

# Fit for Health 2.0

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

## How to write proposal section 3:

### **IMPLEMENTATION**

Including Members of the Consortium



[www.fitforhealth.eu](http://www.fitforhealth.eu)

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Claudia Schacht | Eurice GmbH



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# Research Proposal (Part B) - Structure

1. Excellence

2. Impact

**3. Implementation**

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

3.2 Management structure, milestones  
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 (*no page limit*)

} Stage 1

} Stage 2

### 3. Implementation

#### 3.1 Work plan — Work packages, deliverables (*tables*)

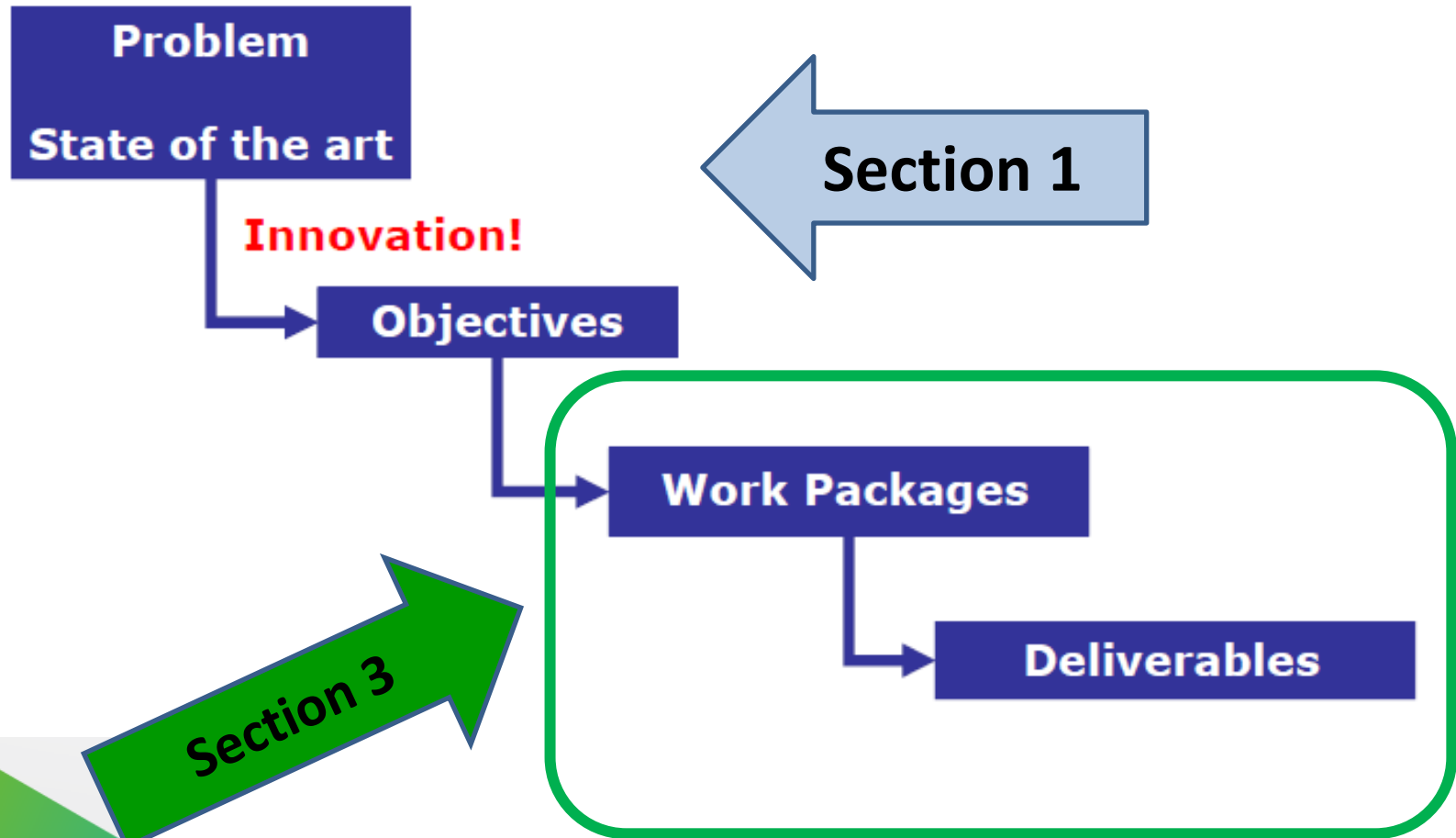
3.2 Management structure and procedures

3.3 Consortium as a whole

3.4 Resources to be committed

### 4. Members of the Consortium

# Line of Reasoning



## You should know

- What do I want to do?
- What do I need to do when?
- What do I need for which task?
- How much of what do I need?

