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*innovation, investments & industry*

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**FP7**

F.A.Q.s

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Questions	Answers
<b>Which</b>	
<i>Which programs make up FP7?</i>	Four main programs: <ol style="list-style-type: none"> <li>1. Cooperation (collaborative projects on 10 themes)</li> <li>2. Ideas: new program for frontier research</li> <li>3. People: the Marie-Curie</li> <li>4. Capacities: European infrastructures</li> </ol>
<i>Which are the themes in Cooperation?</i>	<ol style="list-style-type: none"> <li>1. Health</li> <li>2. Food, agriculture and biotechnology</li> <li>3. Information and communication technologies</li> <li>4. Nanosciences, nanotechnologies, materials</li> <li>5. Energy</li> <li>6. Environment</li> <li>7. Transport</li> <li>8. Socio-economic sciences and the humanities</li> <li>9. Security</li> <li>10. Space</li> </ol>
<i>Which are the main types of collaborative projects?</i>	<ol style="list-style-type: none"> <li>1. Large scale Integrated projects</li> <li>2. Small medium scale focused research project,</li> <li>3. Networks of Excellence</li> <li>4. Co-ordination/support actions</li> <li>5. Actions to promote and develop human resources and mobility</li> </ol>
<i>Which is the difference between Large &amp; Small research projects and Networks of Excellence?</i>	The difference is in the key deliverable awaited: <ul style="list-style-type: none"> <li>- Integrated Projects: new knowledge, hence research</li> <li>- Networks of Excellence: strengthen European excellence in a particular topic, hence coordination , standardization &amp; training</li> </ul>
<i>Which is the duration of the projects?</i>	<ol style="list-style-type: none"> <li>1. Large scale Integrated projects: <u>3-5 Years</u></li> <li>2. Small medium scale focused research project: 2-3 years</li> <li>3. Networks of Excellence : 5-7 years</li> </ol>
<b>Who</b>	
<i>Who can participate and from which countries?</i>	<ol style="list-style-type: none"> <li>1.Companies ( SME &amp; Large Enterprises)</li> <li>2.Universities</li> <li>3.Research centers,</li> <li>4.Organizations</li> <li>5.Individuals with legal personality</li> </ol> <p>From</p> <ul style="list-style-type: none"> <li>- Member States (<i>The EU 25</i>)</li> <li>- Associated Countries</li> <li>- Candidate Countries:</li> <li>- Third Countries: <i>to be justified in terms of the enhanced contribution to the <b>objectives</b> of FP7</i></li> </ul>
<i>And under which form?</i>	The participants form a consortium by entering into a consortium agreement among themselves. The consortium is not a legal entity but binds the parties legally in relation to their obligations vs. each other and the Commission. The Consortium is governed by a Steering Committee.

## FP7 FAQ

<i>Who leads the Consortium?</i>	The Coordinator is the Consortium leader and the President of its Steering Committee.
<i>Are companies a plus or a minus?</i>	The participation of companies is strongly encouraged and 15% of the EC contribution should be directed to SMEs insofar as possible and justified
<i>Who is responsible vs. the Commission</i>	The Coordinator has sole responsibility to communicate with the Commission. The Commission will communicate with no one else.
<i>What is minimum number of participants?</i>	<ul style="list-style-type: none"> <li>- At least 3 legal entities, independent of each other</li> <li>- and no two of which are established in the same Member State or Associated country.</li> </ul>
<b>How &amp; Where</b>	
<i>Where are calls for proposals published?</i>	On the Community Research & Development Information Service (CORDIS) : <a href="http://cordis.europa.eu/fp7/dc/index.cfm">http://cordis.europa.eu/fp7/dc/index.cfm</a>
<i>Which kind of information will be provided in the calls?</i>	Contain information about proposal objectives, expected impact, deadlines, modalities and funding criteria.
<i>How can proposals be submitted?</i>	Only ONLINE
<i>What's the difference between the 1-stage and the 2-stage proposal submission procedure?</i>	<ul style="list-style-type: none"> <li>- In the 1-stage submission a full proposal with all the details must be submitted.</li> <li>- In the 2-stage, in the first submission a short pre-proposal (approx. 10 pages) is submitted; if the project meets selection criteria proponents will be asked to submit the full proposal</li> <li>- It is specified by the call if it is a 1-stage or 2-stage call.</li> </ul>
<i>What is the work programme?</i>	It is the document that together with the call fiche specifies the policy, objectives , expected impact , timetable for implementation of each Theme year-by-year or call-by-call.
<i>Is it possible to ask the Commission for a pre-proposal check?</i>	Only if indicated in the specific call; sometimes it helps trying to speak to the call officer
<i>Is there a limit to the numbers of calls applicants may submit proposals for?</i>	No limit in the number of proposal per applicant but the same proposal cannot be submitted in response of more than one call.
<i>How often can the proposal be edited via the FP7 portal?</i>	As often as needed until final submission
<i>What language can you use to write a proposal?</i>	It is the norm that proposals should be submitted in English
<i>How is a research proposal divided?</i>	Two sections: <ul style="list-style-type: none"> <li>- Section A: Forms A :general information about the project, coordinator's and partners' information, budget;</li> <li>- Section B: the full project in its 5 sections <ul style="list-style-type: none"> <li>o Scientific and/or technical quality,</li> <li>o Implementation</li> <li>o Impact</li> <li>o Ethical Issues</li> <li>o Gender aspects</li> </ul> </li> </ul>
<i>How is a project</i>	<ul style="list-style-type: none"> <li>- Evaluators are independent experts in the call field</li> </ul>

