

# **Project life-cycle: submission, evaluation, negotiation, reporting**

**South Africa, June 2011**

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- **Submission**
- Evaluation
- Negotiation
- Reporting



*Success has nothing to do with luck...*

Choose



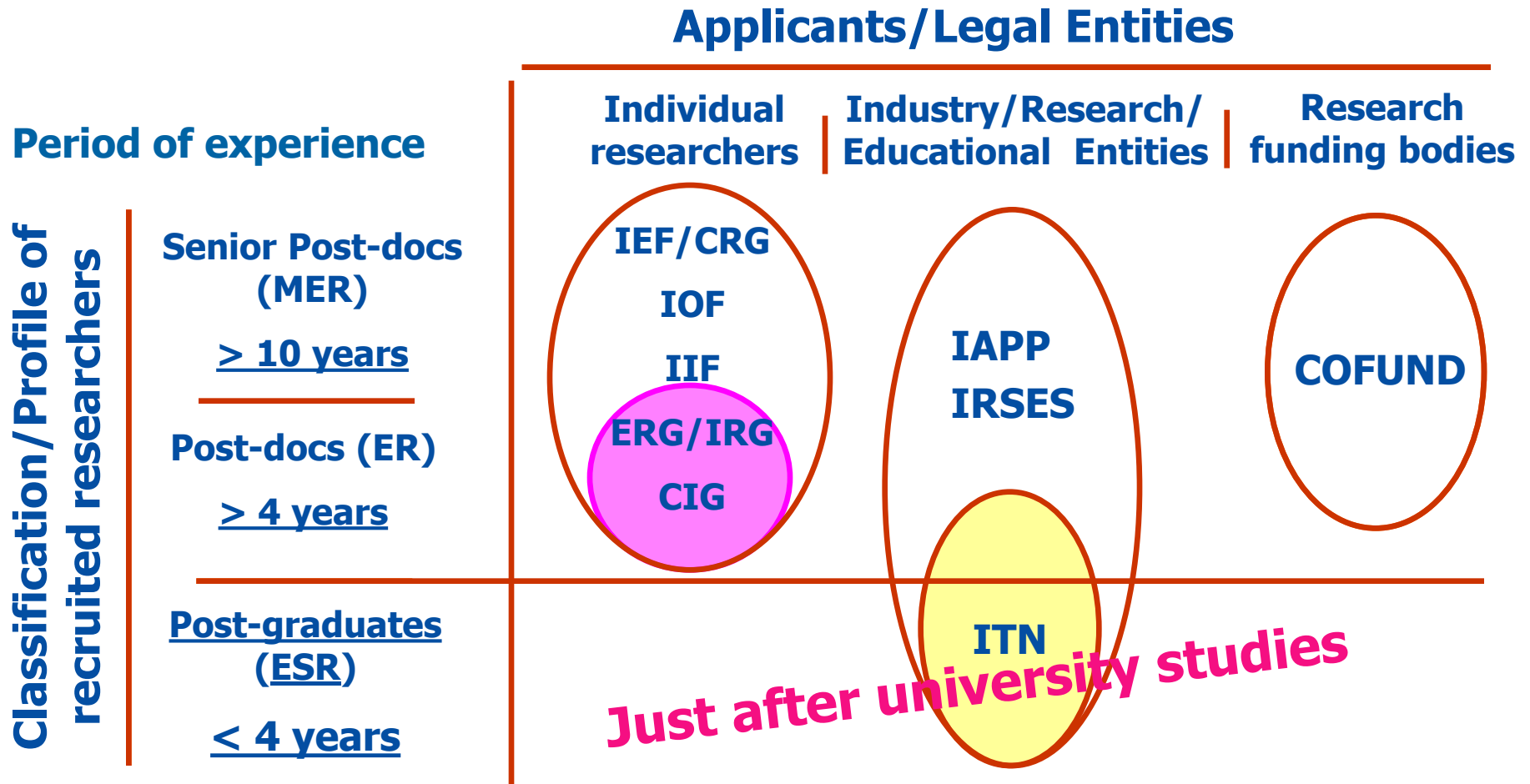
- The proper action according to your needs
- Individuals or network?

