



Administrative and financial aspects of FP7 projects

Nad'a Koníčková
NCP BIO, Czech Republic
Technology centre AS CR

Challenges for young scientists, Prague 3.11.2009

What is FP7 ?

- Programme supporting EU research and innovation in order to enhance competitiveness of Europe and to contribute to Lisbon strategy goals
- What is **supported** in FP7 ?
 - Research, innovation, mobility of researchers, collaboration of academia and industry, frontier research (ERC grants), regional partnerships in research.....
- Who can **participate**?
 - Research teams from universities, research institutes, SMEs, big industry, individual researchers (ERC research grants, Marie Curie fellowships), research programmes owners and managers, regional authorities.....
 - All countries (EU members, EU candidates, associated countries, third countries)



FP 7 structure

COOPERATION	Health	6050 M€
	Food, Agri and Biotech	1935 M€
	ICT	9110 M€
	Nano	3500 M€
	Energy	2300 M€
	Envi	1900 M€
	Transport	4180 M€
	Humanities	610 M€
	Space	1430 M€
Security	1350 M€	
IDEAS		7460 M€
PEOPLE		4728 M€
CAPACITIES	Research Infrastructures	1850 M€
	Research for the benefit of SMEs	1336 M€
	Regions of Knowledge	126 M€
	Research Potential	370 M€
	Development of research policies	70 M€
	Science in Society	280 M€
	INCO	185 M€
JRC		1751 M€

How to start ?

- Monitor open calls and topics called within the calls -
Does my **project idea** fit to the FP7 ? How can I contribute to the goals defined in the call?
- First participation usually on invitation
- **Call information**
<http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7OpenCallsPage>
 - Duration of project - 24-60 months,
 - Different funding schemes (types of projects):
 - Collaborative projects
 - Networks of excellence
 - Coordination and support actions
 - Research grants of ERC (specific programme Ideas)
 -

Consortium building

- **Project partners**
 - **Minimum number of partners in a project is defined in the workprogramme**
 - minimum condition 3 partners from 3 member or associated countries, participation of partners from third countries and SME partners encouraged.
 - **Crucial role of a project coordinator**
 - Experienced leader (team) with excellent scientific reputation, prestigious research organization, capability to manage EU project, previous experience in FP
 - Expertise of a consortium must cover all aspects of the research topic described in the work programme
- **Where to find partners ?**
 - Existing contacts and partnerships
 - International information days, brokerage events,
 - web: <http://cordis.europa.eu/partner-service>
 - FAFB priority (BIO-NET)
- **In some countries-possibility to support preparatory phase of project building (travel grants - preparatory meetings)**

Project preparation

- Background documents
Basic documents as well as e-tool for project preparation are **accessible from the call page** on CORDIS
- **information package (specific to a call):** call fiche, work programme, guide for applicants,
- supportive documents: financial guides, rules for submission, evaluation and selection of proposals.....
- **Electronic system** for project preparation and submission (EPSS) - on CORDIS
time from call publication to the deadline for submitting proposals - usually 3-5 months

