



**International School
OF Space Science**

**TRAINING COURSE ON
THE POLAR UPPER ATMOSPHERE: FROM SCIENCE TO OPERATIONAL ISSUES
L'Aquila (Italy), 17-21 Sept. 2018**

FIRST ITERATION OF A PROJECT PROPOSAL

Giorgiana De Franceschi-INGV

WRITE A PROJECT PROPOSAL- GETTING STARTED THE ADVENTURE



BEFORE YOU WRITE

- **SELECT THE RIGHT CALL (ADDRESSING TO A FIELD OF YOUR INTEREST/EXPERTISE)**
 - **TOP-DOWN; BOTTOM-UP; MIXED**

- **THINK TO A POSSIBLE IDEA FITTING THE CALL AND INDIVIDUATE THE MAIN GOAL**

- **READ CAREFULLY THE CALL DOCUMENTS AND TAKE INTO ACCOUNT:**
 - **THE SUBMISSION DEADLINE, WHO CAN PARTICIPATE, INDUSTRIES/SME (?)**

 - **FUNDS AVAILABLE, WHICH COSTS ARE ELIGIBLE, THE EXPECTED DURATION OF THE PROJECT**

- **LOOK FOR POSSIBLE PARTNERS AND DESIGN A POSSIBLE STRUCTURE OF YOUR PROPOSAL (A FLOW DIAGRAM)**
 - **LET THEM KNOW ASAP YOUR IDEA: PARTNERS WILL HELP YOU TO TEST IT, TO HIGHLIGHT POSSIBLE WEAKNESS, TO DISCUSS IMPROVEMENTS, TO WRITE THE PROPOSAL**

COMMON BLOCKS (to be filled!!) OF A PROJECT PROPOSAL

excellence

- MOTIVATION AND OBJECTIVE
why, what, how

impact

- EXPECTED «DEMONSTRABLE»
CONTRIBUTION THAT YOUR
RESEARCH MAKES TO SCIENCE
AND SOCIETY

implementation

- WORK PLAN-WORK PACKAGES,
DELIVERABLES, COORDINATION,
MANAGEMENT, CONSORTIUM

Writing the proposal: in few words (1/2)

1. EXCELLENCE - Which is the motivation, the main objective, the methodology to reach the objective/s of the proposal

- Short introduction/state of the art of the problem you want to address
- A sentence indicating clearly the main objective/s of the proposal that advances the state of the art
 - achievable, realistic, timely
- The methodology you will adopt to reach the main objective/s

2. IMPACT - Which are the **potential impacts** from both your proposal and your network (proponents)/consortium members) and the **measures to maximize the impact**

- Describe what is the **expected improvement/innovation** from your proposal that will benefit, e.g., the modern society (?), the current technological solutions (?), the markets (?) (e.g. supporting industries, services providers, ...)
- Describe how and to whom you will **communicate and disseminate** your advancements
- Motivate why the partners would achieve the goal (?). Describe the expertise of the partners,...., in other words the credibility of the proponents

Writing the proposal: in few words (2/2)