→ Work Plan

→ Time Plan

→ Resources Plan

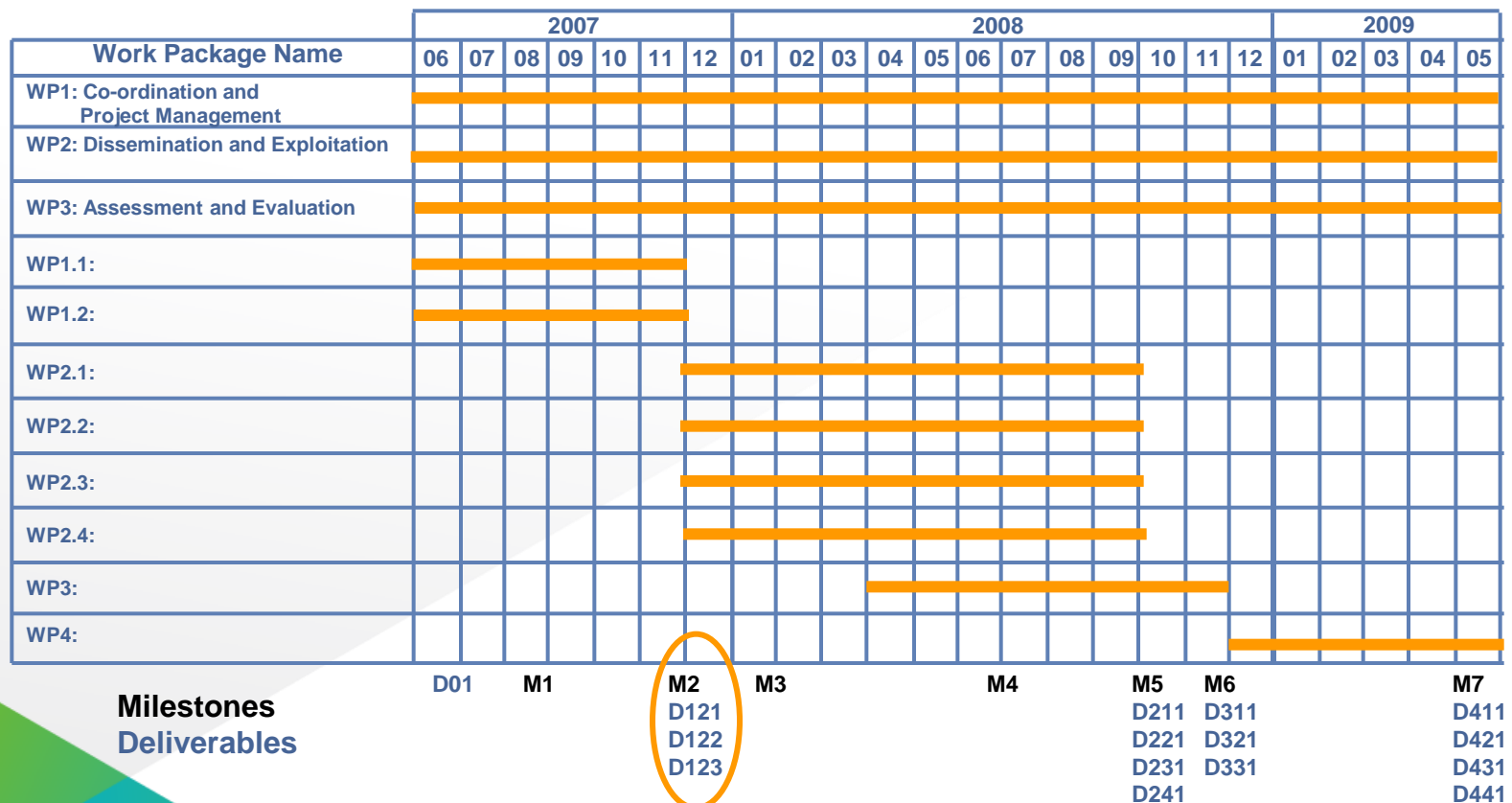
## 3.1 Work plan – work packages, deliverables

