NOTE: this guide is intended as a guide only.

Please check the EU Cordis Europa webpages for up to date information on scheme requirements and deadlines.

## Table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What sort of funding schemes does EU Framework 7 funding offer?</td>
<td>2</td>
</tr>
<tr>
<td>2. Routes in to EU funding</td>
<td>4</td>
</tr>
<tr>
<td>3. Guidance on developing and writing consortium (Cooperation and Capacities) applications</td>
<td>5</td>
</tr>
<tr>
<td>3.1 Key points for writing EU co-operation applications</td>
<td>5</td>
</tr>
<tr>
<td>3.2 Division of work template</td>
<td>8</td>
</tr>
<tr>
<td>3.3 Example abstracts for EU co-operation applications</td>
<td>10</td>
</tr>
<tr>
<td>3.4 Example of one page synopsis for EU co-operation applications</td>
<td>11</td>
</tr>
<tr>
<td>3.5 Evaluation criteria for EU co-operation applications</td>
<td>12</td>
</tr>
<tr>
<td>3.6 Peer review process for EU co-operation applications</td>
<td>12</td>
</tr>
<tr>
<td>4. Guidance on Marie Curie applications</td>
<td>13</td>
</tr>
<tr>
<td>4.1 Fellowship Schemes</td>
<td>13</td>
</tr>
<tr>
<td>4.2 Initial Training Networks (ITNs)</td>
<td>15</td>
</tr>
<tr>
<td>4.3 Industry Academia Partnerships and Pathways (IAPPs)</td>
<td>17</td>
</tr>
<tr>
<td>4.4 International Research Staff Exchange Scheme (IRSES)</td>
<td>19</td>
</tr>
<tr>
<td>5. European Research Council (ERC) Ideas Funding</td>
<td>20</td>
</tr>
<tr>
<td>6. Costing a project</td>
<td>22</td>
</tr>
<tr>
<td>7. Electronic Proposal Submission (EPSS)</td>
<td>24</td>
</tr>
<tr>
<td>8. Negotiation of award offers</td>
<td>25</td>
</tr>
<tr>
<td>9. Award stage and contracts</td>
<td>26</td>
</tr>
<tr>
<td>10. Support available</td>
<td>27</td>
</tr>
<tr>
<td>Annex: List of countries that can participate in EU Framework 7 proposals</td>
<td>28</td>
</tr>
</tbody>
</table>
What sort of funding schemes does EU Framework 7 offer?

There are four main strands to European research funding, under the EU Framework 7 programme (FP7), outlined below. Further information is available on the CORDIS web site at http://cordis.europa.eu/fp7/dc/index.cfm and call information can be found on the EU participant portal at: http://ec.europa.eu/research/participants/portal Please use these pages for the most up to date information.

1. “Cooperation” – i.e. large scale, interdisciplinary collaborative projects

Cooperation and Capacities project and networks require consortium proposals. Researchers may participate as a partner, or may be the academic lead and coordinator of the project. The easiest way to start with EU consortium funding is to be a partner on a project, especially if you have limited experience of managing large or multi-partner activities.

The Co-ordinator (with the aid of a project manager):

- Prepares and submits the proposal
- Links the Commission and the consortium members
- Monitors research activities, milestones, and compliance with the project brief
- Is responsible for financial distribution, record keeping, reports to the Commission
- Organises scientific and project management meetings
- Maintains the Consortium agreement

A Partner:

- Works on their allocated research areas
- Submits reports to the co-ordinator

2. “Capacities” – knowledge transfer and public engagement collaborative projects

For both cooperation and capacities calls, projects must normally include a minimum of 3 partners (which may be universities, public or private sector) from different EU member states. Some projects require at least seven partners. The research is intended to inform EU policy and public debate and to identify and examine key issues and options. As such, applicants respond to a specific call.

Annual call cycle: published July, deadline usually the following January.

3. People (Marie Curie) – support for fellowship projects, training of early career researchers and staff changes

Marie Curie actions are intended to facilitate career development and the enhancement of human potential within – and in some cases beyond – the European Union.

Marie Curie Fellowships – these provide funds to enable early career individuals (within 4 years of PhD or equivalent) to move between universities. International Incoming Fellowships (IIFs) bring in researchers from outside the EU (e.g. China, Brazil, US) and Intra-European Fellowships (IEFs) fund researchers to move institutions within the EU.

Annual call cycle: published March, deadline August

There are other schemes that support researchers leaving the EU and collaboration with industry. Information on all Marie Curie Fellowships can be found on the Marie Curie web pages.
Marie Curie Initial Training Networks – these fund novel, state of the art, interdisciplinary projects which are undertaken by research fellows and PhD students funded by the scheme to undertake research. They must have a minimum of 3 EU partners, including a non-academic partner, and must also deliver personal and professional development and career relevant training to the researchers and students. The aim is to build capacity in Europe in the particular sector to which the research is relevant.

Annual call cycle: published August, deadline December.

Marie Curie Industry Academia Partnerships and Pathways (IAPPs) – these fund creation, development, reinforcement and execution of long term strategic partnerships between academic and industry (commercial profit-making) partners. They aim to support knowledge exchange through the sharing of information, resources and expertise, and participants should demonstrate overlapping and complementary goals in the advancement of knowledge in a particular area.

Marie Curie International Research Staff Exchange Scheme (IRSES) – these fund staff exchange between research organisations in any area of research. Two partners in at least two different EU member states are required, plus a partner from a third country with which the EU has a science and technology agreement, which includes the US, China and India (http://cordis.europa.eu/fp7/pp-pic_en.html). The aim of the scheme is to strengthen long term research co-operation between the partners.

4. Ideas (ERC) – funding for individuals to lead significant, novel research projects

The European Research Council (ERC) funds all ‘blue skies’ research within the Framework 7 programme. Two schemes exist: one for early career researchers, 2–12 years after PhD award, and one for senior academics, normally at professorial level. These would generally equate to the Research Councils’ prestigious fellowship schemes.

Annual call cycle:
Starting Independent Researcher Grants – call open July, close October/November
Advanced Investigator Grants – call open November, close February/March/April
EU Framework 7 funding schemes require project proposals from consortia, which may include both academic and non-academic partners.

In addition to existing networks that individuals may have, partners may also be found through a number of other routes.

**UKRO information days**
The UK Research Office UKRO provides conferences, workshops and meetings about EU funding within the UK and in Brussels. Attending information days on particular schemes in Brussels will enable you to meet like minded partners (and assess the competition!). [http://ims.ukro.ac.uk](http://ims.ukro.ac.uk)

**Become an EU peer reviewer**
Anyone can register to be an EU expert / peer reviewer. However, to ensure that you are prioritised for being called upon to review EU proposals, you also need to become active in participating in EU conferences, workshops and information days. This will allow you to gain insight into EU requirements and proposal writing. You will also find out more about expertise in your own and related disciplines across the EU. You may also be called to review meetings in Brussels, which will introduce you to commission staff, and to other researchers.

