

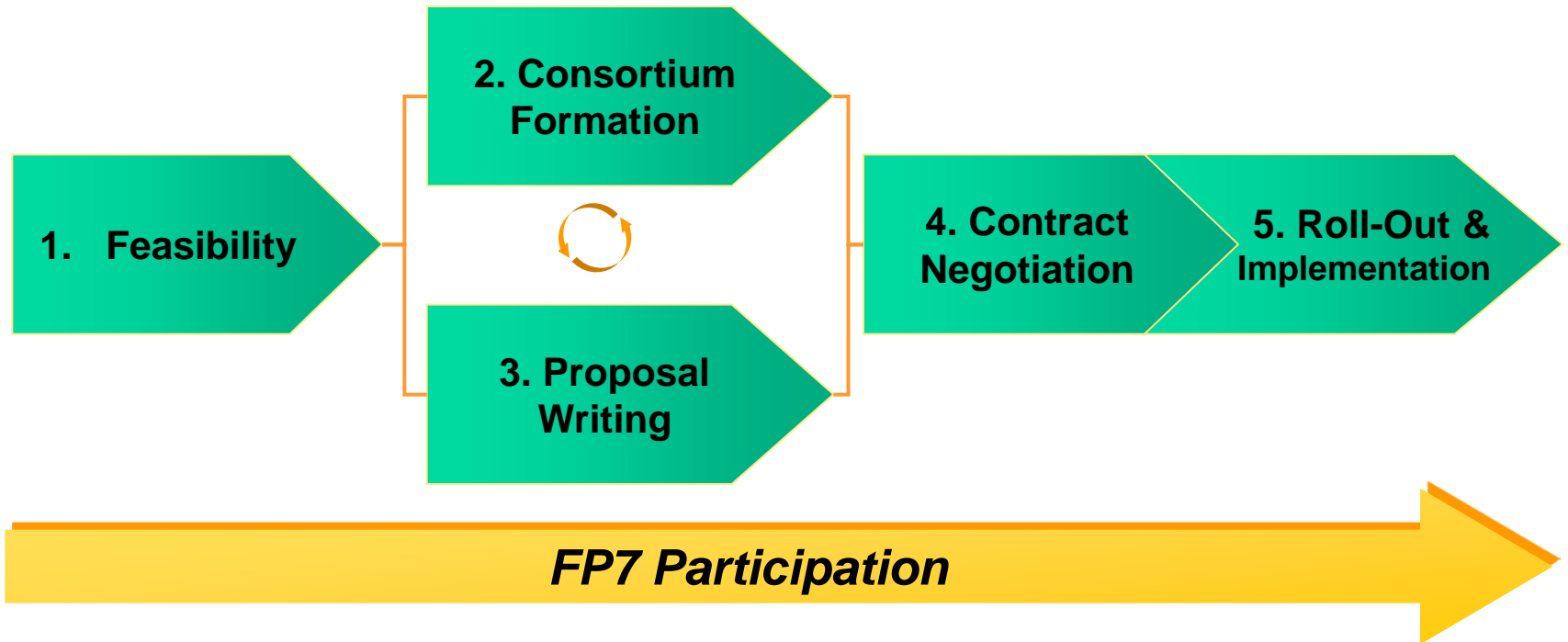


# PROJECT LIFECYCLE

Raphael Koumeri

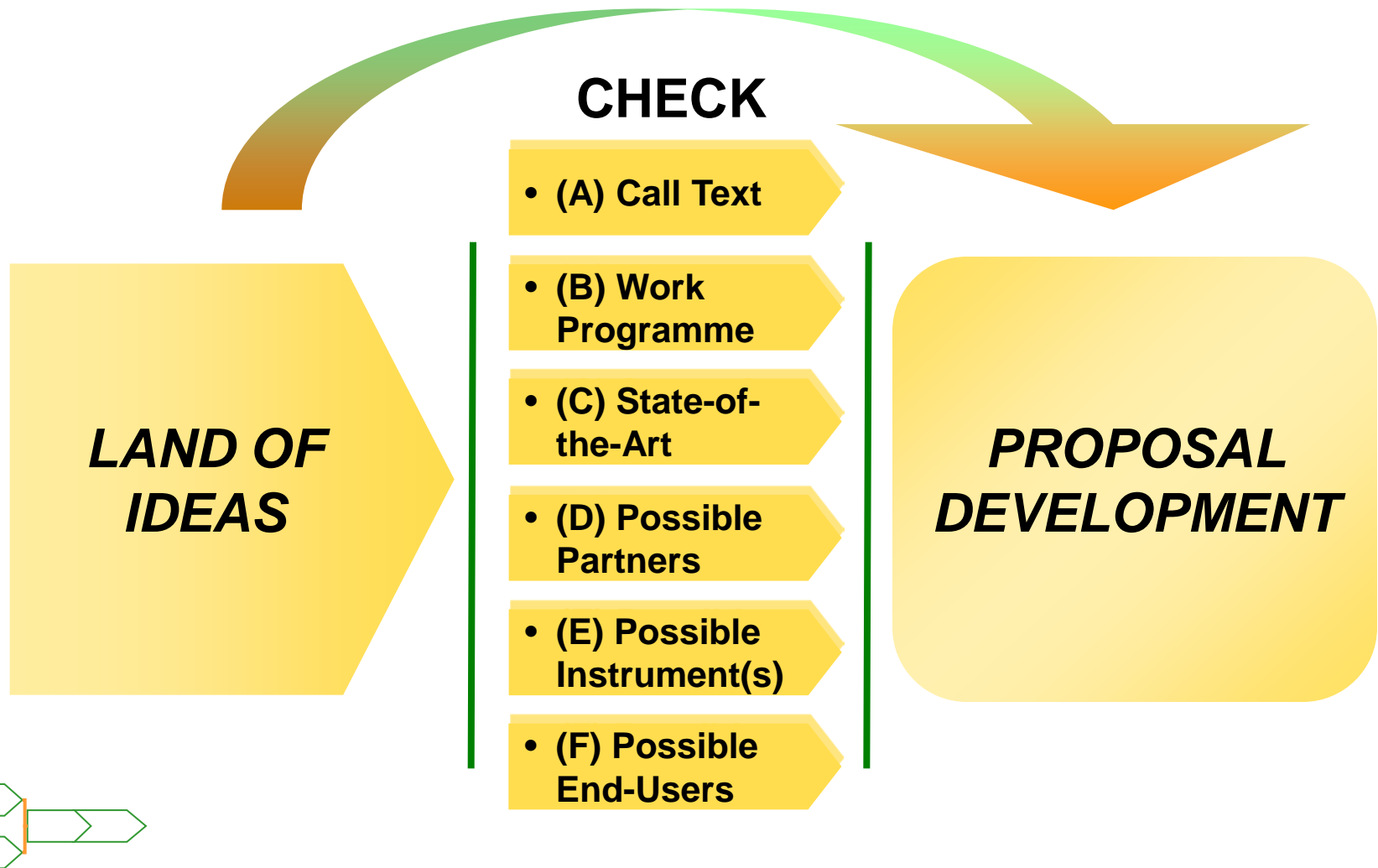
PLANET SA

# FP7 Participation: Project Life Cycle



# 1 Feasibility: From Ideas to Proposals...

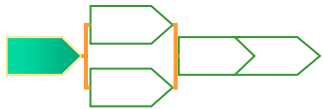
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# 1. Feasibility: End Phase Checklist

By the end of this stage you must have a clear appreciation of

- **Your capabilities and resources**
- **Capabilities and resources needed from partners**
- **Possible partners – you must have already made initial contacts**
- **Size – rough budget, number of partners, likely duration**
- **Risks**
- **Roles – esp. who amongst you could be the co-ordinator?**

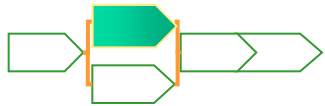


# 1. From the IDEA to the Proposal

**Project objectives**

**Project relevance to open Call requirements**

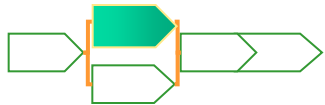
**Workplan – the way work is going to flow**



## 2 Consortium Formation: Key Points 1/2

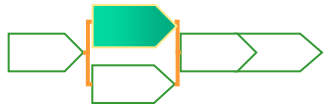
FP7 consortia ***MUST*** be characterised by a range of complementarities in terms of

- Expertise
- Disciplines
- Geography
- Organisation types (e.g. academia, SMEs, etc)
- Human resources



## 2 Consortium Formation: Key Points 2/2

- As a first experience, it is advisable to join a consortium as *partner*
