

Course structure

Curs 1: How to Write a Competitive Proposal for Framework 6

- Module 1:** Background to the Sixth Framework Programme
How Framework 6 was prepared
Background (People/Documents) to Framework 6
Key EU Policies and Framework 6
Sources of Information for Proposals
- Module 2:** The Research Priorities and Horizontal Programmes
The Research Priorities
The Horizontal Programmes
Background Documentation/Websites for each programme
Exercise 3: Select the Relevant Programme for your research
- Module 3:** The Research Programmes and the New Instruments
Integrated Projects
Networks of Excellence
Article 169
Stairways of Excellence
Coordination Actions (Thematic Networks and Concerted Actions)
Specific Support Actions
Marie Curie Fellowships
CRAFT/Cooperative Research
- Module 4:** EU R&D Programme Rules and Terminology
Contractual Issues (+ comparison with FP5)
The Consortium Agreement
Financial Rules (+ comparison with FP5)
Exercise 3: Select the Relevant Instruments
- Module 5:** How Proposals are Evaluated
Evaluation Criteria for Framework 6 Proposals
The Evaluation Process
The Evaluation Manual
The role of the 'Expert' + how to become an 'Expert'
Exercise 4: Put your name in the Expert Database
- Module 6:** Selecting Partners
The different roles in the consortium
The role of the coordinator
Who can participate?
How to find best partners.
Potential problems with partners.
Exercise 5: Use databases to find the best partners.
- Module 7:** Strategy for Writing Proposals
Tips on Writing Proposal
Repetition in R&D Proposals
The Summary Proposal
Exercise 6: Prepare a Summary Proposal
- Module 8:** State of the Art
Cordis Database (Check existing Contracts)
European Patent Office Database
- Module 9:** How to Write the 'Project Management' part of the proposal
How to Manage R&D Projects.
Potential problems managing EU R&D Contracts.
The Pert Chart, The Gantt Chart
Work Package Description
The Deliverables Table
Work Breakdown per partner
Exercise 8: Consortium meeting to prepare the above.
- Module 10:** How to Write the 'Economic Relevance' of the Proposal
Trends in enterprises
The role of R&D in enterprises
Terminology to explain the research/enterprise interface
Sources of information (Documents/Websites)
Exercise 9: Find economic information on participant's topics.

- Module 11:** How to Explain the Relevance to 'EU Policy'
How EU Policy is prepared
Terminology of documents used in EU Policies
Where to find EU Policy documentation
Exercise 11: Source relevant EU documents related to participant's topics

- Module 12:** How to Write the 'Social Relevance' of the Proposal
The importance of social issues in the EU
EU institutions dealing with social issues
The EU and Non-Governmental Organizations
Sources of Information
Exercise 11: Find information on the social relevance of participant's topics.

Curs 2: How to Negotiate, Manage, Administer and Finish an EU R&D Contract (Modules 13 to 19)

- Module 13:** Overview of EU R&D Contracts
Guidelines and Documentation for EU R&D Contracts
Problems in EU R&D Contracts
The Life Cycle of EU R&D Contracts
The Consortium
How to Work with the European Commission
Exercise 13: Download the Essential Documentation
- Module 14:** Negotiating the Contract
The Negotiation Phase
Contract Negotiation Forms (Electra 2000)
Potential Problems in the negotiation of EU R&D Contracts
Exercise 13: Download and Study Contract Preparation Forms.
- Module 15:** The Model Contract and the Project Contract
The Model Contract
The Project Specific Contract
The Consortium Agreement
Legal Categories of Participants in the Contract
Exercise 15: Questions on the Model Contract and Consortium Agreements
- Module 16:** Financial Administration of EU R&D Contracts
The Paper Trail of EU R&D Contracts
Contractual Deadlines
Cash Flow of EU R&D Contracts
How Cost Statements are Processed by the European Commission
How to Transfer Payments to Partners
Exercise 16: List Contractual Deadlines from a real contract
- Module 17:** Cost Statements and Financial Audits
The Cost Statement (Form E1) + E2 and E3
Allowable Costs (Personnel, equipment, travel, etc..)
The Audit Certificate
The Financial Audit
Templates for timesheets and minutes of meeting.
Exercise 17: Fill in a time sheet, Form E1 and Form E2
- Module 18:** Project Management of an EU R&D Contract
Potential problems with the Consortium
Pert Charts, Gantt Charts, Deliverables Tables...
Communication between partners
Change Control Criteria
Exercise 18: Download templates and prepare charts
- Module 19:** Meetings and Reporting in EU R&D Contracts
Reporting progress of the work.
Dissemination of Information
Agendas for Consortium Meetings
Templates for Minutes of Meetings
How to Write a Final Report
Exercise 19: Organize a Consortium Meeting

Coorganizatori:



Unitatea Executivă pentru Finanțarea Învățământului Superior
și a Cercetării Științifice Universitare



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