

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 ☒

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**

The screenshot displays the EU Funding and Tenders Portal interface. At the top, the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)' are visible. The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', and 'PROJECTS'. A sidebar on the left contains 'My Organisation(s)', 'Grants', and 'My Proposal(s)'. The 'My Proposal(s)' section is highlighted, showing 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'. The page title is 'My Proposal(s)'. The main content area is divided into two columns. The left column shows details for the proposal 'H2020-MSCA-ITN-2020', including the user name 'Barbara SCHRAMM', topic 'MSCA-ITN-2020', type of action 'MSCA-ITN-ETN', acronym 'CaviPRO', draft ID 'SEP-210632556', and a deadline of 'January 2020 17:00:00' with '40 days left until closure'. The right column is titled 'Parties' and contains the text 'As a partner you can manage your own contacts. Note: Your changes will be applied only after you click the "Save Changes" button.' Below this, it shows the 'Number of participants: 11'. There are two main sections for participants. The first section is for the 'Coordinator' (UNIVERSITY OF LIMERICK) and lists two contacts: 'Vivek Ranade - Main contact' and 'Sharone O'Loughlin - Contact person'. The second section is for the 'Participant' (HELMHOLTZ-ZENTRUM DRESDEN-ROSSENDORF EV) and lists three contacts: 'Markus Schubert - Main contact', 'Barbara Schramm - Contact person' (circled in red), and 'Carola Franzen - Contact person' (circled in red). The bottom of the page features logos for 'DRESDEN concept', 'HZDR', and 'HELMHOLTZ ZENTRUM DRESDEN ROSSENDORF'.

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**

The screenshot displays the EU Funding and Tenders Portal interface. At the top, the European Commission logo is visible next to the text 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)'. Below this, a navigation bar includes 'Manage my area', a home icon, 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', and 'PROJECTS'. A sidebar on the left contains 'My Organisation(s)', 'Grants', and 'My Proposal(s)'. The main content area shows 'My Proposal(s)' with a circular icon. Below this, a participant profile for HZDR is displayed. The profile includes the text 'Participant', 'HZDR', 'HELMHOLTZ-ZENTRUM DRESDEN-ROSSENDORF EV', 'BAUTZNER LANDSTRASSE 400, 01328 DRESDEN, DE', and 'PIC: 999470541'. A green button labeled 'Contact organisation' is present. To the right, a 'Contact' section lists 'Barbara Schramm - Contact person' and 'Carola Franzen - Contact person', both of which are circled in red. The 'Main contact' field is empty.

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 → **FSP**
 - Project legal signatory (**PLsign**) → **FSP** (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 FSP where needed**

Consortium Agreement

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

Contract being signed by head of FSP

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!