



A P R E
A G E N Z I A
P E R L A
P R O M O Z I O N E
D E L L A
R I C E R C A
E U R O P E A



Fit for Health

Support to **SMEs & Researchers**
in **FP7 Health-oriented projects**

Structure of the Proposal

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Nicola Bergonzi | APRE

www.fitforhealth.eu

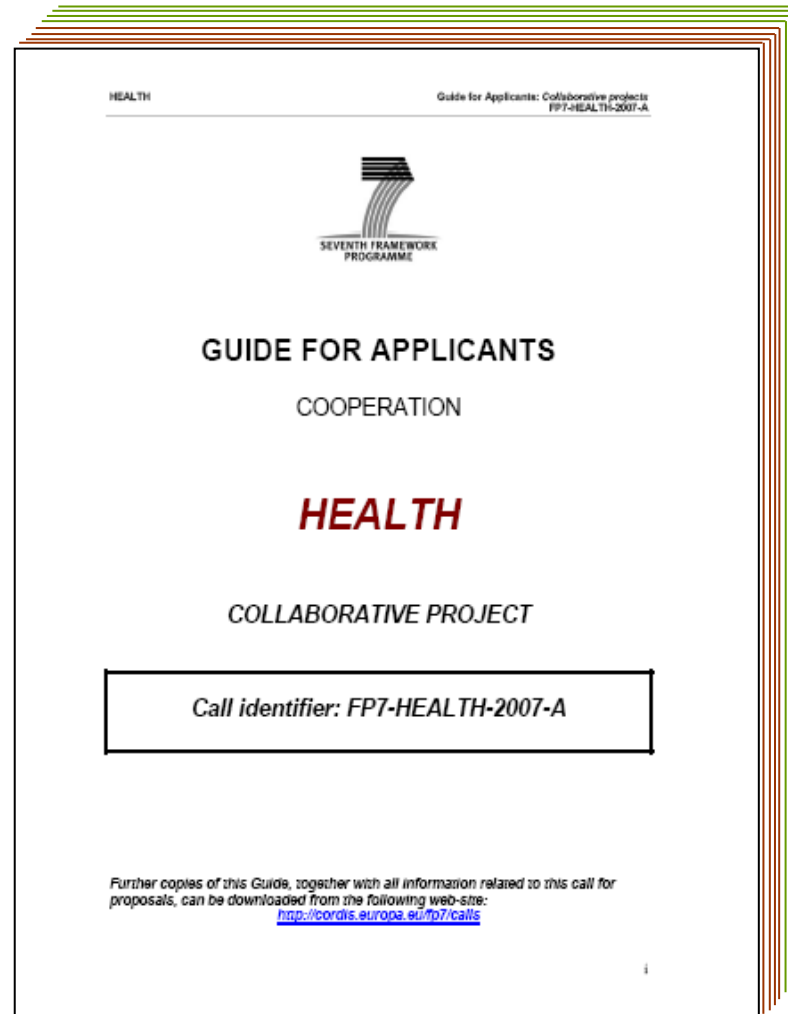


Fit for Health is funded by
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- Structure of a Proposal
- Proposal Part A
- Proposal Part B
 - S/T Quality
 - Implementation/ Management
 - Impact
- Horizontal Issues
 - Ethics
 - Gender
- Tips

Structure of a Proposal

1. Scientific and/or Technological Excellence
2. Quality and efficiency of the implementation/management
3. The potential impact through the development, dissemination and use of project results



Ca. 50 Pages

General Hints for Proposal Preparation

1. **GETTING STARTED**
 2. **ABOUT THE FUNDING SCHEME**
 3. **HOW TO APPLY**
 - 3.1. TURNING YOUR IDEA INTO AN EFFECTIVE PROPOSAL
 - 3.2. PROPOSAL SUBMISSION
 4. **CHECK LIST**
 - 4.1. PREPARING YOUR PROPOSAL
 - 4.2. FINAL CHECKS BEFORE SUBMISSION
 - 4.3. THE DEADLINE: VERY IMPORTANT!
 5. **WHAT HAPPENS NEXT**
- GLOSSARY**

**Part A:
Tables**

ANNEXES

ANNEX 1:..... 23
TIMETABLE AND SPECIFIC
INFORMATION FOR THIS CALL

ANNEX 2:..... 25
EVALUATION CRITERIA AND
PROCEDURES TO BE APPLIED FOR
THIS CALL

ANNEX 3:..... 32
INSTRUCTIONS FOR COMPLETING
"PART A" OF THE PROPOSAL

ANNEX 440
INSTRUCTIONS FOR DRAFTING
PART B OF THE PROPOSAL

**Part B:
Description of the Project**

A1: Summary (Prepared by Coordinator): Proposal Acronym, Proposal Title, Duration (Months), Free Keywords, Abstract (up to 2000 characters)

