



ICT WEB PROMS
Promoting ICT cooperation opportunities and
policy dialogue with the Western Balkan countries

How to get involved in proposal
Participation in a funded project

Outline of Module

- Introduction
- Formulating competences
- Finding partners and joining proposals
- Project participation
 - Project management
 - Role of coordinator
 - Project meetings
 - Reviews
 - Reporting
 - Potential problems

Partners and Consortia

- ❑ **Projects are collaborative projects consisting of several partners from several EU countries**
- ❑ **Coordinator** acts as efficient interface between consortium and Commission (monitors compliance, receives and distributes EC contribution, keeps financial records and ensures timely delivery of reports)
- ❑ A consortium of complementary partners has to be set up for a proposal

Before taking part, ask yourself...

- Do you clearly understand the **pro's and con's** of involvement in FP7?
- Are you willing to **co-operate** internationally?
- Do your **capabilities** match the Call requirements?
- Do you have **resources** to invest in time and money?
- Do you have a supportive **team and organisation**?

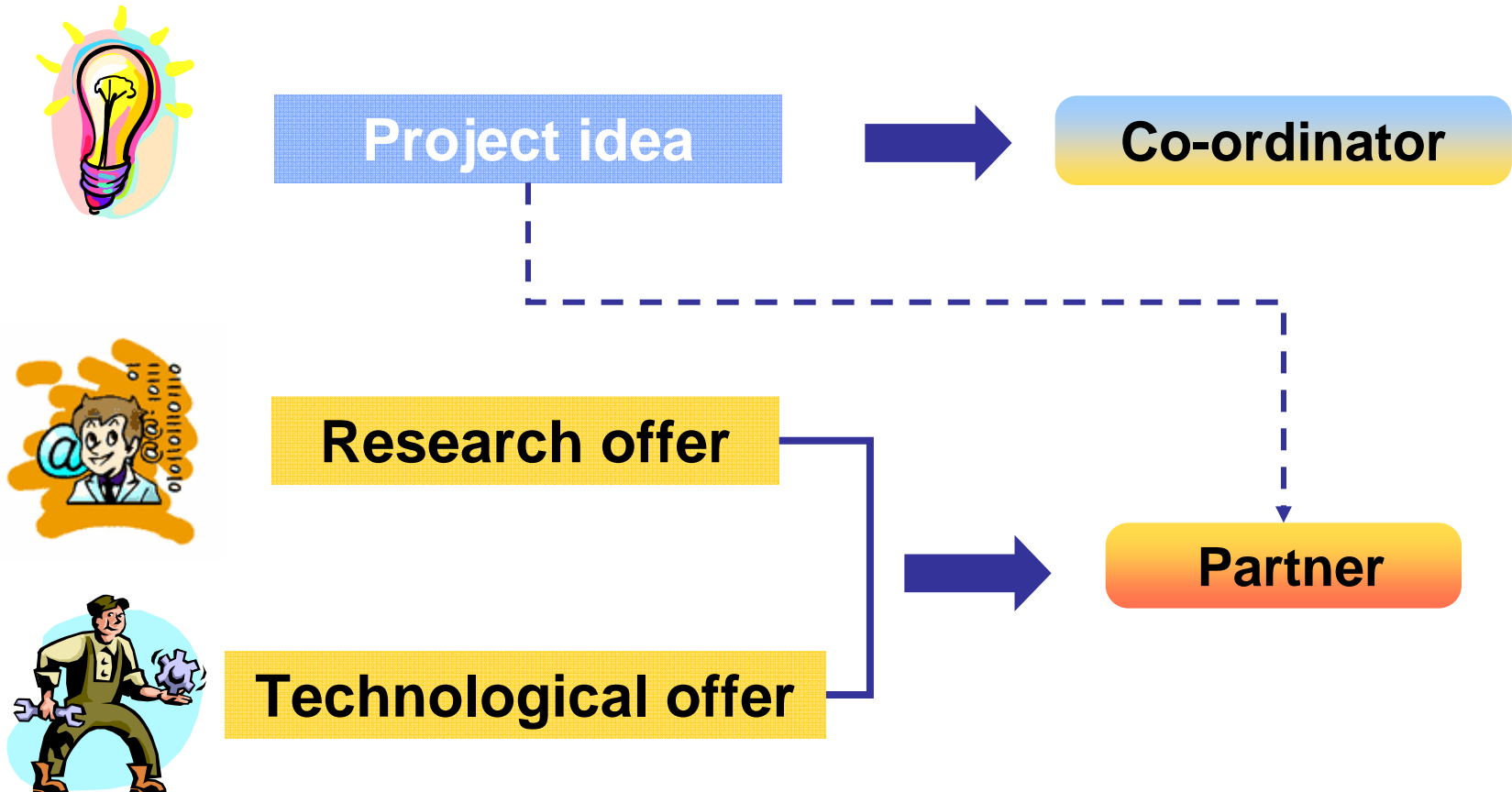
What do I want?