- Bring a specific competence into a consortium
  - Not necessarily a “research” role: testing, user role, HW component, etc...
- Read partner searches on IDEAL-IST, Cordis or talk to your National Contact Point (NCP\_
- Attend the Information Days organized by the EC



# **3 Proposal Writing: Partners Agreement**

**Objectives and scope of project**

**Deliverables, work needed to achieve them & milestones**

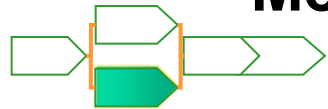
**Work packages**

**Schedule for developing proposal**

**Roles and responsibilities: co-ordinator, work package leaders, etc**

**Resource allocation**

**Formal relationship – consortium agreement or Memorandum of Understanding**





# 3 Proposal Writing: Key Steps 1/2

**Develop abstract and proposal template, 1<sup>st</sup> draft**

**Register with EPSS (Electronic Proposal Submission System)**

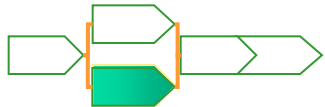
**(Pre-consortium meeting)**

**Provide partners with appropriate information**

- **Preceded by MOU or NDA, if deemed necessary**

**Set dates for all partner contributions for Part B at coordinator**

- **Date for first complete draft**
- **Date for critical review**



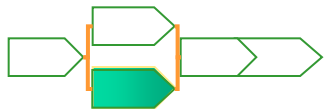
## 3 Proposal Writing: Key Steps 2/2

- Date for A2 forms (admin details)
- Date for final draft and first submission (1 week before deadline)
- Date for final critical review

