EU research programmes

How to succeed in FP7
Where to find relevant information
MEMO - Quick links, step by step

1 – Introduction – Gathering information

- **What is FP7?**

  CORDIS – FP7 – **Understand FP7**
  CORDIS – **FP7 Web site**

  EUROPA – **FP7 Web site**
  EUROPA – DG Research – **FP7 – Key documents**

- **How to participate**

  CORDIS – FP7 web site – **Participate in FP7**
  Who can apply? **EUROPA**

- **What are available « Funding schemes » -** So-called **« Instruments »**?
  Read this reminder: **Funding schemes**

2 – Identify relevant call(s) for proposal

Identify a call that is relevant to your research activities or to an idea you may have for a research project. Find out when a call for proposals will be published and will close.

- **Call are published by:**

  o EU **Official Journal**
  o Participant Portal – **FP7 Calls**: the Participant Portal is the entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle.

3 – How to find call-specific documentation

Key documents for participants can be downloaded from:

- Participant Portal – **FP7 Calls**: a specific and comprehensive « **information package** » is published under each call: Call fiche – Work programme – Guide(s) for Applicants (relevant to the funding schemes used in a call).

- [CORDIS – FP7 – **Find a document**](#):

[FP7 legal basis](#) | [Legal documents for implementation](#) | [All Current Work Programmes](#) | [Guidance documents](#) | [Ethics Review](#) | [Other documents](#)

[Rules for submission of proposals, and the related evaluation, selection and award procedures](#)

Read these documents carefully – Read again the documents!

4 – How to find the right partners

The coordinator must identify/recruit partners to establish a consortium capable of undertaking all aspects of the intended project. Partners may be identified through the Partners Service on CORDIS or through established scientific networks as Thematic NCP Networks:

- **CORDIS – Partners Service:** an interactive platform to promote your expertise and organisation, find business or research partners, create groups, join networks — a service with easy search and filtering facilities to find the collaborators best matching your needs.

- **CORDIS – Thematic NCP Networks:** There are 18 thematic networks within the overall Network of Contact Points. These networks aim to support participants in providing services, training and information to them, to their research institutions and enterprises.

5 – How to negotiate your participation

All participants must be closely involved in the project preparation:

- Prepare a detailed description of your work and justification of your costs
- Read the **Grant Agreement** and the **Consortium agreement** carefully and do not hesitate to ask questions
- Do not accept any arrangements that will not work on a long-term basis
- If it is your idea - insist on being the WP leader.

The terms and conditions regulating European projects are contained in two documents, the **Grant Agreement** between the consortium and the European Commission and the **Consortium Agreement** signed only by the partners. The Consortium Agreement includes all the arrangements made for project management (internal rules and regulations) and for intellectual property rights, valorisation and dissemination of results.

IPR-Helpdesk web site - (Intellectual property rights issues in the Framework Programme)

Consortium agreement models for FP7

- **DESCA**
- **IPCA**
- [Checklist for the Consortium Agreement](#)
- **IMG4**
- **EUCAR**
- [Comparison of FP7 consortium agreement models](#)

Consortium Agreement – IPR-Helpdesk FAQ

6 – Get support

- **Country level – NCPs**
- **Inside your organisation** – Accountancy Department – Legal Affairs Department

7 – How to prepare & write a proposal

Several **Writing resources** are available on the web, such as:

- **OWL TM** – Purdue University's Online Writing Lab
- **Write, Edit, and Proof Like a Pro** (NIAID site)
- Writing tips: **the writers' workshops** (University of Illinois)
- **Proposal writer's guide** (University of Michigan)

8 – Submit proposal by call deadline

Calls have firmed deadlines which are clearly stated on the call page on CORDIS. Assistance with completing the proposal is available from the relevant **N**ational **C**ontact **P**oint (**NCPs**).

- **EPSS** – **Electronic Proposal Submission System** – It is the co-ordinator's responsibility to ensure that he/she has sufficient time to prepare and submit the proposal using EPSS after the receipt of the username and password. A participant must contact his co-ordinator to get a user name and password. **Work closely with the co-ordinator – Coach the co-ordinator!**
  NB: Go to the **Participant Portal** to find the calls that offer Electronic Proposal Submission Service (EPSS).

9 – Evaluation and ethical review

All proposals are evaluated by a board of experts. They must also comply with a strict ethical code in order to ensure that the European Commission is not supporting research which might violate fundamental ethical principles.

On CORDIS:

- Ethics check list
- Supporting documents
- Be an expert-evaluator yourself

10 – More support - Interactive online guides

Several mindmaps, available on the French NCPs' web site, encourage a holistic approach that can help newcomers, participants and proposals' coordinators:

- FP7 – A Beginners' Guide
- FP7 – Instructions for drafting Part B of the proposal – Collaborative project

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