

# The European Union's Seventh Framework Programme

## FP7 Overview

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# Basic overview

# What is FP7?

- European Community Framework Programme for Research and Technological Development
- Collection of specific actions at EU level to fund and promote transnational research
- Open to International Cooperation (including ACP countries) to join forces for addressing major challenges where significant added value is expected to be gained from worldwide R&D cooperation
- Budget of c. €50 billion from 2007 – 2013
- Primary instrument to continue to develop European Research Area (ERA) with goal of reducing fragmentation of research, increase competitiveness and influence standards
- [http://cordis.europa.eu/fp7/home\\_en.html](http://cordis.europa.eu/fp7/home_en.html)

# Who can participate?

- Participants from EU-27 Member States
- Associate Candidate Countries (Turkey, Croatia)
- Associate States (International Agreement) (Iceland, Israel, Liechtenstein, Norway, Switzerland)
- EU Scientific Cooperation Agreements (Argentina, Australia, Brazil, Canada, China, Chile, Egypt, India, Korea, Japan, Mexico, Morocco, Kazakjstan, Russia, South Africa, Tunisia, Ukraine, USA)
- International Cooperation Partner Countries (ICPC) and Third countries specifically outlined in the WorkProgramme description for a Specific Call

# Types of organisations

- Research organisations, Universities
- High-tech Small and Medium Sized Enterprises (SMEs)
- SME Associations (Specific instruments)
- Public Administrations (ERA-NET)
- Individual researchers wishing to work in another country (Marie Curie)
- Institutions running a research facility of multi-national interest

# Geographical spread for consortia

The minimum consortia structure is dictated by each Call but in general there is a requirement for participation of the following:

- Three independent legal entities from **three** different EU Member States (MS) or Associated countries (AC)
- International (intergovernmental) organisations can participate
- Participants from Third Countries & International Cooperation Partner Countries (ICPC) if in addition to minima

# FP7 basic principles

- Proposals can only be submitted in response to publicly-announced calls for proposals with strict deadlines  
<http://cordis.europa.eu/fp7/dc/index.cfm>
- All proposals\* are presented by multinational consortia of organisations with one European partner nominated as the Project Coordinator.
- Proposals are evaluated by independent experts
- All proposal coordinators receive an Evaluation Summary Report
- Funding follows successful evaluation, selection and negotiation of grant agreement

\* except certain Support actions

# Identifying relevant research areas

- Must be appropriate based on your organisations research and strategic goals
- Proposals submitted must be relevant to the action lines open within specific calls
- The role of each partner must be clearly articulated and illustrate how their experience is relevant and complementary
- Need to identify European partners that you wish to work with in the long term to justify investment building a relationship
- Irrelevant proposals will not be evaluated

# Calls for proposals

- Each thematic area issues regular call in Official Journal and Cordis <http://cordis.europa.eu/fp7/dc/index.cfm>
- Information Pack available for Open Calls
  - Call Text
  - Workprogramme Description
  - Guide for Proposers
  - Proposal Evaluation and Selection Procedures
  - Model Grant Agreement
  - Financial Guidelines
  - Negotiation Guidelines
- All Proposals are submitted online via Electronic Proposal Submission System (EPSS)  
<http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7SubmitProposalPage>

