

AGENDA

Day 1

- 8:30 – 9:00 **REGISTRATION**
- 9:00 – 9:30 **OPENING REMARKS AND INTRODUCTION**
- 9:30 – 10:00 **PARTICIPATION IN EUROPEAN PROJECTS**
- Introducing the work in European funded projects; Things to keep in mind; strategies; what are the opportunities; getting involved; Who is Who; How to find partners; Where to find relevant documents and information
- 10:00 – 10:45 **INTRODUCTION OF THE FP7 PROGRAMME**
- Funding opportunities in FP7; What are the differences between the different specific programmes; Who is eligible; What type of activities can be funded under different funding schemes; Rules of participation
- 10:45 – 11:00 **COFFEE BREAK**
- 11:00 – 12:00 **PROJECT DEVELOPMENT – A “HANDS-ON” APPROACH**
- Practical tips on FP7 proposal development - step by step; Putting your ideas into paper; The first steps: call analysis, pre-proposal and full proposal development; Basic rules; Project planning basis; Content development and proposal writing. EPSS system
- 12:00 – 13:00 **LUNCH**
- 13:00 – 14:30 **WORKSHOP - PROPOSAL DEVELOPMENT**
- Participants are divided into small groups to practice the first steps of proposal development; call analysis, project idea, overall objectives
Outline of an FP7 proposal - what is included in the different sections
- 14:30 – 14:45 **COFFEE BREAK**
- 14:45 – 16:15 **WORKSHOP - PROPOSAL DEVELOPMENT II.**
- WP list, Gantt chart, PERT diagram, deliverables, milestones, staff efforts, WP descriptions, partner profiles
- 16:15 – 17:00 **FP7 QUIZ**
- Testing the knowledge in small groups followed by a point-by-point assessment

Evening programme: **SIGHTSEEING DINNER TOUR ALONG THE DANUBE (OPTIONAL)**

9:00 – 10:00	FP7 FINANCIAL ASPECTS The financial rules: funding limits, payment modalities, risk avoidance, etc.
10:00 – 11:00	WORKSHOP - BUDGET DEVELOPMENT Person-months, personnel costs, overhead calculation, subcontracting, calculating EC contribution
11:00 – 11:15	COFFEE BREAK
11:15 – 12:00	WORKSHOP - FINALISING THE PROPOSAL, SUBMISSION Management structure, project resources, submission
12:00 – 13:00	LUNCH
13:00 – 14:00	FP7 EVALUATION Evaluation procedure in FP7, selection of experts, criteria
14:00 – 16:30	WORKSHOP - FP7 EVALUATION 14:00 – 15:30 EVALUATION Participants evaluate proposals submitted under FP7 15:30 – 16:00 CONSENSUS MEETING Discussion of scores and comments in small groups. Final scores 16:00 – 16:30 DISCUSSION
16:30 – 17:00	CONCLUSIONS AND FINAL REMARKS