Structure of a proposal

Each project proposal consists of **Part A** and **Part B**

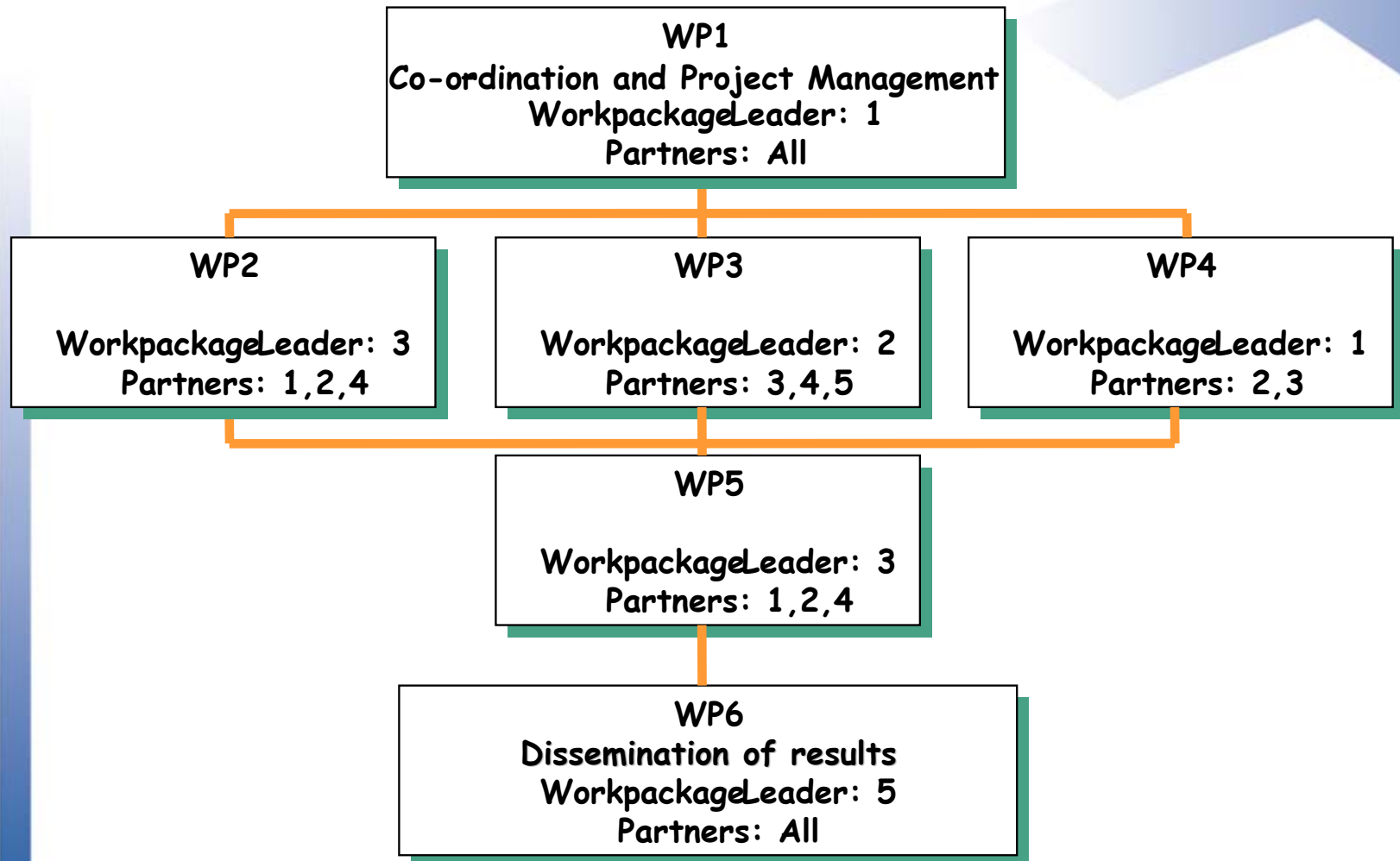
Part A contains

- the administrative information about the proposal and the participants.
- a brief description of the work, contact details and characteristics of the participants,
- information related to the funding requested

Structure of a proposal

- in **Part B** scientific and technical content of a proposal is described.
- Project description should follow the pre-defined structure (template)
- The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**.
- **Part B** covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work.

Distribution of work (example)

