

Fit for Health 2.0

Support to SMEs & Researchers in FP7 and Horizon 2020 health-oriented projects

How to write proposal section 3: **IMPLEMENTATION**

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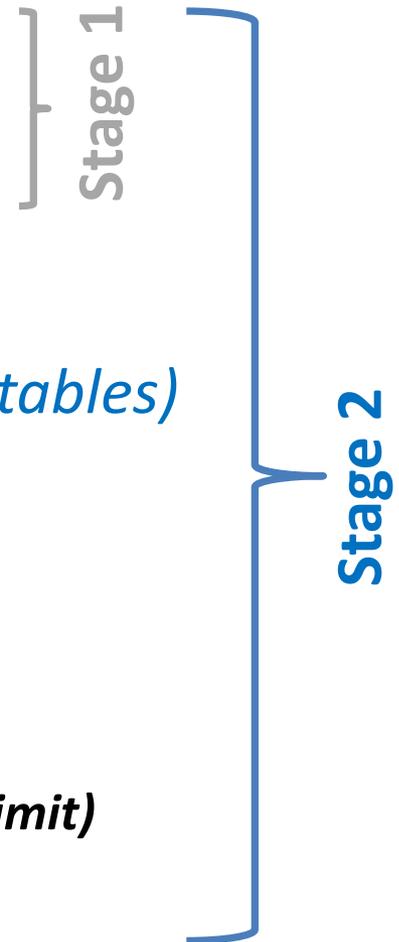


Fit for Health is funded by
the European Commission



Research Proposal (Part B) - Structure

1. Excellence
2. Impact
- 3. Implementation**
 - 3.1 Work plan — Work packages, deliverables and milestones (*tables*)
 - 3.2 Management structure and procedures
 - 3.3 Consortium as a whole
 - 3.4 Resources to be committed
- 4. Members of the Consortium** (*no page limit*)
5. Ethics and Security



