

# Guidelines for the Preparation of Proposals for Framework Programme V

Paolo Cortesi and David Edwards

## INTRODUCTION

The following step-by-step guidelines have been drawn up to assist in the preparation of proposals under the Framework Programme V. They provide a clear and concise guide to the principles that should be considered and the main points that should be attended to in the preparation of a proposal. It is important for the success of a proposal that it has been well thought out. Particular regard should be paid to the following areas, which are detailed further below:

- ensure that your project has an innovative, problem-solving approach;
- establish good communications with the Commission;
- define the problem to be solved, objective of the project, method of problem-solving;
- choose your partners carefully;
- describe your plan of action, checkpoints and deliverables.

## GUIDANCE NOTES

### Stage One – Project Definition Phase

- Study the text of the call thoroughly, ensure that the spirit of the call, a problem-oriented approach, is reflected in the objectives of your project.

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### Stage Two – Detailed Project Planning Phase

- Begin to discuss your project with the Commission's relevant scientific officer at first draft stage.
- Develop an ongoing (beyond this phase) dialogue to make certain that you understand the Commission's expectations and that there is a need for your project's deliverables in order to fulfil the 5FP aim.

### Stage Three – Proposal Preparation Phase

- *Define the problem(s) that the project aims to address:*
  - be clear and precise;
  - quantify the problem if possible and identify who is going to benefit most from the project results;
  - avoid a narrow perspective (single company or country related problem), but rather demonstrate a 'European dimension'.
- *Define the project's objectives:*
  - relate the objectives clearly and precisely to the problem(s);
  - quantify the objectives if possible (i.e. expected X% cost reduction or Y% increase in pollutants removal etc).
- *Demonstrate innovation:*
  - describe the state of the art against which your approach will be compared;
  - give a clear explanation of the novelty and validity of your proposed approach for solving the stated problem(s).

- *Select your partners well:*

- significant industry participation (problem owners), for physical and financial resources;
- significant participation of service providers/exploiters of project results.

- *Justify your partnership:*

- produce a credible exploitation plan;
- give clear justification for each partner's participation in the project. Each partner should be justified not upon nationality but rather upon skill and net added value brought to the project;
- define each partner's role.

- *Demonstrate efficiency and good use of resources:*

- simple but complete project flow-chart (visual representation of work packages with clear links between them, when appropriate). No overlap of work in different work packages. Objectives of the single work packages must be consistent with the overall deliverable of the project;
- well-defined milestones. These must be clearly described as checkpoints where decisions on whether to proceed or not can be taken on the basis of anticipated and quantified achievements;
- harmonised (where possible) costs between partners of a similar nature, reasonable total budget;
- simple but effective project management.

- *Define your deliverables:*

- include a sufficiently detailed description of the final product of the project (a book? a device? a proven technology? etc), in line with the aim of the particular call and the needs of the envisaged 'customer'.

**GOOD LUCK!**

EU Workshop  
on  
**The Protection of European Water Resources  
Contaminated Sites, Landfills and Sediments**

Venice, 21 – 23 June, 2000

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The workshop was structured into five technical sessions: Sediments, Detection/Monitoring, Soil Remediation, Groundwater Remediation, Risk Assessment/Decision Support Systems. Priority needs for future R&D work were identified during 'strategic discussions'.

A final 'brainstorming' session tried to develop ideas on how the identified themes of 'Benchmarking', 'Virtual centres of Excellence', 'Research and Education Networks' and 'Research Infrastructures', that are elements of the future framework for European Research, could be linked with the R&D action line 'contaminated land, landfills and sediments'.

**The proceedings of the workshop, with the summaries of the 'strategic discussions', can be requested from the ETCA Secretariat and will be available on the ETCA web-page ([www.etcenet.org](http://www.etcenet.org)).**

The next annual progress review workshop in this series is scheduled for the end of May 2001 and will be hosted by the University of Leeds, UK.

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