Training Workshop on Proposal writing

Introduction

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What do you need for a good Proposal?

acey A good project idea

- Scientific Excellence / High Innovation Potential
- The Project has to serve the needs of the European Community / European Policies (Impact)
- The Project has to match the requirements of the Topic / Work Programme

acey An excellent consortium

acey A well written proposal

- The proposal has to convince the evaluators
- The proposal has to follow the rules/guidelines
• Important Documents

• The different Parts of the Proposal

• Evaluation
How to participate

The first steps to prepare your proposal and apply for EU research funding. Learn how to find a suitable Call for proposals or project partners and how to submit your proposal.

The following guidance services facilitate your participation:

- **H2020 Online Manual:** step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- **Reference documents:** library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search for already registered organisations and their PICs
- **Financial viability self-check tool** allows you simulating the financial viability check of your organisation
- **SME participation:** dedicated H2020 guidance page for SMEs

**Step 1 - Find a suitable Call for Proposals**
What to read:

- Work Programme (use the latest version!)
- Topics and background information
- Proposal Template (specific for call and funding scheme)
- Rules for Participation
- (Annotated) Model Grant Agreement
  (Details on rules for participation and financing)
- Guide for Proposal Submission and Evaluation
- Model for Consortium Agreement
- Ethics Checklist
- Political Background Papers
There is no Guide for Applicants as in FP7
PHC 3 - 2015: Understanding common mechanisms of diseases and their relevance in co-morbidities

**Specific challenge:** The development of new treatments is greatly facilitated by an improved understanding of the pathophysiology of diseases. There is therefore a need to address the current knowledge gaps in disease aetiology in order to support innovation in the development of evidence-based treatments. In this context, a better understanding of the mechanisms that are common to several diseases, in particular of those leading to co-morbidities, constitutes an important challenge.

**Scope:** Proposals should focus on the integration of pre-clinical and clinical studies for the identification of mechanisms common to several diseases. Proposals should assess and validate the relevance of these common mechanisms and of their biomarkers (where relevant) on the development of disease-specific pathophysiology, as well as their role in the development of co-morbidities in both males and females.

The Commission considers that proposals requesting a contribution from the EU of between EUR 4 and 6 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.
**Expected impact:** This should provide:

- A better understanding of disease pathways and/or mechanisms common to a number of diseases
- New directions for clinical research for better disease prevention, health promotion, therapy development, and the management of co-morbidities

**Type of action:** Research and innovation actions

*The conditions related to this topic are provided at the end of this call and in the General Annexes*
• Important Documents

• The different Parts of the Proposal

• Evaluation
Submission

- Electronic submission only

- Single Stage Procedure:
  - Direct submission of a full proposal (~ 70 pages)

- Two Stage Procedure:
  - First Submission of a short proposal (usually 15 pages, in some cases 7 pages)
  - If all thresholds are met in the first stage: Submission of a full proposal

- Fixed Deadlines
Structure of the Proposal

**Forms**

- Title, Acronym, Duration, Key Words, Abstract
- Partner *(Stage 1: only Coordinator)*
- Budget *(Stage 1: only one amount for total Budget, budget breakdown only in stage two)*
- Ethics, Environment, Third Countries *(not in stage 1)*

In collaboration with the administration of your organisation

**Free text description of the project**

along a predefined template *(Technical Annex, Part B)* including some tables and forms
Abstract

• Should enable the scientific officer to select the right evaluators
  (together with the key words)

• Should provide the reader (evaluator) with a clear idea about
  – Objectives / aims of the planned project and how they shall be met
  – Relate to the Topic
  – Significance of results

• Should
  – Be easy to read and understand
  – Convince the evaluators – make them curious
Structure of the proposal

COVER PAGE

Title of Proposal

List of participants

<table>
<thead>
<tr>
<th>Participant No *</th>
<th>Participant organisation name</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Coordinator)</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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</tbody>
</table>

* Please use the same participant numbering as that used in the administrative proposal forms.

