Fast *know-how* workshop on initiating EU proposals

**Module 1:
Understanding and Initiating your proposal**

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"Agreed. We fund only those proposals we can understand."
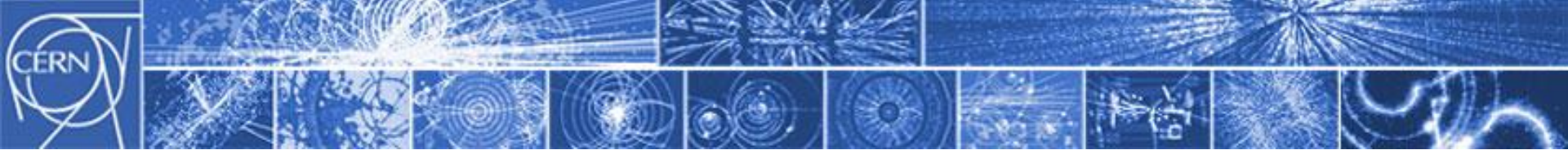
Step 1

Key Message

Have Good and Innovative Ideas.

Observation/Action

Have good ideas that are interesting for Industry.

Step 2

Key Message

Start with the Funding Programme.

Observation/Action

Read the call text.

Valorize critically your idea against it.

Step 3

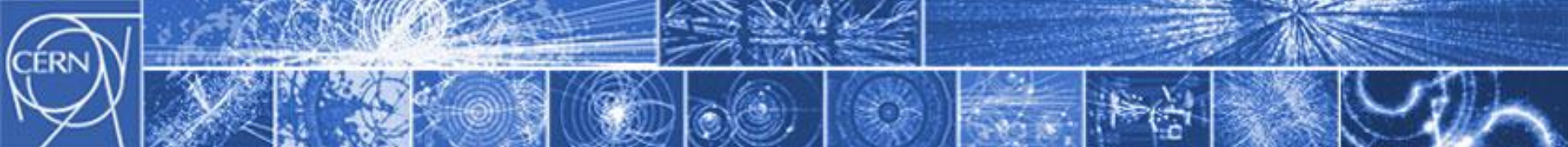**Key message**

Pass from idea to a project.

Observation/Action

Structure it (i.e. work packages).

Identify who you need to execute it (your consortium).

Understanding Step:

- [ ] The very first step before you start writing.
- [ ] Fundamental if you want to write a good proposal in a short time.

Practical Tip: Write a 1 page executive summary

Wh-question	Extension (lines)	What we are talking about?
What the project is about?	6-10	Main idea.
What its value chain is?	1 small graph	Research performers, technology providers, end users, supporting sector organizations…
Who are the partners?		Who are they? Are they recognized? Do they cover the project value chain?
How the project is going to be realized?	1 small graph	Division in WP? Is this division logical? Matching the project idea and value chain?
Why it is important?	6-10	Is it what the technology sector foresees in the future? Is it favoring innovation? Industrial Competitiveness? Why? How?
What is the context of the project in relation to EU and sector policies and strategies?	6-10	Is it favoring main EU strategies such as Europe 2020? Is it part of any Strategic Agenda and/or EU strategic document? How? Why? Which one?

By experience: if you are not capable of summarizing your proposal in 1 or 2 pages you will hardly write a good one.
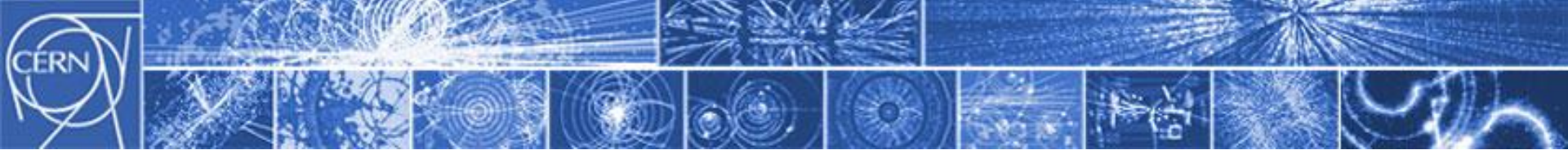
Step 4

Key Message

Get feedback from your consortium.

Observation/Action

Send the executive summary around and fix a face to face meeting.

