



Biocircle

From the idea to the project

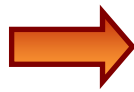
Gorgias Garofalakis
ETAT S.A.

From the idea to the project

1. Your project idea
2. Find an adequate FP7-Call
3. Find the right partners
4. Write a successful proposal
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start

Your project idea

From a project idea to the submission of a project



- 1. Your project idea**
2. Find an adequate FP7-Call
3. Find the right partners
4. Write a successful proposal
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start

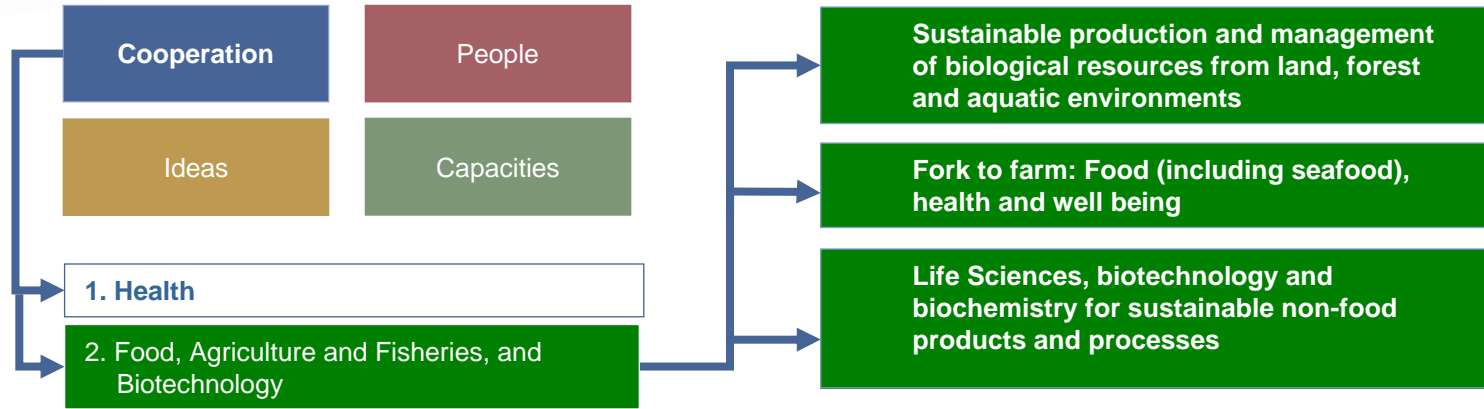
**Does your project fit in
the objectives of the
Theme?**

**You have an innovative project idea?
Contact your National Contact Point !
http://cordis.europa.eu/fp7/get-support_en.html**



Specific Programme COOPERTATION

Theme 2 'Food, Agriculture and Fisheries, and Biotechnology'



- 1. Health
- 2. Food, Agriculture and Fisheries, and Biotechnology**
- 3. Information and Communication Technologies
- 4. Nanosciences, Nanotechnologies, Materials and new production Technologies
- 5. Energy
- 6. Environment
- 7. Transport
- 8. Socio-economic Sciences and the Humanities
- 9. Space
- 10. Security

- Sustainable production and management of biological resources from land, forest and aquatic environments**
- Fork to farm: Food (including seafood), health and well being**
- Life Sciences, biotechnology and biochemistry for sustainable non-food products and processes**

- ### Objectives of Theme 2 – “BIO”
- ➔ Building a European Knowledge Based Bio-Economy (KBBE)
 - ➔ Safer, healthier, higher quality food
 - ➔ Sustainable use and production of renewable bio-resources
 - ➔ Sustainability and security of agricultural, aquaculture and fisheries production

Your project idea

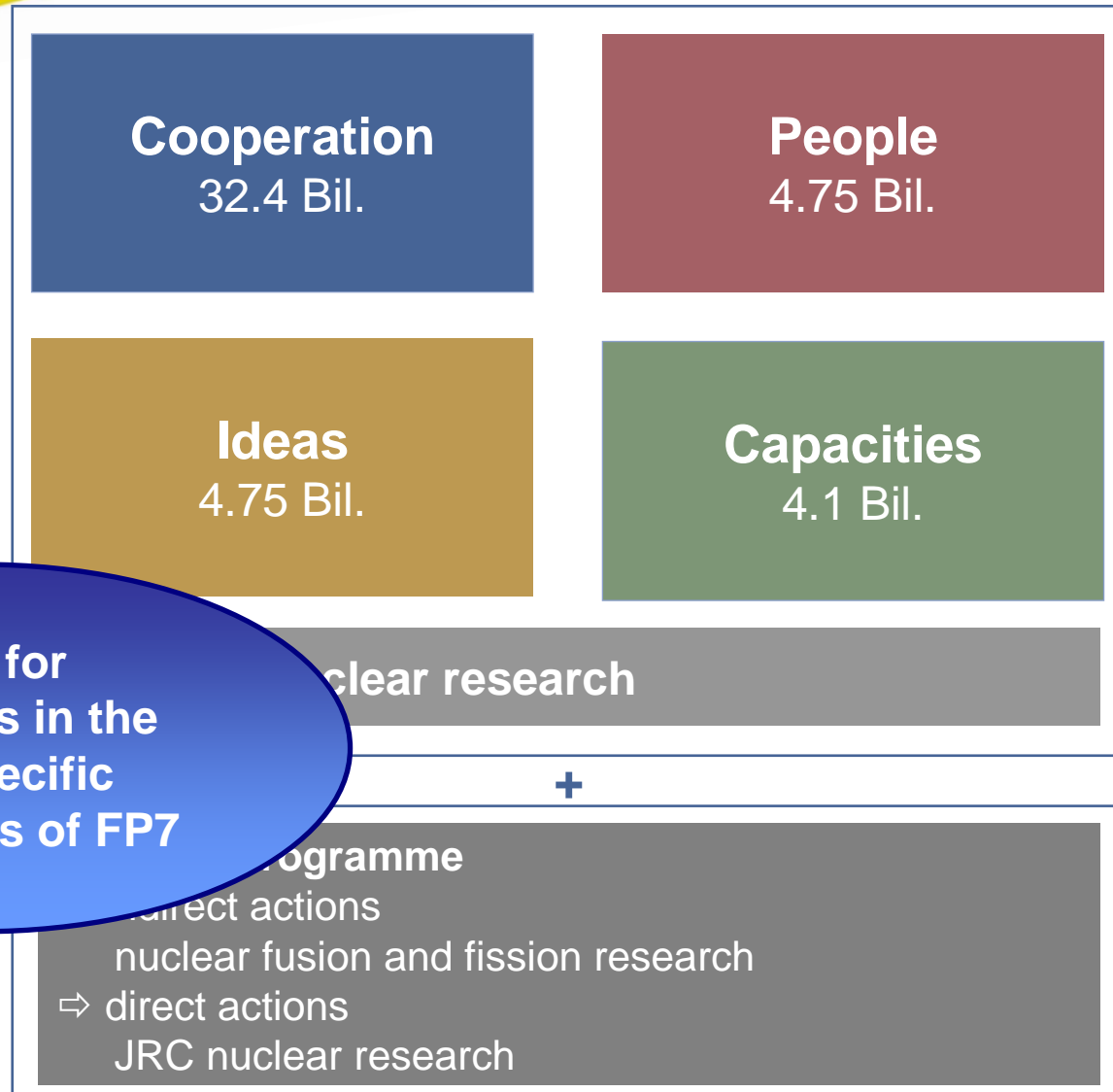
From a project idea to the submission of a project

- 
- 1. Your project idea**
 2. Find an adequate FP7-Call
 3. Find the right partners
 4. Write a successful proposal
 5. Submit your proposal in time
 6. What happens after submission ?
Evaluation, Selection, Negotiation
 7. Project start

**Does your project fit in
the objectives of the
Theme?**

no

FP 7 - Structure



Specific Programmes

Check for alternatives in the other Specific Programmes of FP7

Find an adequate FP7-Call

From a project idea to the submission of a project

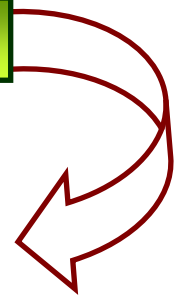
1. Your project idea
2. **Find an adequate FP7-Call**
3. Find the right partners
4. Write a successful proposal
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start



Does your project fit in
the objectives of the
Theme?

yes

Does your project fit in
a topic of an open call?





Cordis – All info concerning calls

<http://cordis.europa.eu/fp7/dc/index.cfm>



Seventh Research Framework Programme (FP7)

Important Legal No



[About](#) | [What's New?](#) | [Sitemap](#) | [>> Quick Links](#)

Europa > CORDIS > FP7 > Cooperation > Food, Agriculture and Fisheries, and Biotechnology > Find a Call

Food, Agriculture and Fisheries, and Biotechnology: Find a call

[Open Calls](#) / [Closed Calls](#) / [Forthcoming Calls](#)

Calls for proposals

Call Identifier	Call Title	Publication Date	Deadline
FP7-AFRICA-2010	FP7-AFRICA-2010	2009-07-30	2010-01-14
FP7-ERANET-2010-RTD	ERA-NET Call 2010	2009-07-30	2010-01-19
FP7-INFLUENZA-2010	INFLUENZA-2010	2009-07-30	2009-10-29
FP7-KBBE-2010-4	KBBE 2010 : general call for proposals	2009-07-30	2010-01-14
FP7-OCEAN-2010	The ocean of tomorrow	2009-07-30	2010-01-14

- Home
- About KBBE
- Newsroom
- **Find a call**
- Get support
- International cooperation
- SMEs and industries
- Events
- Library
- Useful links



E-mail Notification

Use [CORDIS e-mail notification service](#) to be notified by e-mail each time a call relevant to your area of expertise is published.