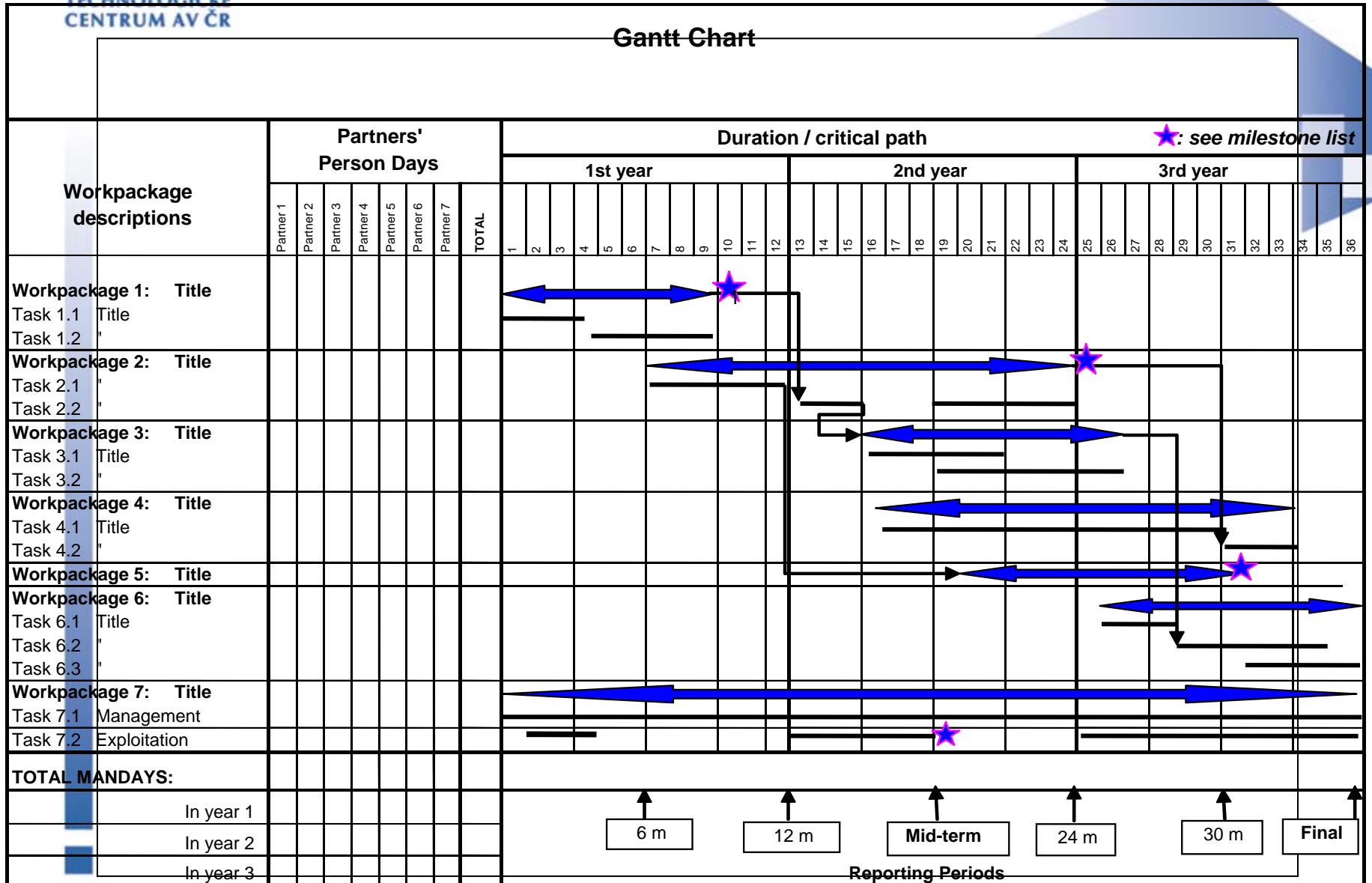




TECHNOLOGICKÉ
CENTRUM AV ČR

Time schedule - project development

Gantt Chart



Reporting Periods

Financial aspects

- EC contributes to the **project actual costs**
- Principle of **co-financing** - availability of own resources to co-finance a project
- **Maximum limit** for the EC contribution per funding scheme (type of project) - defined in the work programme - funding threshold is an eligibility criteria
- **Eligible costs** include personnel costs, travel costs, material, subcontracts, investment (book depreciation), overheads....
- **Ineligible cost** : indirect taxes (VAT), exchange losses, interest owed, excessive expenditure....

Funding limits

Activity Funding scheme	Research and technological development	Demonstration	Management + other activities specified in GA
Networks of excellence	50% 75%*		100%
Collaborative projects	50% 75%*	50%	100%
Coordination and support actions			100% (limit 7% for indirect costs)