Step 5

Key Message

Meet face to face.

Observation/Action

Agree on a project idea, structure and tasks (who will do what when).

Step 6

Key message

Coordinate yourself and others.

Observation/Action

Stick to plan and be pushy if needed.

Initiation Step:

☐ Fundamental if you want things to run smoothly.
☐ At the end of step 5 everybody should be aligned and knowing what to do.

Practical Tip: Agenda for an initial meeting

**Agenda XXX project proposal preparation: kick off meeting**

<u>Location: XXX</u>

<u>Objectives of the meeting:</u>

•Initiate the process of project proposal building.
•Finalize the meeting with assigned tasks and timeline with actions defined.

<u>Proposed timing</u>

Time (h)	Item	Comments
10.00-10.15	Introduction of participants (round table).	Presentations (all participants)
10.15-11.15	Co-reading and commenting of the EC call text (brainstorming).	Objective: Verification of project idea vs. EC Programme text.
11.15-11.30	Coffee break.	
11.30-12.30	High level concept of the project based on executive summary (brainstorming)	Objective: Identify the main project objectives and value chain (i.e. scope, applications, etc).
12.30-13.30	Lunch Break.	
13.30-14.30	Definition of WPs and WPs structure (brainstorming).	Objective: Achieve a logical organization of the project (including pert diagram).
14.30-15.00	Assignment of WP leaders and tasks and timing per WP.	Objective: Agree on who does what in the project and if possible Gantt chart.
15.00-15.45	Agreement on proposal development calendar and associated main actions and internal deadlines.	Objective: fix who does what and when during submission process (input, deadlines, telcos, draft circulations, budget circulation, admin information, etc).
15.45-16.00	Meeting closure.	All participants
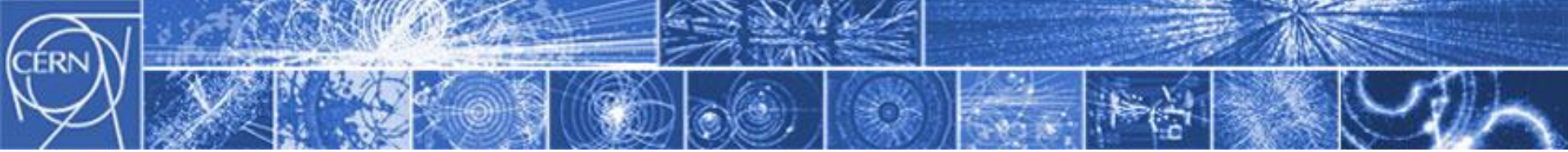
Practical Tip: Follow-up mail

➢ Write after the kick-off meeting a follow up mail: DON'T DELAY IT.

➢ The mail contains attached the submission plan including:

- ❑ Milestones: proposal/budget drafts circulating and when is feedback due including who does what.
- ❑ Alignment telcos: schedule them after a draft is sent for circulation.
- ❑ Distribution of tasks, actions and deadlines (including admin information necessary).

> Working with your friends is excellent...try to work with them and others too…work with the best partners for your project!
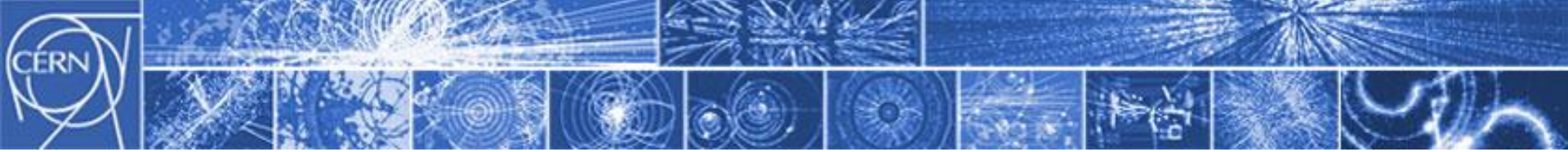
What the call text/topic is asking for?

Who is necessary?