To register as a peer reviewer go to: [http://cordis.europa.eu/emmfp7](http://cordis.europa.eu/emmfp7)

**CORDIS Partner Search web site**
The EU funding information portal, CORDIS, offers a web based search engine to find a partner – you can also advertise yourself as a potential partner on the website. [http://cordis.europa.eu/ftp7/partners_en.html](http://cordis.europa.eu/ftp7/partners_en.html)

UKRO emails to subscribers also contain details of potential partners who have recently expressed an interest in a scheme.

**Join a European Technology and Innovation Platform**
EU Technology and Innovation platforms are led by industry, and aim to define research and development priorities, timeframes and action plans on a number of strategically important issues where achieving Europe’s future growth, competitiveness and sustainability objectives is dependent upon major research and technological advances in the medium to long term. These networks inform EU Framework 7 funding, and provide a network of potential research project consortium partners. Methods of recruitment and joining vary, but membership is usually free. [http://cordis.europa.eu/technology-platforms/home_en.html](http://cordis.europa.eu/technology-platforms/home_en.html)

**Join a COST Network**
COST is a fund outside of Framework 7 that supports networking activities around a central research theme with the aim of increasing European cooperation and interaction. This initiative makes it possible for the various national facilities, institutes, universities and private industry to work jointly on a wide range of Research and Development (R&D) activities.

It anticipates and complements the activities of the EU Framework Programmes, and provides a “bridge” across the scientific communities of emerging countries.

Researchers can apply to initiate and co-ordinate a COST network, or can apply to join an existing network if there is no current national representation on that network.

Further information on COST and its current networks can be found at [www.cost.esf.org/domains_actions](http://www.cost.esf.org/domains_actions)
3 Guidance on developing and writing consortium (Cooperation and Capacities) applications

This section draws on material kindly provided by Sean McCarthy, Hyperion Ltd., and must not be reproduced without permission. Further details can be accessed at www.hyperion.ie/usefulwebsites.htm

3.1 KEY POINTS FOR WRITING EU CO-OPERATION APPLICATIONS

1. The lead investigator should try to **discuss their project idea with a Project Officer in Brussels or the relevant national contact point (NCP).** Details may be referenced in the call document or can be found on the CORDIS web pages. This is important a) to ascertain that your project fits with EU expectations and requirements, and b) to flag up that you are serious about the scheme.

2. Use the **reviewer's questions** to structure the proposal, and be aware of who will assess the proposal and at which stage of the evaluation process.

   **Outline Evaluation Process (see sections 3.5 and 3.6)**
   - **Stage 1 – review by (3) independent reviewers.** (These may be academics or research users).
   - **Stage 2 – Reviewers meet** to write a formal report to EU commissioners.
   - **Stage 3 – EU commissioners** review the abstract and reviewers' report (which is based on the reviewers forms) to make a decision on funding. **They do not see the full proposal.** The commissioners are bureaucrats – therefore the guidance under Paragraphs 4 and 5 below is important.

3. **A forms (the legal and admin forms, summary of partners, costs)**

   10% of proposals fail the eligibility check at the EU. Get help with the costing and the legal forms early on to make sure that everything is included and is correct. (See section 6).

4. **Abstract**

   Write this in a journalistic style. Clearly state the aim of the project in first line – i.e. ‘the aim of this research is to do a, b, c, d’. Include facts and figures. e.g. ‘xM people worldwide are affected by x; this costs €XB; if we do this research we will produce x, y, z. This could change x, y, z. This will be beneficial to Xmillion people and save €Xbillion’.

   **NB:** The abstract is used by the EU commission (not academics), along with the reviewers report to make the final funding decisions. EU bureaucrats like to see numbers and other evidence that helps support their agenda. See section 3.3 for examples.

5. **B forms (case for support)**

   As a first outline, produce a short 1–2 page summary based on the following template. This can be used as a first point of discussion with the partners, will aid discussions with the EU project officer, and will help to focus your ideas.

<table>
<thead>
<tr>
<th>Title</th>
<th>Title (slogan) and ACRONYM (brand name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic / grant area</td>
<td>Where does the project fit within the EU work programme?</td>
</tr>
<tr>
<td>Objective</td>
<td>What we are planning to do?</td>
</tr>
<tr>
<td>Background</td>
<td>Why we are planning to do it?</td>
</tr>
<tr>
<td>Results</td>
<td>What we are going to produce?</td>
</tr>
<tr>
<td>Impact</td>
<td>What will come out of the project, who wants the immediate results, why do they want the results, how to you plan to tell the immediate users of the results and what further development will be needed to make the results usable after the project?</td>
</tr>
<tr>
<td>Phases</td>
<td>How the work will be split up and what will be done?</td>
</tr>
<tr>
<td>Consortium</td>
<td>Who will do the work?</td>
</tr>
<tr>
<td>Cost/Duration</td>
<td>How much time, what are the estimated resources and costs?</td>
</tr>
</tbody>
</table>
Full proposal

1. Use the reviewers evaluation form to ensure that you answer the key points on each section of the proposal. These key points should be answered within the first page of each proposal section as the reviewers tend to skim read the documents and this forms the basis of the report to the EU commissioning panel only.

2. A copy of the evaluation form should be available with each call. A sample form is available from the EU grant writing web pages: www.shef.ac.uk/ris/pre-application/funding/eu/grantwriting.html

Note: Science, implementation and impact are treated as being of equal importance by Stage 1 reviewers. If there is a tie at the commissioning panel stage, the order of importance is science, impact, implementation.

3. Ask yourself (or get someone else to ask you) the following questions and answer these rigorously in the proposal:

Science

1. Why bother? (What problem/gap are you trying to solve and why should anyone be interested in the results? – find the teenager in you and keep asking yourself “so what”?)
2. Is it a European priority? If it can be solved at national level, then maybe not.
3. Why now? (What would happen if we didn’t do it, or delayed it?)
4. Why this consortium? Have you the best people and range of expertise to do the work?

Impact

1. What will come out of your project (expected results)?
2. Who wants these results (lead users of these results)?
3. Why do the lead users want the results?
4. How do you plan to tell the lead users about the results?
5. What further development steps need to be taken from the end of the research project to use of the results? Most research requires further translation, proof of concept, testing and evaluation before it is ready for market. The main consideration is dissemination and access for the immediate end users, but some reference to the ultimate end product should be made. Think about first users, intermediate users and final end users.

