



Requisiti minimi per la presentazione di una proposta nel VII° Programma Quadro

CP (large-scale)	7 MS or Associated Countries
------------------	------------------------------

For the call “The ocean of tomorrow”:	3 MS or AC
---------------------------------------	------------

CP (small/medium-scale)	3 MS or AC
-------------------------	------------

BSG–CSO:	3 MS or AC, at least one CSO
----------	------------------------------

CSA–SA	1 MS or AC
--------	------------

CP–SICA	2MS and 2 Third Countries
---------	---------------------------

Criteria particolari sono stabiliti nel testo del bando

- **CP:** Collaborative project (large-scale integrating / small or medium-scale focused research project)
- **BSG-CSO:** Research for Benefit of Specific Groups – Civil Society Organisations
- **CSA-SA:** Coordination and Support Action – supporting action
- **CP-SICA:** Collaborative project – Specific International Cooperation Action

Chi può partecipare al VII°PQ? (2/2)

I paesi eleggibili ...

- **Stati Membri** dell'Europa a 27
- **Paesi Associati**: Turchia (01/06/2007), Islanda (2003), Liechtenstein (2003), Norvegia (2003), Israele, Svizzera (25/06/2007), Croazia (13/06/2007), Ex Repubblica d Macedonia (13/06/2007), Serbia (13/06/2007), Albania e Montenegro (01/01/2008).
- **Paesi Terzi**: paesi partner della cooperazione internazionale (ICPC) inclusa Bosnia ed Erzegovina



- **Call 1: CP – large-scale** minimum € 6.5 M (see the indicative budget by Activity in Call 1)
- **Call 2: CP – small/medium-scale and BSG–CSO** maximum € 2.7 M
- **Call 3: CP – SICA** maximum € 2.7 M
- **Call 4: CSA – SA** no financial limits defined

Proposals outside these financial limits will be considered ineligible and excluded from the evaluation process

SCHEMI DI FINANZIAMENTO

% max di finanziamento applicabile per tipologia di attività	Attività di ricerca e sviluppo tecnologico	Attività di dimostrazione	Attività di gestione del consorzio	Altre attività
Reti d'eccellenza	50%* 75%		100%	100%
<ul style="list-style-type: none"> • Progetti collaborativi • Ricerca a beneficio delle PMI 	50%* 75%	50%	100%	100%
Azioni di coordinamento e supporto			100%	100%

[* Per soggetti diversi da: enti pubblici no-profit, centri di ricerca, università, PMI]

% MASSIMA DI RIMBORSO

	<ul style="list-style-type: none"> - Non profit public bodies - Secondary and higher education establishments - Research organisations - SME 	Altri
Attività RTD	75%	50%
Attività dimostrazione	50%	50%
Coordinamento/ Supporto	100%	100%
Altre attività (disseminazione)	100%	100%
Attività Management	100%	100%

Attività



<p>CP</p>	<p><i>Ricerca, dimostrazione, gestione</i> <i>Altre attività: diffusione e formazione</i></p>
<p>NoE</p>	<p><u><i>Programma Comune di Attività (JPA)</i></u> <i>Accesso alle infrastrutture, strumenti, dati e conoscenze; scambi di ricercatori; nuove priorità di ricerca; riallocazione delle risorse per aumentare la qualità dei risultati</i> <i>Altre attività: diffusione e formazione</i></p>
<p>CSA</p>	<ul style="list-style-type: none"> •CA: <i>Networking, coordinazione, diffusione</i> •SA: <i>conferenze, seminari, workshop, studi, monitoraggi, sviluppo di strategie, diffusione e gestione</i>

Documenti di supporto:

Regole di Partecipazione

<http://cordis.europa.eu/fp7/find-doc>

Guide to Financial issues

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

Model Grant Agreement

http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#standard_ga



Presentazione della proposta: documentazione e modulistica

Riferimenti UE per valutazione

- ✓ *Call fiche*
- ✓ *Work Programme “SSH 2010”*
- ✓ *Guide for applicants*

Riferimenti legali e finanziari

- ✓ *Regulation laying down the rules for the participation to FP7 EC (2007-2013)*
- ✓ *Standard Model Grant Agreement*
- ✓ *Guide to Financial issues*

