

## Transcript of the Video Raniero Chelli

In this lecture , we're going to look at the main steps that they need to take in proposal preparation . Once you have identified the suitable call for proposals and you want to submit your proposal in order to get your project funded, you have to write the proposal. So basically , what I'm going to give you is the process that you have to follow in order to prepare a good proposal. Of course , you have to start by identifying a project idea . Why am I saying that ? Because many times you find a call for proposals and you want to submit the project so you react to the call for proposal , this is not a good idea .

You should start by a strong project idea around which you are going to build a partnership and write the proposal . Then the second important thing is that you have to download the documents related to the call and analyzing that. We have a terms of reference, we have an application form, you sometimes have another document , which is the logical framework, you have another document , which is the budget . You have to download the documents and analyze them to understand in the first place what are the rules for that particular course for proposals. If you are eligible, and things like that. So you had to analyze on the basis of what you have read , if it is a good idea to take part in that particular call for proposals.

As I said before , you should check whether you are an eligible organization , in an eligible country , whether what you want to do fits into the requirements of the call for proposals . If the budget which is allowed by the call is coherent with what you want to do. You normally have , for instance , in the Horizon2020 , you have an indication like this project should cost three million euros. if you had in mind a project for five hundred thousand euros, this is not for you. You should look for some something else and things like that . Once you have decided that you have a good idea to participate in the call for proposals , then you have to prepare a proposal summary: a short document which carries the basic concept , the basic project idea , which you would need to start the Partner search . Partner research is an articulated activity . It is very , very fundamental for the success of your application process .

Having a good partnership or strong partnership allows you to have a good hope that your proposal will be selected . There are many , many channels for partner search . Many programs provide you with facilities for partner search , and then you have networks, like UNIMED, which are there to support you in finding good partners . Once you have put together a suitable partnership , what do you want to do is to share with your partners the work of writing the proposal . So you should allocate the responsibilities in the writing of the proposal issued a sign writing tasks to all of your partner . Of course you need that agreement , and once you have done that , you can start working in parallel and waiting for the partners to send a contribution . In some cases - this is very , very critical - You need formal documents , documents signed by , for instance , the legal representatives of the parties . So because this procedure is a bureaucratic one , it can take a long time . You should if in the contract proposal , you find out that these documents are needed , you should start as soon as possible . Collecting this document , send in these documents to the parties and asking them to return the document signed in time for submitting the proposal.

Now , the biggest part , of course , is the writing of the proposal , and we will see in the next lecture some parts of this in collaboration with the partners . You have to finalize the full documentation set , which means you put together all the bits and pieces and then you give them a final check , sometimes in some cases you still need to do the packaging if the donor requires that you submit also paper copies . In most of the cases, now the submission happens via the internet to be on the web , so you don't need to do the packaging , but

in some cases this is needed . The submission , as I said , in 95 percent of cases is electronic , but this means that you must check the procedure well in advance . Sometimes you need a particular identification code for the organization . For instance , Horizon 2020 is called the PIC to be obtained from the European Commission . In the case of Europe Aid, that you need what is called the PADOR . And then again , you have to ask for the PADOR , you have to submit so you must start in advance and so that you make sure that when you do the final submission , all what is needed , everything is in place .