Direct link to the calls of Theme 2 KBBE

http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7ActivityCallsPage&ID_ACTIVITY=2



Cordis – calls in Theme 2 KBBE

FP7-KBBE-2010-4



About | What's New? | Sitemap

Europa > CORDIS > FP7 > Cooperation > Food, Agriculture and Fisheries, and Biotechnology > Find a Call > FP7-KBBE-2010-4

- FP7 Home
- FP7 newsroom
- Understand FP7
- Participate in FP7
- **Find a call**
- Register your organisation
- Preparation and Submission of Proposals (EPSS)
- Get support
- Find project partners
- Find a project
- Find a document

Cooperation: Call for Proposal

FP7 Calls Cooperation Ideas People Capacities Euratom

Food, Agriculture and Fisheries, and Biotechnology Calls: FP7-KBBE-2010-4

Information Package | Electronic Proposal Submission Service (EPSS)
Additional Documents | Get Support | Build Your Consortium

KBBE 2010 : general call for proposals

EPSS is now available for this call for proposals

Identifier: FP7-KBBE-2010-4

Publication Date: 30 July 2009

Budget: € 190 010 000

Deadline: 14 January 2010 at 17:00:00 (Brussels local time)

OJ Reference: OJ C177 of 30 July 2009

Specific Programme(s): Cooperation

Theme: Food, Agriculture and Fisheries, and Biotechnology

Restrictions to Participation: See eligibility criteria in the work programme 

Additional Information:

Notice to applicants

1. Method of calculating indirect costs: The Commission has decided to extend the possibility of using the specific flat rate of 60% for indirect costs, (ap conditions to non-profit bodies, secondary and higher education establishments, research organisations and SMEs) for the entire duration of FP7. The cut-c (1/1/2010), mentioned in annex 3 to the Guide for applicants, is therefore no longer applicable.

2. Audits of ongoing projects: The following paragraph should be inserted at the end of chapter 5 of the Guide for Applicants ("What happens next"):

Applicants are reminded that the Commission's Research DGs have adopted a new and reinforced audit strategy aimed at detecting and correcting errors in projects on the basis of professional auditing standards. As a result the number of audits and participants audited will increase significantly and the Comm assure appropriate mutual exchange of information within its relevant internal departments in order to fully coordinate any corrective actions to be taken in information can be found here:

http://cordis.europa.eu/audit-certification/home_en.html

to be continued



Cordis – Where you find the documents

continued

http://cordis.europa.eu/audit-certification/home_en.html

Information Package  Key documents required for the preparation of your proposal.

Electronic Proposal Submission Service (EPSS) Instructions on the submission of your proposal through the EPSS

Additional Documents Useful documents on the call and on FP7 in general.

Get Support

- View and print relevant [National Contact Points](#).
- To ensure compliance with **ethical issues**, further information is available on http://cordis.europa.eu/fp7/ethics_en.html

Build Your Consortium

- View [potential partners](#) for this activity area.

 **E-mail Notification**



Adequate Topic in the Work Programme Cordis

Information Package Key documents required for the preparation of your proposal.

In order to receive a complete Information Package for this call, you will need to select the following elements:

1. The call fiche (only available in .pdf format)
2. The work programme (.pdf format)
3. FP7 factsheets in your preferred language - an overview of the basic features of this programme (.pdf format)
4. The Guides for Applicants relevant to the funding schemes used in this call (.pdf format)

All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.

[select all](#) | [clear all](#)

- | | |
|---|---------------|
| <input type="checkbox"/> Call Fiche | English PDF |
| <input type="checkbox"/> Cooperation Work Programme 2010 - General Introduction | English PDF |
| <input type="checkbox"/> Work Programme 2010 - Food, Agriculture and Fisheries, and Biotechnology | English PDF |
| <input type="checkbox"/> Cooperation Work Programme 2010 - General Annexes | English PDF |
| <input type="checkbox"/> Guide for Applicants (Collaborative projects - CP) | English PDF |
| <input type="checkbox"/> Guide for Applicants (Coordination and Support Action: Coordinating - CSACA) | English PDF |
| <input type="checkbox"/> Guide for Applicants (Coordination and Support Action: Supporting - CSASA) | English PDF |
| <input type="checkbox"/> FP7 factsheets | English PDF |

Documents can be downloaded or sent to you by email.

CORDIS – Topic example

KBBE.2010.2.5-02: Eco-challenges in the food chain of the Latin American region – SICA (Latin America)

The research should focus on eco-challenges in the Latin American countries food production and supply chain by developing new knowledge and the means to transfer it to end users. This will address the socio-economic and environmental dimension of sustainable development including market access for small scale food producers and transformers. The project will FP7 Cooperation Work Programme: Food, Agriculture and Fisheries, and Biotechnology offer new perspectives for assessing and exploiting the value added food chains...

Funding Scheme: Collaborative project (small or medium-scale focused research project) for Specific Cooperation Actions dedicated to International Cooperation. The requested European Community contribution shall not exceed EUR 3 000 000.

Additional eligibility criteria: Specific International Cooperation Action (SICA) – minimum number of participants: 3 from different Member States or Associated countries and 3 from different ICPC from the Latin American region.

Additional information: It is viewed that the participation of relevant industrial partners, in particular SMEs, and/or other end-users is essential to achieve the expected impact of the research to be undertaken. This will be considered in the evaluation.

Expected impact: The European and international added values lies in mutual knowledge generation, capacity-building, and enhanced collaboration between different scientific disciplines in research, training, sharing information and public education, for the benefit of food consumers, locally and internationally. Through an eco-innovative approach to sustainability of value added export food chains, the project will increase competitiveness of the food industry. Improved life cycle analyses integrating ethical and socio-economical aspects that quantify the impact, for a given technological system, by measuring the environmental burden flows will be delivered. The project therefore addresses and adds value to the globalised food market.

Find an adequate FP7-Call

From a project idea to the submission of a project

- 
1. Your project idea
 - 2. Find an adequate FP7-Call**
 3. Find the right partners
 4. Write a successful proposal
 5. Submit your proposal in time
 6. What happens after submission ?
Evaluation, Selection, Negotiation
 7. Project start

**Does your project fit in
a topic of an open call?**

No topic found

Specific Programme COOPERATION



The Specific Programme „Cooperation“ follows a top-down approach

Check for alternatives in the other Themes of Cooperation

In each Theme included are:

- ⇒ New and emerging science and technology (FP6 – NEST and SSP)
- ⇒ International Cooperation (FP6 – INCO)
- ⇒ Dissemination and exploitation of knowledge

Find an adequate FP7-Call

From a project idea to the submission of a project

- 
1. Your project idea
 - 2. Find an adequate FP7-Call**
 3. Find the right partners
 4. Write a successful proposal
 5. Submit your proposal in time
 6. What happens after submission ?
Evaluation, Selection, Negotiation
 7. Project start

Does your project fit in a topic of an open call?

Topic found

Does the funding scheme suit your objectives?



Specific Programme COOPERATION - Funding Schemes -

Collaborative Research	CPs	Regularly published calls Information on Cordis http://cordis.europa.eu/fp7/cooperation/ Topics in the Work Programme „FP7-Rules“
	NoEs	
	CSAs	
Joint Technology Initiatives (JTI)		Own calls Own web pages Own deadlines Own modalities for proposals Own financial rules and IPR
Coordination of national funding programmes	ERA-Net	Own modalities for proposals Own financial rules and IPR
	ERA-Net +	
	Article 169	

Specific Programme COOPERATION Collaborative Project (CP)

- ⇒ Development of new knowledge, new technologies, new products and/or common resources for research
- ⇒ Elements: research and development, demonstration, coordination and management, others (training, dissemination)
- ⇒ Duration: 24 – 60 months
- ⇒ Funding on the basis of reimbursement of eligible costs (for ICPCs there are lump-sums available)

Collaborative Projects

= objective-driven and result-oriented research !



Specific Programme COOPERATION Network of Excellence (NoE)

- ⇒ Support for common research programmes by several research centres
- ⇒ Long-term cooperation
- ⇒ Formal obligation of the institutions to offer/share part of their resources and merging of certain activities
- ⇒ Duration: 48-60 Months

NoE

= Structuring and integrating the research fabric!



Specific Programme COOPERATION Coordination and Support Action (CSA)

- ➔ Coordination and Support of research-activities and -strategies (networking, scientific exchange, studies, conferences)
- ➔ Coordination Action (CSA-CA): series of different concerted activities for the coordination of research-activities and strategies
- ➔ Support Action (CSA-SA): usually limited to one specific activity or event
- ➔ Duration: few up to 48 Months
- ➔ Funding on the basis of reimbursement of eligible costs (for ICPC countries there are lump-sums available)

Budget Theme 2 Calls 2010

Under-usage or exceedance of budgetary boundaries is a knock-out criterion !

