



Proposal Negotiation

a guide

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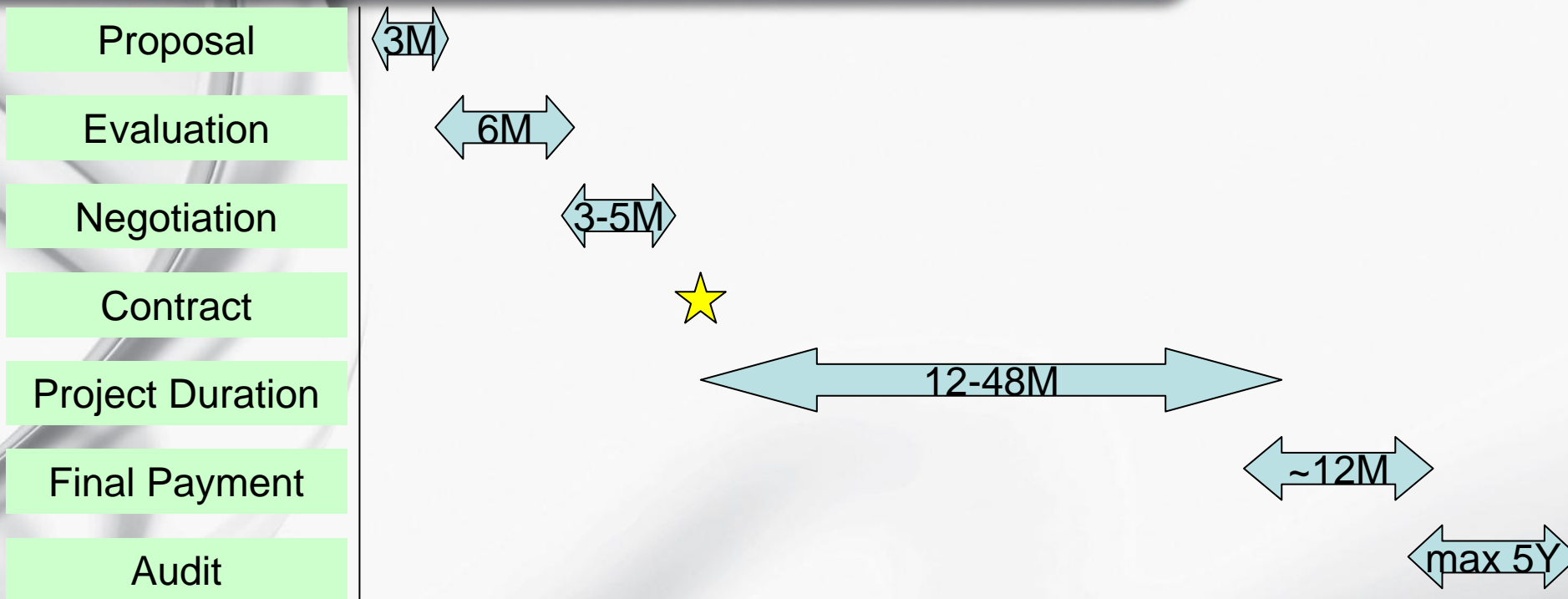


Presentation Outline

- Proposal Time Scale
- Negotiation Process
- Legal Negotiations
- Financial Negotiations
- Technical Negotiations
- NEF tool
- Hints/Problems



Proposal Time Scale



- The proposal evaluation lasts a day, but due to the total number of proposals and the internal EC procedures, the final decision may take up to 6 months.