Table of Contents
Technical Annex

Structure

1. Excellence
2. Impact *(even more important than in FP7)*
3. Implementation
   - Section 4: Members of the consortium
   - Section 5: Ethics and Security

Evaluation Criteria
Structure of the proposal

1. Excellence
   1.1 Objectives
   1.2 Relation to the work programme (Topic)
   1.3 Concept and approach
   1.4 Ambition

2. Impact
   2.1 Expected impacts
   2.2 Measures to maximize impact
      a) Dissemination and exploitation of results
      b) Communication activities

3. Implementation
   3.1 Work plan — Work packages, deliverables and milestones (Tables)
   3.2 Management structure and procedures
   3.3 Consortium as a whole
   3.4 Resources to be committed
Structure of the proposal

Section 4: Members of the consortium

4.1. Participants (applicants)
4.2 Third parties involved in the project (including use of third party resources)

Section 5: Ethics and Security

5.1 Ethics
   – submit an ethics self-assessment
   – provide the documents that you need under national law (if you already have them), e.g.:
     » an ethics committee opinion;
     » the document notifying activities raising ethical issues or authorizing such activities

5.2 Security
Important : Coherence of the different parts of the proposal

Objectives & Overall Approach

Specific Aims

Work packages / Tasks

Project Results

Impact

Milestones
• Important Documents

• The different Parts of the Proposal

• Evaluation
<table>
<thead>
<tr>
<th>Excellence</th>
<th>Impact</th>
<th>Implementation</th>
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</thead>
<tbody>
<tr>
<td>• Clarity and pertinence of the objectives</td>
<td>• The expected impacts listed in the work program under the relevant topic</td>
<td>• Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources</td>
</tr>
<tr>
<td>• Soundness of the concept, including trans-disciplinary considerations, where relevant</td>
<td>• Enhancing innovation capacity and integration of new knowledge</td>
<td>• Complementarity of the participants within the consortium (when relevant)</td>
</tr>
<tr>
<td>• Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches)</td>
<td>• Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets</td>
<td>• Appropriateness of the management structures and procedures, including risk and innovation management</td>
</tr>
<tr>
<td>• Credibility of the proposed approach</td>
<td>• Any other environmental and socially important impacts (not already covered above)</td>
<td></td>
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<tr>
<td></td>
<td>• Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant</td>
<td></td>
</tr>
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</table>

Points

• Points between 0 (poor) and 5 (excellent)

• Standard threshold for the different criteria (may differ for some parts of Horizon 2020):
  – Full proposal: 3 (of 5)
  – Short Proposal: 4 (of 5)

• Standard threshold total (may differ for some parts of Horizon 2020):
  – Full proposal: 10 (of 15)
  – Short Proposal: 8 (of 10)

• SME-I und IA: Score für „Impact“ 1.5 fold

• If threshold failed in one criterium – no further evaluation

• In the first stage in some parts of H2020 (e.g. SC1): no consensus meeting but median of points

You compete with others: You usually need more than 10 points to receive funding!!!
Evaluation

- Mind. 3 Experts (often 5 or more)
- Stage-1-Proposal: possibility to involve only 2 experts
- Additional experts for ethics
- Independent observers
- Only stage-1-Proposals passing all thresholds are invited to submit in stage 2
- Experts are *briefed*
Prerequisite
- Quality – Experts from Science and Industry
- Bound to:
  - Independence
  - Confidentiality
  - Objectivity
  - Openness
  - Consistency

Interdisciplinary Composition:
- Experience, Expertise, geographic diversity, sex, public and private sector
- Not in every case experts for all aspects of a topic
- Challenge: Find the right experts (for broad topics)
How to obtain funding from EC - General advices

1. Understand what the European Commission intends with the call

2. Choose your partners carefully, and understand your partners’ perspectives
Thank you for your attention