



FFG

Advising the client ranging from the check of project idea to the proposal check – experiences and helpful tools

Astrid Hoebertz

Austrian NCP for Health (*since 2004*)

FFG – Austrian Research Promotion Agency

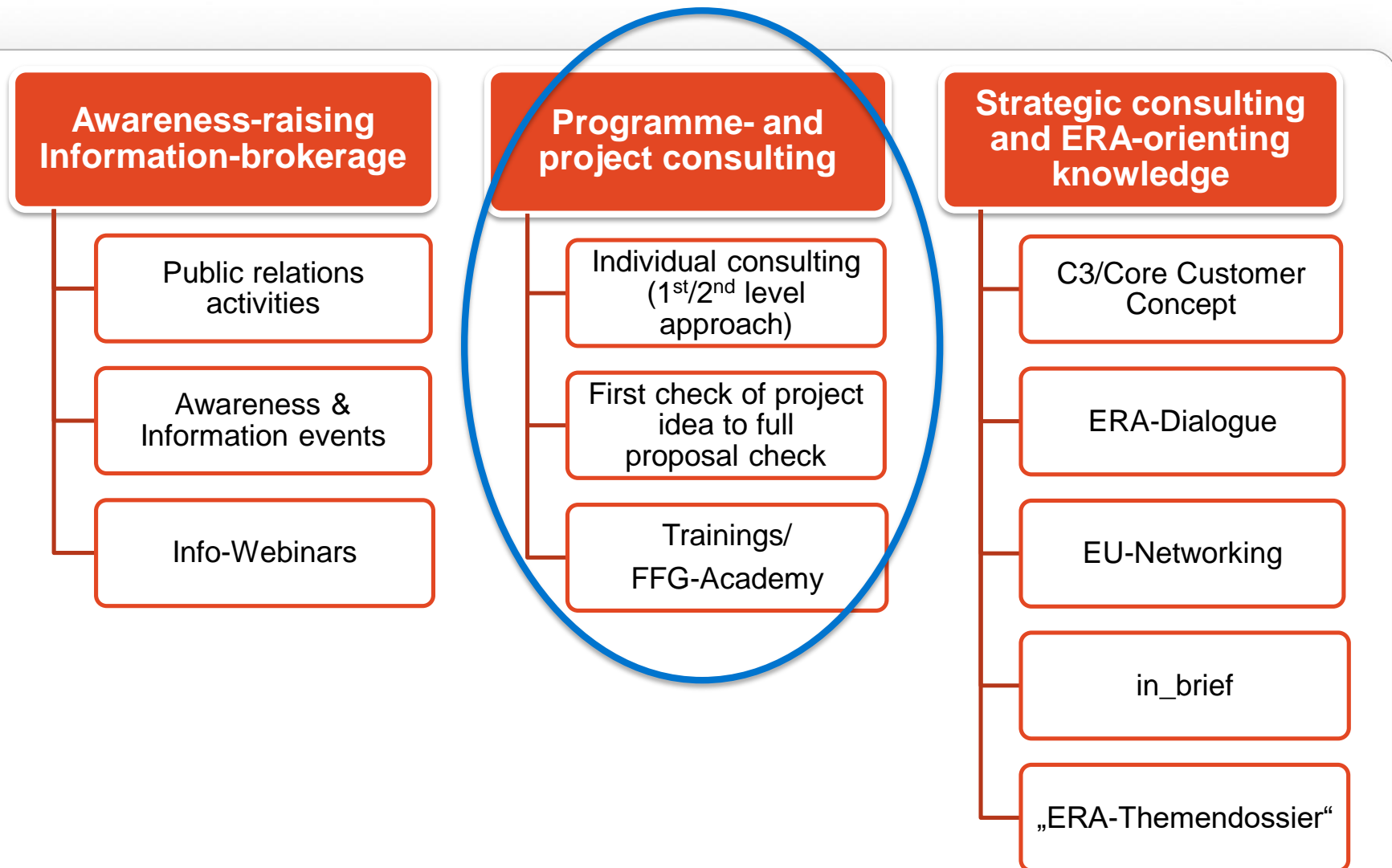
WHO ARE WE?

- „European and International Programmes“ at FFG
- National competence and service center, but part of an international and national network
- All NCPs at a single location, most NCPs are professional experts for their programme
- Staff: ca. 35 for H2020 (one NCP per theme, plus experts, EU projects etc.) and about 50 altogether (+ COSME, EUREKA, EEN, COST....)
- **Mandate:** ensuring, strengthening, enhancing and monitoring the Austrian participation in European programmes (H2020 & beyond e.g. JPIs, JTIs,...)

FFG-TOOLBOX: INFORMATION, CONSULTING AND SUPPORT



FFG





Awareness raising and information-brokerage

- => PR, events, mailings, info-webinars....
- news on European research funding
 - to motivate our clients to participate
 - Examples: Kick-Off Event, thematic webinars for calls 2017, monthly newsletter, call openings...

... but: NO INFORMATION OVERLOAD!

