

Proposal Writing Camp

Case study – Teaming Phase 1 International Centre for Research on Innovative Biobased Materials

ICRI-BioM

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Plan of the presentation



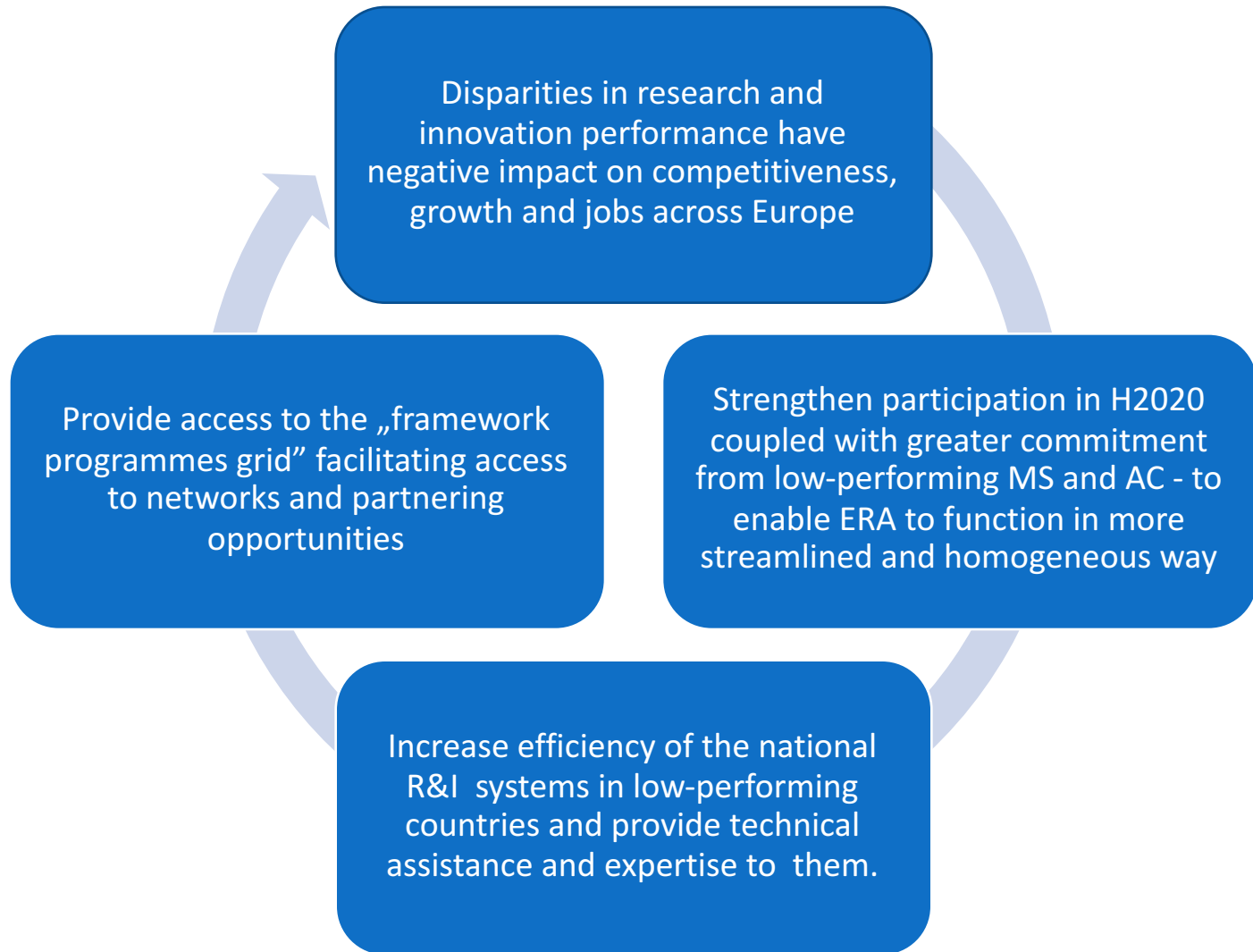
Before you will start to write.....

- Go back to WP and read carefully:
 - WP 2016-2017 Introduction
 - Call text: Widespread-04-2017: Teaming Phase 1
 - Call text: Widespread-01-2016: Teaming Phase 2
- Organise face-to-face meeting with the project partner/partners
 - Get financial support from our project
 - Submit application to TUBITAK for support
- Identify actions involving other than traditional stakeholders on local/regional level („aligning R&I to the needs and expectations of the society”)

Before you will submit.....

- Use our pre-evaluation service
 - Send your proposal to be verified by our experts
 - Modify your proposal following the comments and recommendations of our experts
 - Improve your proposal
- Use our helpdesk
 - Ask questions (in particular regarding financial issues)

Why Teaming? (*WP Introduction*)



Call Phase 1: Specific Challenge

„disparities are due to, among other reasons, the insufficient **critical mass of science** and lack of **centres of excellence** having sufficient competence to engage **countries and regions strategically** in a path of innovative growth, building on newly developed capabilities.”

„This could help **countries and regions** that are lagging behind in terms of research and innovation performance **to attain a competitive position** in the global value chains.”



Call Phase 1: Scope

„Partner organisations will have to explain clearly their **vision for the establishment of a new Centre of Excellence** [...]. This will include details on the **long-term science and innovation strategy** of the future Centre, in particular, the detailed provisions for the **good management of the project between the partners**. [...] proposers should include a clear analysis of how this strategy would fit broadly with the relevant **Smart Specialisation Strategy**”

„demonstrate that the project is based on a **true joint venture between the relevant partners** from both parties”

„new Centre achieving **sustainability** in the long run and hopefully **financial autonomy**”

Call Phase 1: Impact

„- increase **scientific capabilities** and enable to engage in a **strategic growth path** pointing to long-term opportunities for **economic development**. [...] links to **innovative clusters** would be an asset.”

