



Izrada projektnog prijedloga za
FP7 program

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Struktura radionice

1. Priprema pisanja projektnog prijedloga u FP7
2. Pisanje projektnog prijedloga u FP7
3. Osnove financijskih pravila FP7



Okvirni program (Framework Programme)

Glavni instrument EU za financiranje znanstvenih istraživanja
Najveći civilni program za financiranje istraživanja i razvoja na svijetu

Lisabonska strategija (agenda): 2000./ 2005.

Glavni ciljevi Sedmog okvirnog programa su:

- **Poticati istraživanja** za potrebe europskog gospodarstva
- **Podizati konkurentnost** europskog gospodarstva
- Pojačati ulogu europskog gospodarstva da postane **svjetski lider** u pojedinim sektorima
- Podupirati znanstvenu i razvojnu **izvrsnost**



Okvirni program - struktura

Vrijednost programa – 50 milijardi eura (trajanje: 2007.-2013.)

FP7 je podijeljen na 4 specifična programa:

Suradnja (Cooperation) - tradicionalni suradnički istraživački projekti → 32 milijarde eura

1. Zdravlje;
2. Hrana, poljoprivreda i ribarstvo, i biotehnologija;
3. Informacijske i komunikacijske tehnologije;
4. Nanoznanosti, nanotehnologije, materijali i nove proizvodne tehnologije;
5. Energija;
6. Zaštita okoliša (uključujući klimatske promjene);
7. Transport i aeronautika;
8. Društveno-ekonomske i humanističke znanosti;
9. Svemir;
10. Sigurnost.

Ideje (Ideas) – temeljna istraživanja → 7,5 milijardi eura

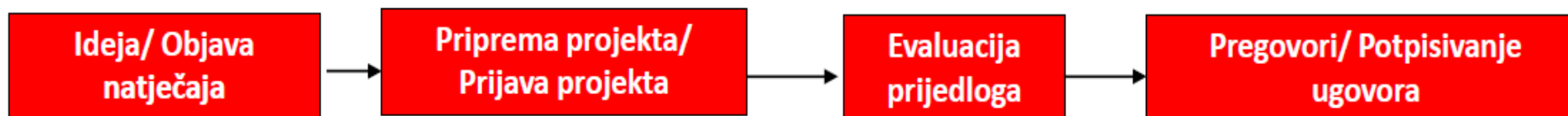
Ljudi (People) – mobilnost → 4,7 milijardi eura

Kapaciteti (Capacities) - izgradnja i održavanje istraživačkih infrastruktura; potpora manje razvijenim regijama; međunarodna suradnja... → 4,2 milijarde eura

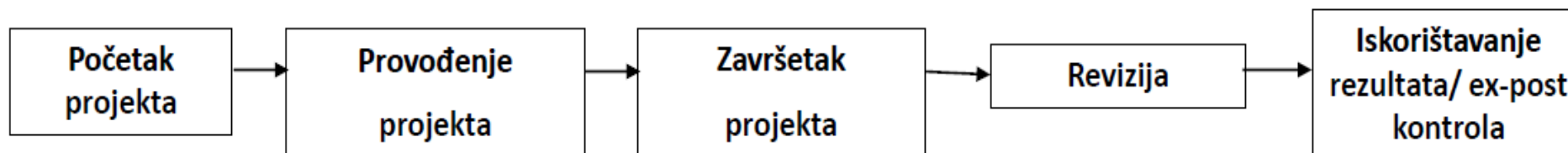


Projektni ciklus u FP7

Priprema projekta



Provođenje projekta i kontrola





Priprema pisanja projektnog
prijedloga u FP7

Priprema pisanja projektnog prijedloga u FP7



Što je pisanje projektnog prijedloga?

Izrada **dokumenta** sposobnog za uspješno **natjecanje** za **financijska sredstva**:

- Unutar strogog **vremenskog okvira** (*deadline*)
- Sa određenim i ograničenim **sredstvima** (raspoloživi ljudi, novac ...)
- U skladu sa **zahtjevima financijera** (npr. Europska komisija).



Što čini dobar projektni prijedlog?

1) Dobra ideja za projekt

- Znanstvena izvrsnost
- Mora biti u skladu sa ciljevima EU – politički ciljevi
- Mora biti u skladu sa tematskim zahtjevima Okvirnog programa

2) Izvrstan, dobro “izbalansiran” konzorcij

3) Dobro formuliran projektni prijedlog

- Mora biti u skladu sa formalnim zahtjevima Europske komisije
- Mora “osvojiti” pažnju evaluatora



Moguće uloge u FP7 projektima

1. **Koordinator**
2. **Partner**
3. **“Third Parties”** - nema pravo na intelektualno vlasništva ali sudjeluje u projektu, vezan uz jednog partnera
4. **Podugovaratelji** (subcontractors) – ne sudjeluje u projektnom timu, ali izvršavaju manji zadatak (npr. tiskara, revizor...) – NE ZA ISTRAŽIVANJE!
Podugovaranje nije dozvoljeno ni za koji kritični aspekt projekta.
5. **Vanjski stručnjak** ili konzultant

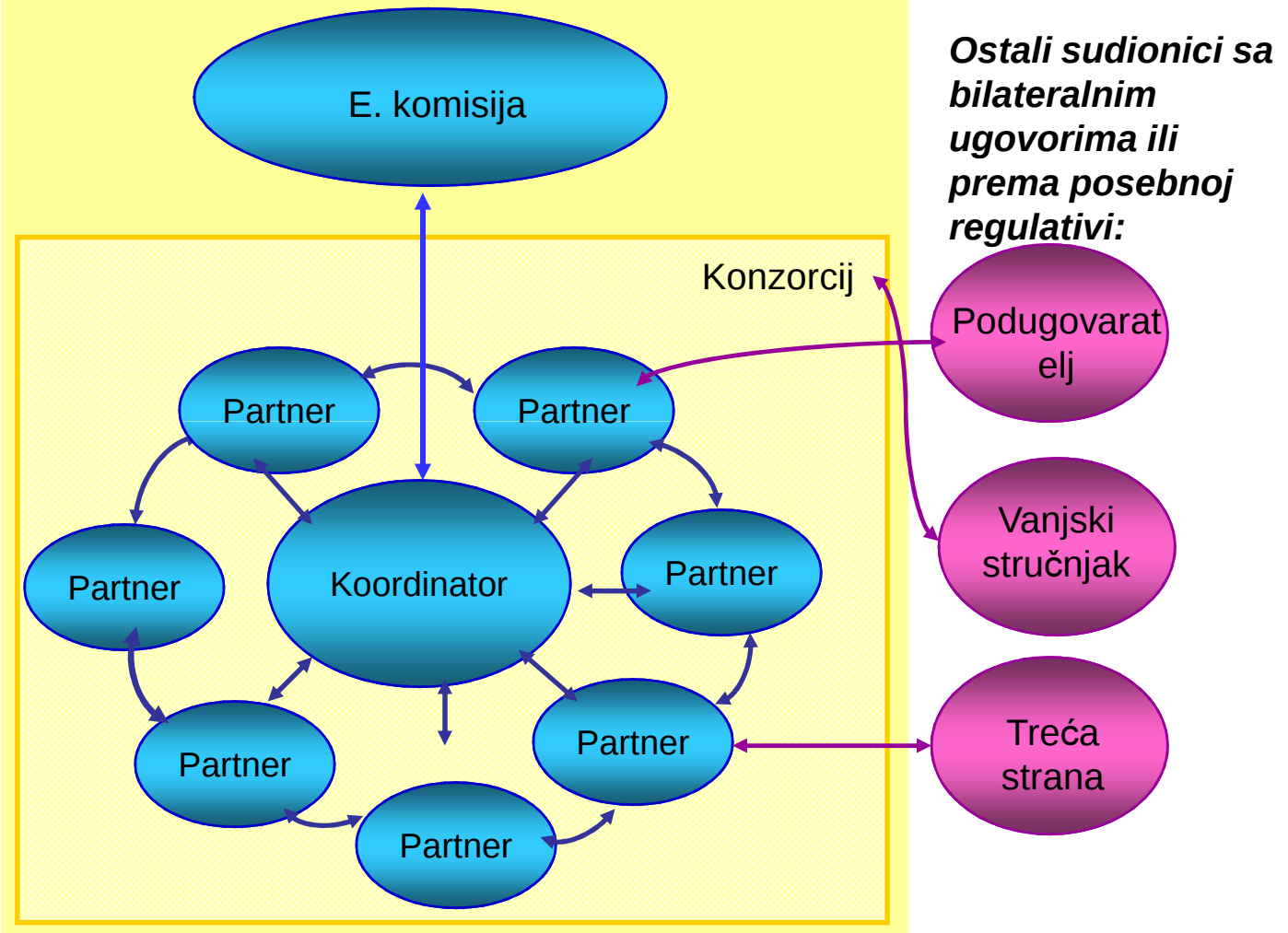
SAVJET: Nemojte pokušavati prijavljivati projekt kao koordinator ukoliko ranije niste bili sudionik u FP (izuzetci: npr. REGPOT natječaji, natječaji unutar programa “People”, “Ideas”...)



