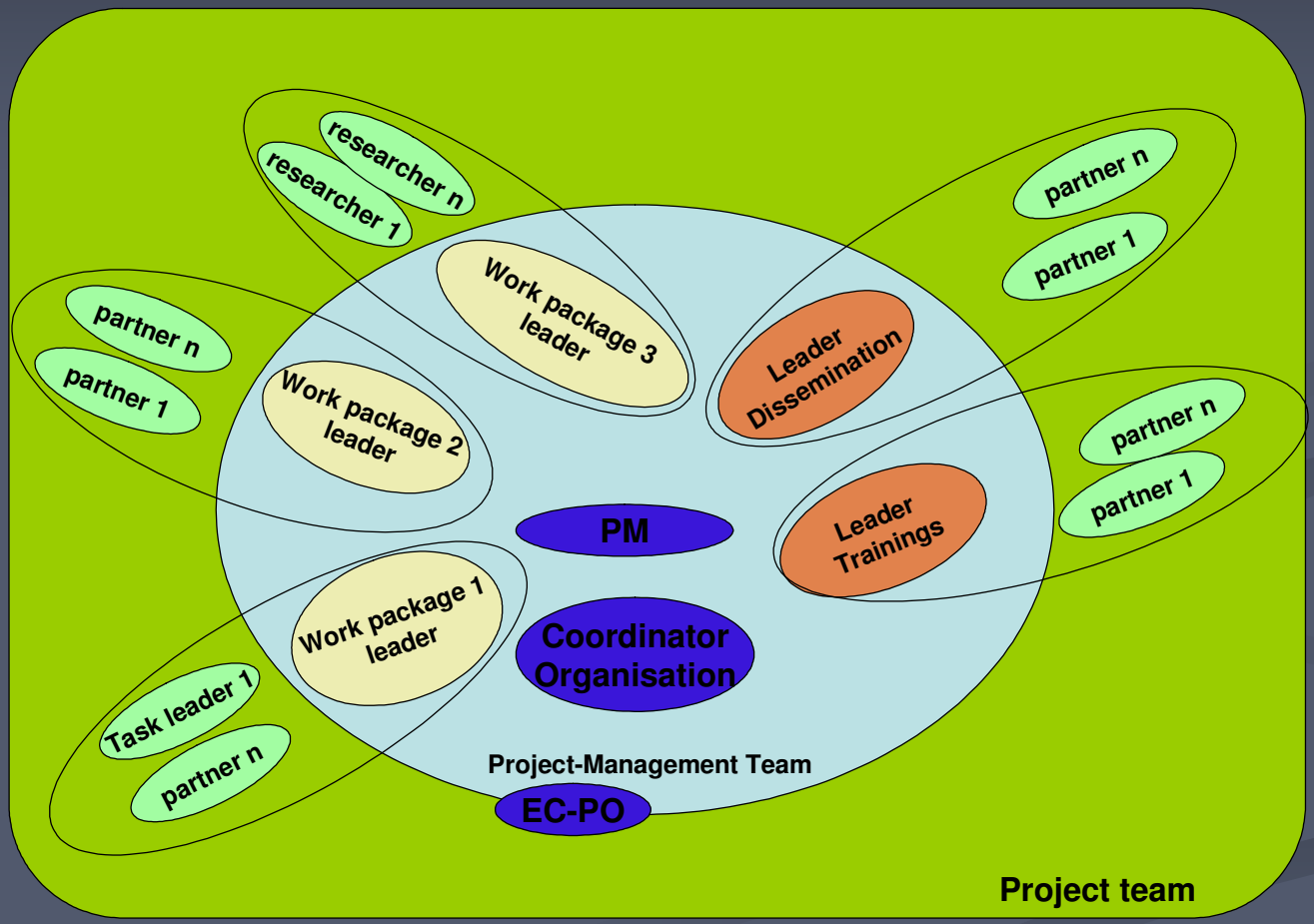
- organisational structure
- decision making mechanisms of the project
- how they are matched to the complexity of the project

Methods that can be used:

Project organigram, Project roles

Source: European Commission

Project Organigram



Source: European Commission

Part B2 – Implementation (…)

B2.2 Individual participants

Should include:

- brief description of the organisations
- main tasks attributed
- previous experience relevant to those tasks
- a short profile of the staff members involved

Methods that can be used:

Standard format for all participants

Source: European Commission

Part B2 – Implementation (…)

B2.3 Consortium as a whole

Should include:

- how the participants collectively constitute a consortium capable of achieving the project objectives
- complementarity between participants
- industrial/commercial involvement to ensure exploitation of the results

Subcontracting

Source: European Commission

Part B2 – Implementation

B2.4 Resources to be committed

Should include:

- any other major costs (in addition to the costs indicated in part A3, and the staff effort shown in section 1.3)
- description of the total necessary resources, including any that will complement the EC contribution
- overall financial plan

Source: European Commission

Project Cost Plan

WP no.	Cost Type	Type of Units	Unit Price	Units	Planned Costs
WP 1	Personnel	person months	2.000,00 €	6	12.000,00 €
WP 1	Material				
WP 1	Travel	project meetings	1.000,00 €	4	4.000,00 €
WP 1	Others	printing	800,00 €	1	800,00 €
WP 1	Total				16.800,00 €
WP 2	Personnel				
WP 2	Material				
WP 2	Travel				
WP 2	Others				
WP 2	Total				0
...					**16800**

Source: European Commission

Part B3 – Expected Impact (…)

B3.1 Expected impacts listed in the work programme

Should include:

- how the project will contribute towards the expected impacts listed in the work programme in relation to the topic or topics in question
- why this contribution requires a European (rather than a national or local) approach
- how account is taken of other national or international research activities

Source: European Commission

Part B3 – Expected Impact

B3.2 Dissemination and/or exploitation of project results, and management of intellectual property (IPR)

Should include:

- the measures you propose for the dissemination and/or exploitation of project results
- the management of knowledge, of intellectual property

Source: European Commission

Part B4 – Ethical Issues

Should take into account were relevant:

- Informed consent
- Data protection issues
- Use of animals
- Human embryonic stem cells
- "Ethical Issues Table"

Source: European Commission

Part B5 – Consideration of gender aspects

Should include:

- an indication of the sort of actions that would be undertaken during the course of the project to promote gender equality in your project, or in your field of research

- could include actions related to the project consortium (e.g. improving the gender balance in the project consortium)

Source: European Commission

Methods

Methods that can be used to improve the proposal

Methods that are explicitly needed to be included, i.e. mandatory*

- Project Objectives Table
- Gantt chart*
- Pert diagram*
- work package list*
- deliverables list*
- milestones list*
- summary effort table*
- WP description*
- Project Organigram
- Project Cost Plan

Source: European Commission

Submission

- Must be through **EPSS**, the Electronic proposal submission system
- **Proposal template** given in Guide for applicants
  - Closely aligned to the evaluation criteria
  - Page limits set
- Deadlines are strictly enforced
- Proposals are usually submitted and evaluated in a single stage

Πρόγραμμα SSH
Πληροφορίες

- ✓ CORDIS: http://cordis.europa.eu/fp7/ssh/home_en.html
- ✓ EUROPA: http://ec.europa.eu/research/social-sciences/index_en.htm?CFID=143386&CFTOKEN=49037405
- ✓ SSH in FP6- Projects' Synopses: http://www.ekt.gr/fp7/docs/ssh_synopses_callsfp6.pdf
- ✓ NET4Society: net4society.eu
- ✓ FP7 Εθνικό Κέντρο Τεκμηρίωσης: www.ekt.gr/fp7

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