„- [...] improve their chances to seek **competitive funding in international fora** (including the EU FPs).”

„- [...] achieve a **measurable and significant improvement** in terms of research and **innovation culture** (as shown through indicators such as research intensity, innovation performance, values and attitudes towards research and innovation) of those countries.”

„potential impact should be reinforced through projected **measurable key performance and output indicators**.”

„**Benefits** will also accrue to the institutions from the **more intensive** research and innovation **performers**, [...]”



Call Phase 2: Scope

„Business Plan should demonstrate the potential of the future Centre to develop new (or connect effectively with existing) **regional cluster to provide an innovation friendly environment.**”

„**financial resources** should be provided (e.g. national) for implementing the future Centre, **in particular** regarding investment in infrastructure and equipment.”

„Service oriented administration that is able to **provide the human resources needed** to absorb the research and innovation potential of the new/upgraded Centre should be demonstrated.”

Call Phase 2: Scope

„Business Plan should:

- ✓ Illustrate the **scientific and innovation potential** of the future Centre of Excellence
- ✓ Demonstrate the **growth potential** for the benefit of the **country or region**
- ✓ Elaborate on the **structure of the partnership** and on the strong **engagement of the partners**
- ✓ Demonstrate how the newly established/ upgraded Centre will have **full autonomy in decision making**
- ✓ **Elaborate on the steps** that will be taken towards eventual long term **self-sustainability**”

Teaming - design scheme

I Stage

- Funding the development of business plan for the:
- New Centre of Excellence
or
- Upgraded Centre of Excellence

II Stage

- Subject to the quality of the Business Plan and a commitment of the Member States
- The Commission may provide further substantial financial support for the first steps of implementation of the Centre

Teaming – the bigger picture



Teaming is about institution building!!!!

New institution , not networking or creating yet another layer of coordination

The new institution !!!!

New institution should change lanscape – it is part of reform process (not just adding something new to the picture)

New instrument!!!

Teaming is completely new instrument/ idea – we are all learning how to do it, including EC

What Centre of Excellence is?

Structure where RTD is performed of world standard in terms of measurable scientific production (including training) and/or technological innovation

Key elements:

- ✓ **Critical mass** of high level scientific and/or technology developers;
- ✓ A well- identified **structure** having its own research agenda;
- ✓ Capable of **integrating connected fields** and to associate complementary skills,
- ✓ **A dynamic role** in the surrounding innovation system (adding value to knowledge),
- ✓ High level of **international visibility and connectivity**
- ✓ A reasonable **stability of funding**,
- ✓ Source of finance which are **not dependent** over time on **public funding**

Teaming - lessons learned



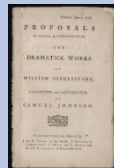
Successful proposals marked by:

- ✓ Clear objectives / vision /excellence, strategic engagement on a path of **innovative growth**
- ✓ Well-chosen, carefully structured **partnership** & strong engagement from parties
- ✓ Long term science and innovation **strategy**
- ✓ Broad alignment with national/regional **Smart Specialisation Strategies**
- ✓ Long term **financial commitments** from authorities
- ✓ Clear strategy on handling **resources**
- ✓ Clear plans on **organizational** issues
- ✓ Integration with medium to long term **growth strategies**
- ✓ Focus on providing **independence** for the new institution

Teaming 2014 – state of play



Initial budget increased by 20% due to high subscription



31 projects in 1st stage



169 proposals submitted from 20 countries

Teaming 2014 in numbers

Country	Project no
BG	2
CY	3
CZ	3
EE	2
HU	3
LT	1
LV	1
MT	1
PL	3
PT	4
RO	1
RS(AS)	1
SI	2
SK	4
Total	31

Proposals retained for funding by coordinator country

Breakdown by sectors

Scientific area	no	% of shortlist proposals
Physics and Chemistry	9	29,03
Industrial technologies, Transport, Space and Security	1	3,23
Social Sciences, Economics and Institutional Development	4	12,9
Agriculture and Food	3	9,68
Environment, Earth and Energy	1	3,23
Medicine, Life Science	8	25,81
ICT	5	16,13
General total	31	100

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Teaming - next steps



All 31 projects started 1 June 2015 with a 12 month project duration



Business Plan to be ready by 31 May 2016



2nd stage call - 8 March – 23 June 2016



Time to grant – 8 months (November 2016 – results, February 2017 – SGA signature)

Funding for the start-up phase of 9 new Centre of Excellence !!!

Business Plan - Proposal

Business Plan



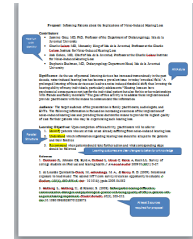
No template – just key elements

- ✓ Describe scientific + innovation potential
- ✓ Show growth potential to benefit country and region
- ✓ Describe structure of partnership, show strong engagement of all partners
- ✓ Show full autonomy in decision making
- ✓ Include projected measurable key performance indicators
- ✓ Describe how to provide long term sustainability

Proposal

Template for the proposal available in September 2015

- Excellence
 - Impact
 - Implementation
- + letter of commitment from authorities



Timeframe for Business Plan /Proposal

Business Plan preparation within the project

01.06.2015 Business Plan 31.05.2016

Proposal preparation to the 2nd stage

08.03.2016 Proposal 23.06.2016

Reviewed by REA as a final deliverable

Peer-reviewed by experts



Teaming 2nd stage

9 out of 31 projects in the 2nd stage

Total budget – 135 M EUR

Single project – 15 M EUR

Who to submit proposal for 2nd stage

- ✓ Consortium?
- ✓ Changes to consortium?
- ✓ New legal entity?
- ✓ Issue to financial viability check

