

PROPOSER'S GUIDE

FOR PREPARING A CELTIC-PLUS PROPOSAL (CPP)

NEW: FAST CALL PROPOSAL PROCESS

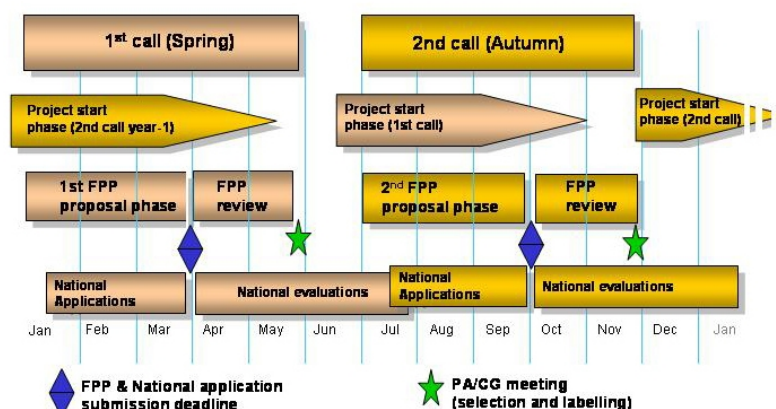
For Celtic-Plus project proposals a new fast call process will be applied. Instead of a 2-phase process (proposal outline and full project proposal phase) there will now be only one phase for submitting a full proposal. The call phase will be reduced from around 1 year to only 6 months thus allowing two calls per year.

IMPORTANT REQUIREMENTS FOR PROPOSERS

In order to really speed up the process and to start a labelled proposal significantly earlier than with the 2-phase process it is very important that the consortium partners fulfil the following requirements:

- 1) The proposal description **must be completely defined in all details** (full project proposal)
 - 2) Already during the proposal preparation phase each representative of national consortium partners should **establish early contacts with the national funding authorities/** agencies (Public Authorities -PA) to check if
 - the proposal covers an **interesting and fundable topic for the national research**
 - the national consortium would be **eligible for funding** (depending on national funding rules)
 - if the national call timing would be adequate for a funding application
- 3) A national funding application must be submitted to the PA **at the same time as the call submission** (depending on the national rules the PA may accept either a full application or an intermediate application). **This application must be sent to the national funding authorities in parallel to the call submission deadline.** Please note that a label cannot be granted if no national application had been sent to the PA.

CELTIC-PLUS CALL PROCESS



The new call process has only one proposal phase; i.e. for each call deadline (Spring or Autumn) a fully defined proposal has to be submitted. A proposal outline phase is no longer considered.

Proposers are requested to observe the following new conditions to assure that the proposal will be successful:

- A proposal must be fully defined; i.e. all planned work, results and the complete consortium must be defined

- The national funding agencies (Public Authorities- PA) for each involved country must be contacted as early as possible during the proposal definition phase.
- A national funding application must be sent to the PA at the same time of the proposal submission. Note: if an official application cannot be accepted at that moment a pro-forma application should be considered to allow the PA to check the eligibility for funding of the national consortium.
- After the proposal assessments the consortium will be informed if a Celtic-Plus label has been granted. With this label the official funding applications (if not yet done) and funding negotiations may start.
- There will only be a label approval or rejection of a proposal. Conditional labels will no longer be considered.
- As soon as all (or the most important) project partners have received green light for funding the project can start.
- In case a proposal may not be accepted at the labelling meeting it may have the opportunity to re-submit the improved proposal at the following call submission 6 months later.
- The Celtic Office offers the possibility that a short proposal abstract may be sent in during the proposal phase to get some feedback if the idea would be interesting and should be progressed. This can avoid unnecessary work if a proposal idea is questionable.

POSSIBLE RESEARCH ITEMS

The Celtic-Plus research items are laid down in the Celtic-Plus Purple Book. The Purple Book, as well as the deadlines for submission and evaluation of the proposals can be found on the Celtic-Plus web site (www.celticplus.eu).