Invitation to Negotiations

- Following the positive evaluation of a proposal and the decision of Commission's maximum financial contribution, the coordinator is invited by letter to commence negotiations
- The invitation is accompanied by the "independent experts" advice: Evaluation Summary Report; and (if applicable) an Ethical Review Report
- ! ➤ **Negotiation Mandate:** *This document is the guide for the expected changes*
 - The name and contact details of the Commission's Project Officer(s) which will be indicated
 - The letter of invitation shall also indicate the deadlines for the submission of the first draft of ANNEX 1 and for the conclusion of the negotiations
- The negotiation process comprises of 2 distinct procedures
 - The Legal and Financial Negotiations
 - The Technical Negotiations



Negotiation Process (1)

➤ **Step 1: Results of the Evaluation**

The coordinator receives the Evaluation Summary Report containing the comments of the evaluators and a list of recommendations for negotiation

➤ **Step 2: Invitation to negotiate – Negotiation Mandate**

1-2 months after the evaluation the project officer invites the coordinator for negotiations

➤ **Step 3: First round of negotiations**

Based on the Negotiation Mandate the coordinator proceeds with amendments related to the technical and financial aspects of the project

➤ **Step 4: Second round of negotiations**

Creation of the GPFs by the commission and the coordinator

➤ **Step 5: Contract Awarded**

The Coordinator downloads the final version of the grant agreement and finalises it (signs it) along with the other beneficiaries



Negotiation Process (2)

1st round

2nd round

Technical
Negotiations

Update of Annex 1
(DoW)

Validation of
new Annex 1

Negotiation
Meeting

Consortium
Agreement

Financial &
Legal
Negotiations

Validation of Legal
Status

Budget

Signature of
Grant
Agreement

- The Technical Negotiations take place with the Scientific Project Officer through emails and phone calls.
- The Legal Negotiations take place with the Legal & Financial officer mainly using the NEF tool.
- A signed **consortium agreement** is mandatory before the signature of the GA, unless specifically excluded by the terms of the call for proposals (e.g. INCO)



Legal & Financial Negotiations

- The negotiations are performed through the **NEF** tool
- Legal negotiations include the analysis and review of the legal status of the applicants and the final composition of the consortium
- Financial Negotiations focus mainly on budgetary matters
- Both Legal and Financial negotiations are performed by the LEAR: *Every organisation appoints a so-called LEAR – Legal Entity Appointed Representative who is the correspondent towards the Commission on all issues related to the legal status of the entity, providing up-to-date legal and financial data (including supporting documents, where necessary) and commits to maintain the information up-to-date, enabling future use for grants between the entity and the Commission research (and other) programmes.*



Legal Negotiations

➤ The main aspects to be resolved during this session are:

Issues	Coordinator	Project Officer
Change of Coordinator/partner	Request a written approval by all the beneficiaries	Approve and validate the requested changes
Change of the Legal Status of a partner	Communicate to the LEAR the changes that need to be done	Verification and Validation by the Central Validation Team.
Coordinator assessment	Demonstrate management skills, capabilities & experience.	Approval of coordinator
Method for calculation of indirect cost	Check with partners and if wrong inform LEAR and Validation Unit	Validation
Consortium Agreement (CA)	Prepare and conclude the CA	Checking that a CA is in place
Start Date/duration, Timing of Reporting periods	Negotiate start date	Reach an agreement
Inclusion of special clauses	Agree on the inclusion of special terms (e.g. on ethical issues)	Reach an agreement
Partner Signatures	Collect signatures on A2 forms & Signature of GA (initials on every page)	Validation of A2 forms & preparation of GA



Financial Negotiations

Financial negotiations focus on:

- The **total costs, total eligible costs** and maximum EC **financial contribution**. *Usually reduced*
- The method for **calculation of indirect costs** should be clarified.
- A table of the estimated **budget breakdown** per WP & per beneficiary (A3 form) will be established
- The **amount of pre-financing** will be established (usually 160% of average period funding)
- Any **subcontracting or third party issues** will be clarified. Additional info on subcontracts may be requested
- The **financial viability** of the coordinator and any other applicant with EC contribution exceeding 0,5m€ will be assessed





Grant Agreement Preparation Forms GPFs

- The Grant Agreement Preparation Forms (GPFs) (*similar to the proposal A2 forms*) help **identify the beneficiaries** who will sign the Grant Agreement and to determine the **eligible costs** and EC contribution

- The **GPFs** are available in electronic format through an online tool, called **NEF**, and should be completed by the coordinators on behalf of all applicants (*this is not applicable for the Legal Status and the Organisational Status which are performed by the LEAR and the Validation Unit*).