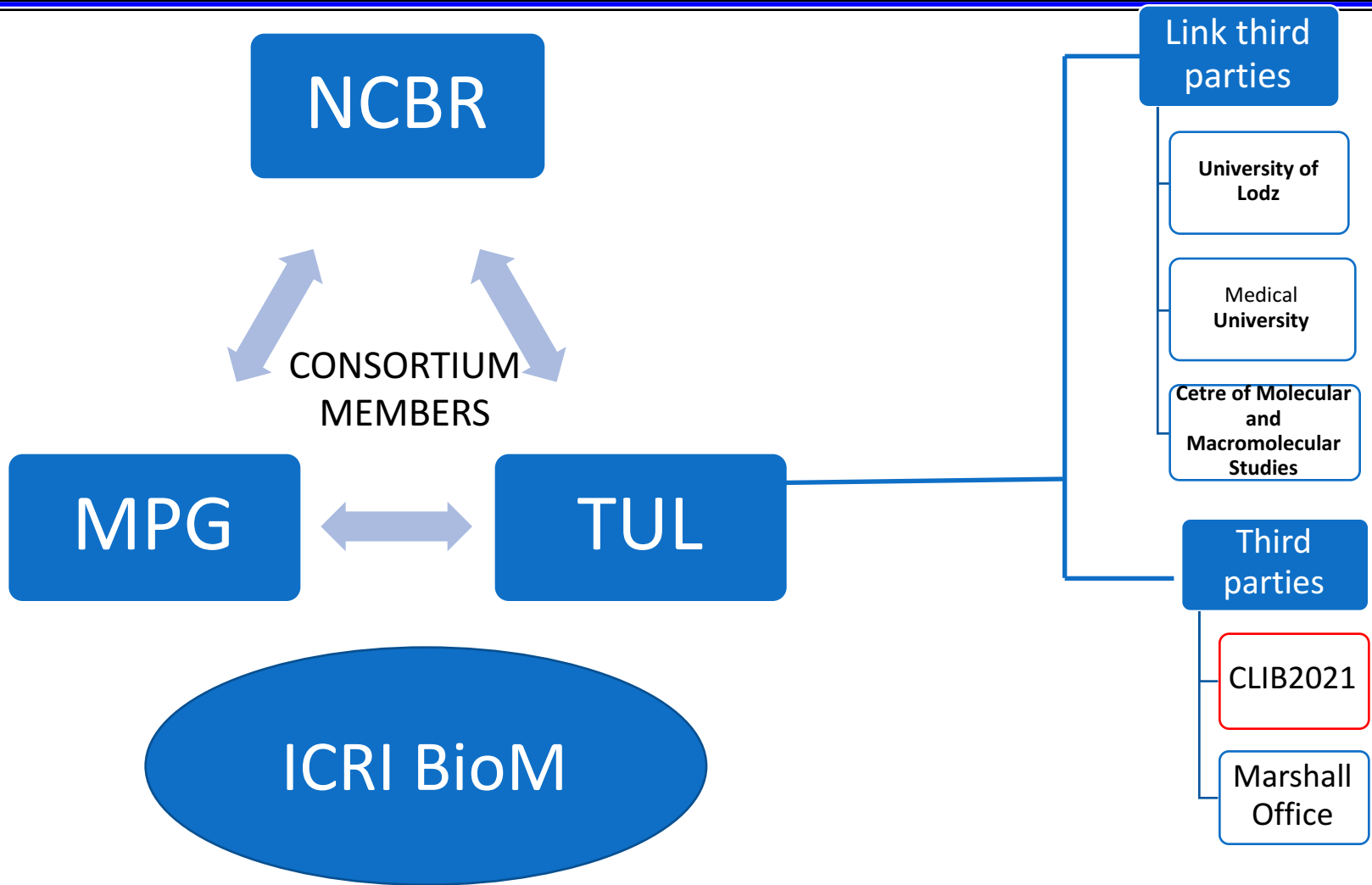
Eligible costs: administrative and operational costs:

- ✓ Salaries for researchers and managers;
- ✓ Consumables;
- ✓ Equipment (minimal share in budget – up to 1%)
- ✓ No costs of infrastructure!!!

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Consortium and Linked parties/third parties