Funding scheme	Theme 2 KBBE
Collaborative Project, CP Small and medium scale focussed research project	up to 1 / 1.5 / 2.5 / 3 Mio. €
Collaborative Project, CP Large scale integrating project	up to 4 / 4.5 / 5 / 6 / 9 Mio. €
Network of Excellence, NoE	not called
Coordination and Support Action Coordination Action, CSA/CA	up to 0.5 / 1 Mio. €
Coordination and Support Action Supporting Action, CSA/SA	up to 0.5 / 1 Mio. €

Specified within the Work Programme for each topic

Find the right partners

From a project idea to the submission of a project

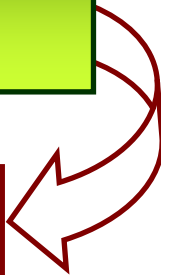
1. Your project idea
2. Find an adequate FP7-Call
- 3. Find the right partners**
4. Write a successful proposal
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start



Does your project fit in
a topic of an open call?

Topic and associated
Funding Scheme
adequate

Look for the right
partners!



Eligible Organisations

Any **legal Entity** like:

Universities

Research institutes

Industry (incl. SMEs)

Management- and TT-Organisations

Others e.g. public authorities, associations

European Economic Interest Groups

Participation - Eligible Countries

Same rights

Member States (MS) of the EU

Associated Counties (AC): financial contribution to FP7
CH, IL, IS, LI, NO, TR, MK, HR, ME, AL, RS, BA

International Organisations of European interest

Joint Research Centre

Third Countries:

Not MS or AS - do not pay to FP7

International cooperation partner country - ICPC

Third country with low or middle income
(specified within Annex 1 of the Work Programme)

EU-funding possible ?



Minimum Number of Partners

General

- ➔ At least **3 independent Entities**
- ➔ From **3 different countries** (MS or AC)

3⁺

Exceptions

single participants possible

- ➔ Support Actions, some Coordination Actions
- ➔ Specific Programmes „Ideas“ and „People“

1⁺

more Participants required for

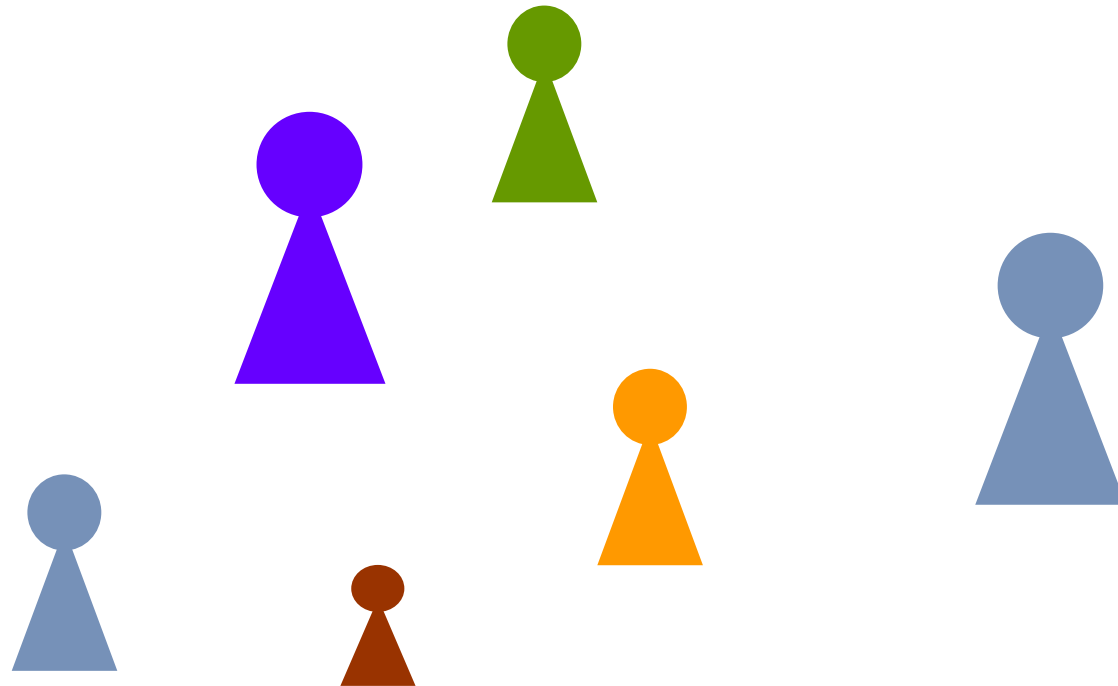
- ➔ **SICA Projects** (*Specific International Cooperation Actions*)
4 = 2 different MS or AS + 2 different ICPC
(sometimes 3+3)
- ➔ Specific Programme „Capacities“ (Research for the benefit of small and medium enterprises - SMEs)

4⁺

Find the right partners

Find the right partners:

One of the most difficult things if you do not yet have a network!

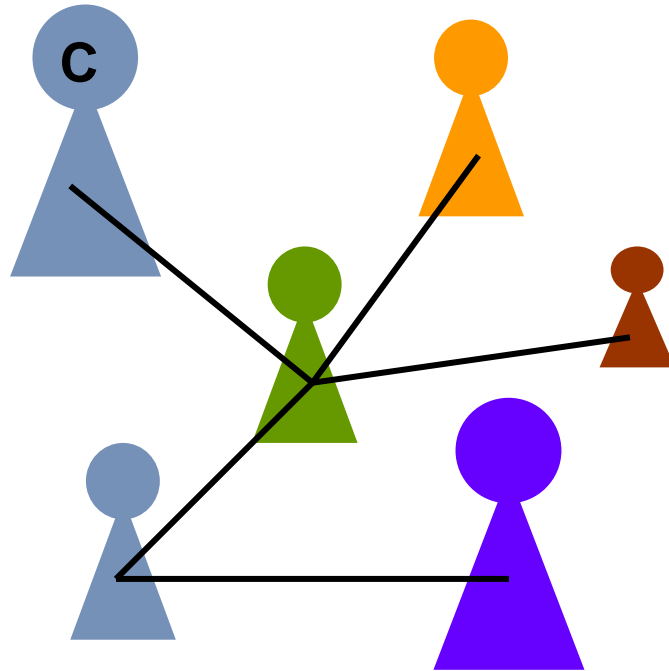


Find the right partners

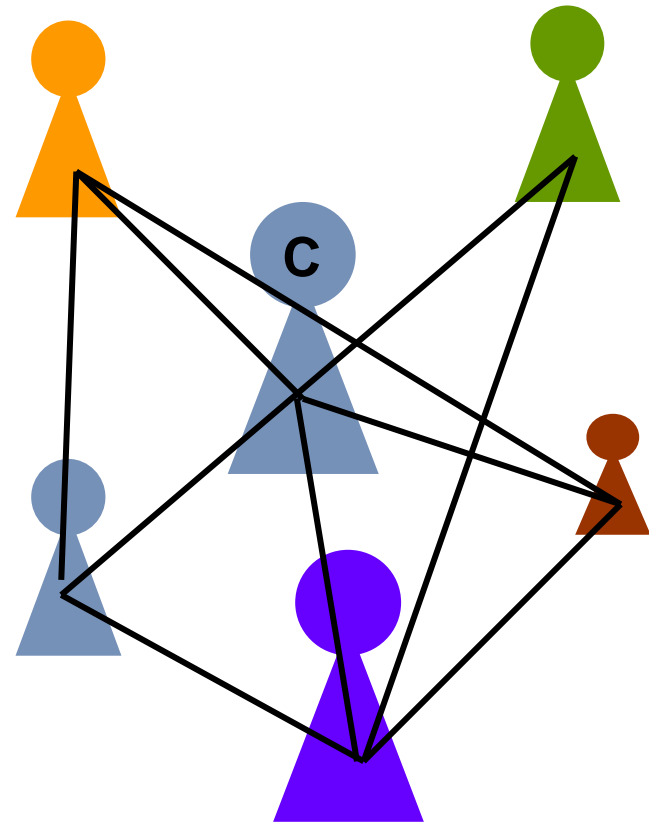
- 
- **Personal contacts** are very important
 - **Screen** your own international contacts (business & academia contacts, conferences, fairs, etc.)
 - Use the network of National Contact Point (**NCP**)
 - **Attend** information days, brokerage events, etc.
 - **Be visible** - ensure that foreign colleagues can contact you (e.g. develop your profile, internet, competence catalogues, etc.)
 - Use the **available databases** for searching potential partners:
 - <http://cordis.europa.eu/partners-service/>
 - <http://cordis.europa.eu/fp6/projects.htm>
 - http://cordis.europa.eu/fp7/projects_en.html
 - <http://irc.cordis.lu/home.cfm>
 - <http://www.smesgohealth.org>
 - <http://www.lifecompetence.org/>