CELTIC-PLUS PROPOSAL FORM (CPP)

The form for the preparation of a Celtic-Plus Proposal can be downloaded from the Celtic-Plus web site.

Use the form as specified. Extend tables and text fields as far as needed. Please remember that a CPP must not exceed a total of 50 pages (excluding appendices if any).

IMPORTANT NOTE: Please assure that your CPP is also complete with respect to the consortium (all partners are indicated), budget and effort figures and budget allocations.

Incomplete CPP have a high risk to be rejected by the Public Authorities and Celtic-Plus!

DETAILS ON CPP COMPLETION

Project Identification

Please define a short name (acronym) for the project. In addition to the acronym indicate also the full title. Enter name and requested contact information of the co-ordinator (submitter).

Key Information

Effort and budget table: Compile the effort and budget figures from the tables further down in order to achieve an immediate overview on effort and requested budget. The requested budget includes both expected contributions from national or Celtic-Plus funds and from own contributions.

1.1 Coverage of CELTIC-Plus Research Objectives:

Please mark, which Celtic-Plus technical domains are addressed by the project (cf. Celtic-Plus "Purple Book"). Indicate the priority of the addressed domains by assigning one of the following priority numbers:

2 = Main research item (indicated maximum 4 research items that you consider as main focus of the proposal);

1 = Additional research item (areas with a medium important focus, e.g. 20 to 30% of the work);

0 or no mark = Research item not considered.

1.1 Project Abstract (maximum 2000 characters/25 lines):

Provide concise information for executives on the project scope and expected results. Explain why the project is considered important. Limit the abstract to maximum 2000 characters/25 lines.

1.2 Consortium Overview

List at a glance all involved partners and the countries where they are located. Indicate also the type of organisation. In case of SME refer to the Eureka definition (< 250 employees).

1.3 Applications submitted to public authorities

As it is required that your national funding application is submitted at the same time as the proposal submission to Celtic-Plus a clear indication is requested if the applications has been submitted (when at to whom). It is strongly recommended that one contact person is nominated by the national consortium to contact the national agency.

2 PROPOSAL SUMMARY

Please provide clear and convincing details on the proposed project. The recommended length of this part is 3 to 5 pages.

2.1 Main focus

Explain the main intention and the goals of the project; if possible attach figures to make your idea better understood

2.2 State-of-the-art situation

Describe the current technological situation, the current problems and gaps and indicate current activities on technological improvements. What is the current technological state before the project starts. In case there are national differences in the state-of art (SoA) this should be mentioned.

2.3 Rationale for the project

Explain why you consider this project as important to be carried out; which problems it will solve and why it is necessary that this project should be considered as international project.

2.4 National and European market and business impact

Explain which impact your project will have on the competitive edge for European industries. Attach, if possible, a competitive analysis. The market and business analysis should also include the national aspects (how will the national market be affected, what will be the national impact/ benefit). This should be done for all included countries. Please bear in mind that this information provides answers why the project should be funded in that country.

2.5 Technological innovation and strategic relevance

This chapter is very important as you should explain which technological innovation your project will have achieved at the end of the project. What will be the strategic relevance of your proposal? Describe the expected impact of the project outcome. Describe relationships with related European or national projects. As i the previous chapter this information should also be specified on a per country basis.

2.6 Business perspective or business plans **)

Very important for the national funding agencies is also the information about business perspectives at international, but even more, at national level. In some countries a national business plan is required which may be inserted here (at least in main parts). Please check with the national authorities if such a business plan is already needed for the proposal phase or only for the national funding application.

2.7 Relevance to Celtic-Plus

Explain the technical & strategic relevance and adherence to the Celtic-Plus ‘Purple Book’, in terms of:

- Technical contents (domains addressed)
- Relevance and links to other important activities (e.g. Future Internet, Green-ICT, CleanTech or energy/ environmental aspects, etc.)

2.8 Major visible results

Describe the major results expected and published from the project. Major results may be e.g. new or improved products (prototypes), developed platforms, implementations, test environments, specifications, SW/ HW prototypes.

