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¿Cómo preparar una propuesta? (aspectos metodológicos)





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- Aspectos científicos y tecnológicos (Parte 1 del Anexo Técnico)
- Aspectos financieros (Parte 1 del Anexo Técnico)
- Impacto del proyecto en la sociedad (Parte 3 del Anexo Técnico)





Criterios de evaluación aplicable a las propuestas de Proyectos Colaborativos en el VII PM

<p>S/T QUALITY “Scientific and/or technological excellence (relevant to the topics addressed by the call)”</p>	<p>IMPLEMENTATION “Quality and efficiency of the implementation and the management”</p>	<p>IMPACT “Potential impact through the development, dissemination and use of project results”</p>
<ul style="list-style-type: none"> ▪ Soundness of concept, and quality of objectives ▪ Progress beyond the state-of-the-art ▪ Quality and effectiveness of the S/T methodology and associated work plan 	<ul style="list-style-type: none"> ▪ Appropriateness of the management structure and procedures ▪ Quality and relevant experience of the individual participants ▪ Quality of the consortium as a whole (including complementarity, balance) ▪ Appropriateness of the allocation and justification of the resources to be committed (budget, staff, equipment) 	<ul style="list-style-type: none"> ▪ Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under the relevant topic/activity ▪ Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.

SMEs





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Anexo Técnico – Parte 1

1: Scientific and/or technical quality, relevant to the topics addressed by the call

1.1. Concept and objectives

1.2 Contribution to the co-ordination of high quality research

1.3 Quality and effectiveness of the support mechanisms, and associated work plan





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1: Scientific and/or technical quality, relevant to the topics addressed by the call

1.1. Concept and objectives

Explain the concept of your project. What are the main ideas that led you to propose this work?

Describe in detail the S&T objectives. Show how they relate to the topics addressed by the call, which you should explicitly identify. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the milestones that will be indicated under section 1.3 below.

1.2 Contribution to the co-ordination of high quality research

Indicate how the area addressed by your project will benefit from the co-ordination (including networking) that you propose.

SMEs





1.3 Quality and effectiveness of the support mechanisms, and associated work plan

A detailed work plan should be presented, broken down into work packages¹ (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results. (Please note that your overall approach to management will be described later, in section 2).

Please present your plans as follows:

- i) Describe the overall strategy of the work plan (*maximum length: 1 page*).
- ii) Show the timing of the different WPs and their components (Gantt chart or similar).
- iii) Provide a detailed work description broken down into work packages:
 - § Work package list (please use table 1.3a);
 - § Deliverables list (please use table 1.3b);
 - § List of milestones (please use table 1.3c);
 - § Description of each work package, and summary (please use table 1.3d);
 - § Summary effort table (please use table 1.3e)



Parte B de la Propuesta

Table 1.3 c: Template - Work package description

Work package description

Work package number		Start date or starting event:						
Work package title								
Activity type								
Participant number								
Participant short name								
Person-months per participant								
Objectives:								
Description of work (possibly broken down into tasks) and role of partners								
Deliverables: (brief description) and month of delivery								

Table 1.3d Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table number of person months over the whole duration of the planned work, for each work package by each participant.

Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Partic. no.	Partic. short name	WP1	WP2	WP3	...	Total person months
1						
2						
3						
etc						
Total						



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Aspectos financieros (Budget Preparations)





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Basic Principles of the Framework Programmes

- Basic philosophy
 - sharing risks
 - sharing costs
 - sharing results
 - building-up of critical mass
 - creation of European added value





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Basic Principles of the Framework Programmes

• Basic characteristics

- multi-annual funding
- implemented through specific programs
- combination of bottom-up and top-down approach
- pre-competitive Research Technology Development

Basic rules

- transnational, multi-partner cooperation
- public calls for proposals
- peer review evaluation
- selection criteria: scientific excellence and European added value
- no national quotas
- financial incentives (no institutional funding)





Definition of direct and indirect eligible costs

- **Direct eligible costs** are all costs that fall under the definition of eligible costs which can be charged directly to the project, and are determined by the contractor in accordance with its usual accounting practices
- **Indirect eligible costs** are all eligible costs determined by the contractor, in accordance with its usual accounting practices, which are not directly attributable to the project but are incurred **in direct relation to the direct eligible costs of the project.**





