

Draft Agenda for MOLD-ERA 3-day proposal writing workshops in November 2011

Day 1

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

Day 2

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

Day 3

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

(AM and PM sessions include 15 minute break)