Consortium

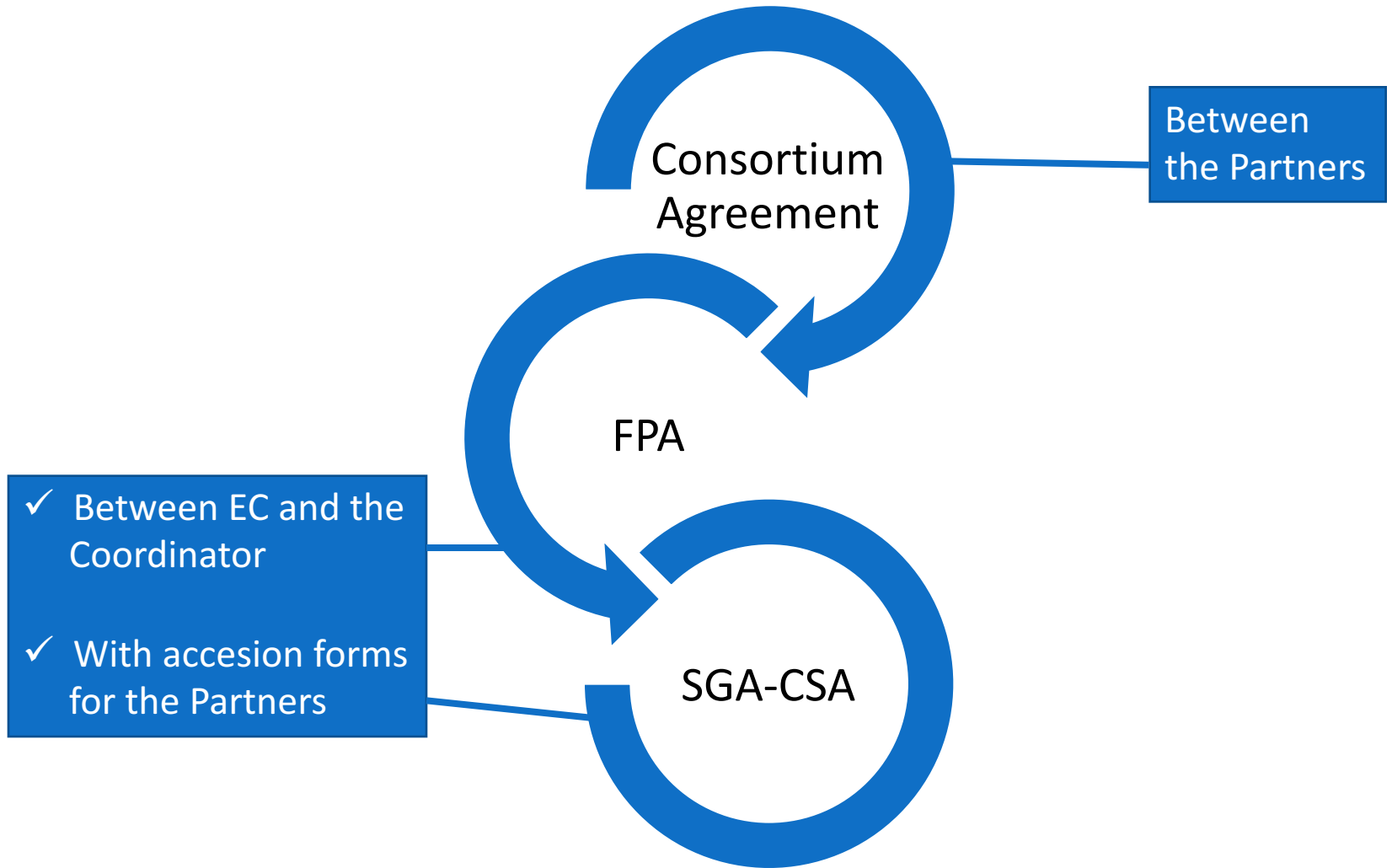


About project

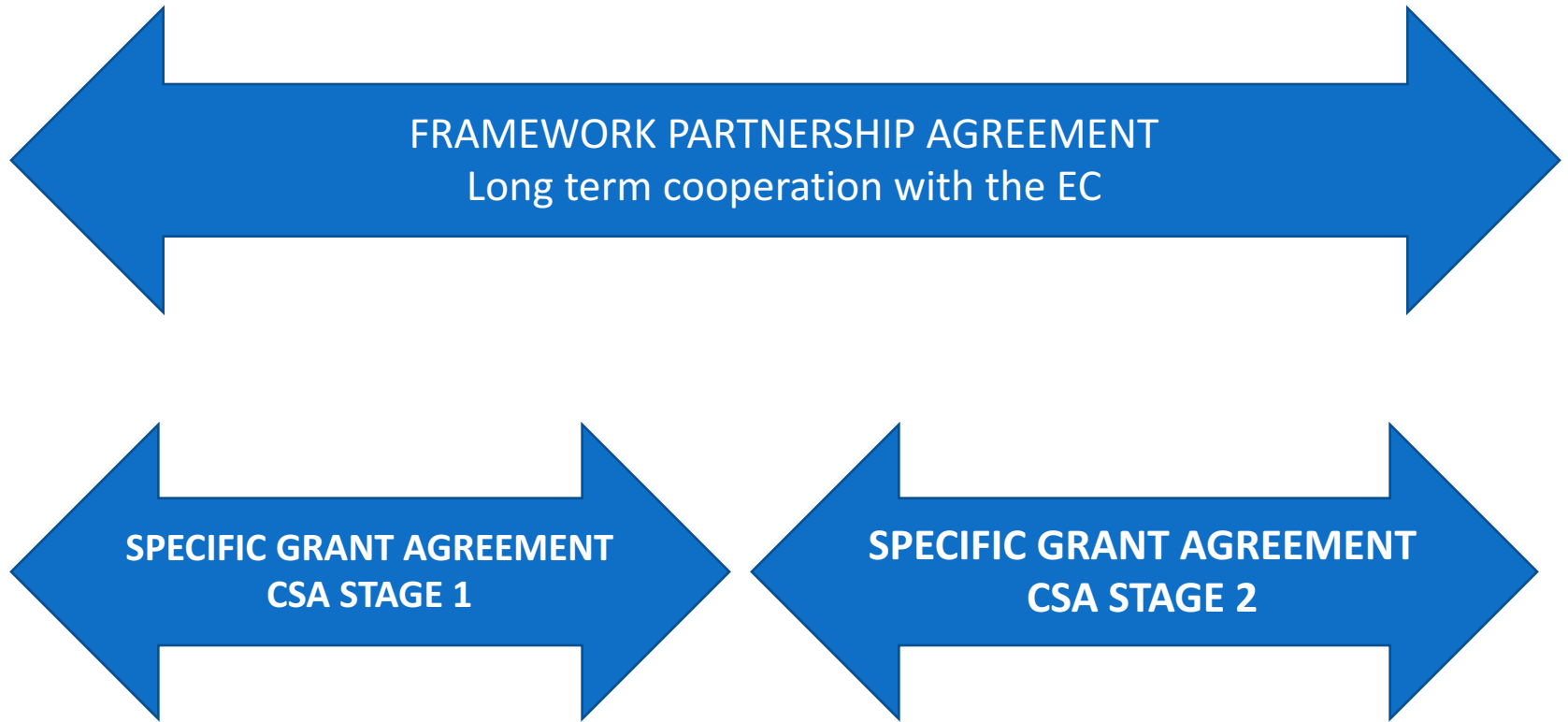
International Centre for Research on Innovative Bio-based Materials project financed within Horizon 2020 instrument - Teaming for Excellence. The project was successful in the first phase of the competition and have been awarded close to 10 million Euro. The project has a sound Business Plan for establishing a New Centre of Excellence in Lodz, Po



What contracts regulate the project?