A1: Our project

Project Number ¹	233160	Project Acronym ²	NMP TeAm
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ONE FORM PER PROJECT

GENERAL INFORMATION

Project title ³	Improving the services of the NMP NCP Network through Trans-national Activities		
Starting date ⁴	Start date to be notified; must lie within 0 months of grant agreement signature		
Duration in months ⁵	24		
Call (part) identifier ⁶	FP7-NMP-2008-CSA-2		
Activity code(s) most relevant to your topic ⁷	NMP-2008-4.0-11: NCP trans-national activities		
Free keywords ⁸	NMP NCP Services, Trans-national activities, partner search		

Abstract ⁹ (max. 2000 char.)

The NCP TeAm project aims at an improved NMP NCP service across Europe therefore helping simplify access to FP7 calls, lowering the entry barriers for newcomers, and raising the average quality of submitted proposals through closer collaboration between the NMP NCPs and normalisation of the differences in knowledge and quality of provided services across the NCP Network in Europe and beyond. To this effect the four main objectives of this project are to optimise the tools at hand to the benefit of the networks clients, such as the adoption of a partner search system tailor-made to the NMP needs and the creation of an NCP NMP Network website, to maximise the impact and add value to organised National and European events with organising parallel brokerage (partnership building) events, joint NMP NCP stands and joint awareness campaigns (including visits to researchers and industries), to standardise the Network skills and provided services through the creation of a charter of services, an operational manual, twinnings and targeted trainings and to forge stronger links with all NMP related Networks, Technology platforms and other EC initiatives and programmes.



A2.1: Who we are

Project number ¹	233160	Project acronym ²	NMP TeAm	Participant number in this project ¹⁰	1	Participant short name ¹¹	HELP-FORWARD
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ONE FORM PER PARTICIPANT

LEGAL DATA

If your organisation has already registered for FP7, enter your Participant Identity Code ¹²	999995893
Participant legal name ¹³	FOUNDATION FOR RESEARCH AND TECHNOLOGY HELLAS
Participant short name ¹¹	HELP-FORWARD
Status of validation ¹⁴	VALID

Legal address of the participant

Street name ¹⁵	N PLASTIRA STR	Number ¹⁵	100
Town ¹⁵	HERAKLION		
Postal code / Cedex ¹⁵	70013		
Country ¹⁶	Greece		
Internet homepage (optional)	www.forth.gr		

Registration data of the participant

Legal registration number ¹⁷	PD432/87
Place of registration ¹⁷	Athens
Date of registration ¹⁷	23/11/1987
VAT number ¹⁸	EL090101655
Legal form ¹⁹	GR2

Legal Entity Appointed Representative (LEAR) ²⁰

Family name	Papatheodorou	First name(s)	Zinovia
Phone 1 ²¹		Phone 2 ²¹	
E-mail	papatheo@admin.forth.gr	Fax ²¹	



A2.2: Who we are

Project number ¹	233160	Project acronym ²	NMP TeAm	Participant number in this project ¹⁰	1	Participant short name ¹¹	HELP-FORWARD
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ONE FORM PER PARTICIPANT

STATUS OF YOUR ORGANISATION

Certain types of organisations benefit from special conditions under FP7 participation rules. If you are one of these, please tick the appropriate box(es) below. ²²

Your organisation is:

- Natural person
- Legal person
 - Non profit
 - Research Organisation
 - Public body
 - International organisation
 - International organisation of european interest
 - Secondary and higher education establishment
- Enterprise
 - SME
- None of the above, please specify:



A2.3: Authorised Representatives

Project number 1	233160	Project acronym 2	NMP TeAm	Participant number in this project 10	1	Participant short name 11	HELP-FORWARD
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ONE FORM PER PARTICIPANT

First authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name	Payatakes	First name(s)	Alkiviades
Title 34	Prof.	Gender 35(Female – F / Male – M)	M
Position in the organisation 36	Chairman of the Board of Directors and Director of Central Administration of FORTH		
Department/Faculty/Institute/Laboratory name/... 37	Central Administration		
Address (if different from the legal address) 12			
Street name 15		Number 15	
Town 15			
Postal code / Cedex 15			
Country 16			
Phone 1 21	+30 2810 391540	Phone 2 21	+30 2810 391541
E-mail	acp@admin.forth.gr	Fax 21	+30 2810 391542

Second authorised representative to sign the grant agreement or to commit the organisation for this project			
Family name		First name(s)	
Title 34		Gender 35(Female – F / Male – M)	
Position in the organisation 36			



A2.4: How to contact us

Project number ¹	233160	Project acronym ²	NMP TeAm	Participant number in this project ¹⁰	1	Participant short name ¹¹	HELP-FORWARD
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ONE FORM PER PARTICIPANT

Person in charge of administrative, legal and financial aspects in this project			
Family name	Papatheodorou	First name(s)	Zinovia
Title ³⁴	Ms.	Gender ³⁵ (Female – F / Male – M)	F
Position in the organisation ³⁶	Contracts department officer		
Department/Faculty/Institute/Laboratory name/... ³⁷	Central Administration		
Address (if different from the legal address)			
Street name ¹⁵		Number ¹⁵	
Town ¹⁵			
Postal code / Cedex ¹⁵			
Country ¹⁶			
Phone 1 ²¹	+30 2810 391522	Phone 2 ²¹	+30 2810 391555
E-mail	papatheo@admin.forth.gr	Fax ²¹	+30 2810 391555

Person in charge of scientific and technical/technological aspects in this project			
Family name	Constantinou	First name(s)	Anastasia
Title ³⁴	Dr.	Gender ³⁵ (Female – F / Male – M)	F
Position in the organisation ³⁵	NMP NCP for Greece		
Department/Faculty/Institute/Laboratory name/... ³⁷	HELP-FORWARD Network		
Address (if different from the legal address) ¹²			
Street name ¹⁵	Zalokosta	Number ¹⁵	4
Town ¹⁵	Athens		
Postal code / Cedex ¹⁵	GR - 10671		
Country ¹⁶	Greece		
Phone 1 ²¹	+30 210 3607690	Phone 2 ²¹	+30 210 3608042
E-mail	nats@help-forward.gr	Fax ²¹	+30 210 3636109



A3.1: What it costs

Project number 1	233160	Project acronym 2	NMP TeAm	Participant number in this project 10	2	Participant short name 11	EI
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One Form per Participant

Funding % for Coordination and Support Actions 47	100%
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Indirect costs 41

Actual indirect costs 42
 Simplified method 43
 Standard flat rate 44
 Special transitional flat rate 45

My legal entity is established in an ICPC 46 and I shall use the lump sum funding method **No**

	Type of Activity			
	Coordination / Support (A)	Management (B)	Other (C)	Total A+B+C
Personnel costs	36,674.00	10,630.00	0.00	47,304.00
Subcontracting	30,000.00	0.00	0.00	30,000.00
Other direct costs	4,800.00	2,400.00	0.00	7,200.00
Indirect costs	0.00	0.00	0.00	0.00
Maximum reimbursement indirect costs 48	2,903.18	912.10	0.00	3,815.28
Total costs	71,474.00	13,030.00	0.00	84,504.00
Maximum allowable EC contribution	74,377.18	13,942.10	0.00	88,319.28
Requested EC contribution	74,377.18	13,942.00	0.00	88,319.18
Receipts				0.00



A3.2: What it costs

Project Number 1	233160	Project Acronym 2	NMP TeAm
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One Form per Project