Razlike koordinator - partner

Koordinator projekta	Partner u projektu
• Sastavlja konzorcij • Uključuje i razrađuje prijedloge partnera u okviru projektnog prijedloga • Registrira se za elektronsku prijavu projekta (EPSS) • Dostavlja svakom partneru korisničko ime i šifru (A2 obrazac) • Popunjava A1 (opće informacije) i A3 (proračun) obrazac • Finalizira B dio projektnog prijedloga NAKON PRIJAVE: • Potpisuje ugovor s Komisijom • Komunikacija s Komisijom • Distribucija sredstava partnerima	• Popunjava A2 obrazac (administrativni podaci) • Dostavlja podatke o plaćama istraživača uključenih u projekt i dodatne/ indirektne troškove • Dostavlja kratak tekst o instituciji/ profil institucije • Dostavlja kratak opis sudionika - kompetencije • Sudjeluje u pisanju B dijela prijave → ukoliko to koordinator zatraži (različito od projekta do projekta!)

Mogući sudionici u FP7 projektu



Vremenski tijek

Projektna ideja – odluka o glavnim istraživačkim/ poslovnim razlozima za pokretanje projekta	-20
Službena objava natječaja	-12
Pisanje sažetka projekta u skladu s strateškim ciljevima	-11
Traženje partnera	-10
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Koordinator piše projektni prijedlog – odobravaju ga partneri	-3
Prijava projektnog prijedloga	-1
Rok za prijavu -----	0
Evaluacija – projekt predviđen za pregovore	+6
Općeniti evaluacijski izvještaj (Programme Committee)	+12
Evaluation Summary Reports dostavlja se koordinatoru	+13
Pregovori između project officer-a i koordinatora	+22
Projekt odobren, potpisivanje ugovora, stupanje na snagu	+24
Početak projekta	+26
Prva rata isplaćena koordinatoru u roku 60 dana od potpisivanja ugovora	+30

Vrijeme (u
tjednima)



Seventh Framework Programme (FP7)

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What type of user are you?

The Seventh Framework Programme (FP7) is designed to support a wide range of participants... [read more](#)

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[Public organisation](#)
[Individual researchers](#)
[Outside the EU](#)

Highlights

■ New [Ethics Help Desk](#) for all FP7 projects that need advice or assistance

■ The European Commission published [53 Calls for Proposals](#) in various thematic areas of the Seventh Framework Programme (FP7) on 30 July 2009.

■ On 23 June 2009, Commission has adopted [acceptability criteria for average personnel cost methodologies](#) in FP7.

■ On 15 June 2009, Commission decided to maintain the FP7 transitional flat rate for indirect costs at 60%

■ FORCE is a new on-line tool to edit and submit Forms C for both FP-6 and FP-7. It is now available through the [ECAS](#).

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In the spotlight

■ [View the new EU RTDI mind map online for funding opportunities](#)

→ [Register as independent experts for FP7: Evaluation, monitoring and other assistance](#)

→ [View the lists of experts that participated in the evaluation of proposals received in response to calls made under the FP7 activity areas.](#)


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[Euratom](#)
[JRC](#)

Latest News

['Women in science' book and audio book now available](#)

[Date: 2009-10-19]

The European Commission's Directorate-General for Research has published a book about 'Women in science'. Available online and as an audio book, the publication tells the fascinating stories of outstanding female scientists, such as Marie Curie-Skłodowska and Hildegard Von Bingen, and their achievements. 'For much of human history, women were officially excluded from the scientific realm,' ... [read more](#)

>> [more news](#)

Forthcoming Events

■ [Training course on preparing and submitting FP7 proposals](#) Malta

[Event Date: 2009-11-05]

■ [Policy meeting on 'Human rights in conflicts: the role of civil society'](#) Brussels, Belgium

[Event Date: 2009-11-10]

>> [more events](#)

Last updated on: 2009-10-26





Predradnje

- Definirati projektnu **ideju** i glavne **ciljeve** (uglavnom koordinator)
- **Provjeriti mogućnosti financiranja** u FP7:
 - Pronaći **natječaj** (*call*) koji odgovara ideji → ideja mora biti u skladu sa svih zahtjevima u natječaju - <http://cordis.europa.eu/fp7/dc/index.cfm>
 - Informirati se o projektima iz srodnog znanstvenog područja koji su **već bili financirani** – baza projekata na CORDIS-u:
<http://cordis.europa.eu/search/index.cfm?dbname=proj>
- **Utvrđiti rok** za prijavu projektnog prijedloga (i odlučiti da li ima dovoljno vremena za napisati dobar projektni prijedlog) → objava natječaja: uglavnom jedan put godišnje (veći dio natječaja u srpnju)
- Proučiti **radni program** (*work programme*) = **detaljni plan implementacije pojedinih programa ili tema unutar FP7**.
Razumijevanje ciljeva radnog programa ključno je za pripremu dobrog projektnog prijedloga (http://cordis.europa.eu/fp7/wp-2012_en.html)

b_wp_200801_en.pdf - Adobe Reader	
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Najava natječaja u radnom programu

Uglavnom svake godine u isto vrijeme

SUSTAINABLE SURFACE TRANSPORT

- **Call title: FP7- SUSTAINABLE SURFACE TRANSPORT (SST) – 2007 – TREN–1**
- **Call identifier: FP7- SST – 2007 – TREN–1**
- **Date of publication: 22 December 2006**
- **Deadline: 3 May 2007 at 17.00h (Brussels local time)**
- **Total Indicative budget: 60 M €**



Dokumentacija vezana uz prijavu projekta

Svaka objava natječaja ima svoj tzv. „information package“ na CORDIS stranici, koji sadrži sve relevante dokumente:

- The **call fiche** – sažetak iz radnog programa
- The **work programme** – radni program
- **FP7 factsheets** – brošura – osnovni podaci
- The **Guides for Applicants** – vodič za prijavitelje, različit za svaki natječaj

Ukoliko nije otvoren natječaj – pogledati dokumentaciju od prošlog natječaja

- **Dodatni dokumenti** (financial, negotiation, reporting guidelines, “background papers” - *white papers, green papers*, regulativa Europske unije) → **treba dobro proučiti!**

<http://cordis.europa.eu/fp7/dc/index.cfm>



Participant identification code - PIC

- Svaka institucija koja sudjeluje u FP7 ima **PIC**
- U početku – prijavom se dobiva PIC (problem: mogućnost više PIC za samo jednu instituciju)
- One institucije koje još nemaju “trajni” PIC – prijavom se dobiva privremeni

http://cordis.europa.eu/fp7/pp-pic_en.html

Tražilica za PIC:

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=searchorganisations#wlp_searchorganisations



Participant identification code – PIC (2)

- Potrebna naknadna **validacija** PIC broja – potrebno dostaviti dokumentaciju (prevedenu na engleski):
 - Dokument o osnivanju – iz trgovačkog suda
 - Dokument o VAT broju, tj. poreznom broju
 - Legal entities form
 - Dokument kojim se potvrđuje da ste neprofitna organizacija

http://cordis.europa.eu/fp7/pp-pic_en.html

- Svaka institucija bi trebala imati **LEAR** (Legal Entity Appointed Representative) – ima mogućnost izmjene podataka

http://cordis.europa.eu/fp7/pp-lear_en.html



Pisanje projektnog prijedloga u
FP7

Pisanje projektnog prijedloga u FP7



Kako je strukturiran projektni prijedlog?

Tri osnovna dijela svakog projektnog prijedloga:

- 1. Administrativni** dio – podaci o koordinatoru i partnerima
- 2. Tehnički** dio – opis poslova i razrada zadataka, vremenski plan, implementacija, rezultati, učinak, održivost...
- 3. Financijski** dio – razrada svih troškova

Vodite računa o:

- Jasnoći i jezgrovitosti
- Kriterijima evaluacije
- Realnim financijskim kalkulacijama

