EUROPEAN COMMISSION

Community research

FP7

Proposal Submission and evaluation

FP7 proposal submission

CORDIS Call Page

Gives :

Budget, deadline, OJ reference, legal documents

Call documents to download

Links to

EPSS

NCPs

PPC (soon)

Annual Work Programme

year N

- Includes overall WP for all 7 years of FP7
- Need to download the latest version for each Call
- Call Fiches for the current year's Calls
- Call topics sorted by Area, not by Call
- Check which Call your Topic is in – DG RTD or TREN
- Check which Funding Scheme is specified for your Topic

Guides for applicants

Call X

Funding Scheme Y

- Select the appropriate Guide for Call & Funding Scheme
- Includes description of Funding Schemes
- How to submit proposal incl. instructions for Parts A & B
- Eligibility rules
- Detailed evaluation procedure & timetable
- Evaluation Criteria

EPSS

Electronic proposal submission system

- Electronic submission only (exceptions)
- Fill in proposal details on web form online
- Upload PDF of Part B proposal description
- Available at least 4 weeks before deadline
- Remember to Save and Submit regularly
- Latest Submission overwrites previous one

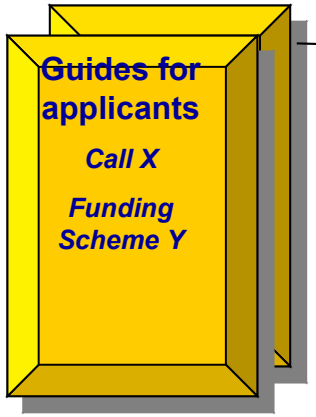
FP7 Annual Work Programme

Annual Work Programme

year N

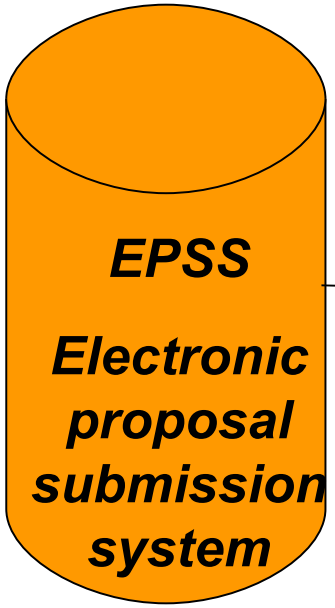
- Includes overall WP for all 7 years of FP7
- Need to download the latest version for each Call
- Includes Call Fiches for the current year's Calls
- Call topics are sorted by Area, not by Call
- Check which Call your Topic is in – DG RTD or TREN
- Check which Funding Scheme is specified for your Topic
- Also includes evaluation criteria, budget, tentative outline of future Calls

