### 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

Scientific

Challenge

Consortium

Interesting

Contact FSPP to discuss

Suitable calls

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

#### 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)

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HZDR EU-Day December 9<sup>th</sup>, 2019 Member of the Helmholtz Association

#### **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-Prop	posal: Information and Request for Approval	
Call:	H2020-WIDESPREAD-2020-5 Spreading excellence and widening participation	
Topic:		
Evaluation procedure: Single stage x Two stage □	Deadlines(s): 14.11.2019	
Project acronym:	FORCEE	
Project title:	Fostering an Outstanding Research Center for Eastern Europe	
Abstract: (separate doc	ument)	
Project coordinator:	Turkish Accelerator and Radiation Laboratory is Ankara (TARLA)	
Partner at HZDR (institu	ite): PI at HZDR:	
FWK	Prof. Peter Michel	
Research field:	Matter (ARD)	
Grant amount HZDR:	190 kEUR	
the end of the project.	eeds 325,000 EUR: that a Certificate on the Financial Statements (CfS) will be required at  (6 kEUR) is included in the grant yes no x	
	. h results uirement to provide open access to any results arising from EU- vities 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 <u>:</u>	Prof. R. Sauerbrey
[ ] approval	[ ] rejection
Signature:	Dr. U. Breuer

Project Objectives (as no abstract is available at the currents 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

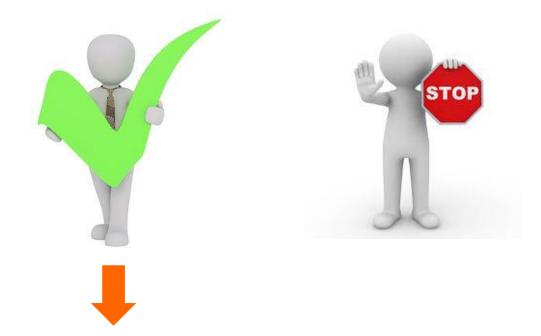
DORF

Member of the Helmholtz Association

#### **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





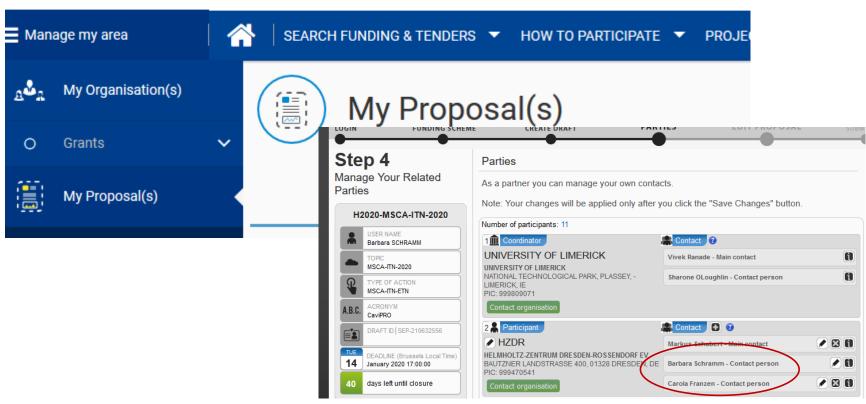
## The EU Funding and Tenders Portal

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

Participant Identification Code **PIC** 



Funding & tender opportunities



Single Electronic Data Interchange Area (SEDIA)

DRESDEN HELMHOLTZ ZENTRU
DRESDEN ROSSENDO

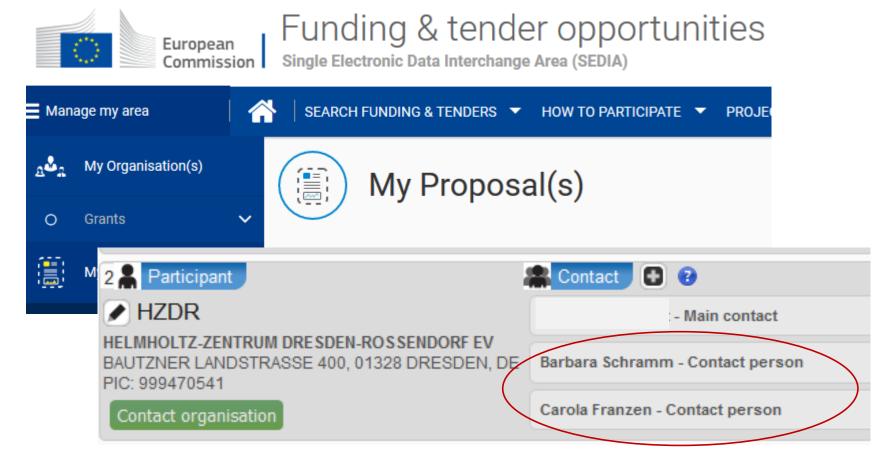
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### The EU Funding and Tenders Portal

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

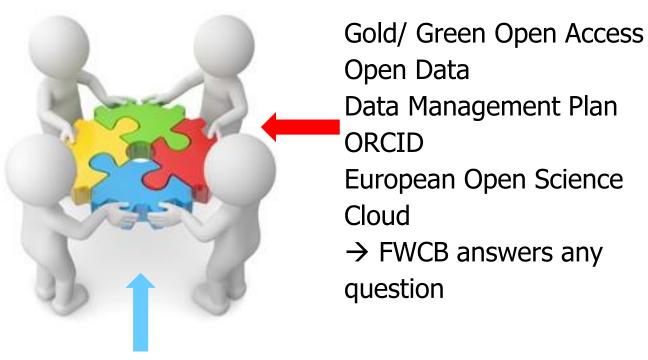
Participant Identification Code **PIC** 



December 9<sup>th</sup>, 2019 Member of the Helmholtz Association

#### **Proposal writing**

Consultancy, support and proof-reading by FSPP



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

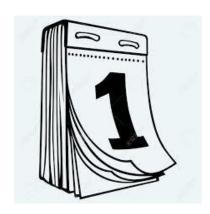




### **Proposal submission!**



#### and then ...



Result latest 5 months after the deadline!



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#### **Grant Agreement Preparation**

- Assignment of specific roles →FSPP
  - Project legal signatory (**PLsign**) Declaration of Honour,
     Grant Agreement and potential later Amendments)
  - Project financial signatory (Fsign) (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 negociations 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!





HZDR EU-Day December 9th, 2019 Member of the Helmholtz Association