

Experience from an FP5 contractor

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Summary of Talk

- Responding to the Call for Proposals
- Building the Consortium
- Preparing and Submitting the Proposal
- Matching Funds
- Contract Negotiation
- Running the Project
- Reporting and Feedback
- Project Extension
- Concluding Remarks

Responding to the Call for Proposals

Be clear on the following !

- Research and Technological Development?
- Demonstration?
- Training?
- *Innovation?*
- Relevance to objectives of Euratom programme?
- Potential impact, e.g. contribution to existing Procedures, Codes, Standards, etc?
- *Deliverables?*

Building the Consortium

- Start with a core group (e.g. based on people/organisations who have already collaborated together successfully before)
- Develop initial ideas via this group
- Decide on the optimum size and composition of the consortium
- Emphasise complementary skills & synergy
- Avoid unnecessary duplication of effort
- *All* core-group and subsequent partners should have a well-defined role in the project
- Decide who should lead the Proposal
- Decide who should lead the Project
- Decide who should lead the individual Work Packages

Preparing and Submitting the Proposal

- Make full use of the advice and documentation available via the CORDIS web site
 - Know the Guide for Proposers!
 - Be mindful of the Evaluation Criteria!

- Make full use of any proposal 'tools' provided
- Project Acronym
- All partners should be fully involved – good communications and a close co-ordination of effort are vital
 - Meetings.....
 - E-mail....
 - Telephone conferences
 - Video conferences?
- Treat the proposal preparation phase as a project in its own right; *don't underestimate the Co-ordination Task*

Matching Funds

- Consider from the outset where the matching funds could come from
 - Own organisation?
 - Sponsor?
- If the latter, start the process of negotiation with the potential sponsor(s) as *early as possible*
- Be clear on the *benefits* that the potential sponsor(s) would derive by supporting the project!
- Keep the sponsoring organisation(s) fully informed of the progress of the Framework proposal

Contract Negotiation

So, the proposal has “received a favourable evaluation by independent experts”, and the proposal proceeds to the Contract Negotiation stage.....

- Have a (worst case) contingency plan in place to respond to the following outcomes:
 - A request for the proposal to be re-submitted with a significant reduction in budget (e.g. 30%)
 - A request for the proposal to be merged with that of a competing consortium

Running the Project

- A well thought out proposal makes the subsequent task of Project Management much easier, by virtue of a clear:
 - plan of action that everyone understands and 'owns'
 - identification of responsibilities and commitments
 - logic that links the activities of the various Work Packages together
- Decisions taken early in the project can be crucial to its subsequent success
- Good communications at all times are vital:
 - Between partners
 - With the Commission
 - With Sponsors
 - With other Stakeholders

- Project web site?
- Consortium Agreement

Reporting & Feedback

- Telephone Conferences
- Minutes of Half-Yearly Meetings
- Yearly Reports
- Cost Statements
- Mid-term Report
- Technical Reports (Milestones, Deliverables)
- Conferences & Publications
 - FISA Conference
- TIP
 - Draft
 - Final
- Final Report
- Synthesis Report

Project Extension

- A number of FP5 projects have benefited from the admission of additional partners through the NAS extension scheme