3. Implementation

3.1 Work plan — Work packages, deliverables and milestones (*tables*)

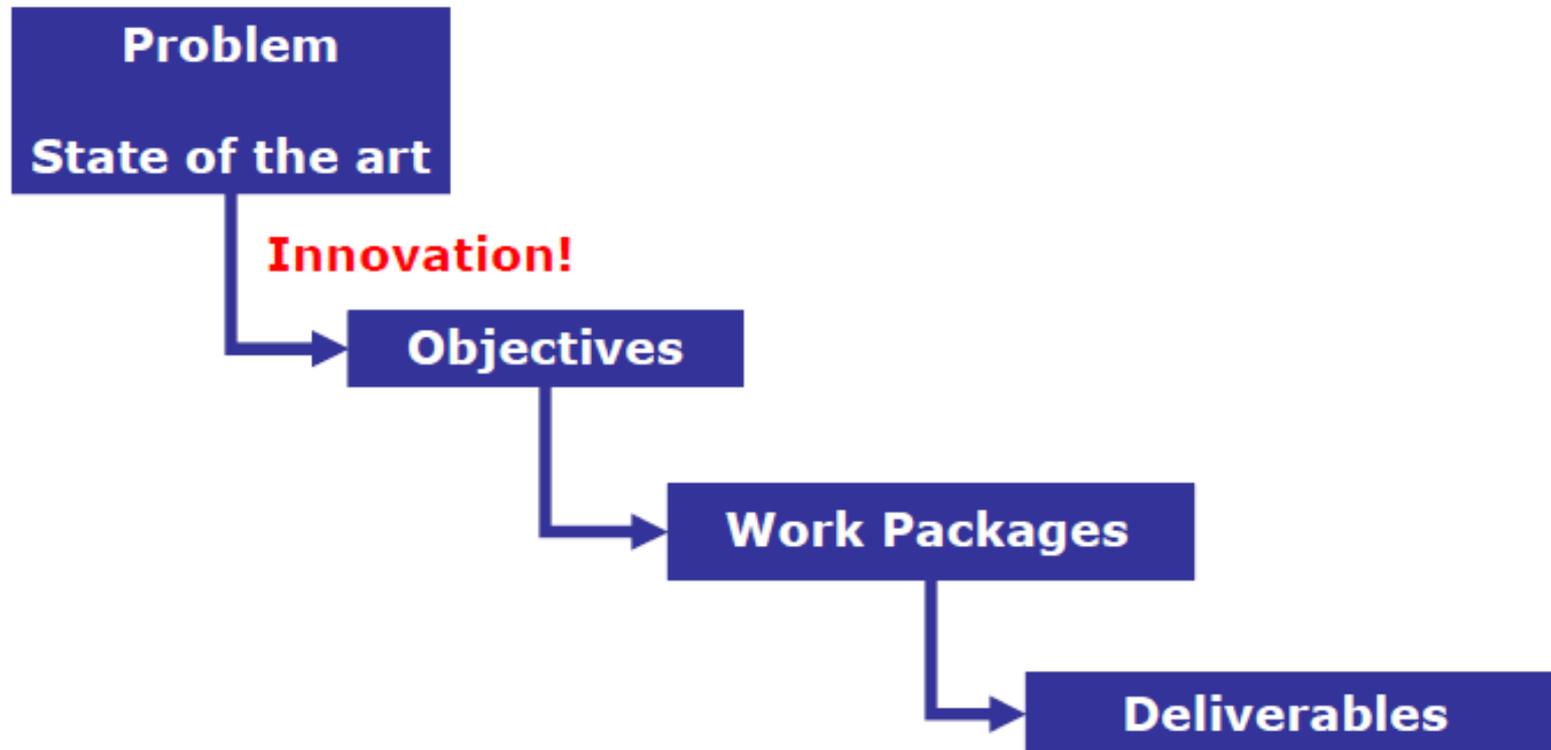
3.2 Management structure and procedures

3.3 Consortium as a whole

3.4 Resources to be committed

4. Members of the Consortium

Line of Reasoning



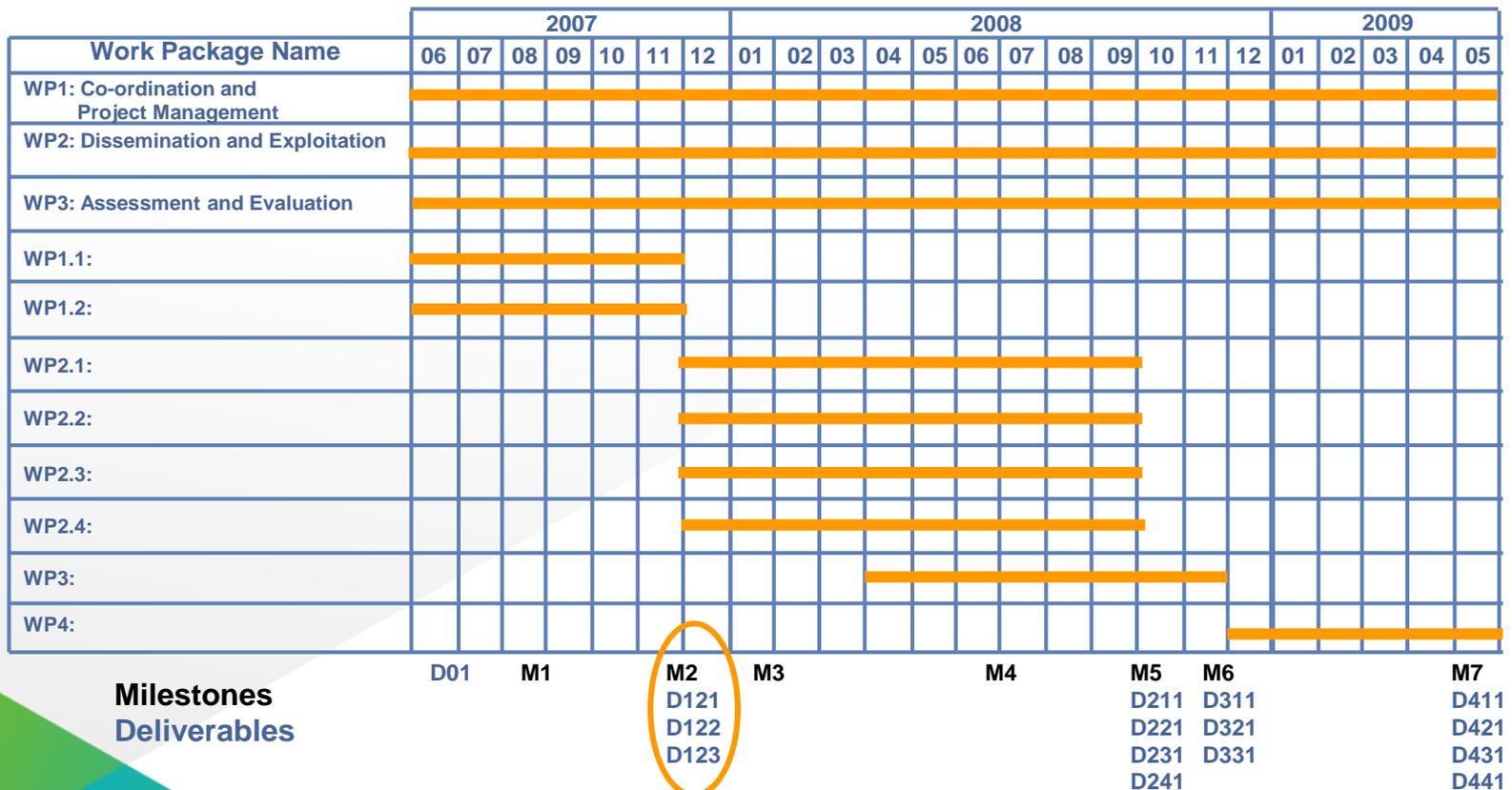
3.1 Work plan – work packages, deliverables and milestones

Expectations of the EC

- Brief presentation of the overall structure of the work plan
- Timing of the different work packages and their components (***Gantt Chart***)
- Detailed work description
 - A **description** of each **work package** (table 3.1a)
 - A **list** of **work packages** (table 3.1b)
 - A list of major **deliverables** (table 3.1c)
- Graphical presentation of the components showing how they inter-relate (***Pert Chart***)

3.1 Work plan – work packages, deliverables and milestones

Gantt Chart



3.1 Work plan – work packages, deliverables and milestones

Table 3.1a: Work package description (For each work package):

Work package number	Start Date or Starting Event						
Work package title							
Participant number							
Short name of participant	WP-L						
Person/months per participant:							
Objectives	Objectives <ul style="list-style-type: none"> • clear and comprehensible • realistic and feasible (personnel, technical equipment, financially, in time) (SMART) • Sub-objectives of main objective (project) 						
Description of work (where and how participants)	Tasks <ul style="list-style-type: none"> • Detailed description of what you want to do to achieve the projects objectives: Result: Deliverables 						
Deliverables (brief description and numbering)	Deliverables <ul style="list-style-type: none"> • Results of WP • Coherent labelling: e.g. D 4.2 						

3.1 Work plan – work packages, deliverables and milestones

Objectives

- Obesity causes death in millions of Europeans. The objective of this research project is to study the role of nutritional signals causing bad food habits as a starting point for a possible new therapy
- The objective is to develop a new therapy for obesity based on bioactive compounds.