Implementation

1. How will the work be done? What needs to be carried out and by when?
2. Who will do the work? How will it be allocated across the partners?
3. You will need to break the project into work packages, state deliverables for each work package and the overall project, make a summary of the effort required for each work package, list milestones, produce Gantt chart and pert charts, draw up risk and contingency plans.
**Phases of proposal writing**
(Courtesy of Sean McCarthy, Hyperion Ltd)

**Phases of proposal writing**
- Continuous activity
- Pre Call (-3 months)
- Call for proposals

<table>
<thead>
<tr>
<th>Phase</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous activity</td>
<td>Collect ideas for future proposals, Network with potential partners, Promote expertise in networks and conferences</td>
</tr>
<tr>
<td>Pre Call (-3 months)</td>
<td>Source draft work programmes, Draft ideas and identify partners, Check ideas with NCPs, EC, specialists in the field</td>
</tr>
<tr>
<td>Call for proposals</td>
<td>Consortium meetings, Distribute work, Start writing</td>
</tr>
</tbody>
</table>

**Writing the proposal timelines**
(Courtesy of Sean McCarthy, Hyperion Ltd)

**Writing the proposal: From Call to Deadline**

<table>
<thead>
<tr>
<th>Call</th>
<th>Weeks</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Topic</td>
<td>Look for possible topics</td>
</tr>
<tr>
<td>Consortium meeting</td>
<td>Meetings to discuss ideas</td>
</tr>
<tr>
<td>One page summary</td>
<td>Summarize the topic</td>
</tr>
<tr>
<td>Distribution of work</td>
<td>Prepare for the call</td>
</tr>
<tr>
<td>Contact partners</td>
<td>Network with potential partners</td>
</tr>
<tr>
<td>Workshop EC + NCP</td>
<td>Workshopping the proposal</td>
</tr>
<tr>
<td>Version 1 Address evaluator questions</td>
<td>Prepare the first version</td>
</tr>
<tr>
<td>All inputs to writer</td>
<td>Collect inputs from partners</td>
</tr>
<tr>
<td>Partners Writing</td>
<td>Writing the proposal</td>
</tr>
<tr>
<td>Input to main writer</td>
<td>Finalize the proposal</td>
</tr>
<tr>
<td>Full proposal Edit Proof read Review Refine Polish</td>
<td>Final checks and edits</td>
</tr>
<tr>
<td>Possible consortium meeting</td>
<td>Final meeting to discuss the proposal</td>
</tr>
<tr>
<td>Sign off by RIS; copies to all partners</td>
<td>Final submission</td>
</tr>
<tr>
<td>Input to main writer</td>
<td>Final check and submission</td>
</tr>
</tbody>
</table>

*EU Framework 7 Funding*
3.2 Division of Work templates

Bringing together a consortium proposal requires delegation to, and monitoring of a large number of contributors. The following provides a template for organising bid writing activity.

### 3.2.1 Division of Work

(Courtesy of Sean McCarthy, Hyperion Ltd)

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsible person</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall responsibility for submission of proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PART A</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acknowledgement of receipt form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form A1: Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form A2: Partner details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Effort Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form A3: Summary of costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PART B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1. Scientific and/or technical quality relevant to call</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Concepts and objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Progress beyond the state of the art</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 S/T methodology and associated work plan (Maximum 20 pages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 (i) Overall strategy of the work plan</td>
<td>Co-ordinator</td>
<td></td>
</tr>
<tr>
<td>1.3 (ii) Gantt chart</td>
<td>Project Manager</td>
<td></td>
</tr>
<tr>
<td>1.3 (iii) Breakdown of Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 (iii) a. Work package list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 (iii) b. Deliverables list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 (iii) c. Description of each work package (see below)</td>
<td>WP Leaders</td>
<td></td>
</tr>
<tr>
<td>1.3 (iii) d. Summary effort table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 (iii) e. List of Milestones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 (iv) PERT Chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Risk and contingency plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Implementation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 Management Structure and procedures (5 pages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Individual participants (1 page per participant)</td>
<td>Each partner</td>
<td></td>
</tr>
<tr>
<td>2.3 Consortium as a whole (4 pages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontractors? International (non-EU) partners? Future additional partners?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4 Resources to be committed (2 pages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost, other sources of income for the work</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Impact</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Expected impacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2 Dissemination of project results, exploitation of project results, Management of intellectual property</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Ethical Issues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. Consideration of gender aspects</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.2.2 Division of scientific work

(Courtesy of Sean McCarthy, Hyperion Ltd)

<table>
<thead>
<tr>
<th>Work package</th>
<th>Work package name</th>
<th>Writer</th>
<th>Contributors to the work package</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3.2.3 Experts to be consulted on the proposal (i.e. for peer review and additional input)

(Courtesy of Sean McCarthy, Hyperion Ltd)

<table>
<thead>
<tr>
<th>Document</th>
<th>Name of expert</th>
<th>Organisation</th>
<th>Who will contact them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal summary</td>
<td></td>
<td>National Contact Point; National Delegates</td>
<td>Co-ordinator</td>
</tr>
<tr>
<td>Full proposal</td>
<td></td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>Scientific part</td>
<td></td>
<td>Academic and industry experts</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td>Management Expert (R&amp;IS)</td>
<td></td>
</tr>
<tr>
<td>Exploitation Plan</td>
<td></td>
<td>Academic and industry experts</td>
<td></td>
</tr>
<tr>
<td>Financial Part A</td>
<td></td>
<td>R&amp;IS</td>
<td></td>
</tr>
<tr>
<td>Pre-screening</td>
<td></td>
<td>Peer reviewers</td>
<td></td>
</tr>
</tbody>
</table>
3.3 EXAMPLE ABSTRACTS

(Courtesy of Sean McCarthy, Hyperion Ltd)

Example 1
Solar disinfection of drinking water (SODIS)

According to the World Health Organisation (WHO), over 1 billion people around the world have no access to any kind of treated drinking water. Every year 1.6 million people, most of them young children, die of diseases such as cholera which are attributable to a lack of access to safe drinking water and basic sanitation. Millions more are infected with water borne parasites. The United Nations Millennium Development Goals call for the proportion of people without access to safe drinking water and basic sanitation to be halved by 2015.

Harnessing the power of the sun to disinfect water is nothing new; the technique was used in India 4000 years ago. In recent years solar water disinfection has undergone something of a revival as its ease of use and low costs make it ideal for use in poor, developing countries.

The only equipment used in this project is a water bottle and a steady supply of sunlight. This work has been approved by the WHO. In this project research will be undertaken on the use of catalysts to speed up the process of disinfection and to provide the WHO with scientific data to support their guidelines.