* non-profit public bodies, SMEs, universities

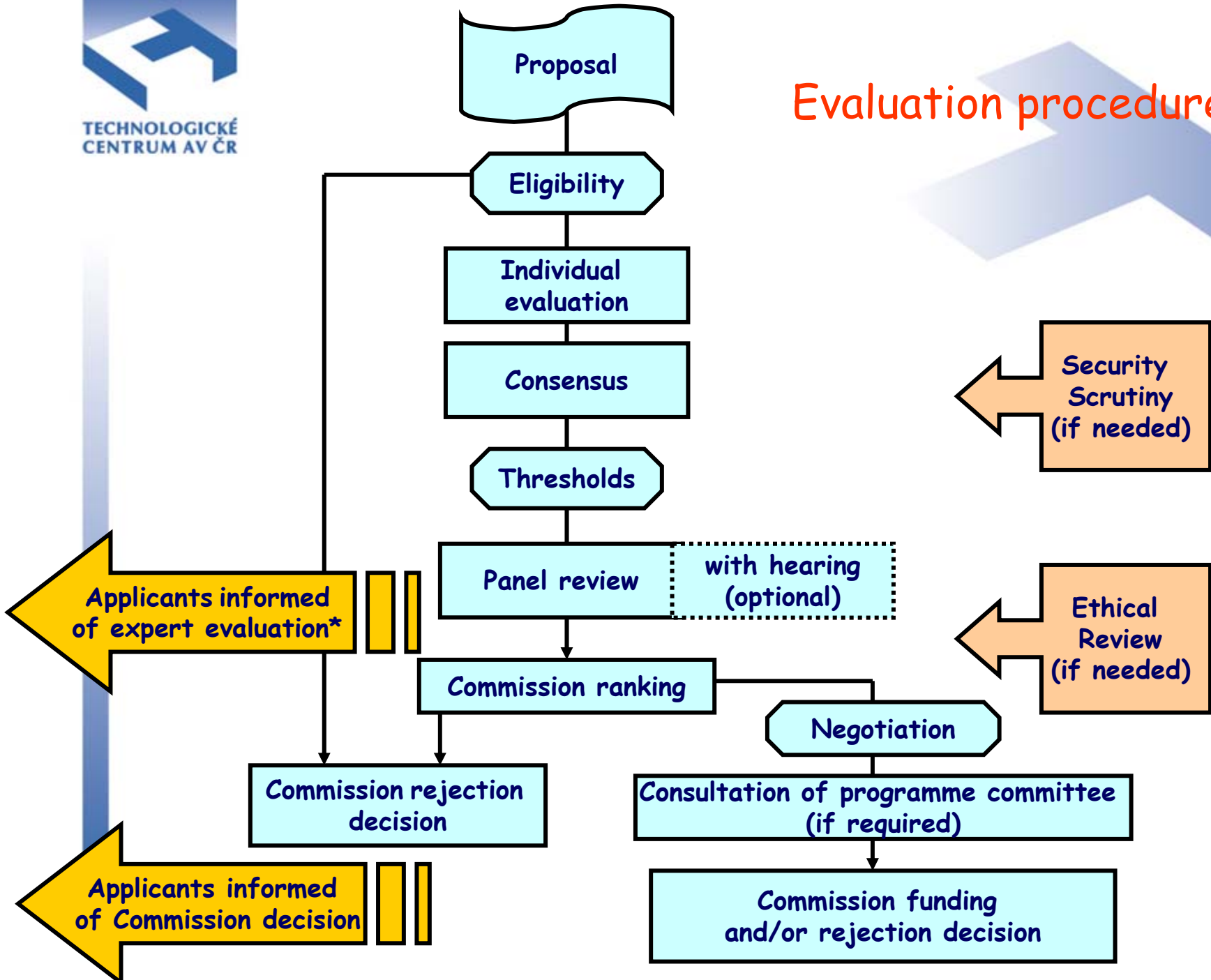
Financial aspects

- **Cash flow:**
 - 1 advance payment (pre-financing) - after the grant agreement is signed,
 - interim payments after each reporting period,
 - final payment - after project is completed
 - coordinator distributes payments to other participants
- Contribution to the guarantee fund - 5% - covering financial risks during project implementation,
 - participants recover this contribution at the time of final payment)
- National accounting principles and rules are applied

Project submission and evaluation

- **Electronic submission** of project proposals (EPSS), strict deadline, formally correct proposals are evaluated
- **Evaluation** of projects proposals - 1 or 2 steps procedure
- Evaluation criteria (in Cooperation), each criterion is scored out of 5, minimum thresholds :
 - Scientific and technical excellence and relevance to the goals of the specific programme
 - Potential impact - development, dissemination and exploitation of project results
 - Project implementation and project management- quality and efficiency
- Peer review - expert panels, remote evaluation, consensus meeting
- Panel review - to examine and compare consensus reports, check on consistency on marks
- Evaluation summary report
- Ranking list of projects - main list - projects selected for funding, reserve list, list of proposals failing in one or more evaluation criteria
- **Database of evaluators**
http://cordis.europa.eu/fp7/who_en.html#appointment

Evaluation procedure



Project implementation

- Negotiation with EC- **Grant agreement** - definition of maximum EC contribution for the work, budget breakdown, technical work plan, start date and duration of the project....
(EC, coordinator - leads and represents all partners, other partners access to the GA)
- Existence of and legal status of organisation participating in a project is validated- **Unique Registration Facility (URF)**,
- Each organisation receives **Participant Identification Code (PIC)**
- **Consortium agreement**, obligatory (all partners - internal relationships between the partners, IPR issues, internal management rules.....)

Project implementation

- **Reporting** - reporting periods specified in Grant agreement
- Periodic reports and final report
- **Content of reports:** technical - project objectives for the period, work progress and achievements, deliverables, management aspects, explanation of use of the resources, financial statements (form C)-usually on annual basis



Support: **BIO-NET**- network of National Contact Points:
information, training, partner search, assistance in project
preparation and implementation

http://cordis.europa.eu/fp7/get-support_en.html

Information sources

- http://cordis.europa.eu/fp7/home_en.html
- http://cordis.europa.eu/fp7/kbbe/home_en.html
- <http://www.ipr-helpdesk.org/index.html>
- <http://www.finance-helpdesk.org/>
- <http://cordis.europa.eu/partners-service/>
- http://cordis.europa.eu/fp7/get-support_en.html