A2: Partner details (Prepared by each partner) GPFs: Name, Address, Status, Person in charge, Similar proposals submitted, PIC-code (legal and financial details)

A3: Financial Information – Summary Cost – (Coordinator)

*GUIDELINES FOR COMPLETION OF PART A
(Annex 3: Guide for Applicants)*

**Cover Page: Title, Acronym, Funding scheme,
Participants**

Contents Page

Proposal Summary Page

B1. Scientific and/or technical quality relevant to call

1.1 Concepts and objectives

1.2 Progress beyond the state-of-the-art

1.3 S/T methodology and associated work-plan

B2. Implementation

2.1 Management Structure and procedures

2.2 Individual Participants

2.3 Consortium as a whole

2.4 Resources to be committed

B3. Impact

3.1 Expected Impacts

3.2 Disseminations of project results, Exploitation of project results, Management of intellectual property

4. Ethical Issues

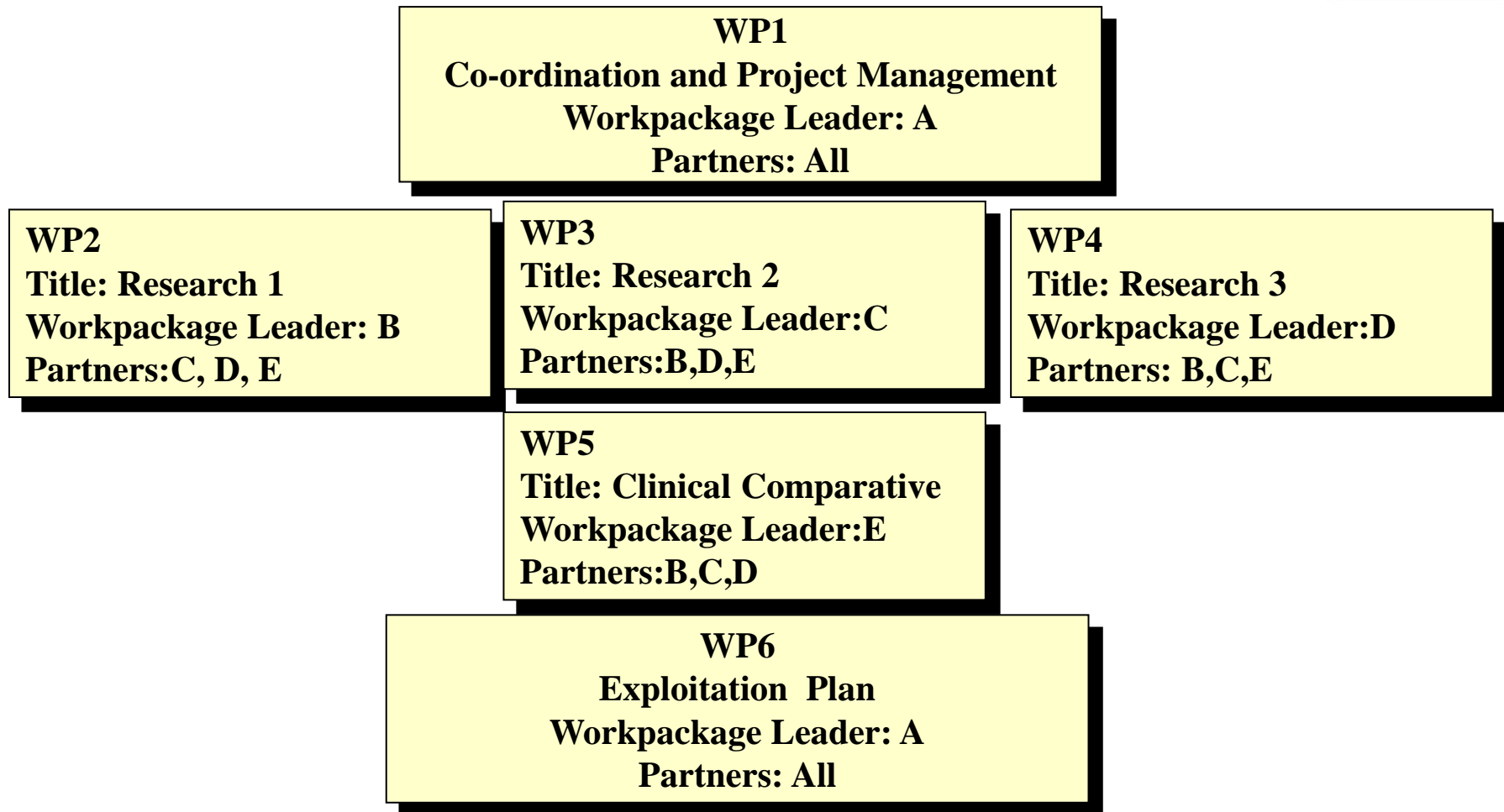
5. Consideration of gender aspects

Proposal Part B

- 1.1 Concept and objectives. Explain the concept of your project. What are the main ideas that led you to propose this work.
- 1.2 Progress beyond the state-of-the-art.
- 1.3 Quality and effectiveness of the co-ordination mechanisms, and associated work Plan
 - *Overall strategy of the work plan*
 - *Timing of WP (Gantt Chart)*
 - *Breakdown of the work*
 - *Graphical representation of components and interdependencies (Pert Chart)*
 - *Risk and Contingency Plan*

1. Scientific & Technical Quality

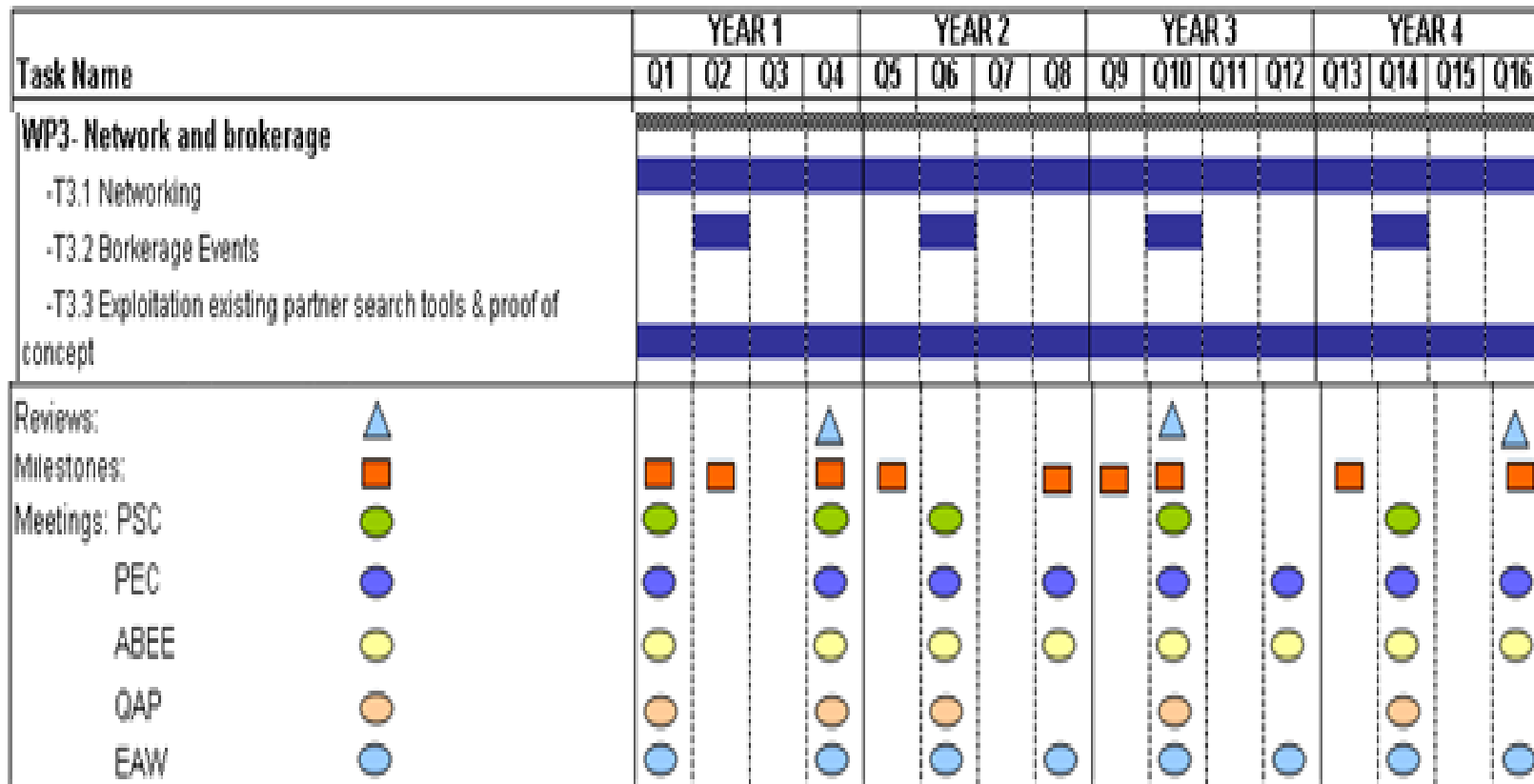
Work plan (Example)



