



How to turn your ideas into European projects?



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General Introduction

The Handbook “How to turn your ideas into European projects” is a guide on the 7th EU Framework Programme for Research and Development (FP7). It was prepared in the frame of the EU-Balkan FABNET project, a Specific Support Action financed under the 6th Framework Programme (FP6).

The general objective of this handbook is to help the participation of researchers from Western Balkans Countries in agri-food research projects under the FP7. Written for agri-food researchers, this guide provides the necessary information to set up a FP7 project corresponding to researchers needs (individual trainings, capacity increase or research projects).

In the first chapter, the handbook presents the five most interesting sub programmes available for agri-food researchers within the FP7. The second chapter gives a general overview of the FP7: mechanism and main steps of a project, information sources, potential participants and financing rates. The third chapter provides information and ingredients of success for each step of a project’s life cycle, from the preparation to the end of the project. Concrete examples of agri-food projects and detailed information about the BAFN and EU-Balkan FABNET projects are given in the last chapter.

Chapter I: What is offered by the European Union?

This chapter presents the five most interesting sub-programmes available for agri-food researchers within the FP7.

1.1 Introduction to the research programme of the European Union

Although several examples of scientific and technological collaboration can be found as early as in the Middle Ages, research work in Europe has been carried out mainly on national levels until the middle of the twentieth century.

The emergence of the first European research programmes and institutes, in the 1950s, coincide with the first steps that led to the construction of the political European Union.

The European Commission launched the first Framework Programme (FP) in 1984, in order to improve the coherence of the European Research and Technological Development (RTD) and stimulate the transnational collaboration.

The Treaty of Lisbon of March 2000, establishing the European Union, describes the need for a Framework Programme (art.180-Research and Technological Development and Space) and points out that Europe should become in the following decade the most competitive knowledge-based economy in the world.

The Framework Programme (FP6 for the period 2002-2006 and FP7 for 2007-2013) is one of the main instruments enabling the EC to achieve the Lisbon objectives for the EU to become the "**most dynamic competitive knowledge-based economy in the world**". Particularly, the FP intends to transform the concept of European Research Area (ERA) into reality by reducing the fragmentation of the European research and by improving the collaboration between national programmes.

1.2 What is FP7?

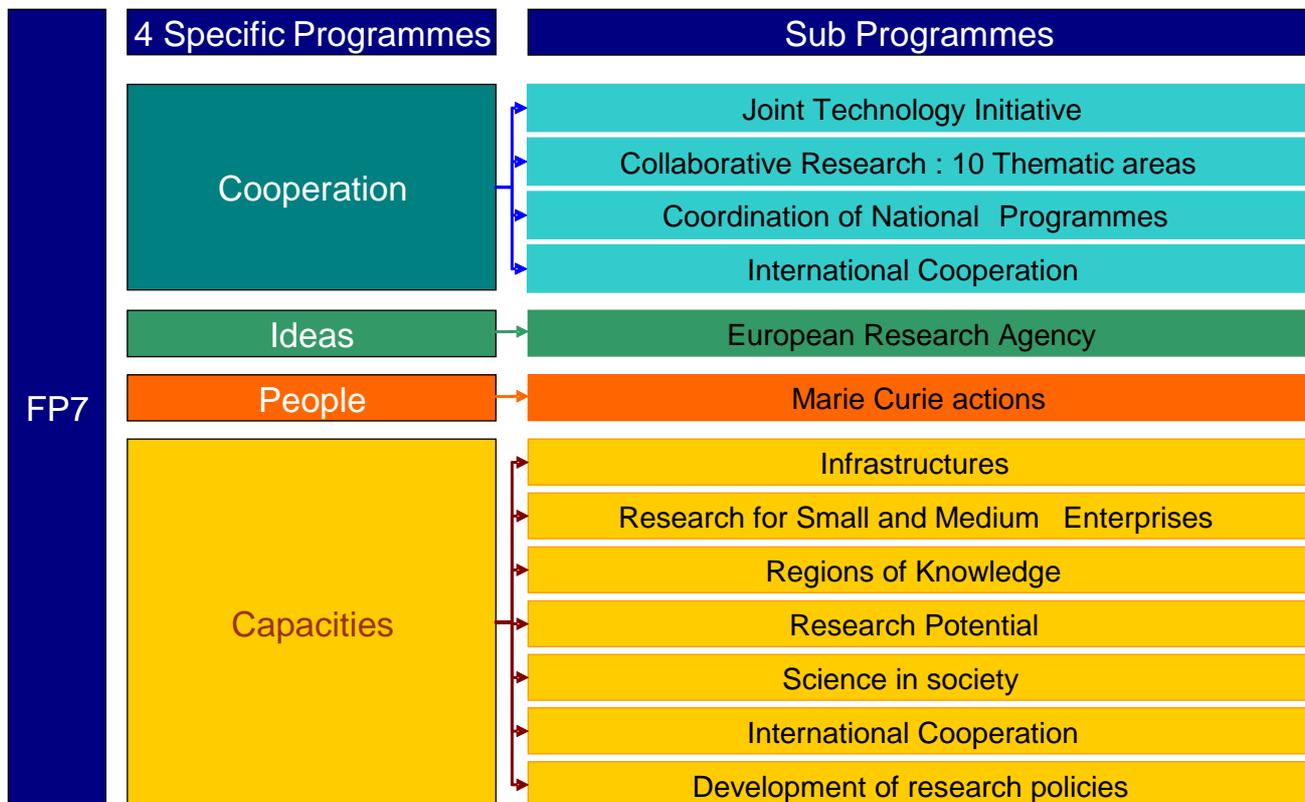
FP7 defines the priorities for research funding and the financial instruments that are associated to this funding for the period 2007-2013, having in mind the competitiveness of the EU and the support to policy-making.

The support to the research and technological development activities is provided through:

- The financing of research projects carried out by consortia involving companies and research centres from several countries.
- The financial support to researchers' teams involved in fundamental research.
- Individual grants attributed to the most promising researchers.
- The improvement of the European research capacity by enhancing the research infrastructure and creating regional specialised networks of research centres.

General scheme of FP7

The Framework Programme is divided into four Specific Programmes and 13 sub-programmes:



For the Western Balkan Countries the sub programmes **Collaborative Research**, **Research for Small Enterprises** and **Research Potential** are of a particular interest.

The sub programme **Collaborative Research** consists of 10 themes that reflect essential fields of Knowledge and Technology. It involves collaborative projects run by consortia of research organisations.

- 1) Health
- 2) Food, Agriculture, Fisheries and Biotechnology**
- 3) Information & Communication Technologies
- 4) Nanosciences, Nanotechnologies, Materials and New Production Technologies
- 5) Energy
- 6) Environment (incl. Climate Change)
- 7) Transport
- 8) Socio-economic Sciences and the Humanities
- 9) Space
- 10) Security

The sub programme **Research for Small Enterprises** gives financial support to SMEs who need to subcontract their activities to research centers or universities in order to strengthen their innovative capacity.

The main objective of the sub programme **Research Potential** is to stimulate the research potential of the Member States by giving support to the centers of excellence.

The following section provides more accurate information about the structure of FP7 and advises how to participate in a FP7 project.

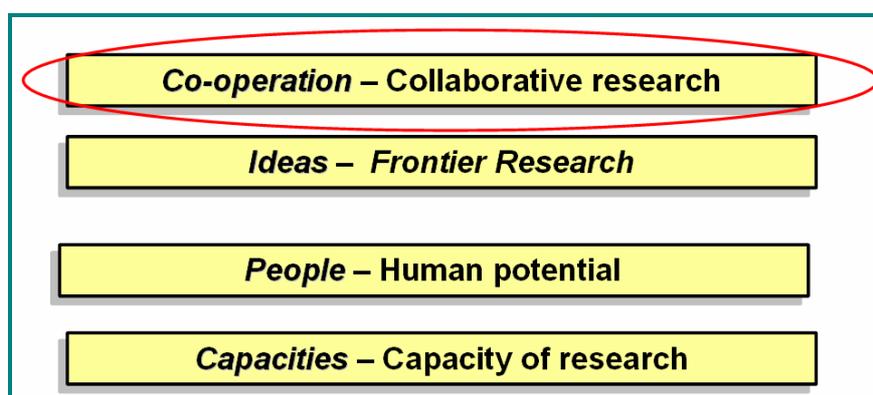
1.3 What is offered to agri-food researchers?

This section provides information on five sub-programmes that are specially addressing agri-food researchers. These five sub-programmes are:

- Collaborative research (under the specific programme “Cooperation”)
- Research for SMEs (under the specific programme “Capacities”)
- Research Potential (RegPot - under the specific programme “Capacities”)
- Marie Curie Actions (specific programme “People”)
- European Research Agency (specific programme “Ideas”)

Each presentation of sub-programme is illustrated by an example of concrete project. The success rate of the last call is also presented.

1.3.1 Collaborative research



→ in the picture above: Research Capacity (not Capacity of Research)

Objectives

Collaborative research aims at developing new knowledge, new technology, products, demonstration activities or common resources for research in order to

improve European competitiveness or to address major societal needs. They may also be targeted to special groups, such as SMEs and other smaller actors.

The overall budget available for **the Food, Agriculture, Fisheries and Biotechnology (FAFB) research theme** for the period 2007-2013 is of € 1.935 millions. It represents an important **increase** compared to the budget made available to the agri-food sector in FP6 (thematic priority “Food Quality and Safety”, €685 millions between 2002 and 2006, 178 financed projects).

The objectives of the FAFB theme within the Cooperation specific programme are to:

- Build a European the **Knowledge-Based Bio Economy (KBBE)**.

The term “**bio-economy**” includes all industries and economic sectors that produce, manage and otherwise exploit biological resources (such as agriculture, food, forestry, fisheries and other bio-resources industries, and related services, supply or consumers).

- Respond to **social and economical challenges**:

- High quality food and sustainable food production
- Food-related disorders (cardiovascular, obesity...)
- Infectious animal diseases and zoonoses
- Sustainable agriculture/fishery and climate change
- Clean biomaterials from renewable bio-sources

- Involve all stakeholders (including industry) in the research
- Support the Common Agricultural Policy (CAP) and the Common Fishery Policy (CFP).
- Respond quickly to emerging research needs

(Around 70 projects targeting the agri-food sector are foreseen to be funded per year).

Participants

In general, there must be at least three "legal entities" established in different EU Member States or Associated Countries. Entities must be independent of each other. A different number of participants or participation of certain types of organisations may be specified on a call-by-call basis.

Funding schemes

1. Collaborative project (CP)

- *Purpose:* Developing new knowledge, new technology, products, including scientific coordination. Demonstration activities or common resources for research,
- *Activities:* RTD, Demonstration, Others and Management,
- *Duration:* 24-60 months.