- Funding for an idea?
- Funding from the European Commission?
- Initiate and write a proposal
- Join a proposal and find partners

*We will now focus on finding proposal writers.
The suggestions for finding partners are also valid
when you write a proposal and you search partners for your proposal.*

How to apply ?

Two Case scenario for Participation



Join a Proposal: Approach

- Select objective of open call in the area of your competence and interest
- Define your USP (Unique Selling Proposition) with respect to this objective
 - Definition of own competence
- Define your idea
- Search for proposal writers
- Convince the proposal writer of your added value
- Insist and remind the proposal writer

Partner Search in Brief: Establish Contacts

– Face-to-Face: info-days, thematic conferences, thematic workshops, etc.

- Approach the speakers - Giving your business card is not enough! Present your institution and yourself – have flyers, brochures with you!
- Show you have ideas and visions, ask whether you can send additional information per e-mail

– From a distance - Searchable project databases (*IDEAL-IST, CORDIS*), **NCP, etc.**

- Find out about the projects and their consortia, google the researchers.
- Do not be afraid to contact them: Mail and call - Vision, ideas, **BE PROACTIVE !**

Partner Contribution to a Proposal

- **Mandatory**
 - Brief description of organization
 - At least 2 CVs
 - Both should match the objectives and be a text on one page maximum
 - Agreement on activities and resources in proposed project
 - Person month rate
 - A2
- **Possibly**
 - Signed MoU (Memorandum of Understanding) or NDA (Non-Disclosure Agreement)
 - Contribution to proposal text in area of competence
 - Comments on the proposal text
- **Do this timely and show more interest in the proposal than only your funding !**

Participation in a funded project

- Introduction
- Project management
- Role of coordinator
- Project meetings
- Reviews
- Reporting
- Potential problems

Start of Project

- Start date is written in the contract
- Pre-payment is done within 45 days of contract signature
- Participants have to familiarise themselves with the important project documents:
 - DoW (this says what you will have to do)
 - Contract and its annexes (Annex 2)
 - Consortium Agreement

Behaviour in a project

- A project is a collaborative undertaking and the other partners should understand what you are doing
- Information in the project should be transparent to all partners
- Work towards your milestones and deliverables
- Partners should be open about problems as soon as they become transparent
- Partners should not do anything illegal – if in doubt discuss beforehand

Project Management

- Several levels of management:
 - Project, Work Package, Task level
- DoW and Consortium Agreement describes all management procedures and roles of partners
- Project management should be light weight and flexible – R&D is not civil engineering
- Most of the procedures during project may be defined through guidebook or handbook on quality procedures

Role of Coordinator

- The Coordinator has no additional rights but additional responsibilities
- The role of the coordinator is more similar to a Secretary General than to a Director General
- The reason is that ICT projects undertake collaborative research, with cooperating consortia

Project Meetings

- Kick-off Meeting
 - PO (Project Officer) should be invited
 - Defines work plan and activities of all participants
- Consortium Meetings
 - To be held on a regular basis (e.g. every six months)
- Technical Meetings
- Review Meetings