Find the right partners

not ideal



ideal



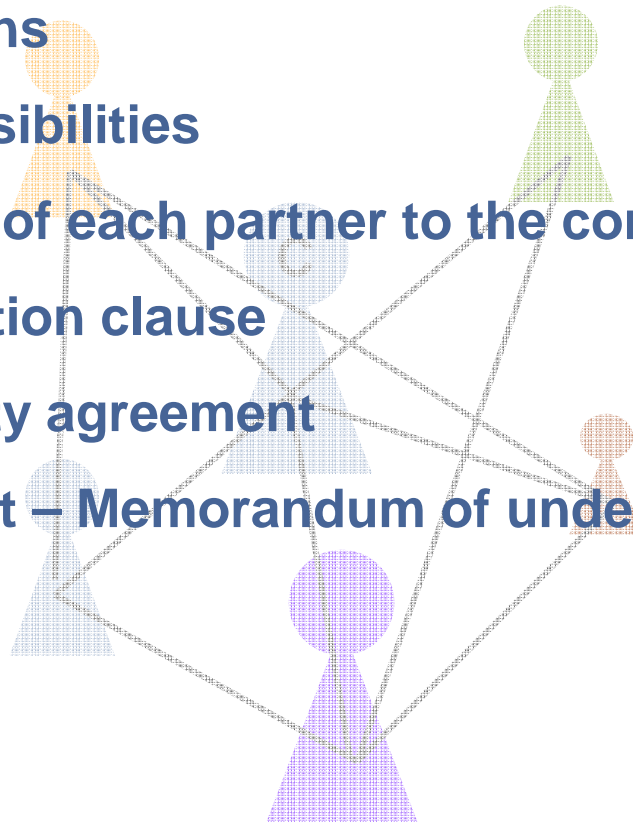
Find the right partners

- Heterogeneous **along the value added chain**: production, processing, transport, storage, consumers, patients, monitoring, controlling, regulation
- **End-users of results involved**, like e.g. Food industry
- Strong participation of **industry**, high percentage of SMEs
- **Complementarities** (disciplines / institutional origins / competences / expertises)
- **Excellence**
- **Experience with collaboration** and with **EU-projects**
- **Geographical origin**
- **Interest / commitment / motivation**
- **Reliability**

Find the right partners

ideal

- **Clear functions**
- **Clear responsibilities**
- **Commitment of each partner to the consortium**
- **Non-competition clause**
- **Confidentiality agreement**
- **Act in concert – Memorandum of understanding**

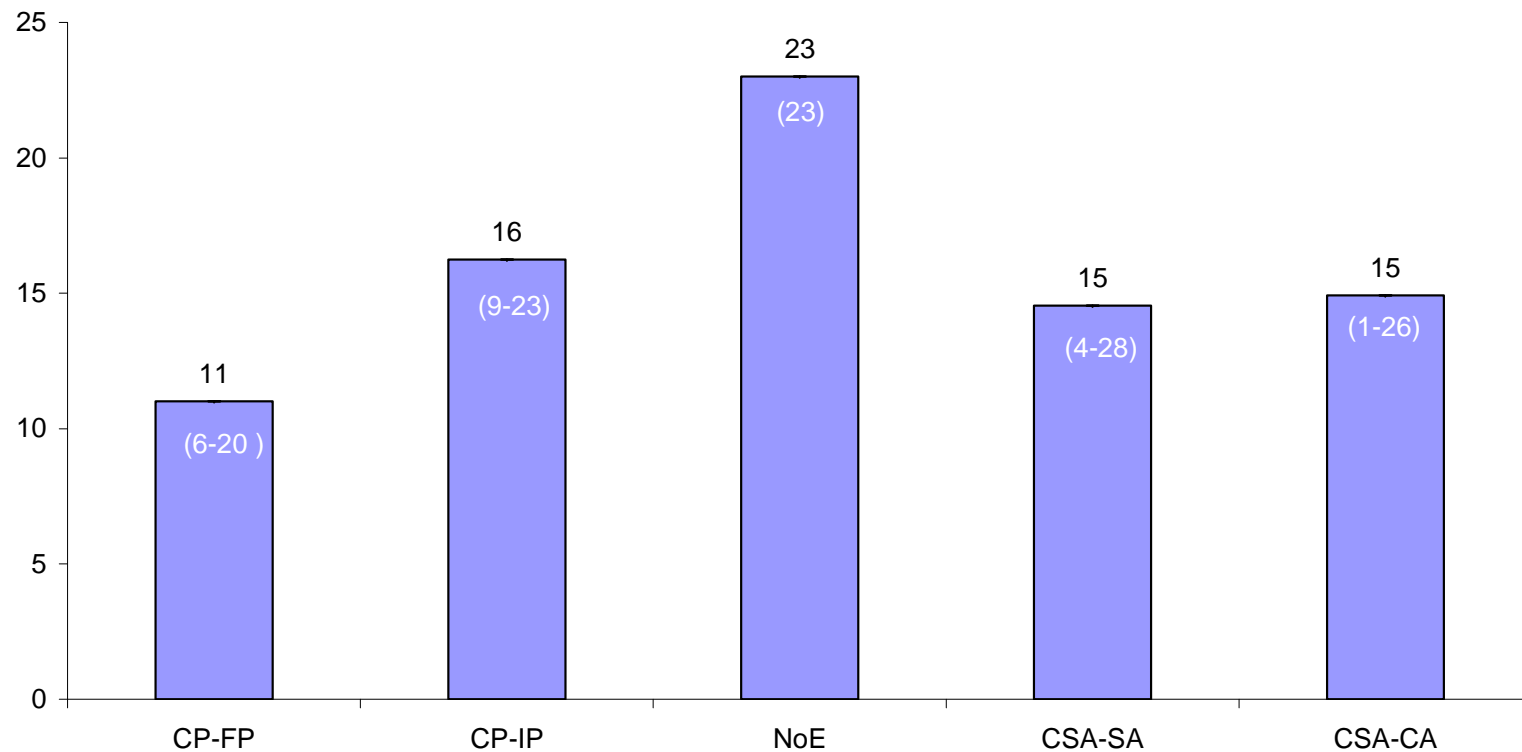


Statistics / Experiences

Theme 2 KBBE

Participant number (min - max) within the different Funding Schemes

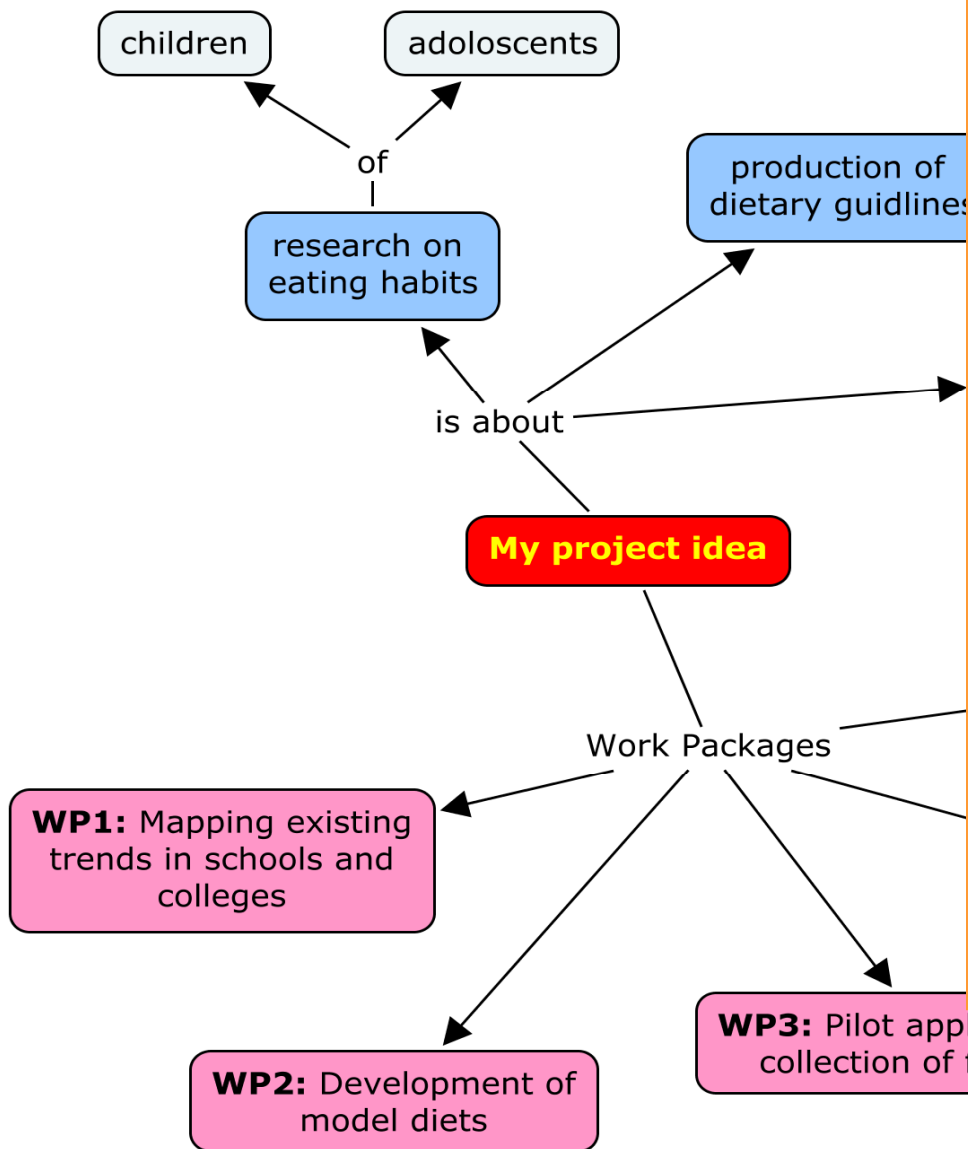
Theme 2 KBBE, Calls FP7-KBBE-2007-1, FP7-KBBE-2007-2A, FP7-KBBE-2008-2B,
FP7-ERANET-2007-RTD



December 2008 / Source: NKS-L

The number of partners depends on the requirement of the topic !

Communicate the idea!



