

The ICT Theme in FP7

How to participate to ICT in FP 7

3. Submission, evaluation and selection

*ICT Proposer's Day
Köln, 1 February 2007*

Evaluation in FP7

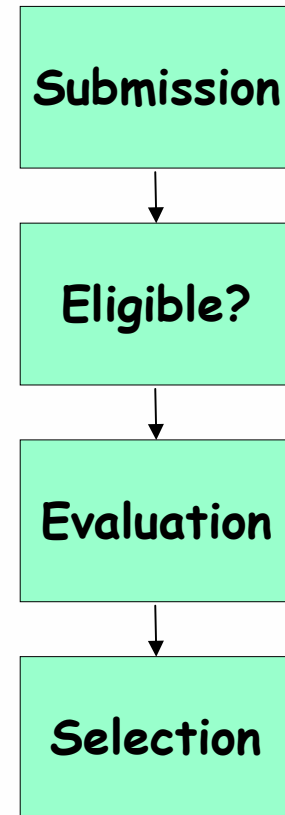
... the evaluation process has developed to a very high standard. It compares well with ... other prestigious national or international granting agencies

Report of Independent Observers, Dec. 2005

- No major change for FP7
 - *Don't fix what ain't bust!*
- But improved and streamlined, based on experience
- Adapted to the new features of FP7 where necessary
- What's new?
 - Eligibility criteria (includes "scope")
 - Evaluation criteria (3 instead of 5 or 6)

Overview

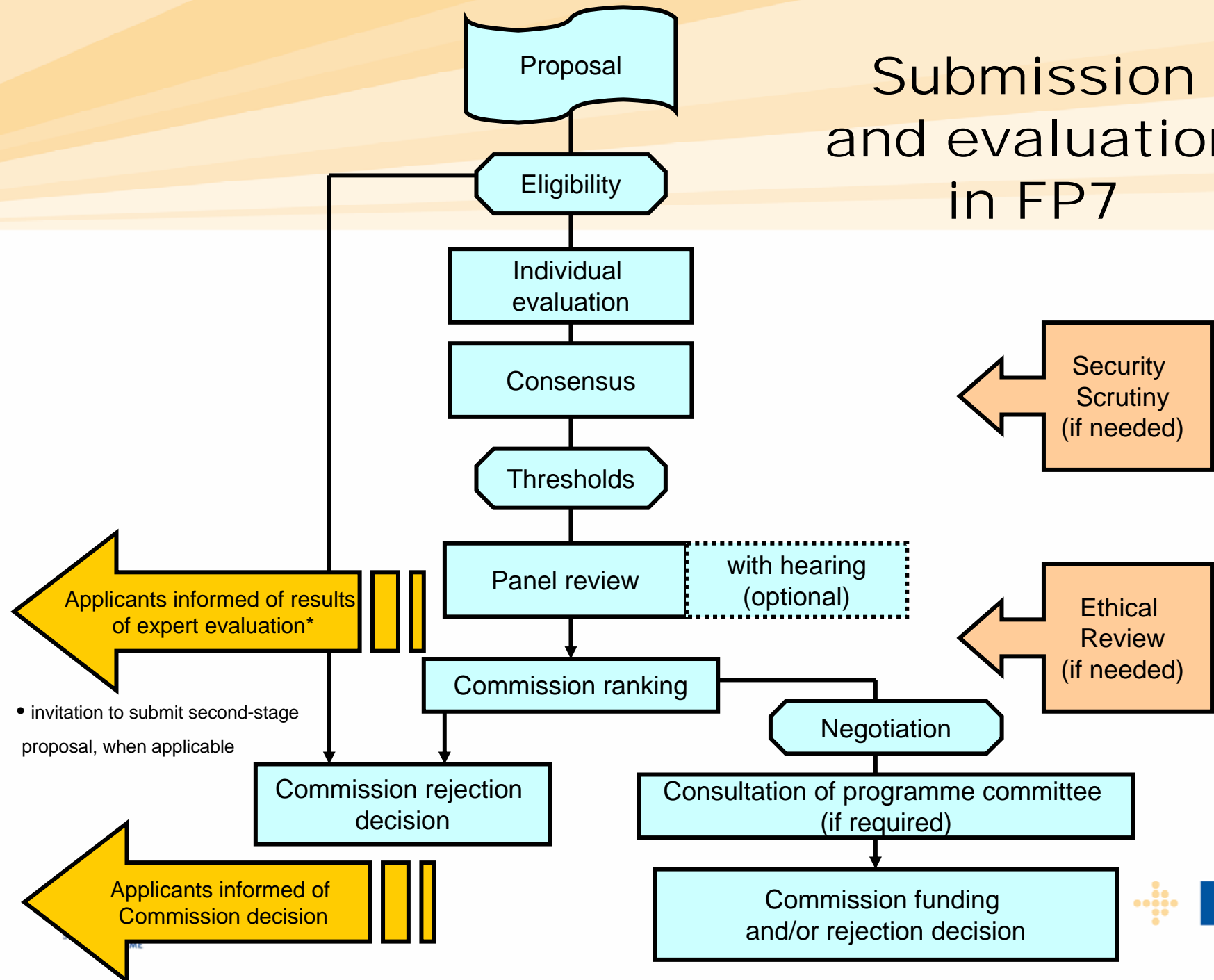
- Information for proposers
- Submission of proposal
- Eligibility check
- Evaluation
- Evaluation Criteria
- Selection
- Specific rules for FET Open
- Writing your proposal
- Getting help
- Experts
- Timetable for IST Call 1