Categorías de costos elegibles

- Costos directos:
 - Personal (costo neto de empleados)
 - Viajes
 - Consumibles (e.g. material de lab, software)
 - Equipo (sujeto a depreciación. Ejemplo: una computadora se deprecia en 3 años, si el proyecto dura menos, la institución debe cubrir el % por el tiempo restante)
 - Subcontrataciones (sólo si está justificado y se acuerda antes de iniciar el proyecto)





Categorías de costos

- Costos indirectos/ overheads: los costos que no se atribuyen directamente al desarrollo del proyecto pero surgen en relación a los costos directos (e.g. apoyo secretarial, consumibles de oficina, gastos de teléfono, rentas, energía, etc.)
 - Nota: cada institución puede tener su clasificación de costos indirectos





Eligibilidad de costos

- No hay una lista fija de categorías elegibles
- Línea base:
 - *Reales*: no costos anticipados o estimados,
 - *Económicos*: no imprudencias, gastos no necesarios,
 - *Necesarios* para la implementación del proyecto: el coordinador de la CE puede asesorar
- Se calcula de acuerdo a las reglas contables usuales de los participantes
- Los que incurren durante la duración del proyecto (excepto los costos del reporte final)





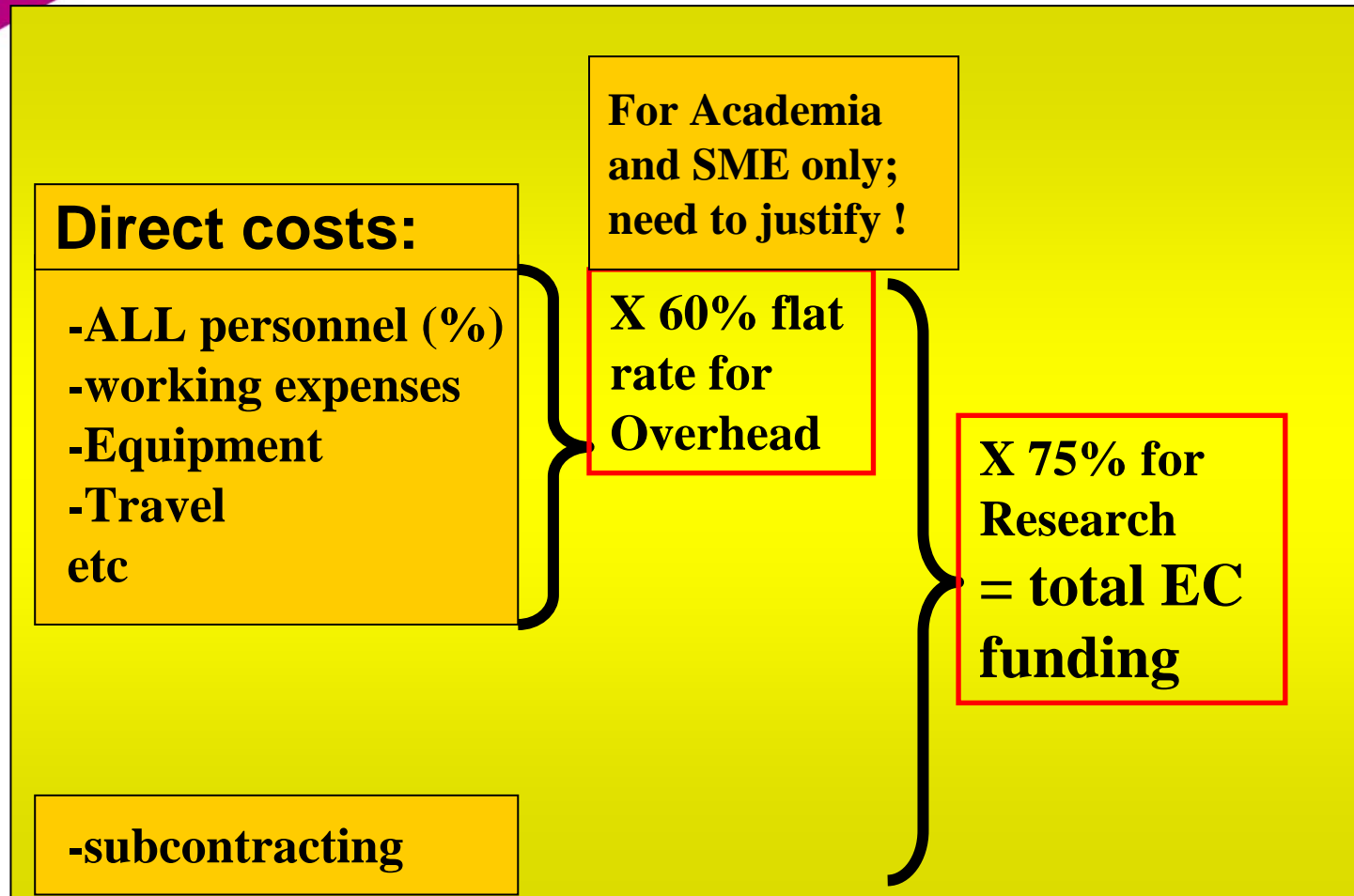
Costos no elegibles

- Impuestos indirectos **identificables**, incluyendo VAT o servicios (pero no impuestos directos como los de personal)
 - Impuestos de aeropuertos
 - VAT e IVA
- Intereses ganados
- Precauciones sobre futuras pérdidas o cargos
- Pérdidas por conversiones
- Costos declarados, incurridos o reembolsados de otro proyecto
- Costos relacionados al retorno de capital
- Deudas o cargos de servicio por deudas
- Gastos excesivos o imprudentes





Temporary Full Cost Flat rate system:



Note1: exceptions for certain instruments (e.g. People)

Note2: combinations are possible within one project





FP7 – Actual Reimbursement

- For Research :