### *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

**Gantt Chart**



## 3.1 Work plan – work packages, deliverables

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

Work package number	Lead beneficiary						
Work package title							
Participant number							
Short name of participant							
Person/months per participant:							
Start month	End month						

Objectives



### Objectives

- 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

- **Detailed description** of what you want to do to achieve the projects objectives: Result: **Deliverables**

Deliverables (brief description and number)



### Deliverables

- Results of WP
- Coherent labelling: e.g. D 4.2



## 3.1 Work plan – work packages, deliverables

### *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

*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
<b>Example:</b>  <b>WP1:</b> Basic mechanisms of Neuroinflammation (NI)  <b>WP2:</b> Synthesis of probes for detection of NI by PET  <b>WP3:</b> Validation of new probes for NI in animal models  <b>WP4:</b> Validation of Imaging Biomarkers  <b>WP5:</b> Clinical Studies  <b>WP6:</b> Dissemination  <b>WP7:</b> Project Management						

## 3.1 Work plan – work packages, deliverables

### *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

### *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

*Table 3.1c: List of deliverables*

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

**Deliverable numbers**

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

**Type:**

R, DEM, DEC, OTHER

**Dissemination level:**

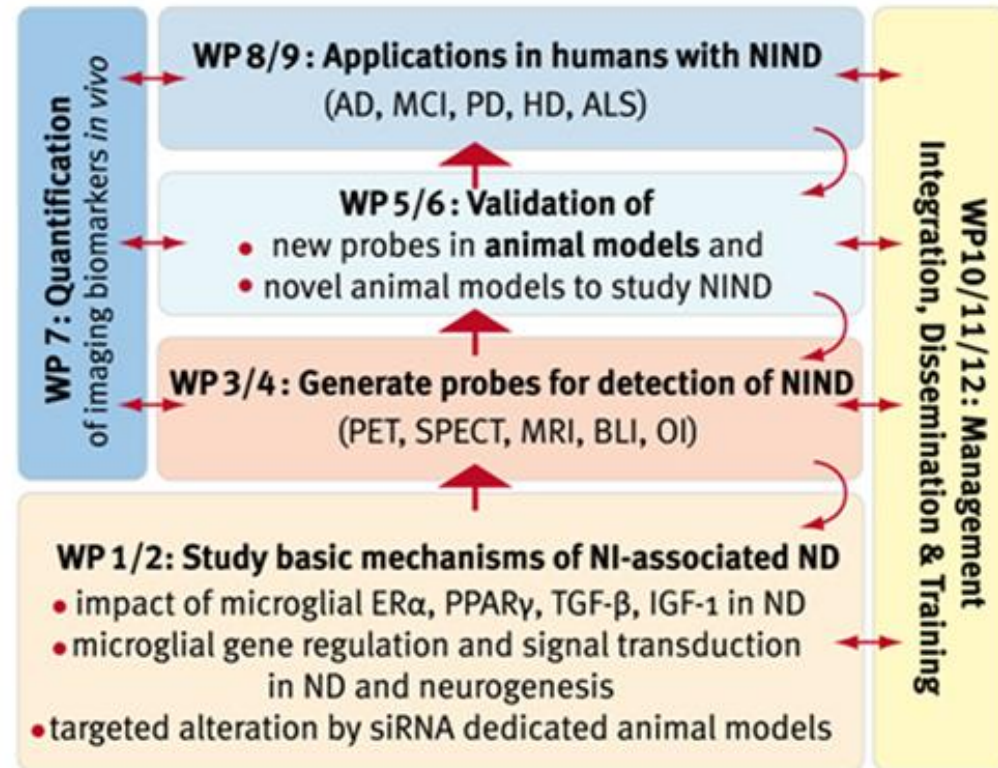
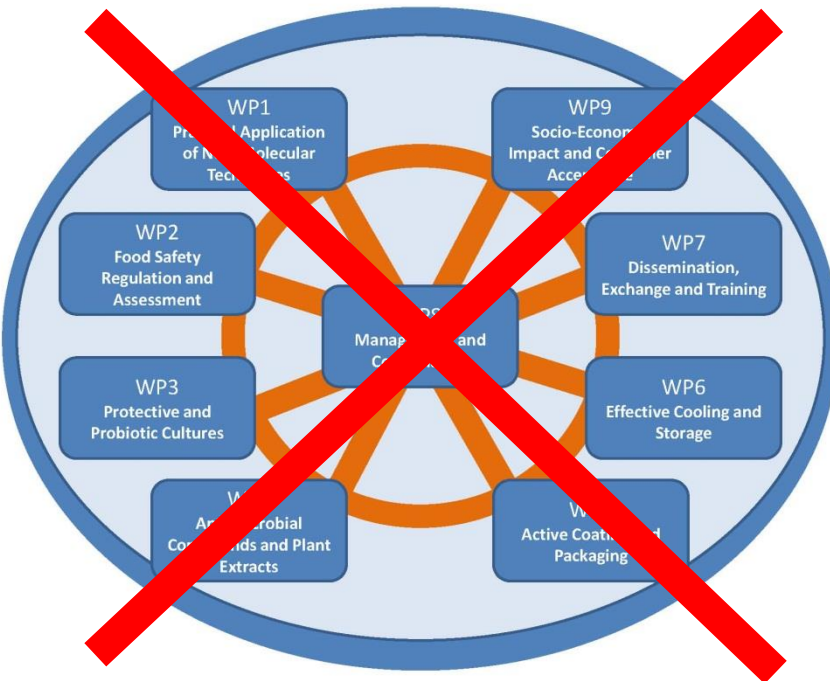
PU, CO, CI

