Best practices for new project creation - RTO/university view

ARTEMIS Brokerage Event for Call 2016
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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
TECHNOLOGY FOR BUSINESS