



Increase your FP7 potential with ERCIM Office

From Proposal Preparation to Successful Project Management

ERCIM is a European Economic Interest Grouping (EEIG) offering to assist you in **preparing FP7 ICT research proposals**, and in **managing ICT projects** by carrying out the administrative and financial coordination.

Totally free of charge, our long expertise has been a key success factor in getting innovative ICT research proposals funded across the different European Framework Programmes. *Contact ERCIM and put all the chances on your side!*



ERCIM

ERCIM, the European Research Consortium for Informatics and Mathematics, is an EEIG aiming to foster collaborative work within the European ICT research community and to increase co-operation with the industry. Leading research institutes from seventeen European countries are members of ERCIM.



Within the EEIG, the ERCIM Office acts as a dedicated team to support proposals and projects. It has successfully prepared ICT research proposals across the European Framework Programmes, and managed all subsequent ERCIM research projects.

The ERCIM Office is **open to cooperation with all research institutions**. Yet, in order for the ERCIM Office to commit to the preparation of an initiative, the proposal must involve a minimum of three ERCIM members in its consortium, hence enriching the future project with additional expertise.

How to Benefit from ERCIM Expertise?

At the heart of every successful proposal is an idea. Contact ERCIM at office@ercim.org to present your project idea. An internal evaluation panel of experts will review your project idea and will systematically give you its feedback *within one week*. Based on this feedback, the ERCIM Office will decide whether to commit to your proposal.

Strategic and innovative proposals are more likely to stimulate ERCIM interest and support.

If ERCIM expresses its interest to participate, the ERCIM Office will volunteer to assist the Scientific Coordinator by assuming the role of Administrative and Financial Coordinator. From experience, this is a real asset for a project as it allows the Scientific Coordinator to focus entirely on technical and scientific management.

The ERCIM Office then coordinates the entire **proposal preparation**, up to the submission to the European Commission:

- **Consortium Composition**
- **Preparation of Part A, Part B**
- **Budget Definition**
- **Proposal submission**
- **Interaction with European Commission**

ERCIM will also prepare several strategic sections of the proposal, in particular project organisation, management and budget. ERCIM will also review the overall quality of the proposal before submission.

All decisions concerning the proposal organisation or preparation are taken in cooperation with the Scientific Coordinator, who remains at the heart of the proposal.

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Expected Results

- **SUCCESS:** if the proposal is evaluated positively, ERCIM will guide the proposal across the following steps:
 - **Hearing**
 - **Negotiation**
 - **Consortium Agreement preparation**
 - **Contract Signature**
 - **Project Management**

When the contract is signed, ERCIM becomes the administrative and financial Coordinator, allowing the Scientific Coordinator to focus entirely on the technical management of the project.

- **If the project is not funded,** ERCIM will identify other relevant Calls for resubmitting the proposal. Resubmission is also the opportunity to analyse the Evaluation Summary Report in order to gather feedback to improve the proposal.

How much does it cost?

ERCIM is a partner like any other, motivated by the scientific challenge of the proposal. Whether successful or not, ERCIM's coordination of the proposal and ERCIM's contribution to the writing of the proposal are **entirely free**. If the proposal is successful, ERCIM will ensure the administrative and financial coordination of the project.

Successful Project Management

When ensuring the administrative and financial coordination, the ERCIM Office will provide support to the Scientific Coordinator and to the project as a whole by implementing a sound and reliable management based on a wide array of communication and collaborative tools.

The ERCIM Office has successfully managed all its projects. In FP6 in particular, we are still coordinating:

- **ACGT** - Integrated Project
- **CoreGRID** - Network of Excellence
- **DILIGENT** – Integrated Project
- **Interlink** – Coordination action
- **MUSCLE** – Network of Excellence
- **Net-WMS** – STREP
- **VITALAS** – Integrated Project
- **DELOS** – Network of Excellence
- **Palette** – Integrated Project

ERCIM Office Assets and Tools

Relying on a critical mass of 17 research institutes in Europe and hosting the W3C Europe Office, the ERCIM Office activities include:

- **Partner Search (by profile or expertise)**
- **Consortium composition**
- **Proposal preparation**
- **Contract negotiation**
- **Standardisation activities with W3C**
- **Lobbying**
- **Public relations**
- **Web site design and maintenance**
- **Budget preparation and management**
- **Legal advice**
- **Contract preparation**
- **IPR management**
- **Knowledge Management**
- **International relation and networking**
- **Coherent information flows within projects**
- **Collaborative workspace**
- **Peer reviews**
- **External Advisory Board members**
- **Technology transfer**
- **Dissemination plans**
- **Event Sponsoring**
- **Self-sustainable working groups**
- **Private fellowship programme**
- **Mobility grants**
- **Cor Baayen Award**
- **ERCIM News publications**



ERCIM News back issues on-line:



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