**Deliverable Date:**

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

## 3.1 Work plan – work packages, deliverables

*PERT diagram*



INMiND project ([www.uni-muenster.de/InMind/](http://www.uni-muenster.de/InMind/))

# Evaluation Criteria

*Quality and efficiency of the implementation*

*(Score 3, Threshold 3/5)*

## Implementation

**Quality and effectiveness of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables**

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

Complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise

**Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role**

[http://ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/ef/2016-2017/h2020-call-ef-ria-ia-csa-2016-17\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/2016-2017/h2020-call-ef-ria-ia-csa-2016-17_en.pdf)

[www.fitforhealth.eu](http://www.fitforhealth.eu)

## Reviewer's comments



- There are only weak links between the objectives and the work plan. 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  
(*tables*)

#### 3.2 Management structure, milestones and procedures

3.3 Consortium as a whole

3.4 Resources to be committed

### 4. Members of the Consortium

## 3.2 Management structure, milestones and procedures

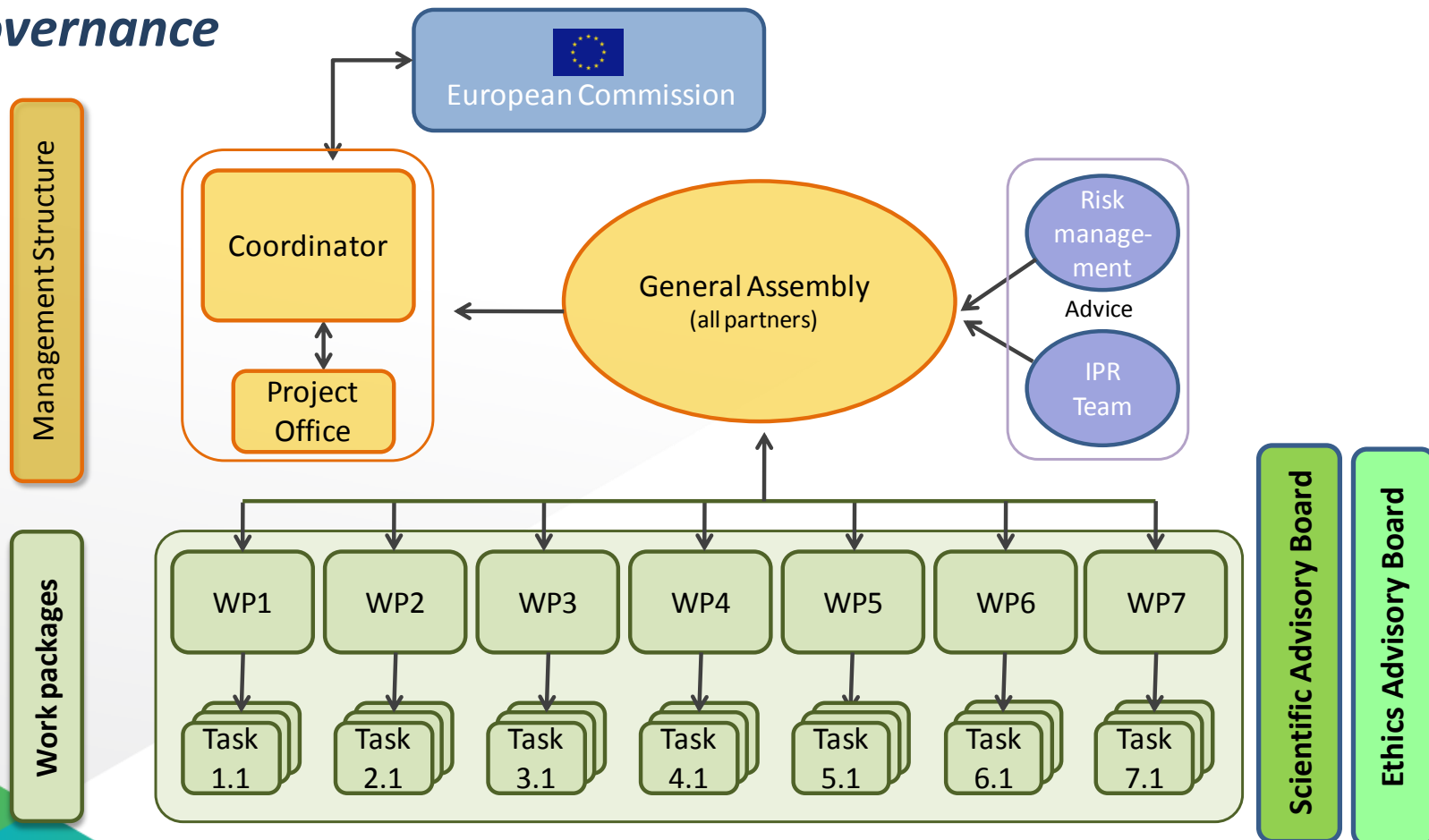
### *Expectations of the EC*

- Describe the **organizational structure** and the **decision-making** (including a list of milestones)
  - Explain: why are the organizational structure and decision-making mechanisms appropriate to the complexity and scale of the project
  - Clearly define: Who is responsible for what?
  - How effective will the innovation management be addressed in the management structure and work plan?
  - What will happen in case of conflict?
  - Describe any critical risks and mitigation measures (+ table)

➔ **Appropriate to the complexity and scale of your project**

## 3.2 Management structure, milestones and procedures

### Governance



## 3.2 Management structure, milestones and procedures

**Table 3.2a: List of milestones**

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

### KEY

#### Due 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, milestones 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, milestones 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, milestones 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 (indicate level of likelihood: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

#### **Definition critical risk:**

*A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.*