total direct costs + flat-rate

$$100\% + 60\% = 160\%$$

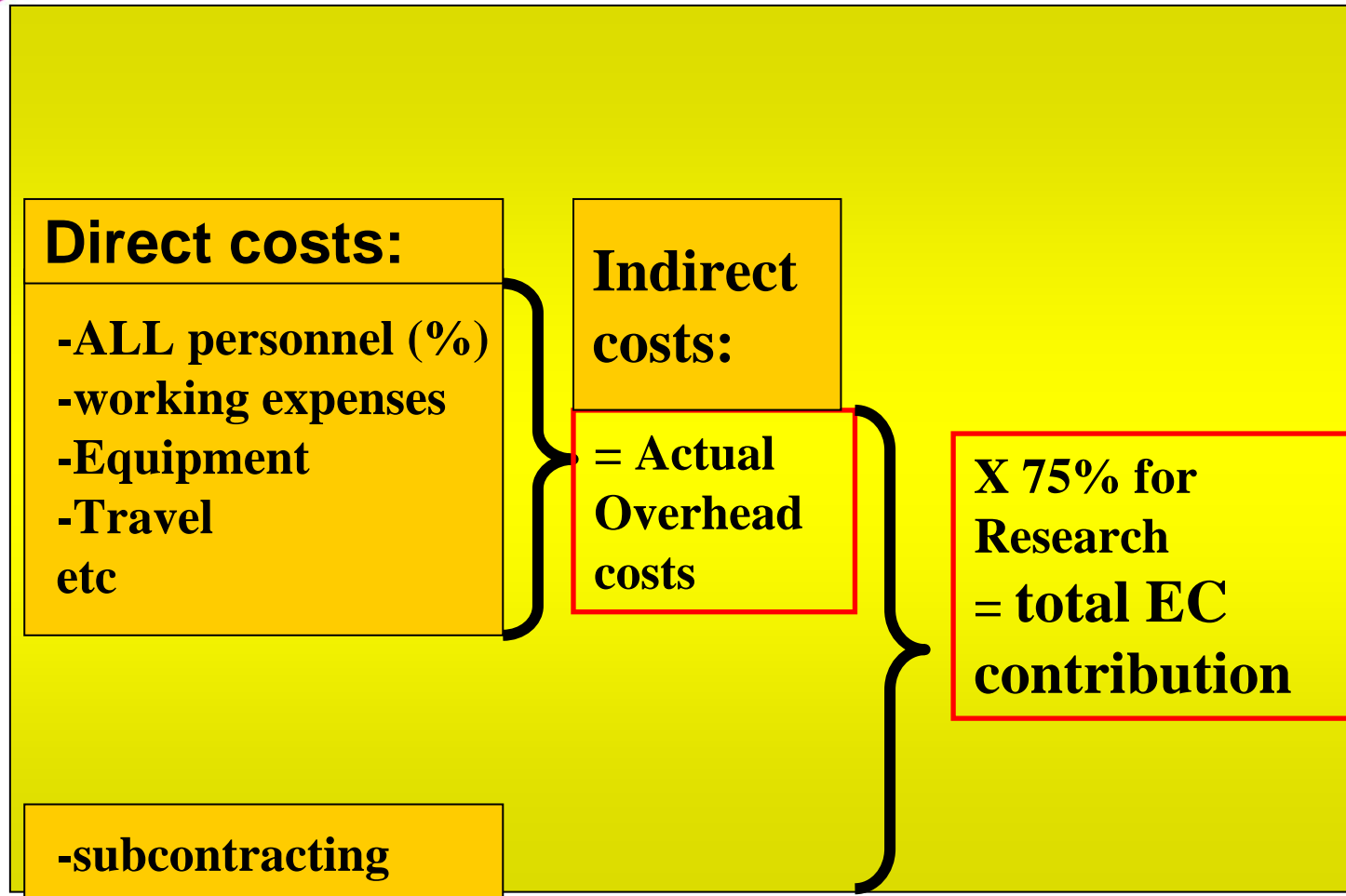
Reimbursement rate for Research: 75%

$$75\% \text{ of } 160\% = 120\%$$





Full Cost real Indirect cost system:



Note1: exceptions for certain instruments (e.g. People)