Grant Agreement with the EC



Project budget

Participant name	Participant costs		Other direct costs		Subcontracting	Indirect costs	Total eligible costs	%
	Actual costs	Unit costs	Travel	Other goods and services				
NCBR	16 000		6 000	4 000	40 000	6 500	72 500	15
MPG	219 000		30 000					63
TUL:	70 500		18 000					22
TUL	45 750		14 250					
UL	9 750		1 430					
MUL	8 250		1 430					
CMMS	6 750		890					

Changes to the budget

Budget is dedicated as „Estimated Budget”- easier budget transfer

„The estimated budget breakdown indicated in Annex 2 to the Specific Agreements may be adjusted by transfers of amounts between partners or between budget categories (or both). This does not require an amendment, if the action is implemented as described in Annex 1 to the Specific Agreements.”

Amendments

- ✓ may be requested by any of the parties
- ✓ party requesting an amendment must submit a request for amendment signed in the electronic exchange system
- ✓ coordinator submits and receives requests for amendment on behalf of the partners

Payments

	Amount EUR	Percentage
Prefinancing	395 500	80%
Guarantee Fund	24 718,75	5%
Actual amount of Pre-financing paid To the Contractor	370 781,25	75%

Pre-financing

paid in June 2015

the aim is to provide the partners with a float

remains the property of the EU until the payment of the balance

Balance payment:

Paid within 90 days from receiving the final report

Eimbruses remaining part of the eligible costs

Reporting

One reporting period

60 days to submit the report

Technical report

- ✓ an explanation of the work carried out by the partners
- ✓ an overview of the progress towards the objectives of the specific action, including milestones and deliverables
- ✓ a summary for publication by the Agency;
- ✓ the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;

Financial report

- ✓ an 'individual financial statement' from each partner, for the reporting period concerned
- ✓ the statement must detail the eligible costs (actual costs, unit costs, flat-rate costs) for each budget category
- ✓ the partners must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget

Deliverables and milestones

‘Deliverables’ are additional outputs (e.g. special report, technical diagram, brochure or other building block of the action) that must be produced at a given moment during the action (normally not at the same time as the periodic/final reports)

- 22 deliverables

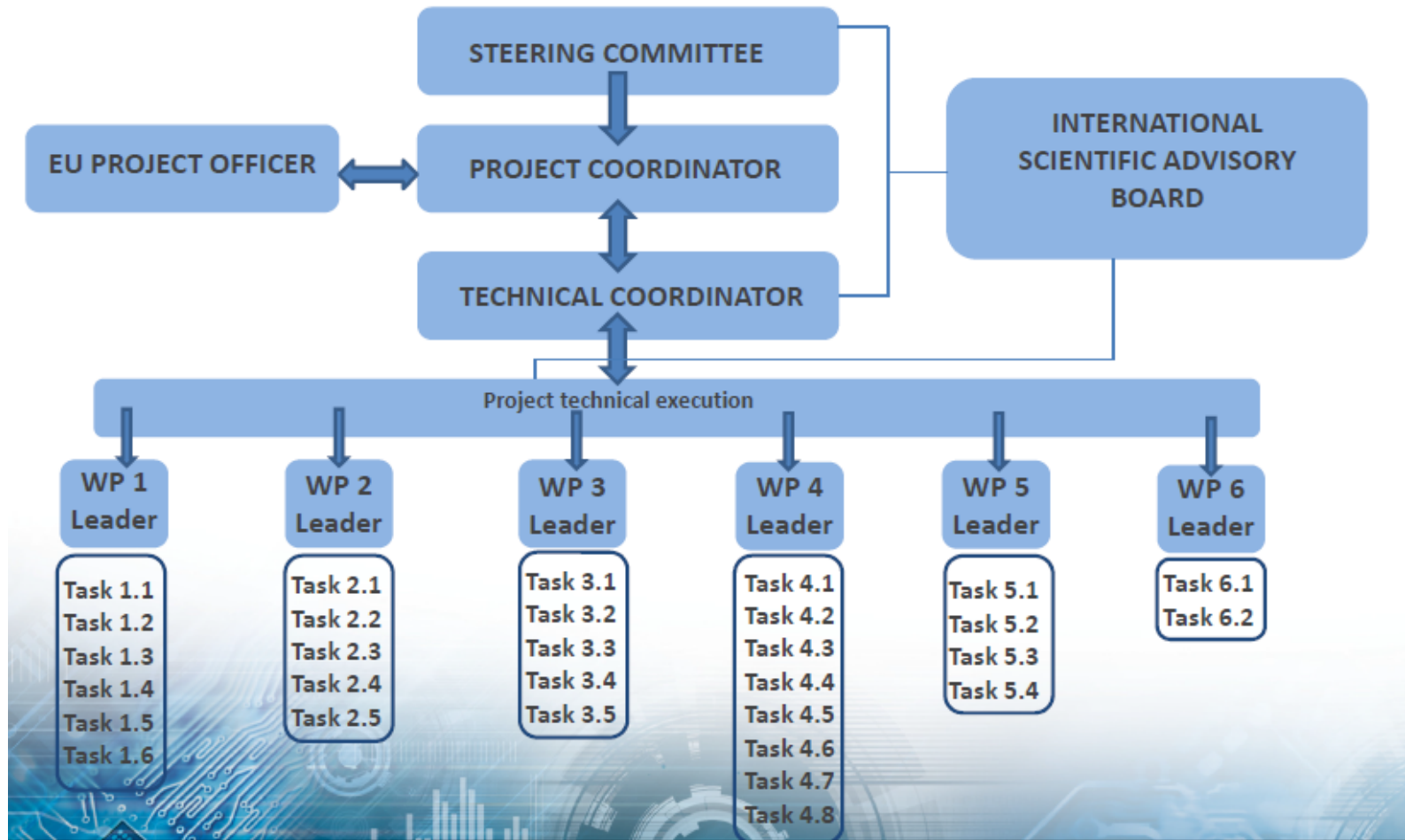
‘Milestones’ are by contrast, control points in the action that help to chart progress. They may correspond to the completion of a key deliverable, allowing the next phase of the work to begin or be needed at intermediary points.

