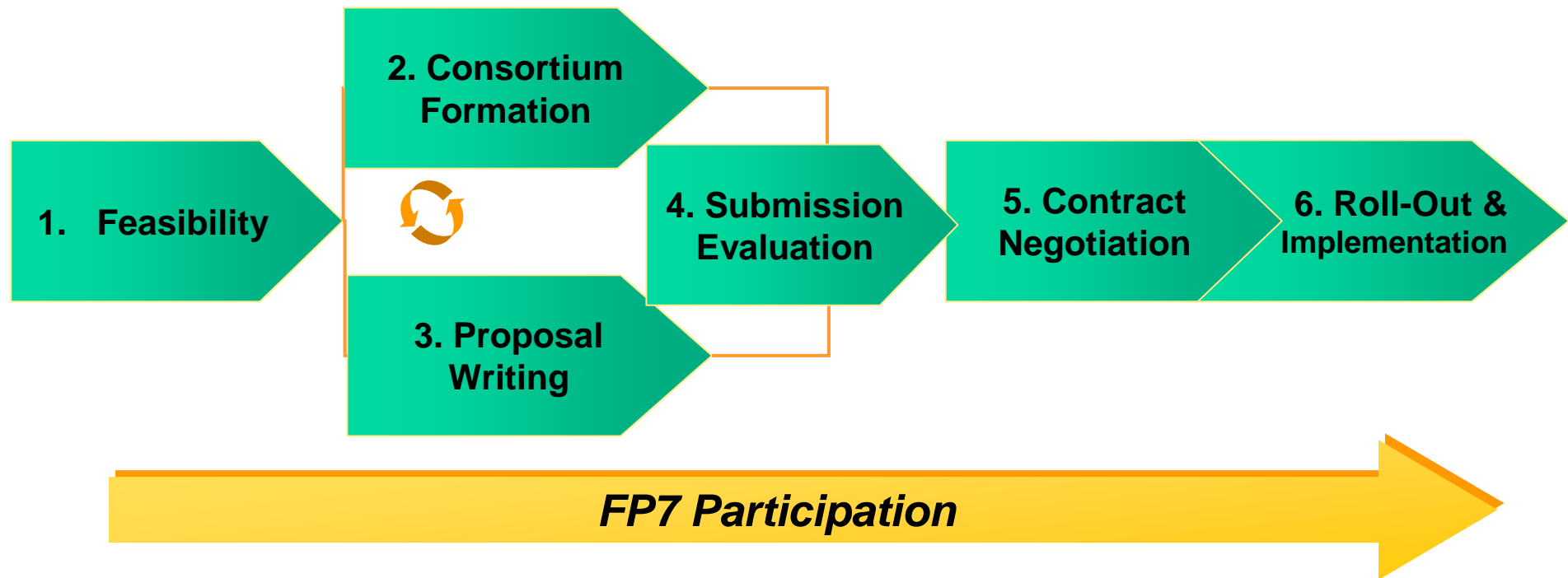




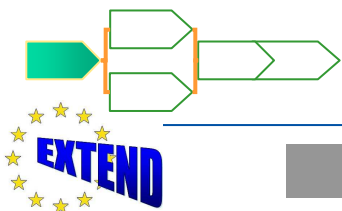
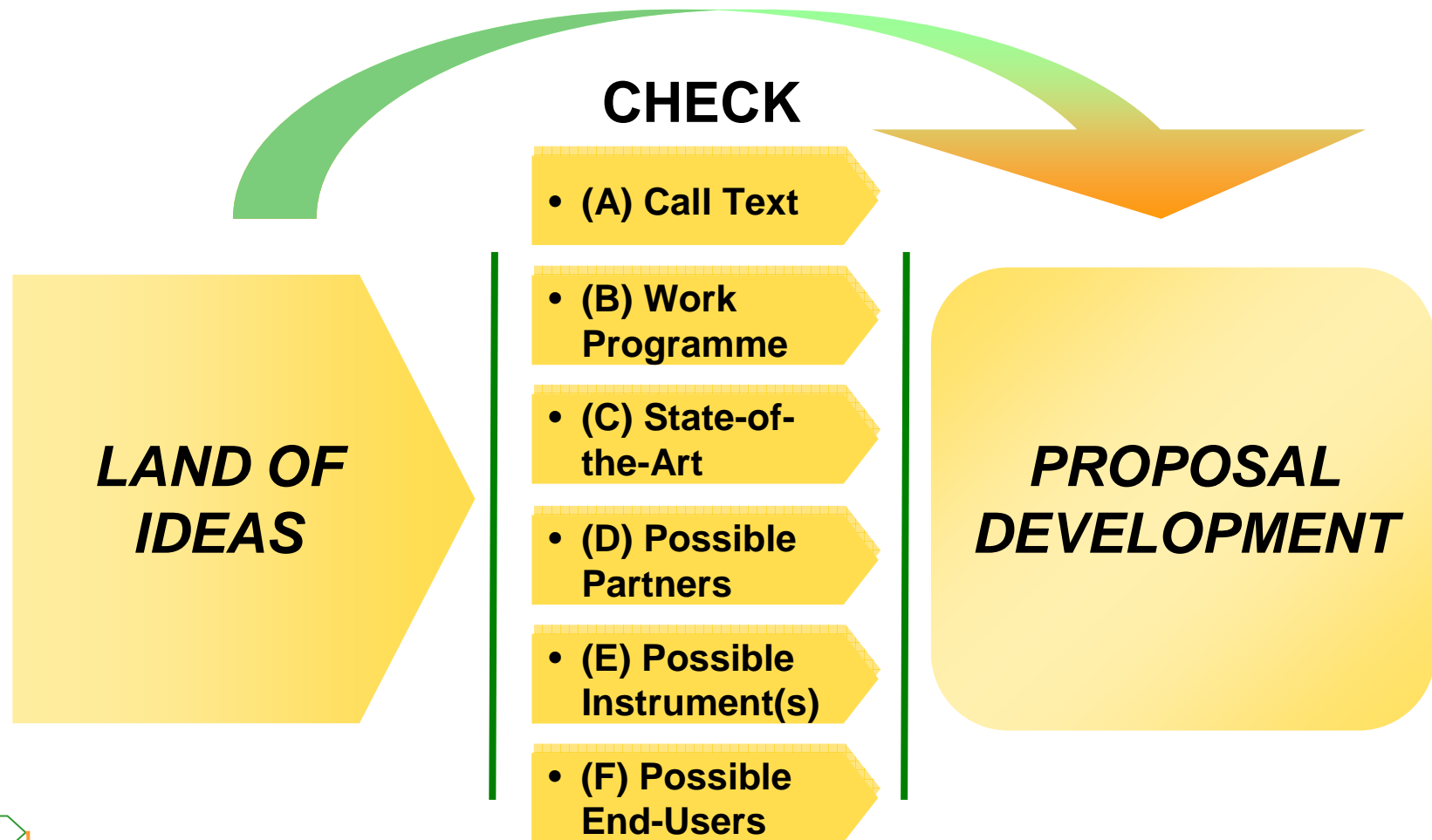
PROJECT LIFECYCLE



FP7 Participation: Project Life Cycle



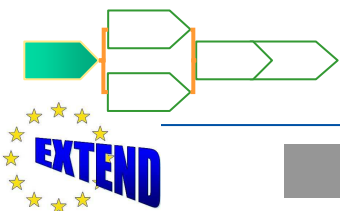
1. Feasibility: From Ideas to Proposals... 1/3



1. Feasibility: End Phase Checklist 2/3

By the end of this stage you must have a clear appreciation of

- Your capabilities and resources
- Capabilities and resources needed from partners
- Possible partners – you must have already made initial contacts
- Size – rough budget, number of partners, likely duration
- Risks
- Roles – esp. who amongst you could be the coordinator?