Source: CORDIS Focus No 272 November 2006

Example 2
Development of an Infrared Sensor to Measure Hydrocarbons in Water

In 1999 the European Commission published the “Water Framework Directive (COM 2000/60). Annex 1 of this legislation lists 11 parameters that must be continuously monitored to meet the legislation. One of these parameters is hydrocarbon. The sensors that are used today to monitor hydrocarbons in water are laboratory based: they require regular calibration and are operated by specialist personnel. The sensors costs over €3000 each and can measure to an accuracy of 2000 parts per billion (ppb). If the legislation is enforced it will costs water companies throughout Europe hundreds of millions of Euros to monitor this one parameter.

The aim of this proposal is to develop a low cost infrared sensor that can monitor hydrocarbons to meet the legislation. The proposed sensor will be located in the water system and will provide continuous signals to a central control unit. The estimate cost of the sensor will be less than 50 euro per sensor and it will measure to an accuracy of 1000 ppb.

Source: CORDIS Focus No 272 November 2006
3.4 Example of one page synopsis for EU co-operation applications

(Courtesy of Sean McCarthy, Hyperion Ltd)

Development of a Sensor to Measure Hydrocarbons in Water
(Hydrocarbex Project)

Work programme (Topic) 6.x... Funding Scheme: Collaborative Project

The aim of this proposal is to develop a technical prototype of an infrared sensor that will measure hydrocarbons in water. The sensor will use an fibre-optic cable, coated with a polymer and the level of hydrocarbon will be determined by measuring the changes in refractive index. The key research challenges will be: assessing the use of infrared to measure the level of hydrocarbons in water, identifying a range of polymers that could be used in the sensor and finally assessing the accuracy of the sensor.

Background to the project
In 1999, the European Commission published legislation on water quality, known as the Water Framework Directive (COM 200/61). Annex 1 of this directive lists 11 parameters that must be continuously monitored to meet the directive. These are known as the ‘priority hazardous substances’. One of these substances is Hydrocarbon. The sensors on the market today to monitor hydrocarbons in water are laboratory based, they require regular calibration and cost over €3000 euro per sensor. If the water legislation was enforced it would cost the European water industry hundreds of millions of euros per annum just to measure this one parameter—hydrocarbons. The aim of this proposal is to develop a low cost, infrared based sensor that will measure hydrocarbons in water to meet the conditions of the directive. The sensor will be suitable for onsite monitoring, will require a minimum of calibration and will deliver data continuously.

Expected Results, Lead Users and Exploitation/Dissemination Plan
A technical prototype of an infra-red sensor that will measure hydrocarbons in water.

The sensor is expected to measure to an accuracy of 1000 ppb (parts per billion) and will cost less than €50 to manufacture. A detailed design specification of the sensor will be published. This will enable design engineers to build and test prototypes of the sensor. The document will also be used in patent applications. A calibration curve for the sensor based on 150 hours of tests will be produced. This is essential to the product development engineers for further development of the commercial prototype and the reproduction of a range of test sensors for future pilot applications. The lead users will be design engineers in companies that design and manufacture sensors for the water industry. One of the partners (Capital Controls Ltd, UK) will define the industry requirements and will test the sensor in their laboratory and in a pilot test site on the river Severn, UK. The results will be disseminated to the European water sensor industry through SWIG (Sensors in Water Industry Group).

Factual Data to upgrade the Hydrocarbex Index ISO TC147
The factual data will be used to upgrade ISO TC147 so that the standard can be used for infrared sensors. The Scientific Coordinator of the project is a member of the Technical Committee of ISO RC 147. This will ensure an efficient transfer of the results from the project to the Technical Committee.

Phases of Work: 1. Review of sensors on the market; 2. Specification of infrared sensor; 3. Identification of polymer to coat fibre-optic cable; 4. Testing of sensor; 5. 150 hours calibration test; 6. Dissemination of Results (SWIG); 7 Exploitation plan for further development.

Partners: The proponents have been active in the development of infrared sensors and one of the industrial partners is a company that specialises in the development of sensors for the water industry, Coordinating Dublin City University (Prof. Brian McCraith), Partner 2 (Role infrared sensors), Partner 3 (Water sensor company), Partner 4 (fibre-optic company), Hyperion (Exploitation Manager), etc.

Expected Budget: € 6,000,000 Framework 7 contribution (Maximum €3,000,000)

Duration: 36 months

How to Write a Competitive Proposal for Framework 7 www.hyperion.ie
### 3.5 Evaluation Forms (Check for Up to Date Version with Call) for FP7 Collaborative Projects

1. Scientific and/or technological excellence (relevant to the topics addressed by the call).
   - Soundness of concept and quality of objectives
   - Progress beyond the state-of-the-art
   - Quality and effectiveness of the S/T methodology and associated work plan
   
   **Score**
   - **Threshold 3/5**

2. Quality and efficiency of the implementation and management.
   - Appropriateness of the management structure and procedures
   - Quality and relevant experience of the individual participants
   - Quality of the consortium as a whole (including complementarity and balance)
   - Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment)

   **Score**
   - **Threshold 3/5**

3. Potential impact through the development, dissemination and use of project results.
   - Contribution, at the European and/or international level, to the expected impacts listed in the work programme under relevant topic/activity (Refer to the applicable list of impacts specified in the work programme)
   - Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property

   **Score**
   - **Threshold 3/5**

4. Any other remarks

**Total score**
- **Threshold 10/15**

### 3.6 Overview of the peer review process for consortium grants

<table>
<thead>
<tr>
<th>Submission</th>
<th>Individual evaluation</th>
<th>Reviewer Meeting</th>
<th>Final Panel Review by EU</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Proposal Proposal forms</td>
<td>Evaluators Criteria</td>
<td>Evaluators Criteria Thresholds</td>
<td>1-2 evaluators from each topic invited</td>
</tr>
<tr>
<td></td>
<td>Eligibility</td>
<td></td>
<td></td>
<td>Consistency between topics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ranking of proposals at activity level</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Commission ranked list</td>
</tr>
<tr>
<td></td>
<td>Role of Commission</td>
<td>Role of experts</td>
<td></td>
<td>Rejection list</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Role of Commission**

**Role of experts**

**Role of Commission**
4 Guidance on applying for Marie Curie grants

4.1 Advice for writing Marie Curie fellowship (Individual Actions) applications

Marie Curie Individual Actions provide fixed amounts of funding (depending on the individual country of origin, circumstances and discipline) for an early career individual to undertake a research fellowship at an EU institution. (*early career means up to 4 years research experience from undergraduate degree, including PhD study and award).

- Apply for Marie Curie International Incoming Fellowships (IIFs) to bring in a researcher from outside the EU.
- Apply for a Marie Curie Intra-European Fellowship (IEF) to bring a researcher from another EU country to the UK.