3. IMPLEMENTATION

Which is the implementation you propose to reach the goal

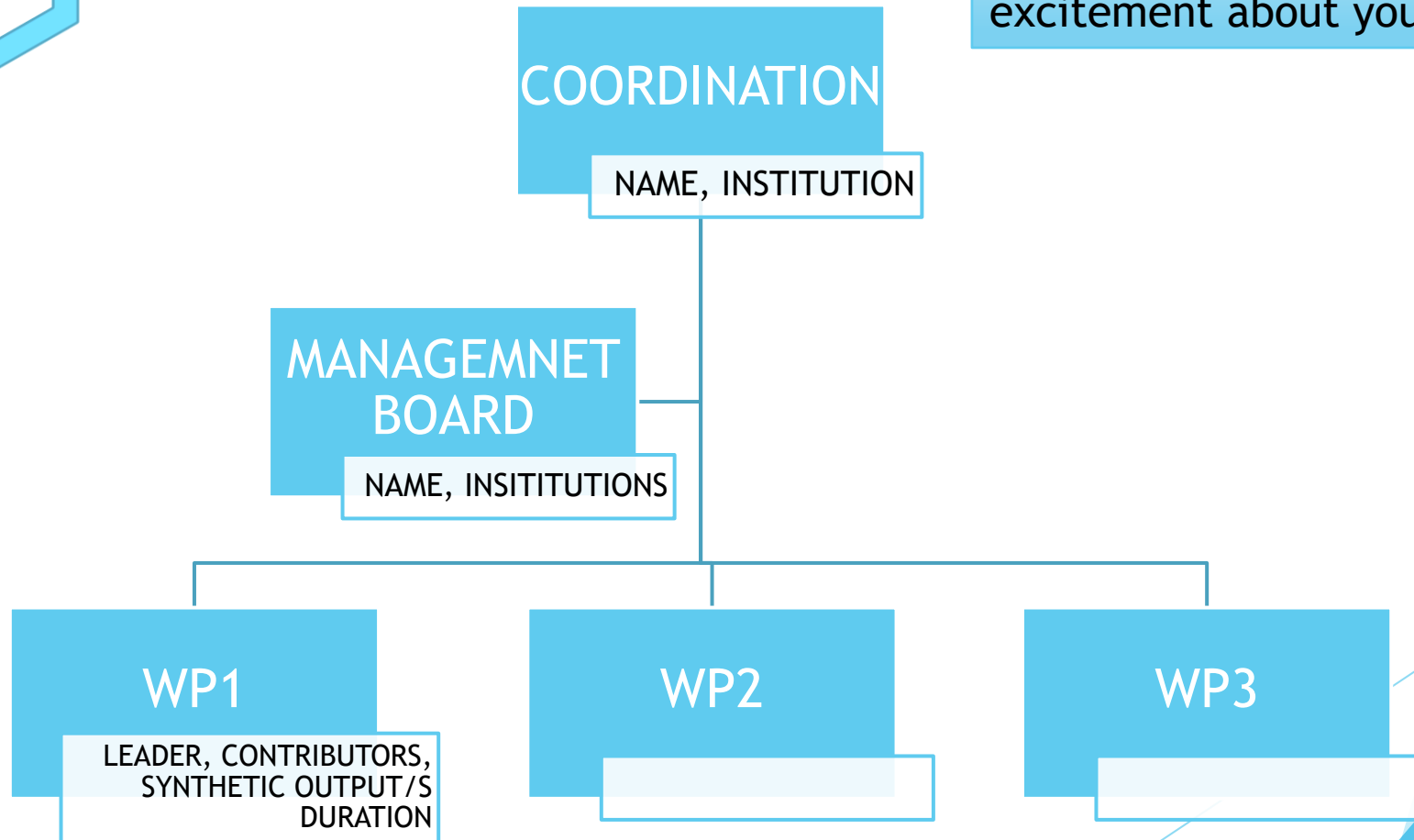
- Describe the Work Packages, tasks, deliverables, time frame- which is the goal of WPs (?), how and when the WPs will interact each other? WPs duration? which are the products ("deliverables") from the WPs?
- Include the sequence of tasks in each WP, the time required to perform them. Graphic forms are very useful for highlighting the sequencing and interrelationship of different activities in the proposal.
- How you will coordinate and manage the project? Which actions you will put in place to ensure and verify the WPs progress?

IMPLEMENTATION AND WORK PAKAGES

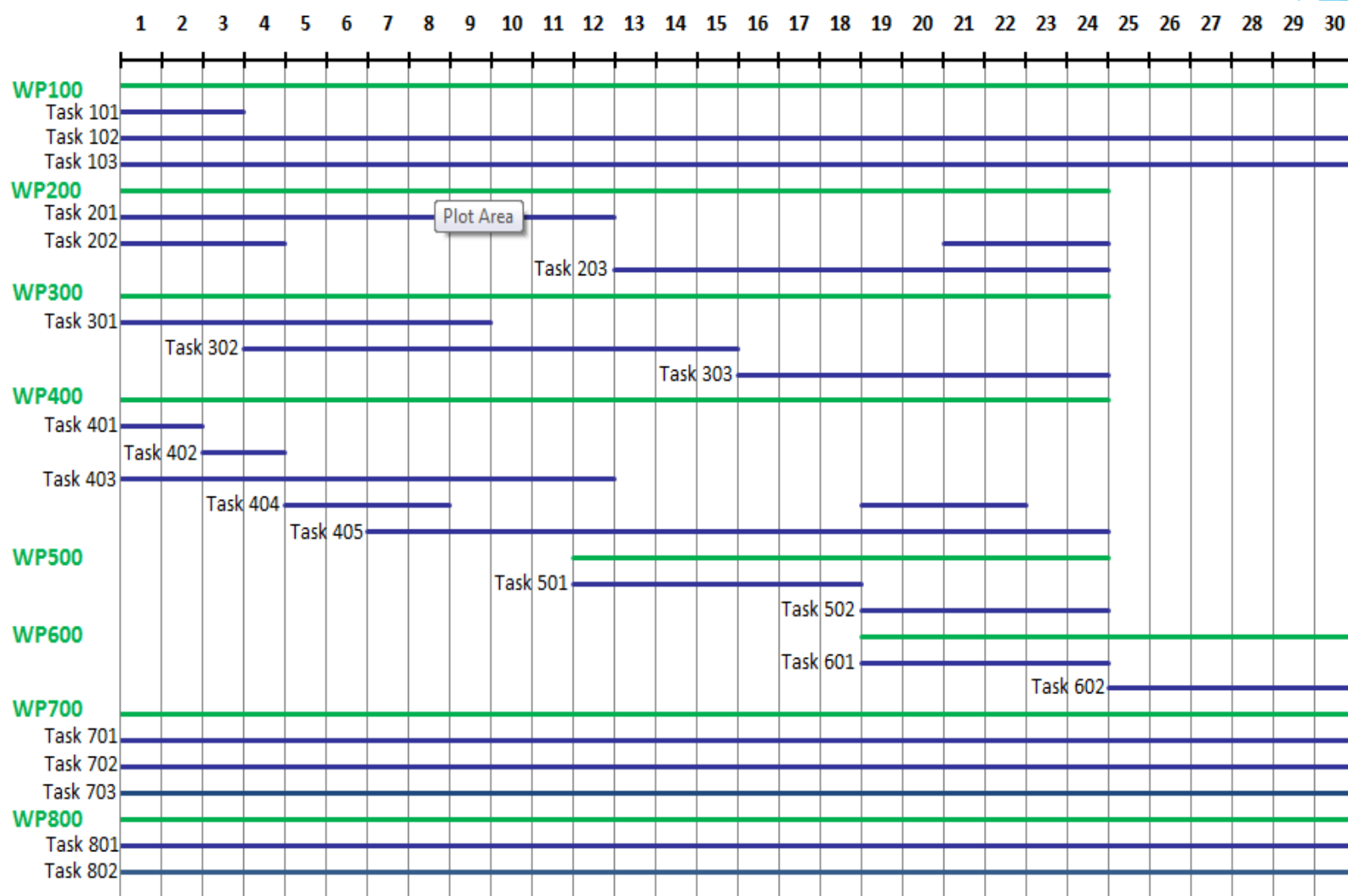
A HIGH LEVEL SCHEME OF YOUR IMPLEMENTATION GIVES A USEFUL OVERVIEW OF THE PROPOSAL

