

How to prepare a successful FP7 proposal: tips & tricks



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Understand how FP7 works

Policies, objectives and procedures

Specific programmes

Documents and forms

2010 Work programmes

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Cordis website

FP7 National Promotion Office and Contacts

Cooperation

Ideas

People

Capacities

Euratom

WORK PROGRAMME 2010

COOPERATION

THEME 2

FOOD, AGRICULTURE AND FISHERIES, AND BIOTECHNOLOGY

Topic that matches your own expertise

KBBE.2010.3.2-02: Learning from research projects: specific dissemination action to potential users in marine genomics

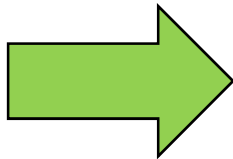
Call: FP7-KBBE-2010-4

The proposed action should link direct knowledge transfer, dissemination and training from a range of projects in marine genomics, including those from previous EU and other Research Programmes. Marine genomics is a key area for direct knowledge transfer from recent projects to potential users and future practitioners. Genomic approaches such as metagenomics are now providing new methods of understanding the marine environment and resources. They offer the ability to mine marine diversity for products and processes that will contribute to the welfare of mankind in a sustainable and environmentally compatible manner. Interdisciplinary approaches as offered by genomic techniques are essential for the necessary advancement of marine biotechnology. The direct transfer of knowledge from research projects to private and public researchers in marine genomics and related fields will significantly enhance the European research capacity. Particular emphasis should be put on providing knowledge to SMEs using genomic methods for their activities. Institutions with training and dissemination experience, either for individuals or in courses, in advanced molecular techniques for the study of marine organisms are encouraged to apply.

Funding scheme: Coordination and Support Action (coordinating action). The requested European Community contribution shall not exceed EUR 1 000 000.

Expected impact: This specifically targeted dissemination action is an important element to improve the availability of specialists in marine genomics in Europe. It will significantly contribute to realizing the potential offered by marine genomics for understanding the environment and for the wise utilisation of marine resources by means of biotechnology, in particular in the industry. The action will also maximise the exploitation of existing and on-going projects in marine genomics and will thus allow for an improved interdisciplinary research capacity in Europe.

Deep and exhaustive analysis



- Clear and sound goals, objectives, outputs and activities
- Appropriate consortium: partners expertise and complementary
- Management rules and dissemination strategies

GUIDE FOR APPLICANTS

Food, Agriculture and Fisheries, and Biotechnology

COLLABORATIVE PROJECT

FP7-KBBE-20

Deep and exhaustive analysis

**Rules for submission of proposals, and the related evaluation,
selection and award procedures**

The criteria

- Adapted to each funding scheme and each thematic area
- Three main criteria relevant to the topic of the call:
 - Science & Technology Quality
 - Implementation
 - Impact

Each criterion is scored 0-5

Thresholds apply to individual criteria...

Default threshold is 3

...and to the total score

higher than the sum of the individual thresholds

default threshold is 10

Interpretation of the scores

- 0: **Fail** -The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information
- 1: **Poor** - The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses
- 2: **Fair**- While the proposal broadly addresses the criterion, there are significant weaknesses
- 3: **Good** - The proposal addresses the criterion well, although improvements would be necessary
- 4: **Very Good** - The proposal addresses the criterion very well, although certain improvements are still possible
- 5: **Excellent** - The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

***Evaluation criteria applicable to
Collaborative project proposals***

<p>S/T QUALITY</p> <p>“Scientific and/or technological excellence (relevant to the topics addressed by the call)”</p>	<p>IMPLEMENTATION</p> <p>“Quality and efficiency of the implementation and the management”</p>	<p>IMPACT</p> <p>“Potential impact through the development, dissemination and use of project results”</p>
<ul style="list-style-type: none"> • Soundness of concept, and quality of objectives • Progress beyond the state-of-the-art • Quality and effectiveness of the S/T methodology and associated work plan <p><i>The heart of a proposal</i></p>	<ul style="list-style-type: none"> • Appropriateness of the management structure and procedures • Quality and relevant experience of the individual participants • Quality of the consortium as a whole (including complementarity, balance) • Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment) 	<ul style="list-style-type: none"> • Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under the relevant topic/activity • Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.