3. Networks of Excellence (NoE)

- o *Purpose:* Support to common programming of activities of several research organisations which integrate their activities in a specific field and aim at establishing a sustainable partnership
- o *Activities:* RTD activities, Others and Management
- o *duration:* 48 – 60 months

2. Coordination and Support Actions (CSA)

- *Purpose:*
 - o No funding of research, development or demonstration activities. Only activities of coordination and support (Others, Management),
 - o Coordination Action (CA): activities focusing the coordination of research activities and policies,
 - o Support Action (SA): Normally focused on one specific activity and often networking and events,
- *Duration:* up to 48 months, but usually 12-24 months.

Types of activities funded

- RTD (CP and NoE): research and technological development activities, reflecting the core activities of the project, aiming at a significant advance beyond the state-of-the-art, including scientific coordination,
- Demonstration (CP only): designed to prove the viability of new technologies that cannot be commercialised directly (e.g. testing of product-like prototypes),
- Others (CP, NoE and CSA)
 - o Training of researchers and key staff, including research managers and industrial executives and any potential users of the knowledge generated by the project,
 - o Dissemination: activities to disseminate research results and to prepare for their take-up and use, including knowledge management and, activities directly related to the protection of foreground,
- Management (CP, NoE and CSA)
 - o Administrative,
 - o Technical.

Intellectual property

For Collaborative Projects (CP), an agreement on Intellectual Property must be included in the proposal, as part of a mandatory Consortium Agreement.

Evaluation criteria

- Scientific and Technical quality
- Quality and efficiency of the implementation of the management),
- IMPACT (Potential Impact through the development, dissemination and use of project results).

Budget

- Total budget FP7 Cooperation Food, Agriculture and Fisheries, and Biotechnology: 1.9 Bn€,
- Maximum EC contribution is:
 - o Between 2 and 6 M€ for CP KBBE, [up to 3MEUR for Small CPs and up to 6 MEUR for Large CPs]
 - o Up to 1 M€ for CSA,
 - o Up to 6 M€ for NoE
- The intensity of the EU contribution is:
 - o RTD: 50% in general and 75% for SME or public Research centres or non-profit organisations,
 - o Demonstration: 50%,
 - o Other: 100%,
 - o Management: 100%.

Success rate last call FP7-KBBE-2008-2B

Number of proposals submitted: 277

Number of ineligible proposals: 15

Number of proposals receiving an evaluation score above the applicable threshold: 163

Number of financed projects: 40

Success rate: 14%

Example KBBE project:

Full title: New sources of natural, gastric stable, food additives, colorants and novel functional foods (COLORSPORE)

Acronym: COLORSPORE

Coordination Organisation

ROYAL HOLLOWAY AND BEDFORD NEW COLLEGE, UNITED KINGDOM

Call: KBBE-2007-2.3-03 (Bio-)technologies for the production of food additives, colorants and flavours

Project description

Functional foods provide a buoyant growth sector and the use of carotenoids is the most dynamic not only as colorants but as food additives. One issue with these products is their instability both on the shelf and upon digestion. Recently, gastric-stable bacterial-derived carotenoid preparations have been discovered by members of this consortium and these 2nd generation carotenoid preparations, and the bacteria that produce them will be studied. Existing prototypes will be developed as potential food additives but an extensive screen for

new 2nd generation prototypes will also be made from marine environments.

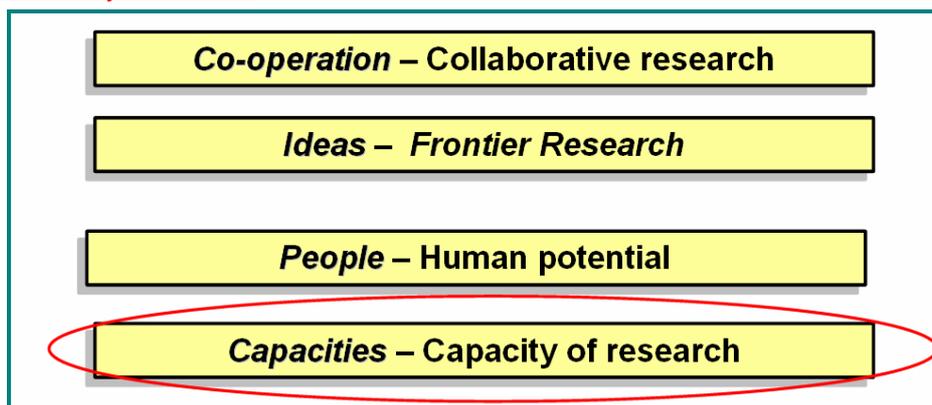
The consortium includes microbiologists, biochemists and food bio-technologists and will determine the identity of new carotenoid preparations and the bacteria that produce them. The nutritional value of these bacteria will be assessed and a risk-benefit assessment made using modern metabolomic technologies as well as traditional toxicology in order to designate the prototypes as QPS (ie, qualified presumption of safety). Bio-processing of these bacterial carotenoid preparations will eliminate traditional chemical synthesis and the use of organic solvents. Also the delivery system will utilise a synergistic biological matrix making it a sustainable source.

Other characteristics:

Project Reference: 207948,
Start Date: 2008-06-01,
Duration: 36 months,
Project Cost: 4.1 million euro,
End Date: 2011-05-31,
Project Funding: 3 M€.

Participants	
JOHANN WOLFGANG GOETHE UNIVERSITAET FRANKFURT AM MAIN	GERMANY
AQUAPHARM BIODISCOVERY LIMITED	UNITED KINGDOM
THE UNIVERSITY OF MEDICINE & PHARMACY AT HO CHI MINH CITY	VIET NAM
NESTEC S.A	SWITZERLAND
TECHNICAL UNIVERSITY OF ISTANBUL	TURKEY
INSTITUT NATIONAL DE LA RECHERCHE AGRONOMIQUE (INRA)	FRANCE
UNIVERSITA DEGLI STUDI DI NAPOLI FEDERICO II.	ITALY

1.3.2 Research for SMEs



Objectives

- To support small groups of innovative Small and Medium Enterprises (SMEs) in solving technological problems and acquiring technological know-how.
- To allow groups of SMEs to subcontract RTD activities to research centres.
- To ease transnational co-operation between SMEs and Research Centres.

Approach

SMEs participants are the direct beneficiaries of the project: they invest in the RTD project and outsource most of the research and demonstration activities to RTD performers. SMEs receive in return the technological know-how they need to develop new or improve existing products, systems, processes or services.

Participants

- 3 SMEs from 2 EU or associated countries,
- 2 Research centres, independent, from 2 EU or associated countries,
- Size: 6 to 10 partners.

SMEs manage the project

- Co-ordination is supported by one SME.
- Coordination costs are eligible.
- Research centres are subcontractors.
- Intellectual property rights belong to the SMEs.

Types of activities funded

- RTD.
- Demonstration
- Training
- Management
 - Administrative
 - Technical

Duration

12 to 24 months.

Intellectual property

- Without any specific agreement, SMEs are owners of the results,
- SMEs can sell a part of the results to the Research centres,
- An agreement on Intellectual property must be included in the proposal.

Evaluation criteria

- Scientific and Technical excellence,
- Quality and effectiveness of the management,
- Impact.

Budget

- Total budget FP7 Capacities Research for the benefit of SMEs: 1.3 Bn€,
- Budgets are between 0.5 and 1.5 M€ for new products, services or processes,
- The intensity of the EU contribution per activity type ranges from 50%, 75% to 100%, depending on the activity,
 - Research carried out by the RTD should cover up to 60% of the total activities,
- Research can be realised by public or private Research centres, High Tech SMEs or industrial groups.

NB: The contribution by the European Commission cannot exceed 110% of the amount invoiced by the RTD performers for RTD and demonstration activities.

Success rate last call 2008-1

Number of proposals submitted: 673

Number of ineligible proposals: 10

Number of proposals receiving an evaluation score above the applicable threshold: 267

Number of financed projects: 92

Success rate: 13.6 %

Example:

Full title: Pesticide reduction in mushroom cultivation in Europe

Acronym: PRIME

Coordinating Organisation : BIOLOGICAL CROP PROTECTION LTD, UNITED KINGDOM

FP5 Programme Acronym: LIFE QUALITY CRAFT

Project description

The principal objective of the project is to develop a pest control strategy for the European mushroom production industry, which is less reliant on chemical pesticide inputs. This concept will not only improve competitiveness of the industry in relation to lowering production costs but will increase consumer confidence in relation to chemical residues or insect pollution in the product. Reduction of chemical pesticides will also improve health and safety conditions for employees associated with the mushroom production industry throughout Europe.

The European mushroom production industry comprising compost producers, casing manufacturers, growers and ancillaries affords a labour requirement of 50,000 employees. Total annual mushroom production in the EU is ca 900,000 tonnes with a farm gate value of ca 3000 Million Euros per annum. Insect pest control in commercial mushroom production throughout Europe is an increasing problem and in addition to the ca 60 Million Euros expended on pest control measures, yield losses due to pest attack account for a further ca 123 Million Euros. Withdrawal of insecticides, crop intolerance and the development of pest resistance contributed to reliance on single insecticide ingredients to control each of the major pest species.

The proposed research will provide a sustainable, ecologically sound and commercially competitive pest control strategy for the European mushroom production industry.

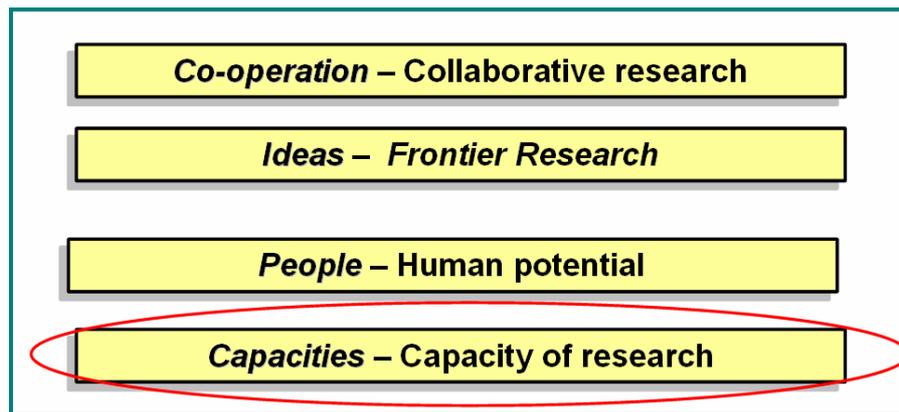
Other characteristics:

- Reference: QLK5-CT-2002-70693,
- Start Date: 2002-10-01,
- Duration: 32 months,
- Contract type : Cooperative research contracts
- Project Cost: 455 k,
- End Date: 2005-05-31,
- Project Status: Completed,

Participants

The consortium comprises seven partners, including four small to medium commercial enterprises and three research institutions within Europe, including Belgium, UK and the Republic of Ireland.

1.3.3 Research Potential (RegPot)



Objectives

Stimulating the research potential in the enlarged European Union by unlocking and developing the research potential in the EU’s ‘convergence regions’ and outermost regions, and helping to strengthen the capacities of their researchers to successfully participate in research activities at EU level.

