



The Structure of FP7

The Seventh Framework Programme is primarily composed of four Specific Programmes (Cooperation, Ideas, People, Capacities), which all relate to the research aims of the EU. Each specific programme utilizes a different approach to supporting research. Two other Specific Programmes exist as well (Joint Research Centre and Euratom nuclear research and related activities), but address rather particular research topics.

WHAT DOES EACH SPECIFIC PROGRAMME COVER?

Cooperation

The largest specific programme, it covers a variety of topics and functions as the core of FP7. The ten themes supported are: Health; Food, Agriculture and Fisheries, and Biotechnology; Information and Communication Technologies; Nanosciences, nano-technologies, materials and new production technologies; Energy; Environment; Transport; Socio-economic sciences and the humanities; Space; and Security.

Capacities

To support European research, this programme assists the development of seven key areas: Research infrastructure; Research for the benefit of SMEs; Regions of knowledge; Research potential; Science in Society; Support to the coherent development of research policies; and International cooperation.

People

The programme most aimed at bolstering the careers and training researchers, this programme is most widely known for its Marie Curie actions.

Ideas

A unique FP7 programme, it functions as a bottom-up approach towards research, encouraging researchers to advance their ideas through European Research Council Starting Grants and Advanced Grants.

Joint Research Centre (JRC)

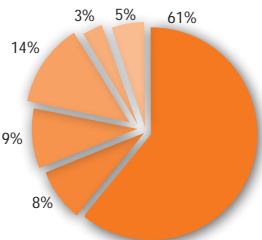
Research areas for this programme are wide ranging and take a customer-driven approach to supporting EU policies.

Euratom

The European Atomic Energy Community is designed to develop a market for nuclear energy across the EU and for neighboring states.

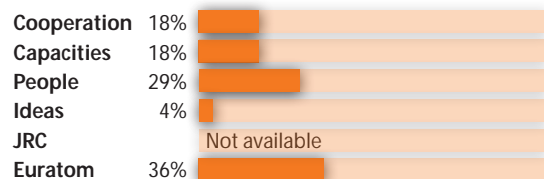
How is the Budget Distributed? (EUR Million)

Cooperation	32413	61 %
Capacities	4097	8 %
People	4750	9 %
Ideas	7510	14 %
JRC	1751	3 %
Euratom	2751	5 %



What is the Success Rate of Proposals Submitted in Each Programme?

While the success of a submitted proposal varies greatly between programmes and topics addressed, the numbers below are an indication of the general likelihood one has of receiving a positive response from the EC. The numbers are based on the first two years of FP7 (2007-2008) and only consider eligible proposals.



LINKS

Understand FP7	http://ec.europa.eu/research/fp7/index_en.cfm?pg=understanding
Cooperation	http://cordis.europa.eu/fp7/cooperation/home_en.html
Ideas	http://cordis.europa.eu/fp7/ideas/home_en.html
People	http://cordis.europa.eu/fp7/people/home_en.html
Capacities	http://cordis.europa.eu/fp7/capacities/home_en.html

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CORDIS Website

The main information portal for European research and development is the CORDIS website. The site is an invaluable resource which publishes calls and news, has a partner search function, lists contacts, highlights projects, and posts valuable documents. It is the starting point and most critical information source for you to prepare proposals and receive funding.

CORDIS.EUROPA.EU/HOME_EN.HTML

The official website for Research and Development in the EU, the CORDIS website provides all the official information relevant to the Framework Programmes.



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

WHAT ARE SOME OF THE KEY FEATURES OF THE CORDIS WEBSITE?

News – Updates and information about what's happening in the world of FP7

Official EU documents – Calls for proposals, guidance papers, et cetera are posted on CORDIS to assist organizations with participating in FP7

Events – Conferences, Symposiums, and Networking events related to FP7 are publicized up to a couple months in advance here. There is also the possibility to Register and receive RSS feeds from the site, allowing users even greater access to material from the website. You can even register to become an evaluator.

WHY USE THE CORDIS WEBSITE?

As the main source of news and information about EU-funded projects, the site is a comprehensive portal for finding any relevant information.

The site also offers access to the Electronic Proposal Submission Service (EPSS), the internet-based tool for the preparation and submission of project proposals. The latest, most updated documents are always made available first and foremost on CORDIS.

