

NCP FP BiH

*National Contact Point for EU Framework Programmes
in Bosnia and Herzegovina*



Kako popuniti Administrativni dio PART A1 i PART A2



SADRŽAJ PRIJEDLOGA PROJEKTA

Proposal outline

Part A: FORMS

A1: General info on proposal (1 per proposal)

A2: Info on the coordinator and the other partners (1 per partner)

A3: Cost breakdown (1 per partner)

Part B: CONTENT

- Cover page & abstract
- Section 1: S&T quality and relevance to Call
- Concept & objectives
- Progress beyond the state-of-the-art
- S/T Methodology and work plan
- WP descriptions + tables and charts
- Section 2: Implementation
- Management structure and procedures
- Individual participants
- Consortium as a whole
- Resources to be committed
- Section 3: Impact
- Expected impacts listed in the work programme
- Dissemination and exploitation of project results and IPR management
- Section 4: Ethical issues
- Section 5: Consideration of gender aspects

9.4.2013.



Razumijevanje osnovne strukture FP7 prijedloga projekta

Redosljed koraka:

1. Pronaći odgovarajući poziv/temu
2. Registrovati instituciju - PIC i Lear
3. Objaviti profil institucije na CORDIS-u
4. Napraviti nacrt koncepta
5. Razviti koncept i osnovati konzorcija
6. Prečistiti koncept i (eventualno) dodati nove partnere
7. EPPS registracija
8. Početi pisanje projekta - PART B
9. Na vrijeme započeti sa administrativnim dijelom – PART A
10. Pripremiti budžet
11. Isprintati prijedlog projekta i izvršiti provjeru
12. Prijaviti projekat putem EPPS-a





Kako pripremiti prijedlog projekta

1. Svi pozivi se objavljuju na:

Participant Portal

http://ec.europa.eu/research/participants/portal/page/fp7_calls

Informacije o FP7, temi Zdravlje, pravilima učešća, IPR, i ostale informacije na:

CORDIS:

http://cordis.europa.eu/fp7/home_en.html

NCP:

<http://www.ncp.ba/>

Health Research:

http://ec.europa.eu/research/health/index_en.html

Kako pripremiti prijedlog projekta

Tekst poziva/ Call Fiche (osnovni podaci o pozivu)

- datum objavljivanja i krajnji datum prijave prijedloga projekta
- okvirni budžet
- o kom se izazovu/aktivnosti/oblasti radi
- nazive “tema”
- finansijske sheme/tipove projekata
- uslove prihvatljivosti
- dodatne uslove





ADMINISTRATIVNI DIO

1. PART A – formalne i administrativne informacije

PART A

A1. Budget breakdown and project summary

A.1 Overall budget breakdown for the project

A.2 Project summary

A.3 List of beneficiaries

A1: Opšte informacije o prijedlogu (1 po prijedlogu)

A2: Info o koordinatoru i ostalim partnerima (1 po partneru)

A3: Budžet (1 po partneru)

Kako pripremiti prijedlog projekta

Poziv za prijavu projekata - Radni program (Work Programme)

WP sadrži podatke, koji se odnose na:

- opis tema
- istraživačke ciljeve projekta
- okvirni budžet i distribuciju sredstava prema vrsti projekta
- najmanji broj učesnika u projektu
- jednostepene ili dvostepene načine podnošenja aplikacija i dva nivoa evaluatorske procedure
- nestandardne kriterije evaluacije
- okvirno vrijeme eventualnog kašnjenja evaluacije i selekcije prijedloga projekata





ADMINISTRATIVNI DIO

PART A - Pregled:

A1- Naziv projekta i akronim, trajanje projekta, šifra poziva, na koji se prijavljuje projekat, šifra aktivnosti, i apstrakt/sažetak

A2 – Informacije o učesnicima u projektu: pravni naziv, skraćénica, informacije o insitutciji, kontakt osoba i kontakt informacije

A3 – Budžet

Traženi iznos od EC (sufinansiranje), metoda obračuna indirektnih troškova i raspodjela sredstava prema aktivnostima i prema partnerima u projektu




Koordinator

9.4.2013.

