Best practices for new project creation - RTO/university view

ARTEMIS Brokerage Event for Call 2016

26-27 January 2016, Strasbourg

Pertti Raatikainen, D.Sc. (Tech.)

VTT Technical Research Centre of Finland

Outline

- ❑ Some rules of thumb

- ❑ Processing a funding proposal

- ❑ VTT practices

Rules of thumb

❑ Decide your objectives by answering these basic questions

  ✓ What problem (technology, business, etc.) do you want to solve?

  ✓ What do you need to develop and why?

  ✓ What are your essential goals and what is needed to reach them?

  ✓ What kind of expertise and cooperation do you need to reach the goals?

  ✓ Is an ARTEMIS project the way to reach your goal?

❑ Draw up a project idea and decide what kind of partners you need

❑ Follow coming call infos/announcements

❑ Participate in brokerage and similar kind of events

❑ Remember active networking

Processing a proposal

❑ Timetable and preparation steps

    ✓ Coordinator: Decide preparation steps, checkpoints and timing

    ✓ Partner: Suggest improvements to preparation process if you feel that it is not well organized

❑ Partners and consortium

    ✓ Coordinator: Choose partners that bring along required competences to form a winning consortium able to reach the goals

    ✓ Partner: Convince coordinator that your expertise is needed and you are capable of carrying out proposed tasks

Processing a proposal

❑ Organize/participate proposal making workshops

  ✓ Decide beforehand expected outcome of workshops

  ✓ Draw up meeting agenda and follow it

❑ Check and evaluate proposal text

  ✓ Does the proposal correspond to the call text?

  ✓ Are main goals clear?

  ✓ What about impact, excellence and implementation?

  ✓ Are estimated workload, budget and funding plan justifiable?

VTT practices

❑ Funding opportunity screening
  ✓ Systematic collection and circulation of call info and topics
  ✓ Event calendar
  ✓ Attending brokerage and similar events

❑ Coordination of proposal preparations
  ✓ Named coordinator(s) per call or topical/thematic area
  ✓ Checking of project ideas to avoid overlapping proposals
  ✓ Keep a record of proposals per calls or topical/thematic area
  ✓ Boosting of internal cooperation
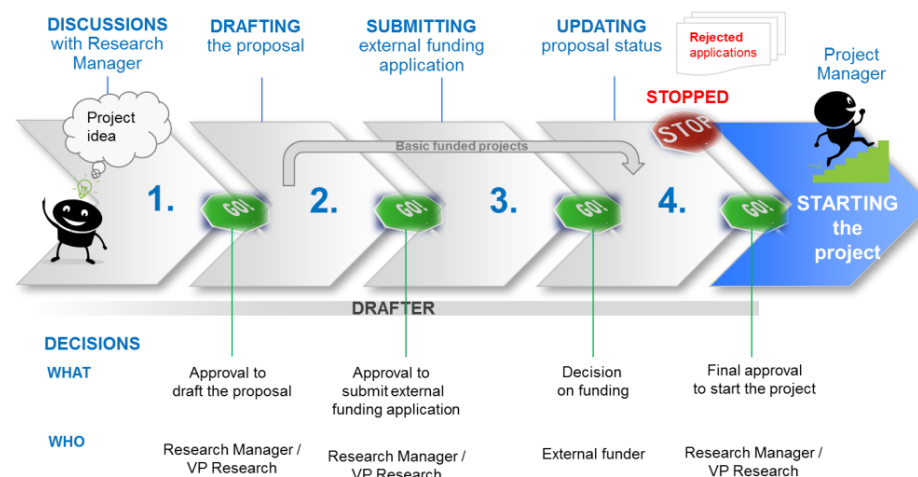
VTT practices

❑ Coaching and other support

    ✓ Coaches to help, check and evaluate proposals

    ✓ Finance and legal teams support in official matters, such as budgeting and consortium agreements

    ✓ Checklists

    ✓ Analysis of accepted/rejected proposals

❑ Training

    ✓ Key persons are trained to write proposals

    ✓ Workshops on proposal making

    ✓ Practical guide to write impact, excellence, implementation, …

VTT project preparation practice

❑ Project idea checking and evaluation process ("Green card process") to guarantee

- ✓ Quality of proposals
- ✓ Proposals follow our strategic choices and project practices
- ✓ Budget and funding are in order
- ✓ No overlapping proposals