3.1 Work plan – work packages, deliverables and milestones

Table 3.1b: List of Work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month

Example:

WP1: Basic mechanisms of Neuroinflammation (NI)

WP2: Synthesis of probes for detection of NI by PET

WP3: Validation of new probes for NI in animal models

WP4: Validation of Imaging Biomarkers

WP5: Clinical Studies

WP6: Dissemination

WP7: Project Management

3.1 Work plan – work packages, deliverables and milestones

Definition: Deliverable

- Distinct output / concrete result of the project
- Necessary to complete a task / WP
- meaningful in terms of the project's overall objectives
- constituted by a report, a document, a technical diagram, software etc
- Every deliverable has to be delivered

3.1 Work plan – work packages, deliverables and milestones

Deliverables - Examples

- ***Scientific WPs:***
 - Report on validated assays / validated biomarkers
 - Report on new compounds ready for testing in animals
 - Report on completed CT
- ***Dissemination WP:***
 - Launch of project public and internal websites
 - Publication of project flyer / brochures
 - Publication of project newsletter
- ***Management WP:***
 - Report on kick-off meeting
 - Report on 8 Consortium Meetings
 - Report on IPR management activities

3.1 Work plan – work packages, deliverables and milestones

Table 3.1c: List of deliverables

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date
D 2.1	Report on validated Biomarkers	WP 2		R	CO	M 6

Deliverable numbers

in order of deliverable dates (e.g. D 4.2)

Type:

R, DEM, DEC, OTHER

Dissemination level:

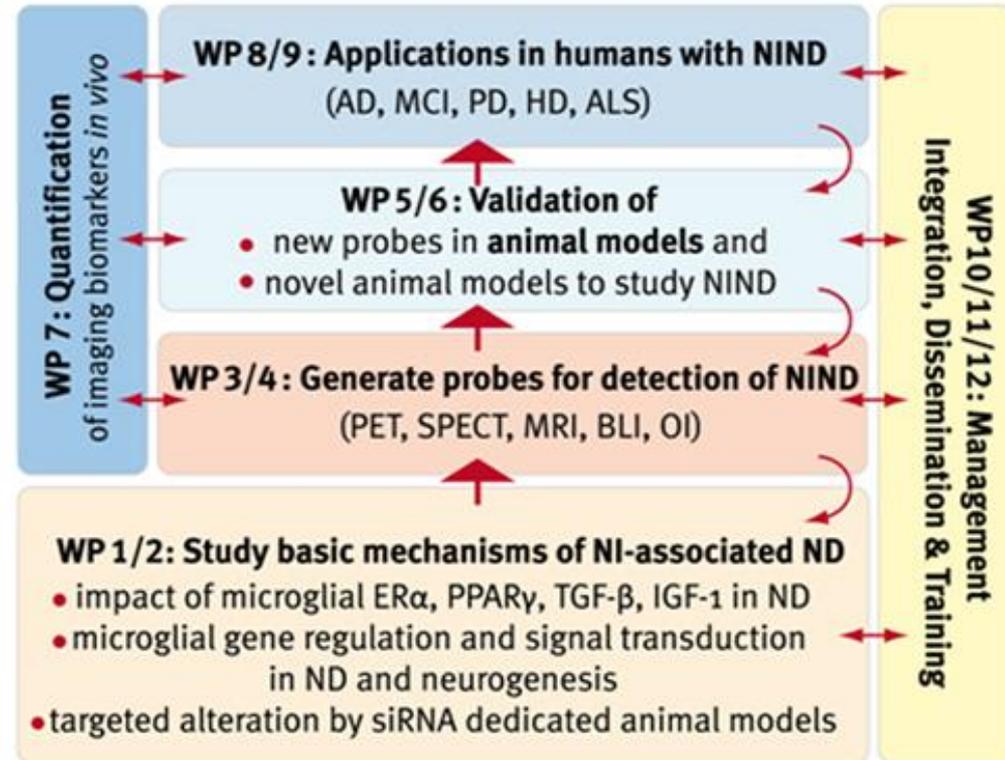
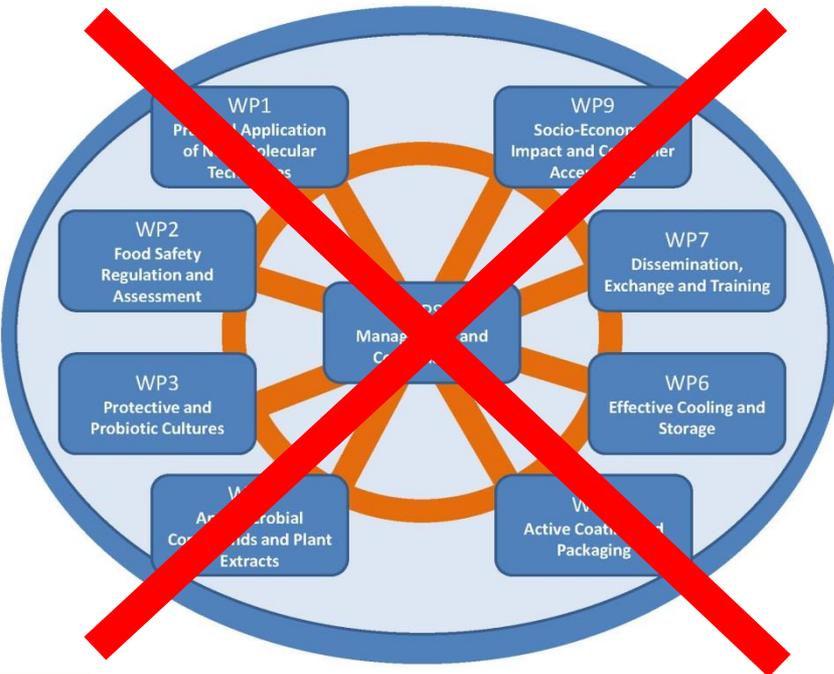
PU, CO, CI