The screenshot shows the CORDIS FP7 Find a Call website. The browser title is "CORDIS: FP7: Find a Call - Windows Internet Explorer". The URL is "http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7CallsPage#Space". The page content includes a navigation menu with "Find a Call" selected, and a list of open calls under the "Cooperation" tab. A red arrow points to the entry "Socio-economic sciences and Humanities / 5 Open calls".

Open Calls	Closed Calls	Forthcoming Calls
Health / 6 Open calls		
Food, Agriculture and Fisheries, and Biotechnology / 5 Open calls		
Information and Communication Technologies / 5 Open calls		
Nanosciences, Nanotechnologies, Materials and new Production Technologies / 10 Open calls		
Energy / 7 Open calls		
Environment (including Climate Change) / 6 Open calls		
Transport (including Aeronautics) / 9 Open calls		
Socio-economic sciences and Humanities / 5 Open calls		
Space / 1 Open call		
Security / 1 Open call		
General Activities / 1 Open call		

CORDIS-FP7 – Find a Call - Cooperation –
 Open Calls -
 Socio-economic sciences and Humanities

Modalità di presentazione

Electronic Proposal Submission Service (EPSS)

EPSS FP7: Welcome - Windows Internet Explorer

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

File Modifica Visualizza Preferiti Strumenti

EPSS FP7: Welcome

Electronic Proposal Submission Service (EPSS)

2007 - 2013

EPSS

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

Welcome to EPSS, the Electronic Proposal Submission Service

Call Selected: **FP7-SSH-2010-1**
 Sub-Scheme Selected: **CP-IP**

I am the **coordinator** of a proposal and I need a user name and a password [REGISTER¹](#)

I already have an **online** user name and a password [LOGIN](#)

I am a **participant (not the coordinator)** in a proposal and I need a user name and password [CONTACT YOUR COORDINATOR](#)

[EPSS user guide](#)

[Privacy Statement](#)

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

Top | EPSS Help Desk | EPSS User Guide | Privacy statement | EPSS FAQ | CORDIS Support

PIC-Participant Identity Code

Codice Identificativo del Partecipante cui sono associati i dati amministrativo-finanziari (dati amm.vi dell'ente, status giuridico, metodo di calcolo dei costi indiretti, etc...)

- ✓ Si ottiene tramite registrazione online (**Unique Registration Facility**: <http://ec.europa.eu/research/participants/urf/welcome.do>)
- ✓ Presuppone validazione dell'ente da parte della CE
- ✓ *Opzionale* in fase di proposta/*Obbligatorio* in fase di negoziazione
- ✓ I dati associati al PIC possono essere modificati/aggiornati solo tramite il LEAR (**Legal Entity Authorized Representative**)

The screenshot displays the 'European Commission RESEARCH - Participants' portal. The main content area is titled 'YOUR ADVANTAGES ARE' and lists several benefits of the Unique Registration Facility (URF):

- > Register your organisation's data ONCE
- > Receive a Participant Identification Code (PIC), which defines your organisation's details and status
- > Use the PIC in the process of electronic proposal submission and negotiation
- > The LEAR (Legal Entity Appointed Representative) can provide relevant legal & financial data via the URF
- > The organisation's data is updated in the relevant IT systems
- > ONE Central Validation Team confirms and approves the data based on supporting documents