Information for proposers

- Workprogramme 2007-2008
- Guide for Applicants
now including the *Guidance notes for evaluators* and
the *Background note* on the funding scheme
- Evaluation forms with notes
- EPSS manual
- Model grant agreement
- Rules on submission of proposals,
and the related evaluation,
selection and award procedures

Submission and evaluation in FP7



Submission

- Fixed deadline calls*
17h00 Tuesdays
- One stage submission*
- Electronic submission only

(*Special rules for FET Open scheme)



Electronic Submission

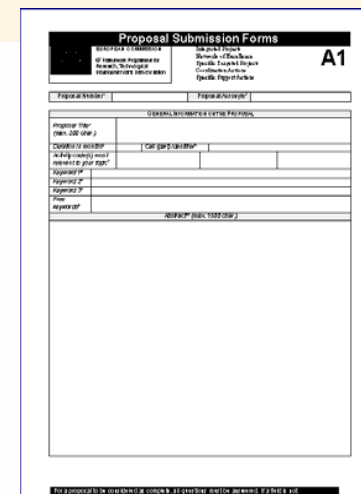
EPSS - Electronic Proposal Submission System

- Online preparation only!
- Improved validation checks before submission is accepted
- FP6 Failure rate = $\pm 1\%$
- Main reason for failure - waiting till the last minute
 - Technical problems
 - Panic-induced errors
 - Too late starting upload, run out of time

Submit early, submit often!
If in trouble, call the helpdesk.!. 7

Proposal Part A (online)

- A1
 - Title, acronym, objective etc.
 - free keywords
 - 2000 character proposal abstract
 - previous/current submission (in FP7)
- A2 (per participant)
 - Legal address/administrator address/R&D address
 - Clear identification as SME/Public body/Research centre/ Educ. establishment
 - Proposer identification code PIC (later calls)
- A3
 - More cost details (direct/indirect costs distinguished)

The image shows a screenshot of the 'Proposal Submission Form A1' for the Seventh Framework Programme. The form is divided into several sections. At the top, it says 'Proposal Submission Form A1' and 'SEVENTH FRAMEWORK PROGRAMME'. Below this, there are fields for 'Project title', 'Acronym', 'Keywords', 'Abstract', 'Previous/current submission', 'Legal address', 'Administrator address', 'R&D address', 'SME/Public body/Research centre/ Educ. establishment', and 'Proposer identification code PIC'. The form is designed to be filled out online.