USE ARROWS TO UNDERLINE LINKS AMONG WPs

This provides the opportunity to gain the reviewers interest and excitement about your proposal.



IMPLEMENTATION AND WORK PACKAGES-GANTT chart



coordination

Dissemination

Communication

Example from a past project: green line (time duration of each WPs), blu line (time duration of each task)

IMPLEMENTATION- Project management

Good project **management** essential to the effective **delivery of the project**.

The main actions of the project coordinator are:

- Project Organization
- Overseeing contractual matters
- Project planning and control
- Budget control
- Quality control
- Interaction with the funding organization

IMPLEMENTATION: Management Board

A suitable management structure will facilitate the coordinator

Management Board (MB) could be created to assist the coordinator.

MB meeting will address the main objectives of project management:

- Risk assessment, mitigation and corrective action
- Tracking of WPs progress and status
- Progress meetings to be held regularly & recorded through minutes
- Meeting milestones according to proposed schedule
- Communication between the project partners through emails and teleconferences

IMPACT: DISSEMINATION AND COMMUNICATION

Describe the proposed dissemination and communication measures for **promoting the project and its findings during the period of the grant.**

- They should be tailored to the needs of various **audiences.**

NOTE: Communication ≠ Dissemination? GOOD QUESTION

Object of **Communication** is the **project**;
Object of **Dissemination** are **project's results.**

However, in practice, they cannot really be split: communication is also about project results and dissemination is achieved through communication channels



Example of **Dissemination** Actions

Dissemination is intrinsically linked to **exploitation** in the sense that efficient publicity is a facilitator of the **exploitation** of these results beyond the project lifetime.

Examples of dissemination actions:

- Publication of an article in a peer reviewed journal;
- Papers presented at a scientific conference;
- Presentation of project results at standard committees;
- Presentation of project results to policy makers;
- Increase access to and sharing of research data and publications (Open Access measures);



Communication activities

Examples:

- Advertising campaign
- Press conference
- Press office / Press release / Media Relations
- Brochures and Publications
- Conference/Meeting/Brokerage events
- Web site & Social Media
- Direct mailing / Newsletters



Budget Major items: eligible costs



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- Salary for staff
- Travels (project meetings/conferences,...)
- Sub contracting
- Institutional overheads
- Equipments (not always allowed)
- Consultancy charges (not always allowed)

RULES TO PARTICIPATE TO THIS CALL
i.e. the documents of the call for proposal

- **BOTTOM UP CALL ON THE POLAR UPPER ATMOSPHERE**
See the provided key words
- **SUMBISSION DEADLINE 20 SEPTEMBER 2018 AT 15.00 LT**
 - The lenght of the pdf (12 pt) must be 10 pages maximum
 - The negotiation (presentation of 15 minutes) is scheduled the 21 September
- **OPEN TO ALL COUNTRIES/INSTITUTIONS**
 - Consortium with at least two different countries
 - SME possible interest welcome
- **MAXIMUM FUNDS AVAILABLE 200,000 Euro**
 - Eligible costs: Salaries, travels, institutional overheads
 - Expected duration: 24 Months

THANKS!