Individual consulting (1st/2nd level approach)

- consultation during all phases of the project
- **Approach:**
 - „1st level“ through regional offices and grant services at universities etc. => *general questions to H2020, structure, basic principles, funding rates, support for submission, first quick check of project idea etc.*
 - „2nd level“ through FFG NCPs => *thematic questions to calls, check of project idea*
- **NCP consultations:** phone, email, personal (personal meeting only if project idea fits to a currently open call! (client „homework“: one page proposal)

First check of project idea

- one page proposal template => check of project idea!

One Page Proposal

Im „One Page Proposal“ wird die Projektidee in Englisch auf einer Seite konkretisiert („Einseiter“). Dies ist einerseits hilfreich für die Kommunikation mit den internationalen Partnern, andererseits dient es als Basis für Besprechungen, z.B. mit NCPs (Nationalen Kontaktstellen).

Englische Vorlage für One-page-Proposal:

Horizon 2020 Programme:

Call Topic and Funding Scheme:

Deadline:

Planned Title of the project:

Objectives/Aim of the project:

Project background:

Expected results and lead users of these results:

How do you want to achieve these objectives? Work phases of the project:

Which partner expertise is necessary to achieve these objectives? Consortium in brief:

Planned duration of the project:

Expected budget:

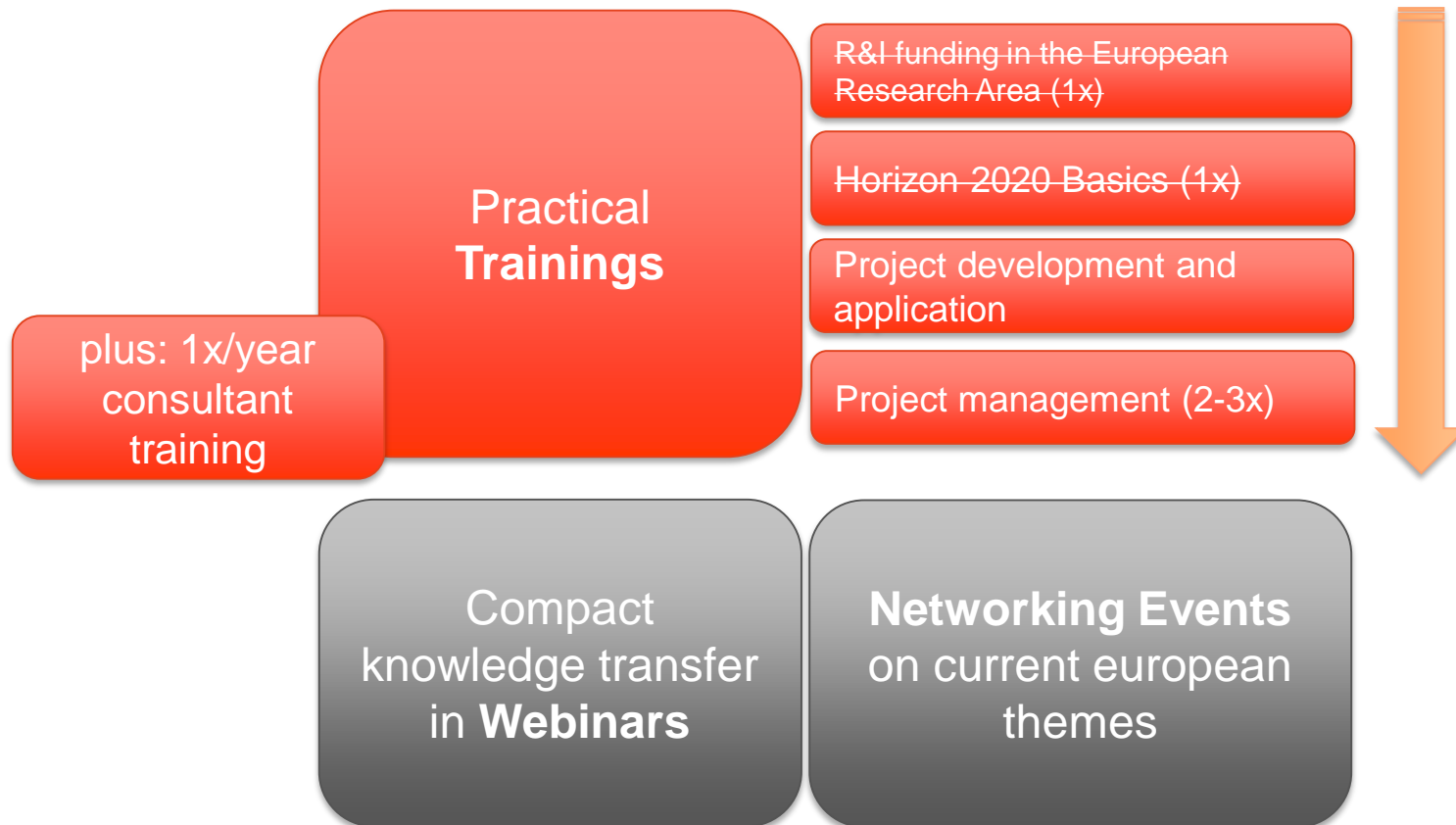
Proposalcheck

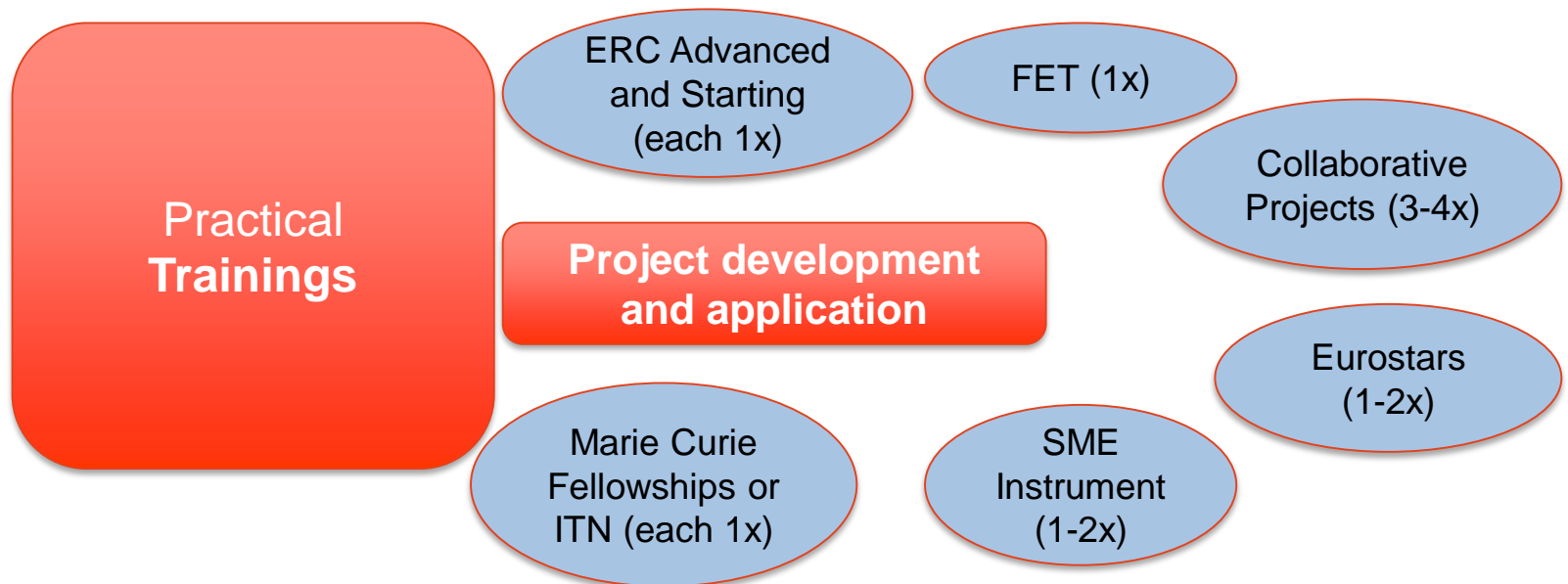
- focused on **Austrian coordinators** (sometimes exceptions.....)
- FFG offers a **full proposalcheck** => needs ~ half day! => time/“slot“ planning in advance!
- we provide written comments in the document, plus summary by email, or phone call or personal meeting
- service is pro-actively offered a few weeks before the deadline to all clients that are in contact with us, and always promoted in newsletters etc.