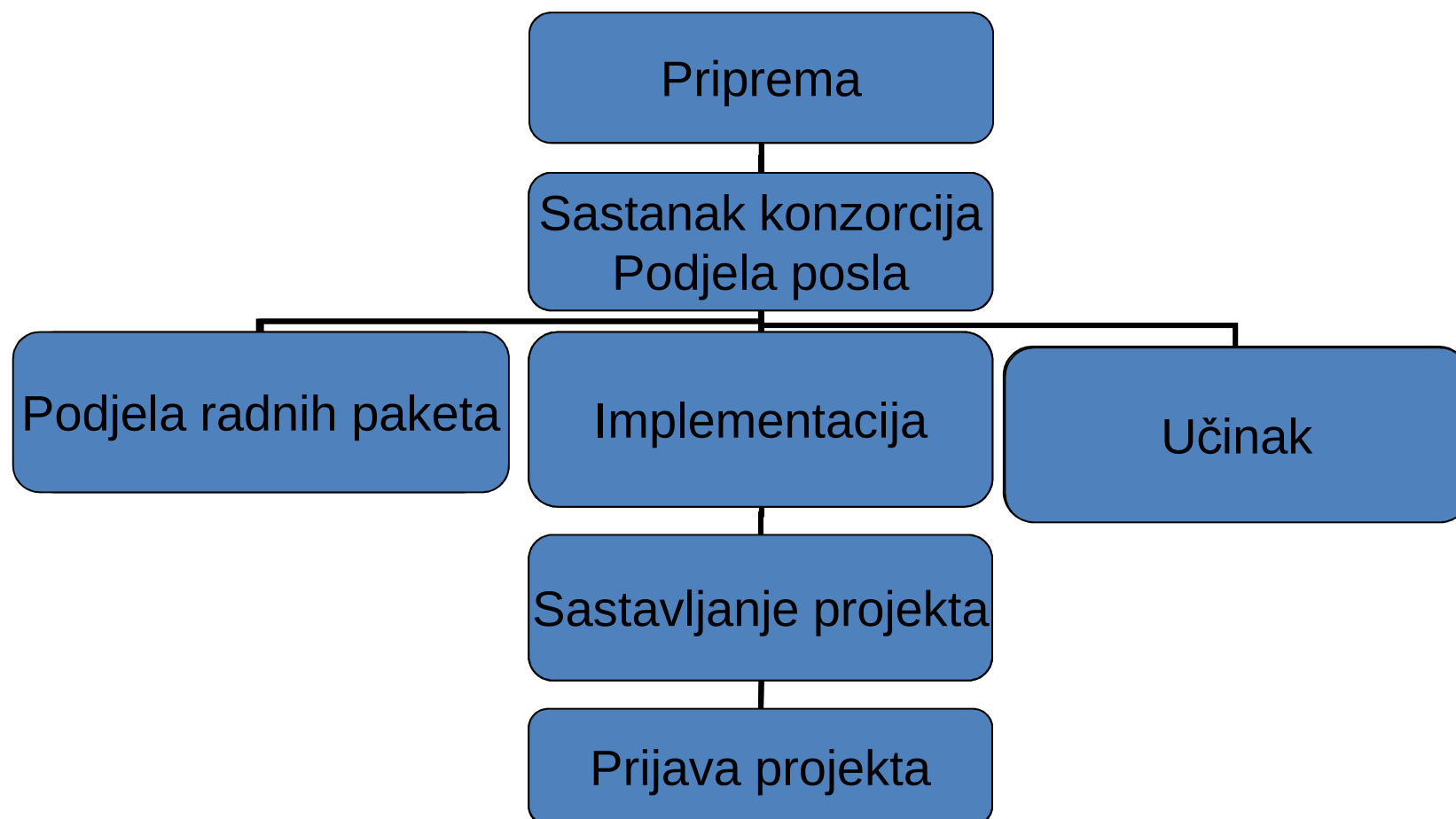


Savjeti za planiranje pisanja projektnog prijedloga

- Treba **započeti što prije**
- **Definirati raspored** za izradu projektnog prijedloga i proslijediti ga drugim sudionicima
- Procijeniti koje informacije trebaju **dostaviti partneri**
- **Podijeliti zadatke partnerima** (treba biti realan s očekivanjima) i **postaviti rokove** za izvršenje
- Planirati najmanje jedan **pripremni sastanak** s konzorcijem (ukoliko je moguće)
- Planirati **vrijeme za uređivanje i preradu** projektnog prijedloga



Izrada projektnog prijedloga





Postupak prijave projektnog prijedloga

Postupak je **određen u natječaju**

1. *One-stage*: cijeli projektni prijedlog mora biti predan u propisanom roku – najčešće

2. *Two-stage (npr. u programu "Ideas")*:

first stage - kraća prijava se podnosi prva →

second stage - ukoliko se odobri, treba predati kompletan projektni prijedlog

→ Da bi uspjela prijava, općeniti koncept projekta mora biti definiran pri podnošenju prve, kraće prijave (najvažniji je znanstveni koncept i plan rada)

3. Trajna prijava = otvoreni pozivi sa višestrukim rokovima za prijavu – evaluacije u određenim intervalima



Primjer projekta

Projekt EUGENE - Project Description:

http://www.eugene-fp7.eu/docs/EUGENE-02_project_description.pdf

Paziti:

- Razlika u numeriranju
- Nije naveden "Impact"
- Kraći opis nego u standardnom prijedlogu projekta



Struktura projektnog prijedloga u FP7

Part A: Administrativne informacije i proračun:

Form A1 – općenite informacije o projektu

Form A2 – informacije o pojedinom partnera

Form A3 – proračun

Part B: Opis znanstvenog i tehničkog rada – napisan na temelju strukture dane u vodiču za prijavitelje projekta
(*Guide for Applicants*)



Pisanje projektnog prijedloga u FP7

Part A: Form A1

Popunjava koordinator:

- akronim projekta
- naziv projekta
- trajanje projekta u mjesecima
- identifikacijski broj natječaja (*call identifier*)
- ključne riječi - trebaju biti pažljivo izabrane – prema njima će se odabrati evaluatori
- kratak opis projekta (*Abstract*) - treba biti dobro formuliran; za to treba “ostaviti” dosta vremena

Proposal Submission Form		
	EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Coordination and support action ERANETplus
		A1: Content
Proposal Number	000000	Proposal Acronym
General Information		
Proposal Title		
Duration in months		Call identifier FP7-ERANET-2008-RTD
Topic code(s) most relevant to your proposal		
	-	
Free Keywords		
Abstract (max. 2000 char.)		
Similar proposals or signed contracts?		
a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme?		
IF YES		
- please give the call identifier		
- please give the proposal or contract number (if known)		
b) Is this proposal (or a very similar one) currently being submitted to another call under FP7?		
IF YES please give the call identifier		



Sažetak - Abstract

The EUGENE project **aims** at improving cooperation among European institutions active in the domain of Earth observations and intensifying the coordination of contributions from national and European programmes to building GEOSS. EUGENE will **initiate** a process that should lead to a more coordinated planning and acting of the relevant European actors in the future. Specifically, the project will **analyze the status quo** in the European Earth observation for three of the nine GEO **Societal Benefit Areas** (SBA), namely disasters, water, and climate.

For each of these SBA a **report** will be prepared to describe the current situation in Europe, including the main initiatives and activities. The main actors will be engaged for preparing these reports. **Three thematic workshops** will be organized on the basis of these reports. They will discuss potential activities for improvement and **develop recommendations** for a targeted, strategic participation of Europe in building GEOSS. The project **results are aimed** at supporting the European Commission and other European GEO Members and GEO Participating Organizations in their participation in GEO. The project will also be active in **preparing the European positions** for the 2010 GEO Summit.



Part A: Form A2.1

Popunjavaju svi sudionici u projektu

Registracija na EPSS
(electronic proposal submission system) →
koordinator dostavlja korisničko ime i šifru posebno svakom partneru

- ime institucije, adresa, podaci za kontakt
- pravni status
- profil institucije
- informacije o ranijim sličnim projektnim prijedlozima

https://213.246.205.39 - A2 Coordinator - Microsoft Internet Explorer

EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project **A2.1:**
Participants

Proposal Number: 000000 Proposal Acronym: VCVCV Participant Number: 1

If your organisation has already registered for FP7,
enter your Participant Identity Code: Not in use

Organisation Legal name: CEEE
Organisation short name: CEE

Administrative Data

Legal address

Street name: aaa Number: aaa
Town: aaa Postal Code/Cedex: aaa
Country: Belgium
Internet homepage: -

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.
The Commission also collects data for statistical purposes.
The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories

Not-for-profit organisation	☐ yes	☐ no
Public body	☐ yes	☐ no
Research organisation	☐ yes	☐ no
Higher or secondary education establishment	☐ yes	☐ no

EPSS Help
Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

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Done Internet

Proposal Submission Form

EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Collaborative Project Small or medium-scale focused research project	A2.1: Participants
--	---	-------------------------------------

Proposal Number Proposal Acronym Participant Number

If your organisation has already registered for FP7,
 enter your Participant Identity Code

Organisation Legal name

Organisation short name

Administrative Data

Legal address

Street name Number

Town Postal Code/Cedex

Country

Internet homepage

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.

The Commission also collects data for statistical purposes.

The guidance notes will help you complete this section.

The status of the organisation is set by the proposal coordinator. If you would like to modify this information, the coordinator must modify it in the proposal set-up page

Non-profit organisation	yes
Public body	yes
Research organisation	no
Higher or secondary education establishment	yes

Main area of activity (NACE code)

Higher education

Proposal Submission Form

EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Collaborative Project Small or medium-scale focused research project	A2.2: Participants
--	---	-------------------------------------

1. Is your number of employees smaller than 250? (full time equivalent)	no
2. Is your annual turnover smaller than € 50 million?	yes
3. Is your annual balance sheet total smaller than € 43 million?	yes
4. Are you an autonomous legal entity?	yes

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".

In all other cases, you might conform to the Commission's definition of an SME.

Please check the additional conditions given in the guidance notes to the forms

Following this check, do you conform to the Commission's definition of an SME

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal?

If Yes:

Participant Number	Organisation Short Name	Character of dependence
0	-	None
0	-	None
0	-	None

Contact Point

Person in charge (For the co-ordinator (participant number 1) this person is the one who the Commission will contact in the first instance)

Family name First name(s)

Title Sex

Position in the organisation

Department/Faculty/Institute/Laboratory name/...