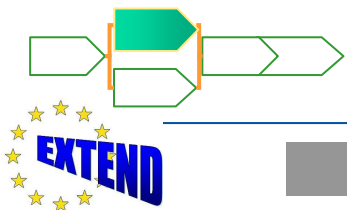


1. Feasibility: From Ideas to Proposals... 3/3

Project objectives

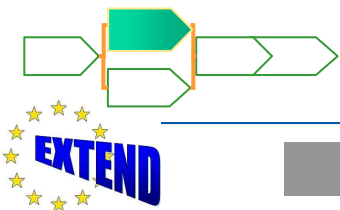
Project relevance to open Call requirements

Workplan – the way work is going to flow



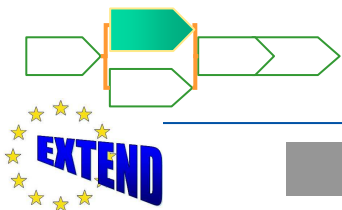
2 Consortium Formation: Key Points 1/2

- FP7 consortia ***MUST*** be characterised by a range of complementarities in terms of
- Expertise
 - Disciplines
 - Geography
 - Organisation types (e.g. academia, SMEs, etc)
 - Human resources



2 Consortium Formation: Key Points 2/2

- As a first experience, it is advisable to join a consortium as *partner*
- Bring a specific competence into a consortium
 - Not necessarily a “research” role: testing, user role, HW component, etc...
- Read partner searches on IDEAL-IST, Cordis or talk to your National Contact Point (NCP_
- Attend the Information Days organized by the EC



3 Proposal Writing: Partners Agreement 1/3

Objectives and scope of project

Deliverables, work needed to achieve them & milestones

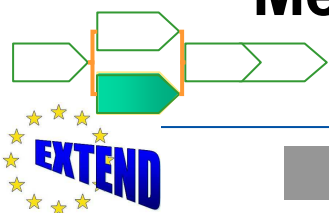
Work packages

Schedule for developing proposal

Roles and responsibilities: co-ordinator, work package leaders, etc

Resource allocation

Formal relationship – consortium agreement or Memorandum of Understanding



3 Proposal Writing: Key Steps 2/3

Develop abstract and proposal template, 1st draft

Register with EPSS (Electronic Proposal Submission System)

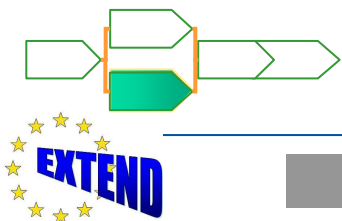
(Pre-consortium meeting)

Provide partners with appropriate information

- **Preceded by MOU or NDA, if deemed necessary**

Set dates for all partner contributions for Part B at coordinator

- **Date for first complete draft**
- **Date for critical review**



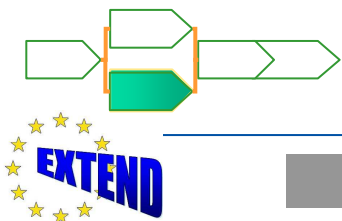
3 Proposal Writing: Key Steps 3/3

- Date for A2 forms (admin details)
- Date for final draft and first submission (1 week before deadline)
- Date for final critical review

Fill-in all forms !

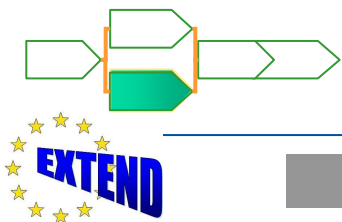
Work Set on technical proposal

>>>>>>>>>Final submission (respect the deadline)

