

## How to write a good proposal ?

### **Advice to improve your project proposal**

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## Who am I ?

- Kristof Vlaeminck
- National Contact Point (NCP) for the Belgian federal government
- Role as NCP:
  - Inform
  - Answer to your questions
  - Put you in contact with EC

## Structure of the presentation:

1. First step: stating the obvious
2. Topic description: use it
3. How to proceed ?
4. Structure of the proposal
5. Evaluation criteria
6. Want to know more ?

## 1. First step: stating the obvious

- Checking the eligibility criteria
  - Use the (appropriate) Guide for Applicants
  - General rules: partners from 3 countries, max. pages, letter type (>11pt),...
  - Call specific: number of partners, SME involvement,...
- Yes, appearance does matter !
  - Evaluators have to read several proposal in a short period of time
  - Check for spelling errors

## 2. Topic description: use it

- Top-down approach
- Topic description:
  1. Analyse it: what is expected ?
  2. Transform the text into a list
  3. Use this list as a 'shopping list'
  4. At the end: if not all 'list items' are checked, it is simply not good enough



### **DRS-2-2014 Crisis management topic 2: Tools for detection, traceability, triage and individual monitoring of victims after a mass CBRN contamination and/or exposure**

Specific challenge: A fast detection of exposure or contamination with CBRN substances (including toxins) using traceable tools and rapid identification of critically exposed individuals is essential to gain time in the triage of victims in case of accidents or terrorist attack. Research on traceability and monitoring of a large number of people in case of a massive CBRN incident is therefore needed to differentiate between contaminated and/or exposed persons and those individuals not contaminated persons on-site or in hospital zones.

Scope: The objective of this topic is to integrate existing tools and procedures along with the development of novel solutions in order to rapidly determine, in case of accidents or terrorist attack, if victims have been exposed/contaminated or not (by a CBRN agent) as well as the level of contamination / exposure (including making use of point of care diagnostic tests), develop and establish a decontamination / treatment / medical follow up based on the level of contamination / exposure, ensure the tools and procedures fit in overarching search & rescue systems, establish guidelines for hospitalisation and admission to intensive care units (or other specific units) based on the contamination evaluation. A special attention should be given to gender, ethical, religious and privacy aspects, for instance for pregnant women, disabled individuals, etc. The ethical implications and social acceptance of the proposed solution needs to be studied, contributing to an improved cooperation between science and society. Dual-use aspects will be considered with possible synergies being established with the European Defence Agency. Existing networks of end users from all affected fields (e.g. defence/security experts, firemen, rescuers) need to be actively involved in both technologies and procedures.

The Commission considers that proposals requesting a contribution from the EU of between €5m and €12m would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

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### Expected impact:

- more effective and faster emergency responses to extreme weather and climate events;  
Faster analysis of risks and anticipation;
- publicly available online now- and fore-casting systems for disasters triggered by (extreme) weather conditions;
- improved coordination of emergency reactions in the field;
- improved capacity to provide adequate emergency responses to extreme weather and climate events;
- shorter reaction time and higher efficiency of reactions;
- enhancement of citizen's protection and saving lives.

The action is expected to proactively target the needs and requirements of users, such as national law enforcement agencies, climate and weather services, civil protection units and public and private operators of critical infrastructures and networks.



## 3. How to proceed ?

1) Idea: Your research fits into the topic description

## 3. How to proceed ?

1) Idea

2) Form Consortium

- Use your network
- Use the National Contact Points
- Matchmaking events

## 3. How to proceed ?

1) Idea

2) Form Consortium

3) Write Proposal

You can get help from:

- National Contact Points
- Horizon 2020 website
- Colleagues with experience on the matter

## 4. Structure of the proposal

**1) Excellence:** description of your project

=> What will you do ?

**2) Impact:** dissemination, exploitation and communication

=> How will you let the world know ?

**3) Implementation:** work plan, finances, management structure, consortium

=> Who will do what ?



## 4. Structure of the proposal

**4) Members of the consortium:** description of the partners

=> Who is part of the consortium ?

**5) Ethics and Security**

## 4.1. Excellence

1. Objectives: see “Specific challenge” of the topic description
2. Relation to the work programme: see “Scope” of the topic description
3. Concept and approach: TRL, (inter)national activities linked to the project,...
4. Ambition: beyond the state-of-the-art and innovation potential

## 4.1. Excellence - ADVICE

- Use your 'shopping list'
- Is everything clear, also for an 'outsider' ?



Ask someone who is not involved in your research to read it: **if the 'outsider' understands it, the evaluators will do as well**

## 4.2. Impact

1. Expected impacts: see “Expected impact” of the topic description
2. Measures to maximise impact
  - Dissemination and exploitation
  - Communication activities



## 4.2. Impact - ADVICE

- Don't underestimate this part !
- Think further as peer-reviewed article
- Don't forget the general public
- Sort out the IPR before the start of the project
- Why not taking an IPR specialist on board ?

## 4.3. Implementation

1. Work plan — Work packages, deliverables and milestones
2. Management structure and procedures
3. Consortium as a whole
4. Resources to be committed

## 4.3. Implementation - ADVICE

- Work package list: KISS-principle !
- Work plan and management structure has to be in line with the chapter “Excellence”
- Is the coordinator also the most important partner ?
- Is it clear what the project will deliver and how it will achieve that ?
- Are the appointed person months appropriate ?

## 4.4. Ethics and Security

### 1. Ethics

- Submit an ethics self-assessment
- Provide the documents that you need under national law

### 2. Security



## 5. Evaluation criteria

3 criteria (some exceptions, but not for our exercise):

- **Excellence:** to which extent corresponds the proposed work with the topic description ?
- **Impact:** what is the impact of the outputs ?
- **Quality and efficiency of the implementation:** what is the quality of the management part, work plan, etc. ?

## 5. Evaluation criteria

Scoring from 0 to 5:

- 0 — The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1 — Poor
- 2 — Fair
- 3 — Good
- 4 — Very Good
- 5 — Excellent

## 6. Want to know more ?

- Horizon2020 website

<http://ec.europa.eu/programmes/horizon2020/>

- Example of administrative forms and template for the technical annex for proposals

[http://ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/pt/h2020-call-pt-ria-ia\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/h2020-call-pt-ria-ia_en.pdf)

First lunch and then... let's evaluate !!