Address (if different from the legal address)

Street name Number

Town Postal Code/Cedex

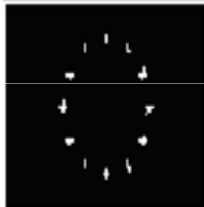
Country Phone 1

Phone 2 Fax E-mail



Part A: Form A3.2

- proračun cijelog projekta – nastaje automatski kada partneri unesu svoje podatke u A3.1

Proposal Submission Forms												
			EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development							A3.2: Budget		
			Estimated budget (whole duration of the project)									
Participant Nr	Organisation Short Name	Organisation country	RTD	Demonstration	Training	Coordination	Support	Management	Other	Total	Total receipts	Requested EU contributions
1		DE	132	30	0	0	0	10	10	182	0	2092
2		XC	60	60	0	0	0	60	60	240	0	281
3		UK	4556	957	0	0	0	1080	1480	8073	0	1380
4		RO	672288	5555569 8	0	0	0	7285	123	55623539 4	0	0
Total			677036	55555674 5	0	0	0	0	1673	55624388 9	0	3753 32



Part B: opis sadržaja (cijeli projektni prijedlog)

Front page

Contents page

Section 1: Scientific and/or technical quality

– 20 stranica

- 1.1 Concept and objectives
- 1.2 Progress beyond the state-of-the-art
- 1.3 S/T methodology and associated work plan

Section 2: Implementation

- 2.1 Management structure and procedures - 5 stranica
- 2.2 Individual participants - 1 stranica po sudioniku
- 2.3 Consortium as a whole
- 2.4 Resources to be committed - 2 stranice

Section 3: Impact

– 10 stranica

- 3.1 Expected impacts listed in the work programme
- 3.2 Dissemination, Exploitation, IPR

Section 4: Ethical issues

Section 5: Gender aspects

**Section 1/ 2/ 3 – na svakom dijelu može se dobiti 5 bodova –
za pozitivnu evaluaciju potrebno najmanje 10 bodova (10/15)!**



Elementi za evaluaciju

 S&T excellence	1. Soundness of concept & quality of objectives 2. Progress beyond state-of-art 3. Methodology and associated workplan
 Implementation and Management	1. Management structure and procedures 2. Quality/experience of individual participants 3. Quality of the consortium as a whole 4. Resources
 Impact	1. Contribution to the expected impacts listed in the WP 2. Measures for Dissemination and/or Exploitation 3. Management of IP



Section 1: Scientific and/or technical quality

1.1 Concept and objectives

1.2 Progress beyond the state-of-the-art

1.3 S/T methodology and associated work plan

- **Koncept** projekta i **glavne** ideje - **CILJEVI**
- Treba očekivati da evaluator nije stručnjak za usko specifično pitanje (1 specijalist za područje + 2 “općenita”)
- Stoga treba plan projekta i njegove ciljeve opisati na **sažet, lako razumljiv način**
- Ciljevi trebaju biti **ostvarljivi** i **mjerljivi** tijekom provođenja projekta

KRIVO: “The technology will enable the production of quieter, environment-friendlier lawn mowers”,

ISPRAVNO: “By the end of the project it will be possible to reduce the noise level of lawn mowers by 3.5dB.”



Section 1: Scientific and/or technical quality

1.1 Concept and objectives

1.2 Progress beyond the state-of-the-art

1.3 S/T methodology and associated work plan

- Jasni opis **dosadašnjih dostignuća** (*state-of-the-art*)
- **Pokažite**: originalnost, inovativnost i mogućnost napretka – kvantificirati gdje god je moguće!
- Treba pretražiti CORDIS-ovu bazu projekata i uključiti rezultate (završenih projekata i onih koji su tijeku) - <http://cordis.europa.eu/search/index.cfm>
- Također važno: napredak projekta treba biti **ostvarljiv i mjerljiv**



Section 1: Scientific and/or technical quality

1.1 Concept and objectives

1.2 Progress beyond the state-of-the-art

1.3 S/T methodology and associated work plan

DETALJAN PLAN RADA:

A) Work package

B) Task

C) Deliverable

D) Milestone



- A) Work packages (WP)** - projekt se dijeli na radne pakete
- **Radni paket = poslovi** koji se **raspoređuju** na pojedinca ili tim
 - **Opći** radni paketi: - projektni menadžment
- diseminacija
 - **Broj** radnih paketa treba biti prikladan veličini projekta - za manje i srednje projekte: cca. 5 tehničkih WP
 - Svaki radni paket ima **voditelja**
 - Na razini svakog radnog paketa potrebno je definirati **izlaze** koji su rezultat posla provedenog unutar radnog paketa



B) Task – manji zadaci na koje se dijeli radni paket

WP 1000 Project Management and Coordination

- 1001 Kickoff Meeting
- 1002 Progress Meetings, Working Meetings, Reporting
- 1003 Support to WP Leaders for Workshops
- 1004 Final Meeting

WP 2000 Climate

- 2001 Study status quo
- 2002 Workshop preparation and conduction
- 2003 Strategic Workshop outcome document
- 2004 Support to GEO 2010 summit prep.and consolidated strategy document



C) Deliverable – dokazivi izlazi projekta (*outputs*) – svaki radni paket ima jedan ili više deliverables

→ služe mjerenju napretka projekta

- Deliverables:

D2000.1 Report on status quo of European GEO climate contributions

D2000.2 Report of workshop on European GEO climate contributions

D2000.3 Draft strategic paper drawn from climate workshop outcome



Deliverables - ovise o sadržaju projekta

Primjeri:

- **Izvještaji:** ugovorni, smjernice, priručnici
- **Prototip:** tehnički prototip, komercijalni prototip
- **Podaci:** statistike, podaci u bazama podataka, trendovi, indikatori
- **Software:** algoritmovi, kodovi, baze podataka
- **Intelektualno vlasništvo:** patenti, autorska prava, *trademark*, registrirani dizajn
- **Obrazovni materijali:** materijal za predavanja i sl.
- **Sastanci:** radionice, seminari, konferencije i sl.
- **Mediji:** mrežne stranice, video, CD, itd.
- **Publikacije:** znanstveni časopisi, glasnici itd.



D) Milestone – ključne točke u kojima se donose odluke za prelazak u sljedeću fazu projekta (npr. kada se postigne neki važni **rezultat** koji je bio **preduvjet** za ulazak u sljedeću fazu)
Svaki radni paket mora imati najmanje jedan “milestone”

M1 Kick-off

M2 Status quo report availability

M3 Workshops readiness review

M4 Workshop results availability

M5 European position to GEO 2010 Summit

M6 Contribution to European Strategy

M7 Final Meeting



Table 1.3 a: Work package list

Work package No	Work package title	Type of activity ⁴	Lead participant No	Lead participant short name	Start month	End month
1000	Project Management and Coordination	MGT	1	DLR	1	24
2000	Climate	SUPP	2	EUMETSAT	1	24
3000	Disasters	SUPP	1	DLR	1	24
4000	Water	SUPP	4	Uni Bonn	1	24
10000	Consultation, Consolidation and Dissemination	SUPP	1	DLR	1	24

⁴ SUPP = Support activities; MGT = Management of the consortium



Table 1.3 b: Deliverables list

Del. no.	Deliverable name	WP no.	Lead beneficiary	Nature ⁵	Dissemination level ⁶	Delivery date ⁷
D1000.1	Kick-off Report	1000	DLR	R	RE	M2
D10000.1	Project Website	10000	DLR	O	PU	M3
D2000.1	Report on status quo of European GEO climate contributions	2000	EUMETSAT	R	PU	M6
D3000.1	Report on status quo of European GEO disasters contribution	3000	DLR	R	PU	M6
D4000.1	Report on status quo of European GEO water contribution	4000	Uni Bonn	R	PU	M6
D1000.2	6 months interim report	1000	DLR	R	RE	M6
D10000.2	Full workshop planning	10000	DLR	O	RE	M9
D10000.3	Initial set of communication material (short videos, leaflets)	10000	DLR	O	PU	M12
D2000.2	Report of European GEO climate contributions					

Nature of the deliverable coded as: **R** = Report, **O** = Other
Dissemination level coded as:
PU = Public, **RE** = Restricted to a group specified by the consortium (including the Commission Services).
⁷ Measured in months from the project start date (month 1).



Table 1.3 b: Deliverables list (2)

D3000.2	Report of workshop on European GEO disasters contribution	3000	DLR	R	PU	M12
D4000.2	Report of workshop on European GEO water contribution	4000	Uni Bonn	R	PU	M12
D1000.3	12 months periodic report	1000	DLR	R	RE	M12
D2000.3	Draft strategic paper drawn from climate workshop outcome	2000	EUMETSAT	O	PU	M15
D3000.3	Draft strategic paper drawn from disasters workshop outcome	3000	DLR	O	PU	M15
D4000.3	Draft strategic paper drawn from water workshop outcome	4000	Uni Bonn	O	PU	M15
D10000.4	First draft consolidated strategic document	10000	DLR	R	PU	M15
D10000.5	Report on project elements integrated into GEO 2010 Summit documentation	10000	DLR	R	RE	M16
D1000.4	18 months interim report	1000	DLR	R	RE	M18
D10000.6	Final consolidated strategic document	10000	DLR	O	RE	M24
D10000.7	Final set of communication material (leaflets, results-based website)	10000	DLR	O	PU	M24
D1000.5	Final Report	1000	DLR	R	RE	M24



Table 1.3 c: Milestone list

List and schedule of milestones					
Milestone no.	Milestone name	WPs no's.	Lead beneficiary	Delivery date from Annex I ⁹	Comments
M1	Kick-off	All	DLR	M1	Tentative Project start: October 01, 2009
M2	Status quo report availability	2000, 3000, 4000	All	M6	
M3	Workshops readiness review	2000, 3000, 4000	All	M9	
M4	Workshop results availability	2000, 3000, 4000	All	M12	
M5	European position to GEO 2010 Summit	All	DLR	M12	
M6	Contribution to European Strategy	All	DLR	M24	Strategic Paper covering all results of the project
M7	Final Meeting	All	DLR	M24	