- 3 milestones

Plan of the presentation



Project governance structure



Who is who in the project ?

Steering Committee:

- **Decision making body,**
- **Composed of representative of each party;**
- **Shall meets at least 3 times a year**
- **Responsible for:**
 - **changes to Consortium Plan (including budget of Consortium) –amandments**
 - **identification of a breach by a Party of its obligations under Consortium Agreement**
 - **termination, creation, or realocation of work packages, with the approval of the funding Authority;**
 - **appointing new Work Packages Leaders if its in case**

1. Joanna Misiewicz – representative of the NCBR - Project Coordinator
2. Bill Hansson, vice president of the MPG
3. Jörn Erselius, managing director of the Max Planck Innovation
4. Christian Griesinger, representative of The Max-Planck-Institute for Biophysical Chemistry
5. Markus Klapper, representative of The Max Planck Institute for Polymer Research
6. Stanislaw Bielecki, Rector, TUL
7. Piotr Paneth, Vice-Rector for Science, TUL
8. Krzysztof Matyjaszewski, representative of TUL



Who is who in the project?

Project Coordinator
Jan Osiński NCBR

Technical Coordinator
Kazimiera Zacharska

- Formal coordination of the project
 - Representative of NCBR
 - Responsible for:
 - submitting reports and other deliverables to the EC
 - communication with the EC
 - monitoring compliance by the Parties with their obligations under the GA and CA
- Responsible for the merits of the project,
 - Representative of TUL
 - Responsible for
 - day-to day monitoring of progress of the project
 - ensuring the objectives and milestones and deliverables are achieved according to the schedule
 - supervision over WP



Who is who in the project?

INTERNATIONAL SCIENTIFIC ADVISORY BOARD

- ✓ ISAB has been established within 60 days after start of the project;
- ✓ Members of the ISAB invited upon suggestion from the Steering Committee;
- ✓ Meets once during the project duration;
- ✓ Responsible for providing recommendations on the project implementation and the
- ✓ long-term development of the planned Centre of Excellence;
- ✓ Consist of 5 excellent researches from abroad and 2 persons from Poland.

Decision making procedures

- DELIVERABLE prepared by Task Leader
- Approved by WP Leader
- Approved by Technical Coordinator
- Sent to Project Coordinator
- (within 5 working days prior to deadline)
- Submitted to REA

- Input for MILESTONE from WP Leader
- Prepared by Technical Coordinator
- Approved by Steering Committee
M1 – meeting in December
M2-M3 – via email

Decision making procedures

- Proposition of change to the project/budget



- Sent to Technical Coordinator



- Sent to Project Coordinator



- Consultation with REA (whether amendment required)



