

Large-scale Integrating Project (IP) Proposal

ICT Call 1: FP7-2007-2013

Intelligent Proposal Writing

Acronym: iPOWR

Date of Preparation: November 4, 2007

#	Abbr.	Name	Country
1	JACU	Jacobs University Bremen (coordinator)	D
2	EFO	European Future Office	NL
3	BAR	Université de BAR	F
4	BAZ	BAZ International Ltd	UK

Work program topics addressed: 2007-2013 Intelligent Proposal Writing

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Proposal Abstract: Writing grant proposals is a collaborative effort that requires the integration of contributions from many individuals. The use of an ASCII-based format like \LaTeX allows to coordinate the process via a source code control system like `SUBVERSION`, allowing the proposal writing team to concentrate on the contents rather than the mechanics of wrangling with text fragments and revisions.

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Chapter B.1

Scientific and Technical Quality

¹ecommended length for the whole of Section 1 – twenty pages, not including the tables in Section 1.3 ToDo(1)

B.1.1 Concept and Objectives

² Explain the concept of your project. What are the main ideas that led you to propose this work? Describe in detail the S&T objectives. Show how they relate to the topics addressed by the call. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the milestones that will be indicated under Section 1.3 below. ToDo(2)

B.1.2 Progress beyond the State-of-the-Art

³ Describe the state-of-the-art in the area concerned, and the advance that the proposed project would bring about. If applicable, refer to the results of any patent search you might have carried out. ToDo(3)

B.1.3 Scientific/Technical Methodology and Work Plan

⁴ A detailed work plan should be presented, broken down into work packages¹ (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results. (Please note that your overall approach to management will be described later, in Section 2). ToDo(4)

Please present your plans as follows:

1. Describe the overall strategy of the work plan.

¹ToDo: R

²ToDo: from the proposal template

³ToDo: from the proposal template

⁴ToDo: from the proposal template

¹A work package is a major sub-division of the proposed project with a verifiable end-point — normally a deliverable or a milestone in the overall project.

2. Show the timing of the different WPs and their components (Gantt chart or similar).
3. Provide a detailed work description broken down into work packages:

Work package list (please use table B.1.1);

Deliverables list (please use table ??);

Description of each work package (please use table 1.3c)

Summary effort table (1.3d)

List of milestones (please use table 1.3e)

4. Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)

The number of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission. Any significant risks should be identified, and contingency plans described

B.1.3.1 Work Planning

ToDo(5) ⁵Give a short high-level introduction to how the work in the project should proceed, explain Table B.1.1.

In the table below indicate one activity per work package: RTD = Research and technological development (including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities); DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities, if applicable in this call.

WG/WP	Title	Lead	Start	Dur.	Type
WG 0	Management, Support & Sustainability				
WP 0	Project Management	JACU	1	48	MGT
WP 0	Dissemination and Exploitation	EFO	1	48	RTD
WG 1	System Development				
WP 1	A L ^A T _E X class for EU Proposals	JACU	1	48	MGT
WP 1	IPOWR Proposal Template	BAR	1	48	DEM

Figure B.1.1: Work Groups and Packages

EdNote(6) ⁶

B.1.3.1.1 Project Milestones

ToDo(7) ⁷ Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is a required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

⁵ToDo: G

⁶EDNOTE: add generation here

⁷ToDo: from the proposal template

The work in the IPOWER project is structured by seven milestones, which coincide with the project meetings in summer and fall (see Section B.3.2 for details). Since the meetings are the main face-to-face interaction points in the project, it is suitable to schedule the milestones for these events, where they can be discussed in detail. We envision that this setup will give the project the vital coherence in spite of the broad mix of disciplinary backgrounds of the participants.

