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Writing an FP7 project proposal

A guide for Indian researchers

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Content



- General comments
- Project example
- Developing the project
- Tips & Suggestions

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General Comments



- Proposal: in response to a **Call**
- Do not underestimate **time & resources** needed to prepare a proposal!
- Proposal preparation: major project itself
- Deadline is fixed

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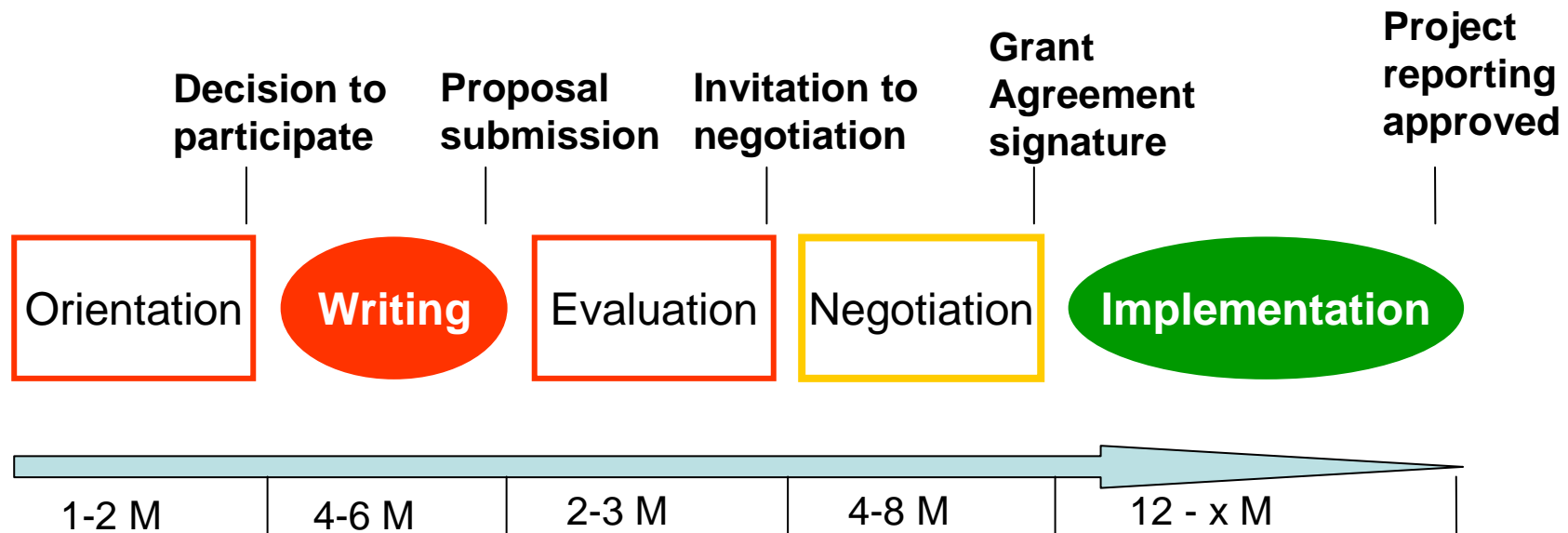
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Project phases



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Basic concepts



Define a project proposal:

- What?
- Why?
- How?

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Project idea

Food-tasting event in Rome



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Context

- You have a good Italian friend (Marco) – a great party organiser.
- With Marco, you have the innovative idea to organise a big party with healthy international food and international music.
- Marco has close EU friends, some of whom have many years of party organising experience
- Needed: funding



Marco

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Find the right call



FP7 Cooperation – Theme 11 “Socialising”

Activity 11.2 Socialising and nutrition

Area 11.2.1 Nutrition events

Topic 11.2.1.1

“European brunch”

Topic 11.2.1.2

“Gala dinner”

Topic 11.2.1.3

“Food-tasting conference
(focus: Balkans)”

Submission Deadline:

23 December 2009 17:00 Brussels time

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Find the right call



FP7 Cooperation – Theme 11 “Socialising”

Activity 11.2 Socialising and nutrition

Area 11.2.1 Nutrition events

Topic 11.2.1.1

“Conference on social eating”

Topic 11.2.1.2

“Multi-cultural food-tasting event (focus: India)”

Submission Deadline:

7 March 2010 17:00 Brussels time

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Define the project



- Define **Work Packages** (what needs to be done and how)
- Establish a strong **Consortium**
- Plan **staff effort** and **resources**

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Objectives



Strategic Objectives (Why)

- Organise multicultural food tasting-event based on rhythmic performance

Specific (S&T) Objectives (What)

- **Buy food** (mapping the needs and purchase the ingredients)
- **Cook** (prepare a variety of food samples)
- **Taste** (enjoy tasting experience and report)
- **Rhythmic performance** (enhance tasting experience and exchange cultural practices)
- **Disseminate** (event and tasting best practices)

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Work Packages



How to plan the work? Is this good?