Approach

Any Research centre from the European Union or from Associated Countries can apply for funds to modernise its centre, increase its excellence and better integrate the European Research Area.

Participants

- 1 Research Centre working on any research theme of the FP7,
- Focus on Research centres from the convergence regions and outermost regions of the EU¹.

Universities or Research Centres in the EU will be solicited to collaborate with the Research centre beneficiary since exchange of know-how and best practices need to be done.

Types of activities funded

- Training
- Management
 - Administrative
 - Technical

Note: research activities are not eligible in a RegPot project and should not be included. Any expenses linked to research (consumables, time spent of researchers on RTD projects, etc.) will not be financed.

Detailed activities

¹ In September 2008: the following countries are eligible to RegPoT: Albania, Croatia, FYROM, Montenegro and Serbia. Bosnia Herzegovina and Kosovo will be eligible when the association agreement with the EU is signed, see http://cordis.europa.eu/fp7/who_en.html#countries for updates

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- Trans-national two-way secondments of research staff in the convergence regions;
- Acquisition and development of research equipment;
- Organisation of workshops and conferences to facilitate knowledge transfer;
- International independent expert evaluation of research quality and infrastructures within the Research centre applying.

Duration

Around 36 months.

Funding scheme

Coordination and Support Actions.

Intellectual property

n/a since there is no RTD work.

Evaluation criteria

- Scientific and Technical excellence,
- Quality and effectiveness of the management,
- Impact.

Budget

- Total budget FP7 Capacities Research Potential: 340 M€,
- Budgets are around 1 M€,
- EU contribution is 100%.

Success rate last call 2008-1

Number of proposals submitted: 475

Number of ineligible proposals: 24

Number of proposals receiving an evaluation score above the applicable threshold: 193

Number of financed projects: 32

Success rate: 6.7 %

Example:

Full title: Unlocking animal food quality research potential in Baltic region by developing scientific and technical capacities of the research institute Siga

Acronym: BALTFOODQUAL

Coordinating Organisation

LATVIJAS LAUKSAIMNIECIBAS UNIVERSITATE, LATVIA.

Call: REGPOT-2007-1-01

Project description

The scope of the project is to develop S&T potential of the promising research centre of Latvia - Research Institute Siga, in order to enforce high level research on animal feed and food quality in collaboration with research teams from other EU countries, as well as contribute to the development of research capacity of Baltic region and its integration in the European Research Area.

- Long term objective:

To stimulate realisation of full research potential of the enlarged European Union by unlocking and developing existing research potential in one of the convergence regions Baltic.

- Short term objectives:

1. Strengthen capacity of researchers of the Research Institute Siga to participate at EU level in the research projects and activities on animal feed and food quality.
2. Improve technical capacity of the Research Institute Siga to carry out high quality research on animal feed and food quality and their impact on consumers health

Other characteristics:

- Reference: 205079,
- Start Date: 2008-02-01,
- Duration: 36 months,
- Project Cost: 1.1 M€,
- Contract Type: Support actions,
- End Date: 2011-01-31.

1.3.4 *Marie Curie Actions (People)*



Objectives

This specific programme provide research training, career development and mobility schemes allowing researchers to be more mobile both internationally and between commercial and non-commercial sectors. There are opportunities for researchers at any career stage and of any nationality.

Five main headings and budget

Dedicated entirely to human resources in research, this sub-programme has an overall budget of **over EUR 4.7 billion** over the seven years of FP7. It will be implemented through “Marie Curie” actions under five headings, with the following budget breakdown:

THE 2008 MARIE CURIE ACTIONS ROADMAP

(Listed by closing dates)

Action	Call ID	Call Opens	Call
			Closes/ <i>Cut-off dates</i>
NIGHT Researchers' Night	FP7-PEOPLE-NIGHT-2008	30 November 2007	5 March 2008
CO-Funding of Regional, national & International Progs	FP7-PEOPLE-2007-2-3-COFUND	16 November 2007	13 March 2008
IAPP Industry Academia Partnerships & Pathways	FP7-PEOPLE-IAPP- 2008	30 November 2007	25 March 2008
IRSES International Staff Exchanges	FP7-PEOPLE-IRSES-2008	30 November 2007	28 March 2008
ERG European Reintegration Grants 1st cut off	FP7-PEOPLE-ERG- 2008	30 November 2007	<i>3 April 2008</i>
IRG International Reintegration Grant 1st cut off	FP7-PEOPLE-IRG-2008	30 November 2007	<i>3 April 2008</i>
IEF Intra-European Fellowships	FP7-PEOPLE-IEF- 2008	19 March 2008	19 August 2008
IIF International Incoming Fellowships	FP7-PEOPLE- IIF- 2008	19 March 2008	19 August 2008
IOF International Outgoing Fellowship	FP7-PEOPLE-IOF-2008	19 March 2008	19 August 2008
ITN Initial Training Networks	FP7-PEOPLE-ITN-2008	4 April 2008	2 September 2008
ERG European Reintegration Grants 2nd cut off	FP7-PEOPLE-ERG- 2008	30 November 2007	<i>8 October 2008</i>
IRG International Reintegration Grant 2nd cut off	FP7-PEOPLE-IRG-2008	30 November 2007	<i>8 October 2008</i>
CO-Funding of Regional, national & International Progs	FP7-PEOPLE-COFUND- 2008	19 November 2008	19 February 2009

SUMMARY - 2008 BUDGET

Actions subject to calls for proposals	Budget 2008 (EUR million)
1. Initial Training of Researchers	
Initial Training Networks (ITN)	185**
2. Life-long Training and Career Development	
Intra-European Fellowships for Career Development (IEF)	75
European Re-integration grants (ERG)	7
Co-funding of Regional, National, and International Programmes (COFUND)	65*
Co-funding of Regional, National, and International Programmes (COFUND)	0**
3. Industry-Academia Partnerships and Pathways	
Industry-Academia Partnerships and Pathways (IAPP)	45
4. International dimension	
International Outgoing Fellowships for Career Development (IOF)	25
International Incoming Fellowships (IIF)	25
International Re-integration grants (IRG)	17
International Research Staff Exchange Scheme (IRSES)	25
5. Specific actions	
Researchers' Night (NIGHT)	3
Subtotal	472
Actions not subject to open calls for proposals	5.14
Expert Evaluators	6.02
Total	483.16

* corresponding to a 2007 call.

** An amount from the 2009 budget is expected to be added to this call for which a new financing decision to cover the budget for that year will be requested at the appropriate time.

Participants

The actions under the 'People' Specific Programme address researchers at all stages of their careers, in both public and private sectors. Researchers are of at least postgraduate or equivalent level and are classified on the basis of professional experience.

Objective

Marie Curie Initial Training Networks (ITN) are aimed at improving the **career perspectives of researchers** who are in the **first five years** of their career by offering structured training in well defined scientific and/or technological areas as well as providing complementary skills and exposing the researchers to other sectors including private companies.

Actions:

- **Intra -European Fellowships (IEF)**
This action is to support the **career development of experienced researchers** at different stages of their careers, and seeks to enhance their individual competence, diversification in terms of skill acquisition at multi- or interdisciplinary level and/or by undertaking intersectoral experiences. The aim is to support researchers in attaining and/or strengthening a leading independent position, e.g. principal investigator, professor or other senior position in education or enterprise. The action may also assist researchers to resume a career in research after a break.
- **European Reintegration Grants (ERG)**
This action aims at **assisting experienced researchers in the (re)integration** into a research career **after a trans-national mobility** experience within 'Marie Curie Actions'. The action encourages the researchers to build on their trans-national mobility period in the frame of a coherent professional project and to promote the perspectives of the development of their research career.
- **Co-funding of Regional national & International Progress (COFUND)**
This action aims at increasing the **European-wide mobility possibilities** for training and career development of experienced researchers, in line with the objectives set out in the activity heading “Life-long training and career development”, thus boosting its overall impact. The co-funding action targets programmes that support the **trans-national mobility of experienced researchers** at different stages of their careers, including researchers shortly after having obtained a doctorate, by broadening or deepening their individual competence, in particular in terms of acquisition of multi- or interdisciplinary skills or having intersectoral experiences; to support researchers in attaining and/or strengthening a leading independent position, e.g. principal investigator, professor or other senior position in education or enterprise; (re)integrate researchers into a research career in Member States and Associated countries, including in their country of origin, after a mobility experience.

- **Industry Academia Partnerships & Pathways (IAAP)**
This action seeks to open and **foster dynamic pathways between public research organisations and private commercial enterprises**, in particular SMEs, including traditional manufacturing industries, based on longer term co-operation programmes with a high potential for increasing knowledge-sharing and mutual understanding of the different cultural settings and skill requirements of both the industrial and academic sectors.
- **International Outgoing Fellowship (IOF)**
This action aims to reinforce the international dimension of the career of European researchers by giving them the opportunity to be trained and **acquire new knowledge in a third country**, high-level research organisation. Subsequently, these researchers will return with the acquired knowledge and experience to an organisation in a Member State or Associated country.
- **International Reintegration Grant (IRG)**
The objective of this action is to reinforce the attractiveness of Europe by encouraging **European researchers who have carried out research outside Europe for at least 3 years, to reintegrate in a Member State** or in an Associated country in order to contribute to European research and transfer the knowledge they have acquired in a third country, by offering them the opportunity to capitalise in Europe on their experience. It is aimed at countering European brain drain to third countries. It should also allow the development of lasting co-operation with the scientific and/or industrial environment of the third country from which they have returned.
- **International Staff Exchanges (IRSES)**
The Marie Curie International Staff Exchange Scheme is a new implementation modality aiming at strengthening **research partnerships through staff exchanges and networking activities** between European research organisations and organisations from countries with which the Community has an S&T agreement or are in the process of negotiating one, and countries covered by the European Neighbourhood policy. Compared to existing Marie Curie actions, which provide mobility possibilities to individual researchers, this new action will provide support to research organisations to establish or reinforce **long-term research co-operation** through a coordinated joint programme of exchange of researchers for short periods.

Future orientations

In principle, 2009 will see a **continuation of the main Marie Curie Actions of 2008**. At this stage no new Marie Curie Actions are envisaged. The Marie Curie Actions, and in particular the two new actions implemented for the first time in 2008, **COFUND and IRSES, will be carefully monitored**, to identify the possible need for adaptations. Moreover, in the context of the recently launched Green paper on the European Research Area, the Commission has launched a public consultation which is due to bring conclusions towards the end of the year. This may give rise to new

initiatives, or shifts of emphasis or modifications of existing initiatives of the PEOPLE Programme.