<p><i>evaluated?</i></p>	<ul style="list-style-type: none"> <li>- Must sign confidentiality and conflict of interest declaration</li> <li>- Principles: <ul style="list-style-type: none"> <li>o Quality of proposal</li> <li>o Transparency or evaluation</li> <li>o Equality of treatment</li> <li>o Impartiality</li> <li>o Efficiency and speed</li> <li>o Ethical considerations</li> </ul> </li> <li>- Criteria <ul style="list-style-type: none"> <li>o <u>Prejudicial</u>: relevance to the objectives of call ; <u>failure = no evaluation</u></li> <li>o <u>scientific and/or technological excellence</u>;</li> <li>o <u>the quality and efficiency</u> of the implementation and management.</li> <li>o <u>the potential impact</u> through the development, dissemination and use of project results;</li> </ul> </li> </ul>
<p><b>Finance issues</b></p>	
<p><i>How are they funded</i></p>	<p>To all participants except Large Enterprises the Commission provides a contribution vs. Eligible Costs equivalent to:</p> <ul style="list-style-type: none"> <li>- <u>Eligible Direct Costs</u>: <b>75%, 50% and 100%</b>, respectively, for RTD, Demonstration &amp; Management activities</li> <li>- <u>Indirect Costs</u>: 75% of indirect costs ,if documented; or, if not documented, flat contribution equivalent to 60% of the Direct Costs.</li> </ul>
<p><i>What are Eligible Costs?</i></p>	<p>Direct Eligible costs:</p> <ul style="list-style-type: none"> <li>- personnel costs;</li> <li>- travel and subsistence costs;</li> <li>- protection of Knowledge;</li> <li>- durable equipment ;</li> <li>- consumables;</li> <li>- other specific costs.</li> </ul> <p>Indirect Eligible Costs: documented overheads or a flat reimbursement</p>
<p><i>How is the contribution provided?</i></p>	<p>At project kick-off an advance of up to 80% of the next 18 months budget is provided; then yearly advances on next period's budget net of residual advance not used from previous period.</p>
<p><i>Is there a maximum for the EC contribution per country?</i></p>	<p>Yes: should not be more than 40% ( except where exceptions are specified)</p>
<p><i>Is there a minimum to the contribution for SME?</i></p>	<p>No, there is no minimum but 15% or more of the EC contribution should be directed to SMEs insofar as possible and justified.</p>
<p><b>Negotiation &amp; Contract</b></p>	
<p><i>If the proposal is evaluated positively, what happens during negotiation?</i></p>	<p>During the negotiation phase the project is modified to met evaluators' comments and the budget is modified accordingly.</p>

## ***FP7 FAQ***

<i>Who negotiates with the Commission and is it necessary to travel to Brussels?</i>	The negotiation is carried out by the Coordinator and his/her team; it is not strictly necessary to travel to Brussels, but it may be necessary.
<i>What is the Model contract?</i>	It is the contract signed between European Commission and coordinator of the project. Coordinator must ensure other contractors sign within delays.
<i>What is the Contract formed by?</i>	The contract is formed by: <ul style="list-style-type: none"><li>- core contract</li><li>- Annex I - the "project"</li><li>- Annex II - general conditions</li><li>- Annex III - instrument specific provisions</li></ul>
<i>Who signs the Contract?</i>	All contracts are signed by the coordinator and the European Commission.
<b>Project Execution</b>	
<i>How many reports?</i>	Every year the following reports must be submitted. <ul style="list-style-type: none"><li>- Activity report (science)</li><li>- Implementation Plan for next period (science)</li><li>- Management Report ( Costs statement)</li><li>- Distribution Report (Finance)</li></ul>