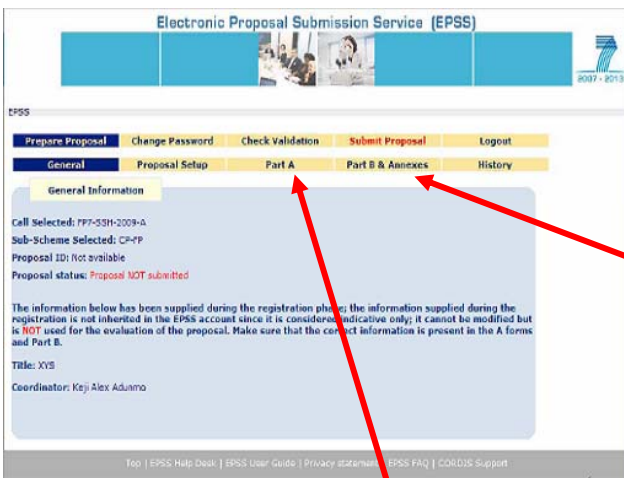
Below this list, there is a section titled 'UNIQUE REGISTRATION FACILITY' which explains that in the past, participants had to provide legal and financial information every time they submitted a proposal or negotiated a contract. This is now simplified by using the URF as the central entry point. A 'WHAT SHOULD YOU DO?' section provides three steps:

- 1) If your organisation is not registered: enter the data and send supporting documents via the URF site - **once**.*
- 2) Nominate a "Legal Entity Appointed Representative" (LEAR) who can access and modify the data.
- 3) Use your temporary PIC when preparing a new proposal, even if the evaluation is ongoing.

On the right side of the screenshot, there are three interactive panels:

- SEARCH PIC**: A panel with a search icon and a 'SEARCH' button, intended for checking if an organisation is already registered.
- MANAGE YOUR ORGANISATION DATA**: A panel with a user icon and a 'LOG IN' button, intended for logging in to update organisation data.
- NEW USER! OBTAIN ECAS PASSWORD**: A panel with an exclamation mark icon and a 'REGISTER' button, intended for new users to register and obtain an ECAS login.

At the bottom of the screenshot, a small note states: '*After URF registration you will receive a Participant Identification Code (or PIC) which you will be able to use in all proposal submissions and negotiations.'




Parte A: info proposta

A1

SOLO coordinatore

- Titolo, acronimo, obiettivo, ecc.
- Codice identificativo del bando
- Topic di riferimento
- Parole chiave
- Abstract - 2000 caratteri
- Precedente/attuale presentazione (7PQ)

Proposal Submission Form		
	EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Collaborative project Large-scale Integrating Project
		A1: Content
Proposal Number	<input type="text" value="000000"/>	Proposal Acronym <input type="text"/>
General Information		
Proposal Title	<input type="text"/>	
Duration in months	<input type="text"/>	Call Identifier <input type="text" value="FP7-ENERGY-2007-1-RTD"/>
Activity code(s) most relevant to your topic		
<input type="text"/>		
Free Keywords	<input type="text"/>	
Abstract (max. 2000 char.)		
<input type="text"/>		
Similar proposals or signed contracts?		
a) Has this proposal (or a very similar one) been previously submitted to a call for proposals of the 7th EU RTD Framework Programme?		<input type="text"/>
IF YES		
- please give the call identifier		<input type="text"/>
- please give the proposal or contract number (if known)		<input type="text"/>
b) Is this proposal (or a very similar one) currently being submitted to another call under FP7?		<input type="text"/>
IF YES please give the call identifier		<input type="text"/>

Parte A: info amministrative

A2.1

TUTTI partner (+ coord)

- Nome dell'organizzazione
- Indirizzo legale/Indirizzo dell'amministratore/ indirizzo R&D
- Status giuridico

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	<input type="text" value="yes"/>
Public body	<input type="text" value="no"/>
Research organisation	<input type="text" value="yes"/>
Higher or secondary education establishment	<input type="text" value="no"/>

Main area of activity (NACE code)


Parte A: info amministrative

A2.2

TUTTI partner (+ coord)

- Indicare se si è PMI
- Eventuali dipendenze tra partecipanti
- Riferimenti del responsabile scientifico

Proposal Submission Form



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

**Collaborative project
Large-scale
Integrating Project**

**A2.2:
Participants**

- Is your number of employees smaller than 250? (full time equivalent)
- Is your annual turnover smaller than € 50 million?
- Is your annual balance sheet total smaller than € 43 million?
- Are you an autonomous legal entity?