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Proposal Submission Form

	EUROPEAN COMMISSION 7th Framework Programme on Research, Technological Development and Demonstration	Collaborative Project Small or medium-scale focused research project	A1: Content
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Proposal Number: Proposal Acronym:

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title:

Duration in months: Call Identifier:

Top level code(s) most relevant to your proposal:
 -

Free Keywords:

Abstract (max. 2000 char):

Similar proposals or signed contracts?

a) Has this proposal (or a very similar one) been previously submitted to a call for proposal of the 7th EU RTD Framework Programme?

IF YES
- please give the call identifier:
- please give the proposal or contract number (if known):


b) Is this proposal (or a very similar one) currently being submitted to another call under FP7?

IF YES please give the call identifier:

Partneri

Page 1 of 2

Proposal Submission Form



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
focused research project

A2.1:
Participants

Proposal Number: Proposal Acronym: Participant Number:

Your organisation has already registered to FP7, enter your Participant Identification Code:

Organisation Legal name:

Organisation short name:

Administrative Data

Legal address:

Street name: Number:

Town: Postal Code/Codex:

Country:

Internet homepage:

Status of your Organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules.
The Commission also collects data for statistical purposes.
The guidance notes will help you complete this section.
The status of the organisation is set by the proposal coordinator. If you would like to modify this information, the coordinator must modify it in the proposal help page.


Non-profit organisation:

Public body:

Research organisation:

Higher or secondary educational establishment:

Main area of activity (NACE code):



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
focused research project

A2.2:
Participants

Koordinator

Proposal Submission Form



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Collaborative Project
Small or medium-scale
focused research project

A3.1: Budget

Proposal Number Proposal Acronym Participant Number

In FP7, there are different methods for calculating indirect costs. The various options are explained in the guidance notes.
Please be aware that total options are available to all types of organisations.

The method of determining indirect costs is set in the Proposal setup page.
If you would like to modify this information, you have to do it from the proposal set-up page.

Standard rate of 20%

My legal entity is established in an ICPC
and I shall use the lump sum funding method
(yes, please fill below the lump sum row only.
If no, please do not use the lump sum row)

Type of Activity


	Type of Activity						Total
	RTD	Demonstration	Coordination	Support	Management	Other	
Personnel costs (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontracting (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other direct costs (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indirect costs (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum, rate or scale of unit (option only for ICPC) (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total budget (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requested EU contribution (in €)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Receipt (in €)							<input type="checkbox"/>

For further guidance (e.g. on the meaning of personnel costs, subcontracting etc.) can be found in Annex 3 to the Guide for Applicants



Partneri



Proposal Submission Forms												
			EUROPEAN COMMISSION 7th Framework Programme of Research, Technological Development and Demonstration							A3.2: Budget		
			Estimated budget (whole duration of the project)									
Participant No.	Organisation Short Name	Organisation country	RFP	Demonstration	Training	Coordination	Support	Management	Other	Total	Total receipts	Requested EU contribution
1	University of East S	B	0	0	0	0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0	0	0	0

ADMINISTRATIVNI DIO

Koordinator

1. Sastaviti konzorcij
2. Uključiti i razraditi tehničke prijedloge partnera u okviru projekta
3. Registrovati se za EPSS
4. Dostaviti svakom partneru korisničko ime i šifru (A2 obrazac)
5. Popuniti A1 i A3.1. obrazac
6. B dio

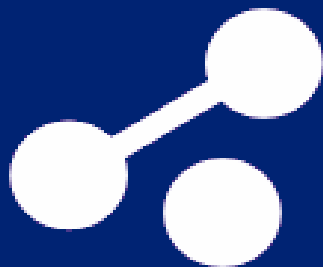


ADMINISTRATIVNI DIO

Partneri

1. Popuniti A2 i A3.2. obrasce
Dostaviti prosječna mjesečna primanja istraživača uključenih u projekat (man/month) i, ukoliko je moguće, dodatne/indirektne troškove u €
 1. Kratak paragraf o instituciji/profil institucije
 2. Dva kraća CV-a istraživača sa iskustvom, uključena u projekat
 3. Komponente za B dio, ukoliko to koordinator zatraži





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HVALA NA PAŽNJI !

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