Develop

Enhance



Marie Curie Action		Objective
<b>Initial training of researchers</b> (1900 M€)	<b>Initial Training Networks (ITN)</b>	<b>Improve career perspectives of early stage researchers in both public &amp; private sector</b>
<b>Life-long training and career development</b> (1170-1400 M€)	<b>Intra-European Fellowships (IEF)</b>	<b>Career development of experienced researchers by e.g.: diversification skills/competencies; reintegrate after mobility/resume research</b>
	<b>Career Integration Grants (CIG)</b>	
	<b>Co-funding of regional, national, international programmes (COFUND)</b>	
<b>Industry dimension</b> (250-450 M€)	<b>Industry-Academia Partnerships and Pathways (IAPP)</b>	<b>Open and foster dynamic pathways between public research organisations and private commercial enterprises</b>
<b>International dimension</b> <b>“<i>World fellowships</i>”</b> (~700 M€)	<b>International Outgoing Fellowships (IOF)</b>	<b>Reinforce extra-European dimension of the ERA through mobility through training, knowledge transfer and cooperation</b>
	<b>International Incoming Fellowships (IIF)</b>	
	<b>International Research Staff Exchange Scheme (IRSES)</b>	



Choose



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- Read carefully the evaluation criteria...
- ...and the eligibility criteria

Enhance

## *International Incoming Fellowships IIF*

### **Main Features:**

- **Fellowships for experienced researchers moving from a third country to a MS or AC**
- **Objectives: Knowledge sharing and co-operation (not training!)**
- **1-2 yrs in EU/AC & option of 1 year return option if from an International Co-operation Partner Country**
- **Community contribution similar to Intra-European fellowships**
- **Return phase possible for researchers from developing countries**

## Staff Exchanges IRSES

### Main Features:

- Funds staff secondments of researchers, technical & management staff moving from MS or AC to 3rd countries (and viceversa)
- Objectives: Building and fostering collaboration between research centres of EU & 3rd countries via staff exchanges
- Co-operation with countries of policy relevance for EU (EU Neighbourhood policy & S&T agreement countries)
- 2 R&D orgs in MS/AC and one or more 3rd country (S&T Agreement or ENPolicy)
- Short secondments <12m, schemes last 2-4 years
- FLAT RATE : 1900€ per exchanged staff person per month and 2100€ for long distance countries



## S&T agreement countries

- Industrialised Countries with EC International agreements on Science and Technology:
  - Australia, Canada, China\*, Japan, Rep. of Korea, New Zealand, Russia, United States
- International Cooperation Partnership Countries (ICPC) with EC International agreements on Science and Technology:
  - Argentina, Brazil, China\*, Chile, Egypt, India, Mexico, Morocco, Russia, **South Africa**, Tunisia, Ukraine

## Countries of the European Neighbourhood Policy (ENP):

- Eastern Europe & Central Asia (EECA)
  - Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine
- Mediterranean Partnership Countries (MPC) that are not Associated countries
  - Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestinian-administrated areas, Syrian Arab Rep., Tunisia

\*Including Hong Kong and Macao although these territories are not eligible for ICPC funding under the IRSES scheme