Deliverable Date:

in Months from project start date (e.g. M6)

3.1 Work plan – work packages, deliverables and milestones

PERT diagram



INMiND project (www.uni-muenster.de/InMind/)

Implementation - Evaluation Criteria

Implementation

Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Complementarity of the participants within the consortium (when relevant)

Appropriateness of the management structures and procedures, including risk and innovation management

https://ec.europa.eu/research/participants/portal4/desktop/en/funding/reference_docs.html#h2020-work-programmes-2014-15-annexes

Reviewer's comments

- There are only weak links between the objectives and the workplan. In some cases it does not become clear how the objectives will be addressed in each of the work packages.
- WPs are structured more as a single partners effort rather than a consortium effort.
- The budget is disproportionately distributed among partners.

3. Implementation

3.1 Work plan — Work packages, deliverables and milestones (*tables*)

3.2 Management structure and procedures

3.3 Consortium as a whole

3.4 Resources to be committed

4. Members of the Consortium

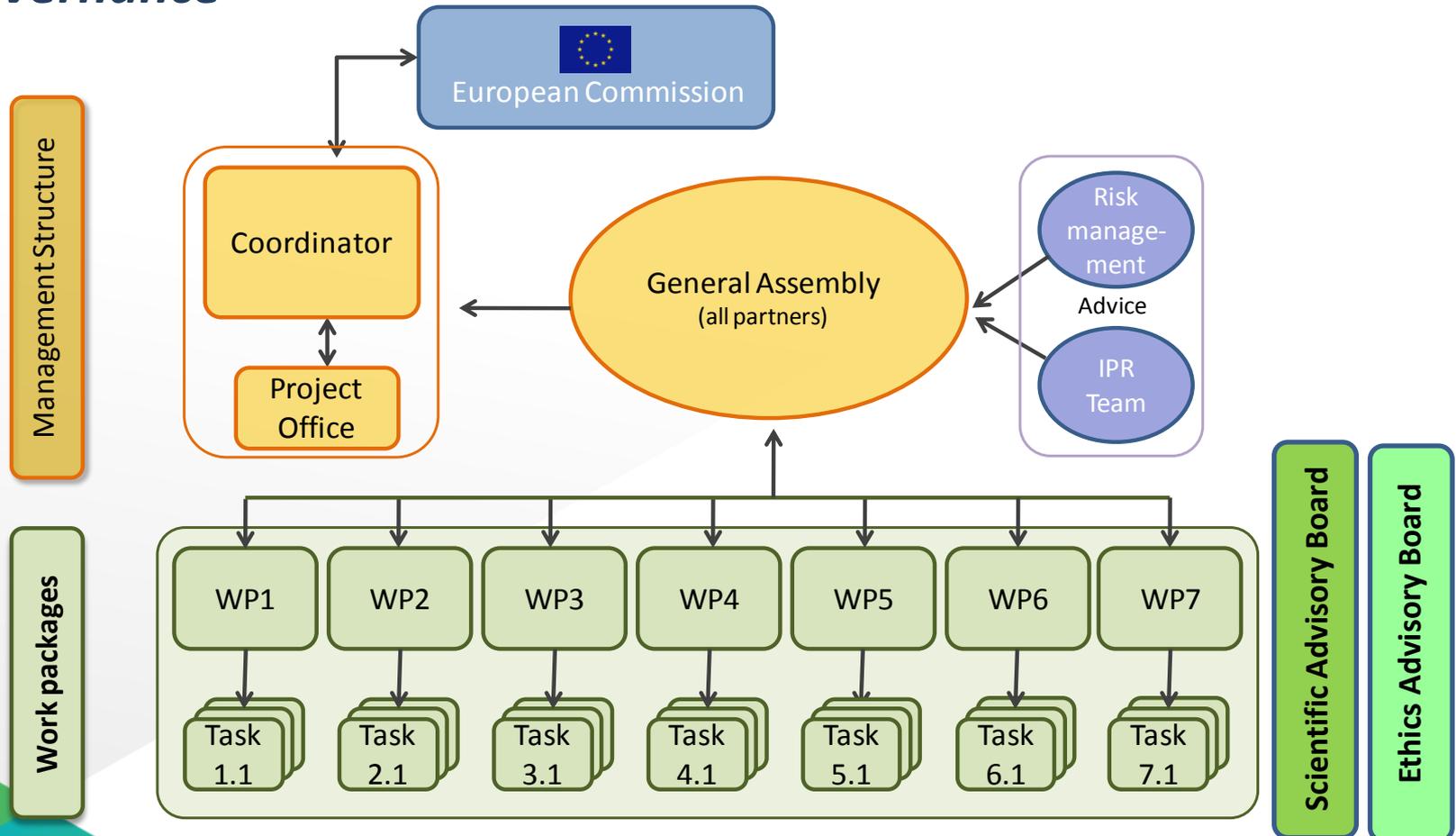
3.2 Management structure and procedures

Expectations of the EC

- Describe any **organizational structure** and the **decision-making** (including a list of milestones)
 - Clearly define: Who is responsible for what?
 - Who will decide what, how and when?
 - How effective will the innovation management be addressed in the management structure and work plan?
 - What will happen in case of conflict?
 - What will happen, if there won't be any agreement on something? Who will decide then? Veto right?
- Appropriate to the complexity and scale of your project

3.2 Management structure and procedures

Governance



3.2 Management structure and procedures

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification
M 2.1	Software released	2	M 18	Validated by user group

KEY

Estimated date

Measured in months from the project start date (month 1)

Means of verification

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

3.2 Management structure and procedures

Definition: Milestones

- Structure project into **important periods** or **interim goals**
- Control points in project, help to chart progress
 - Status of the project?
 - Aims achieved so far?
 - Need for change of direction?
- May correspond to completion of key deliverable
- Mark critical decision point / turning points
- Manageable in number

3.2 Management structure and procedures

Milestones - Examples

- New animal models provided (validated by partner xy)
- Tracers ready for use in animal models (tested in WP xy)
- Candidate molecules identified
- Fully characterized reporter system
- Software released (validated by user group)
- Ethical approval