Participant number in this project 9	Participant short name	Estimated eligible costs (whole duration of the project)				Total receipts	Requested EC contribution
		Coordination / Support (A)	Management (B)	Other (C)	Total A+B+C		
1	HELP-FORWARD	45,900.00	102,900.00	0.00	148,800.00	0.00	159,132.00
2	EI	71,474.00	13,030.00	0.00	84,504.00	0.00	88,319.18
3	APRE	44,550.00	9,400.00	0.00	53,950.00	0.00	57,516.00
4	ANCS	87,720.00	6,800.00	0.00	94,520.00	0.00	100,716.40
5	MCST	61,280.00	16,000.00	0.00	77,280.00	0.00	82,689.00
6	TUV NEL	40,600.00	14,400.00	0.00	55,000.00	0.00	58,850.00
7	JUELICH	89,360.00	8,500.00	0.00	97,860.00	0.00	102,890.00
8	TUBITAK	24,600.00	5,400.00	0.00	30,000.00	0.00	32,100.00
9	CLPCM-BAS	49,775.00	1,925.00	0.00	51,700.00	0.00	55,318.00
10	TC AV CR	42,500.00	2,700.00	0.00	45,200.00	0.00	48,364.00
11	NKTH	20,190.00	1,930.00	0.00	22,120.00	0.00	23,668.00
12	ARCHIMEDES	35,900.00	3,300.00	0.00	39,200.00	0.00	41,944.00
13	IPPT - PAN	62,250.00	3,450.00	0.00	65,700.00	0.00	70,298.00
14	AdI	54,300.00	2,950.00	0.00	57,250.00	0.00	61,257.00
15	IC RAS	11,400.00	2,700.00	0.00	14,100.00	0.00	15,087.00
TOTAL		741,799.00	195,385.00	0.00	937,184.00	0.00	998,148.58



A4: Bank account



Project Number 1	233160	Project Acronym 2	NMP TeAm
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Co-ordinator's Banking information

Account name 50	N/A		
Full address of account			
PO box 15		Postal code/Cedex 15	
Street name and number 15	N/A		
Town		Country 16	
VAT number			
Contact person for the account			
Name		First name(s)	
Phone 21		Fax 21	
E-mail			

Bank name	N/A		
Branch address (full address – PO box not accepted)			
Postal code/Cedex 15			
Street name and number 15	N/A		
Town		Country 16	

Details of bank account	
IBAN 51	
BIC	
or	
ACCOUNT NUMBER	

We certify that above information declared is complete and true.

BANK STAMP + SIGNATURE BANK REPRESENTATIVE 52
(both obligatory)

DATE + SIGNATURE ACCOUNT HOLDER
(obligatory)



A5: Reporting Periods

Project Number 1	233160	Project acronym 2	NMP TeAm
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One Form per Project

Reporting period	From month	To month	Total estimated eligible cost	Total requested EC contribution
1	1	12	1,026,349.00	998,148.58
	1	12	1,026,349.00	998,148.58



NEF (1)

NEF (Negotiation Forms) is the online mandatory tool for the Legal and Financial negotiations

- It allows the coordinators to establish a complete set of GPFs for each individual applicant and for the project as a whole
- The tool (NEF) is accessible by invitation only

Have in mind that the invitation is usually sent to the indicated contact person for Legal & Financial aspects of the coordinator.

- The data collected includes:
 - General Information about the project (A1)
 - Information on the coordinator & participants - legal data (A2.1), organisation status (A2.2), authorised representatives (A2.3), contact persons (A2.4)
 - Eligible costs & budget (A3.1) & total project budget (A3.2)
 - Coordinator's bank account (A4)
 - Reporting periods (A5)





NEF (2)

- The negotiation with NEF proceeds in series of “negotiation sessions”. Each session is opened by the EC, and will trigger an email to the coordinator to provide information through the NEF system
- Before entering NEF the coordinator should verify the accuracy of the submitted info. The coordinator has access to the system when a “negotiation session” is open