## Evaluation criteria and thresholds

4.2 IIF Funding Scheme Support for Training and Career Development of Researchers: Marie Curie International Incoming Fellowships				
S&T Quality (award) Threshold: 3, Weighting:25%	Transfer of knowledge (award) Weighting:15%	Researcher (award) Threshold: 4, Weighting:25%	Implementation (selection) Weighting:15%	Impact (award) Threshold: 3.5; Weighting:20%
Priority in case of ex aequo 3	2	1	5	4
Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Potential of transferring knowledge to European host and/or bringing knowledge to Europe	Research experience	Quality of infrastructure / facilities and International collaborations of host	Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the third country
Research methodology	Clarity and quality of the transfer of knowledge objectives	Research results including patents, publications, teaching etc.	Practical arrangements for the implementation and management of the scientific project	Contribution to European excellence and European competitiveness
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field		Independent thinking, leadership qualities, and capacity to transfer knowledge	Feasibility and credibility of the project, including work plan	
Timeliness and relevance of the project		Match between the fellow's profile and project.	Practical and administrative arrangements, and support for the hosting of the fellow	Benefit of the mobility to the European Research Area
Host scientific expertise in the field				
Quality of the group/researchers in charge				

To reinforce the scientific excellence of the Member States and the Associated countries through knowledge sharing with incoming top-class researchers active in *third countries* to work on research projects in Europe, with the view to developing mutually-beneficial research co-operation between Europe and *third countries*. It aims to encourage these researchers to plan their period of international mobility within the framework of a coherent professional project and thus enhances the possibility of future collaborative research links with European researchers and research organisations in their future research career.

## Evaluation criteria and thresholds

IRSES Funding scheme: International Research Staff Exchange Scheme			
Quality of the Exchange Programme Weighting:25% Priority in case of ex aequo* 1	Transfer of Knowledge Threshold 3, Weighting:30% 2	Implementation Weighting:15% 4	Impact Threshold 3, Weighting:30% 3
Objective and relevance of the joint exchange programme	Quality and mutual benefit of the transfer of knowledge	Capacities (expertise/human resources/facilities/infrastructure ) to achieve the objectives of the planned cooperation	Relevance of the proposed partnership to the area of collaboration and for the ERA
Research quality of the partners	Adequacy and role of staff exchanged with respect to the transfer of knowledge	Appropriateness of the plans for the overall management of the exchange programme*	Potential to develop lasting collaboration with eligible Other Third country partners.
Complementarities/synergies between the partners			

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'

Choose



Develop



Enhance



- The proper action according to your needs
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- Read carefully the evaluation criteria...
- ...and the eligibility criteria
- Prepare the proposal (part A and part B) with logical order
- Objectives, tasks, deliverables, milestones
- Who does what?

# Planning your ideas



- **Part A** contains the administrative information related to the participants
- **Part B** is the scientific content of the proposal
- Special care in structuring the scientific part, following the evaluation criteria of the call
- Clear **objectives (SMART)**
- Clear **tasks (how?)**
- **Deliverables (by whom?)**
- **Milestones (point in time in the planning)**
- *Gantt chart* coherent with *work packages* (e.g. for networks)



# Some tips for success

- Read carefully the **latest version of 2011** People Work Programme and the Guide for Applicants
- Check if you comply with the **eligibility rules**
- Be **precise** and demonstrate your **skills**
- Follow the given **structure**
- Underline important clear information



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# Workload example

International Outgoing Fellowships (IOF)					
	2007	2008	2009	2010	% increase/2009
CHE	28	32	43	55	27,91%
ECO	9	8	19	19	0,00%
ENG	40	58	67	100	49,25%
ENV	71	103	125	133	6,40%
LIF	99	126	190	218	14,74%
MAT	11	12	15	16	6,67%
PHY	41	39	56	83	48,21%
SOC	33	63	83	114	37,35%
<b>TOTAL</b>	<b>332</b>	<b>441</b>	<b>598</b>	<b>738</b>	<b>23,41%</b>