You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".
In all other cases, you might conform to the Commission's definition of an SME.
Please check the additional conditions given in the guidance notes to the forms

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

Dependencies with (an)other participant(s)

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

if Yes:

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

Contact Point

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

Family name First name(s)

Title Sex

Position in the organisation

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

Address (if different from the legal address)

Street name Number

Town Postal Code/Cedex


Country Phone 1

Phone 2 Fax E-mail

Parte A: BUDGET



Proposal Submission Form



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

**Collaborative Project
Small or medium-scale
focused research project**

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.

Simplified method

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)

	RTD	Demonstration	Training	Coordination	Support	Management	Other	Total
Personnel costs (in €)	0	0	0	0	0	0	0	0
Subcontracting (in €)	0	0	0	0	0	0	0	0
Other direct costs (in €)	0	0	0	0	0	0	0	0
Indirect costs (in €)	0	0	0	0	0	0	0	0
Lump sum, flat-rate or scale of unit (option only for ICPC) (in €)	0	0	0	0	0	0	0	0
Total budget (in €)	0	0	0	0	0	0	0	0
Requested EC contribution (in €)	0	0	0	0	0	0	0	0
Total Receipts (in €)								0

Metodo di calcolo dei costi indiretti

COSTI DIRETTI

SCHEMA DI FINANZIAMENTO

Solo le attività previste dallo schema di finanziamento selezionato saranno editabili

Parte A: BUDGET

Proposal Submission Forms

EUROPEAN COMMISSION

7th Framework Programme on Research, Technological Development

A3.2: Budget

Estimated budget (whole duration of the project)

Participant Nr	Organisation Short Name	Organisation country	Estimated budget (whole duration of the project)								Total receipts	Requested EU contributions
			RTD	Demonstration	Training	Coordination	Support	Management	Other	Total		
1	apre	0	0	0	0	0	0	0	0	0	0	0
2	tubitak	0	0	0	0	0	0	0	0	0	0	0
3	etat	0	0	0	0	0	0	0	0	0	0	0
4	argo	0	0	0	0	0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0	0	0	0

Si genera in automatico
a seguito della compilazione dei singoli A3.1

Parte B: Contenuto tecnico

Parte B legata ai criteri di valutazione:

1. Qualità S&T

- Concetto e obiettivi
- Progressi rispetto allo stato dell'arte
- Metodologia scientifica e pianificazione del lavoro

2. Implementazione

- Pianificazione dei meccanismi di gestione
- Qualità della partnership
- Giustificazione delle risorse economiche

3. Impatto

- Impatto atteso
- Disseminazione e sfruttamento dei risultati

Questioni etiche?

Annex 4

Instructions for drafting "Part B" of the proposal

Collaborative Project

A description of this funding scheme is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2). Sections 1, 2 and 3 each correspond to an evaluation criterion. The sub-sections (1.1, 1.2 etc.) correspond to the sub-criteria.

Page limits: remember to keep to maximum page lengths where these are specified.

The minimum font size allowed is 11 points. All margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

The Commission will instruct the experts to disregard any excess pages.

Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

Cover Page

Proposal full title:

Proposal acronym:

Type of funding scheme:

Collaborative Project

If a distinction is made in the call, please state, which type of collaborative project your proposal relates to: (i) Small or medium-scale focused research project; (ii). Large-scale integrating project; (iii) Project targeted to special groups such as SMEs and other smaller actors

Work programme topics addressed:

(if more than one, indicate their order of importance to the project)

Name of the coordinating person:

List of participants:

Participant no. [*]	Participant organisation name	Country
1 (Coordinator)		
2		
3		

^{*} Please use the same participant numbering as that used in section A2 of the administrative forms

Table of Contents

ANNEX 4

1

Lunghezza delle sezioni predefinita!



Firenze, 26 Novembre 2009