**Table 1.3 d:
Work package
description**

Work package number	2000	Start date or starting event:				Kick-off	
Work package title	Climate						
Participant short name	DLR	EUMETSAT	Uni Bonn				
Objectives The activities undertaken in this Work Package will aim at analysing the contribution of different actors active in the field of Climate Monitoring and related issues in Europe, within the scope defined in section B1.1.3. It will bring together all relevant European actors and programmes, analyse their current plans and contributions, and discuss the way forward for a more effective, visible, sustained and structured European GEO contribution to the SBA on Climate. In order to prepare for this discussion, the Work Package leader, EUMETSAT, will conduct a study of the Status Quo of relevant European activities in the field of climate monitoring and present this in a report. Based on this work and report, EUMETSAT will conduct a workshop to organize a discussion among the relevant actors. All major relevant European stakeholders in will be invited to this workshop. As a result of the interactions with the different European actors and following the workshop, the WP leader will draft a strategic document drawn from the above action line. This strategic document will outline a proposed European approach towards a coordinated contribution to GEO, and be, where relevant, included in the European position for the GEO Summit 2010 and its documentation.							
Description of work: The Overall Responsible for this Work Package is EUMETSAT. DLR provides support to the organisation and streamlining of the workshop. The tasks within this WP can be grouped as follows: ▪ 2001: Study status quo (M1-6): Conduct a study of the situation in Europe concerning climate monitoring and related activities. Present the findings in a report that describes and assesses the relevant programmes and actors, identifies strengths and weaknesses, structures and programmes, actors and gaps as well as known contributions to GEO tasks. ▪ 2002: Prepare and conduct a specific workshop gathering relevant European programmes and actors, targeting recommendations on the way forward (M4-9) ▪ 2003: Strategic Workshop outcome document (M10-12): Draft SBA-specific strategic document encompassing European climate related objectives. ▪ 2004: Support to GEO 2010 preparation and to consolidated strategy document (M10-24): Contribute to overall strategic document and activities towards GEO HLWG and GEO by feeding into WP 10000. This may involve organizing additional small meetings/workshops on specific issues.							
Deliverables D3 Report on Status quo of European GEO Climate contributions (M6) D9 Report on Workshop on European GEO Climate contributions (M12) D13 Draft strategic document drawn from European GEO Climate workshop (M15)							

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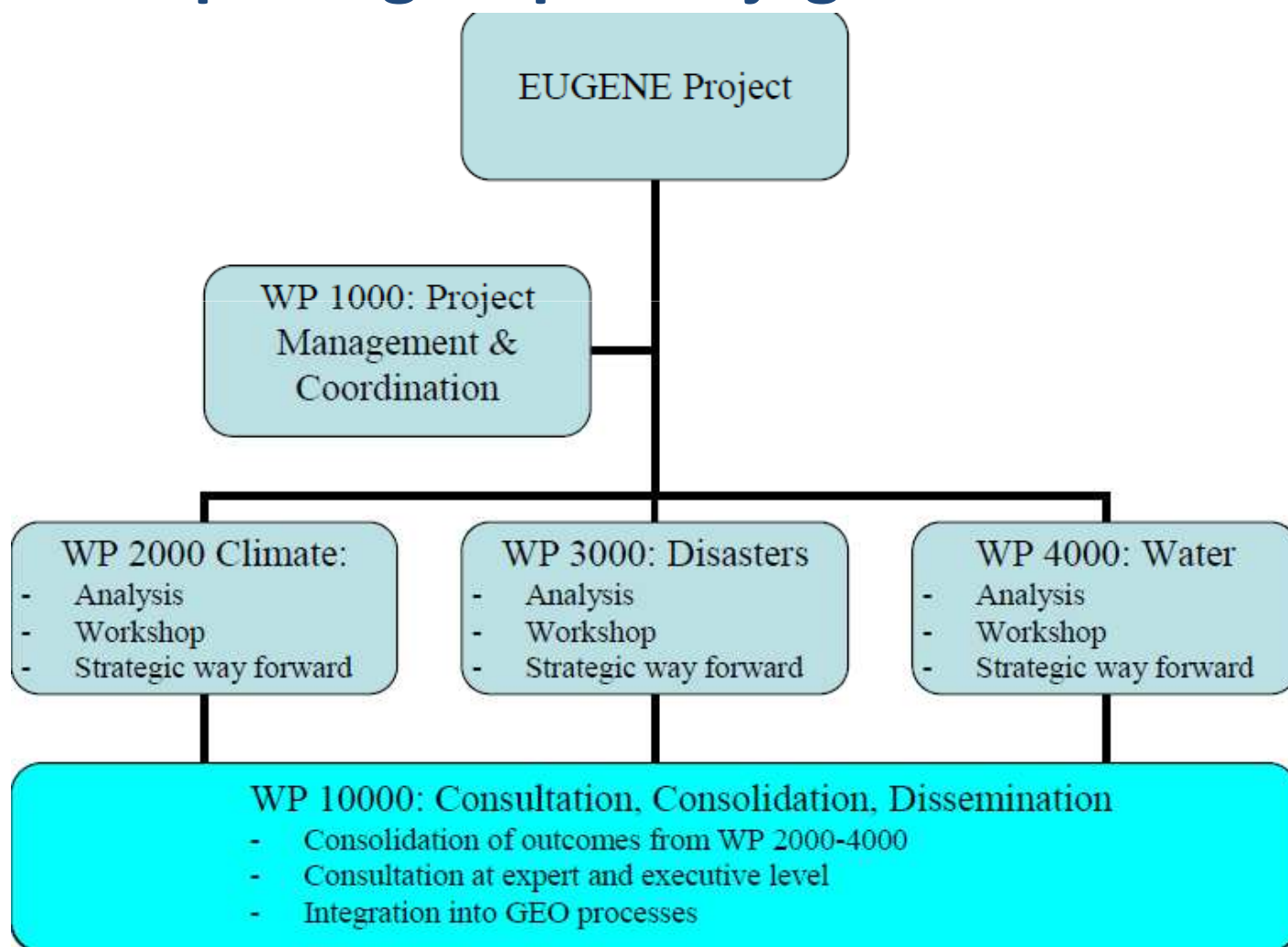
Table 1.3 e: Summary of staff effort

<i>Workpackage</i> ¹⁴	WP1	WP2	WP3	WP4	WP5	WP6	WP7	TOTAL per Beneficiary
ETHZ	7	11	18	6	8	5	3	58
UP	18	10	8	6	9	0.5	2	53.5
JKU	6	6	10	18	8	0.5	2	50.5
EPFL	9	18	10	3	8	0.5	2	50.5
	40	45	46	33	33	6.5	9	212.5

(nije EUGENE!)

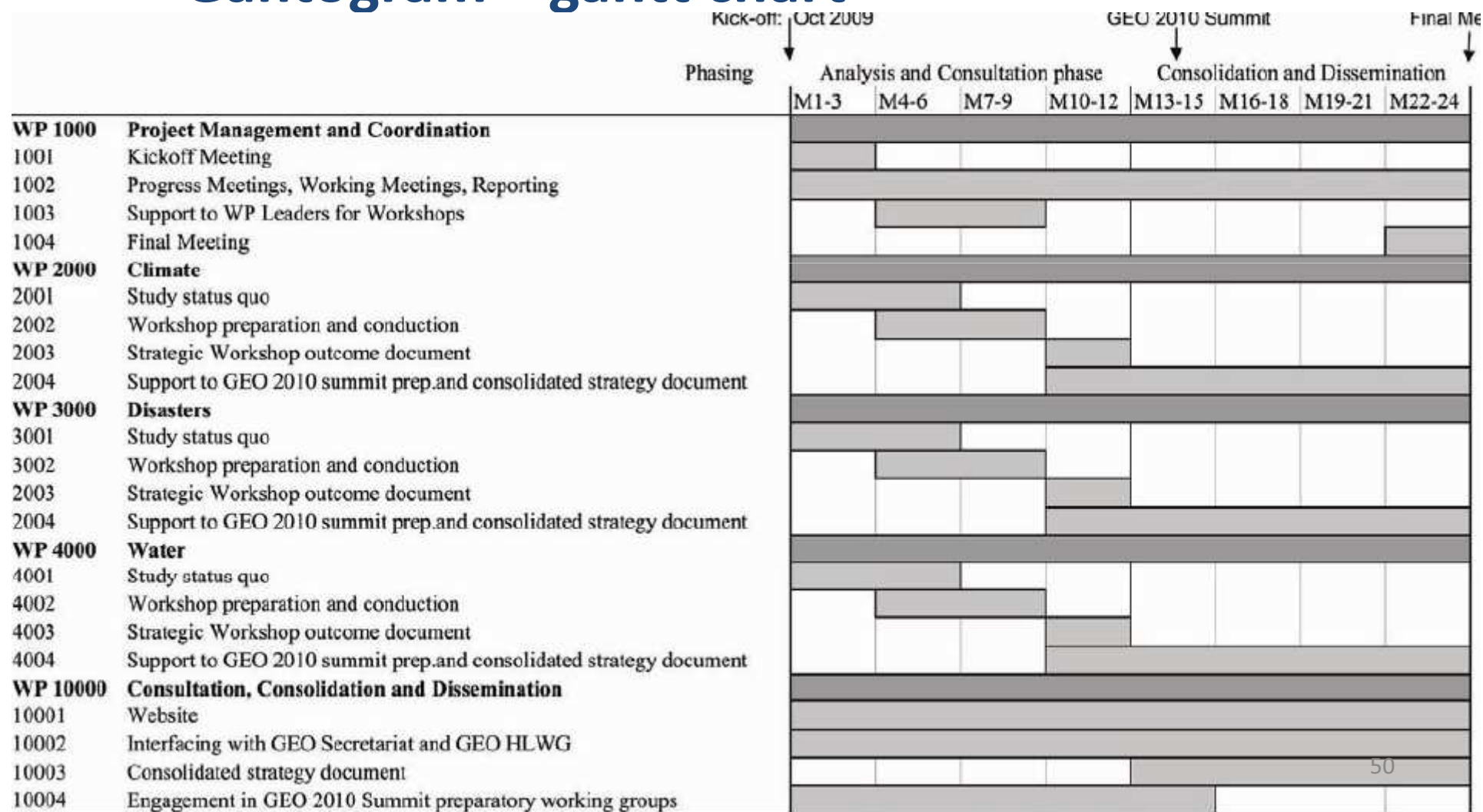


Work package – pert dijagram





Gantogram – gantt chart





Section 2: Implementation

2.1 Management structure and procedures

2.2 Individual participants

2.3 Consortium as a whole

2.4 Resources to be committed

- Jasno dodjeljivanje dužnosti – tko upravlja projektom?
 - **Tijela** za donošenje odluka i savjetovanje o projektu – npr. *project management board; steering committee*
 - **Proces** donošenja odluka
 - **Kontrola kvalitete**
 - **Komunikacijska struktura**
 - Intelektualno vlasništvo
 - Risk management
- Treba izbjegavati preopširne, nepotrebne informacije!*

4.2 Coordinator

The Support Action co-ordinator, DLR, is responsible for the application of the rules agreed on in the grant agreements and the Consortium Agreement. The coordinator is in charge of redistributing the grant from the Commission, the consolidation of the technical and financial results at the end of each period of one year and the preparation of reports to be sent to the European Commission, including the results of the financial audit. For these purposes a similar model of financial reporting will be proposed to each participant.