WP1 Coordination

WP2 Buying food

WP3 Cooking

WP4 Drinking

WP5 Eating

WP6 Cultural performance

WP7 Dissemination

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Work Packages version 2



Better version

WP1 Coordination

WP2 Buying food

WP3 Cooking

WP4 Tasting

WP5 Cultural performance

WP6 Dissemination

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Consortium



P1 Marco (Coordinator)

P2 Singing **Indian**

P3 Sharp **Swiss**

P4 Smooth-tongued **Spanish**

P5 Swift **Swedish**

P6 Pizza-loving **Albanian**

P7 Dancing **Indian (still missing)**

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Define the roles of partners

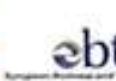


Work Package	Activities
WP1 Coordination <i>Leader Italy (Marco) – P1</i>	Management (P1 with all partners)
WP2 Buying food <i>Leader Swift Swedish – P5</i>	Mapping needs + logistics (P5 with P2, P3 and P7)
WP3 Cooking <i>Leader P-lovin' Albanian – P3</i>	Planning, material, cooking (P3 with P1 and P7)
WP4 Tasting <i>S-tongued Spaniard – P4</i>	Coordinating stakeholders who taste, input to WP6 (tasting results)
WP5 Cultural performance <i>Leader Singing Indian – P2</i>	Dancing and singing (P2 with P3 and P7)
WP6 Dissemination <i>Leader Sharp Swiss – P6</i>	Promotion of event, i.e. website, poster etc and dissemination event results (P6 with all partners)

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Find the last partner



- Use your existing networks
- Look on CORDIS for previously funded projects
- Contact your National Contact Point
- Look in databases (e.g. BIO CIRCLE, EUINEC, CORDIS)

www.biocircle-project.eu

www.euinec.org

www.cordis.europa.eu

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SEVENTH FRAMEWORK
PROGRAMME

Resource Planning



- Define the **roles** of your Project Partners
- Estimate their **input** in terms of **Person-Months**
- Estimate and justify the personnel costs based on:

Person Months *

Average gross monthly salary

- Define and justify **major cost items**

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Gantt Chart

Work distribution in time – Is it good?

WP/Duration	1	2	3	4	5	6	7	8	9	10	11	12
WP1	■	■	■	■	■	■	■	■	■	■	■	■
WP2			■	■	■	■						
WP3			■	■	■	■	■	■	■			
WP4		■	■	■	■	■						
WP5						■	■	■	■	■	■	■
WP6	■	■	■	■	■	■	■	■	■	■	■	■

WP1 Coordination; WP2 Buying food; WP3 Cooking; WP4 Tasting
WP5 Cultural performance; WP6 Dissemination

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Gantt Chart

Work distribution in time Better version

WP/Duration	1	2	3	4	5	6	7	8	9	10	11	12
WP1	█	█	█	█	█	█	█	█	█	█	█	█
WP2							█	█	█	█	█	█
WP3			█	█	█	█	█	█	█	█	█	█
WP4							█	█	█	█	█	█
WP5												
WP6	█	█	█	█	█	█	█	█	█	█	█	█

WP1 Coordination; WP2 Buying food; WP3 Cooking; WP4 Tasting
WP5 Cultural performance; WP6 Dissemination

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Partner description



1 page description per partner

- Organisation
 - Targeted description
- Bionote for people involved
 - Relevant experience

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SEVENTH FRAMEWORK
PROGRAMME

Tips and suggestions



- Fit project idea into Work programme
- Emphasise project's goal, necessity and advantages in a European context
- Involve partners with Framework Programme experience
- Get involved in writing of your Work Package or Task(s)
- Clarify your role and ensure that your expertise is fully utilised
- Communicate well to show your commitment
- Make sure you get enough money / person months

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Final comments



Indian perspective

- Communication with Europeans difficult (language, interpretation, time zones... etc)
- Cultural differences
- Understanding FP7 rules and requirements
- Intellectual Property Rights issues

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