# Organisation registration

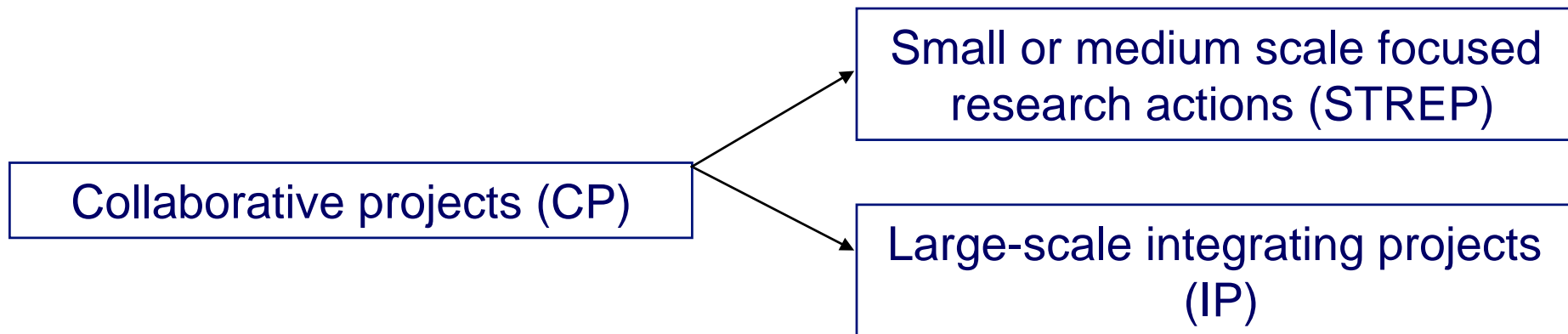
Unique registration facility (URF)

[http://cordis.europa.eu/fp7/urf\\_en.html](http://cordis.europa.eu/fp7/urf_en.html)

Participant identification code (PIC)

Legal Entity Authorised Representative  
(LEAR)

# FP7 funding schemes



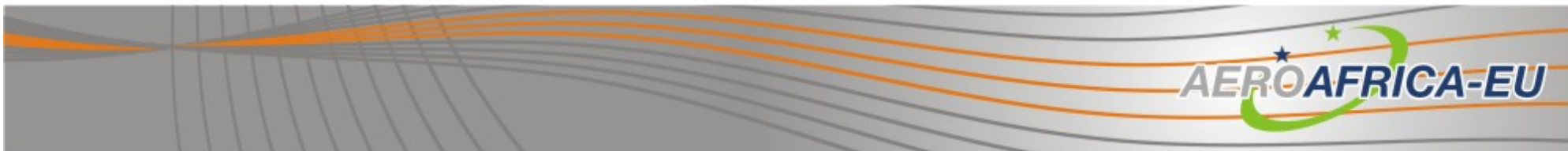
Support to research projects carried out by consortia with participants from different countries, aiming at developing new knowledge, new technology, products, demonstration activities or common resources for research. The size, scope and internal organisation of projects can vary from field to field and from topic to topic.

## Networks of Excellence (NoE)

Support to a Joint Programme of Activities implemented by a number of research organisations integrating their activities in a given field, carried out by research teams in the framework of longer term co-operation

## Coordination and Support actions (CSA)

Support to activities aimed at coordinating or supporting research activities and policies (networking, exchanges, trans-national access to research infrastructures, studies, conferences, etc)



# Proposal structure

# Proposal Part A (Online - EPSS)

- Electronic Proposal Submission System
- A1 (**Coordinator**) – general project information
- A2 (**Each partner**) – entity details/ proposer identification code (PIC)
- A3 - breakdown of costs per partner

Refer to Guide for Applicants which can be downloaded from <http://cordis.europa.eu/fp7/>

*NB: Check coordinator entered details – indirect costs; organisation type*



# Proposal Part B

- Section 1: Scientific and/or technical quality
- Section 2. Implementation
- Section 3. Impact
- Section 4. Ethical Issues

# What you should prepare...

- Your role in the proposed project
- NDA; Non-competitive agreement
- Succinct organisation and team overview (including any similar FP6, FP7 participations)
- Details of envisaged project interaction:
  - introduction including relevant prior art;
  - objectives;
  - tasks & associated activities, including dissemination activities;
  - deliverables;
  - timelines;
  - milestones;
  - person-months & person-month rate (€);
  - budget (categorised);
  - IPR issues (background; IPR Bill; exploitation);
  - ethical issues;
  - sub-contracting; 3<sup>rd</sup> parties
  - management versus R&D
- Impact; value-addition; mutual benefit