Evaluation Process

Basic Principles

EXCELLENCE

TRANSPARENCY

CONFIDENTIALITY

EFFICIENCY & SPEED

FAIRNESS & IMPARTIALITY

ETHICAL & SECURITY CONSIDERATIONS

Independent experts

- Expert evaluators perform evaluations on a personal basis
- Independent, impartial and objective advice to the Commission
- Significant funding decisions are to be made on the basis of their advice
- The integrity of the process is crucial

Confidentiality

- The content of proposals, or the evaluation results, are not to be discussed with anyone.
- The names of fellow experts are not to be disclosed
- The Commission publishes names annually
- Nothing is to be taken from the evaluation building

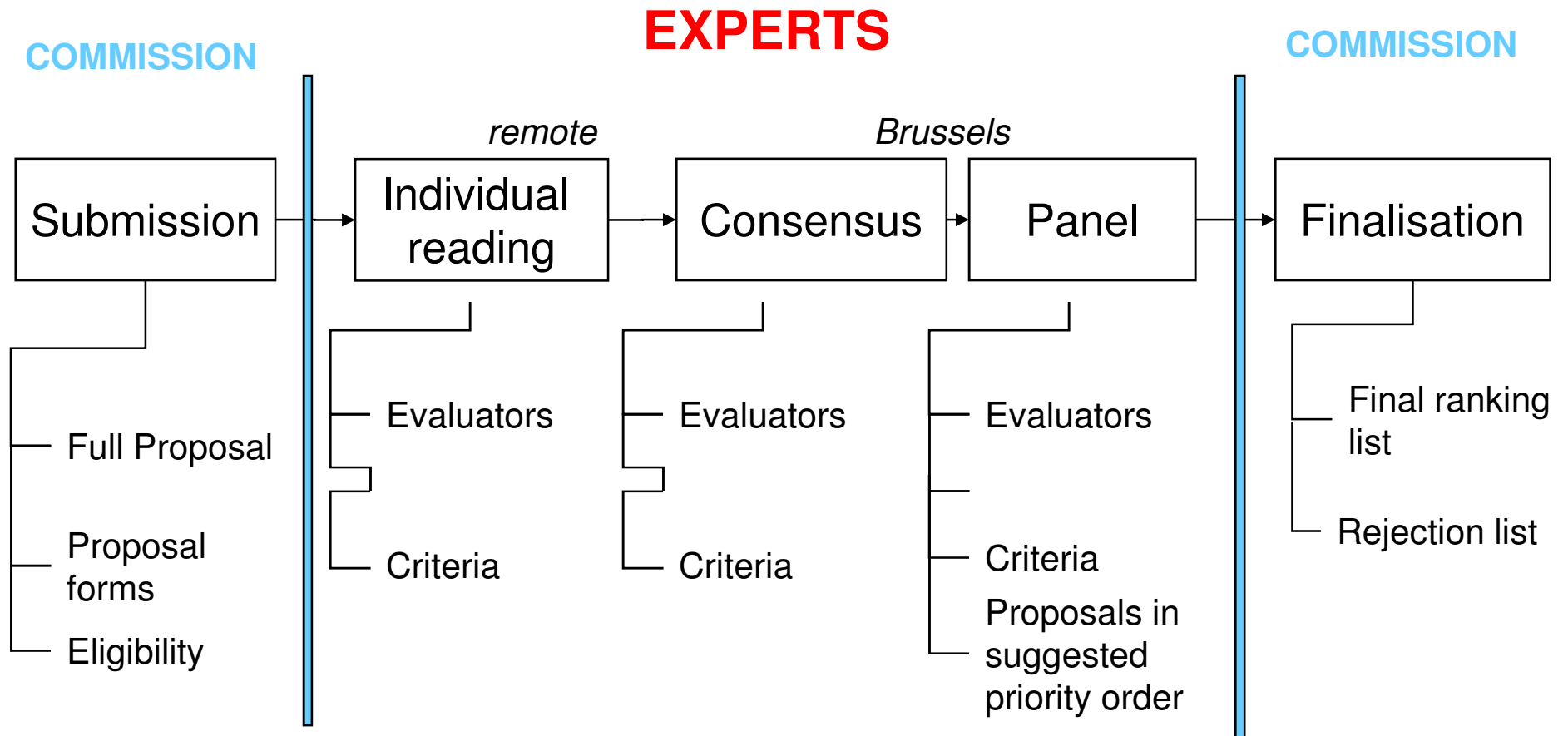
Conflicts of interest

- You must immediately inform the Commission if you become aware of a conflict of interest (COI)
- COI conditions are spelled out in the appointment letter
- If there is a “disqualifying” COI for a certain proposal you cannot evaluate it.
- Experts with a “potential” COI
-

Evaluation of a proposal

- *Objectivity*
Each proposal is evaluated as it is written.
- *Accuracy*
The judgment is done against the official evaluation criteria, and nothing else.
- *Consistency*
The same standard of judgment is applied to each proposal.