Additional tools

- For personal consultations: **consultation checklist**
- Self-made „**Consulting Documents**“ ...e.g. on Impact, Project Management, Tipps for 1st stage applications etc.
- **Specific „hands-on“ Webinars**
 - Tipps for 1st stage Health applications
 - Impact in ICT Projects
 - ERC Consolidator Grant Call 2017: Tips for a competitive proposal
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- **Lessons Learned documents** from ESRs Analysis/Round Table with evaluators
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Trainings and FFG Academy





- free trainings, 1 to 2 days, mostly in Vienna, sometimes in regions
- many trainings originate in FP7 and were and are still continuously adapted for Horizon 2020
- Trainers: NCPs („Train the Trainer“ course) plus sometimes external experts

Compact
knowledge transfer
in **Webinars**

Examples:

- Gender issues
- Ethical issues
- 1st stage in 2-stage applications
- Cost planning
- Standardization in Horizon 2020 projects
- Personell costs
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Strategic consultation and ERA orienting knowledge

- „ERA Dialogue, Core Customer Concept (C3)“ => individual „strategic“ consultations focussing on organisation's needs with CEOs/rectors
- „IN_Brief, ERA Thematic Dossiers“ => in depth-analysis and interpretation of ERA developments
- Maximal use of European programme portfolio





CLIENT DATABASE

- basis for many of our activities, and for monitoring and analyses of project participations etc.
- We monitor activities (date, content, to which theme....) for each client:
 - Phone calls
 - Emails
 - Individual Meetings
- In addition: project participations, event participations, etc.
- records are visible for each of the FFG experts - it can be monitored which advice was given to each client



EXCHANGE OF EXPERIENCE ??!

