

ICT PSP

How to make a proposal and partnership

ICT-PSP information day

Belgrade: 5th February 2010

*Peter Diry
Deputy Head of Unit "ICT Operations"*



European Commission
Information Society and Media

Eligibility of proposals

Proposals must involve a certain minimum number of mutually-independent legal entities of the required type from different EU Member States or ICT PSP Associated countries (Croatia, Iceland, Liechtenstein, Norway, Serbia, Turkey)

Pilot A = 6 partners

Pilot B = 4 partners

Thematic Network = 7 partners

Best Practice Network = 7 partners

Eligibility of proposals

Proposals must be submitted before the call deadline - **1st June 17h00** - using the Commission's electronic proposal submission system (EPSS)

Non-eligible proposals are not evaluated !

Key information for proposers

- ICT PSP Workprogramme 2010
- Guides for Applicants
(including the guidance notes for evaluators)
- FAQs
- EPSS manual
- Model grant agreement



Electronic Submission

- Proposal coordinator registers with the EPSS and obtains ids and passwords for himself and his partners
- The consortium constructs the proposal on our server, then submits it before the deadline
- Submission failure rate = $\pm 1\%$

Only reason; waiting till the last minute

Technical problems

Panic-induced errors

Too late starting upload, run out of time

Proposal Part A – online forms

A1 form

- Title, acronym, objective etc.
- free keywords
- 2000 character proposal abstract
- previous/current submission
(in ICT PSP or eContentplus)

A2 form *(one A2 form per partner)*

- Address
- Contact person
- Organisation type etc.

A3 form

- Cost and funding details

The image shows a screenshot of the 'Proposal Submission Forms' A1 form. The form is titled 'Proposal Submission Forms' and 'A1'. It is part of the 'EUROPEAN COMMISSION' and 'ICT PSP' program. The form includes fields for 'Proposal Number', 'Proposal Acronym', 'Proposal Title (max. 200 char)', 'Description (max. 2000 char)', 'Keywords 1-3', 'Previous/current submission', and 'Abstract (max. 1500 char)'. There is a note at the bottom: 'For a proposal to be considered as complete, all questions must be answered in a full and accurate manner.' The form is presented in a table-like structure with various input fields and labels.

Participant Identification Code

- Participants possessing an FP7 PIC can use this number to identify themselves in the EPSS. On entering the PIC, parts of the proposal forms will be filled in automatically
- The process for assigning a PIC is triggered by a self-registration of an organisation at : <http://ec.europa.eu/research/participants/urf>
- On this website you will also find a search tool for checking if your organisation is already registered (and thus already has a PIC)

Proposal Part B – pdf document

RTF Template supplied by the EPSS

Format directly linked to evaluation criteria

- Summary
- Relevance (bullet points = sections)
- Impact (idem)
- Implementation (idem)

Additional paperwork

For all proposals:

Each participant must sign a *Non exclusion declaration*, which is held by the proposal coordinator until asked for by the Commission

For Pilot A proposals:

Each participant which is acting in place of a national administration must obtain a *Certification of national authorised representative* from the national administration, which is held by the proposal coordinator until asked for by the Commission

Evaluation criteria

Evaluation by independent experts on:

- Relevance
- Impact
- Implementation

Each criterion is more fully explained by descriptive bullet points

Criterion threshold	3/5
Overall threshold	-

Evaluation procedure

- Individual reading by three or more experts
- Experts meet in “Consensus group”
- All experts in objective in Panel meeting
- Evaluation Summary Report (ESR)
- Commission selection of proposals for negotiation
(respecting the budget and number limitations described in the Workprogramme)

Writing the proposal

Advice to proposers

Basic principles

- Remember the three evaluation criteria have fuller descriptive bullet points
- Familiarise yourself with the bullet points; write them into your proposal
- The evaluators are looking for them; they are what they are going to score your proposal on

Pre-proposal check

Use the pre-proposal check service* to make sure your proposal is eligible and in scope for this call.....


Use the ICT PSP Helpdesk* to check any financial or legal elements you are uncertain about.....

.....And do it before you prepare your proposal, not afterwards

*described in the Guide for applicants

Submission

Submit your proposal on time !