Example:

Full title: Metabolomics: defining the standards for sample preparation of small molecules (METABOLOMICSSTANDARD)

Coordinating Organisation
QIAGEN GMBH, GERMANY

Call: PEOPLE-2007-3-1-IAPP Marie Curie Action

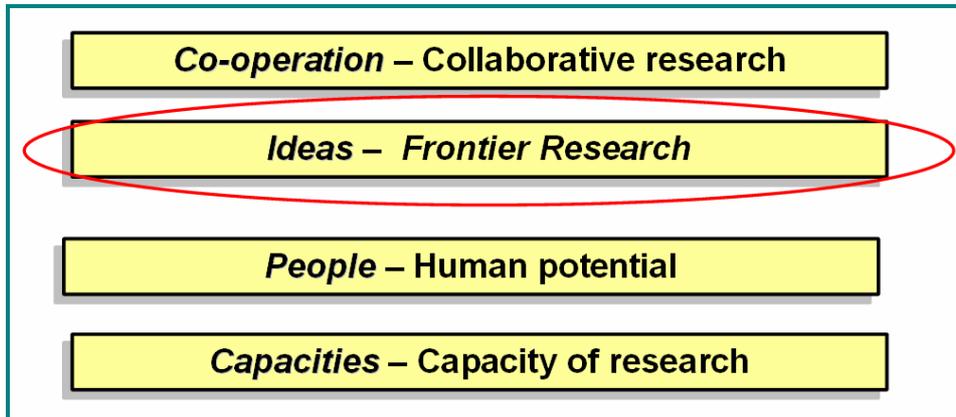
Project description

The general aim of metabolomics is to identify measure and interpret the complex time-related concentration, flux and activity of the metabolites, in a biological sample. Metabolites include small molecules that are the products and intermediates of metabolism, but also carbohydrates, peptides, and lipids, and can be seen as the chemical characterisation of the phenotype. As the youngest of the omics field, metabolomics is still developing. Much ongoing research focuses on development of new genomics and proteomics tools and utilization of those approaches for studying cellular function. In contrast, relatively few research programs focus on metabolomics. One of the most important problems, which have been identified by the researchers involved in metabolomics research, is the lack of standardization of the sample preparation step.

Other characteristics:

- Reference: 217895,
- Start Date: 2008-08-01,
- Duration: 48 months,
- Project Cost: 430,690 €,
- Contract Type: Industry-Academia Partnerships and Pathways (IAPP),
- End Date: 2012-07-31.

1.3.5 European Research Agency (specific programme Ideas)



Objectives

The specific programme 'Ideas' provides competitive funding for 'frontier research' (or basic research) executed by individual teams. Communication and dissemination of research results is an important aspect of this programme.

Means

A European Research Council (ERC), consisting of an independent Scientific Council and an implementation structure has been established for this specific programme. The ERC supports investigator-driven projects in 'frontier research', carried out by individual teams competing at the European level, within and across all fields of research. Its overall budget within the FP7 is 7.5 Bn€ over 7 years (2007-2013).



Approach

Being 'investigator-driven', or 'bottom-up', in nature, the ERC approach allows researchers to identify new opportunities and directions for research, rather than being led by priorities set by others. This approach ensures that funds are channelled into new and promising areas of research with a greater degree of flexibility.

Participants and evaluation

ERC grants are awarded through open competition to projects headed by young and established researchers, irrespective of their origins, who are working in Europe - the sole criterion for selection is excellence. The aim here is to recognise the best ideas, and retain and confer status and visibility to the best brains in Europe, while also attracting talent from abroad.

There are three main types of grant schemes: ERC starting Grant, ERC advanced grant and Coordination and Support Action. Only the first two schemes are presented here (the CSA aims at helping the functioning of the ERC through monitoring or assessment).

ERC starting grant

- The intensity of the EU contribution is 100%,
- Duration : around 5 years,
- Profile: A competitive Starting Grant Principal Investigator must have already shown the potential for research independence and evidence of maturity. Applicants should also be able to demonstrate a promising track-record of early achievements appropriate to their research field and career stage, including significant publications (as main author) in major international peer-reviewed multidisciplinary scientific journals. They may also demonstrate a record of invited presentations in well established international conferences, granted patents, awards, prizes etc.
- A peer-review evaluation: A single submission of the full proposal will be followed by a two-step evaluation. The evaluation will be conducted by means of a structure of high-level peer review panels. Excellence is the sole criterion of evaluation.
- Budget breakdown :
 - Physical Sciences & Engineering: 39%,
 - Life Sciences: 34%,
 - Social Sciences & Humanities: 14%,
 - Interdisciplinary: 13%.

ERC advanced grant

The aim is to fund individual teams led by established, innovative and active Principal Investigators, regardless of nationality, age or current location. They will include, for example, leading contributors to research advances in Europe, leading scientists of the European 'diaspora' or non-EU nationals who wish to establish themselves in Europe and pursue ground-breaking, high-risk research that opens new directions in their respective research fields or other domains.

- EU contribution is 100%,
- Duration : around 5 years,
- Profile: Applicants for the prestigious ERC Advanced Grant are expected to be active researchers and to have a track-record of significant research achievements in the last 10 years which must be presented in the application. There is little prospect of an application succeeding in the absence of such a record, which identifies investigators as exceptional leaders in terms of originality and significance of their research contributions.
- Same budget breakdown as previous.

Budget

- Total budget FP7 Capacities Ideas: 7.5 Bn€,
- Budgets are around 1 M€ for a starting grant,

Success rate for the 2007 ERC starting grant

Number of proposals submitted step one: 8 794
Number of proposals submitted step two: 559 (success rate of 6%)
Number of financed projects: 300 (success rate of 54%)
Success rate: 3.4 %

More information: ftp://ftp.cordis.europa.eu/pub/fp7/docs/erc-annual-report_en.pdf

Example:

Full title: Integrated evolutionary analyses of genetic and drug interaction networks in yeast (NETWORK EVOLUTION)

Coordinating Organisation

MAGYAR TUDOMANYOS AKADEMIA SZEGEDI BIOLOGIAI KOZPONTJA, HUNGARY

Call: ERC-StG Starting Grants

Project description

The ability of cellular systems to adapt to genetic and environmental perturbations is a fundamental but poorly understood process both at the molecular and evolutionary level. There are both physiological and evolutionary reasonings why mutations often have limited impact on cellular growth. First, perturbations that hit one target often have no effect on the overall performance of a complex system (such as metabolic networks), as perturbations can be adjusted by reorganizing fluxes in metabolic networks, or changing regulation and expression of genes. Second, due to the fast evolvability of microbes, the effect of a perturbation can readily be alleviated by the evolution of compensatory mutations at other sites of the network. Understanding the extent of intrinsic and evolved robustness in cellular systems demands integrated analyses that combine functional genomics and computational systems biology with microbial evolutionary experiments.

Other characteristics:

- Reference: 202591,
- Start Date: 2008-07-01,
- Duration: 60 months,
- Project Cost: 1.28 M€,
- Contract Type: ERC Starting Grant,
- End Date: 2013-06-30,
- Project Status: Execution.

Chapter II: How does it work?

This chapter presents a general overview of the FP7: mechanism, information sources, and main steps of a call, potential participants and financing rates.

2.1 What are the general principles?

There are six important stages in the project life, which will be presented in this section. These are as follows:

- The new call for proposals is open
- Preparing the proposal
- Evaluation of the proposals by independent experts
- Negotiation with the EC
- Implementation of the project
- Reporting

2.1.1 The European Commission launches calls for proposals

The European Commission is in charge of defining and publishing annual **work programmes** and **calls for proposals**. They address either specific scientific or technological issues, or offer the choice of the research topic to the participant (especially for some calls dedicated to SMEs).

The call for proposals and the work programme define:

- The topic to be covered
- The type of instrument (CP, CSA etc.)
- The budget
- The deadline for proposal submission
- ...

The call for proposals and the work programme are accompanied with detailed instruction for the preparation of the proposal.

Draft versions of the work programme sometimes circulate among researchers before the final version is published.

The call for proposals and the work programme are always published on Cordis website: <http://cordis.europa.eu/fp7> section “find a call”.

An example of the call Food, Agriculture and Fisheries, and Biotechnology, published in 2007 with a deadline in February 2008 (KBBE-2008-2B) is presented in the following page:

General work plan of the programme:

2.1.2	<i>KBBE-2008-1-2-04: Microbial control for more sustainable aquaculture</i>	<i>Small collaborative project</i>
2.1.2	<i>KBBE-2008-1-2-05: Improved agro-forestry systems for sustainable farming – SICA</i>	<i>Small collaborative project - SICA</i>
2.1.2	<i>KBBE-2008-1-2-06: Forecasting forest diversity under the influence of climatic changes and the consequences for stability and productivity of forest ecosystems</i>	<i>Small collaborative project</i>
2.1.2	<i>KBBE-2008-1-2-07: Forest energy – Short rotation forestry as a sustainable and eco-efficient land use management system for fossil fuels substitution within CDM-projects</i>	<i>Coordination and support action (coordinating)</i>
2.1.2	<i>KBBE-2008-1-2-08: Novel approaches for reusing nitrogen losses</i>	<i>Coordination and support action (supporting)</i>
2.1.3	<i>KBBE-2008-1-3-01: Improving production animal health and food safety through investigating the gut function of farm animals, the gastro-intestinal microflora and their interactions</i>	<i>Small collaborative project</i>
2.1.3	<i>KBBE-2008-1-3-02: Foot-and-mouth disease: improve and / or develop vaccine, vaccination strategies and diagnostics assays for free and endemic settings – SICA</i>	<i>Small collaborative project -SICA</i>
2.1.3	<i>KBBE-2008-1-3-03: Improve tools and strategies for the prevention and control of classical swine fever</i>	<i>Small collaborative project</i>
2.1.4	<i>KBBE-2008-1-4-01: Development of new diagnostic methods in support of Plant Health policy</i>	<i>Small collaborative project</i>
2.1.4	<i>KBBE-2008-1-4-02: Deep sea fisheries management</i>	<i>Small collaborative project</i>
2.1.4	<i>KBBE-2008-1-4-03: Fisheries management approach based on 'maximum acceptable limits of negative impacts'</i>	<i>Small collaborative project</i>
2.1.4	<i>KBBE-2008-1-4-04: Common Agricultural Policy – the spatial dimension in EU rural development programmes</i>	<i>Small collaborative project</i>
2.1.4	<i>KBBE-2008-1-4-05: Macro-economic analysis of competitiveness, including non-tariff barriers</i>	<i>Small collaborative project</i>
2.1.4	<i>KBBE-2008-1-4-06: Societal Impact of Organic Farming</i>	<i>Coordination and support action (supporting)</i>
2.1.4	<i>KBBE-2008-1-4-07: Exploring the pros & cons and the public perception of GM animals</i>	<i>Coordination and support action (supporting)</i>
2.1.4	<i>KBBE-2008-1-4-08: Characterisation and valorisation of Andean soil microbial diversity to support sustainable crop production and agro-ecosystems – SICA (Latin America-Andean region)</i>	<i>Small collaborative project - SICA</i>
2.1.4	<i>KBBE-2008-1-4-09: Quality Assurance Schemes</i>	<i>Coordination and support action (supporting)</i>
2.1.4	<i>KBBE-2008-1-4-11: Coordinating the activities of KBBE relevant European Technology Platforms</i>	<i>Coordination and support action (supporting)</i>

2.1.2 The applicants prepare proposals

Before starting the project it is important to verify whether it responds to a certain number of requirements.