1. Scientific & Technical Quality

Gantt Chart (Example)

Gantt Chart



1. Scientific & Technical Quality Tables

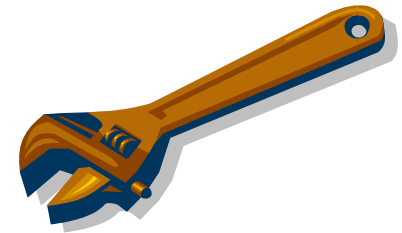


Work package number		Start date or starting event:					
Work package title							
Activity Type ¹							
Participant number							
Participant short name							
Person-months per participant:							

Objectives

Description of work (possibly broken down into tasks), and role of participants

Deliverables** (brief description and month of delivery)



2.1 Management Structure and procedures

- Describe organizational structure and decision-making mechanisms
- Show how they are matched to the complexity and scale of the project: Governing bodies, Committees
- Include Contingency plan to Associated Risks
- Quality Assessment Mechanisms

2.2 Individual participants

2.3 Consortium as a whole

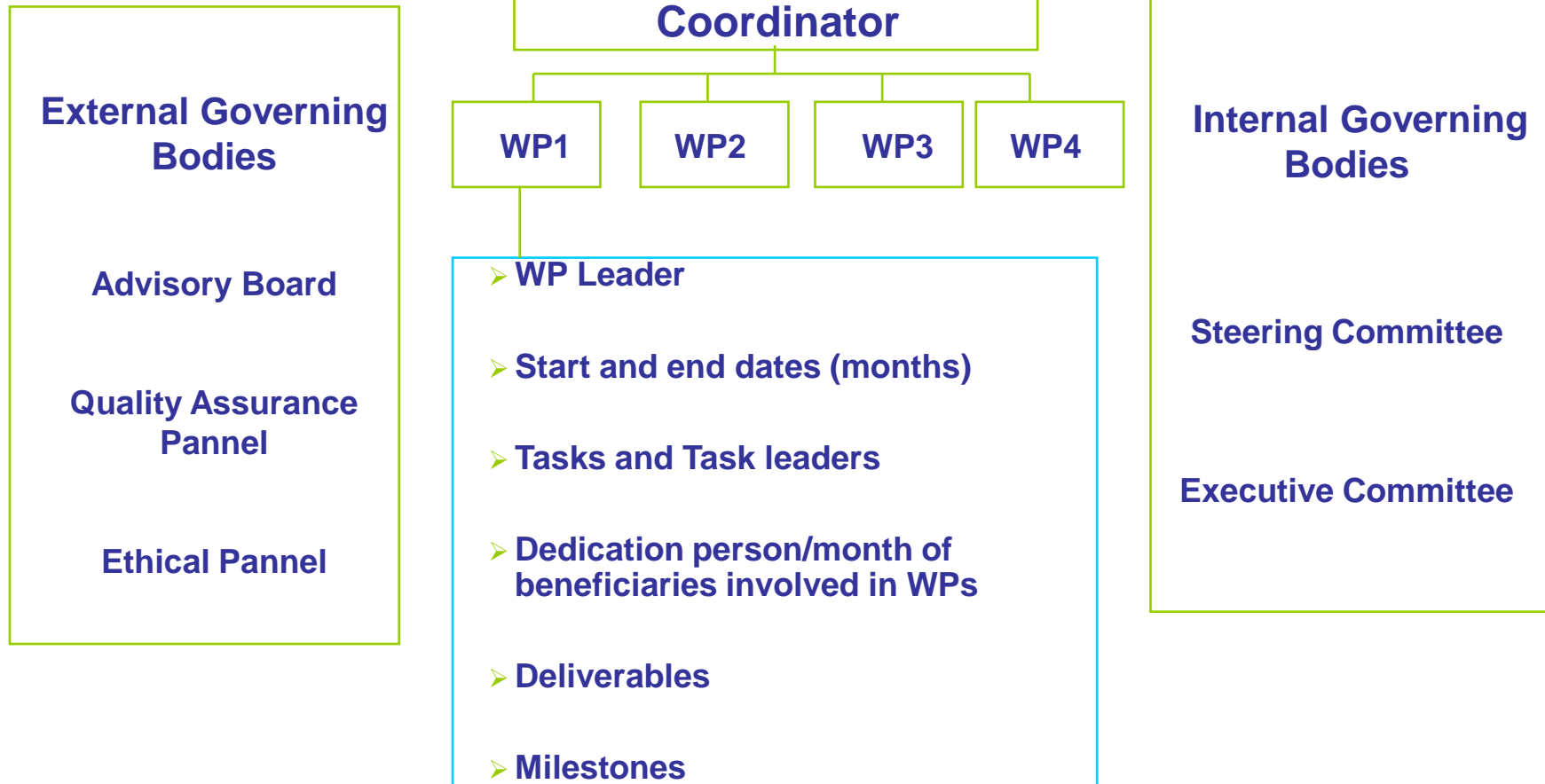
- complementarity between participants
- well-balanced composition in relation to objectives