#	Event	Mo.	Description	Means of Verification
	Workpackages involved			
M1	Kickoff	1	Initial (Organizational) Project Infra-structure	Inspection
M2	Consensus	24	Consensus	Inspection
M3	Exploitation	36	Expl	Inspection
M4	Final	48	Final Results	Inspection

B.1.3.1.2 Work Packages

Work Group 0: Management, Support & Sustainability				
1: JACU	2: EFO	3: BAR	4: BAZ	
4	10	4	4	
Objectives: This work-group has two work packages: one for management proper (WP 0), and one each for dissemination (WP 0)				
Description of Work: This work group ensures the dissemination and creation of the periodic integrative reports containing the periodic Project Management Report, the Project Management Handbook, an Knowledge Dissemination Plan (WP 0), the Proceedings of the Annual IPOWR Summer School as well as non-public Dissemination and Exploitation plans (WP 0), as well as a report of the IPOWR project milestones.				
D0.1: (Month 6,12,18,24,30,36,42,48) Integrative report.				~>M1,M4

Work Package 0.1: Project Management				
1: JACU	2: EFO	3: BAR	4: BAZ	
2	2	2	2	
<p>Objectives:</p> <ul style="list-style-type: none"> • To perform the administrative, scientific/technical, and financial management of the project • To co-ordinate the contacts with the EU • To control quality and timing of project results and to resolve conflicts • To set up inter-project communication rules and mechanisms 				
<p>Description of Work: Based on the Consortium Agreement, i.e. the contract with the European Commission, and based on the financial and administrative data agreed, the project manager will carry out the overall project management, including administrative management. A project quality handbook will be defined, and a iPOWR help-desk for answering questions about the format (first project-internal, and after month 12 public) will be established. The project management will. . .</p>				
D0.1.1: (Month 1) Project-internal mailing lists				~>M1
D0.1.2: (Month 3) Project management handbook				~>M2
D0.1.3: (Month 6,12,18,24,30,36,42) Periodic management report				~>M2,M4
D0.1.4: (Month 6) iPOWR Helpdesk				~>M1
D0.1.5: (Month 36) Final plan for using and disseminating the knowledge				~>M4
D0.1.6: (Month 48) Final management report				~>M4
Furthermore, this work package contributes to D0.1 with an Periodic Management Report, a Project Management Handbook, and a plan for using and disseminating the project results.				

Work Package 0.2: Dissemination and Exploitation				
1: JACU	2: EFO	3: BAR	4: BAZ	
2	8	2	2	
<p>Objectives: Much of the activity of a project involves small groups of nodes in joint work. This work package is set up to ensure their best wide-scale integration, communication, and synergetic presentation of the results. Clearly identified means of dissemination of work-in-progress as well as final results will serve the effectiveness of work within the project and steadily improve the visibility and usage of the emerging semantic services.</p>				
<p>Description of Work: The work package members set up events for dissemination of the research and work-in-progress results for researchers (workshops and summer schools), and for industry (trade fairs). An in-depth evaluation will be undertaken of the response of test-users. Within two months of the start of the project, a project website will go live. This website will have two areas: a members' area and a public area...</p>				
D0.2.1: (Month 2) Set-up of the Project web server				~>M1
D0.2.2: (Month 8) Proceedings of the first IPOWR Summer School.				~>M1
D0.2.3: (Month 9) Dissemination Plan				
D0.2.4: (Month 9) Scientific and Commercial Exploitation Plan				~>M3
D0.2.5: (Month 20) Proceedings of the second IPOWR Summer School.				~>M3
D0.2.6: (Month 32) Proceedings of the third IPOWR Summer School.				~>M3
D0.2.7: (Month 44) Proceedings of the fourth IPOWR Summer School.				~>M3
Furthermore, this work package contributes to D0.1 with the annual Proceedings of the IPOWR Summer School and the (non-public) Dissemination Plan as well as the (non-public) scientific and commercial Exploitation Plan.				

Work Group 1: System Development				
1: JACU	2: EFO	3: BAR	4: BAZ	
12	0	24	24	
Objectives: This work-group has two work packages: one for the development of the L ^A T _E X class (WP 1), and for the proposal template (WP 1)				
Description of Work: This work group coordinates the system development.				
D1.1: (Month 30) Integration report.				~~M2
D1.2: (Month 48) Final report.				~~M2

Work Package 1.1: A L^AT_EX class for EU Proposals			
1: JACU 12	2: EFO	3: BAR 12	4: BAZ
Objectives: To develop a L ^A T _E X class for marking up EU Proposals			
Description of Work: We will follow strict software design principles, first comes a requirements analys, then ...			
D1.1.1: (Month 6) Requirements analysis			~>M1
D1.1.2: (Month 12) iPOWR Specification			~>M2
D1.1.3: (Month 18) First demonstrator (<code>article.cls</code> really)			~>M2,M4
D1.1.4: (Month 24) First prototype			~>M4
D1.1.5: (Month 36) Final L ^A T _E X class, ready for release			~>M4
Furthermore, this work package contributes to D1.1 and ??.			

