Framework Programme 7

Guide for Applicants

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SEVENTH FRAMEWORK PROGRAMME
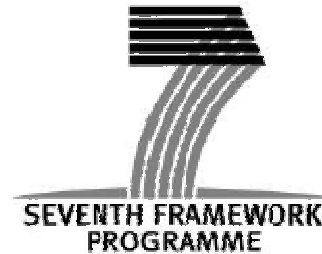
GUIDE FOR APPLICANTS

Information and Communication Technologies

Part B *ICT*

Funding scheme: Collaborative projects
Small and medium-scale focused research projects
(STREPs)

The Proposal Structure (STREP)

Cover Page

- Proposal full title
- Proposal acronym
- Type of funding scheme:
- In this case – Small or medium-scale focused research project (STREP)
- Work programme topics addressed
- (if more than one, indicate their order of importance to the project)
- Name of the coordinating person
- List of participants:
  - *Please use the same participant numbering as that used in section A2 of the administrative forms*

Table of Contents

Section 1: Scientific and/or technical quality, relevant to the topics addressed by the call (*twenty pages, not including the tables*)

1.1 Concept and objectives

Explain the concept of your project. What are the main ideas that led you to propose this work?

Describe in detail the S&T objectives. Show how they relate to the topics addressed by the call, which you should explicitly identify. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the milestones that will be indicated under section 1.3 below.

1.2 Progress beyond the state-of-the-art

Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. If applicable, refer to the results of any patent search you might have carried out.

1.3 S/T methodology and associated work plan

A detailed work plan should be presented, broken down into workpackages (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results. (Please note that your overall approach to management will be described later, in section 2).

Please present your plans as follows:

i) Describe the overall strategy of the work plan.

ii) Show the timing of the different WPs and their components (Gantt chart or similar).

iii) Provide a detailed work description broken down into work packages:

– Work package list (please use table 1.3a);
– Deliverables list (please use table 1.3b);
– Description of each work package (please use table 1.3c)
– Summary effort table (1.3d)
– List of milestones (please use table 1.3e)

iv) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)

Notes:

The number of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project. The planning should be <u>sufficiently detailed</u> to justify the proposed effort and <u>allow progress monitoring</u> by the Commission.

Any <u>significant risks should be identified, and contingency plans</u> described

Table 1.3 a: *Template - Work package list*

Work package list

Work package No[18]	Work package title	Type of activity[19]	Lead partic no.[20]	Lead partic. short name	Person-months[21]	Start month[22]	End month[5]
	TOTAL						

Table 1.3 b: Template - Deliverables List

List of Deliverables

Del. no. [23]	Deliverable name	WP no.	Nature [24]	Dissemi-nation level [25]	Delivery date [26] (proj. month)

Table 1.3 c: Template - Work package description

Work package description

Work package number		Start date or starting event:					
Work package title							
Activity type[27]							
Participant number							
Participant short name							
Person-months per participant							

Objectives

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

Deliverables (brief description) and month of delivery

Table 1.3d Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Partic. no.	Partic. short name	WP1	WP2	WP3	…	Total person months
1						
2						
3						
etc						
Total						

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Table 1.3e Template - List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Milestone number	Milestone name	Work package(s) involved	Expected date [28]	Means of verification [29]

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Section 2. Implementation

2.1 Management structure and procedures

Describe the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.

2.2 Individual participants

For each participant in the proposed project, provide a brief description of the organisation, the main tasks they have been attributed, and the previous experience relevant to those tasks. Provide also a short profile of the staff members who will be undertaking the work.

(Maximum length for Section 2.2: one page per participant)

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2.3 Consortium as a whole

Describe how the participants <u>collectively</u> constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show the complementarity between participants. Explain how the composition of the consortium is <u>well balanced in relation to the objectives</u> of the project.

If appropriate describe the <u>industrial/commercial involvement</u> to ensure exploitation of the results.

> i) **Sub-contracting:** If any part of the work is to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.

> ii) **Other countries:** If a one or more of the participants requesting EU funding is based outside of the EU Member states, Associated countries and the list of International Cooperation Partner Countries, explain in terms of the project's objectives why such funding would be essential.

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2.4 Resources to be committed

In addition to the costs indicated on form A3 of the proposal, and the staff effort shown in section 1.3 above, please identify any other major costs (e.g. equipment).

Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how the overall financial plan for the project is adequate.

(Recommended length for Section 2.4 – two pages)

Section 3. Impact

3.1 Expected impacts listed in the work programme

Describe how your project will contribute towards the <u>expected impacts listed in the work programme</u> in relation to the topic or topics in question. Mention the steps that will be needed to bring about these impacts.

Explain why this contribution requires a <u>European (rather than a national or local) approach</u>. Indicate how account is taken of other national or international research activities. Mention any assumptions and external factors that may determine whether the impacts will be achieved.

The Proposal Structure (STREP) –section 3

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

Describe the measures you propose for the dissemination and/or exploitation of project results, and the management of knowledge, of intellectual property, and of other innovation-related activities arising from the project.

(Recommended length for the whole of Section 3 – ten pages)

The Proposal Structure (STREP) –section 4

Section 4. Ethical Issues

Describe any ethical issues that may arise in the project. In particular, you should explain the benefit and burden of the experiments and the effects it may have on the research subject. Identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.

If your proposed project, however ethically carried out, produces an end result whose exploitation raises ethical issues then this also should be covered here.

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. Answering 'YES' to some of these boxes does not

automatically lead to an ethical review. It enables the independent experts to decide if an ethical review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

Please note:

This presentation is to be seen as an **example only**.

For any open call download the current **Guide for Applicants** for the type of project (instrument) you intend to submit a proposal.

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Questions ?