Reviews

- Reviews are chaired by the European Commission's Project Officer who is supported by independent experts (reviewers)
- Normally one day meeting
- Consortium should meet before to rehearse the review
- Assesses the work carried out under the project
- Based on written material of the project
 - Description of Work
 - Deliverables
 - Progress Reports
- Result is review report with recommendations by the reviewers

Reporting - Overview

- Formal reporting is basically financial and progress reports.
- Periodicity defined in the contract, usually required every year
- Linked to payment cycle
- Templates provided by European Commission
- At the end of every interim period, a periodic report is due to the EC within 60 days of its end
- Interim report to the coordinator may be more frequent
- Final report

Reporting

- After submission, the EC has 105 days to evaluate and execute the corresponding payment.
- After receipt of the financial report, the EC may:
 - Approve
 - Suspend the time-limit, requesting revision or completion
 - Reject the reports giving justification (possible termination)
 - Suspend the payment

Progress Tracking

- Progress Tracking is base for reporting
- Regular (daily!) records of hours and activities
- Recorded in time sheets
 - Certified by person in charge of the work
 - No time estimates allowed
 - To be kept for verification
- Coordinator to maintain and distribute a tracking chart with past and planned events, deliverables, milestones, deadlines

Example of Time Sheet

Timesheet

Person : **Valentin Draft**

Number of hours envisaged i.e. according to the employment contract: **20 hours/week**

2008 January

Indicate the time in hours Only the yellow cells are writeable

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Notes		
Day	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue				
EU-Projects																																			
R&D Activities																																			
Project x		3	4	7	8								3.5			3	2	8	9	4										7	0	58.5	WP3		
Project y		5	5			5.5																									8		23.5	WP8	
Project z																																	0		
Total RTD	0	8	9	7	8	5.5	0	0	0	0	0	0	3.5	0	0	3	2	8	9	4	0	0	0	0	0	0	0	0	0	7	8	82			
Demonstration																																			
Project x																																	0		
Project y																																		0	
Project z																																		0	
Total Demonstration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Management																																			
Project x		1										8	3.5				5			1													18.5	WP1	
Project y																																		0	
Project z																																		0	
Total Management	1	0	0	0	0	0	0	0	0	0	0	8	3.5	0	0	0	5	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	18.5		
Other Activities																																			
Project x								3							5																		8	WP7	
Project y																																		0	
Project z																																		0	
Total Other	0	0	0	0	0	0	3	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8		
Internal and National Projects																																			
Teaching						2.5										6	1			3													12.5		
B																																		0	
C																																		0	
Total	0	0	0	0	0	2.5	0	0	0	0	0	0	0	0	0	6	1	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	12.5		
Absences																																			
Annual Leave																									8	8	8	8					32		
Special Leave						0																												0	
Illness									8	8	8																							24	
Total Absences	0	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	0	0	0	56			
Total productive hours	1	8	9	7	8	8	3	0	0	0	0	8	7	0	5	9	8	8	9	8	0	0	0	0	0	0	0	0	0	7	8	121			
Total hours																																	177		

Signed: **20**

Roadshow no.1 at IT Conference, Zabljak 25. 02. 2010.

Productive hours per project:

Project x 85
Project y 23.5
Project z 0

Potential Problems

- Partner or project problems
 - Partner (lazy, not qualified, ...)
 - Timetable
 - Progress
 - inadequate effort
- European Commission or PO
 - PO / Reviewer
 - Administration
 - Audit
 - At the beginning
 - At the end
 - Strict project management and accounting requirements
- Project activities are not always consistent with company goals
- Financial, Cash-Flow
 - Payment delays

Contract Amendment

- Has to be done for:
 - Change of partnership
 - An amendment to the GA will be necessary in all cases if the budget transfer arises from a significant change in Annex I. Significant change refers to a change that affects the technical work. In case of doubt, it is recommended to consult the responsible project officer within the Commission.
- Request for contract amendment has to be submitted by the coordinator
- A contract amendment that has to go through a laborious process in Brussels and can take several months.
- Extension of project duration is frequent although European Commission may not like it.
- The transfer of budget between activities and beneficiaries is allowed without the need for an amendment of the GA if the work be carried out as foreseen in Annex I

CONTACT

Thank you for your attention!



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