



## Suggested FP7 proposal structure

This document provides a suggested structure for a typical FP7 proposal. Please note that it is for guidance only, and you should check that your proposal meets the requirements as outlined in the specific call.



### Front Cover:

- Acronym
- Name of the Project
- Number of the call
- Type of project
- Coordinator contact details
- List of participants: Participant name / Participant organisation name /Short name /Country

### Page 2:

PROPOSAL SUMMARY PAGE: *should include the full title of the proposal, the proposal acronym and an abstract (max. 2000 words)*

### Table of Contents:

Proposal Summary Page

B1 SCIENTIFIC AND TECHNICAL QUALITY

Abstract

B1.1 CONCEPT AND OBJECTIVES

B.1.1 Concept

B.1.2 Motivation

B.1.3 Objectives

B1.2 PROGRESS BEYOND THE STATE-OF-THE-ART: *Should be able to identify the current stage of the technology field at a European and global level*

B1.3 S/T METHODOLOGY AND ASSOCIATED WORK PLAN: *Work-packages (technical and project*





*management), covering requirements and specification, integration and testing, and dissemination and exploitation*

#### B1.4 WORK SCHEDULE

B.1.4.1 GANNT CHART: *should address the evolution of the project through-out the duration of the project*

B.1.4.2 PERT DIAGRAM : *should address the relationship between the work packages*

#### B1.5 WORK DESCRIPTION

B1.5.1 Work Package List: *should include the title of the work package, activity, lead contractor, start month and end month*

B1.5.2 Deliverable List

B1.5.3 WP (n): *details of the work package - objectives, description of work and role of participants and deliverables*

B1.5.4 Summary of staff effort

B1.5.5 List of milestones

### B2 IMPLEMENTATION

#### B2.1 MANAGEMENT OBJECTIVES

#### B2.2 MANAGEMENT STRUCTURE AND PROCEDURES

B.2.2.1 Structure and Techniques A. Project Management Board (PMB) B. Project Co-ordinator C. Project Office D. Technical Management Committee (TMC) E. Work Package Leaders (WPL) B.2.2.2 Management Procedures

#### B2.3 INDIVIDUAL PARTICIPANTS

#### B2.4 CONSORTIUM AS A WHOLE

#### B2.5 RESOURCES TO BE COMMITTED



## B.3 IMPACT

B.3.1 EXPECTED IMPACTS LISTED IN THE WORK PROGRAMME European Approach  
Competitiveness and Societal Impacts Innovation Related Impact

B.3.2 DISSEMINATION AND/OR EXPLOITATION OF PROJECT RESULTS, AND MANAGEMENT OF  
INTELLECTUAL PROPERTY Socio-Economic Evaluation Exploitation

## B.4 ETHICAL ISSUES

Privacy  
Discrimination  
Processing of Personal Data

## B.5 GENDER ISSUES

## REFERENCES

### **Where can I get more support and advice?**

Enterprise Europe Network London can support you throughout the application process. We provide tailored advice to make sure this is the appropriate funding stream for your project idea (if not, we will help you in identifying the right one). This service is provided free of charge.

For further details contact us at [fp7@gle.co.uk](mailto:fp7@gle.co.uk) / 020 7940 1512 / [www.een-london.co.uk](http://www.een-london.co.uk)

Neither the European Commission nor the Executive Agency for Competitiveness and Innovation nor any person acting on behalf of them is responsible for the use which might be made of the information contained herein. The views in this publication are those of the author and do not necessarily reflect the policies of the European Commission.