Keep in mind the difficulties:

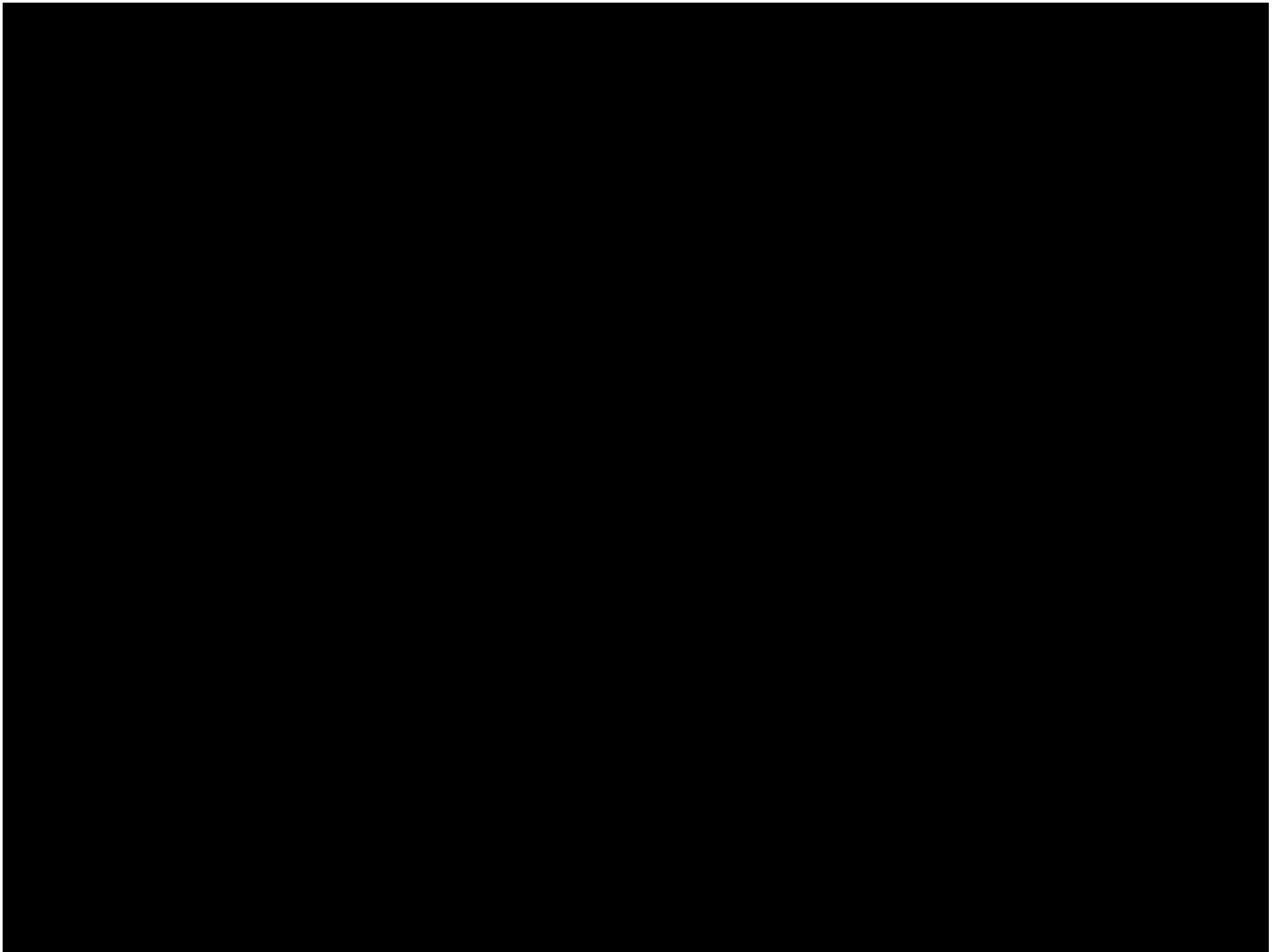
- Different languages and cultures
- Different work practices and procedures
- Different level of resources
- Different time zones
- ...
- **Allocate sufficient resources for communication!**

Write a successful proposal

From a project idea to the submission of a project


1. Your project idea
2. Find an adequate FP7-Call
3. Find the right partners
-  **4. Write a successful proposal**
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start

Go and write!



Write a successful proposal

From a project idea to the submission of a project

1. Your project idea
2. Find an adequate FP7-Call
3. Find the right partners
-  **4. Write a successful proposal**
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start

Go and write!



Documents you need for proposal writing (1)

Cordis – FP7-KBBE-2010-4

Information Package Key documents required for the preparation of your proposal.

In order to receive a complete Information Package for this call, you will need to select the following elements:

1. The call fiche (only available in .pdf format)
2. The work programme (.pdf format)
3. FP7 factsheets in your preferred language - an overview of the basic features of this programme (.pdf format)
4. The Guides for Applicants relevant to the funding schemes used in this call (.pdf format)

All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.

[select all](#) | [clear all](#)

- | | |
|---|---------------|
| <input type="checkbox"/> Call Fiche | English PDF |
| <input type="checkbox"/> Cooperation Work Programme 2010 - General Introduction | English PDF |
| <input type="checkbox"/> Work Programme 2010 - Food, Agriculture and Fisheries, and Biotechnology | English PDF |
| <input type="checkbox"/> Cooperation Work Programme 2010 - General Annexes | English PDF |
| <input type="checkbox"/> Guide for Applicants (Collaborative projects - CP) | English PDF |
| <input type="checkbox"/> Guide for Applicants (Coordination and Support Action: Coordinating - CSACA) | English PDF |
| <input type="checkbox"/> Guide for Applicants (Coordination and Support Action: Supporting - CSASA) | English PDF |
| <input type="checkbox"/> FP7 factsheets | English PDF |

Documents can be downloaded or sent to you by email.



Documents you need for proposal writing (2)

Cordis – FP7-KBBE-2010-4

Additional Documents Useful documents on the call and on FP7 in general.

Choose which documents you would like to download or receive by e-mail.

You can select all documents in the Additional Documents at the top of this section.
All documents are available in English. Some documents are also available in other languages.

[select all](#) | [clear all](#)

- Council decision concerning the Specific Programmes English | PDF
- Regulation laying down the rules for the participation to FP7 EC (2007-2013) English | PDF
- European Parliament and the Council decision of 18 December 2006 concerning the FP7 EC (2007-2013) English | PDF
- Rules for submission of proposals and the related evaluation, selection and award procedures (the specific arrangements for each call are described in the relevant Guide for Applicants) English | PDF



Write a successful proposal

Proposal writing - 2 parts

Part A: administrative information (set of online-forms)

- Form A1: summary of the project (completed by coordinator)
- Form A2: legal data (completed by each partner)
- Form A3.1: budget (completed by 1 each partner)
- Form A3.2: budget summary (completed by coordinator)

Part B: scientific and technical content (uploaded pdf-document into the EPSS)

Instructions for the project description (defined structure)

1. Scientific and/or technical quality, relevant to the topics addressed by the call
2. Implementation
3. Impact
4. Ethical Issues
5. Consideration of gender aspects



CORDIS: EPSS

Prepare Proposal	Change Password	Check Validation	Submit Proposal	Logout
General	Proposal Setup	Part A	Part B	History

General Information

Call Selected: FP7-ENERGY-2007-1-RTD

Sub-Scheme Selected: CP-IP

Proposal ID: Not available

Proposal status: Proposal NOT submitted

Title: jjjj

Coordinator:

Name: Chiara Pocaterra

Address:

Piazza Marconi

00144

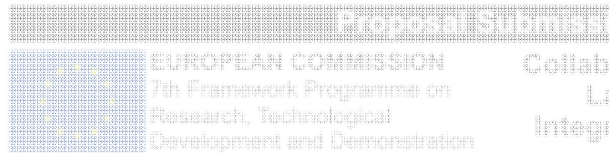
Roma



ADMINISTRATIVE PART

The information below has been supplied during the registration phase; the information supplied during the registration is not inherited in the EPSS account since it is considered indicative only; it cannot be modified but is **NOT** used for the evaluation of the proposal. Make sure that the correct information is present in the A forms and Part B.





Proposal Number Proposal Acronym

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

Organisation Legal name
 Organisation short name

Legal address

Street name

Town

Country

Internet homepage

Certain types of organisations benefit from special conditions under the

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 to modify this information, the coordinator must modify it in the proposal

Non-profit organisation

Public body

Research organisation

Higher or secondary education establishment

Main area of activity (NACE)

Proposal Submission Form



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

Collaborative project
 Large-scale
 Integrating Project

A2.2:
Participants

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
0
0

-
-
-

None
None
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)

Street name

Number

PIC, URF and LEAR

- **Filling in the A2 forms is greatly facilitated if the partners have a PIC**
 - **PIC=Participant Identification Code**
 - **It is a unique identifier for each different participant (legal entity)**
 - **It does not change from project to project**
 - **It is associated with the legal, organisational and contact data of each participant**
 - **New participants can get a PIC online using the URF (not compulsory but highly recommended)**
- **The Unique Registration Facility (URF) allows participants to apply a for PIC**
 - **Data is submitted by the Legal Entity Authorised Representative (LEAR)**
 - **Data must be supported by legal documents**

Seventh Research Framework Programme (FP7)



About | What's New? | Sitemap >> Quick Links

- **FP7 Home**
- FP7 newsroom
- Understand FP7
- Participate in FP7
- Find a call
- **Register your organisation (URF)**
- Preparation and Submission of Proposals (EPSS)
- Get support
- Find project partners
- Find a project
- Find a document

In the spotlight

The new [Practical Guide to EU](#)

	Cooperation	Ideas	
	People	Capacities	
Euratom		JRC	

Latest News

[EU-funded SmartCell to use plant cells as pharmaceutical factories](#)

[Date: 2008-09-23]

SmartCell, an EU funded project, has been



What type of user are you?