Note2: combinations are possible within one project





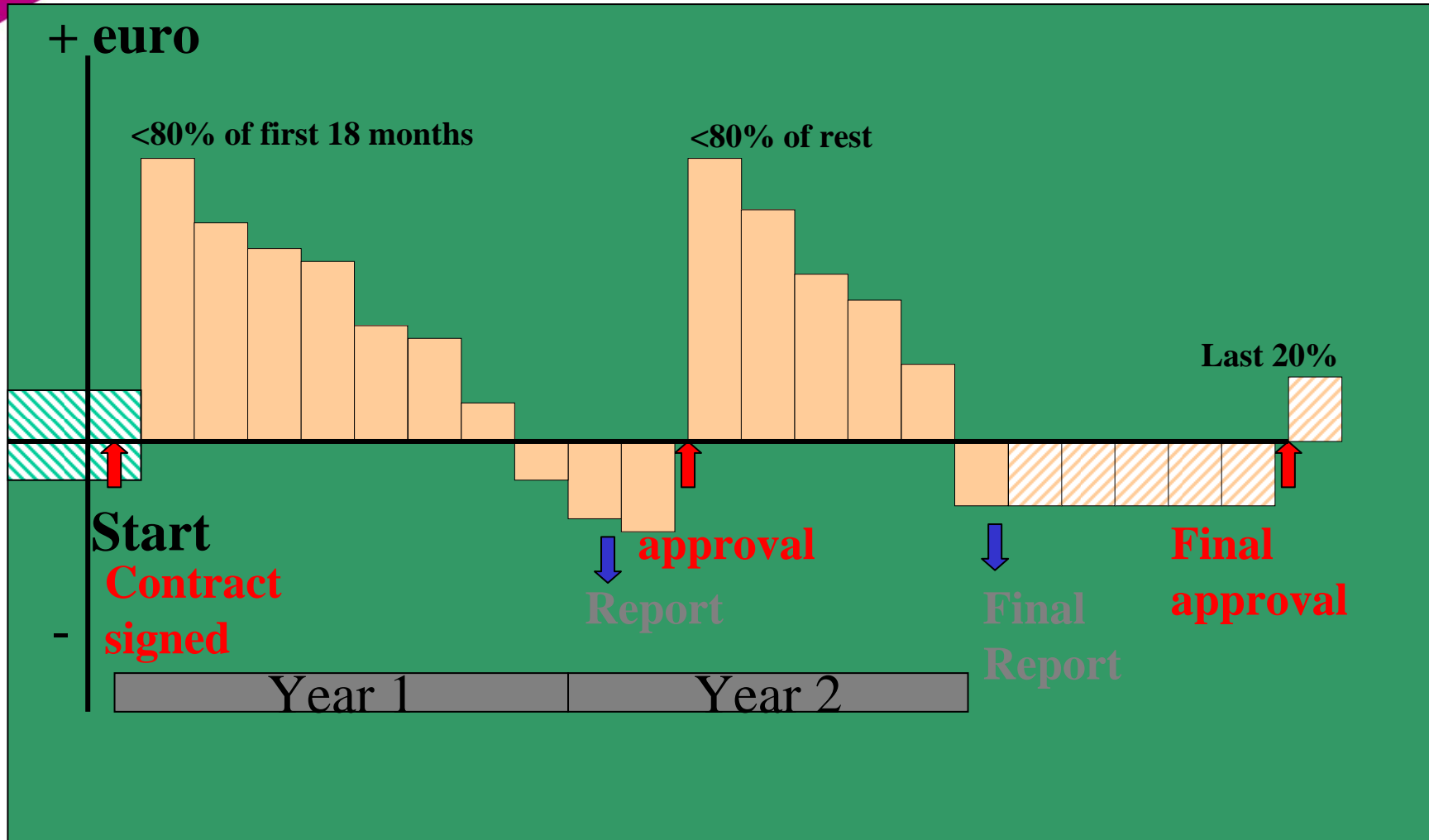
Payments / cash-flow

- **Pre-financing** after the signature of the contract
- All **interim payments** are based on
 - Amount already spent in previous reporting periods
 - Planned costs of the next reporting period
 - upon approval of annual reports
 - to avoid negative cash-flow
- Final payment only **AFTER** acceptance of Final report





Reporting and Pre-financing





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Cost claims and Reporting requirements

Cost claims:

- Periodically (per reporting period, e.g. after each project year)
- Together with report on project activities
- Proofs for costs – tickets, invoices, work contracts, time sheets – do not have to be submitted, but must be available on request

Reporting:

- Form C + Financial Report in which costs according to activities are stated + NO Audit certificates (unless > 375 Keuro): NEW in FP7
- Management and Activity Reports
- Progress Reports





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Monitoring

- External by **EC**:
 - Activity reports and provision of cost statement (Form C)
 - Certification of correctness of cost claim by a certified independent auditor (Audit certificate)
- Internal by **coordinator**:
 - Check of partners' activity reports and finances, also by interim reports (e.g. 6 monthly)
 - Request for listing of costs by cost categories
 - Request for explanations of specific cost items (high travel costs, expensive equipment / material)





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Help sources Finance:



The screenshot shows the Finance Helpdesk website. At the top left is the European Commission logo and the text 'EUROPEAN COMMISSION' and 'Community research'. The main header features the 'FINANCE HELPDESK' logo with a quill icon and a search bar with a 'Go' button. Below the header is a navigation menu with links: Home, Register, Feedback, SiteMap, Disclaimer, Copyright, and Contact. A left sidebar contains a list of menu items: About Us, Helpline, FP7 Financial Info and FAQs, FP7 