(There are other schemes for outgoing fellowships from Sheffield/UK not listed here).

The principals of grant writing are similar for each scheme:

1. Check the eligibility of the fellow and match to the scheme. If in doubt, ask your R&IS faculty contact or the Marie Curie National Contact Point.
2. Provide the information that the EU wants, using the peer reviewer criteria and form headings as a guide.

<table>
<thead>
<tr>
<th>Scientific/academic quality (25% weighting)</th>
<th>Training and knowledge transfer (15% weighting)</th>
<th>Researcher (25% weighting)</th>
<th>Implementation (15% weighting)</th>
<th>Impact (20% weighting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlight any interdisciplinary aspects</td>
<td>Clarity and quality of training objectives for the researcher</td>
<td>Relevance of research experience</td>
<td>Quality of infrastructure and facilities**</td>
<td>Contribution to EU excellence and competitiveness</td>
</tr>
<tr>
<td>Sound, relevant methodology</td>
<td>Relevance and quality of the additional training and skills offered</td>
<td>Previous outputs incl. publications/patents/ teaching materials</td>
<td>Practical arrangements for implementation and management of project</td>
<td>Benefit to European Research Area**</td>
</tr>
<tr>
<td>Original and innovative nature of the project/relationship to state of the art</td>
<td>Host experience in training experienced researchers in the field/ tutoring**</td>
<td>Independent thinking and leadership qualities (and ability to transfer knowledge for IIF)</td>
<td>Feasibility and credibility of project including work plan</td>
<td>IIF – potential for creating long term collaborations which are mutually beneficial for EU and third country (i.e. fellows country of origin)</td>
</tr>
<tr>
<td>Timeliness and relevance</td>
<td>How will the project bring knowledge to Europe (IIF) and transfer knowledge to the host (i.e. Sheffield/UK)**</td>
<td>Match with research project</td>
<td>Practical administrative arrangements and support for hosting fellow**</td>
<td></td>
</tr>
<tr>
<td>Host scientific expertise in the field (PI and research group/dept) (cite experience)**</td>
<td>Clarity and quality of the knowledge transfer objectives (this means you need a plan for knowledge transfer**</td>
<td>IIF – potential for researching a position of professional maturity and to acquire new knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of the research group/supervisors (cite esteem factors)**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** R&IS can provide supporting institution level information for these items and/or help with framing of these sections of the application.
4. Ensure that the application is written as a collaboration between the supervisor (scientist in charge) and the fellow. The assessors want to see that the fellow is capable of writing the application, and that this is a “real” partnership.

5. Get others to review the application, including those who have had successful Marie Curie applications.

6. Look at successful (and unsuccessful) applications. Obtain these from colleagues, or from R&IS (through your faculty contact): www.shef.ac.uk/ris/contacts/rio.html

Application is electronic through the on-line EU EPSS system, which is linked to from the call information on the CORDIS web pages. http://cordis.europa.eu/fp7/dc/index.cfm
See section 7 on how to use EPSS.

The research fellow must register as the applicant. Costings are standard rates applied by the EU. Marie Curie costing spreadsheets can be found on the R&IS web pages.
www.shef.ac.uk/ris/pre-application/funding/eu/mariecurie.html
4.2 Advice for writing Marie Curie Initial Training Network (ITN) applications

Marie Curie ITN funding supports a number of partners to implement and deliver a joint training programme for early career researchers. Most ITNs are in defined fields, or in new and emerging fields. ITNs can be used to recruit researchers (with a PhD) and students with up to 4 years postgraduate experience who may register for a PhD. Visiting scientists and conference funding may also be included.

At least three different research groups from three different EU countries are required, and at least one private sector partner is also required.

1. Check the deadline. Calls normally open in August and close in December/January (but there is some annual variation).
2. Provide the information that the EU wants, using the peer reviewer criteria and form headings as a guide.
3. Get others to review the application, including those who have won Marie Curie ITN grants.
4. Look at successful (and unsuccessful) applications. Obtain these from colleagues, or from R&IS (through your faculty contact) www.shef.ac.uk/ris/contacts/rio.html

<table>
<thead>
<tr>
<th>Scientific/academic quality (30% weighting)</th>
<th>Training and TOK activities (30% weighting)</th>
<th>Implementation (20% weighting)</th>
<th>Impact (20% weighting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific/academic objectives of the programme, specifically highlight multi-disciplinary or new and emerging fields</td>
<td>Training must be consistent with the research work programme</td>
<td>Do the hosts individually and overall have the capacity to deliver (demonstrate expertise, human resources, facilities, infrastructure)**</td>
<td>Demonstrate how the career prospects of early career researchers will be enhanced – what skills will they acquire relevant to private and public sectors?**</td>
</tr>
<tr>
<td>Overall quality must be excellent</td>
<td>Complementary skills should be offered – e.g., management training, IPR, leadership, grant writing, ethics, communication skills, entrepreneurship**</td>
<td>Private sector involvement – how will private sector be involved, and how is their role appropriate?</td>
<td>How will the programme help to develop longer term collaborations and longer lasting programmes? How does it tie in to EU policy objectives (e.g., enhancing public-private sector partnerships; avoiding fragmentation of skills and knowledge)?</td>
</tr>
<tr>
<td>Research methodology must be appropriate, relevant and robust</td>
<td>Must demonstrate the importance and timeliness of training (i.e. why does this sector/field need people trained in this particular way?)</td>
<td>What are the synergies and complementarities of the partners, and how will these be exploited? (Also, how will any gaps be managed?)</td>
<td>Why could the training not be delivered by one institution? Why is the consortium approach necessary?</td>
</tr>
<tr>
<td>How is the research programme original and innovative?</td>
<td>Need to adequately combine local provision with networked provision</td>
<td>Any non International Collaboration Partner Countries (i.e. not EU preferred) participation – are they essential to the objectives of the training programme?</td>
<td></td>
</tr>
<tr>
<td>Demonstrate knowledge and connectivity to &quot;state of the art&quot;</td>
<td>Size of the programme/training needs to fit with capacity of the training provider/host institution</td>
<td>Overall management of the training programme – needs responsibilities and roles, processes for decision making, management plan**</td>
<td></td>
</tr>
<tr>
<td>How will the private sector contribute? Ensure this is appropriate and embedded, and not an &quot;add on&quot;.</td>
<td>Any visiting researchers must fit with the training programme and be fully justified</td>
<td>Plan for training events and how dissemination of best practice will take place (build in to networking events?) – milestones and deliverables</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good practice – e.g. personal development plans; training in methods and techniques, refer to transferable skills Roberts funding and agenda, existing conferences, seminars, graduate schools **</td>
<td>Recruitment strategy including timetable – consider competitive international recruitment, equal opps., codes of practice across partners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** R&IS can provide supporting institution all information for these items and/or help with the framing of these sections of the application.
Application is electronic through the on-line EU EPSS system, which is linked to from the call information on CORDIS web pages. http://cordis.europa.eu/fp7/dc/index.cfm
See section 7 on how to use EPSS.