The Seventh Framework Programme (FP7) is designed to support a wide range of participants... [read more](#)

Private company

Public organisation

Individual researchers

Outside the EU

Highlights

- The European Commission published [22 Calls for Proposals](#) under the specific programmes



Please enter your data here:

- 1 ORGANISATION DATA
- 2 LEGAL ADDRESS
- 3 MAIN CONTACT PERSON
- 4 STATUS OF THE ORGANISATION
- 5 SUMMARY OF YOUR DATA

Organisation data of the participant

Participant legal name *

Business name

Official language *

Translated name

Language

Legal form *

VAT number *

Registration number *

Registration authority *

Nace code *

Establishment/Registration country *

Registration date *

* Mandatory Fields

Next Step

Proposal Submission Form



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

**Collaborative Project
Large-scale
Integrating Project**

A3.1: Budget

Proposal Number Proposal Acronym Participant Number

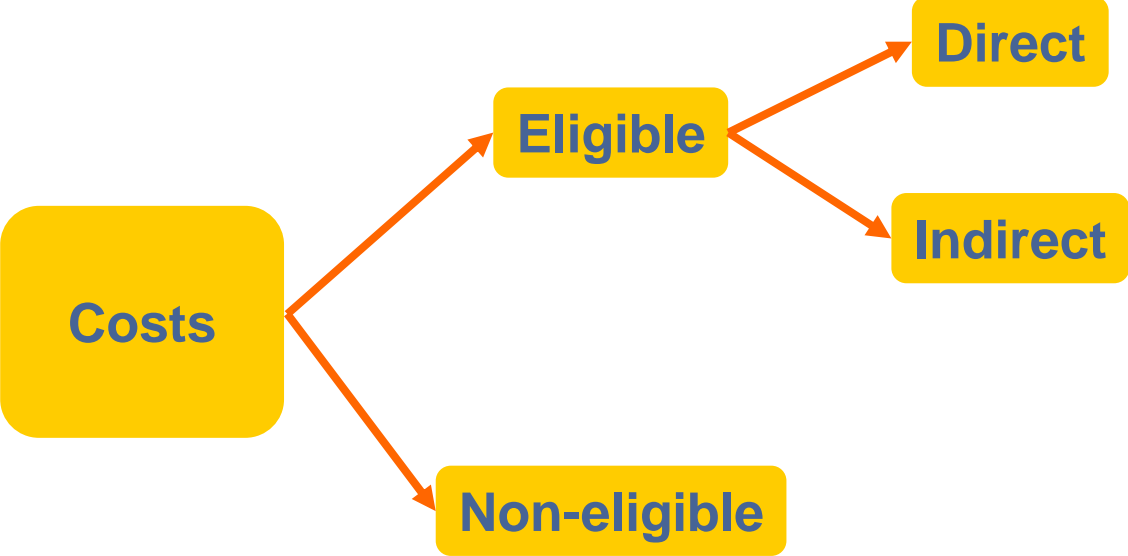
In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes
**. Please be aware that not all options are available to all types of organisations.

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)

	Type of Activity							Total
	RTD	Demos- tration	Training	Coordi- nation	Support	Manage- ment	Other	
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



Eligible Costs

Eligible costs must be actual, economic and necessary for the project, must be incurred during the duration of the project (exception: costs of the final reports) and must be recorded in the accounts

Direct Costs

Identified by the beneficiary in accordance with its accounting system

- ⇒ Be attributed directly to the project
- ⇒ Personnel costs: actual hours worked (hired by the beneficiary in accordance with its national legislation – be under the sole supervision of the latter – and be remunerated in accordance with the normal practices of the beneficiary)

Typical Direct Costs

- personnel (salaries and related costs)
- durable equipment (depreciation)
- consumables
- travel and subsistence
- other project specific costs

Eligible Costs

Indirect Costs (Overhead)

- ⇒ Which cannot be identified by the beneficiary as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project
- ⇒ Indirect costs are a percentage of direct costs excluding subcontracting:
 - ⇒ Real indirect costs
 - ⇒ Flat rate (20%, 60%) or certified methodology can be used to determine the indirect costs

Typical Indirect Costs

- depreciation of buildings
- depreciation of equipment / infrastructure
- maintaining buildings
- administration (institution)
- cleaning, heating, electricity, water,...

Non-Eligible Costs

Non-Eligible Costs

- ⇒ identifiable indirect taxes (incl. VAT)
- ⇒ duties
- ⇒ interest owed
- ⇒ provisions for future losses or charges
- ⇒ exchange losses, cost related to return on capital
- ⇒ costs declared or incurred or reimbursed in respect of another Community project
- ⇒ debt and debt service charges
- ⇒ excessive or reckless expenditure, taking into account established practices



Where would you find information on costs

- ⇒ **Rules for Participation**
- ⇒ **Guide on Financial Issues**
- ⇒ **Guide for Applicants**
- ⇒ **Model Grant Agreement**
 - **Core grant agreement** - Standard with specifics of project
 - **Annex I** - Technical tasks - the “project”
 - **Annex II** - General Conditions of the contract



Reimbursement of Eligible Costs

Funding Rates

Funding is dependent on the type of institution and on the activity performed within the project

		Institution	
		Public non profit, research, education and SMEs	others
Activity	Research	75 %	50 %
	Demonstration	50 %	50 %
	Training	100 %	100 %
	Management	100 %	100 %
	Others	100 %	100 %

Write a successful proposal

Proposal writing - 2 parts

Part A: administrative information (set of online-forms)

- Form A1: summary of the project (completed by coordinator)
- Form A2: legal data (completed by each partner)
- Form A3.1: budget (completed by 1 each partner)
- Form A3.2: budget summary (completed by coordinator)

Part B: scientific and technical content (uploaded pdf-document into the EPSS)

Instructions for the project description (defined structure)

1. Scientific and/or technical quality, relevant to the topics addressed by the call
2. Implementation
3. Impact
4. Ethical Issues
5. Consideration of gender aspects

Write a successful proposal

1. Scientific and/or technical quality, relevant to the topics addressed by the call

- 1.1 Concept and objectives
- 1.2 Progress beyond the state-of-the-art
- 1.3 S/T methodology and associated work plan

2. Implementation

- 2.1 Management structure and procedures
- 2.2 Individual participants
- 2.3 Consortium as a whole (i) Sub-contracting, ii) Other countries, iii) Additional partners)
- 2.4 Resources to be committed

3. Impact

- 3.1 Expected impacts listed in the work programme
- 3.2 Dissemination and/or exploitation of project results, and management of intellectual property

4. Ethical Issues

Informed consent / Data protection issues / Use of animals / Human embryonic stem cells

5. Consideration of gender aspects



Work Package Description

Workpackage description (18 month plan)

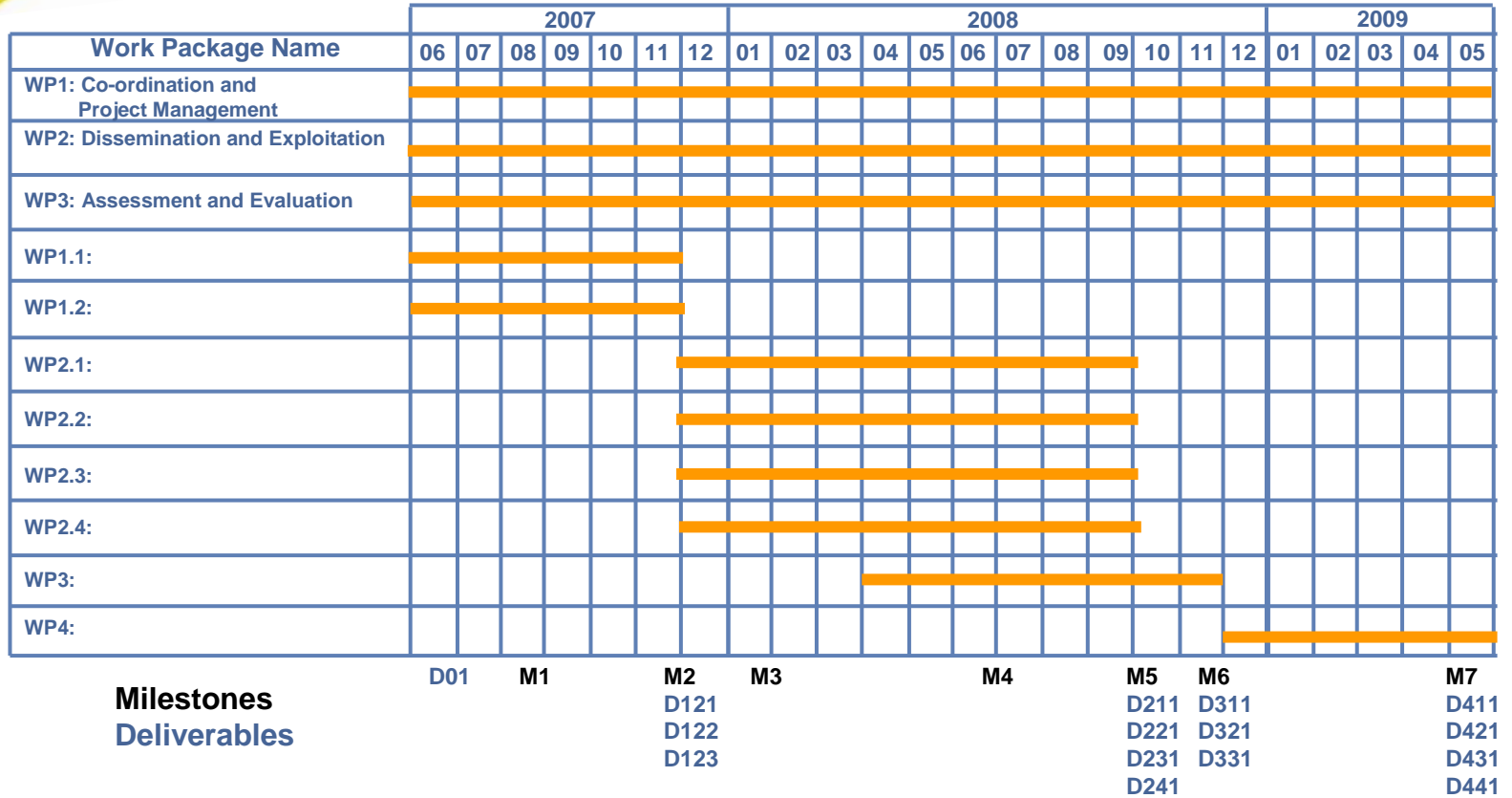
Workpackage number		Start date or starting event:					
Participant id							
Person-months per participant							