The coordinator will also be the project manager, responsible for the overall project implementation. In particular, the coordinator is in charge of preparing progress meetings, minutes of the meetings and enforcing deadlines for reporting and deliverables. The project manager maintains regular contact with all WP leaders during the project and all other key personnel involved.

4.3 Coordination Board

A coordination board is led by the Project Manager and composed of the WP leaders. The board coordinates the work in between the different WPs. These activities are included in WP1000. The Coordination Board make high-level decisions concerning all aspects of the project: technical, financial scheduled partnership, disseminations, intellectual property rights, exploitation and innovation-related issues. The Coordination Board will meet twice a year on an ordinary basis and shall typically precede or follow specific milestones, either for preparation or for concluding, according to the milestone considered. Extraordinary meetings will be called for, should the need arise.

4.4 Work Package Leaders (WPLs)

A WPL is nominated among the partners involved in each Work Package (see Figure 3). All WPLs will meet at technical coordination meetings, arranged adequately (frequency and attendees) according to the real needs. Each WPL represents the Project Coordinator at WP level and acts as a sub-project coordinator, responsible for:

- coordinating the WP activities and continuously monitoring the progress,
- reporting tasks activity to the whole consortium in a quarterly Progress Reporting Form,
- contributing to regular project dissemination and communication activities
- ensuring that milestones and deliverables of the WP tasks are fulfilled,
- scheduling, if needed, special meetings to determine suitable measures to be taken.

Table: WP's leaders

WPL 1000		WPL 2000		WPL 3000	WPL 4000		WPL 10000
Helmut Staudenrausch (DLR)	Paul Counet (EUMETSAT)	Günter Strunz	Michael Nyenhuis (Uni Bonn)	Udo Gärtner (DLR)			

4.5 Methods for monitoring and reporting progress

Each partner and work-package leader will report in written form to the co-ordinator, on a periodic basis (5 reports for the projects' period) within the "Coordinating & reporting activity" tasks. Information shall cover the technical advancement of active tasks, difficulties encountered, current percentage of task completion, the problems met, how they were solved, the next steps to be done, the expected problems and how they shall be treated. In case of a problem, the project officer should be immediately informed, especially about the dates of achievement of the tasks and of the deliverables. The global time schedule of the projects, with its critical paths will be analysed by the co-ordinator. The project manager will edit a synthesis of these progress reports (M6, M12, M18, M24), as well as meeting reports, and will guarantee their distribution within the consortium. The information will be used to produce activity and financial reports that will be communicated, at the end of each reporting period, to the commission for reviewing and approval. Each WP is led by a WP leader who coordinates the activity within the WP and reports to the project manager about the way the WP work is performed

4.6 Stakeholder consultation, Steering Board

Project progress will be reported to the European GEO High Level Working Group (GEO HLWG) and guidance for the work ahead will be sought from this group. In this way, the HLWG will act as a steering board to the project. The GEO HLWG meets about 3 times a year, usually at the occasions of preparing or reporting from GEO Executive Committee meetings. It assembles GEO representatives of all EU FP7 member states, as well representatives at decision making level of all GEO relevant EU agencies and European intergovernmental organisations.

Close coordination will also be undertaken with GEO Secretariat, in order to timely integrate project progress into the GEO work.

Consortium Management Structure

Governing Assembly (Names of Individuals)

- Senior Partner Representatives
- External Experts
- European Commission Representatives
- Funding Agency's Representatives

Only for IPs/NoEs

Scientific Committee (Individuals)

- Scientific representatives from partners

Management Group (Individuals)

- Consortium Manager
- Workpackage managers

Consortium (Organizations)

Partner

Partner

Partner

Partner



Section 2: Implementation

- 2.1 Management structure and procedures
- 2.2 Individual participants**
- 2.3 Consortium as a whole
- 2.4 Resources to be committed

- Kratki profil svake **institucije** - najviše jedna stranica po sudioniku
- **Partnerova uloga** u projektu
- Relevantno **iskustvo** u određenom znanstvenom području
- Treba navesti ljude koji će zaista raditi u projektu (iskustvo, kratki profil) → Europska komisija može tijekom projekta provjeravati da li ti ljudi zaista rade na projektu
- Treba upotrijebiti **predložak** (*template*) koji sadrži informacije o partnerima tako da svi profili imaju sličnu strukturu
- Popis radova – bitna kvaliteta

DLR German Remote Sensing Data Centre (DFD)

DLR's German Remote Sensing Data Center (DFD) is engaged in research, product development and providing services based on earth observation data from aircraft and satellite platforms. A multi-mission ground segment developed at DFD integrates reception, processing, archiving and distribution of data from national, international and commercial earth observation satellites.

DLR is partner in the ESA GSE projects RESPOND and RISK-EOS, the FP7 project Safer and the GMES Preparatory Action LinkER. It also coordinates the EU Network of Excellence "Global Monitoring for Stability and Security (GMOSS)". DLR operates the "Center for Satellite Based Crisis Information" (ZKI). Its function is the rapid acquisition, processing and analysis of satellite data and the provision of satellite-based information products on natural and environmental disasters, for humanitarian relief activities, and for civil security. DLR supports and participates in the International Charter "Space and Major Disasters" and coordinates the acquisition and analysis of satellite imagery as Charter project manager.

DLR-DFD's GeoVisualizationCenter (GeoVIS) specializes in visualizing geoscientific data and projects, focussing on remote sensing data. It produces complex computer visualizations of science activities and thereby facilitates the transfer of research results to political decision makers, users and the public at large.

Role in the project:

DLR DFD leads Work Package 3000 (disasters). It also contributes to WP 1000 by delivering reports and other information, and to WP 10000 by contributions to the strategic documents and the GEO 2010 summit preparation process. DFD will also play an important role in supporting the production of material for communicating the project's objectives and results to the public at large. In particular, DFD will produce the videos for the three SBAs.

Key personnel involved:

Prof. Dr. Günter Strunz is head of the research team on Early Warning Systems and Risk Modelling at DFD. He received the diploma in geodesy in 1984 and the Ph.D. in remote sensing in 1992 both from the Technical University Munich and joined DFD in 1993. He is university lecturer at the Technical University Munich for Remote Sensing and GIS.

Gunter Schreier is head of Business Development at DFD responsible for international relations as well as the coordinator for GMES matters. He graduated in geophysics at University Munich in 1983 and joined DLR in 1985. He was national detached expert at the Joint Research Center from 1994-96 and from 2000-2003 he was Vice President of Definiens Imaging GmbH.

Dr. Stefan Voigt is leading a research team on Crisis Information and Rapid Mapping at DFD. He received the M.Sc. in physical geography, physics, remote sensing at the University Munich in 1997 and the Ph.D. from Berne University in 2000. He is in charge of the scientific and operational coordination of DLR's Center for satellite based crisis information (ZKI).

Nils Sparwasser is head of the Geovisualization Center and heads the division "Science Communication and Visualization" at DFD. He holds a Masters degree in geography, zoology and botany. His scientific background is complemented by an on the job training as PR consultant. For the past 10 years he has worked on different projects in the field of scientific visualization of remote sensing data. Together with his team he realized hundreds of animations and films, several exhibitions and three internationally sold high quality books – Planet Earth, Mountains from Space and Global Change – to impart scientific knowledge to a broader public. Nils Sparwasser lectures on Remote Sensing at Catholic University Eichstätt-Ingolstadt.



Section 2: Implementation

- 2.1 Management structure and procedures
- 2.2 Individual participants
- 2.3 Consortium as a whole**
- 2.4 Resources to be committed

- Opis **stručne komplementarnosti** - prikladnost s ciljevima projekta
- Treba pokazati kako su partneri **međusobno povezani** i da su svi partneri u potpunosti uključeni u projekt – nadopunjavanje partnera
- Ukoliko je potrebno, sudionike treba svrstati prema njihovom području istraživanja

5.5 Consortium as a whole

All participants of the consortium have central roles in the themes of the project in terms of existing partnerships in numerous projects, programmes and structures, or in central positions and networks in the relevant communities of practice. Therefore, they will be accepted by their partners and capable of bringing the relevant communities together. The D-GEO office is one of the best established national GEO structures in Europe. It can bring in very good relationships with the GEO secretariat and the EC. Udo Gärtner as lead of WP 10000 is a highly experienced, well accepted and very active player in GEO and as such will be able to make use of his good working relations with GEO Members, the GEO Executive Committee, the GEO Committees and the GEO Secretariat.