The research fellow must register as the applicant. Costings are standard rates applied by the EU. Marie Curie costing spreadsheets can be found on the R&IS web pages.
www.shef.ac.uk/ris/pre-application/funding/eu/mariecurie.html
4.3 Industry Academia Partnerships and Pathways (IAPPs)

1. What are Industry Academia Pathways and Partnerships (IAPPs)?

IAPPs are a scheme within the portfolio of the People programme (Marie Curie actions). Similar to Initial Training Networks (ITNs) they are applied for by an institution, rather than an individual (such as Marie Curie Fellowships).

IAPPs aim to:

- Support the creation, development, reinforcement and execution of long term strategic partnerships between academic/non-industry and industry (commercial/profit making) partners
- Create diverse career possibilities and experience for researchers (postdoc and PhD level) (personal development for individuals)
- Facilitate knowledge sharing and cultural exchange, especially with SMEs
- Aim for longer term co-operation between the sectors involved

They aim to support knowledge exchange through the sharing of information, resources and expertise, and participants should demonstrate overlapping and complementary goals in the advancement of knowledge in a particular area.

2. What does an IAPP fund, and how much is available?

IAPP funding can cover the costs of:

- Staff exchange across sectors for experienced researchers (post docs) for between 2 months and 2 years (technical staff and research managers may also be eligible) – mandatory. NB: postdocs must be employed for at least 1 year upon return from secondment (within the organisation) in which the secondment takes place
- Salaries of new researchers (postdocs) for a minimum of 12 months
- Support for workshops and conferences
- For SMEs, a contribution towards small equipment costs (up to 10% of project total)

There is no financial limit on each IAPP. Funding is awarded according to the type of and level (number) of activities planned. Payments are made according to the number of researchers involved, from €19,000 to €58,500 per annum per researcher (depending on experience and contract type) and up to €86,500 per annum for those employed on contract with over ten years postdoctoral experience. These include organisational contributions to NI and Pensions. Additional funding is available for travel and subsistence, practical activities (workshops etc), management, and overheads (10% of direct costs). See the guidance available on the CORDIS web pages when the call is open, for current funding information and amounts. http://cordis.europa.eu/fp7/dc/index.cfm

3. Pre-requisites for applying for an IAPP

IAPPs fund strategic research partnerships between at least one academic organisation and a commercial organisation in two different Member States (or Associated Countries). Either partner can co-ordinate. More partners are possible, including for example a university, a not for profit organisation and a commercial partner. Third countries (i.e. non-EU countries) can be included provided the basic criteria (non-commercial and commercial partners from two EU member states) are met.

4. Benefits of IAPPs, and recommendations for UoS engagement with IAPPs

IAPPs may be viewed as similar to Knowledge Transfer Partnerships (KTPs) with an international focus rather than a national or regional focus. However, they do not require a financial contribution from the commercial partner.

IAPPs are a relatively easy route into EU funding, as they do not require extensive consortia. An IAPP with a minimum of two partners may be funded, however, it would need to demonstrate how a two partner IAPP could disseminate the knowledge and information shared across the sector (e.g. through workshops and conferences). Most IAPPS are only 2–3 partners. The largest are 6–8 partners.
5. Additional information (IRSES)
Research areas and topics for IAPPs are selected by the applicants, and can be in any of the domains funded by the EU and are assessed under the following panels: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG), Environmental and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT) and Physics (PHY).

6. Deadlines
4.4 International Research Staff Exchange Scheme (IRSES)

1. What is the International Research Staff Exchange Scheme?
Marie Curie's International Research Staff Exchange Scheme helps research organisations to set up or strengthen long-term cooperation with others, through a coordinated exchange programme for their staff.

2. What does IRSES fund, and how much is available?
IRSES funding covers the expenses for each staff member visiting another organisation. A fixed monthly allowance to cover mobility costs (including travel costs) will be paid by IRSES.

In all cases, the staff must remain employed by their organisations and are expected to return after the mobility period. The overall length of an award is between 2–4 years and the maximum duration of the individual staff exchanges is 12 months, although these do not need to be consecutive.

3. Pre-requisites for applying to IRSES
Public organisations or private bodies with a public mission (e.g. universities, research institutes) which carry out research can take part in IRSES. Proposals must include at least two independent participants in at least two different EU Member States or Associated Countries PLUS one or more organisations located either in countries with which the EU has an S&T Agreement (a science and technology cooperation agreement: [link to S&T Agreement page]) or in countries covered by the European Neighbourhood Policy ([link to ENP page]).

Proposals are welcomed from all areas of scientific and technological research that are of interest to the EU.

4. Deadlines and peer review
IRSES proposals are selected in an open competition. Selection is through transparent, independent peer review, based on excellence using a series of predetermined criteria.

Calls are usually open in autumn, and deadlines are in March. Formal announcements are made on CORDIS. Check the CORDIS web pages for full details, and deadlines. [link to CORDIS page]
5 European Research Council (ERC) ideas funding

Budget
- EURO 7.5 billion for 2007–13
Funding will continue and is likely to grow post 2013.

Aims
- support the best scientific efforts in Europe across all fields of science, scholarship and engineering
- promote wholly investigator-driven, or ‘bottom-up,’ frontier research
- encourage the work of the established and next generation of independent top research leaders in Europe
- reward innovative proposals by placing emphasis on the quality of the idea rather than the research area
- harness the diversity of European research talent and channel funds into the most promising or distinguished researchers
- raise the status and visibility of European frontier research and the very best researchers of today and tomorrow
- put excellence at the heart of European Research

WHAT ARE THE ERC SCHEMES?
1. Starting Investigator Grants
2. Advanced Investigator Grants

ELIGIBILITY CRITERIA FOR ERC STARTING INVESTIGATOR GRANTS
Starting Investigator Grants are aimed at emerging research leaders (early career with high potential) and are for the purpose of:
- Creating independent and excellent new research teams
- Strengthening existing teams that have recently been created

PhD 2–12 years prior to publication date of call for proposals (extensions allowed for career breaks).

Applicants must demonstrate a strong (internationally competitive) track record:
- Show research independence
- At least one publication without PhD supervisor
- Early achievements appropriate to field and career stage
  e.g. significant publications as main author in major international peer reviewed journals, monographs, invited presentations in international conferences, awards, prizes.
**ERC ADVANCED INVESTIGATOR GRANT**

Aimed at people at the top of their field who need the time out to tackle novel, cutting edge research. Normally applicants will be professors.