#### **Level of likelihood to occur: Low/medium/high**

*The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.*

# Evaluation Criteria

## *Quality and efficiency of the implementation*

*(Score 3, Threshold 3/5)*

### Implementation

Quality and effectiveness of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables

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

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Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role



## 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  
(*tables*)

3.2 Management structure, milestones 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
- **How the partners together have the necessary expertise**
- the partner's special skills relevant to the project
- How the partners complement each other
- **Show that each partner has a valid role with adequate resources**
- Involvement of SME/industry partners : tasks, budget
- how the (commercial) exploitation of results will be ensured (if relevant)
- why partners from other industrial countries or **international organizations** need to be involved (if relevant)
- the balance of the consortium (gender balance)

# Evaluation Criteria

## *Quality and efficiency of the implementation*

*(Score 3, Threshold 3/5)*

### Implementation

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[www.fitforhealth.eu](http://www.fitforhealth.eu)

## 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

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

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#### 3.4 Resources to be committed

### 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/
-----	-------	-------	---------------

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		



# Evaluation Criteria

## *Quality and efficiency of the implementation*

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### Implementation

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### 3. Implementation

- 3.1 Work plan — Work packages, deliverables (*tables*)
- 3.2 Management structure, milestones and procedures
- 3.3 Consortium as a whole
- 3.4 Resources to be committed

### 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 involved in the project*

- 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 involved in the project*

- 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/mga/gga/h2020-mga-gga-multi\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf)



Thank you!

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