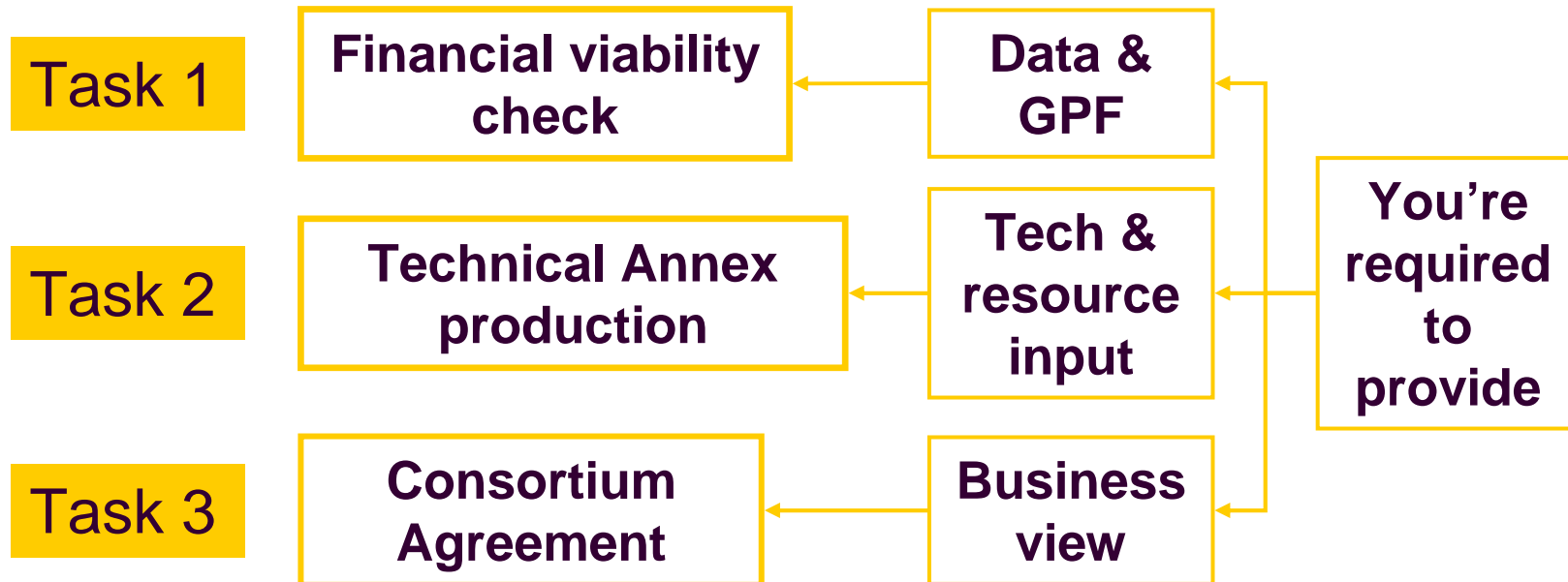


4 Submission and evaluation

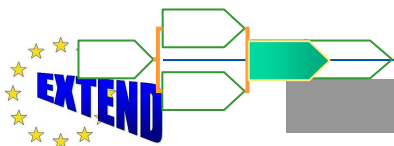
- **Electronic submission**
- **Administrative control and approval**
- **Evaluation Criteria -Procedure**
- **Evaluation reporting**
- **Negotiation to contract**



5 Contract Negotiation: The tasks



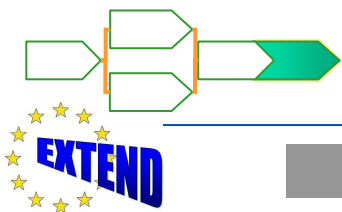
Tasks 1 and 2 with Commission - Task 3 between partners



6 Roll Out and Implementation

Admin. Project Management Core Tools 1/4

- The Grant Agreement
- The Description of Work (Annex I)
- The Consortium Agreement
- Reporting guidelines / templates



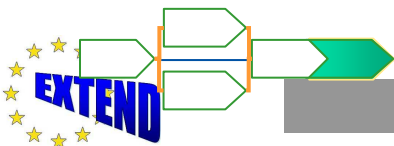
6 Roll Out and Implementation: The Grant agreement

2/4

Concluded between the Commission and the **Co-ordinator** (acting as representative of all project partners-Beneficiaries)

All parties have to accede to the **Grant agreement**

It is the **CONTRACTUALLY BINDING DOCUMENT !!**
The Consortium must deliver what is agreed in that ...



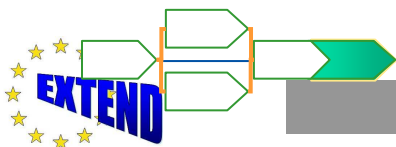
5 Roll Out and Implementation The Consortium Agreement