FP7 Guides for applicants



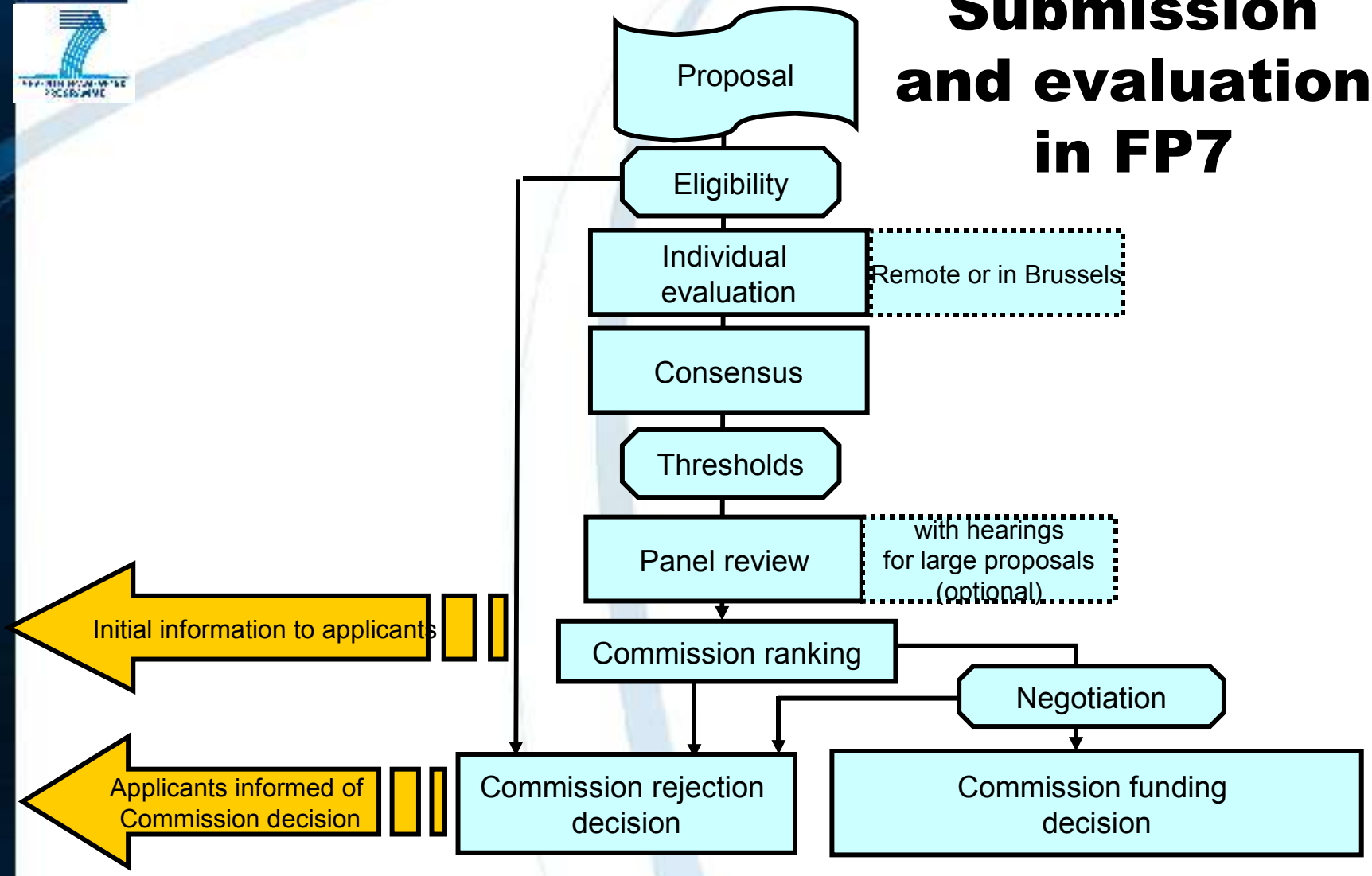
- Select the appropriate Guide for the Call & the Funding Scheme
- Includes description of Funding Schemes
- How to submit proposal incl. instructions for Parts A & B (template & page limits)
- Eligibility rules
- Detailed evaluation procedure & timetable
- Evaluation Criteria

EPSS Electronic proposal submission system



- Electronic submission only (exceptions)
- Available at least 4 weeks before deadline
- Fill in Part A proposal details using online web form.
- Upload PDF of Part B proposal description
- Remember to Save and Submit regularly
  - Latest Submission overwrites previous one
- Don't wait until last minute! (17.00)

Submission and evaluation in FP7



Eligibility checks

- **Date and time of receipt of proposal on or before deadline**
  - Strict deadline
- **Minimum number of eligible, independent partners**
  - As set out in Work Programme and Call
- **Completeness of proposal Parts A & B**
- **In/Out of scope of Topic & Funding Scheme** — *New for FP7*
- **Others (only for DG RTD call)**
  - e.g.. Funding threshold of 4 M€ between small-med & large Collaborative Projects in DG RTD Transport Call — *New for FP7*

Experts

- **Commission Call for FP7 Experts**
  - Applications via CORDIS, by individuals & organisations
- **Commission invites individuals, call-by-call**
- **Expertise, and experience are paramount**
  - Geography, gender and “rotation” also considered
- **Experts sign confidentiality and conflict of interest declaration**