In conclusion, the Consortium as a whole collectively expects to be capable of achieving the project objectives, namely to integrate relevant European players in the issues addressed by GEO, to start a European strategy process in the field of earth observation, and to transfer the outcomes of these processes into the work of GEO in building GEOSS at European and international level.



Section 2: Implementation

2.1 Management structure and procedures

2.2 Individual participants

2.3 Consortium as a whole

2.4 Resources to be committed

- Opis troškova
- Sredstva trebaju biti **prikladna** poslu koji će se obaviti (ni prevelika ni premala)
- Plan proračuna treba biti dobro osmišljen i odnositi se na plan rada
- Treba pokazati da su svi veći troškovi (osim troškova plaća) **zaista neophodni** projektu
- Napraviti tablicu s troškovima



Section 3: Impact

3.1 Expected impacts listed in the work programme

3.2 Dissemination, Exploitation, IPR

Expected impact:

- Better integration of the selected research entities in the European Research Area as a whole (long lasting partnership with research groups elsewhere in Europe);
- Upgrading the RTD capacity and capability (human potential: number of new researchers and training of research staff, improvement of scientific equipment) as well as the quality of research carried out by the selected research entities;
- Improved research capacity for increased contribution to regional economic and social development;
- Improvement of participation of the applicant entity in FP7 projects.



Section 3: Impact

3.1 Expected impacts listed in the work programme

3.2 Dissemination, Exploitation, IPR

VAŽNO: Točno odgovoriti prema točkama navedenim u radnom programu - točku po točku

- **Dodana vrijednost**
- **Impact on policy/ Impact on society ...**
- Citirati EU direktive, “white papers” i sl. – gdje god je moguće
- Zašto ovaj projekt zahtjeva **europski pristup**?
- **Strateški učinak** – neće se zadovoljiti samo intelektualna znatiželja
- Aktivnosti vezane uz **inovacije**
- Doprinos međunarodnim ili nacionalnim **standardima**
- **Utjecaj** na industrijski/ ekonomski/ istraživački sektor: npr. kako će doprinijeti poboljšanju trgovinske ravnoteže?



Section 3: Impact

3.1 Expected impacts listed in the work programme

3.2 Dissemination, Exploitation, IPR

- Ovaj dio projektnog prijedloga treba biti strukturiran sukladno “target groups” – akademska zajednica, šira javnost...
- Nabrojiti relevantne **časopise i konferencije**
- **Diseminacijske aktivnosti:** radionice, konferencije, umrežavanje s drugim europskim i nacionalnim inicijativama
- **Diseminacijski mediji:** internet, poster, letci, prezentacije projekta, filmovi
- Ovi troškovi trebaju biti uključeni u plan proračuna



Section 3: Impact

3.1 Expected impacts listed in the work programme

3.2 Dissemination, **Exploitation**, IPR

- Opisati potencijalne **strategije iskorištavanja rezultata projekta** (*Exploitation*) – što preciznije: upravljanje znanjem, pravima intelektualnog vlasništva...
- Svaki partner bi trebao biti upoznat sa osnovnom **regulativom** vezanom uz **prava intelektualnog vlasništva** - www.ipr-helpdesk.org
- Jasni dogovori **tijekom faze pregovora** spriječiti će moguće probleme tijekom faze implementacije i povećati šanse za pozitivno ocjenjivanje projektnog prijedloga



Section 4 – Ethical Issues

Treba spomenuti svako pitanje koje bi moglo biti od **etičke važnosti** za temu projekta, čak i ako projekt nije bio-medicinski i sl.

- Npr.: informacije o **pristanku** (ispitivanja na pacijentima), upotreba **osobnih podataka**/ zaštita privatnosti, **eksperimenti na životinjama**, upotreba **ljudskog tkiva** (embriji i sl.)
- Nije dosta popuniti samo “ethical issues” tablicu – ukratko opisati

http://cordis.europa.eu/fp7/ethics_en.html#ethics_cl

Research on Human Embryo/ Foetus		YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Humans		YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy		YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Animals ¹⁶		YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research Involving ICP Countries ¹⁷		YES	Page
	Is the proposed research (or parts of it) going to take place in one or more of the ICP Countries?		
	Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc):		
	a) Collected in any of the ICP countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Dual Use		YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		



Section 5 – Gender Issues

- Ovaj dio neće biti ocjenjivan – ako se projektni prijedlog pozitivno ocijeni, jednakost spolova će se raspravljati tijekom pregovora
- Treba navesti **kratki opis aktivnosti** koje će biti poduzete da se **osigura jednakost spolova** u projektu
- Do jedne stranice teksta



Electronic Proposal Submission Service - EPSS

EPSS: http://cordis.europa.eu/fp7/epss_en.html

Koordinator se registrira na EPSS stranici i dobiva **korisničko ime i lozinku**
Koordinator dobiva **lozinke za druge partnere** i prosljeđuje ih partnerima

PART A

Partneri popunjavaju formulare (Forms A) – “online” na CORDIS stranici
Popunjavanje proračunske tablice (Part A: Form A3.1) – “online”

PART B

Part B (znanstveni/ tehnički dio) popunjava se “offline” a potom se “uploada” kao PDF dokument (do 10 MB)
“Upload” nacрта projektnog prijedloga i daljnji prepravci mogući su do isteka roka navedenog u pozivu

EPSS Guide – detaljne informacije: <https://www.epss-fp7.org/epss/welcome.jsp>



CORDIS: EPSS

<https://www.epss-fp7.org/epss/welcome.jsp>

The EPSS web application is best viewed with
- Internet Explorer 6.0 (and above)
- or Mozilla Firefox 1.0 (and above)

Welcome to EPSS, the Electronic Proposal Submission Service**Call Selected:** FP7-ENERGY-2008-TREN-1**Sub-Scheme Selected:** CP

I am the **coordinator** of a proposal and I need a user name and a password

[REGISTER¹](#)

I already have an **online** user name and a password

[LOGIN](#)

I am a **participant (not the coordinator)** in a proposal and I need a user name and password

[CONTACT YOUR COORDINATOR](#)[EPSS user guide](#)

¹Usernames and passwords are sent by e-mail. The Commission takes no responsibility for any potential loss, incorrect arrival, non-delivery or use of the username and password. **It is the co-ordinator's responsibility to ensure that he/she has sufficient time to prepare and submit the proposal using EPSS after the receipt of the username and password.** The proposer takes the risk and responsibility to ensure that the e-mail address provided is correct and assumes all risks in case of error, misuse, illegibility or loss of confidentiality or security. If you experience any difficulty receiving your user name and password, please contact the EPSS operator by e-mail support@epss-fp7.org or by phone +32-2-233 3760.

Electronic Proposal Submission Service (EPSS)



EPSS

Prepare Proposal

Change Password

Check Validation

Submit Proposal

Logout

General

Proposal Setup

Part A

Part B & Annexes

History

Part A

Click on a form name to edit online, or select form(s) and press download to view as PDF.

Scroll to bottom of the form to save and validate form.

Scroll to bottom of the form for validation errors.

Note: Automatic calculations will only be performed if form is valid.

Form name	Download (PDF)	Status
A1	☐	Last updated 02 Jun 2009 21:17:25 Brussels Local Time by EPSS
A2 Coordinator	☐	Last updated 02 Jun 2009 21:17:25 Brussels Local Time by EPSS
A3_1 Coordinator	☐	Last updated 25 Sep 2009 09:20:47 Brussels Local Time by Coordinator
A3_2	☐	

download

Please note that all participants in proposals must ensure that they have the authorisation of their organisation to participate in the proposal and any project arising from it.

Co-ordinators are advised to ensure that this is the case prior to the submission of the proposal.



Evaluatori

Razmišljati o evaluatorima tijekom pisanja i prepravljanja projektnog prijedloga!

- Evaluatori dolaze iz industrije, sveučilišta, istraživačkih organizacija, drugih institucija (različiti profili)
- Nisu uvijek stručnjaci u (uskom) području iz kojeg je projektni prijedlog
- Često puta nisu iz engleskog govornog područja – koristiti jednostavan i jasan engleski
- “Educirati” evaluatora - dati činjenice i brojke, statistiku (s referencama), grafove, tablice i citate
- Biti koncizan, ali elaborativan, ukazati na slabe točke drugih rješenja
- Projektni prijedlog mora informirati, uvjeriti i oduševiti evaluatora u vrlo kratkom vremenu



Praktični savjeti 1

- Jasan, lako čitljiv izgled (*layout*)
- **Dovoljno velika slova i razmak** među redovima
- Upotrebljavati **tablice i liste** da bi se povećala jasnoća
- Grafikoni i fotografije moraju biti **razumljivi u crno-bijelom printu**
- Izabrati suvisao naslov i dobar akronim (catchy) –
TIRAMISU (The Innovative Rights and Access Management
Inter-platform SolUtion);
HOSANNA (Holistic and sustainable abatement of noise by
optimized combinations of natural and artificial means)
- Paziti na **lingvističku kvalitetu** napisanog u projektnom
prijedlogu – ako je potrebno, kontaktirati izvornog govornika
- Treba biti siguran da samo **jedna osoba radi na originalnom
dokumentu**
- **“Upload”-ati najmanje jednu “pred-finalnu” verziju**
projektnog prijedloga nekoliko dana prije roka za predaju