2.4 Resources to be committed

- describe how totality of necessary resources will be mobilised (BUDGET, STAFF, EQUIPMENT)
- coherent integration of resources = adequate financial plan (JUSTIFY ALL EXPENSES)
- Travel costs estimated by a mean cost
- Justify subcontracting
- Explain special costs: publications, web page, etc.
- indicate any other major costs (e.g. equipment), in addition to the costs indicated in Part A3 and the staff effort shown in section 1.3 above

2. Implementation and Management Consortium Management Structure



3.1 Expected impacts listed in the work programme

- Contribution towards expected impacts in WP (European policy, Europe 2020, environment)
 - Social impact: data, statistics.
- Steps needed
- why a European (rather than a national or local) approach?
- account of other national or international research activities? Relations
- assumptions and external factors



3.2 Dissemination and/or exploitation of project results, and management of intellectual property

- dissemination plan : publications, workshops.
 - Look for the better way of communicating the results for the final users (innovative tools)
 - Look for the best message for the final users
- exploitation of project results:
 - Identify exploitable products
 - Identify the clients: administration, industry, colleagues, health system, patients, citizens...
 - Partners must show interest in the use of the results
- management of knowledge and IPR: Patents, Standards



Horizontal Issues

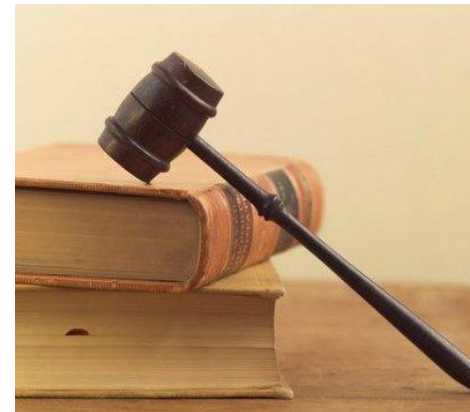
Ethical Issues

- The Ethics Review will be carried out on the proposal submitted
- No additional information will be requested from the Consortium
- The Consortium is asked to submit drafts of Information Sheets and Consent Forms
- The Consortium does not need to submit copies of legislation

Take Home Message: *GET IT RIGHT FIRST TIME!*

Contact the ethics expert in your organisation now!

- The European Charter of Fundamental Rights (2000/C 364/01)
- Seventh Framework Programme (Decision N° 1982/2006/EC), Art. 6 (1§).
- Rules for Participation, Article 10.
- **Areas excluded from funding under FP7, Art. 6 (2§):**
 - human cloning for reproductive purposes
 - modify the genetic heritage of human beings
 - create human embryos solely for the purpose stem cell procurement



Two General Questions:

- **The necessity** to use i.e. personal data, animals, human tissue in order to achieve the scientific objectives set forth in the proposal. **Is there an alternative?**
- **The benefit/burden balance of the research project; what will be the impact of this research** not only regarding scientific advance but also in terms of Human dignity as well as social and cultural impact?

Gender Issues

- **Indicate/Inform**

The project coordinator/consortium that the Commission attaches importance to gender equality in research. Inform that reporting on gender actions and workforce statistics will be required

- **Encourage**

The project to achieve a good gender balance in their consortium and research team

- **Verify research content**

Fair treatment of women and men, especially important if human beings are involved as research subjects or when consumer/user/patient/client aspects are important

FP7

Guide for Applicants: *Collaborative projects*
[Common part]

4. Check list

Of importance for the consortium in general, but in particular for the coordinator:

- **EPSS - Electronic Proposal Submission System**
 - **On-line preparation**
 - **On-line updating of the proposal**





Thank you!

Nicola Bergonzi

APRE

bergonzi@apre.it