Finally the website allows you to search for partners and browse previous projects, possibly sparking the idea that gets your proposal running.

LINKS

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

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Find an FP7 Call

Calls for Proposals in FP7 are published on the CORDIS website and offer the opportunity to begin constructing a project idea. Depending on your project idea, a call may or may not be appropriate for your organization and its aims. Sorting through the possibilities and considering the suitability of a call are the true challenges in this stage.

HOW DO YOU FIND A CALL?

To apply for funding, project proposers must respond to Calls that are published in the Official Journal of the European Commission. These Calls state what broad topics are open for proposal submission, which funding schemes are to be utilized, the general budget range, eligibility conditions, evaluation procedure, and the date by when the EC will notify proposers about whether or not the project has been accepted for negotiations.

*Calls can be found at: <http://cordis.europa.eu/fp7/dc/index.cfm>
An automatic email notification program is available from CORDIS.*

- The publication of a Call is the starting point for all projects.
- From the publication's Call, usually there is about a three-month period for submitting a project proposal.
- Calls are published in six languages: English, French, German, Italian, Polish, and Spanish.

WHICH CALL DO YOU CHOOSE?

Information about the Call is published in a set of critical documents that assist you in understanding how and what to prepare for a proposal. Documents such as the Call Fiche (or Call Text), Work Programme, and Guide for Applicants articulate what the needs and processes for the Call are. Reviewing these documents is critical for preparing a successful project.

Determining that one's organization is eligible is just the starting point for choosing a Call. Finding the appropriate Call depends on a variety of factors, including how participating in such a programme would benefit the organization itself. Looking at the structure of FP7 and themes covered helps a proposer identify the suitability of a Call.

LINKS

Find a call: <http://cordis.europa.eu/fp7/dc/index.cfm>
Email Notification Facility: http://cordis.europa.eu/guidance/e-mail-notification_en.html
National Contact Points Network: http://cordis.europa.eu/fp7/get-support_en.html

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Validation and PIC Code

Each beneficiary must be validated to participate in an FP7 project. It is an administrative procedure and upon registration and completion, the organization will receive a Participant Identification Code (PIC). The PIC code will be valid for the duration of FP7. This system saves much administrative work and facilitates data treatment. Already validated organizations will indicate the PIC code already at proposal preparation stage and their data will be inserted automatically.

HOW TO START?

- » Register to get an ECAS account (European Commission Authentication Service)
- » Send documents electronically and in paper format to URF Validation Team

Two documents are required; the Legal Entity Form and Registration Documentation. Additional documents are needed for Small and Medium Sized Enterprises (SMEs). The Legal Entity Form can be downloaded from the [Europa server](#). The Registration Documentation will depend on the type of entity; Public or Private.

Legal Entity Form - choose the right one for your type of organisation

Registration documentation

- » Private companies: an extract of registration or similar and if applicable, a copy of a document proving VAT registration.
- » Public bodies: a copy of the resolution, law, decree, decision or any other official document establishing your organisation and, if applicable, a copy of a document proving VAT registration.
- » Additional documents only for SMEs include the annual Balance sheet, the Profit and Loss accounts and their annexes indicating the number of declared employees and possible ownership for the last period. Filled out and signed SME signed check-list which can be downloaded from Cordis.
- » Additional documents may be requested for non autonomous entities or in cases where the number of employees /the ownership is unclear.

Documents can be submitted in any language. For documents in any other language other than any of the 23 Official EU languages, an official translation is required.

WHEN TO START?

All beneficiaries must be validated before the Grant Agreement can be signed and the administrative procedure may take time. It is therefore advisable to start the procedure as early as possible. A temporary PIC code will be sent upon registration, which will become regular once the validation procedure is completed.

Check online if your organisation already has a [PIC Code](#).

APPOINT A LEAR

Each organization must appoint a Legal Entity Representative (LEAR) to be responsible for any correspondence related to legal issues in FP7. The LEAR is committed to providing updated financial and legal information to the Commission.

More about the LEAR's role and tasks can be found at the link below.