- Why is your project decisive (what difficulty does it resolve)?
- Does it have a **European added value**?
- What are the benefits of the project? What does it improve?
- Is it **innovative** or does it allow **progress beyond the state of the art**?
- What are the advantages of your project? What makes it competitive?

It is important to read carefully the documents available and in particular the following: work programme, call for proposals, evaluation guide and financial guidelines.

The proposal has to match the requirements from the topic.

It describes:

- The objectives of the project.
- The progress beyond the **state-of-the-art** in the area concerned.
- The organisation of the project.
- The various tasks that will be carried out.
- The planning and budget of the project.
- The profile of the participants.
- The expected impacts of the project (in terms of market and in terms of European added value).

The proposal must strictly follow a given model. The format is explained in the **guide for applicants** and it is published with the call. The proposal must be submitted on-line using the **Electronic Proposal Submission System (EPSS)** before the deadline specified in the call.

Beware:

- Anticipate the deadlines. Keep in mind that your partners will rarely respond as quickly as you would need.
- Moreover, when getting closer to the final deadline, technical problems might endanger the submission of your project. Always submit a first version of your proposal on EPSS before the last day.

2.1.3 The proposals are evaluated

FP7 is based on competitive calls for proposals, i.e. for each topic of a given call several consortia prepare proposals and only the best ones will be funded.

To determine which proposals will be funded, a **panel of independent experts** (external to the EC) is set up by the European Commission. The evaluation is based on the following criteria:

- Scientific and Technical quality
- Quality and efficiency of the implementation of the management),
- IMPACT (Potential Impact through the development, dissemination and use of project results).

The maximum one can get is 15 points in total, 5 points for each criteria. To receive funding, the project must score at least three points for each of these criteria., and the total score must be at least 10 points. Usually the level of competition is so high that a proposal with a total score under 13 has very low chances to succeed.

2.1.4 Negotiation

Once the project is accepted (the evaluation phase takes roughly 3 months), the consortium and the Commission **negotiate the grant agreement** that defines the tasks that will be carried out, the budget and the contribution that will be received from the European Commission.

2.1.5 Implementation of the project

The project is implemented after the signature of the grant agreement. The partners receive advance payments but the final payment is made after the end of the project.

2.1.6 Reporting

In the course of the project, the work done and the related expenses must be accurately reported to the European Commission. The financial resources attributed to a specific project are only definitive and sure when all the expenses are made, proved and approved by the European Commission. If the expenses are not conformed to the budget or compliant with the FP7 financial rules, the European Commission can ask a reimbursement of the advance payment.

Reports will consist in a regular financial follow-up of the costs:

- Of the expenses, through invoices.
- Of the personnel costs, through time sheets, which have to be filled in and signed by each employee working on the project :

January 2008									
Organisation:									
Name employee:		Year: 2008		Month: January					
Employee number:		1	Week	Week 1	Week 2	Week 3	Week 4	Week 5	Total hours
WP 1									0
WP 2									0
WP 3									0
WP 4									0
WP 5									0
WP 6									0
Total hours				0	0	0	0	0	0
Signature employee:		Signature executive							

February 2008									
Organisation:									
Name employee:		Year: 2008		Month: February					
Employee number:		1	Week	Week 1	Week 2	Week 3	Week 4	Week 5	Total hours
WP 1									0
WP 2									0
WP 3									0
WP 4									0
WP 5									0
WP 6									0
Total hours				0	0	0	0	0	0
Signature employee:		Signature executive							

Form C is the form that any beneficiary of an FP7 project should fill in and submit to the European Commission according to the reporting periods defined in the Grant Agreement.

Form C - Model of Financial Statement per Activity (to be filled by each contractor)			
Type of instrument	Specific Support Action	Type of Action (if necessary)	
Project Title (or Acronym)	Support of agricultural and food research in the Western Balkan Countries	Contract n°	26361
Contractor's Legal Name			
Legal Type			
Contact Person		Telephone	
Telecopy		E-mail	
Cost model used (AC//FC or FCF)		Indirect costs (Real or Flat Rate of 20% of Direct costs, except subcontracting)	#N/A
		Flat rate	
Period from	1.5.2007	To	30.4.2008
1- Resources (Third party(ies))			
Are there any resources made available on the basis of a prior agreement with third parties identified in Annex I of the contract? (Yes / No) <input type="checkbox"/> No			
If Yes, please provide the following information			
Third Party 1 (Y1) Legal Name		Cost model used	
Third Party 2 (Y2) Legal Name		Cost model used	
Third Party 3 (Y3) Legal Name		Cost model used	
Third Party 4 (Y4) Legal Name		Cost model used	
Add Third Party			
2- Declaration of eligible costs (in €)			
Please complete only the activity covered by the relevant instrument (and type of action) indicated above and as mentioned in Article II.25 and/or in Annexes I and III of the contract.			
If you are a contractor using the additional cost model (AC):			
- indicate only your additional eligible costs, except for Management of the Consortium Activity for which you may indicate your full eligible costs;			
- do not declare eligible direct additional costs specifically covered by contributions from third parties as mentioned in Articles II.20 and II.23.a and b of the contract.			
If you are a contractor using a full cost model (FC/FCF), indicate your full eligible costs.			
The costs declared should distinguish between direct and indirect costs.			

2.2 What kinds of projects?

Under FP7, various kinds of projects can be financed.

The following funding schemes are of particular interest for research centres:

- **Collaborative projects** aim at developing new technologies in a particular scientific area, and gather companies, research centres or public bodies from all Europe into a consortium, that will work together on the project for a duration comprised between 18 and 48 months.
- **Networks of excellence** are long-term collaboration between research centres specialised in a given field. They aim at integrating and sharing the scientific knowledge at European level, thus contributing to the creation of the European Research Area.
- **Coordination and support actions** for projects that do not involve research activities. An example is the EU-Balkan FABNET project which aims at training researchers from the Western Balkan Countries on FP7. Coordination and support action is also the instrument used under the Research Potential sub-programme (REG POT). These projects aim at stimulating the research capacity by providing support to one single research organisation (including research organisations from the **Western Balkan Countries**²). This is done mainly through support for networking, staff exchange and purchase of equipment for any research topic covered by the FP7. A new call for proposals will be open in 2009.

² In September 2008: the following countries are eligible to RegPoT: Albania, Croatia, FYROM, Montenegro and Serbia. Bosnia Herzegovina and Kosovo will be eligible when the association agreement with the EU is signed, see http://cordis.europa.eu/fp7/who_en.html#countries for updates.

- **Research projects for the benefits of SMEs** gather SMEs or associations of SMEs and RTD actors on a particularly innovative idea. The RTD partners work as subcontractors for the SMEs that finance the whole research effort. At the end of the project, the SMEs keep the intellectual property rights and ownership of the innovations brought by the research effort.

2.3 Who can participate?

FP7 is open to a wide range of organisations, companies, SMEs, research centres, individual researchers (for the Marie Curie grants), universities, non-governmental organisations...

FP7 is open to any organisation from the **European Union Member States** and the **Associated Countries** to the FP7. It is also open to a large number of third countries, which are considered as **International Cooperation Partner Countries**. Organisations from these countries can participate to FP7 under certain minimum conditions.

In the Western Balkan Countries Region - Albania, Croatia, Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Bosnia and Herzegovina (from 2009) are Associated Countries.

2.4 What is financed?

In FP7 projects, various activities are financed in addition to pure research work. Funding applies to the following activities:

- Research and Technological Development (RTD)
- Management
- Demonstration
- Other (training, dissemination)

The European Commission finances the expenses related to **the personnel costs** (cost of work based on monthly rate and time spent by the employees of the organisation), **the durable equipment** (taking into account the depreciation of the equipment and its utilisation in the project), the **consumable**, the **travel expenses** and the cost related to the organisation of events.

2.5 How to find opportunities?

The work programme and the calls for proposals can be found on the website of **the Community research and Development Information Service (CORDIS)**:
<http://www.cordis.europa.eu/fp7>

English (en)

CORDIS

2007 - 2013

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→ **FP7 Home**

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Cooperation **Ideas**

People **Capacities**

Euratom **JRC**

What type of user are you?

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Private company

Public organisation

Individual researchers

Outside the EU

In the spotlight

The CORDIS FP7 Service is now available in 6 languages! To view FP7 information in [German](#), [Spanish](#), [French](#), [Italian](#) or [Polish](#), instead of [English](#), select the language you want from the menu box at top right

Latest News

Three Western Balkan countries and Turkey join FP7
[Date: 2007-06-19]

Croatia, Serbia and the former Yugoslav Republic of Macedonia are now eligible to compete on an equal footing with EU Member States in FP7, following the signature of Memoranda of Understanding ... [read more](#)

Highlights

- The [adopted revised Work Programmes](#) for the Cooperation and Capacities Specific Programmes are now available
- New CORDIS service for the European '[Knowledge-based bio-economy](#)'

By clicking on “find a call”, you will find all the calls for proposals that are currently open for participation and the associated deadline, for each specific programme.

Seventh Research Framework Programme (FP7)

CORDIS

Important Legal Notice

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Find a Call

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Open Calls:

- Food, Agriculture and Fisheries, and Biotechnology / 1 Open call
- Information and Communication Technologies / 9 Open calls
- Nanosciences, Nanotechnologies, Materials and new Production Technologies / 1 Open call
- Energy / 1 Open call
- Transport (including Aeronautics) / 1 Open call
- Socio-economic sciences and Humanities / 1 Open call
- Coordination of Research Activities / 1 Open call

E-mail Notification

Use CORDIS e-mail notification service to be notified by e-mail each time a call relevant to your area of expertise is published.