Objectives		<p>Objectives</p> <ul style="list-style-type: none"> Clearly phrased Realistic and reachable Should not prescribe the approach
Description of work		
Deliverables		<p>Deliverables</p> <p>Tangible, verifiable results that have to be generated and produced to finalize (a part of) a project</p>
Milestones ¹ and expected result		<p>Milestones</p> <p>Events with a special meaning to the project – go along with the achievement of specific project results</p> <ul style="list-style-type: none"> define intermediate aims of the project have controlling functions Should be planned where work packages bring about larger deliverables and where the consortium should decide about the progress of the project



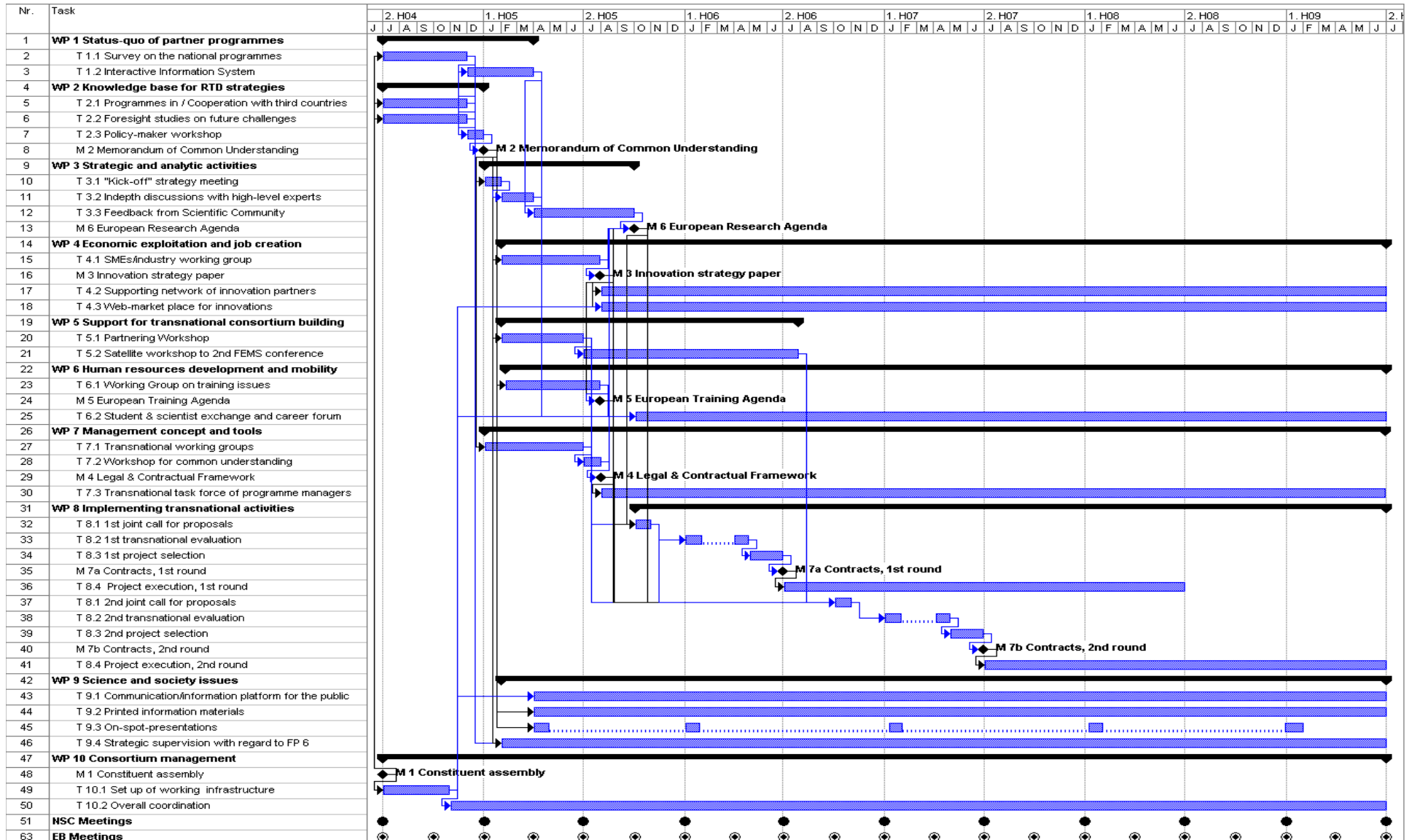
Example of a Gantt Chart (1)

Project schedule



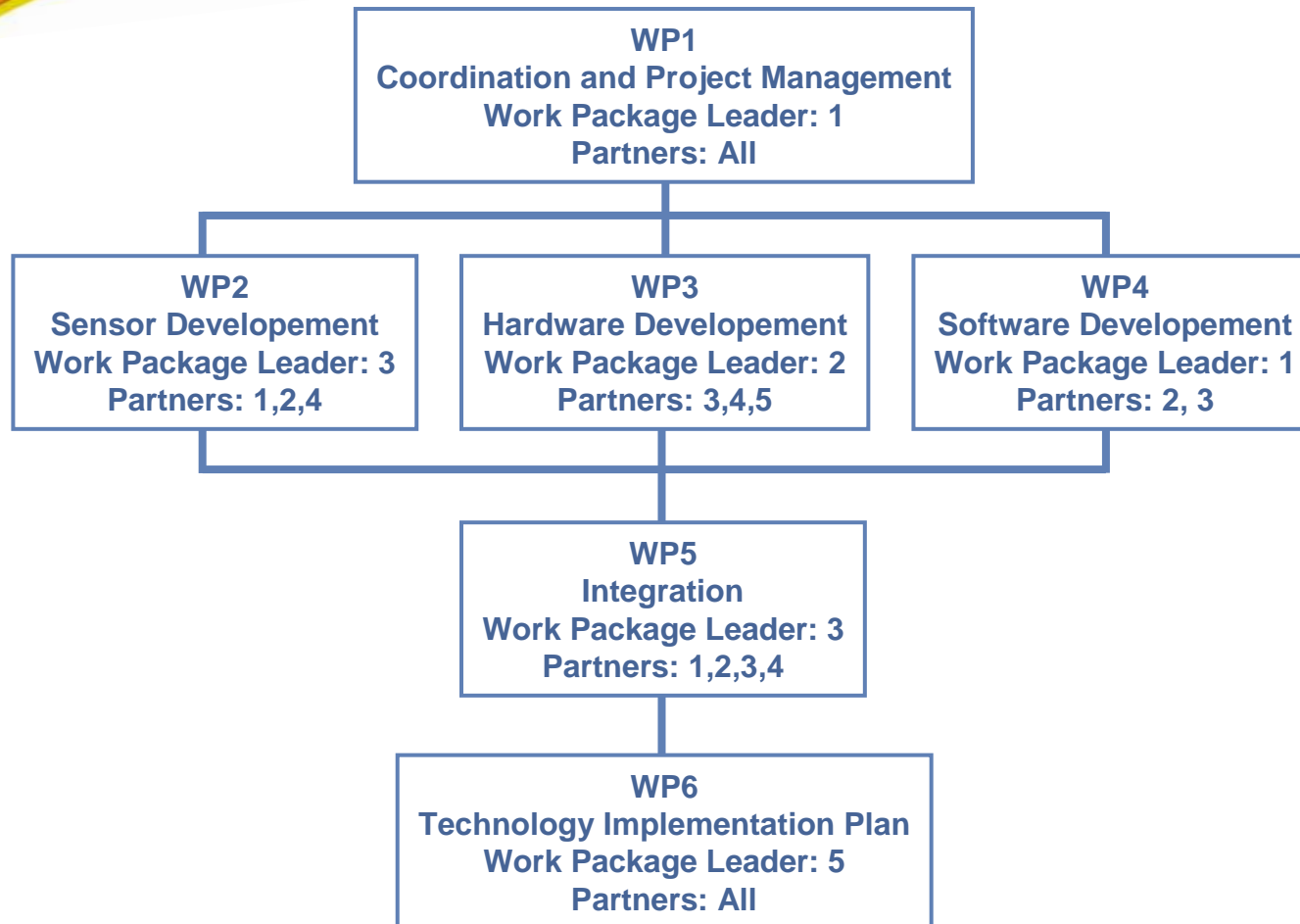
Example of a Gantt Chart (2)