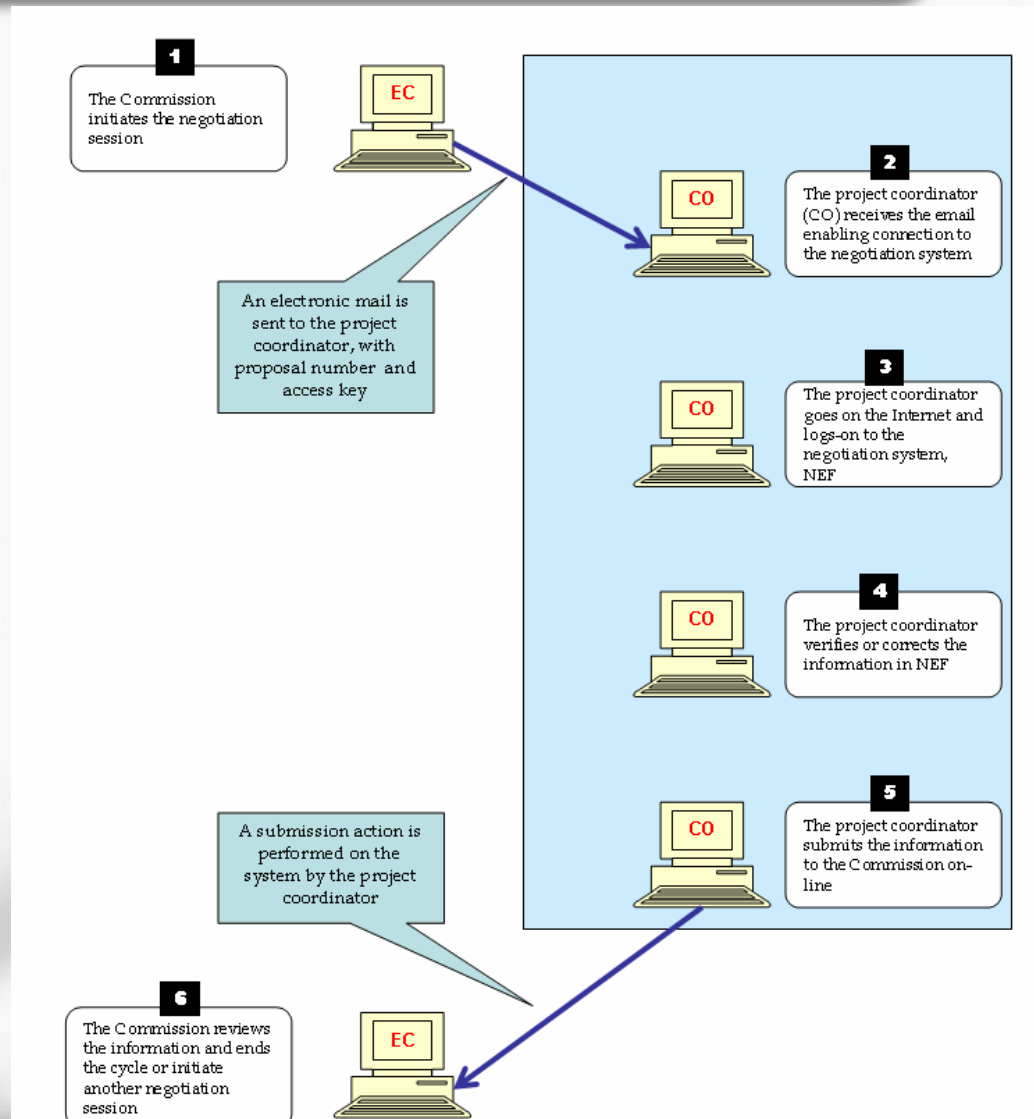


A simple correction means asking the EC to open a new negotiation session and send a new password.

Collect the information in .doc form or through email and stress the importance to carefully fill the forms.



NEF process





NEF process

Grant agreement Preparation Forms

Welcome to the negotiation

Please input your project number and access key to enter the negotiation session.