2.9 Contribution to Standards

Describe how the project will contribute to standards. Identify standards bodies/ for a where contributions will be made or which shall be influenced.

2.10 Dissemination activities and exploitation of results

Describe and specify the planned (major) activities to disseminate the results, e.g. brochures, websites, workshops, conferences, etc. Indicate how the results will be further exploited by the partners (e.g. product/ service development, etc.)

3 PROJECT AND WORK ORGANISATION

In this chapter you should provide a detailed description how the project will be structured and the work organised. In particular it is important to explain the relationship and work flow between work-packages. Indicate also critical paths and provide an assessment on possible risks. For critical risks provide a contingency plan.

3.1 Project structure

Describe how the project will be organised (e.g. work package structure, links and relationship between work packages). Provide a technical description for each work package (intended results, milestones, work organisation)

3.2 Project Calendar

Provide a timeline (Gantt chart or bar diagram that indicates the duration of each WP (and tasks); their interdependencies and milestones (e.g. delivery dates or other important events).

3.3 List of Project main milestones

List all important and major milestones the project is planning. A major milestone is an important measurement point for the project management to check if the project will be on track and on time.

3.4 Risk assessment

A risk planning is considered important for a good project plan as it describes actions in the case of possible risk may occur and how the project may react then. Provide a risk analysis and a contingency plan for identified risks.

Example:

Type of risk	Risk level	Analysis/contingency
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Key software/ hardware products that are needed for a demonstrator are not ready in time	medium	As fallback solution in such case the alternative product <...> will be used
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3.5 Work breakdown

Describe for each work package the technical work that will be carried out, the expected results, and the intended use or exploitation of the results. Indicate further work breakdown of each WP (e.g. tasks). Explain also the roles of the partners involved in the work package and their major contributions for that work page.

The recommended length of this chapter depends on the number of defined WPs. It should be 1 to 2 pages per WP plus 2 to 3 pages for structure, risk assessment, and calendar.

4 PROJECT MANAGEMENT

Describe the overall project management structure and management bodies/ committees (if any) that are considered. Indicate and explain the individual responsibilities in the project (project leader, WP-leaders), the decision-making process, and resolution of conflicts.

The recommended length of this chapter is 2 to 3 pages.

5 DETAILS ON BUDGET AND FUNDING

5.1 Rationale and assumptions for funding

Explain why public funding should be granted. In case funding may not be granted or might be reduced it should be explained, which impact on the project is to be expected (e.g. reduction in effort, impact in case of stepping-out of a crucial partner, etc.).

5.2 Details on additional budget (equipment, other costs)

The budget tables do not provide a specification of costs for equipment, travels or other expenses. As these costs have to be included in the total budget figures you may specify the details on additional costs in a special table that could be inserted in this chapter, e.g. by specifying costs for equipment/ travels, etc. per partner and per year. Also the reasons why the equipment is needed should be given in this section.

6 OVERVIEW OF THE CONSORTIUM

Describe why the consortium has been composed as proposed. Indicate what kind of expertise and role of each partner and how well the available expertises match with the project requirements. Identify possible gaps in expertise and explain how these gaps will be filled (e.g. by future extensions, or by a complementary national or European project).

Provide in section 6.1. a short description of each partner (company profile) and expert involved (CV). Specify responsibilities allocated to experts.

The recommended length depends on the number of partner. It should not exceed 5 pages.

Section 6.2. Contact details; Provide for each partner details (in any case e-mail addresses) of the identified contact persons must be given.

Please provide in section 6.3. details on the feedback you received from the related public authorities. It is advised that only one representative of the national consortium partners establishes contacts with the national public authority.

Important note: The composition of the consortium and the selection of the involved countries are of high importance for the acceptance of a proposal by the Public Authorities (PA). It should be carefully investigated with the PAs if funding would be possible for the considered companies or if some re-

structuring of the consortium would be necessary. Please check also the Celtic-Plus Web site for information about funding conditions.