Praktični savjeti 2

- Europski istraživački centri su se konzorcijski **umrežili i profilirali** i treba uložiti dodatnu energiju da vas prepoznaju i prihvate
- Treba **biti spreman i na neuspjelu prijavu** projekta - uspostavljeni se kontakti mogu kapitalizirati u sljedećim prijavama i na drugim međunarodnim projektima
- Relativno velika prolaznost prije ulaska u EU (primjer: Mađarska, Slovenija) – opada s ulaskom u EU
- Prednost se daje **multidisciplinarnim i multisektorskim projektima**

Izvor: Nedjeljko Perić, Info dan, Okvirni program FP7 ICT



Primjeri projekata

HEALTH

http://www.fno.cz/documents/7_fp_eu_annex_1.pdf

ICT

<http://www.avantssar.eu/pdf/deliverables/AVANTSSAR-216471-annexI-final.pdf>

http://www.larkc.eu/wp-content/uploads/2008/10/extract-larkc_technicalannex.pdf

http://www.opportunity-project.eu/system/files/docs/Opportunity_Annex_1_v9_approved.pdf

FOOD, AGRICULTURE AND FISHERIES, AND BIOTECHNOLOGY

http://www.emida-era.net/upload/pdf/20110307_Annex%201%20to%20GA%20v7.1.pdf

http://www.euphresco.org/public/about/description_of_work.pdf

ENVIRONMENT

http://www.euclipse.eu/downloads/DOW_EUCLIPSE_final.pdf

http://www.eugene-fp7.eu/docs/EUGENE-02_project_description.pdf

<http://www.nerc.ac.uk/research/programmes/oceanacidification/events/documents/ocean-acidification-epoca-workplan.pdf>

TRANSPORT

http://www.b2bloco.eu/faces/zone/B2B_DoW%203.pdf



Primjeri projekata (2)

CAPACITIES

http://www.lsc-canfranc.es/files/category/255/212343_LAGUNA.pdf

EUROATOM

<http://sacre.web.psi.ch/current-projects/main-frames/documents/sarnetII/SARNET%20march09.pdf>

http://www.enen-assoc.org/data/document/petrus2_annex_v4_31_10.pdf

<http://www.recosy.eu/documentos/ReCosy%20Annex%20I.pdf>

<http://www.irsn.fr/FR/Larecherche/Organisation/Collaborations/SARNET/Documents/SARNET-DoW-final-march09.pdf>



Osnove financijskih pravila Sedmog okvirnog programa



Prihvatljivi troškovi (eligible costs)

Prihvatljivi troškovi = direktni troškovi + indirektni troškovi

Prihvatljivi troškovi moraju biti:

- stvarni
- napravljeni od strane ugovaratelja
- napravljeni tijekom trajanja projekta (izuzetak: završni izvještaj i završna revizija)
- napravljeni u svrhu postizanja projektnih ciljeva
- napravljeni u skladu sa standardnim računovodstvenim pravilima koje primjenjuje ugovaratelj
- sačuvani u računovodstvenim arhivama ugovaratelja



Neprihvatljivi troškovi (non-eligible costs)

- indirektni porezi uključujući PDV
(postupak oslobođenja od plaćanja PDV – zamolba MZOŠ:
<http://public.mzos.hr/Default.aspx?art=11562&sec=2668>)
- kamate
- provizije
- gubitci na tečaju
- troškovi nastali u vezi sa drugim projektom koji je financiran od EU
- dugovi ili usluge servisiranja dugova



Direktni troškovi

- Trošak osoblja
- Oprema
- Materijali - potrošni
- Putovanja
- Podugovaranje (subcontracting) – samo za aktivnosti koje ne možete sami provesti: revizija, tiskanje, izrada mrežnih stranica...
- ...



Indirektni troškovi (Overheads)

- Troškovi koji se ne mogu direktno povezati sa projektom
- → infrastruktura, režije, zajednička oprema, telefonski troškovi, fotokopiranje, uredski pribor, mjesečne pretplate, lokalni porezi, knjige za knjižnicu...
- **Ne trebaju se pravdati računima! – raspodjela različita po institucijama – sastavnica/ zavod/ istraživač**
- **Ne obračunavaju se na podugovaranje!**
- **Kod Coordination and Support Actions – 7%**



Obračun indirektnih troškova

1. Standardna fiksna stopa - “flat rate”

- stvarni direktni troškovi
- fiksna stopa indirektnih troškova – stopa od **20%** direktnih troškova;
- industrija

2. Posebna prijelazna fiksna stopa - “flat rate”

- stvarni direktni troškovi
- fiksna stopa indirektnih troškova – stopa od **60%** direktnih troškova;
- javne institucije

3. Obračun stvarnih indirektnih troškova – “full cost model”

- stvarni direktni i indirektni troškovi
- koriste sve institucije koje mogu identificirati i dokazati indirektno troškove – za sada RIJETKO! (Nizozemska, Švedska, V. Britanija)
- mogućnost dobivanja većeg iznosa indirektnih troškova!

Jednom odabran način obračuna indirektnih troškova kasnije se ne može mijenjati.



Koncept sufinanciranja

Ideja sufinanciranja:

- U većini europskih programa
- Partnerima je EU projekt prioritetni projekt u kojem žele sudjelovati bez obzira na potencijalne troškove
- Ukupan iznos finansijskih sredstava =**
kontribucija EU + kontribucija partnera (sudionika)

Financijski doprinos Europske komisije u FP7 je određen:

- Tipovima **aktivnosti** (RTD, *demonstration*, projektni menadžment, ostale aktivnosti)
- Kategorijom **sudionika** (javne institucije, SME - industrija)



Aktivnosti

1. **RTD** – istraživanje i tehnološki razvoj
2. **Demonstration activities** – dokaz komercijalne ostvarivosti novih tehnologija – npr. testiranje prototipa koji će se plasirati na tržište
3. **Management activities**
 - Vođenje administrativnih, finansijskih, pravnih i etičkih aspekata projekta – na razini konzorcija
 - Troškovi revizije
4. **Other activities**
 - Training
 - Networking
 - Diseminacijske aktivnosti (uključujući publikacije)



Maksimalne stope sufinanciranja prema kategoriji sudionika i aktivnostima

	Non-profit public bodies, secondary and higher education establishments, research organisations and SMEs	All other organisations
Research and technological development activities	75%	50%
Demonstration activities	50%	50%
Coordination and support actions	100%	100%
Management, audit certificates and other activities ¹	100%	100%

Javne institucije – povlašten položaj → također i kod obračuna indirektnih troškova



Sufinanciranje - primjer

Activity	Direct Eligible Costs	Indirect Eligible Costs (60%)	Total Eligible Costs	Funding Rate (%)	Funding
RTD	250,000	150,000	400,000	75%	300,000
Demonstration	50,000	30,000	80,000	50%	40,000
Management & Coordination	80,000	48,000	128,000	100%	128,000
Other	20,000	12,000	32,000	100%	32,000
TOTAL	400,000	240,000	640,000	N/A	500,000



Vremenik (*timesheet*)

- Služi za prikazivanje aktivnosti
- Vremenik je potrebno voditi za 8-satni radni dan
- Vremenik obuhvaća sve poslove/projekte koje ta osoba obavlja:
 - a) rad na osnovnim djelatnostima – nastava i priprema za nastavu, ispiti i priprema ispita, rad sa studentima, projekti MZOŠ-a, ...;
 - b) (europski) projekti;
 - c) ostale djelatnosti (administracija, rad u raznim tijelima...).
- Program za timesheet – hrvoje.matakovic@unizg.hr

Number of hours envisaged i.e. according to the employment contract: 20 hours/week

2008 January

[illegible]

Productive hours per project:	Project x	84
	Project y	15,5
	Project z	0



Plaće zaposlenika

- Novo u FP7 – u FP6 nije bilo moguće
- Pravila za rad na FP7 projektima –
http://projects.unizg.hr/_download/repository/Pravila_za_rad_na_FP7_projektima.pdf
- Mišljenje Ministarstva financija:
[http://projects.unizg.hr/_download/repository/preporuka_za_r
ad_na_FP7_-_misljenje_MF_IM.doc](http://projects.unizg.hr/_download/repository/preporuka_za_rad_na_FP7_-_misljenje_MF_IM.doc)



Plaće zaposlenika (2)

- Osobe koje se zapošljavaju na FP7 projektu i 100% su plaćene s projekta - ugovor o radu.
- Refund sredstava instituciji – na poseban račun → zatim isplata (na temelju zahtjeva voditelja + potpisani vremenici)
- VAŽNO: sav posao se obavlja u okviru 8 radnih sati – izbjegavati prekovremeni rad!



Obveze vezane uz financije tijekom trajanja projekta

1. Izvješćivanje

- a) **periodično izvješće** koje koordinator predaje u roku od 60 dana od kraja perioda (18 mjeseci) – Form C
- b) **završno izvješće** koje koordinator predaje u roku od 60 dana nakon završetka projekta - Europska komisija u roku od 105 dana treba izvršiti evaluaciju i isplatu (ponekad se čeka na isplatu i godinu dana).

2. Revizija - obvezna kad financiranje partnera dosegne 375.000 € - osim ukoliko projekt traje do 2 godine → onda na kraju projekta



Informacije o financijskim pitanjima

Vodič za financije:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf

Financije – RH: <http://www.hit.hr/FP7/?id=256&l=hr>

Općenite informacije o financijama u FP7:

<http://www.finance-helpdesk.org>

<http://www.efpconsulting.com>



Izrada projektnog prijedloga za
FP7 program

Izvori informacija

<http://cordis.europa.eu/en/home.html>

<http://projects.unizg.hr/>

www.fp7.hr

Kontakt

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