“Exceptional track record, exceptional research, pioneering, far-reaching challenges, encourage risk taking, interdisciplinarity investigations at interface of existing disciplines, groundbreaking and unconventional methodologies, new directions”

Both ERC schemes are very competitive, but Sheffield has been relatively successful at these, and has established a good corpus of knowledge about the schemes and what makes a good ERC application. Anyone wishing to submit an ERC proposal should discuss with their Head of Department, and contact the appropriate Research and Innovation Opportunities Manager in Research and Innovation Services to discuss the scheme requirements, suitability, and support available. Internal peer review and one to one R&IS support is offered to all ERC candidates for Starting or Advanced Grants.
FP7 cooperation, Capacities and Marie Curie applications are not costed on URMS. A costing tool (Excel spreadsheet) is completed by the researcher.

ERC projects should be costed in the same way as any UK Research Council application – there is no separate costing tool. Please use URMS to calculate the full economic cost (fEC) of your proposal, and the price for inclusion in the application. The costing should be approved in the normal way prior to the submission of an application.

6.1 Pricing FP7 Cooperation and Capacities Proposals  
www.shef.ac.uk/ris/pre-application/funding/eu/cooperation.html

The Coordinator is responsible for collating the costs of each partner. They can either provide a guide budget to each partner or alternatively request costs and then amend to fit the overall budget. Where Sheffield is the Coordinator, the department must contact the Pricing Team before costs are collated.

1. Projects are not costed on URMS due to the intricacies of EU funding. You must instead use the dedicated Excel costing tool available to download from the R&IS website. This will automatically calculate the correct overheads/salary costs etc.

2. The costing tool should only be completed for Sheffield's share of the project. Once complete, it must be printed and signed by the Head of Department.

3. The signed costing tool must be submitted to the Pricing Team, New Spring House, 231 Glossop Road. An electronic copy should also be sent to research.eds@sheffield.ac.uk

4. The Pricing Team will create an URMS record as a point of reference, and email the PI with the URMS number. The figures may now be submitted in EPSS or sent to the Coordinator.

If you require any assistance in using the tools, please do not hesitate to contact the Pricing Team. Additionally, your Income Capture Officer can provide assistance with determining a budget.

Notes and tips

• New appointments: When costing new appointments always try to use a mid-point in the grade and not point 1. Projects take several months to be awarded and costing mid-point will ensure that there is enough funding for any increments or changes in inflation.

• Travel expenses: Ensure that all travel expenses are anticipated; the minimum suggested amount per person is €2,000 per year. Don’t forget to include travel for management meetings, the kick-off event, etc. This travel can be included under management.

• Management costs: Where Sheffield is the Coordinator, a project manager should be costed in and at least 20% of the PI’s time as management. Where Sheffield is not the Coordinator, but is leading a work package, some PI management time should be included.

• Clerical support: If we are organising conferences or training workshops then clerical support can be requested.

• Audit costs: Audits are required for any project over €375k, the cost for which is automatically added to the costing tool.
6.2 Pricing FP7 Marie Curie Proposals

www.shef.ac.uk/ris/pre-application/funding/eu/mariecurie.html

The Coordinator is responsible for collating the costs of each partner. They can either provide a guide budget to each partner or alternatively request costs and then amend to fit the overall budget. Where Sheffield is the Coordinator, the department must contact the Pricing Team before costs are collated.

Please note that Marie Curie projects are funded through stipends based on an individual’s salary costs. These are based on flat rates depending on the country where the individual will be based.

1. Projects are not costed on URMS due to the intricacies of EU funding. You must instead use the dedicated Excel costing tool available to download from the R&IS website. This will automatically calculate the correct overheads/salary costs etc.

2. The costing tool should only be completed for Sheffield's share of the project. Once complete, it must be printed and signed by the Head of Department.

3. The signed costing tool must be submitted to the Pricing Team, New Spring House, 231 Glossop Road. An electronic copy should also be sent to research.eds@sheffield.ac.uk

4. The Pricing Team will create an URMS record as a point of reference, and email the PI with the URMS number. The figures may now be submitted in EPSS or sent to the Coordinator.

The costing tool should not be sent to anyone outside the University. The Pricing Team can provide a collaborative summary sheet if required.

If you require any assistance in using the tools, please do not hesitate to contact the Pricing Team. Additionally, your Income Capture Officer can provide assistance with determining a budget.
FP7 proposals are submitted online via the EU's Electronic Proposal Submission Service (EPSS). This can be accessed through the CORDIS website. Detailed instructions in the use of EPSS can be downloaded from the link above.

The registration process

The Coordinator will need to register the application on EPSS. Once registered, they will be provided with two sets of log-in and passwords. The first set is solely for the Coordinator and must not be circulated to the partners. The second set should be circulated to all of the partners to allow them to log-in and update their own details.

- If Sheffield is the Coordinator: the PI will need to set up the EPSS and send the partner EPSS log-in details to all their partners.
- If Sheffield is a partner: the Coordinator will provide a log-in and password. The PI should log onto the system and check the details for Sheffield.

The University’s unique identification number (PIC number) is 999976881.

The proposal

There are two main sections to the proposal:

Part A predominantly deals with legal and administrative information. The A2 form is the institutional information required by the EC, and it is essential that it is filled in correctly and identically for every application. Useful administrative information about Sheffield legal entities is available to download from the R&IS website, including the named University authorised signatories for EU projects. The majority of this will be pre-completed in EPSS through the use of the PIC number during registration. The Pricing Team can provide any further assistance with Part A.

Part B is the science of the proposal. Detailed guidance will be provided in each individual call document. Your Income Capture Officer can provide assistance with Part B.

The EPSS must not been submitted until institutional authorisation has been given by R&IS via the EU Costing Tool (Cooperation/Capacities/Marie Curie) or URMS (ERC).
If your project is successful the Coordinator will be contacted by the EC project officer directly (all contact with the Commission is through the Coordinator). They will be requested to fill in an online form with more detailed legal and administrative information concerning the partners, and verify that already provided via EPSS. This online form is called the Negotiation Form (NEF).

The required process is detailed below. Please be aware that it is not possible to make changes to information once it has been submitted via NEF. If changes are required, then we must request that the project officer at the Commission re-opens the NEF session. It is therefore important that all partners check their details before any information is submitted.

1. The Commission will notify the Coordinator by email that a NEF session has been opened. The email will include information on how to access the NEF session through the Research Participant Portal. Each partner will need to register with the portal using the email address that was submitted in the EPSS application.