7 EFFORT AND BUDGET TABLES

Fill in the tables as indicated. In the tables in 7.1 insert additional rows for each partner in a work package. Provide (sub-) totals for each WP. Please note that all figures should be given in person months (PM). In table 7.2 the total requested budget (own contributions and funding) should be specified for each year. The figures should be in kEuro. In table 7.3 the total requested budget (in kEuro) should be specified per country and per year.

For assistance in the compilation of the budget and effort tables a special Excel workbook has been prepared. The Excel sheet provides also all summary calculations that are needed to complete the CPP forms. Please follow the instructions on the first sheet. The result tables may be copied into the original CPP file. The Excel file should be added with your online submission (the sheets are, however, only as additional information in case of consistency problems!).

Important: Please make sure that the data in the CPP form, Excel table AND online submission sheet are consistent!!

8 APPENDICES

This section can be used to attach important and related documents to the proposal which are considered relevant for the assessment or labelling. The number of appendices (if any) should be limited to only the most important ones.

SUBMISSION PROCEDURE

Online submission

Please use only the online submission tool on the Celtic-Plus Website.

For the submission the online form must be fully completed. In addition you can upload the CPP document (this file) by browsing and selecting the file.

After clicking the SUBMIT button a confirmation of the submission will be shown. In addition you will receive an e-mail that includes a direct link to your submission form. This form can always be modified and new CPP files can also be uploaded again until the submission deadline.

Note for proposals with more than 25 partners: In case your proposal has more than 25 different partners you will not be able to enter all partners in a single submission sheet. In this case the following options should be considered:

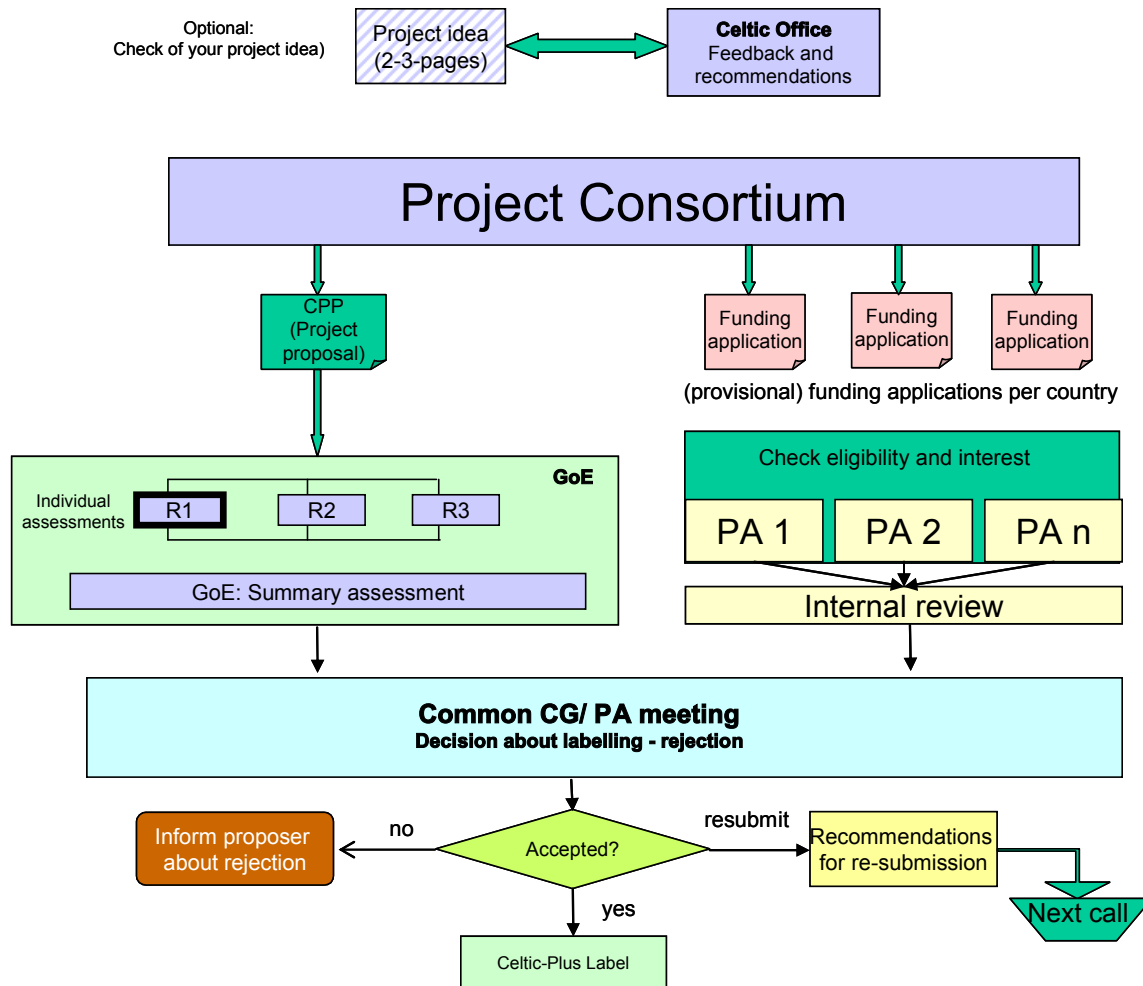
- 1) Combine several partners of the same company type (e.g. industry, SME, university) and country as if it were a single partner. This is useful especially for small contributors.
- 2) Fill in two separate submissions forms. In order to assure that both forms are linked you should name the first submission in the field project acronym by entering an "A" after the acronym and in the second submission a "B" in the same field.

