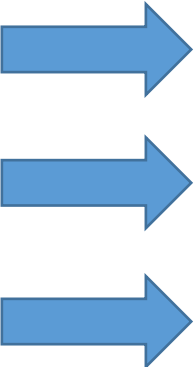# EU network calls –
to apply or not to apply in the role of the coordinator

Oliver Reiser

University of Regensburg

Being a Coordinator of a EU network

- Application process: 90% of the work is with the coordinator (4 weeks)

- Project Phase: 90% of the work is with the coordinator (> 4 years)

  - Budget
  - Work packages
  - Milestones
  - Deliverables
  - Dissemination
  - Outreach
  - Partner description

The topic of the call should be in the center of your interest; don't do it just for the money

Clear vision and expertise of the coordinator on all aspects of the project is necessary

Be open to suggestions but do not compromise on your vision if you are not convinced otherwise

Getting ready for the application process

- Finding the right partners

  - Science: can the partner contribute to the call?
  - Team player: is the partner committed to the network?
  - Geographic distribution of partners according to the guidelines?

  - Academic partners: typically fast commitment possible
  - Industrial partners: can be a long process, especially with large companies → months

Application process

- Get help!
  - EU office of University of Regensburg
  - Bayerische Forschungsallianz

    - General paragraphs on host description, gender, impact, IP etc.
    - Get input from a knowledgeable outsider
    - Get answers on questions regarding the call, e.g. budget, documents to submit etc.

- Workshops of the national contact point
- Careful with professional agencies

Application process

- Make sure you and your partners understand all the rules of the call
  - Arrange one meeting with all partners to discuss the call in detail
- Make sure you (and your partners) understand the technical requirements for the call
- Eliminate your dependence on the partners as early as possible
  - Have everyone register on the EU portal
  - Get all partner descriptions
    - Provide a detailed template (generally available with the EU documents)
    - Agree/get the budget for everyone
    - Get all letters of commitment (provide a template that states your needs)

Application process - Communication

- Distribute tasks, especially preparing the work packages
  - Firm intermittent deadlines
  - Check what is send to you immediately, return to the sender if necessary (with general comments, don't try to fix the details)

- Set clear budget rules, especially how to use the management money

- Establish a protocol for communication
  - Email: Same beginning of the subject line
    - 294 mails received in the second stage of the proposal (April 1 – May 24, 2016)
  - Documents: time stamp, version number and initials who worked on it, e.g. 2016-5-23-NMBP_V2_OR
    - 277 files generated in both stages
  - Consider working on collaborative platforms (One Note, Dropbox, google docs)

Application

- Keep close to the outline of the call, check that all aspects mentioned are covered (and if you omit, add or challenge something on purpose, justify it).
- Never take for granted that things are self evident, explain everything and be as specific as possible
    - even if it appears to be trivial
    - even if it is difficult to ascertain
- Make sure the Work Packages address the call
- Get a critical advisory board
    - for areas in which you are weak
- Avoid subcontracting
- Make sure your partners have read the application and are clearly aware of deliverables and milestones
- Make sure that your partners are committed to contribute to all aspects (not only to the science) of the project, e.g. newsletters, outreach, meetings etc.

After filing the application

- Get yourself a nice reward, you deserve it!
- Hope for the best and prepare for the worst (which could be that your proposal is granted...)

Good luck!