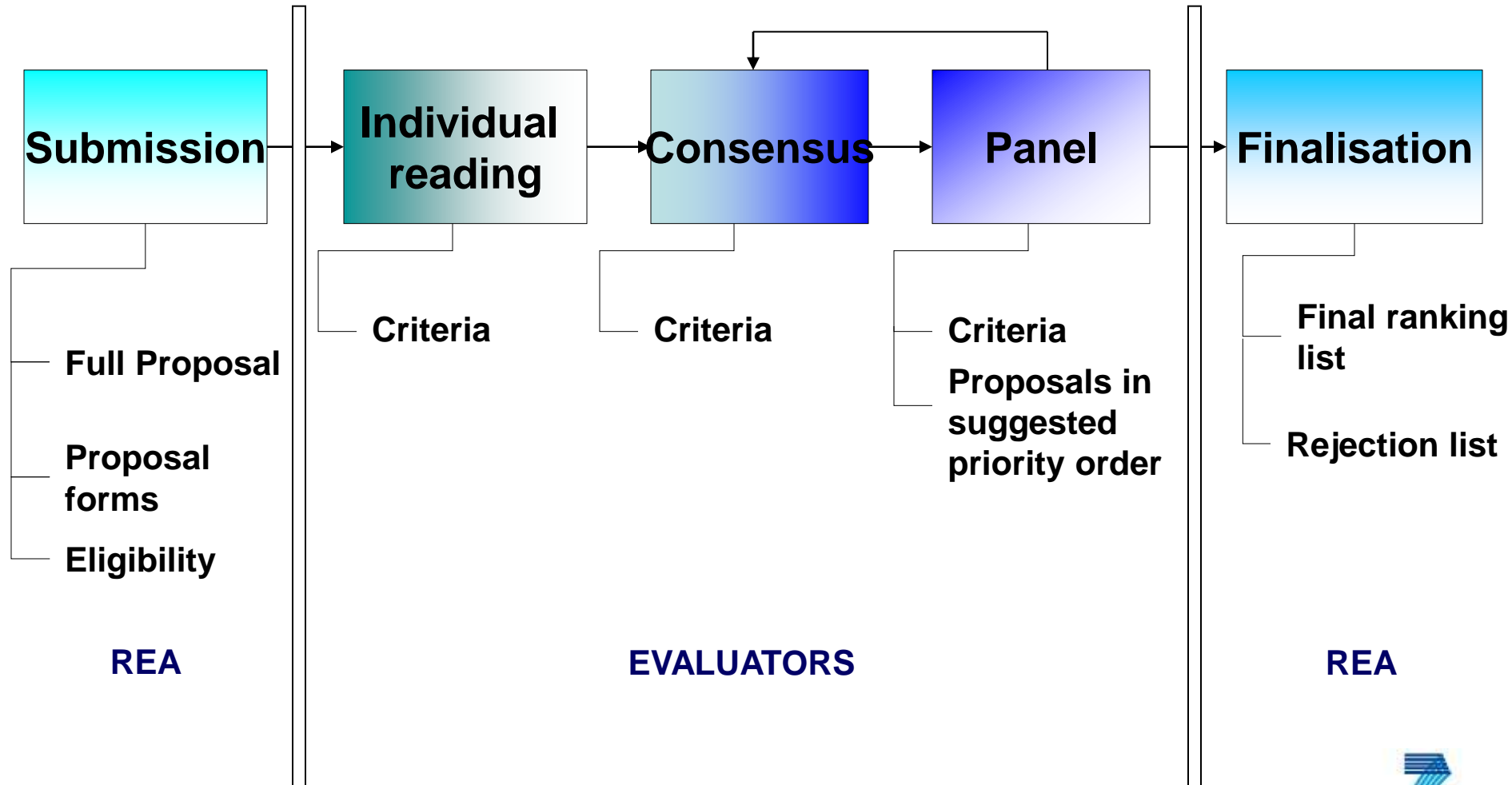


# Another workload example

## Marie Curie International Incoming Fellowships (IIF)

	2007	2008	2009	2010	% increase/2009
<b>CHE</b>	98	117	161	175	<b>8,70%</b>
<b>ECO</b>	7	8	20	26	<b>30,00%</b>
<b>ENG</b>	76	101	141	168	<b>19,15%</b>
<b>ENV</b>	85	97	145	136	<b>-6,21%</b>
<b>LIF</b>	170	182	307	383	<b>24,76%</b>
<b>MAT</b>	23	21	38	30	<b>-21,05%</b>
<b>PHY</b>	77	102	170	155	<b>-8,82%</b>
<b>SOC</b>	26	33	57	96	<b>68,42%</b>
<b>TOTAL</b>	<b>562</b>	<b>661</b>	<b>1039</b>	<b>1169</b>	<b>12,51%</b>





