



Clean Sky Info Day

# Preparation of a Good Proposal

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Politechnika Warszawska

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# How to create an effective proposal?

## ❖ **Your proposal should address a Topic**

- ▶ Topic needs to be covered in full
- ▶ If you can't do all of the work yourself, you should team up with one or more complimentary entities.
- ▶ You should make clear which topic you are responding to

## ❖ **Responding to multiple Topics in one proposal is not possible**

- ▶ This will make your proposal ineligible!

# Structure of a Proposal

## ❖ Part A:

- ▶ Administrative information
- ▶ Brief description of work
- ▶ Contact details + characteristics of applicant (e.g. SME)
- ▶ Information on funding

## ❖ Part B:

- ▶ Template provided to structure the technical proposal
- ▶ Use common sense in applying the template:
  - Some sections are not applicable for single entities, e.g. management of the consortium
- ▶ Only uploads in pdf format allowed

## Eligibility

- ❖ Proposal submitted before deadline.
- ❖ Proposal in scope with Topic, and **fully addressing this Topic**.  
*Elimination on « scope » grounds only in clear-cut cases.*
- ❖ Budget does not exceed **maximum value** given in Call Text.
- ❖ Both Part A and B provided and complete.
  
- ❖ Additional criteria may be specified in Call Text
  
- ❖ An eligibility review committee will be established in case of doubt on eligibility, to ensure coherent legal interpretation of guidelines.
- ❖ Ineligible proposals will not be examined further.
- ❖ Evaluation or start of negotiation can take place pending decision on eligibility.

## Evaluation criteria

- ❖ C1: Technical excellence,
- ❖ C2: Innovative character,
- ❖ C3: Compliance with the Call for Proposals specification and timetable (relevance),
- ❖ C4: Adequacy and quality of respondent's resources, management and implementation capabilities and track record,
- ❖ C5: Appropriateness and efficient allocation of the resources to be committed (budget, staff, equipment),
- ❖ C6: Contribution to European competitiveness.

### THRESHOLDS:

**3/5** needed for **each criterion**,

**20/30** overall required to be considered for funding

## Evaluation criteria 1/4

### Proposal

#### 1. Scientific and Technical quality

##### 1.1 Progress beyond the State of the Art

Describe the state of the art and demonstrate the innovative character of the proposal

*This section will be used to assess evaluation criteria:*

❖ ***C2: Innovative Character***

## Evaluation criteria 2/4

### 1.2 Scientific and Technology methodology and work plan:

A detailed work plan should be presented, broken down into work packages (WPs)

Please present your plans as follows:

- 1.2.1) Describe the **overall strategy** of the work plan.
- 1.2.2) Show the **timing** of the different WPs and their components (Gantt chart or similar timetable)
- 1.2.3) Provide a detailed work description broken down into work packages:
- 1.2.4) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)
- 1.2.5) Describe any **significant risks**, and associated **contingency plans**.

***This section will be used to assess evaluation criteria:***

***C1: Technical excellence***

***C3: Compliance with the Call for Proposals specification and timetable (relevance)***

## Evaluation criteria 3/4

### 2. Implementation

#### 2.1 Management structure and procedures

#### 2.2 Participant's

#### 2.3 Resources to be committed

*In addition to the costs indicated in Part A of the proposal, and the staff effort shown in table 5 above, please indicate any other major costs (e.g. equipment).*

*Please ensure that the figures stated in part B are consistent with those in Part A.*

***This section will be used to assess the evaluation criteria:***

***C4: Adequacy and quality of respondent's resources, management and implementation capabilities and track record***

***C5: Appropriateness and efficient allocation of the resources to be committed (budget, staff, equipment)***

## Evaluation criteria 4/4

- ❖ **3. Impact**
- ❖ **3.1 Expected impacts**
- ❖ Describe **how** your project will **contribute to the expected impacts** in relation to the Topic in question. Mention the **steps** that will be needed to bring about these impacts. Mention any **assumptions** and external factors that may determine whether the impacts will be achieved.
- ❖ **3.2 Dissemination and/or exploitation of project results, and management of intellectual property**
- ❖ Describe the measures you propose for the dissemination and/or exploitation of project results, and the management of knowledge and intellectual property rights.

***This section will be used to assess the evaluation criteria:  
C6: Contribution to European Competitiveness***

## Maximise your chances!

- ❖ Ensure your proposal clearly and fully addresses **ONE TOPIC**
- ❖ Ensure that your proposal is complete and has the right structure.
- ❖ Don't exceed the **maximum Topic value!**
- ❖ Check eligibility, submit timely!
  
- ❖ **Write a concise proposal:**
  - ▶ Don't make it longer than necessary.
  - ▶ Highlight your strengths and the key points of your proposal
  - ▶ Check with the evaluation criteria – you can download a sample evaluation form from EPSS to perform a self-check



**Thank You all indeed.**

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