

From a vague idea to an EU project

- Workflow
- Consultancy and support offered by
 - FSPP („EU people“ of the department for research programs & international projects)
 - FWCB (library)
 - FKVF (Third party funding group of the finance department)
- Obligations of the applicant

Motivation

Desire to collaborate with a few selected partners

Project Idea

Consortium

Interesting

Call

Contact FSPP to discuss

- Suitable calls
- Specific challenges of interesting calls
- Available budget
- Requirements on the consortium
- Pros and cons of a coordination
- ...

Scientific Challenge

Consolidated project idea

- Call has been selected
- Consortium is (largely) fixed
- Coordinator has been identified
- Planned project has been drafted
- Cornerstones of the budget have been fixed

Obligations of the applicant

1. Request the approval of your participation in the planned project by the board of directors
→ FSPP based on the „Info- & Zustimmungsblatt“
2. Make sure that an LoI is signed by the partners of the consortium (if applicable) → FSPP to suggest/ check LoI
3. Initiate the project/ complete the forms relate to HZDR in the funding and tenders portal of the EU and make sure that the LEAR of HZDR is included as contact person for HZDR with full access rights
→ FSPP to provide the PIC (Participant Identification Code)

Approval by the Board of Directors

Approval by the Board of directors is mandatory for any submission of a project proposal to request Third Party Funding !



Horizon 2020 Framework Programme for Research and Innovation (2014-2020)

EU-Proposal: Information and Request for Approval

Call: H2020-WIDESPREAD-2020-5

Topic: Spreading excellence and widening participation

Evaluation procedure: Single stage Two stage Deadlines(s): 14.11.2019

Project acronym: FORCEE

Project title: Fostering an Outstanding Research Center for Eastern Europe

Abstract: (separate document)

Project coordinator: Turkish Accelerator and Radiation Laboratory in Ankara (TARLA)

Partner at HZDR (institute): PI at HZDR:

FWK Prof. Peter Michel

Research field: Matter (ARD)

Grant amount HZDR: 190 kEUR

If the grant amount exceeds 325,000 EUR:
 I take note of the fact that a Certificate on the Financial Statements (CFS) will be required at the end of the project.

A corresponding budget (6 kEUR) is included in the grant yes no x

Open Access to research results

I am aware of the requirement to provide open access to any results arising from EU-supported research activities not later than 6 months after their first publication.

Institute director:

I approve the preparation of a proposal for the above mentioned project. If the proposal will be retained for funding, I will support the implementation of the project by making the necessary resources available. Requested co-funding as specified under Special features will be covered from the institute budget.

Signature: At this time I (BS) do not have the explicit approval by the directors of FWK. However, this is a project of science diplomacy for a benefit of a very long-standing partner with whom we have collaborations in the framework of several other projects. Personally I think we should do it and I'm convinced that the directors of FWK would agree. I strongly disapprove the ultra short-time notice of this proposal submission but unfortunately this is beyond my influence.

Board of directors of HZDR:

approval rejection

Signature: Prof. R. Sauerbrey

approval rejection

Signature: Dr. U. Breuer

Project Objectives (as no abstract is available at the current stage)

- Transform TARLA into a Center of Excellence with international recognition
- Boost the TARLA accelerator division by exploiting the know-how, experience and technical skills available in CERN and HZDR for the design/construction and commissioning of the TARLA and future accelerators, beamlines and end-user stations.
- Develop long term engagement framework between the partners for future

Approval by the Board of Directors

Form to be completed providing the most important characteristics of the project

- Signature by the institute director
- FSPP transmits the form to the Board of directors for decision



Start working on the proposal

The EU Funding and Tenders Portal

Unique identifier for any institution requesting funding from the EU Framework program for Research and Innovation:

Participant Identification Code **PIC**



European Commission

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

The screenshot displays the 'My Proposal(s)' page in the EU Funding and Tenders Portal. The left sidebar contains navigation options: 'Manage my area', 'My Organisation(s)', 'Grants', and 'My Proposal(s)'. The main content area is titled 'My Proposal(s)' and shows a progress bar with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. The current step is 'Step 4: Manage Your Related Parties'. A summary box for 'H2020-MSCA-ITN-2020' provides details: USER NAME (Barbara SCHRAMM), TOPIC (MSCA-ITN-2020), TYPE OF ACTION (MSCA-ITN-ETN), ACRONYM (CaviPRO), DRAFT ID (SEP-210632556), DEADLINE (January 2020 17:00:00), and 40 days left until closure. The 'Parties' section lists participants: 1. Coordinator: UNIVERSITY OF LIMERICK (PIC: 999809071) with contacts Vivek Ranade and Sharone O'Loughlin. 2. Participant: HELMHOLTZ-ZENTRUM DRESDEN-ROSENDOERF EV (PIC: 999470541) with contacts Markus Schubert, Barbara Schramm (circled in red), and Carola Franzen.

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European
Commission

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS

My Organisation(s)

Grants

My Proposal(s)

Participant

Contact

HZDR

HELMHOLTZ-ZENTRUM DRESDEN-ROSSENDORF EV
BAUTZNER LANDSTRASSE 400, 01328 DRESDEN, DE
PIC: 999470541

Contact organisation

- Main contact

Barbara Schramm - Contact person

Carola Franzen - Contact person



HZDR HELMHOLTZ ZENTRUM
DRESDEN ROSSENDORF

Proposal writing

Consultancy, support
and proof-reading by
FSPP



Gold/ Green Open Access
Open Data
Data Management Plan
ORCID
European Open Science
Cloud
→ FWCB answers any
question

Specific questions on budget planning
(e.g. salaries for various staff categories,
Depreciation, audit costs)
are answered by FKVF
(contact through FSPP)

Proposal submission!



and then ...



Result latest 5 months after the deadline!

Grant Agreement Preparation

1. Assignment of specific roles → **FSPP**
 - Project legal signatory (**PLsign**) → **FSPP** (signs Declaration of Honour, Grant Agreement and potential later Amendments)
 - Project financial signatory (**Fsign**) → **FKVF** (signs the periodic financial reports)
2. Signing of the Declaration of Honour
3. Transfer of proposal data into → **support by FSPP where needed**

Consortium Agreement

FSPP is in charge of the negotiations and initialing of the final agreed version

Contract being signed by head of FSPP

Grant Management

- The **local PI** is in charge of the **scientific inputs**.
- **FKVF** takes care of the **financial management** of the project including provision of the periodic and final financial reports
- **FWCB** consults on and supports in case of any issues related to **Open Access** publications, open access to data, **data management plans** and related questions
- **FSPP** is in charge of any **legal issues** in the context of the Grant Management, e.g. **Amendments**, and consults on/ supports (if HZDR is the project coordinator) the preparation of the **technical part** of the period and final reports

Thank you for your attention!