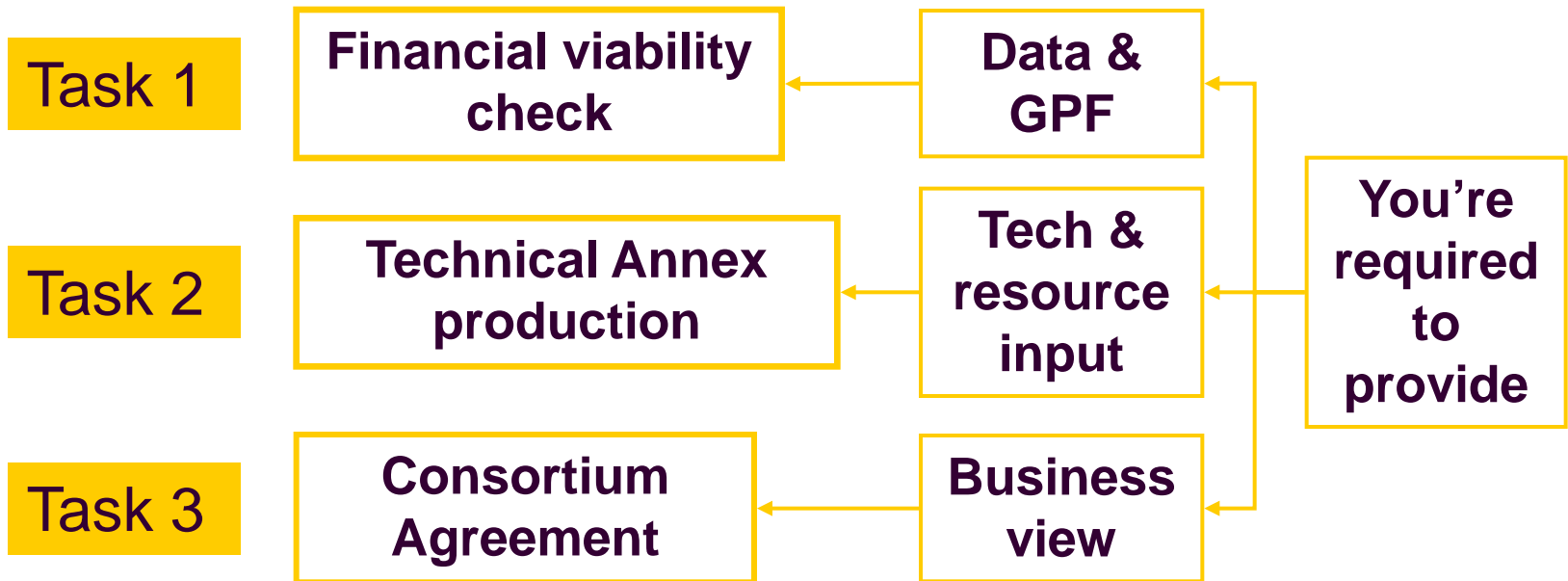
**Fill-in all forms !**

**Work Set on technical proposal**

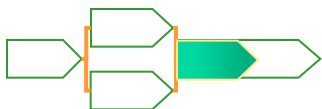
**>>>>>>>>>Final submission (respect the deadline)**



# 4 Contract Negotiation: The tasks



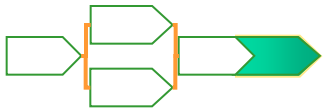
**Tasks 1 and 2 with Commission - Task 3 between partners**



# 5 Roll Out and Implementation

## Admin. Project Management Core Tools

- **The Grant Agreement**
- **The Description of Work (Annex I)**
- **The Consortium Agreement**
- **Reporting guidelines / templates**

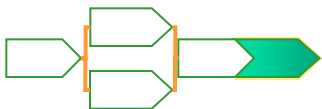


# 5 Roll Out and Implementation: The Grant agreement

Concluded between the Commission and the **Co-ordinator** (acting as representative of all project partners-Beneficiaries)

All parties have to accede to the **Grant agreement**

It is the **CONTRACTUALLY BINDING DOCUMENT !!**  
The Consortium must deliver what is agreed in that ...



