



# BILAT-UKR\* AINA

Summer School on European RTDI policies, instruments and participation possibilities

## **PROPOSAL WRITING: GENERAL INDICATIONS AND ADVICE**

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# WHY GET INTO A EUROPEAN PROJECT?

- ✓ To gain **visibility** at European level, and **experience** in European instruments and policies
- ✓ To **measure** against potential partners/competitors
- ✓ To **realize** activities foreseen in your action plan, but that you could not fully implement with other funding sources
- ✓ To **maximise** the acquisition of technologies in a pre-competitive framework
- ✓ Cooperation at European level is a good way to address **international competition**

# ILLUSIONS AND FALSE IDEAS ON EUROPEAN PROJECTS

- ✘ They are an easy funding source.
- ✘ They can provide funding for unrelated expenses.
- ✘ Having obtained EU funding in a previous FP places me in an advantageous position with regards to my competitors.
- ✘ Having an original research idea and being in a leader position is enough.
- ✘ My proposal may be successful without real European content or without link with European policies.
- ✘ My proposal may be successful without me having carefully identified the relevant program, call, funding rate or type of action.
- ✘ My proposal may be successful without meeting all the eligibility and evaluation criteria.
- ✘ Having the right number and geographical origins of partners in my consortium is enough.
- ✘ I just have to convince the EC project officers for my proposal to be successful.

# BEFORE STARTING

## RELEVANT

Idea

Approach

Partners



Realisation of the call and work program's objectives

- ☞ What **kind of project** will I implement? (scope, limits, objectives, expected impact)
- ☞ What will I do with the **results**? (exploitation, dissemination, knowledge transfer)
- ☞ **With whom** will I implement this project? Who does what? (consortium, respective tasks, responsibilities)
- ☞ **Why** should my project be funded by the EC? (European added value)
- ☞ **How** will I successfully carry it to term? (resources, management, methodology)
- ☞ How much will it **cost**? What funding can I expect? (budget plan and EC contribution)
- ☞ Do I have my organization's **support**? (human and financial resources)
- ☞ Am I ready to **coordinate** and be on first line vis-à-vis both the consortium and the EC?

# BUILDING A CONSORTIUM

## 1. Being coordinator

The coordinator is the project's « **driver** », from the project idea to the final reporting

- Coordination between all partners
  - Reference point and unique contact vis-à-vis the EC (Project Officer)
  - Preparation of the grant agreements and financial/technical reports with the EC
- ↳ **Responsible for the project**

Evaluators focus closely on

- The coordinator's experience of multi-partners projects
- His/her profile (CV)
- Financial stability of the organization
- A credible management plan for the consortium



**In good or bad, the coordinator will be remembered**

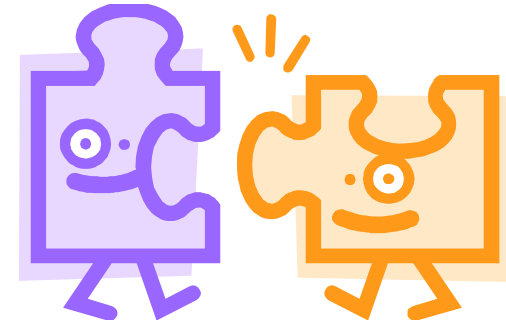
# BUILDING A CONSORTIUM

## 2. The right partners

Ideally, a good partner

- ✓ Is active and reactive
- ✓ Contributes substantially to the project
- ✓ Is experienced in project implementation
- ✓ Is involved in the project preparation
- ✓ Has technical and linguistic competences
- ✓ Has an established network
- ✓ Would cooperate beyond the project's duration
- ✓ Is committed and motivated by more than the funding!

⇒ Each partner has a **specific role** and brings a real **added value** to the project and the realization of its objectives



# BUILDING A CONSORTIUM

## 3. A balanced and efficient partnership

- ✓ Active cooperation of all partners
- ✓ Balanced share of roles and funds
- ✓ Sufficient number of experienced partners
- ✓ Shared risks
- ✓ Clear and democratic rules for decision making, defined beforehand (e.g. IPR clarified in the consortium agreement)
- ✓ Participation of SMEs (may be mandatory for eligibility)
- ✓ Geographical balance (incl. new MS and candidate countries)
- ✓ Gender balance

# PREPARING YOUR PROJECT

## 1. The right questions

- ☞ Why is my project **decisive**?
- ☞ Does it have a **European dimension**?
- ☞ For which **impact**? What does it bring to Europe?
- ☞ Is there a **solution** already?
- ☞ Why **now**?
- ☞ Why **me**?