Overview of the Evaluation Process

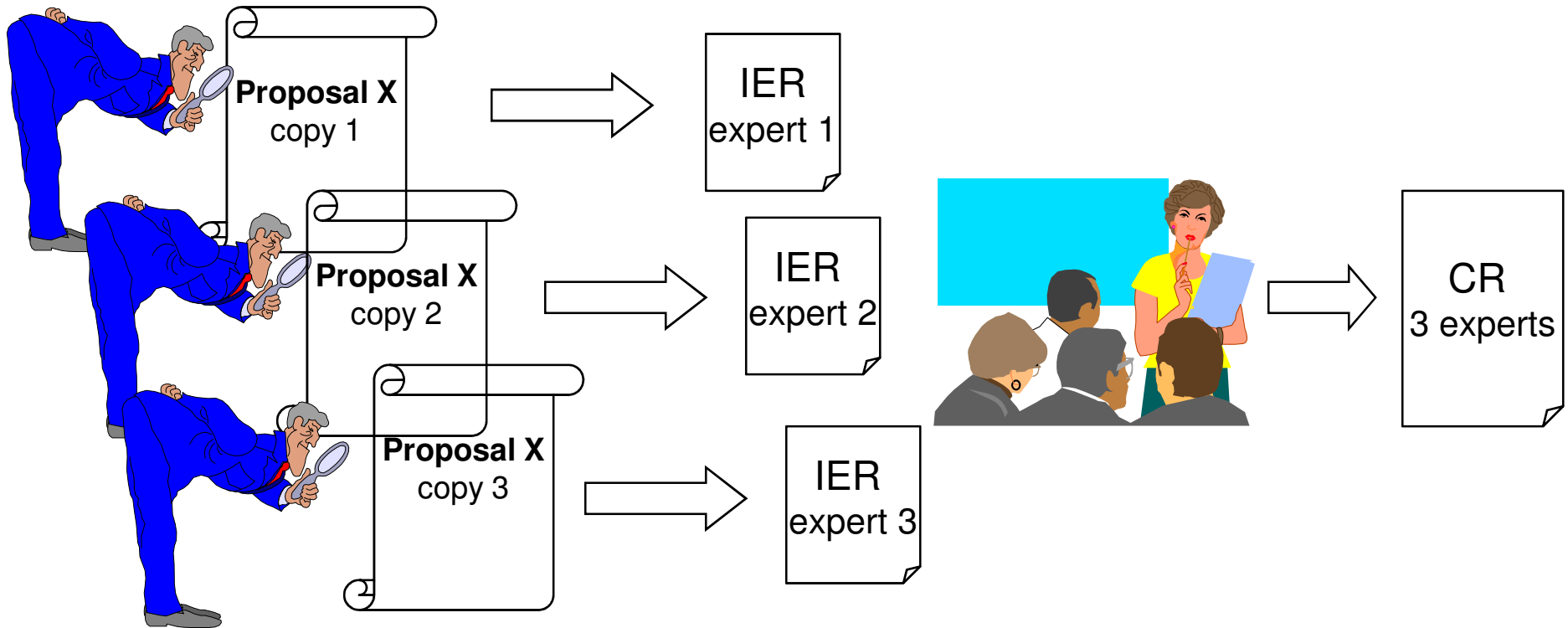


For each proposal

There must be at least 3 evaluators

IER = Individual evaluation report

CR = Consensus Report



Individual reading

The evaluators first carry out individual readings (remotely)

- Evaluate the proposal individually
- Check whether the proposal is 'in scope'
- Complete an Individual Evaluation Report (IER) form giving scores and comments on all criteria
- Sign and date the form
 - IERs should be checked and, if necessary, returned with a request to further justify the score given
 - Scores should be in line with comments

Consensus Meetings

- Built on the basis of the individual evaluations
- The aim is agreement on scores and comments
- Usually involves a discussion
- “Outlying” opinions need to be explored
 - Not just a simple averaging exercise
 - It is quite normal for individual views to change
- Moderated by a Commission staff-member
 - helps the group reach a conclusion
 - provides information if necessary
 - does not contribute opinions
- A *rapporteur* is responsible for drafting the consensus report (CR)

The Final Panel (Ranking)

- To ensure consistency
- Prioritise proposals with identical consensus scores
- Resolve any cases where a minority view is recorded in the consensus report
- Clear guidance for contract negotiation
- Produces final marks and comments for each proposal
 - List of proposals, with recommendations for priority order
 - Evaluation Summary Reports (ESR)
 - Usually follows the consensus report
 - Any new scores (if necessary) should be carefully justified

Useful documents

(http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7DetailsCallPage&CALL_ID=90)

- Rules for submission of proposals, and the related evaluation, selection and award procedures
- Text of the call
- The work programme for Theme 2
- Guide for Applicants (CP and CSA-Supporting)