2. The Coordinator checks their details and overall budget. The partners should login to check their details. The Pricing Team can assist with this.

3. Once all of the partners have verified their details, the Coordinator should download a PDF of the Grant Preparation Forms (GPFs). The GPF contains updated budget information, confirms each institutions commitment to be part of the project, and provides the information needed to prepare the Grant Agreement. It asks for the details of two signatories who are authorised to sign the final Grant Agreement on behalf of the University. This must only be a named authorised University signatory.

4. The Coordinator should circulate the GPFs to the partners or ask them to login to NEF and download their own versions. Each partner will need to submit signed hardcopies to the Coordinator. A GPF must only be signed by the named authorised signatory, and therefore must be forwarded to the Pricing Team for signature and final checking.

Consortium Agreement
The Coordinator is also required to agree a Consortium Agreement between the partners. This ensures that all parties know how they are expected to work together under the project.

- Where Sheffield is the Coordinator, this will be undertaken by the Pricing & Contracts Team and your faculty Contracts Manager/Officer will be in touch directly.

- Where Sheffield is a partner, you should forward the draft agreement to your faculty Contracts Manager/Officer to check the document and suggest any modifications.
www.shef.ac.uk/ris/pre-application/funding/eu/award.html

If the negotiation process is successful, a Grant Agreement will be issued. The standard Grant Agreement will detail the Coordinator and all the partners.

**If Sheffield is the co-ordinator**

- The Grant Agreement must be signed by R&IS. EU projects are slightly different to normal grants because they must be signed by the signatory named on the GPF, rather than by any signatory on duty.
- The Grant Agreement will also have an ‘Accession Form’ for each partner. If Sheffield is the Coordinator then we must ensure that each partner signs and returns three copies. Again the ‘Accession Form’ must be signed by the named signatory that was detailed in the GPF.
- We have 45 days to have these forms signed and returned to the Commission. If there are a large number of partners in various locations, then this is a tight deadline.

**If Sheffield is a partner**

- We will receive three copies of the ‘Accession form’ only. As above, this will need to be signed by the specifically named signatory in R&IS.
- We should also receive a copy of the actual Grant Agreement for reference. If the department receives these forms direct, they should forward them to the Pricing & Contracts Team as soon as possible since the same 45 day deadline applies.

Once the Grant Agreement has been signed by the Commission and the Coordinator, then the project is live and is handed over to Finance.
Faculty specific contacts are provided on the A3 insert included with this handbook.

For:
- help with finding possible funding opportunities and interpreting call information
- good practice in EU grant writing and tools for putting together a bid
- complex multi-partner costings
- obtaining partner administrative information
- provision of generic information for applications (e.g. research environment, ethics statements, project management)
- comment on draft bids/obtaining academic peer review on drafts
- assistance with significant re-negotiation of projects and awards following EU peer review

Contact the Research and Innovation Opportunities Team in R&IS
www.shef.ac.uk/ris/contacts/rio.html

For:
- help with the costing spreadsheet
- assistance with EPSS (electronic submission system)
- standard administrative and legal information for EU grants (A forms)
- Initial assistance with EU Participants Portal (NEF) and negotiation
- Processing of Grant Agreements and awards paperwork

Contact the Pricing and Contracts Team in R&IS
www.shef.ac.uk/ris/contacts/pact.html

For:
- contracts
- post award contract amendments

Contact the Pricing and Contracts Team in R&IS
www.shef.ac.uk/ris/contacts/pact.html

For:
- all post award financial administration and support

Contact Research Finance European Framework Team
www.shef.ac.uk/phone/displayDeptEntry.do?deptId=1845
FP7 participants can in principle be based anywhere, although there are different categories of country which may have varying eligibility for different specific and work programmes. The following explains the different categories of countries. Applicants should refer to individual work programme documentation to assess which countries can be included for funding under a particular call.

**1. EU Member States (The EU-27)**
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

**2. Third Countries (those associated to the EU by agreement)**
Switzerland, Israel, Norway, Iceland and Liechtenstein, Turkey, Croatia, the Former Yugoslav Republic of Macedonia and Serbia, Albania and Montenegro, Bosnia & Herzegovina, Faroe Islands.

**3. International Co-operation Partner Countries (ICPC)**
This means a non-EU country which the Commission classifies as low income, lower middle income or upper middle income, and excluding third countries associated with the FP7 programme.

See opposite for the list of ICPC countries.
### Third countries able to participate in EU proposals

#### AFRICAN
- Angola
- Benin
- Botswana
- Burkina-Faso
- Burundi
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- Comoros
- Congo (Republic)
- Congo (Democratic Republic)
- Cote d’Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Kenya
- Lesotho
- Liberia
- Madagascar
- Malawi
- Mali
- Mauritania
- Mauritius
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- Sao Tome and Principe
- Senegal
- Seychelles
- Sierra Leone
- Somalia
- South Africa
- Sudan
- Swaziland
- Tanzania
- Togo
- Uganda
- Zambia
- Zimbabwe

#### CARIBBEAN
- Barbados
- Belize
- Cuba
- Dominica
- Dominican Republic
- Grenada
- Guyana
- Haiti
- Jamaica
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent and Grenadines
- Suriname
- Trinidad and Tobago

#### PACIFIC
- Cook Islands
- Timor Leste
- Fiji
- Kiribati
- Marshall Islands
- Micronesia (Federal States of)
- Nauru
- Niue
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Tonga
- Tuvalu
- Vanuatu

#### ASIA
- Afghanistan
- Bangladesh
- Bhutan
- Burma/Myanmar
- Cambodia
- China
- Democratic People’s Republic of Korea
- India
- Indonesia
- Iran
- Iraq
- Lao People’s Democratic Republic
- Malaysia
- Maldives
- Mongolia
- Nepal
- Oman
- Pakistan
- Philippines
- Sri Lanka
- Thailand
- Vietnam
- Yemen

#### EASTEASTERN EUROPE AND CENTRAL ASIA (EECA)
- Armenia
- Azerbaijan
- Belarus
- Georgia
- Kazakhstan
- Kyrgyz Republic
- Moldova
- Russia
- Tajikistan
- Turkmenistan
- Ukraine
- Uzbekistan

#### LATIN AMERICA
- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Costa Rica
- Ecuador
- El Salvador
- Guatemala
- Honduras
- Mexico
- Nicaragua
- Panama
- Paraguay
- Peru
- Uruguay
- Venezuela

#### MEDITERRANEAN PARTNER COUNTRIES (MPC)
- Algeria
- Egypt
- Jordan
- Lebanon
- Libya
- Morocco
- Palestinian-administered areas
- Syrian Arab Republic
- Tunisia

#### WESTERN BALKAN COUNTRIES (WBC)
- Kosovo