- ⚠ Identify carefully the most relevant call and topic for your project. Prepare your proposal in answer to **one call and one topic** only!
- ⚠ Read carefully through all the available **documents** (work programme, participation rules, call text, annexes...).



# PREPARING YOUR PROJECT

## 2. Calls and topics

### HORIZON 2020

#### Excellent research

ERC – European Research Council

FET – Future and Emerging Technologies

Marie Skłodowska-Curie Actions

Research Infrastructures

#### Industrial leadership

Leadership in Enabling and Industrial Technologies (LEIT)

Innovation in SMEs

Access to risk finance

#### Societal challenges

Health, Demographic change and Wellbeing

Bioeconomy

Secure, clean and efficient energy

Smart, green and integrated transports

Climate action, Environment, Resource efficiency and Raw materials

Europe in a changing world: inclusive, innovative and reflective societies

Secure societies – Protecting freedom and security of Europe and its citizens

# PREPARING YOUR PROJECT

## 3. Types of actions

Research and innovation actions (RIA)

Innovation actions (IA)

Coordination and support actions (CSA)

SME instrument

ERA-NET Cofund, Pre-Commercial Procurement (PCP) Cofund,  
Public Procurement of Innovation Solutions (PPI) Cofund

Marie Skłodowska Curie actions (non-collaborative)

ERC actions (non-collaborative)

# PREPARING YOUR PROJECT

## 4. Funding rates

Type of action	Type of participant	Funding rate
<b>Research and innovation action (RIA)</b>	Research organization/university (or any other public institution) and SMEs/enterprises	100% direct costs + 25% of direct costs on behalf of indirect costs
<b>Innovation action (IA)</b>	Research organisation/university/public entity (non profit organization)	100% direct costs + 25% of direct costs on behalf of indirect costs
	Enterprise/SME/private sector in general	70% direct costs* + 25% of direct costs on behalf of indirect costs

\* Innovation actions funded on a 70% rate are by nature more « close to market » and therefore more likely to generate profit on a relatively short term. A 100% funding would be too costly for the EC, and also more « dangerous » with regards to the principle of non-distorsion of competition.

# WRITING A PROPOSAL (1)

- ✎ Appoint the **person in charge of the writing** (coordination, gathering and harmonization of the partners' contributions)
- ✎ Draft a short and precise **summary** as red line and basis for discussion, including
  - Call and topic addressed
  - Type of action (usually imposed by the call)
  - Main objective
  - Preliminary division in work packages
  - Main deliverables
  - Main responsibilities of each partner
  - Explicit title reflecting the content of the proposal
  - Acronym easily memorisable
  - Global planning



# WRITING A PROPOSAL (2)

- ✎ Follow scrupulously the provided **template** (structured to correspond to the 3 evaluation criteria)
- ✎ Remain within the imposed **length limitations** (exceeding the limits may be a case for ineligibility)
- ✎ Do not scatter your **arguments** with regards to each criteria
- ✎ Be **clear, concise and explicit** (make the evaluators' task easy and keep in mind that they will not read between the lines)
- ✎ Write in **English**
- ✎ Fill in **all the fields** in the administrative documents
- ✎ Answer **all the questions** in the technical part



# WRITING A PROPOSAL (3)

## DO NOT

- ✘ Start writing a proposal without knowing all the details of the call, and being sure that your project is fitting
- ✘ Submit a proposal outside your area of expertise and/or not foresee enough personnel for its implementation
- ✘ Overestimate your capacities. Be realistic to be credible.
- ✘ Gather a weak and unmotivated consortium.
- ✘ Underestimate the quality of the presentation.
- ✘ Neglect the evaluation criteria.
- ✘ Neglect the submission mode and deadline.
- ✘ Wait for the last minute to consult your sources of information and assistance (NCPs, your organization's European Projects Officers, etc)

# LAST REMARKS

- Start building your consortium and writing your proposal **as early as possible**
- Read **all the documents** provided by the EC (work program, guides for applicants, etc)
- **Electronic submission** only, through the ESS (Electronic Submission Service) and by the coordinator
- Do not hesitate to submit **several versions** (only the latest will be taken into account).
- Keep in mind the **evaluation criteria**: Excellence, Impact, Quality
- Strictly respect the **length limitations** (excess pages will be disregarded)
- Take the time to do a **mock evaluation**

# REFERENCES

## Horizon 2020 Online Manual

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)

## Horizon 2020 Reference documents

(rules for participation, guides for applicants, proposal templates, evaluation forms, etc)

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

## NCP network

[http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)