Project schedule



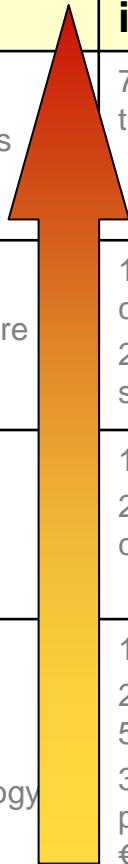
Example of a PERT Chart

WP structure



The Logical Framework Approach Matrix

Summary	Verifiable indicators	Means/Source of verification	Assumptions
Goal Increase the turnover of the spices sector	7% higher turnover of the 3 main spices	Annual study of the Ministry for Finance	International market prices will remain at the same levels
Objectives Increase product quality and ensure consumer trust	1. 10% less quality cases 2. 5% better volume of sales	1. Quality records of SME partners 2. Sales records of SME partners	1. Quality of imported material will remain constant 2. The competition environment will remain constant
Outputs 1. Sterilisation technologies 2. Consumer awareness	1. Comparison study 2. 10% improved consumer awareness	1. Published document 2. Questionnaire before and after campaign	1. Access to results of other projects 2. Cooperation with Supermarket chains
Activities 1. Research and comparison of sterilisation technologies 2. Demonstration of each technology on the main spices 3. Publication on spices quality	1. RTD cost €500000 2. 2 pilot plants at K€ 50 each 3. Publication and promotion cost €15000	Invoices/ contracts	1. Adequate research staff available 2. SME partners will not face increased product demand 3. Subcontracting of a PR expert



Not compulsory in proposals but helpful!

Project Management

- ⇒ **Structure** adequate
- ⇒ Clear **responsibilities**
- ⇒ Clearly defined cooperation of the **boards**
- ⇒ Clearly defined **decision process**
- ⇒ Strategy of **internal communication**
- ⇒ Precise planning of **timing** and **project content**
- ⇒ **Conflict** management
- ⇒ **Exit-Strategy**
- ⇒ Management of **knowledge, intellectual property** und **innovation-activities**
- ⇒ Verifiable experiences in **project management**

Impact

Political background paper

⇒ Additional links are listed in the Work Programme

⇒ Some important links:

- Investments in research

<http://ec.europa.eu/invest-in-research/pdf/226/de.pdf>

- Research and technology policy

http://www.europa.eu.int/comm/research/index_de.html

- Strategy of the commission in the area of Theme 2

http://ec.europa.eu/biotechnology/pdf/com2002-27_en.pdf

- European Strategy for environment and Health

http://europa.eu.int/comm/environment/health/index_en.htm

- Health and consumer protection

http://ec.europa.eu/dgs/health_consumer/index_de.htm

Indicate in your proposal:

Why does Europe need your project?

Progress beyond the state-of-the-art!

Ethical Issues

⇒ Ethical issues have to be addressed in **Part B** of the Proposal and should be an **integral part** of all chapters

⇒ Extensive and complete discussion in the proposal

⇒ Commission has released guidelines on ethical issues

ftp://ftp.cordis.europa.eu/pub/fp7/docs/health_ethics_en.pdf

⇒ Ethics screening (evaluators) – Ethics review (ethic commission)

ETHICS may become knock-out criterion !

ETHICAL ISSUES TABLE

(Note: Research involving activities marked with an asterisk * in the left column in the table below will be referred automatically to Ethical Review)

Research on Human Embryo/ Foetus		YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Research on Humans		YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Privacy		YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Research on Animals		YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Research Involving Developing Countries		YES	Page
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Dual Use		YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL			

Your project idea

From a project idea to the submission of a project

1. Your project idea
2. Find an adequate FP7-Call
3. Find the right partners
4. Write a successful proposal
- ➔ **5. Submit your proposal in time**
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. Project start

Eligibility check!


**Electronic submission only
(EPSS)**

**Submit early enough –
overload of the system**

**If you are late, upload
preliminary versions**

Your project idea

From a project idea to the submission of a project

1. Your project idea
2. Find an adequate FP7-Call
3. Find the right partners
4. Write a successful proposal
5. Submit your proposal in time
-  6. **What happens after submission ?
Evaluation, Selection, Negotiation**
7. Project start

Evaluation

Reasons for ineligibility

Theme 2 KBBE, Calls FP7-KBBE-2007-1, FP7-KBBE-2007-2A, FP7-KBBE-2008-2B, FP7-ERANET-2007-RTD

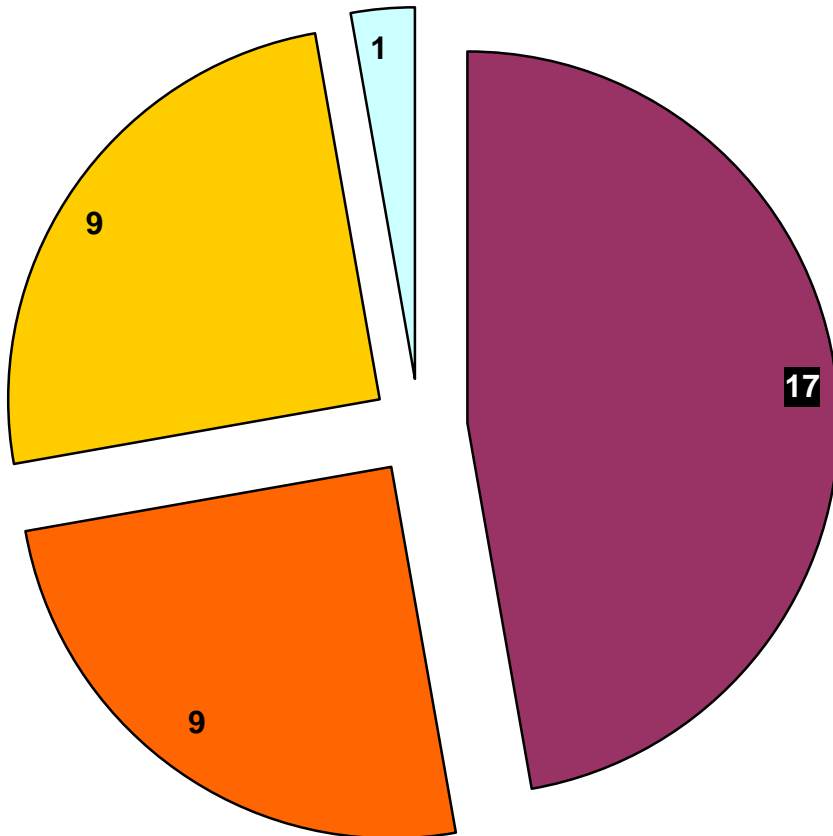
867 proposals submitted - 36 (4%) ineligible

Budget specification in the Work Programme
17 proposal [11 (1), 6 (2B)]: Budget too high

Consortium

7 proposal [6 (1), 1 (2B)]: minimum number of participants not reached
2 proposal (ERA): minimum number of programme owner not reached

(1) FP7-KBBE-2007-1: 414 submitted - 17 (4%) ineligible
(2A) FP7-KBBE-2007-2A: 172 submitted - 2 (1%) ineligible
(2B) FP7-KBBE-2008-2B: 277 submitted - 15 (5%) ineligible
(ERA) FP7-ERANET-2007-RTD (Thema-2): 4 submitted - 2 (50%) ineligible



- Did not stick to the budget-specification in the Work Programme
- Consortium not correct
- Out of scope
- Proposal taken back from the proposer

Your project idea

From a project idea to the submission of a project

1. **Your project idea**
2. Find an adequate FP7-Call
3. Find the right partners
4. Write a successful proposal
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation
7. **Project start**



Up to 1.5 years !

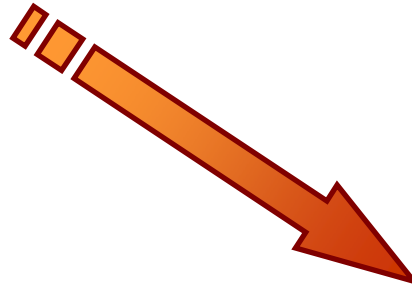
Your project idea

From a project idea to the submission of a project

1. Your project idea
2. Find an adequate FP7-Call
3. Find the right partners
4. Write a successful proposal
5. Submit your proposal in time
6. What happens after submission ?
Evaluation, Selection, Negotiation



- 7. Project start**



Grant Agreement

Consortium Agreement

Get Support

Theme 2 Food, Agriculture and Fisheries, and Biotechnology



bio net (Network of European NCPs - Theme 2)
web-page in preparation



BIO CIRCLE (Network of NCPs/NIPs - Theme 2)
<http://www.biocircle-project.eu/>

Thank you for your attention !