Proposal Part B (pdf format only)

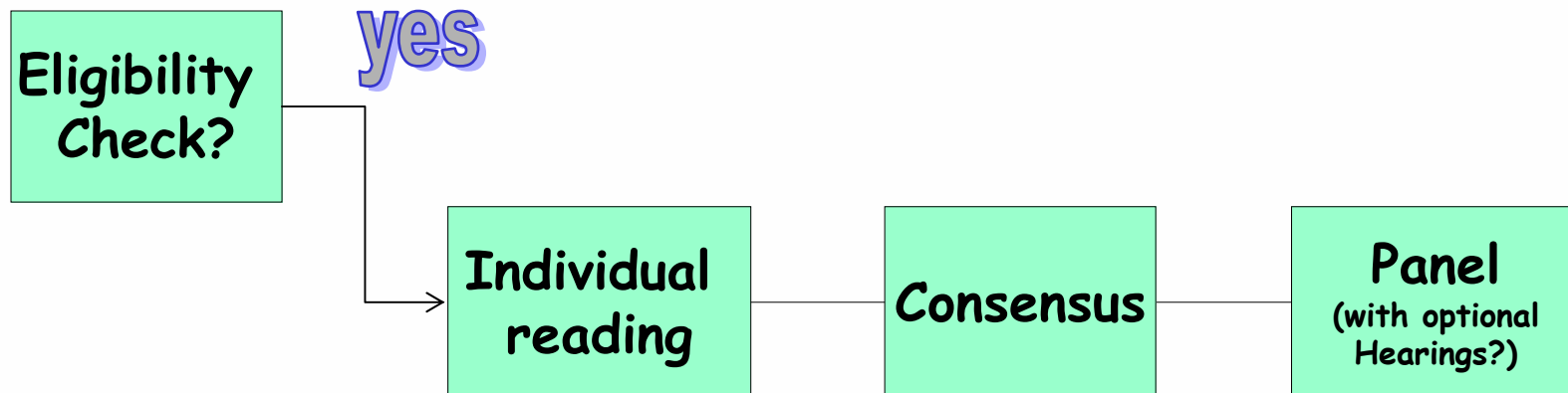
- Part B format directly linked to evaluation criteria
 - Summary
 - S&T quality (bullet points = sections)
 - Implementation (*idem*)
 - Impact (*idem*)
 - Ethics
- Section lengths recommended

Eligibility checks

- Date and time of receipt of proposal on or before deadline
 - Firm deadlines - except for Continuously Open Calls
- Minimum number of eligible, independent partners
 - As set out in work programme/call
- Completeness of proposal
 - Presence of all requested administrative forms (Part A) and the content description (Part B)
- Scope
 - Proposal needs to be in scope of the topics or funding schemes as set out in the workprogramme

Evaluation Process

- On-site evaluation
- One step evaluation
- Independent experts



Evaluation criteria

1. Scientific and technical quality

- Soundness of concept, and quality of objectives (ALL)
- Progress beyond the state-of-the-art (CP)
- Contribution to long term integration of high quality S/T research (NoE)
- Contribution to the coordination of high quality research (CSA)
- Quality and effectiveness of the S & T methodology and associated workplan (CP)
- Quality and effectiveness of the joint programme of activities and associated workplan (NoE)
- Quality and effectiveness of the coordination/support action mechanisms and associated workplan (CSA)

Evaluation criteria

2. Implementation

- Appropriateness of the management structures and procedures (ALL)
- Quality and relevant experience of the individual participants (ALL)
- Quality of the consortium as a whole*
 - (including complementarity, balance) (CP)
 - (including ability to tackle fragmentation of the research field and commitment towards a deep and durable institutional integration) (NoE)
- Appropriate allocation and justification of the resources to be committed (budget, staff, equipment) (CP and CSA)
- Adequacy of resources for successfully carrying out the joint programme of activities (NoE)