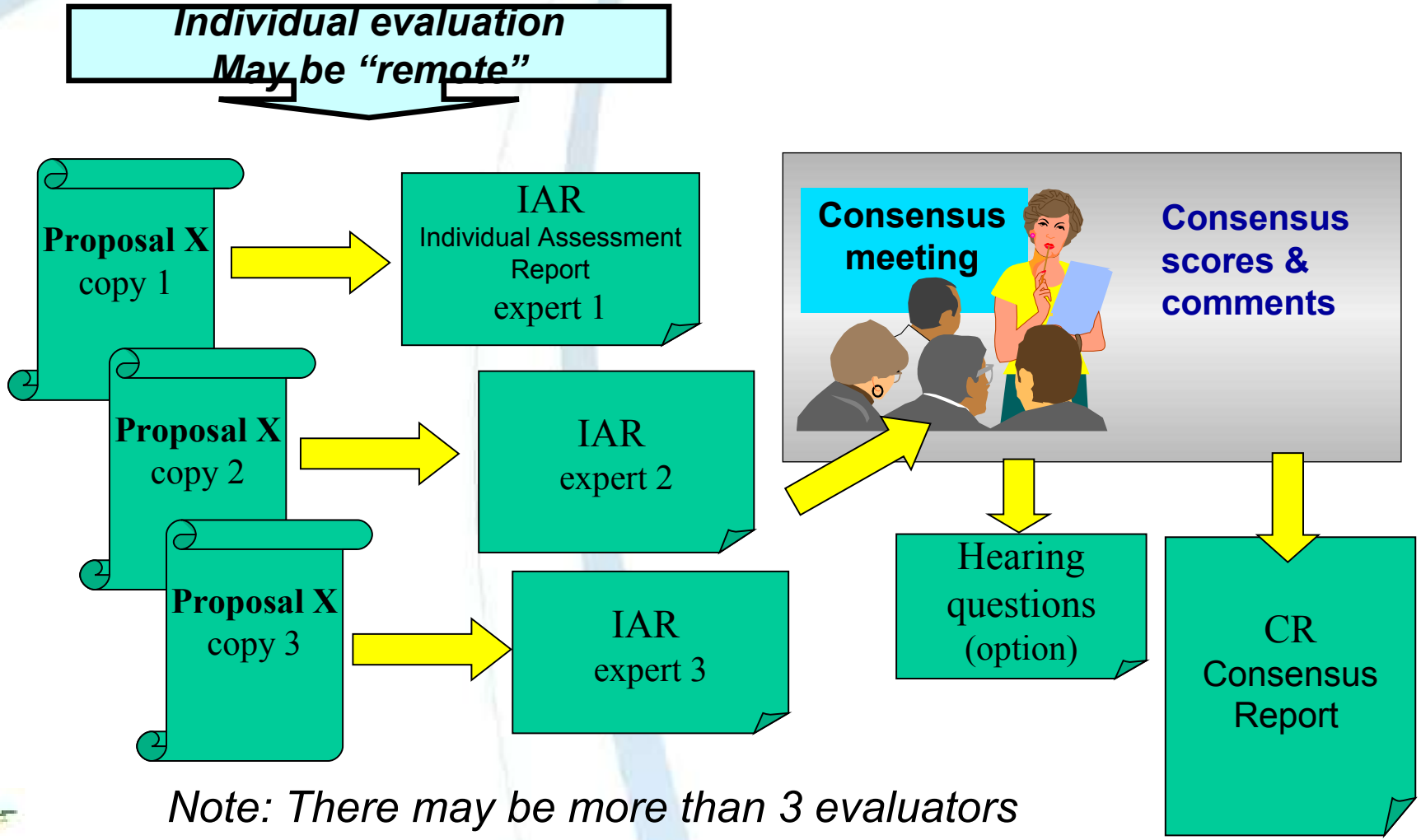
Three evaluation criteria

- ***S&T Quality (in relation to the call topic)***
  - Concept, objectives, work-plan
- ***Implementation***
  - Individual participants and consortium as a whole
  - Allocation of resources
- ***Impact***
  - Contribution to expected impact as given in work programme
  - Plans for dissemination/exploitation Criteria adapted to each funding scheme
- **Scoring**
  - Each criterion marked out of 5
  - Threshold for each criterion = 3
  - Overall threshold for three criteria = 10 out of 15

New for FP7

New for FP7

For each proposal:



Note: There may be more than 3 evaluators

Panel review

- Panel Meeting
  - Compare consensus reports, review cases where a minority view was recorded, check consistency of marks
  - Final marks and comments for each proposal
  - Suggestions on order of priority for proposals with same consensus score (Preference to Quality, then Impact, then Implementation)
  - Recommend possible clustering or combination of proposals
  - Prepare Evaluation Summary Reports (ESRs) & Panel Report

Commission Follow-up

- Initial information letter
  - Evaluation Summary Reports (ESRs) sent to applicants
- Draw up final ranked lists
  - Proposals to be Negotiated, Reserve List or Rejected
- Negotiation of proposals for grant agreements
- Letters of rejection
- Proposals selected for funding

DG TREN

- DG TREN applies only the 4 main eligibility criteria, and does not apply any additional eligibility criterion regarding the funding threshold (for collaborative projects)
- DG TREN will not use remote evaluation
- All the evaluation steps, individual/consensus/panels will be held in Brussels
- DG TREN will not have hearings with applicants

DG TREN Transport 1st Calls Timetable

- Deadlines for submission (SST-TREN) 3 May 2007, 17:00
- Deadlines for submission (CIVITAS PLUS) 28 June 2007, 17:00

- Evaluation by experts 10 to 21 September
- Initial information letter incl. ESRs end of September
- Launch negotiations November 2007
- Letter to unsuccessful applicants November 2007
- Signature of first grant agreement Spring 2008

Thank you for your attention!