Work Package 1.2: IPOWER Proposal Template				
1: JACU	2: EFO	3: BAR	4: BAZ	
		12	24	
Objectives: To develop a template file for IPOWER proposals				
Description of Work: We abstract an example from existing proposals				
D1.2.1: (Month 6) Requirements analysis				~>M1
D1.2.2: (Month 12) IPOWER Specification				~>M2
D1.2.3: (Month 18) First demonstrator (<i>article.cls</i> really)				~>M2,M4
D1.2.4: (Month 24) First prototype				~>M4
D1.2.5: (Month 36) Final Template, ready for release				~>M4
Furthermore, this work package contributes to D1.1 and ??.				

B.1.3.2 Deliverables

We will now give an overview over the deliverables and milestones of the work packages. Note that the times of deliverables after month 24 are estimates and may change as the work packages progress.

In the table below, *integrating work deliverables* (see top of section B.1.3.1) are printed in bold-face to mark them. They integrate contributions from multiple work packages. These can have the dissemination level “partial”, which indicates that it contains parts of level “project” that are to be disseminated to the project and evaluators only. In such reports, two versions are prepared, and disseminated accordingly.

#	due	title	dissem	type

EdNote(8)

8

#	Short	0.1	0.2	T0	1.1	1.2	T1	Total
1	JACU	2	2	4	12		12	16
2	EFO	2	8	10				10
3	BAR	2	2	4	12	12	24	28
4	BAZ	2	2	4		24	24	28

⁸EDNOTE: here?

WP	title	1	4	7	10	13	16	19	22	25	28	31	34	37	40	43	46
1	Management	kickoff & SS1												exploitation			
2	Dissem							SS2				SS3				SS4	
1	Class	req				proto						deployment					
1	Class					proto											deployment

Figure B.1.2: Overview Work Package Activities and Staff Involvement

Chapter B.2

Implementation

B.2.1 Management Structure and Procedures

ToDo(9) ⁹ Describe the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.

The Project Management of IPOWER is based on its Consortium Agreement, which will be signed before the Contract is signed by the Commission. The Consortium Agreement will enter into force as from the date the contract with the European Commission is signed.

B.2.1.1 Organizational structure

B.2.1.2 Risk Assessment and Management

B.2.1.3 Information Flow and Outreach

B.2.1.4 Quality Procedures

B.2.1.5 Internal Evaluation Procedures

⁹ToDo: from the proposal template

B.2.2 Individual Participants

¹⁰ For each participant in the proposed project, provide a brief description of the organisation, the main tasks they have been attributed, and the previous experience relevant to those tasks. Provide also a short profile of the staff members who will be undertaking the work. ToDo(10)

¹⁰ToDo: from the proposal template

1. JACU: JACOBS UNIVERSITY BREMEN (COORDINATOR) (D)

Jacobs University is a new private research university patterned after the Anglo-Saxon university system. The university was founded in 2000 and has an international student body (ca. 1000 students from over 90 nations, admitted in a highly selective process).

The KWARC (KnoWledge Adaptation and Reasoning for Content <http://kwarc.info>) Group headed by *Prof. Dr. Michael Kohlhase* specializes in knowledge representation systems for mathematics, formal mathematics, natural language semantics and the semantic web. It is the main center and lead implementor of the OMDoc (Open Mathematical Document) representation format for knowledge representation in Mathematics.

Since doing research and developing systems is much more fun than writing proposals, they try to do that as efficiently as possible, hence this meta-proposal.

2. EFO: EUROPEAN FUTURE OFFICE (NL)

The EFO is the world leader in futurology, ...

3. BAR: UNIVERSITÉ DE BAR (F)

The Université de BAR specializes on drinking lots of red wine. It is a partner in the consortium, because it has a very nice chateau on the Cote d' Azure, where it host gorgeous project meetings.