*for Support actions, only if relevant

Evaluation criteria

3. Impact

- Contribution at the European or international level to the expected impacts listed in the workprogramme under the relevant activity (ALL)
- Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property (CP)
- Appropriateness of measures for spreading excellence, exploiting results and disseminating knowledge through engagement with stakeholders and the public at large (NoE and CSA)

Evaluation criteria scoring

- Scale of 1-5 (and 0)
- No weighting
 - except FET Open
- Criterion threshold 3/5
- Overall threshold 10/15

Ethical issues

- New annex “ICT-Ethics” in the Guide for Applicants
- Post-evaluation review for any selected proposals which have ethical issues, *based on the contents of the original proposal*

Does your proposal show...?

- that you fully understand the ethical issues involved in your planned action
- that you have adequate plans to deal with them
- that there are clear lines of responsibility
- that you will review and report on these issues on a regular basis

Other issues

- Subcontracting
- Justification and integration of any third country participation



Selection

- Marking and Priority order of proposals by experts
 - ▶ You will receive an evaluation summary report (ESR) with your evaluation result
- Commission Decision on selected proposals for funding
 - ▶ As successful proposal – the Commission will invite you for negotiations
 - ▶ After successful negotiation - you will sign the grant agreement and start the project



Special rules for FET Open

For Collaborative research actions in the FET Open scheme

- Initially prepare a short (five page) outline proposal
- Submission at any time
- Short proposals are evaluated in batches (three or four times per year)
- Successful short proposals develop their idea and submit a full proposal at a later date
- Specific weighting of the evaluation criteria

When writing your proposal....1

Divide your effort over the evaluation criteria

- Many proposers concentrate on the scientific element, but lose marks on project implementation or impact description

Think of the finishing touches which signal quality work:

- clear language
- well-organised contents, following the Part B structure
- useful and understandable diagrams
- no typos, no inconsistencies, no obvious paste-ins, no numbers which don't add up, no missing pages ..

When writing your proposal....2

Make it *easy* for the evaluators to give you high marks. Don't make it hard for them!

- Make sure you submit the latest, complete version of your proposal
- Don't write too little; cover what is requested
- Don't write too much
- Don't leave them to figure out why it's good, tell them why it's good
- Leave nothing to the imagination

Getting help with your proposal

The ICT theme supports

- An Information Desk at this event – come and pay us a visit!
- Information days and briefings in Brussels and elsewhere
- Partner search facilities
 - http://cordis.europa.eu/fp7/ict/participating/partner_en.html
- A supporting website of advice, information and documentation
 - <http://cordis.europa.eu/fp7/ict/>
- A Helpdesk for proposers' questions, reachable by email or phone (and a Helpdesk for electronic proposal submission)
 - ict@ec.europa.eu
- Global FP7 webpage: <http://cordis.europa.eu/fp7/>

And a network of National Contact Points in Europe and beyond:

http://cordis.europa.eu/fp7/ncp_en.html

Experts

- New calls for experts for FP7
(open since December 2006)
 - to individuals
 - to organisation
 - <https://cordis.europa.eu/emmfp7/>
- Current FP6 experts have been invited to transfer to FP7*
 - with a request to update their information

Timetable of ICT Call 1

- Planned opening of EPSS Online submission:
Mid-March
- **Deadline** for submission of proposals:
17h00 - 8 May 2007
- Evaluation of proposals:
Commencing week 23 (4 June)
- Invitation letter to Hearings:
end of weeks 23 and 24 (11-15 June)
- Hearings: *week 26 (25 – 29 June)*
- Evaluation Summary Reports: *Mid-July*
- Invitation to negotiations: Mid July
- Signature of first grant agreements:
October-November