

Date: 06 May 2011

Draft Agenda for MOLD-ERA 3-day proposal writing workshops in June/July 2011

Day 1

- FP7 Overview
- Background to Framework Program
 - Procedures (work programs, calls)
 - IPR rules
 - Nature of proposals
 - Benefits of participation
- Lunch (1 hour)
- Proposal writing
 - Proposal structure
 - Initial decisions
 - Partner search, Key documents
 - Memorandum of Understanding
 - Proposal preparation - Part A, Spread sheet example
 - Part B description
 - EPSS
 - Financial points
 - Links
- Ethical aspects
- Introduction to day 2

Day 2

- Evaluation Process
 - Selection of Experts
 - Commission proposal eligibility check
 - Assignment of proposals to evaluators
 - Remote evaluation, Experts' individual reading
 - Consensus group
 - IP and NoE – hearings
 - Panel discussion
- Mock Evaluation
 - Evaluator briefing
 - Confidentiality Agreement
 - Distribution of Proposals
- Lunch break (1 hour)
- Evaluation
- Consensus meetings

Day 3

- Proposal Review
- Typical Errors and Advice
- Project Financial Phases/spreadsheet
 - Determination of projected costs (spreadsheet)
 - A forms
 - Justification of Costs
- Lunch break (1 hour)
- Project Best Practice
- Exercises
- Summary and Recommendations

(AM and PM sessions include 15 minute break)