4. BAZ: BAZ INTERNATIONAL LTD (UK)

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EdNote(11)

¹¹EDNOTE: add something here

B.2.3 The IPOWER consortium as a whole

ToDo(12) ¹² Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show the complementarity between participants. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project.

If appropriate describe the industrial/commercial involvement to ensure exploitation of the results. Show how the opportunity of involving SMEs has been addressed

B.2.3.1 Subcontracting

ToDo(13) ¹³ If any part of the work is to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.

B.2.3.2 Other Countries

ToDo(14) ¹⁴ If a one or more of the participants requesting EU funding is based outside of the EU Member states, Associated countries and the list of International Cooperation Partner Countries¹, explain in terms of the projects objectives why such funding would be essential.

B.2.3.3 Additional Partners

ToDo(15) ¹⁵ If there are as-yet-unidentified participants in the project, the expected competences, the role of the potential participants and their integration into the running project should be described

B.2.4 Resources to be Committed

ToDo(16) ¹⁶ Recommended length for Section 2.4 two pages

In addition to the costs indicated on form A3 of the proposal, and the staff effort shown in Section 1.3 above, please identify any other major costs (e.g. equipment). Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how the overall financial plan for the project is adequate.

B.2.4.1 Travel Costs and Consumables

B.2.4.2 Subcontracting Costs

B.2.4.3 Other Costs

¹²ToDo: from the proposal template

¹³ToDo: from the proposal template

¹⁴ToDo: from the proposal template

¹See CORDIS web-site, and annex 1 of the work programme.

¹⁵ToDo: from the proposal template

¹⁶ToDo: from the proposal template

Chapter B.3

Impact

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EdNote(17)

B.3.1 Expected Impact

¹⁸ Describe how your project will contribute towards the expected impacts listed in the work programme in relation to the topic or topics in question. Mention the steps that will be needed to bring about these impacts. Explain why this contribution requires a European (rather than a national or local) approach. Indicate how account is taken of other national or international research activities. Mention any assumptions and external factors that may determine whether the impacts will be achieved. ToDo(18)

B.3.1.1 Medium Term Expected Outcome

B.3.1.2 Long Term Expected Outcomes

B.3.1.3 Use Cases

B.3.2 Dissemination and Exploitation of Project Results

¹⁹ Describe the measures you propose for the dissemination and/or exploitation of project results, and the management of knowledge, of intellectual property, and of other innovation-related activities arising from the project. ToDo(19)

B.3.2.1 Dissemination

B.3.2.2 Exploitation

B.3.2.3 Management of Intellectual Property

B.3.2.4 Sustainability

¹⁷EDNOTE: Recommended length for the whole of Section 3 – ten pages

¹⁸ToDo: from the proposal template

¹⁹ToDo: from the proposal template

Chapter B.4

Ethical Issues

ToDo(20) ²⁰ Describe any ethical issues that may arise in the project. In particular, you should explain the benefit and burden of the experiments and the effects it may have on the research subject. Identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. Answering 'YES' to some of these boxes does not automatically lead to an ethical review¹. It enables the independent experts to decide if an ethical review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

²⁰ToDo: from the proposal template

	YES	PAGE
Informed Consent		
Does the proposal involve children?		
Does the proposal involve patients or persons not able to give consent?		
Does the proposal involve adult healthy volunteers?		
Does the proposal involve Human Genetic Material?		
Does the proposal involve Human biological samples?		
Does the proposal involve Human data collection?		
Research on Human embryo/foetus		
Does the proposal involve Human Embryos?		
Does the proposal involve Human Foetal Tissue / Cells?		
Does the proposal involve Human Embryonic Stem Cells?		
Privacy		
Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		
Does the proposal involve tracking the location or observation of people?		
Research on Animals		
Does the proposal involve research on animals?		
Are those animals transgenic small laboratory animals?		
Are those animals transgenic farm animals?		
Are those animals cloned farm animals?		
Are those animals non-human primates?		
Research Involving Developing Countries		
Use of local resources (genetic, animal, plant etc)		
Benefit to local community (capacity building i.e. access to healthcare, education etc)		
Dual Use		
Research having direct military application		
Research having the potential for terrorist abuse		
ICT Implants		
Does the proposal involve clinical trials of ICT implants?		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

B.4.1 Personal Data