LINKS

Participant portal:	http://ec.europa.eu/research/participants/portal/appmanager/participants/portal
URF Validation Team:	http://cordis.europa.eu/fp7/pp-valid_en.html
LEAR:	http://cordis.europa.eu/fp7/urf-lear_en.html
Legal Entity Form:	http://ec.europa.eu/budget/execution/legal_entities_en.htm
PIC Code:	http://cordis.europa.eu/fp7/pp-pic_en.html

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Intellectual Property Rights in FP7

Intellectual Property Rights (IPR) is an essential point to be considered and properly understood to get through a successful FP7 project. These guarantees are a tool for protecting the knowledge and applications an organization brings into a project. Successful implementation of the project relies on a clear utilization of IPR.

WHAT IS THE PURPOSE OF IPR IN FP7?

Collaboration between partners of a Consortium to support and successfully implement a project generally requires an exchange of information. To protect the parties involved, IPR is used to define the access rights and specify what resources and knowledge partners can share with each other.

WHAT INFORMATION ARE BENEFICIARIES LIKELY TO EXCHANGE?

Background

Pre-existing – knowledge-information and materials held by an organization prior to the Grant Agreement

Foreground

Actual results and knowledge generated from the project

The Grant Agreement

A legal contract between the Coordinator and the Commission, this specifies precisely what the project is responsible for producing and addresses the general matters of IPR for the project.

The Consortium Agreement

A legal contract between partners of the Consortium, this aims to articulate and protect the rights and responsibilities of all parties involved in the project. Usually this document is obligatory, but even if not under the specific programme, it is highly recommended.

BEFORE

- » Research the State of the Art
- » Define the Limits of IPR and Access Rights
- » Prepare the Consortium Agreement

DURING

- » Follow the Terms of the Grant Agreement
- » Manage the Foreground
- » Illustrate EC Support Where Possible

AFTER

- » Disseminate the Foreground
- » Report to the Commission

LINKS

FP7 Grant Agreement:

http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#standard_ga

Guide to IPR in FP7:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/ipr_en.pdf

Consortium Agreements:

DESCA www.desca-fp7.eu/

EUCAR www.eucar.be/publications/EUCAR%20Consortium%20Agreement.doc/view

IMG4 www.aerosme.com/news/article.asp?article=250

IPCA http://www.digitaleurope.org/index.php?id=32&id_article=163

IPR Helpdesk:

www.ipr-helpdesk.org

European Patent Office:

www.epo.org/index.html

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Funding Scheme

The “funding schemes” define the type of FP7 project and determine the activities, the funding rate and the eligibility rules. Carefully read the work programme to ascertain which funding scheme is available for the call you have chosen. You can download the Guide for Applicants for the appropriate funding scheme at the CORDIS website and read more about the application process, eligible activities and funding rates.

Coordination and Support actions (CSA)

The Coordination and Support actions finance measures aiming to support or coordinate European research, projects and programmes, but they do not finance research itself. Eligible activities include coordination and networking, dissemination of knowledge workshops, seminars, creating online platforms, actions to stimulate the participation of small and medium sized enterprises (SMEs), civil society and their networks, etc.

As the name indicates, this funding scheme is divided into two: Coordination and Support Actions. The eligible activities are similar within the two schemes, however with different aims: to **support** and to **coordinate** European research activities. The Coordination and Support actions funding scheme is available within the Cooperation, Capacities, People, Ideas and Euratom specific programmes.

Eligibility criteria:

The eligibility criterion is different for Coordination and Support actions. As a general rule, in a Coordination action, a minimum 3 legal entities must participate, while a single entity can apply for a support action. The legal entities must be established in different EU Member States or Associated countries and be independent from each other.

Target groups:

Coordination and Support actions are suitable for any type of organization including research organisations, universities, industry (including SMEs), research programme managers and owners.

Duration:

Generally speaking, Coordination actions are expected to have a duration of typically 2 to 4 years; Support actions can be shorter, from several months up to 4 years.

Activities:

The following activities are examples of eligible activities in a Coordination or Support action: Organisation of conferences, meetings, exchanges of personnel, setting up common information systems, setting up expert groups, project management.

*Keep in mind that Coordination and Support actions **do not** finance research activities.*

Reimbursement:

The eligible direct costs are reimbursed up to 100 % for any type of organization and the indirect costs, such as overhead costs, up to 7 %.