9 REVIEW PROCESS

The Submission process is laid down in the following chart.

Celtic offers the possibility to submit a short abstract of the project idea and to receive some feedback and recommendations if the proposal would be interesting and if the definition of a full proposal would be recommended.

Celtic-Plus CPP Reviews



Once the project consortium has been composed and a common proposal is ready it has to be submitted to Celtic. In parallel each national consortium or project partner has to submit a funding application (or in case this is not possible, a provisional application) to the related Public Authorities.

The Celtic Group of Experts and (in parallel) the Public Authorities evaluate each proposal from the technical and national research point of view.

A common decision is taken about labelling, recommendation to resubmit to the next call or to reject the proposal.

9.1 Review Criteria GoE:

The technical review of the proposals is done by the Celtic Group of Experts. These experts evaluate the proposal on the following main criteria:

1. **Technological innovation and strategic relevance**

What is the technological innovation that will be achieved at the end of the project. Strategic relevance and expected impact for Europe.

2. **Business perspective or business plans**

Does the proposal provide any aspects, concepts or approaches that could generate competitive new business?

3. **Realistic degree of innovation with respect to the markets needs**

Does the proposal provide any convincing innovation that could be considered as an answer to possible market needs?

4. **Potentials for exploitation of the results**

Is there any concrete potential that the ideas of the proposal could be exploited after the project has finished?

5. **Feasibility, with reference to the proposed planning**

Will there be sufficient visible results within the proposed schedule? Is the proposed project plan feasible with respect of timing, resource needs, and involved budget?

6. **Quality of the proposed consortium**

Are the proposed partners experienced and competent enough to carry out the intended project plan? Are partners missing that should be considered? Is the consortium well composed and well balanced?

7. **Value for money**

Are the planned costs and effort acceptable and reasonable with regard to the intended results and the expected impact?

Each of the above items can be rated:

- 5 - excellent
- 4 - very good
- 3 - good
- 2 - fair
- 1 - poor

Finally each reviewer and the common group of reviewers may give the following recommendation to the Celtic Core group and the Public Authorities:

► **Recommended for Celtic-Plus label**

The proposal, from the technical and project planning point of view, has the potential for a successful project.

► **The proposal may be re-submitted to the next Call**

The proposal is currently not on an expectable technical level. However the project idea is relevant and the proposal may be re-submitted to the next Celtic-Plus call

► **Not recommended for Celtic-Plus label (no re-submission)**

The presented project proposal is not convincing or not suitable for a Celtic-Plus project. It is also not recommended for a re-submission to the next Celtic-Plus call.