O : Open call N : New call ! : Updated call

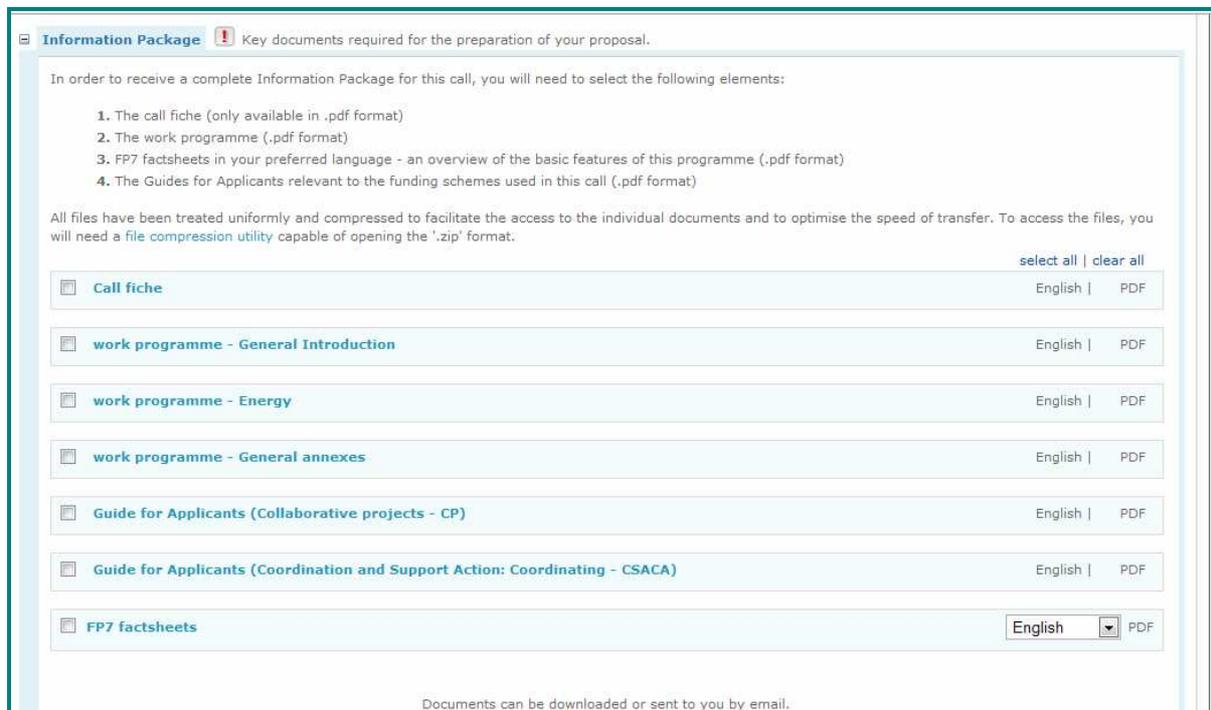
Food, Agriculture and Fisheries, and Biotechnology

Calls for proposals

Call Identifier	Call Title	Publication Date	Deadline	Status
FP7-ERANET-2008-RTD	ERA-NET / ERA-NET PLUS Call 2008	2007-11-30	2008-08-12	

HandBook “How to turn your ideas into European Projects?”

You will find all the documents (work programme of the call, guide for applicants which will help you to write the proposal ...) associated to a specific call by clicking on the name of this call.



Information Package  Key documents required for the preparation of your proposal.

In order to receive a complete Information Package for this call, you will need to select the following elements:

1. The call fiche (only available in .pdf format)
2. The work programme (.pdf format)
3. FP7 factsheets in your preferred language - an overview of the basic features of this programme (.pdf format)
4. The Guides for Applicants relevant to the funding schemes used in this call (.pdf format)

All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.

select all | clear all

<input type="checkbox"/> Call fiche	English PDF
<input type="checkbox"/> work programme - General Introduction	English PDF
<input type="checkbox"/> work programme - Energy	English PDF
<input type="checkbox"/> work programme - General annexes	English PDF
<input type="checkbox"/> Guide for Applicants (Collaborative projects - CP)	English PDF
<input type="checkbox"/> Guide for Applicants (Coordination and Support Action: Coordinating - CSACA)	English PDF
<input type="checkbox"/> FP7 factsheets	English PDF

Documents can be downloaded or sent to you by email.

The National Contact Points (NCP) are national structures financed by the governments of the Member States of the EU and Associated Countries participating in the Framework Programme. The NCPs give support to the beneficiaries in their own language and they can answer your questions about the FP7. They are specialised in each area of FP7 and thus, they can provide individual advice and assistance on the relevant scope of your interest. According to national traditions and different work methodologies, NCPs are chosen among diverse operators such as ministries, research centres, universities, agencies and private consulting companies.

The Information Contact Points (ICP) give information to researchers coming from third countries and intending to participate in the European research. The ICPs also provide information for organisations from the EU and associated countries looking for partners in these third countries.

You can find the contact details of your NCP or ICP on the following web sites:

http://cordis.europa.eu/fp7/third-countries_en.html

http://cordis.europa.eu/fp7/ncp_en.html

The screenshot shows the website for the Seventh Research Framework Programme (FP7). The main header includes the title "Seventh Research Framework Programme (FP7)" and a language dropdown set to "English (en)". Below the header is a navigation bar with "About | What's New? | Sitemap" and "Quick Links". The breadcrumb trail reads "Europa > CORDIS > FP7 > Get support > National Contact Points (NCPs)".

The main content area is titled "Network of National Contact Points (NCPs) in Member States and Associated States". It contains the following text:

The NCP network is the main provider of advice and individual assistance in all Member States and Associated States. By using this service you can easily find the contact details of the designated National Contact Points for your country. Since NCPs are appointed for each of the areas of FP7, when seeking support you should contact the NCP relevant to your area of interest.

Below the text is a form with two dropdown menus:

- Select a country*:** A dropdown menu with options: ALBANIA, AUSTRIA, BELGIUM, BULGARIA.
- NCP Function:** A dropdown menu with options: All functions, National coordinator, Legal and Financial, Health.

There is a link "Mapping between these fields and FP7 activity" next to the NCP Function dropdown.

On the left side, there is a "Get support" menu with the following items:

- FP7 Home
- FP7 newsroom
- Understand FP7
- Participate in FP7
- Find a call
- Register your organisation (URF)
- Preparation and Submission of Proposals (EPSS)
- **Get support**
- Find project partners
- Find a project
- Find a document

On the right side, there is a "National Contact Points (NCPs)" menu with the following items:

- National Contact Points (NCPs)
- FP7 contacts in third countries

Chapter III: How to participate?

This chapter provides information and ingredients of success for each step of a project’s life cycle, from the preparation to the negotiations and management.

3.1 Preparing your proposal

3.1.1 *How to start?*

Participating in a FP7 project requires a careful preparation, even before starting to write the proposal.

First, you must **have a clear idea of the project**. The first step is to analyse the call for proposals and to understand the topic. Looking at the context (why the EC decided to launch a call for proposals for this particular topic?) is also important. You may look for projects previously financed by the EU and contact the Project Officer from the EC (names given on Cordis) to enquire about the origin of the topic. Answering the following questions can help to prepare you first project description:

- What are your research and/or technological **objectives**?
- **What is the state-of-the-art** in the area you are addressing?
- **What is the need** expressed by the end-users?
- **What is the expected impact** in terms of market?
- **Why a European approach** should be undertaken, rather than a national one?
- **What efforts** will have to be undertaken to achieve these objectives?
- **Which competencies** will be required within the consortium?

This first description will be useful as an initial draft of the proposal and as a way to present the project to your potential partners.

3.1.2 *How to find partners?*

a. Where to find potential partners?

The first approach is to exploit **your own network**. Researchers or companies you have met during international congresses or with whom you have already worked are undoubtedly a good starting point to build your consortium. One could also consult the Chambers of Commerce or Specialised Agencies.

You can send partner request to the FP7 **National Contact Points (NCP)** of the countries you are targeting. If you are targeting a third country partner (from neither an EU member state nor an Associated Country one), you should address the **Information Contact Points (ICP)** containing all the relevant database of your interest. You can find their contact details on the CORDIS FP7 website by selecting “Get support” .

You can also identify potential partners using the database of **the Cordis website**. You can select “find a partner” on the homepage of the FP7 website. Using keywords and selecting the profile type(s), the programme(s) which is of interest to you and the country (-ies) targeted, you can find potential partners and their contact details.

Enter search term(s):	metrology
EU funded collaboration	
Profile Type*:	<input type="checkbox"/> Project Proposal <input checked="" type="checkbox"/> Company Expertise
Programme*:	<input checked="" type="checkbox"/> FP7 <input type="checkbox"/> FP7-LEGALFINANCE <input type="checkbox"/> FP7-COOPERATION <input type="checkbox"/> FP7-HEALTH
Country*:	<input checked="" type="checkbox"/> Any Country <input type="checkbox"/> AUSTRIA <input type="checkbox"/> BELGIUM <input type="checkbox"/> CYPRUS <input type="checkbox"/> CZECH REPUBLIC <input type="checkbox"/> DENMARK <input type="checkbox"/> ESTONIA <input type="checkbox"/> FINLAND
* Keep the control key pressed to make more than one selection	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Another way to find partners for your project is to look at **Support Actions** (some of the support action aim at surveying the various organisations in a given field of RTD in given countries – EU Balkan FABNet is an example of Support Action).

More generally speaking, you can contact the coordinators or partners of the various **current or past European projects** related to a topic similar to yours.

You can find all past projects and Support Actions on the website of Cordis by choosing “find a project” and then selecting the relevant scope of your interest or tapping the name or key-word you are looking for.

b. How to proceed?

You can get a first, **informal contact** by phone or e-mail with the potential partners you have identified in order to assess their interest in the call for proposals.

If they are actually interested, you **can send them a short description of your project** and ask them in return a presentation of their competencies (including a list of their publications) and the activity they could implement in the project.

You can also send them a **confidentiality agreement** before going further in providing them with more accurate information about the project.

3.1.3 How to write the project?

The proposal is divided into two parts:

- **Part A** will be filled in directly on **EPSS**. It concerns the general presentation of the project, administrative data of the partners, and the budget.

Page 1 out of 1

Proposal Submission Form



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

Coordination and support action
Support actions

A1:
Content

Proposal Number Proposal Acronym

General Information

Proposal Title

Duration in months	<input style="width: 90%; height: 20px;" type="text"/>	Call identifier	<input style="width: 98%; height: 20px;" type="text"/>
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Topic code(s) most relevant to your proposal

Free Keywords

Abstract (max. 2000 char.)

Page 1 out of 2

Proposal Submission Form



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

Coordination and support action
Support actions

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:

Public body:

Research organisation:

Higher or secondary education establishment:

Main area of activity (NACE code)

Proposal Submission Form



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

Coordination and support action
Support actions

A2.2:
Participants

Page 1 out of 1

Proposal Submission Form



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

Coordination and support action
Support actions

A3.1: Budget

Proposal Number Proposal Acronym Participant Number

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes
**. Please be aware that not all options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.
If you would like to modify this information, you have to do it from the proposal set-up page.

My legal entity is established in an ICPC
and I shall use the lump sum funding method
(If yes, please fill below the lump sum row only.
If no, please do not use the lump sum row)

	Type of Activity						Total
	RTD	Demos- tration	Coordi- nation	Support	Manage- ment	Other	
Personnel costs (in €)							
Subcontracting (in €)							
Other direct costs (in €)							
Indirect costs (in €)							
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)							
Total budget (in €)							
Requested EC contribution (in €)							
Total Receipts (in €)							

Further guidance (eg. On the meaning of personnel costs, subcontracting etc.) can be found in Annex 3 to the Guide for Applicants

- **Part B** contains the technical description of the project: scientific objectives, progress beyond the state-of-the-art, description of the tasks that will be carried out and their planning, presentation of each partner, the impact of the project.

