



# EU research programmes



EUROPEAN COMMISSION  
European Research Area

## 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 for FP7](#)

- **How to participate**

See 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:**

EU [Official Journal](#)  
CORDIS – [Find a call](#)

### 3 – How to find call-specific documentation

A specific and comprehensive « **information package** » is published under each call:

- Documents for participants can be downloaded from CORDIS FP7 – [Find a call](#)
- **Key documents** are: Call fiche – Work programme – Guide for Applicants
- The easiest ways to find FP7 document is [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 established scientific and commercial networks or the Partner Search service on CORDIS:

- **CORDIS** – [Partner Search](#)
- **CORDIS** – [FP7 Partner Search](#)
- **CORDIS** – [FP6 – EoI](#) (Expression of Interest)

#### 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 FAQs](#)

#### 6 – [Get support](#)

- **Country level** – [French NCPs](#)
- **Inside your organisation** – Accountancy Department – Legal Affairs

## **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 National Contact Point (NCP).

- **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!**

## **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 Commission is not supporting research which might violate fundamental ethical principles.

On CORDIS:

- [Ethics check list](#)
- [Supporting documents](#)

## **10 – More support - Interactive online guides**

Two 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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