Links, Glossary, Goodies, News, Events, Newsletters, FP6 Financial Info & FAQs, FP6 Links, and Project Admin. The main content area is titled 'Contact' and includes the text 'Contact Us:' and 'Email: info@finance-helpdesk.org'. The website URL *www.finance-helpdesk.org* is displayed in the center. At the bottom right, there is a footer with the text 'Site Developed by S.Y. Technologies Last updated: 02/09/2007' and a 'W3C HTML 4.01' logo.



The potential impact through the development, dissemination and use of project results

- Contribution, at the European [and/or international] level, to the expected impacts listed in the work programme under relevant topic/activity
- Appropriateness of measures for the dissemination and/or exploitation of project results, and management of intellectual property.
- Appropriateness of measures for spreading excellence, exploiting results, and disseminating knowledge, through engagement with stakeholders and the public at large.





Algunas recomendaciones

- Dividir el esfuerzo entre los tres criterios de evaluación (no solo el elemento científico)
- Pensar a los detalles finales que demuestran la calidad del trabajo: lenguaje claro, estructura y contenidos bien organizados (Part B), necesario y diagramas comprensibles, evitar C/C obvios, and understandable diagrams, no obvious paste-ins, no paginas faltantes
- Facilitar la lectura a los evaluadores para ganar puntos. No debe ser complicado para ellos:
 - ✓ No escriban demasiado chiquito; cubran lo que es necesario
 - ✓ No escriban demasiado
 - ✓ No les dejen deducir lo que es bueno, díganse lo





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Para mas información

Oficina de enlace UEMEXCyT para la promoción de la cooperación en ciencia y tecnología UE - México
CONACYT

www.conacyt.mx/uemexcyt

uemexcyt@conacyt.mx

Portal del VII PM:

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

International Scientific Cooperation Policy:

http://ec.europa.eu/research/iscp/index_en.html





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Gracias por su atención y preguntas!

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