# Scoring



- Examine each evaluation criterion;
- Score on a **scale from 0 to 5**; decimals may be used;
- Scores must pass individual and total thresholds if a proposal is to be considered for funding (total threshold: 70%);
- Score values indicate the following assessments:

**0** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;

**1 Poor** *The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;*

**2 Fair** *While the proposal broadly addresses the criterion, there are significant weaknesses;*

**3 Good** *The proposal addresses the criterion well, although improvements would be necessary;*

**4 Very Good** *The proposal addresses the criterion very well, although certain improvements are still possible;*

**5 Excellent** *The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor;*



**The REA sends electronically a letter (« initial information letter » together with the Evaluation Summary Report –ESR)**

- The ESR aims to give the applicants a prompt indication of the strengths and weaknesses in the evaluation by the experts
- The ESR reflects the consensus reached by the experts and the final review by the panel
- It contains comments and scores on each criterion and an overall score as well as providing overall comments when appropriate

**Timing :** Evaluation results available within 4-6 months after the deadline for submission

- In the Guide For Applicants the following information is requested under 'Ethical Issues':
  - *Informed Consent*
  - *Data protection Issues*
  - *Use of animals*
  - *Developing countries*
  - *Dual use*

## – Informed Consent

- How to inform?
- Who should consent?
- No vulnerable persons (prisoners, mentally-deficient persons, severely-injured persons, young children)

## – Data protection Issues

- Personal Data: Health Information, Criminal Justice, Financial Information, Genetic Information
- Process data while protecting identity: describe arrangements for protecting confidentiality of the personal data of the individual concerned

- **Use of animals:** Convincing Application of the 3Rs (Reduction, Replacement, Refinement) to describe and justify *Species and Numbers, Human End Points and Pain Suffering*
  - “Reduction” aims to obtain reliable information by using fewer animals, or more information from the same number of animals
  - “Refinement” alternatives focus on methods that alleviate or minimise pain, suffering and distress.
  - “Replacement” alternatives aim to gather equivalent scientific results without conducting experiments on animals.
  
- **Developing countries:** justify the involvement of Developing Countries.
  - Culture, Informed Consent, Use of local resources
  
- **Dual use:** technology which can be used for both peaceful and military aims
  - use and misuse of research and its product
  - societal, political and legal aspects of potential applications



### *RESEARCH ON HUMAN EMBRYONIC STEM CELLS*

#### Scientific Evaluation:

- Independent experts assess the necessity of using hESC for achieving the objectives set forth in the proposal.
- All proposals for funding involving the use of hESC and/or foetal tissues will be automatically submitted to an ethical review panel and a Regulatory Programme Committee

- An obligation for the REA/Commission
- Triggered by “initial information letter”
- All complaints are considered by an internal review committee
- internal review committee looks at **procedure** and **factual questions**
- **Not an internal evaluation** of the proposal
- Not calling into question the scientific assessment of the experts
- Committee would recommend a course of action, possibly (but exceptionally) including a re-evaluation by experts



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## NEGOTIATION (administrative session)

- Legal status and validation of host organisation ("PIC")
- Valid bank account (*interest bearing*) linked to host organisation
- Contact persons for various tasks
  - LEAR (Legal Entity Appointed Representative)
  - Legal (authorised) Representative
  - Administrative Contact Person
  - Scientist in Charge (person in charge of project for IRSES)
  - The Researcher (in case of individual fellowships)
  - Contact Person Bank Account
- Start date!
  - At the earliest 8 months after the call deadline
  - Three different start date options

