

Quick Guide to FP7 – Proposal Writing

This guide is intended to be used by project managers who have a minimal degree of familiarity with Framework Programmes either through proposal preparation or a professional affiliation with organisations that have participated in them. It is not intended for professionals that have no background knowledge of Framework Programmes.



Advice for Proposal Writing:

- A proposal writer should have complete knowledge of the Work Programme indicated within a specific thematic priority. This includes the entire work programme document published within CORDIS - www.cordis.lu. Specific documents that may appear to be of low importance such as relevant EC directives can in fact play a determining role. Applicants should refer to such directives and the proposal's conformance with them to demonstrate a strong knowledge of the Community's rationale
- Similarly, it is important to demonstrate the compliance of the project with the policies and trends of the European Commission. This includes policies such as equalities and environmental objectives [1].
- Provide an analytical, yet concise technical proposition. The proposal should display clearly the objectives of the project and provide a very comprehensive methodology of how these objectives will be met.
- The proposal itself should emphasise on the RTD side, without however diminishing information on the project and consortium management; the management structure is of primary importance. Clear reporting lines as well as a linear management structure are vital to a strong proposal
- The work effort should be categorised in work packages with each work package displaying the deliverables and objectives as well as the effort required in terms of person-months.
- Consortium management, demonstration and "Other" activities (for example commercial dissemination) should not require more than 20% of the project's effort (person months) and budget.
- A consortium structure should be very well balanced in terms of geographical, workload and budget distribution. The work-load should be evenly distributed whilst budget deviations should be attributed to different national remuneration median standards. A consortium should ideally include partners from as diverse geographical regions as possible.

- It is very important that a proposal demonstrates a strong knowledge of the so called current “state of the art”; this refers to technologies and projects having similarities to the proposed one(s) primarily through FPs but also within the wider public domain.
- Ensure that the proposal is written clearly with a good use of English, and undertake proof-reading to prevent errors in spelling, grammar and syntax. Proposal assessors have limited time to perform a detailed assessment so each error will be raised cumulatively.
- Demonstrate a clear dissemination and commercial exploitation path. The majority of assessors come from the academic and/or public sector community so do not assume a full understanding of the details of market dynamics. A proposal should detail the precise route to the market and justify its forecast.

[1] Policies are being published within each Directorate General. For example policies related to transport objectives and policies (such as fuel emissions, etc.) are being published by the Directorate General of Transport and Energy http://ec.europa.eu/transport/index_en.html

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 / 020 7940 1512 / 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.