3/4

It regulates the relations among the beneficiaries

It is a condition imposed by the Commission in the Grant agreement

It must be signed in parallel by all the beneficiaries



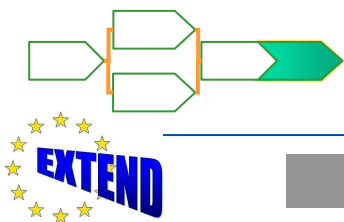
5 Roll Out and Implementation

The Consortium Agreement

4/4

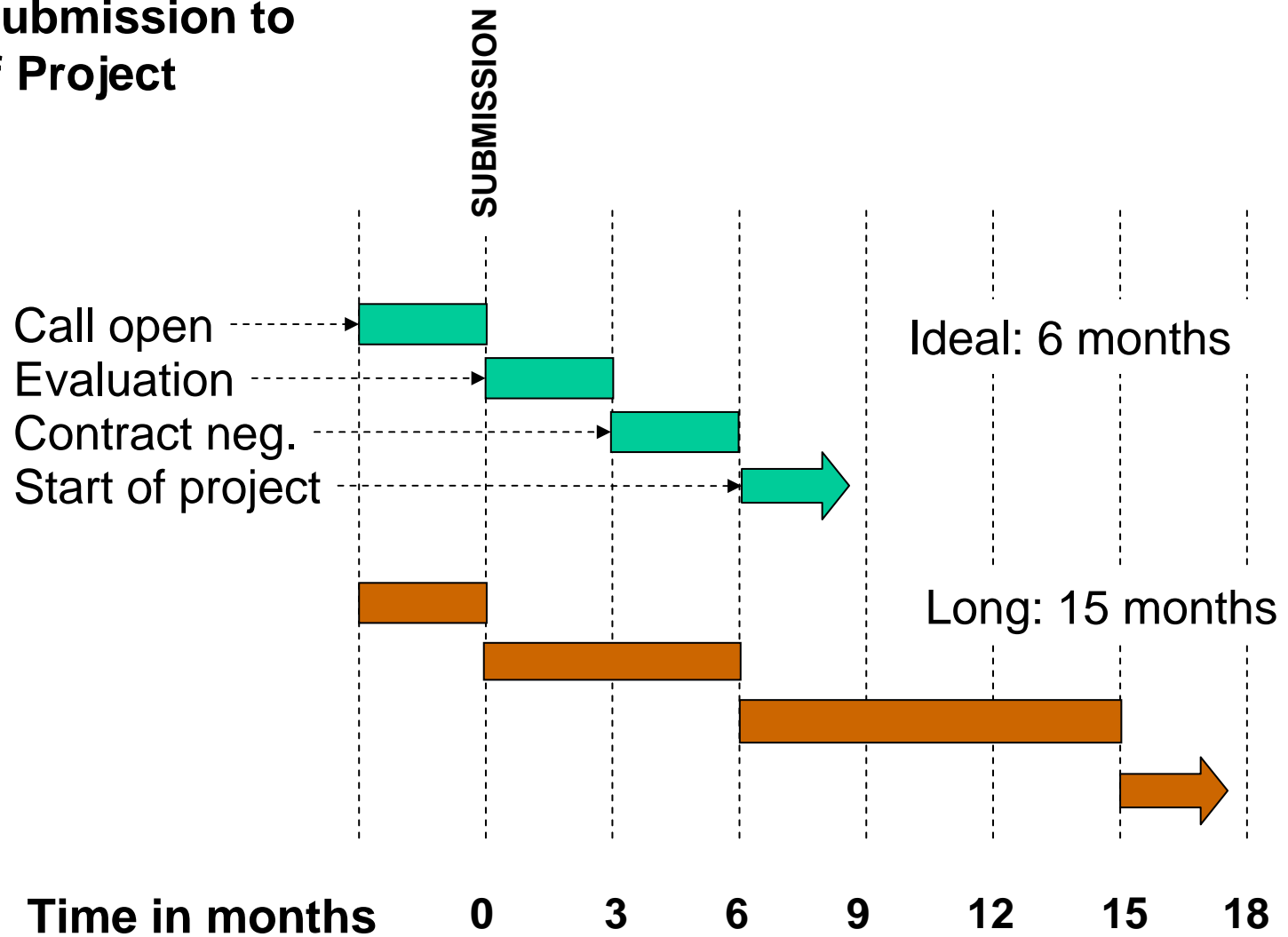
Intellectual Property Rights (IPR)

- Access to pre-existing know-how, software etc
- Exploitation of the project results
 - Who's allowed to say what, and when?
 - Who owns what?
 - How will it be protected?
 - How will it be exploited?



Proposal Process tentative timetable

From Submission to Start of Project





Questions ?

