

Program semináře „Spolupráce v mezinárodních VaV projektech“

20. – 22. července 2011, 9:00 – 16:00, učebna VÚTS, a. s. (U Jezu 4, Liberec)

lektor: Dr. Sean McCarthy

Program 1. dne - How to Write a Competitive Proposal for Framework 7

Module 1: Political Background to Framework 7

- Who decided the Structure of Framework 7
- Who prepared the workprogrammes for the Research Priorities
- Who's Who in the Technology Platforms
- Background to the Evaluation Criteria
- Key websites on the Who's Who in Framework 7

Module 2: Structure and Terminology used in Framework 7

- Sources of Information on Framework 7
- The Structure of Framework 7
- Terminology used in Framework 7

Module 3: How Proposal are Evaluated

- Evaluation Criteria for Framework 7 Proposals
- The Evaluation Process
- The Evaluation Manual and the Forms used by Evaluators
- The role of the 'Expert Evaluator' + how to become an 'Expert'
- Key websites and documents on the Evaluation of FP7 Proposals

Module 4: The One Page Proposal

- Structure of a One-Page-Proposal
- The 5 Key Questions (Background to the proposal)
- Sources of information for the one page proposal
- Sample One Page Proposal

Module 5 How to Streamline Proposal Writing

- Step by Step guide to preparing a proposal
- How ideas for research proposals are identified
- How to kill 'bad' ideas
- Templates for managing the writing of the proposal

Module 6: How to Write the 'Potential Impact' of the Proposal

- Background to 'Potential Impact'
- Template for writing the 'Impact'
- Example of 'Potential Impact'
- Ten Routes for Exploiting Research Results
- Websites to write the 'Potential Impact'



PROMOTE

Module 7: How to Find the Best Partners

- Which countries can participate?
- The different roles in the consortium
- The role of the coordinator
- How to find best partners.
- Key websites to select the 'Strategic Partners'

Module 8: How to Write the 'Project Implementation'

- How to Manage R&D Projects.
- Potential problems managing Framework Projects
- The Pert Chart, The Gantt Chart
- Work Package Description
- The Deliverables Table
- Work Breakdown per partner
- Websites, Templates and Webservices for Management of Framework projects



Program 2. dne - How to Negotiate and Administer Framework 7 Grant Agreements

Module 1: From the Proposal to the Final Payment

- The Phases of a Framework 7 Grant Agreements
- Websites for Research Managers and Administrators
- The Potential Problems in Framework Projects

Module 2: The Consortium

- The Players in Framework Projects
- Roles of the Partners in the Consortium
- Potential Conflicts in a Consortium
- The Consortium Agreement

Module 3: How to Work with the European Commission

- The Players in Framework Programmes
- Who's Who in the EU?
- The European Commission
- The Project (Scientific) Officer

Module 4: Negotiating the Grant Agreement

- Negotiating Framework 7 Grant Agreements
- The Grant Preparation Forms
- Potential Problems during Negotiation
- Calculating the Budget to Work Ratio

Module 5: Model Grant Agreement

- The Framework 7 Model Grant Agreement
- The Core Grant Agreement
- List of Special Clauses

Module 6: Contractual Deadlines in Framework 7 Projects

- Contractual Deadlines in Framework 7 Grant Agreements
- Deadlines for the Periodic Reports and Claims
- The Payments (Advance, Interim and Final)
- Deadlines for Deliverables
- Deadlines for Project Reviews

Module 8: Claims in Framework 7

- How to Submit a Claim
- How Claims are processed by the European Commission



Module 9: The Financial Audit

- The Role of the Financial Audit
- The Players in the Financial Audit
- The European Court of Auditors
- How an Audit Operates
- Common issues in Financial Audits

Program 3. dne - How to Present your Research Activities to Business Executives, to Public Officials, to Politicians and to other Scientists

Module 1: How to Structure a Presentation

The different types of presentations
The typical problems with presentations
Standard structure for presentation

Module 2: Presenting Research to Business Executives

The categories and culture of business executives
The priorities of business executives
How to collect information on companies

Module 3: Presenting Research to EU Officials

The culture and priorities of EU officials
How policy is formulated
How to collect information on policy

Module 4: Presenting Research to Politicians

Categories of Politicians (Regional, National, EU)
The culture and priorities of politicians
How to collect relevant information

Module 5: Presenting Research to Other Researchers

What other scientists like to hear

Module 6: Presentations to mixed audiences

How to make a presentation to a mixed audience including business executives, politicians, public officials and scientists.