YES

NO

- Amendment approved by SC



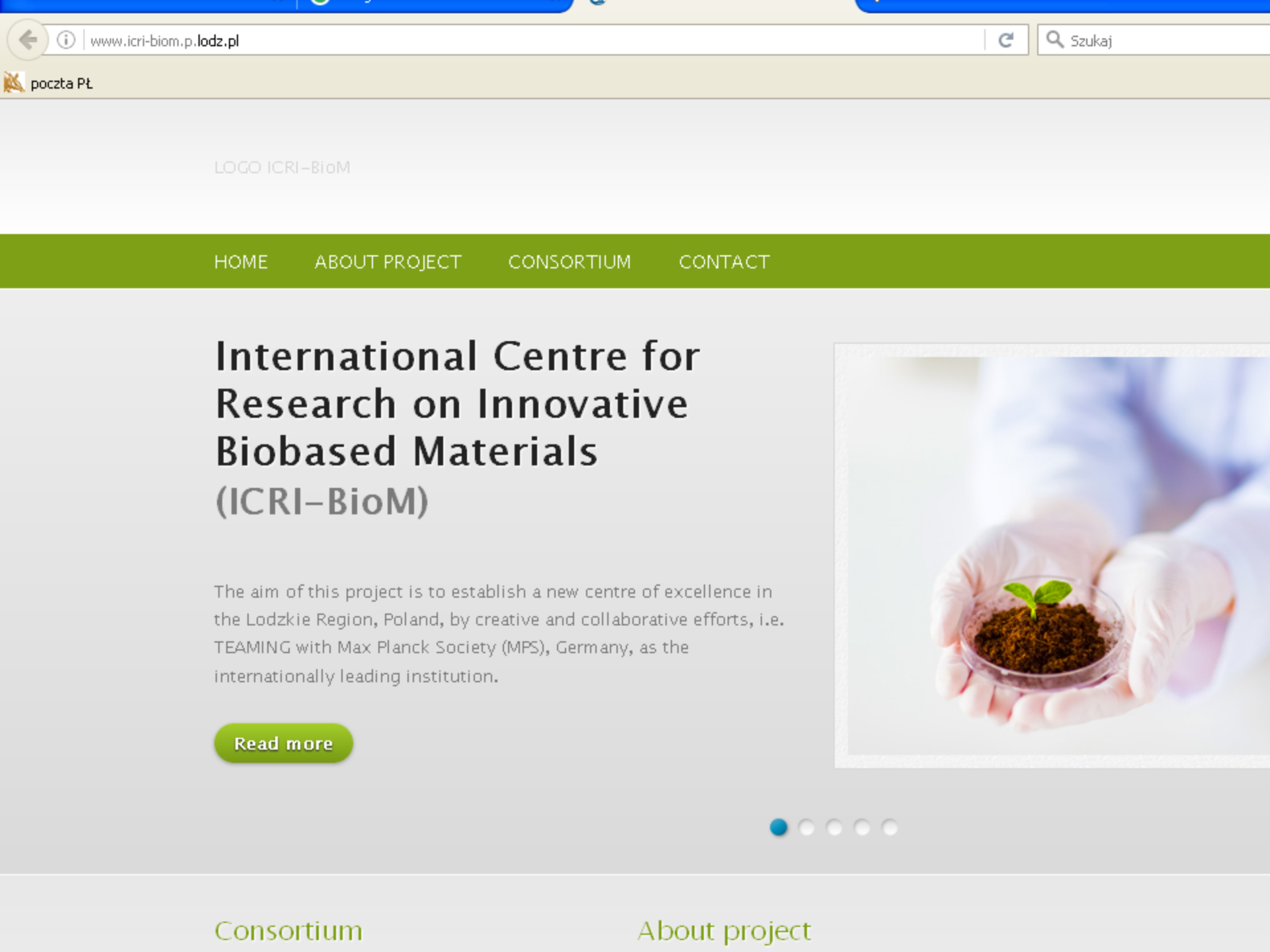
Change implemented under supervision of Technical Coordinator and Project Coordinator



Amendment submitted to REA and approved

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LOGO ICRI-BioM

HOME

ABOUT PROJECT

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International Centre for Research on Innovative Biobased Materials (ICRI-BioM)

The aim of this project is to establish a new centre of excellence in the Lodzkie Region, Poland, by creative and collaborative efforts, i.e. TEAMING with Max Planck Society (MPS), Germany, as the internationally leading institution.