LINKS

Funding schemes: http://cordis.europa.eu/fp7/what_en.html#funding

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Networks of Excellence

The Networks of Excellence (NoE) finances activities aimed at integrating the research activities of different research institutes; the creation of a European “virtual research centre” in various areas. The networking partners bring research in the topic forward by combining and harmonizing their activities with a long-term perspective.

The Network of Excellence brings together a critical mass of leading research centres in a given field to maximise the outcome of their research efforts. The integration of resources and capacities aims to establish long-term cooperation.

The Networks of Excellence funding scheme is available through Cooperation, Capacities and Euratom specific programmes.

Eligibility criteria:

The minimum requirement: 3 partners, established in 3 different Member States or Associated countries. The entities must be independent of each other.

Target groups:

The network of Excellence is suitable for any type of research organization including research institutes, organisations, and universities.

Duration:

The average duration is 48-60 months for a Network for Excellence project.

Activities:

The following activities are examples of eligible activities in a Networks of Excellence funding scheme: execution of a Joint Programme Activities as well as project management.

Reimbursement:

There is a flat rate reimbursement – 23 500 euro per year/ researcher.

LINKS

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The European Commission co-finances projects under the Seventh Framework programme (FP7) and will reimburse the eligible costs on the basis of the financial and technical reporting.

How much funding

The funding rates depend on the Specific programme, the funding scheme, the type of activity and the type and location of entity undertaking the work. In addition to the reimbursement of the eligible costs, the beneficiary will receive contributions to the overhead costs, calculated as a percentage on the direct eligible costs.

Funding rates in FP7

Maximum reimbursement rates of eligible costs	R & D	Demonstration	Management	Training/Dissemination /Networking/Support /Coordination
Network of Excellence	<i>Not available in this funding scheme</i>		100 %	100 %
Collaborative project	75% for Universities, research institutes, SMEs, public body 50% for others (example large companies)	50 %	100 %	100 %
Coordination & Support Action	<i>Not available in this funding scheme</i>		100 %	100 %

Indirect costs – also referred to as “Overheads” are calculated as a percentage of the direct eligible costs. The method of calculation will depend on the type of entity and its accounting system. This is defined during the validation the first time an entity participates in an FP7 funded project. The level of reimbursement varies between 20 % and up to any percentage (actual or simplified method).

The Indirect costs are reimbursed to 7 % in a Coordination and Support Action for all type of organizations.

Lump sum option for ICPC countries:

The lump sum option offers a simpler way for countries outside the EU to participate in an FP7 project. Organisations in ICPC countries have to possibility to choose this way of reimbursement instead of the reimbursement of direct costs. The Flat rate contribution is based on actual project hours and is pre-defined for different categories of countries.

LINKS

Guide to FP7 Financial issues:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf

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Collaborative projects

Collaborative projects are research projects aiming to "generate new knowledge and technology". They are carried out by consortia made up of participants from different countries; and from both industry and academia.

Research and technological development can be funded under the Collaborative project funding scheme from small/medium-scale focused research actions to large scale integrating projects.

Projects can also target special groups, such as small and medium sized enterprises (SMEs) or target a specific country (ICPC) depending on the call.

The projects are carried out by consortia made up of participants from different countries, and ideally include actors from both industry and academia.

The Collaborative projects funding scheme is available under Cooperation, Capacities and Euratom specific programmes.

Eligibility criteria:

The minimum requirement for participation is 3 partners, established in 3 different Member States or Associated countries. The entities must be independent of each other.

Target groups:

This funding scheme is suitable for any actor involved in research, or as multiplier or end-user which includes research institutes, universities, and industry, as well as Small and Medium sized Enterprises.

Duration:

In general, a Collaborative project runs between 2 and 5 years.

Activities:

The following activities are examples of eligible activities in a Collaborative project: developing new knowledge, new technology and products, scientific coordination, demonstration activities, and sharing of common resources for research.

Reimbursement:

50% or 75% for Research Activities, 50% for Demonstration Activities, and 100% for Management and Other Activities. Beneficiaries will also receive contributions to their overhead costs; reimbursement of indirect costs. The amount will depend on the legal entity's legal status and its accounting system. They will be calculated as a percentage on the eligible direct costs.

LINKS

Funding schemes: http://cordis.europa.eu/fp7/what_en.html#funding

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