3.2 Management structure and procedures

Expectations of the EC

- Describe any **critical risks**, relating to project implementation, that the stated project's objectives may not be achieved. Detail any **risk mitigation measures**. Please provide a table with critical risks identified and mitigating actions (table 3.2b)

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Implementation - Evaluation Criteria

Implementation

Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

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https://ec.europa.eu/research/participants/portal4/desktop/en/funding/reference_docs.html#h2020-work-programmes-2014-15-annexes

Reviewer's comments



- Aspects of decision-making processes and conflict resolution mechanisms are not clear
- The structure would be strengthened by an external independent input (external advisory board) for the decisions
- A risk management section has been included into the proposal; however, it appears to have limited detail to address the potential problems that could occur
- It was also pointed out by the reviewers that IPR management could have been described in more detail.

3. Implementation

3.1 Work plan — Work packages, deliverables and milestones (*tables*)

3.2 Management structure and procedures

3.3 Consortium as a whole

3.4 Resources to be committed

4. Members of the Consortium

3.3 Consortium as a whole

Describe

- how the consortium **as a whole** will achieve the project aims
- why the very partners are necessary to achieve the project aims
- the partner's special skills relevant to the project
- How the partners complement each other
- Involvement of SME/industry partners : tasks, budget
- how the (commercial) exploitation of results will be ensured (if relevant)
- why partners from other industrial countries need to be involved (if relevant)
- the balance of the consortium (gender balance)

Implementation - Evaluation Criteria

Implementation

Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

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Reviewer's comments

- The roles of partners 6 and 8 appear overlapping
- More representatives from industry, regulatory authorities and patent groups would be desirable
- There is no partner with strong competence in XXX
- The coordinator seems to play a predominant role and the scientific integration of other partners in the proposal is not sufficiently demonstrated
- The gender aspect should have been better addressed
- The consortium as a whole is composed of a wide set of suitable partners. However, some topic related expertise - as an example science of physical activity - is not fully evident from the proposal.

3. Implementation

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4. Members of the Consortium

3.4 Resources to be committed

- Information needs to match budget table (section 3 of administrative forms) and person months in WP form
- Provide requested person months (table 3.4a)
- Provide „other direct costs“ (table 3.4b) for participants where these costs exceed 15% of the personnel costs (acc. to budget table in admin forms)

**Although not requested:
provide a detailed financial plan here**

3.4 Resources to be committed

Table 3.4a: Summary of staff effort

WPn	WPn+1	WPn+2	Total Person/
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Participant
Number/Short

ParticipantNu
Short Name

Participant N
Short Name

Total Person/

Table 3.4b: ,Other direct cost' items (travel, equipment, other goods and services, large research infrastructure)

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

3. Implementation

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4. **Members of the Consortium**

4. Members of the consortium

- 4.1 Participants
- 4.2 Third parties involved in the project (including use of third party resources)

No page limit!

4. Members of the consortium

4.1 Participants (applicants)

Expectations of the Commission

- a **description of the legal entity** and its **main tasks**, with an explanation of how its profile matches the tasks in the proposal (*include partner number*)
- a **curriculum vitae or description of the profile of the people**, including their **gender**, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a **list of up to 5 relevant publications, and/or products, services** (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to **5 relevant previous projects or activities**, connected to the subject of this proposal;
- a description of any **significant infrastructure and/or any major items of technical equipment**, relevant to the proposed work;

4. Members of the consortium

4.2 *Third parties*

- Beneficiaries: appropriate resources to implement the action

- Third Parties – legal entity not signing the grant agreement
 - Making available resources by means of contributions in kind
 - By carrying out part of the work itself (should not be core tasks of research)

4. Members of the consortium

4.2 *Third parties*

- Contracts to purchase goods, works and services (*Art. 10*)
- Use of in-kind contributions provided by third parties against payment (*Art. 11*)
- Use of in-kind contributions provided by third parties free of charge (*Art. 12*)
- Subcontracting (*Art. 13*)
- Linked third parties (*Art.14*)

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf



Thank you!

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