Read more

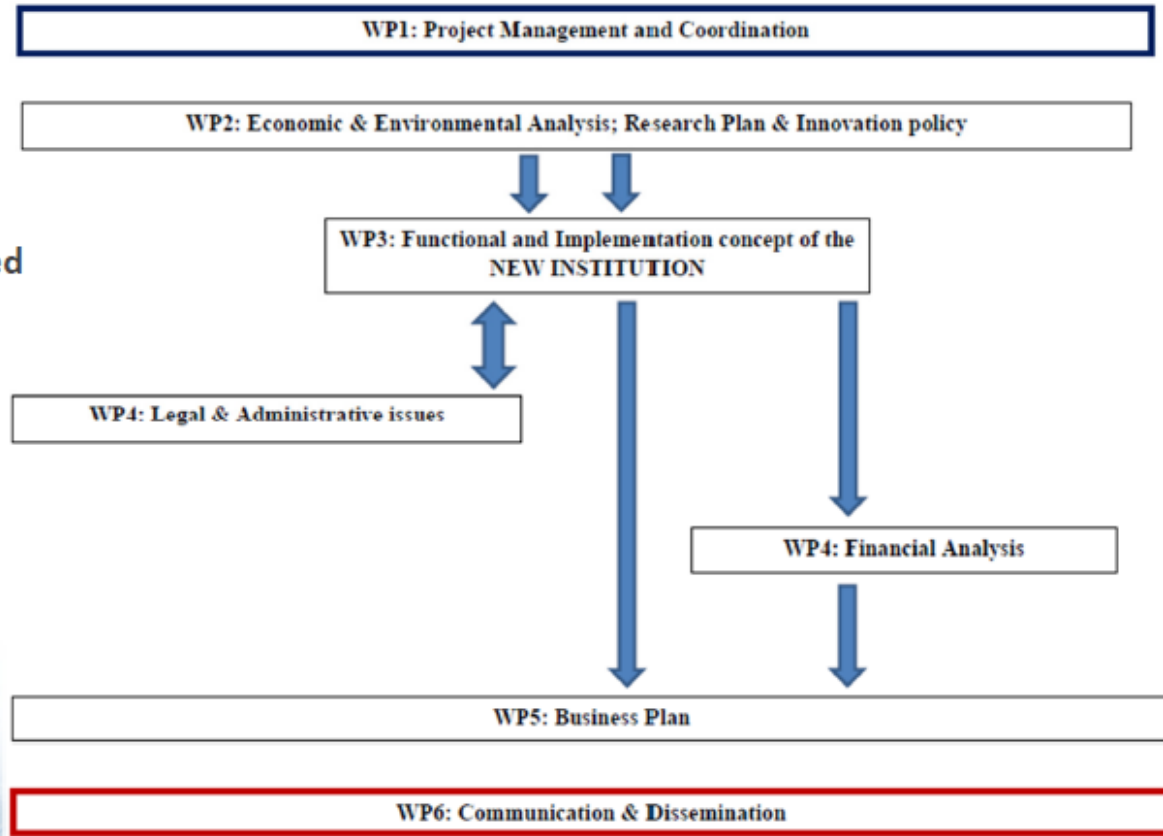


Consortium

About project

Organisation of work

✓ 6 interconnected
Work Packages



Organisation of work

Work packages		Months											
		VI	VII	VIII	IX	X	XI	XII	I	II	III	IV	V
		1	2	3	4	5	6	7	8	9	10	11	12
WP1 Project Management and Coordination													
T1.1	Establishing of the project management structure	D											
T1.2	Communications and decision-making procedures												
T1.3	Management excellence principles												
T1.4	Administrative and financial management												
T1.5	Monitoring and self-assessment of the project							M					
T1.6	Communication and Reporting to the EC- DG R&I												
WP2 Economic & Environmental Analysis, Research Plan & Innovation Policy													
T2.1	Socio-economic context		D										
T2.2	General political and environmental outlook												
T2.3	Research Area Plans and Innovation Policy				D								
T2.4	Access to international network & clusters				D								
T2.5	Strategy for commercialisation & industry involvement						D						
WP3 Functional and Implementation concept of the NEW INSTITUTION													
T3.1	Institution organisational structure			D									
T3.2	Tasks, duties and responsibilities				D								
T3.3	Principal Investigators and staff recruitment & remuneration policy					D							
T3.4	Risk assessment					D							
T3.5	Setting up achievable goals, objectives, activities and indicators - logical matrix					D							
WP4 Legal & Administrative issues, Financial Analysis													
T4.1	Concept of the legal form of CoE												
T4.2	Defining core regulations of the CoE					D							
T4.3	Statute of CoE						D						
T4.4	Registration documentation						D						
T4.5	Financing plan of the ICRI BioM Centre of Excellence									D			
T4.6	Scenario analysis, cash flow and financial indicators									D			
T4.7	Identification of sources of financing in the long-term perspective									D			
T4.8	Financial sustainability									D		M	
WP5 Business Plan													
T5.1	Midterm WPs consolidation of Business Plan											D	
T5.2	Submission of the pre-final version of BP for evaluation												M
T5.3	Business Plan – final version												D
T5.4	Submission of the Business Plan												D
WP6 Communication & Dissemination													
T6.1	Constructing and updating ICRI-BioM website		D										
T6.2	Dissemination and outreach activities										D		

WP1 – who is who?

WP/task	What?	Who?	
WP1	Project Management and Coordination	Joanna Misiewicz	NCBR
T1.1	Establishing of the project management structure	Joanna Misiewicz	NCBR
T1.2	Communications and decision-making procedures	Joanna Misiewicz	NCBR
T1.3	Management excellence principles		MPG
T1.4	Administrative and financial management	Joanna Misiewicz	NCBR
T1.5	Monitoring and self-assessment of the project	Joanna Misiewicz	NCBR
T1.6	Communication and reporting to the EC – DG R&I	Joanna Misiewicz	NCBR



WP2 – who is who?



WP/task	What?	Who?	
WP2	Economic & Environmental Analysis; Research Plan & Innovation policy	Małgorzata Snarska	TUL
T2.1	Socio-economic context	Zbigniew Matyjas	UL
T2.2	General political and environmental outlook	Zbigniew Matyjas	UL
T2.3	Research area plans & Innovation policy	Markus Klapper	MPG
T1.4	Access to international networks & clusters	Robert Blaźlak	TUL
T2.5	Strategy for commercialisation & industry involvement	Joanna Misiewicz	NCBR

WP3 – who is who?

WP/task	What?	Who?	
WP3	Functional and Implementation concept of the NEW INSTITUTION	Kazimiera Zacharska	TUL
T3.1	Institution organisational structure		MPG
T3.2	Tasks, duties and responsibilities	Kazimiera Zacharska	TUL
T3.3	Principal Investigators and staff recruitment & remuneration policy	Christian Griesinger	MPG
T3.4	Risk assessment	Małgorzata Snarska	TUL
T3.5	Setting up achievable goals, objectives, activities and indicators - logical matrix	Małgorzata Snarska	TUL

WP4 – who is who?

WP/task	What?	Who?	
WP4	Legal & Administrative issues; Financial Analysis		MPG
T4.1	Concept of the legal form of CoE		MPG
T4.2	Defining of the CoE core regulations		MPG
T4.3	Statute of CoE	Kazimiera Zacharska	TUL
T4.4	Registration documentation	Kazimiera Zacharska	TUL
T4.5	Financing plan of the ICRI BioM Centre of Excellence	Małgorzata Snarska	TUL
T4.6	Scenario analysis, cash flow and financial indicators	Małgorzata Snarska	TUL
T4.7	Identification of the sources of financing in the long-term perspective		MPG
T4.8	Financial sustainability	Małgorzata Snarska	TUL

WP5 – who is who?



WP/task	What?	Who?	
WP5	Business Plan	Joanna Misiewicz	NCBR
T5.1	Midterm WP consolidation of Business Plan	Kazimiera Zacharska	TUL
T5.2	Evaluation of draft Business Plan	Joanna Misiewicz	NCBR
T5.3	Business Plan - final version	Kazimiera Zacharska	TUL
T5.4	Submission of the BUSINESS PLAN	Joanna Misiewicz	NCBR



WP6 – who is who?



WP/task	What?	Who?	
WP6	Communication & Dissemination	Kazimiera Zacharska	TUL
T6.1	Launching the website/communication platform	Paweł Mrugalski	TUL
T6.2	Dissemination and outreach activities	Kazimiera Zacharska	TUL

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About project

“ WE LET ALL THE HORSES RUN! ”

Robert-Jan Smits
Director General DG Research and Innovation