- Familiarise yourself with the EPSS system
- Submit early, submit often
- Don't make last minute changes
- And if in trouble, call the EPSS helpdesk!
 +32 2 233 3760

Writing the proposal

- Divide your effort over the evaluation criteria! (relevance, impact, implementation)
- Follow the part B structure
- Don't write to little, don't write to much
- Don't leave them to figure out why it's good, tell them why it's good
- Leave nothing to the imagination
- Make sure your Project Workplan reflects the promises you made in the rest of your proposal

So you want to get involved? First ask yourself ...

- Do you clearly understand the pros and cons of involvement in CIP/ICT-PSP
- Are you willing to cooperate internationally?
- Do your capabilities match the requirements?
- Do you have resources to invest in time and money?
- Do you have a supportive management and organisation?

...then get ready!

Read the ICT-PSP Work Programme

Identify topic + preferred funding scheme - Check deadline

Read "between the lines" of the WP and identify possible opportunities

Understand the partner search dynamics

Keep your profile ready >> so as to react with no delays

Be ready to customise it >> it must fit into profiles described by projects

Show your excellence >> your "extra mark" to be chosen

Show you are reliable >> be informed, show you know the rules of the game

Show you are able to communicate in English and learn the language of Brussels

...and try to find partners!

Through existing projects and networks: Searchable project databases (Ideal-IST, CORDIS), NCPs, Enterprise Europe Network, etc.

Find out about the projects and their consortia, google the key-players.

Do not be afraid to contact them: Mail and call - Strategic profile, vision, ideas, BE PROACTIVE !

Face-to-face: info-days, thematic conferences, thematic workshops, etc.

Approach the speakers - Giving your business card is not enough!

Present your institution and yourself – have flyers, brochures with you!

Show you have ideas and visions, ask whether you can send additional information by e-mail

Through Partner search facility: <http://www.ideal-ist.net/>

How Ideal-ist finds partners for you



1st Day

Proposer inserts a new **Partner Search** online



3rd Day

The PS is **checked** by a **local representative**



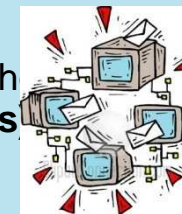
5th Day

Quality Team check PS according to **subjective and objective criteria: Quality label**



6th Day

PS is **published & distributed** to subscribers of the **national Ideal-ist mailing lists (60.000 contacts)**



7th Day

Potential partners send **Eols (Expressions of Interest)** to the proposers (on average 30 per PS)



8th Day

Proposer **replies to Eols (Standard reply Form)**



9th Day

Proposer **chooses partner(s) and build consortium (>90% success rate)**



10th Day

PS is **closed** and Proposer fills in **feedback form**



Ideal-ist
www.ideal-ist.net

Ideal-ist Success Story in ICT PSP



Our Success - so far in ICT PSP (two Calls) !



- **about 35 partner searches** launched
- More than **920 responses (EoI)** generated
- **> 90%** of the cases find **suitable partners**
- **~ 70%** of the cases finally **submit a proposal**



How to get started



To submit a Partner Search

Register as a Proposer

<http://www.ideal-ist.net/createMember>

Log in, create and submit a Partner Search

To submit an Expression of Interest

Reply to open Partner Searches if you match the profile sought and have the expertise to carry out the activities foreseen

<http://www.ideal-ist.net/partner-search>

Register to your **National Newsletter (mailing list)**

You will receive regular communications on open Partner Searches

http://www.ideal-ist.net/partner-search/newsletter_subscribe



Ideal-ist
www.ideal-ist.net

Getting help with your proposal

- A supporting website of advice, information and documentation:
http://ec.europa.eu/ict_psp
- An ICT PSP Helpdesk for proposers' questions
info-ict-ppsp@ec.europa.eu
- An EPSS helpdesk
tel: +32 2 233 3760
email support@epss-fp7.org
- A list of contact persons for the objectives in each call
- And a network of National Contact Points in Europe and beyond:
http://ec.europa.eu/information_society/activities/ict_psp/contacts/index_en.htm