# Financial issues

# Maximum grant & rates

- Co-finance necessary; depends on the **type of organisation** to which you belong and **the activity** being funded
- R&D funding rates:
  - Public bodies: up to 75%
  - Secondary and higher education establishments: up to 75%
  - Research organisations (non-profit): up to 75%
  - SMEs: up to 75%
  - Otherwise up to 50% of eligible costs

# Eligible & non-eligible costs

- Eligible costs = actual, economic & used solely to achieve project objectives – audit trail needed
  - Must be incurred during the project
  - Must be determined according to usual accounting and management principles/practices
  - Must be recorded in accounts
- Non-eligible costs = identifiable indirect taxes including VAT, duties, interest owed, provisions for possible future losses or charges, exchange losses, cost related to return on capital, costs declared or incurred, or reimbursed in respect of another project, debt and debt service charges, excessive or reckless expenditure

# Preparing a budget

- **Total project budget** = Eligible direct costs  
+  
Indirect costs
- Eligible direct costs
  - Personnel costs
  - Subcontracting costs
  - Other direct costs (capital equipment, travel and subsistence, consumables, audit certificate, IP protection, etc)

# Indirect costs

- Determined according to the information you have from your accounting system:
  - Actual indirect costs:
    - If your accounting system allows you to determine your actual indirect costs for the project
  - Simplified actual indirect costs:
    - If your accounting system allows you to determine your indirect costs for the organisation but not for the project
  - Flat rate:
    - If you can't determine your indirect costs from your accounting system then you can use 20% of direct costs less subcontracting costs OR
    - a **transitional flat rate** depending on the activity and type of organisation (between 40-60%)

# Proposal evaluation

# Evaluation process

- All proposals are independently assessed by a minimum of 3 evaluators against proposal criteria (approx 6 months)
- Main sections of the proposal are evaluated & scored:
  - Section 1: Scientific and/or technical quality (Threshold 3 / 5)
  - Section 2. Implementation (Threshold 3 / 5)
  - Section 3. Impact (Threshold 3 / 5)
  - Total Score required to meet overall threshold 10 / 15
- Proposals who passed all criteria and received high ranking in the list of projects are called to negotiations (approx 8-12 months)
- Coordinator negotiates with EC, we negotiate with consortium

# Reporting

# Periodic Reporting

- The submission of periodic report is covered by the grant agreement.
- All beneficiaries are required to submit authorised financial statements (Form Cs)
- The coordinator is required to:
  - collect the financial statements
  - write the periodic technical report on the basis of the work performed and information from the beneficiaries
  - submit the periodic reports to the European Commission
  - answer all questions to provide additional information or clarifications to the Project Officer (PO) , in relation with the periodic report and its financial aspects
  - serve as an intermediary between the Project Officer (PO) and the beneficiaries.
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# General administration

# Disbursements

- One pre-financing (upfront) payment, typically 160% of average yearly budget
- Interim payments based on financial statements
- 10% of amount payable is retained until the project is signed off
- Guarantee fund:
  - No collective financial responsibility
  - 5% of total project budget set aside at start of project
  - Reimbursement on project completion and finalisation with restraints

# Contractual aspects

- Grant agreement (signed between beneficiaries and EC)
- Consortium agreement (signed between beneficiaries)
- It is important to make sure that the grant agreement and the consortium agreement talk to each other, particularly in relation to IP sharing
- Note that there exists “*Technical collective responsibility*”

# Exchange of information

- Beneficiaries exchange information and know-how (software, patents, work methods, etc.)
- Each beneficiary has the right to request access rights to the other beneficiaries' background and foreground, as long as it needs them in order to carry out its work under the project:
  - “Background” is project-related information and IP rights beneficiaries hold before entering the project
  - “Foreground” is the information and IP rights that beneficiaries generate within the project, the results of the project

Access rights	For project execution purposes	For use purposes
To background	Royalty-free unless otherwise agreed <u>before</u> signature of the grant agreement	Royalty-free or on fair and reasonable conditions
To foreground	Royalty-free	

Thank you!

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