How far can I go upstream or how far the call text is telling me to go

Uses

Applications

Systems

Devices

Materials/Simulations
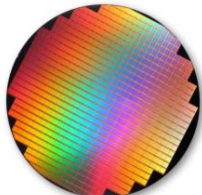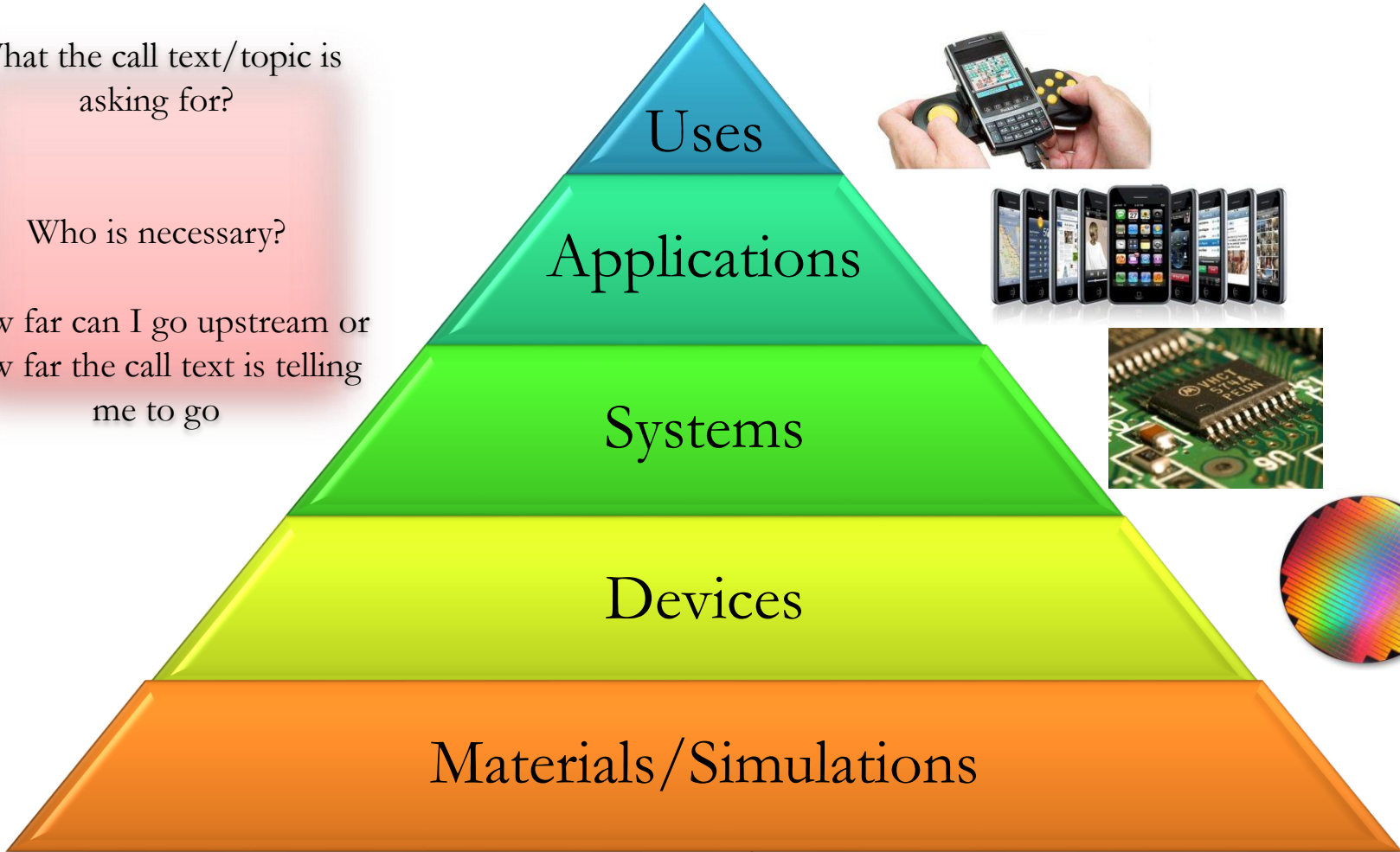
- Don't start writing you application right away… understand it first in all its angles.
- A good executive summary will safe you a lot of time.
- A good executive summary and face to face kick off meeting will align and make aware everyone of tasks and deadlines.
- Find and work with the people that your project needs and if possible with the best at it.
- Be in control of the submission process and make sure everybody understands "who is doing what and when". And commit.
- Stick to plan and make people stick to it as well.

Questions?