Project number

Access key - - -

Login

[Top](#) | [Help Desk](#)

See the following example: Project number 217451 and Access key 21903-34174-62095-14385

Welcome to the negotiation

Please input your project number and access key to enter the negotiation session.

Project number

Access key

Login

[Top](#) | [Help Desk](#)



NEF process

Parameters

CONTACTS	LIFECYCLE	DEADLINES	PROPOSITIONS
Scientific/Project <input type="text"/>	Opening date 26/06/07	GPFs	Duration 36 months
Legal/Financial <input type="text"/>	Expected end date 24/06/08	Technical annexes	Contribution <input type="text"/> euros
Registration <input type="text"/>		Legals documents	

Session history

Not yet submitted by the coordinator Opened on 21/09/07 at 14:15 Created on 21/09/07 at 12:22

Project

- [General information](#)
- [Reporting periods](#)

Coordinator "Studiecentrum voor

- Centre d'Etudes de

- [Legal data](#)
- [Organisation status](#)
- [Authorised representatives](#)
- [Contact persons](#)
- [Eligible costs](#)
- [Bank account](#)

Participants

- [GREEK COMMISSION](#)
- [Ente per](#)
- [Institut de](#)
- [Institut Universitaire de](#)
- [Universitat](#)
- [Commissariat à](#)
- [University](#)
- [Institute](#)
- [Bundesamt für](#)
- [s.c.](#)
- [Add new participant](#)



NEF hints

- Even a simple correction needs to open a new negotiation session and request a new password by the EC
- NEF does not incorporate a track changes tool, so the Commission can not follow the submitted changes. To facilitate the process send an email to the EC indicating all the performed changes in the GPFs
- 3 forms have to be signed:
 - form A2.5: “Our Commitment” – by the coordinator & participants.
 - form A2.6: “Data protection & Coordination role” – by the coordinator.
 - form A4: “Bank Account” – by bank and account holder.

Forms can be sent by regular mail)



Technical negotiations

The aim is to agree on the final content of Annex I (description of work) to GA. During this part of the negotiation process:

- The full work plan of the project needs to be defined in sufficient detail and according to the negotiation mandate
- The work to be performed by each beneficiary will need to be defined in sufficient detail
- An indicative time schedule for project reviews needs to be established – usually synchronised with the reporting periods
- At this stage the Commission will also assess whether the coordinator has the required management skills, capabilities and experiences to carry out the coordinator's tasks.



Problems/Hints (1)

- Have a detailed understanding of the comments from the proposal evaluation
 - The comments written by the evaluators are the basis for the recommendation by the EC. It might be a good idea to make a short report for every comment. Sounds bureaucratic but facilitates the negotiations
- Follow the GPFs in precise detail
 - Every question and box must be completed
- Technical Annex Preparation
 - The Technical Annex contains the exact work to be done. Describe specific issues in as much detail as possible



Problems/Hints (2)

Unclear or irrelevant Deliverables

- The contract between the EC and the consortium defines the “deliverables” as the contractual output of the project. The contract is not about science, it is about deliverables.
- EC prefers deliverables that are easy to monitor, for example:
 - A meeting
 - A report on a prototype (not the prototype itself)
 - A conference
 - etc

Workplans not clear or stable

- If there are significant comments in the evaluation report or specific requests by the EC, there might be the need to adapt or even completely change the workpackages and the work description.



Problems/Hints(3)

Time Pressure- Lack of urgency

- EC may negotiate thousand of contracts at the same time and a Project Officer (PO) may be in charge of up to thirty contracts. During this time the PO, is under considerable pressure and sets strict deadlines
- One of the most important task of the coordinator is to create a sense of urgency through two different ways:
 - **Deadline setting**
 - **Be specific and clear with well documented requests**

Dissatisfied Partners

- Partners may complain about the lack of communication during the negotiation phase
- Every time a significant change is performed send an email to all partners



Thank you

Constantine Vaitsas, vaitsas@help-forward.gr