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The proposal should follow **the Guide for Applicants**. You can download this guide on the CORDIS FP7 website by clicking on the name of the call you are applying for (together with the Work Programme of the call and other documents that describe the general rules of FP7).

Beware:

- There may be several Guides for Applicants available for one call. You must download the one that corresponds to your **funding scheme** (Support Action, Collaborative Projects and Network of Excellence).
- The Guide for Applicants can be updated in the course of the call. You should therefore check regularly if a new version is available.

3.1.4 Ingredients for success

General Hints:

- When writing the proposal one should start **from the objectives**: what will be delivered at the end of the project? Are all the partners aware of these objectives?
- Identify precisely the **results and the innovation**.
- **All the partners** must participate in the writing of the proposal, especially in the description of the **work-packages** (groups of tasks) in which they are involved.
- The **partners must also take a role** in the final definition of the project: they can use their specialised expertise to criticise or refine some aspects of the project.
- The role of each partner must be defined clearly within the consortium.
- The consortium should demonstrate an overall added value compared to the capacities of the individual partners



Intellectual property:

The intellectual property rights are of crucial importance in terms of exploitation and dissemination of research projects results.

Normally, intellectual property developed within the project is protected via several means, depending of the type of the knowledge, the novelty, its success and strategic characteristics of the knowledge. It is encouraged to consider the deposition of a patent to the European Patent Office and to sign a confidential agreement with clients who ask/need access to this knowledge.

In order to avoid any conflict situation you should:

- Make sure to address all IPR-issues in the Consortium Agreement
- Try to avoid joint ownership of knowledge and establish clear ownership for knowledge created in the project. In other cases create a joint-venture within the Consortium for exploitation of joint ownership of knowledge
- Plan how to avoid or minimize any possible future IPR conflict within the Consortium.

Budget elaboration:

Elaborating a budget is not an easy task since you have to anticipate prospective financial expenses on a large time scale.

You should always determine as accurately as possible the tasks to be performed (detailed work programme) and then evaluate the costs of each task. The costs are split into direct costs, covering personnel costs (reimbursement of the time spent), travel, subsistence and other costs, durable equipment, consumables, sub-contracting, and indirect costs. The determination of indirect costs depends on the appropriate scheme to be chosen between four possible options (Actual indirect costs, flat rate (20%), and transitional rate (60%). Identifying the cost categories is important to prepare a good and well-balanced budget. Therefore, when designing the work-plan, you should identify the type of activity and cost category of each WP (task).

Stick to a real scenario for personnel costs' estimation. To do so, start with the actual real salaries, anticipate the normal annual percentage of salary rise and add a small margin.

3.1.5 After the submission

Once the proposal is submitted, the European Commission verifies that the project meets the minimum administrative requirements. The proposal is eligible when it is complete, compliant with all the minimum requirements, relevant to the call and when the EC contribution requested is below the maximum threshold (usually 6 mln euros for a Large Collaborative Project and a Network of Excellence, 3 mln euros for a Small Collaborative Project and 1 mln euro for a Coordination and Support Action but this should be verified in each work programme and be subject to changes).

The proposal is **evaluated by a panel of independent experts**. The evaluation team assesses the project proposal over three main criteria:

- Scientific and technological performance
- Implementation structures and procedures
- Potential impact of the project

Each of these criteria is evaluated out of 5 points, for a maximum total score of 15. For each of these requirements the proposal must receive at least three points and in order to get funding the overall score should be at least 10 points. Usually it is the project receiving the best score that will get the funding.

Beware:

- In the FP7 calls for proposals you can have one- or two- steps procedures. In a one-step procedure the Consortium must submit the complete proposal for evaluation. In a two-steps procedure the Consortium submits first an outline of the proposal. Only proposals that passed the first evaluation are invited to submit a complete proposal. This two-steps procedure is mainly used for Large Collaborative Projects and Networks of Excellence. Within the theme Food,

Agriculture, Fisheries and Biotechnology there are both one- and two- step procedures.

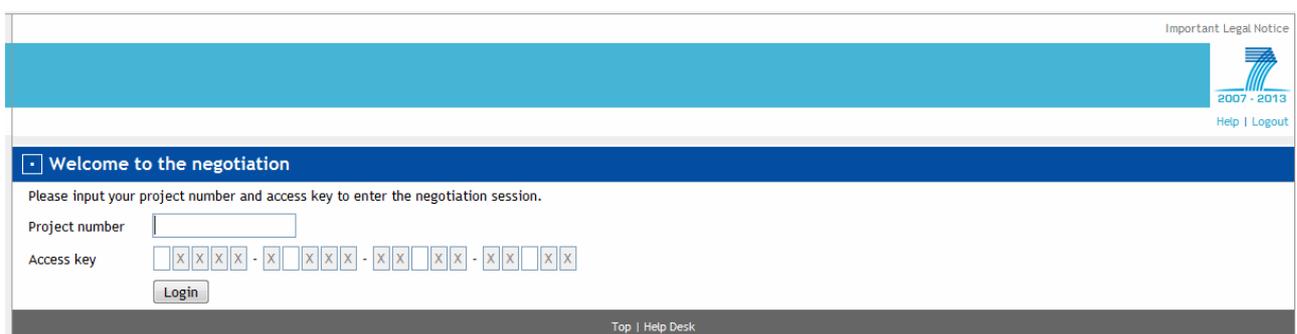
At the end of the evaluation procedure, the Project Coordinator will receive a letter containing an Evaluation Summary Report (ESR), not only providing the mark obtained but also comments on the strengths and weaknesses of the project according to the evaluators. This Evaluation Summary Report should be carefully looked at by the Project Coordinator and its partners, either to understand why the results were disappointing, in case of a low mark, or to anticipate which aspects of the project will be discussed in the round of negotiations with the European Commission, in case of selection of the project.

The ESR provides only an idea of the ranking but does not inform if the project is selected for funding or not. In case of a success, the Project Coordinator will receive a letter indicating that the project is invited to start negotiation. Otherwise, the negative answer will arrive much later.

3.2 Negotiating your project

3.2.1 How to proceed?

- If your project is selected for funding, the Project Coordinator will receive a letter from the Commission inviting him to negotiate the Grant Agreement. This letter will be providing information for the next step of the negotiation (name of the Scientific and Financial who will be in charge of the negotiations, maximum budget, deadlines for the negotiation and comments on the change to the project). An Access key to the electronic tool in which the project information will be submitted is also provided.



<https://webgate.ec.europa.eu/nef-rtd/frontoffice/login>

The project coordinator will negotiate on behalf of all partners. The negotiations can cover many fields but mainly the following:

- The budget,
- The details of the description of the work programme and management structures,
- The consortium and the admission of new partners,

HandBook “How to turn your ideas into European Projects?”

- Some administrative details,
- The IPR issues and also some ethical issues.

The documents to be prepared can be split into 2 aspects:

- **The technical documents** (Description of Work),

The description of Work is very similar to the Part B of your initial proposal but it must take into account the ESR. This DoW will be attached as annex to the Grant Agreement.

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- **The administrative aspect** (Grant agreement)

- Participant Validation

The status of each participant to FP7 is examined. Each participant is registered into the “Unique Registration Facility - URF” <http://ec.europa.eu/research/participants/urf> The EC contact directly each participant who must provide the EC with the requested information (copy of the status or other legal document). When the organisation is not in an EU Member, a translation into English is requested. The information is asked only once for the entire duration of FP7.

- Grant Preparation Form (GPF)

The forms are completed by the coordinator who has received an access key to enter the website <https://webgate.ec.europa.eu/nef>. The coordinator asks each participant to provide the information. Two main sections are to be filled: information on each

participant and on the budget. The information on each participant covers the following fields:

- Legal data (name, address, registration number and VAT number),
- Organisation status (public/private, profit/non-profit etc.),
- Authorised representative (contact details of 2 persons who can sign the grant agreement),
- Contact (person in charged of administrative and scientific aspects).

The duration of the negotiations depend very much on:

- The quality of your proposal,
- The comments from the ESR,
- The Project Officer.

They can be very simple or complicated, fast (2 month) or long (12 months)

3.2.2 Ingredients for success

- Applying to a European programme can generate a certain emotional tension. After the intensity of the project setting-up, the submission is perceived as a deep breath. Then, waiting can be a long and fastidious process during which hopes have to be managed. Once the invitation to start the negotiation has been received, after a long period of inactivity on the project, the process is suddenly speeding up very quickly and the documents for the Grant Agreement should be prepared very quickly.
- When initially preparing your proposal, make sure you have in mind how a DoW looks like and what you will have to provide to the EC in case of a success of your proposal. The closer to the requirements your proposal is, the better for your proposal and the easier the preparation for negotiations will be.



You can find additional information on the negotiations in the Negotiation Guidance Notes, available at the following address:

http://cordis.europa.eu/fp7/find-doc_en.html , Section « **Guidance documents** »

3.3 Implementing your project

3.3.1 Basic rules

Once the negotiation phase is finished, the Grant Agreement is signed. Then, on a determinate date, the implementation of the project begins. It usually starts with an important **kick-off meeting** during which all the partners are present. The kick-off meeting is important as it helps to ensure a **common vision** on the project's objectives.

During the project, a **regular reporting procedure** is agreed. Reporting to the EC normally happens every 18 months and internal reporting every 6 months but it is not a basic rule. Regular meetings among partners should also be organised to enable a regular follow-up of the project and discussions on achievements, problems and future work activity.

In the course of the project, **risk management** is a very important issue which is to be planned from the very beginning of the project elaboration. In order to avoid or minimise the risk of occurrence, it is very important to establish regular meetings or teleconference (usually every two or three month) between all work packages leaders and to include alternative plans to achieve the tasks and objectives set up.

3.3.2 Ingredients for success

- During the implementation of the project an important issue to consider for the project's success is the **communication** between all partners and at all levels. Not only partners should feel involved in the project as deeply as possible, but the Project Officer within the European Commission should also be regularly informed on the project's progress.
- All the conflict situations must be discussed between partners and an effective and not overlapping management structure must be set in order to react quickly and successfully to all risk situations.



3.3.3 After the project

An important issue after the implementation of the project is to ensure the transfer of the knowledge and the utilisation of the project results. A good project has a positive and significant impact on its area and can potentially serve as an example for future projects.

Financial records must be kept by all participants of the project in case of audit of the expenditures. These justifications should be kept at least 5 years after the end of the project.

Chapter IV: Agri-food projects, general hints and detailed examples

Within this chapter, you will find concrete examples for agri-food projects and detailed information about the BAFN and EU-Balkan FABNET projects.