## Start date

- **Three options:**
  - **Fixed start date** (e.g. 1 April 2011)
  - **Open start date** - to be communicated later (must lie within 12 months from date of signature of the Grant Agreement by REA)
  - **First day of the month following the signature** of the Grant Agreement by REA
- **The Researcher (individual fellowships) must have a work agreement with the host organisation (that fulfils the conditions of Annex III) from the *start date* of the project and for its *entire duration***

## Legal status / Validation of host organisation

- Type of organisation to be defined (e.g. public body or private organisation, research organisation)
- Legal entity/status to be encoded in the Participant Portal and validated by REA URF team through « PIC » (Participant Identification Code)

- agreement on **budget**
- agreement on technical **Annex I** (**DoW**, scientific and planning session also taking into account the evaluators recommendations)
- agreement on **start date** and **duration**
- participant administrative data (according to part A of the proposal)
- participant (legal entity) validation
- financial viability check (if applicable)

→ If everything OK, the Commission formally approves the negotiation

→ Grant Agreement signature (of both parties)

→ *The project can start!*



## Contact Persons

- There must be a *contact person* for administrative, legal and financial matters from the host organisation. The "negotiation" and all the contacts during the project lifetime will be done with this contact person.
- There must be a *contact person for scientific aspects of the project*, the "Scientist in Charge".
- There must be a *contact person for the bank account*.
- All these persons **cannot** be the researcher (individual fellowships).



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## Participant Portal Contact Person

- In general, the contact person is also the reference on the *participant portal (PP)*, the new entry point to the projects.
- The *PP contact person* has the right to give access to FORCE to the person that must sign the **FORM C**, to the scientist in charge for the reporting (**SESAM**).
- S/he needs an ECAS account that can be obtained from the PP with username associated to the email given in NEF during the negotiation.
- The other actors (**scientific, financial officers, etc.**) also need to get an ECAS account and get the delegation from the PP contact person

A to Z | Sitemap | Search | About this site | Contact | Legal Notice | English (en) 

## European Commission RESEARCH - Participants

European Commission > Research > Participant Portal

**LOGIN**

Login

Authentication and security help is available [here](#).


**NEED HELP?**

- See the [online user manual](#)
- You can consult [FAQS](#)
- Watch the demonstration of the Participant Portal: - [Introduction](#)

**WELCOME**

### Welcome to the Participant Portal

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects. It is hosting the services for managing your proposals and projects throughout their lifecycle. The portal currently covers mainly actions under the 7th EU-Framework Programme for Research and Technological Development (FP7). In the future, its coverage will be extended to other programmes in the area of research and innovation.



### What does it offer today?

- You can search for FP7 calls for proposals and submit your proposals.
- Depending on your role in projects and organisation, you can view information on projects, negotiate your grant agreement, manage amendments, submit financial and scientific reports or review projects

- You can search for the unique identifier of your organisation, register your organisation or provide updates of your organisation's data.
- Depending on your roles in projects and organisations, you can assign or revoke access rights to organisation and project data for other persons

- *Reporting periods*, as defined in **Annex I (or DoW)**
- *Mid term report* in the middle of the reporting period (except if less than 18 months)
- *Periodic report* within 60 days after the end of the reporting period (achievement of scientific objectives) together with **FORM C** (financial statement)
- *Final report* within 60 days after the end of the reporting period (social impact)
- They should be uploaded via PP (SESAM for the scientific reports and FORCE for the FORM C)

- Information Marie Curie - PEOPLE Programme
- [http://cordis.europa.eu/fp7/people/home\\_en.html](http://cordis.europa.eu/fp7/people/home_en.html)
  
- Marie Curie Actions:
- <http://ec.europa.eu/research/mariecurieactions/>
  
- Find a Call:
- <http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7CallsPage>
  
- The Mobility Portal (EURAXESS)
- [http://ec.europa.eu/euraxess/index\\_en.cfm](http://ec.europa.eu/euraxess/index_en.cfm)
  
- Registration of experts:
- <http://cordis.europa.eu/emmf7/>
  
- The Participant Portal
- <http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>

*Thank you for your  
attention!*