# 5 Roll Out and Implementation

## The Consortium Agreement

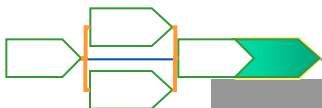
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1/2

**It regulates the relations among the beneficiaries**

**It is a condition imposed by the Commission in the Grant agreement**

**It must be signed in parallel by all the beneficiaries**



# 5 Roll Out and Implementation

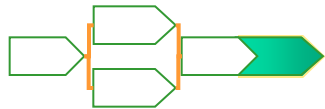
## The Consortium Agreement

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2/2

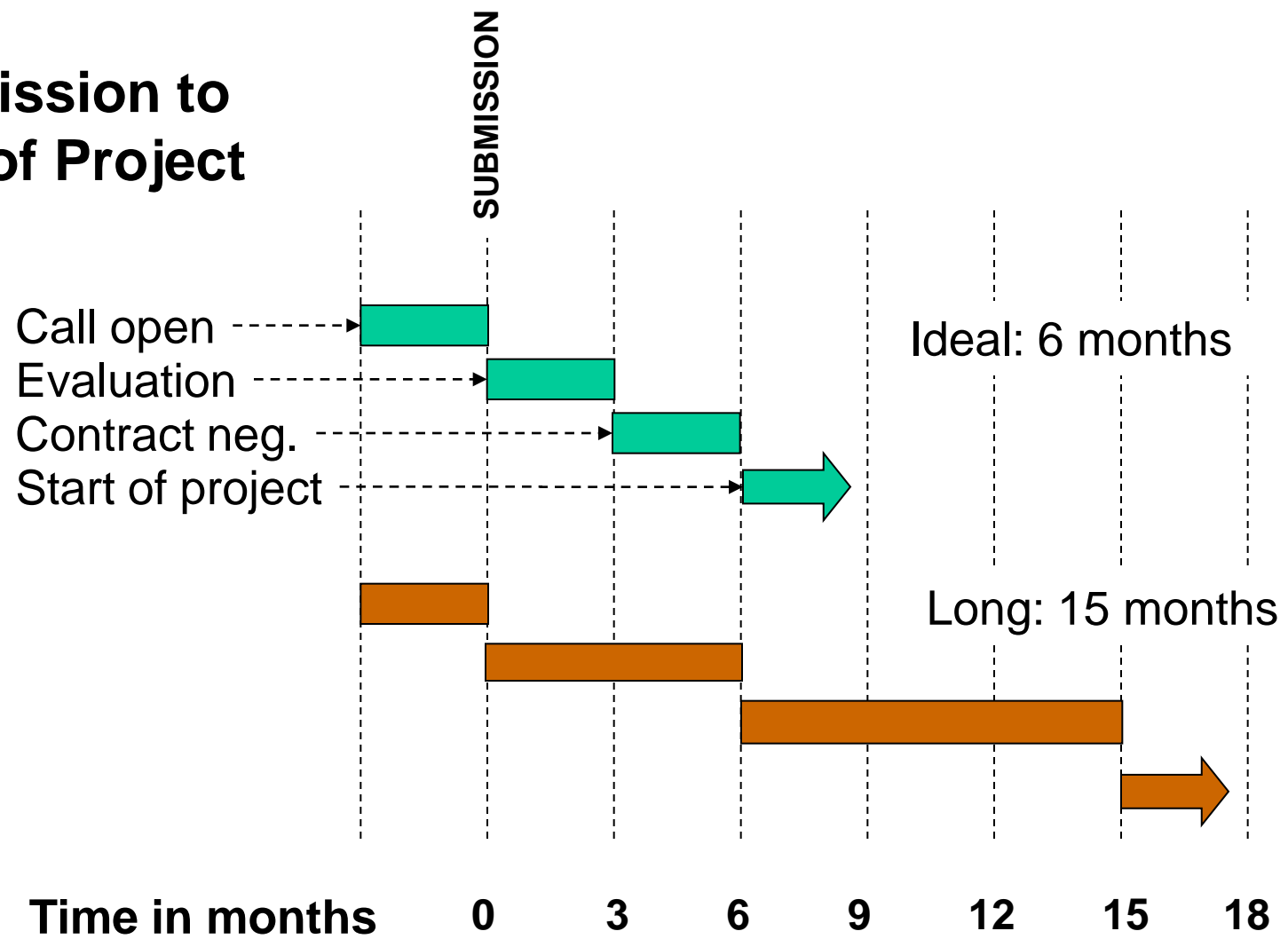
### Intellectual Property Rights (IPR)

- **Access to pre-existing know-how, software etc**
- **Exploitation of the project results**
  - **Who's allowed to say what, and when?**
  - **Who owns what?**
  - **How will it be protected?**
  - **How will it be exploited?**



# Proposal Process

From  
Submission to  
Start of Project





**Questions ?**