4.1 Examples of Agri-food projects

The FP projects oriented to Western Balkan Countries have a constant tendency of increasing. Some examples of existing projects are the following:

Information Office for the Steering Platform on Research for Western Balkan countries

<http://see-science.eu>

ERA West Balkan +

<http://www.westbalkanresearch.net/>

ERA West Balkan

<http://www.bit.or.at/erawestbalkan/>

IS2Web

<http://www.is2web.org>

South Eastern Europe ERA-Net

<http://www.see-era.net/>

EU AGRI MAPPING

<http://www.agrifoodresearch.net>

JRC Initiatives for Balkans

<http://ec.europa.eu/dgs/jrc/index.cfm?id=1750&lang=en>

Balkan Agro-food Network

<http://www.europartnersearch.net/bafn/>

BAFN (Balkan Agro Food Network) is a project financed under the 6th Framework Programme with the aim to stimulate the agrifood research in the Western Balkan Countries. It has been successfully implemented over the last two years. The consortium of the project gathered 13 organisations from 8 countries amongst which 4 WBC (Albania, Bosnia and Herzegovina, Serbia and Montenegro and FYROM).

The overall objective of the project is to support the opening of the European Research Area by developing a sustainable network in agricultural and food sector in the Western Balkan.

The **major outputs** of the project are the following:

- *One research database and one company database*

The databases are a tool intended to foster the building of networks between agricultural and food organisations from the WBC and agrifood organisations from the EU. It is designed to help researchers, research centres and companies to initiate co-operation with others, and to identify scientists or organisations with specific competencies. These databases are available on-line on the BAFN portal.

- *A mapping report*

Four national mapping reports aim at identifying the research potential in the field of agricultural and food research in each Western Balkan covered by the BAFN project. The reports include data on the organisations (type of organisation, average size, production and productivity) and on the scientists (level and sector of education, age, gender etc.).

One consolidated mapping report identifies the main players in agricultural and food research and industry.

- *Recommendations on research areas and support instruments*

A Synthesis Report was delivered identifying current situation and future needs of the Western Balkan agrifood research. The report includes a list of the main fields considered as the priority areas for agricultural and food research in each country. It also includes a description of support mechanisms that could contribute to answer to specific problems of research and industry organisations from the Western Balkan Countries.

4.2 What are EU-Balkan-FABNet objectives and target groups

EU-Balkan-FABNET (<http://www.balkan-fabnet.eu>) is an FP6 specific support action financed under the ‘Food Quality and Safety’ theme of the 6th EU Framework programme. It aims at increasing the participation of researchers from the Western Balkans in agri-food research projects of the 7th EU Framework Programme (FP7).

The main activities to be carried out by the consortium are the following:

- Mapping of the researchers of the FAFB sector in the Western Balkan and the local funding opportunities for the support of international research cooperation
- Training of information multipliers across the Western Balkans on topics that cover FP7 and its characteristics as well as best practices in awareness-raising and dissemination

- Training of researchers across the Western Balkans on topics that cover FP7 and its characteristics, practicalities of proposal writing and participation, etc.
- Profile raising and networking of researchers via their participation in international scientific or networking events
- Continuous support on FP7 involvement and partner search services, tailored to the needs of the individual researchers
- Awareness raising and information via the website, an FP7 handbook and regular newsletters.

The project specifically targets researchers and research groups from the Western Balkan countries, as well as local companies in order to increase the general awareness of the EU funding opportunities and to implicate further WBC researchers to the European research.

4.3 EU-Balkan-FABNet project partners

EU-Balkan-FABNet is carried out by 11 partners, of which 6 from the Western Balkan Countries and 5 from EU Member States.

All the partners are experienced in European collaborative projects. They maintain an enlarging network of contacts with the local research community and are committed in helping the local FAFB stakeholders towards a higher involvement in international cooperation initiatives.

The EU-Balkan-FABNET consortium is as follows:

Greece



Food Industrial Research and Technological Development Company

ETAT S.A.

<http://www.etat.gr>

Albania



Sustainable Economic Development Agency

SEDA

<http://www.seda.org.al>

Montenegro



Agency for International Scientific, Educational, Cultural and Technical Cooperation

AISC

<http://www.gom.cg.yu/zantes>

Serbia



University of Belgrade, Faculty of Agriculture

UNIBEL

<http://www.agrifaculty.bg.ac.yu>

**Former
Yugoslav
Republic of
Macedonia**



Ss. Cyril and Methodius University Skopje, Faculty of Agricultural Sciences and Food

CMU

<http://www.ukim.edu.mk/index.php?lan=en&pon=clenki>

**Bosnia and
Herzegovina**



University of Sarajevo, Faculty of Agriculture and Food Science
Sarajevo

UNISAR

<http://www.ppf.unsa.ba>

Croatia



Ministry of Science, Education and Sports, Directorate for International Cooperation

MSES

<http://www.mzos.hr>

Italy



Agency for the Promotion of European Research

APRE

<http://www.apre.it>

France



Euroquality

EQY

<http://www.euroquality.fr>

Belgium



Brussels Enterprise Agency

BEA

<http://www.bea.irisnet.be>

Bulgaria



EuroProject

EP

<http://www.europroject.bg/>

Annexes

A. 1 Glossary

Associated Candidate Countries (ACC)

Following a science and technology cooperation agreement to participate in FP7, ACC have the same status as partners from the 27 EU member states. Amongst them one could find Turkey, FYROM, Serbia, Croatia, Montenegro, Albania and Bosnia and Herzegovina.

Call for proposals

They are published by the European Commission and represent an open invitation to write a research proposal addressing the Work Programme. They are officially published on the European Union Official Journal as well as on the Cordis website.

Collaborative projects

Collaborative projects represent a support for 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 duration of the work is comprised between 18 and 48 months.

Projects can range from small or medium-scale focused research actions to large scale integrating projects for achieving a defined objective. Projects should also target special groups such as SMEs and other smaller actors.

Community Research and Development Information Service (CORDIS)

Cordis is the official website and database of FP7. You can find all the information you need concerning FP7 projects and proposals on the following webpage:

http://cordis.europa.eu/fp7/home_en.html.

Consortium

A consortium is a group of organisations (e.g. research centres, universities, governmental and non-governmental organisations, consumer and industry associations, SMEs, private companies etc.) working together as partners in a FP7 project.

Consortium Agreement

A Consortium Agreement is a document to be finalised amongst partners allowing them to define in detail the administrative and management provisions necessary to carry out their project.

Coordination and Support Actions

Coordination and Support Actions aim at coordinating and supporting research activities and policies (networking, exchanges, trans-national access to research infrastructures, studies, conferences, etc.). These actions do not intend to produce a

tangible result in terms of innovation, but rather to make a survey of existing European resources in a given field, or to assist the implementation of FP7.

EPSS- Electronic Proposal Submission System

All research proposals have to be sent to the Commission under an electronic version. The EPSS represents an on-line tool to prepare and submit an FP7 project proposal. It is compulsory to use this electronic system in order to submit your proposal.

ERA- European Research Area

The ERA is a concept to promote the free movement of knowledge, technology and researchers, by creating a real European internal market for researchers. It aims at structuring and coordinating national research policies and activities with the final idea of developing a common European research policy.

FP7 projects are an instrument to support achieving the objectives of the ERA.

EU-Balkan-FABNet

EU-Balkan-FABNET is an EU-funded specific support action aiming at increasing the participation of researchers from the Western Balkans in research projects of the FP7. The project provides direct, added value assistance to researchers and information multipliers. It focuses on the training and the promotion of cooperation in research activities within the Food, Agriculture, and Fisheries, and Biotechnology theme of FP7.

European Union Member States

The EU countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

FP7 - Seventh Framework Programme for Research and Technological Development

Framework Programmes constitute since 1984 the main financial tool through which the European Union supports research and development activities covering almost all scientific disciplines. Currently the FP7 represents the main instrument to finance research in Europe and will run from 2007 to 2013. The overall budget estimation for the next seven years is € 50.5 billion.

Information Contact Points (ICPs)

ICPs are established in third countries to the EU. They are providing specialised information services to help researchers in European research. The support provided is similar to the support of NCPs in Member States and Associated Countries and should be the first point of contact should you need information on FP7.

International Cooperation Partner Countries (ICPC)

ICPC are the lower-income, lower-middle income and upper-middle income countries targeted by the European Commission to increase research cooperation.

Organisations from these countries can participate in FP7 projects and receive money from FP7, providing that certain minimum conditions are met.

National Contact Points (NCP)

NCPs are structures established at national level and financed by the governments of the 27 member states and the countries associated to the FP7. NCPs provide individual support and in the proposers' own language.

NCP could take different architecture according to national traditions and diverse methodology. They could be represented by very diverse operators such as association and industry organisations, universities, research centres, ministries, specialised agencies or private companies.

Should you have any questions concerning FP7, projects and current calls or should you need to find a partner, NCPs would be the first information point to contact.

Networks of Excellence

Networks of Excellence support collaboration between research centres specialised in a given field. They are aiming at integrating and sharing the scientific knowledge at European level.

Partner search

In order to participate in European Research in most of the case you will need to be part of a European or International Consortium. It is not always easy to find the most suitable partner within your own network.

To support and facilitate the construction of a strong Consortium, CORDIS, as well as NCPs or ICPs plus a number of dedicated European projects helps you to find partners.

Research Potential

Research potential is the area of FP7 which aims at stimulating the realisation of the full research potential of the European Union by unlocking and developing the existing or emerging research potential in the EU's convergence regions (their GDP being less than 75% of the average GDP of the EU 27), and helping to strengthen the capacities of their researchers to successfully participate in research activities at EU level. Divided into 3 parts, the third one concerns the **International cooperation**, thus providing the opportunity to develop partnerships through actions with existing or emerging research centres in the Member States and **Western Balkan Countries**. In this context a new call for proposals will be open in 2009.

Small and Medium Enterprises (SME)

An SME is an independent commercial business comprising no more than 250 employees and defining with less than € 50 million in annual revenues. The definition and the classification requirements for SMEs are detailed in the Commission Recommendation 2003/361/EC.

Third Countries

Third countries are all the countries which are non EU member states and non associated countries. In principle they can all participate in FP7 projects but only ICPC can get funding from the EU.

Work Programme

The individual work programme consists of detailed implementation plans for the specific programmes research themes and other activities under FP7. They specify the concrete scientific, technical, economic and societal objectives of each activity, providing both a broad background and the detailed technical support.

They project a ‘road map’ of the planned calls for proposals and also indicate for each call the instruments that will be available and the evaluation criteria to be applied.

A.2 Useful links

More information can be found on the following websites:

FP7 on CORDIS

http://cordis.europa.eu/fp7/home_en.html

Research and Innovation on the Europa server:

http://europa.eu/pol/rd/index_en.htm

DG Research

http://ec.europa.eu/research/index_en.cfm

Biosociety website

http://ec.europa.eu/research/biosociety/index_en.htm

EU-Balkan FABNet

<http://www.balkan-fabnet.eu/>

BAFN

<http://www.europartnersearch.net/bafn/>