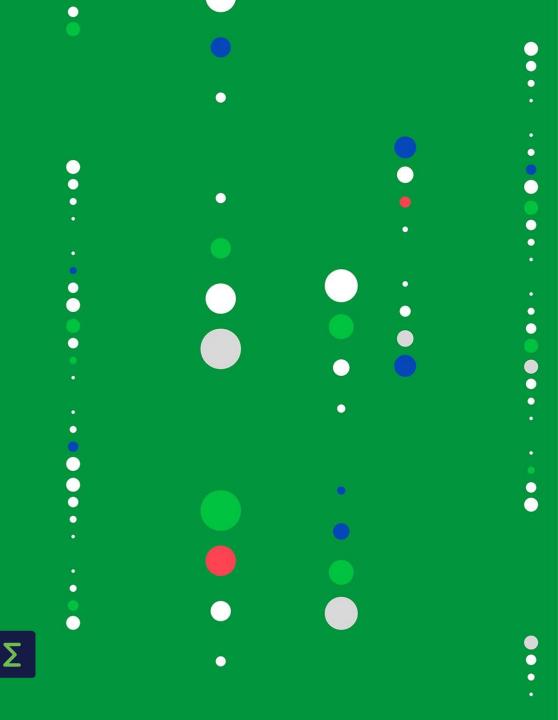
# **FPP Preparation**

ITEA Call 2023 FPP Briefing webina Erik Rodenbach ITEA Programme Coordinator





#### FPP Preparations General comments

- An FPP template has been prepared for you including the PO information:
  - Address the evaluation feedback of the ITEA experts and the Public Authorities in your FPP to improve your proposal
  - You can still adapt your consortium, effort and costs if necessary
  - Prepare the workplan

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- Deadline for submission of FPPs
- Declaration of Acceptance (DoA)
- Announcement of labelled and rejected FPPs

19 February 2024 - 17:00 CET 4 March 2024

## FPP Submission overview

- FPP online submission process is like the PO online submission process, but with extended sections for the Full Project Proposal
  - Work Description
    - Project structure (document)
    - Main milestones (document)
    - Work package description (online)
  - Consortium feedback on PO evaluation (online)
  - Partner specific information
    - Tasks and added value (online)
    - Signing DOA (Digital signing on the website or uploading physical copy)
    - Costs & Efforts

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# **FPP** Submission process

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- Update / Improve the FPP Annex document based on the PO feedback of STG and Public Authorities
- Update / Improve the online data through ITEA website based on the PO feedback of STG and Public Authorities
- Create the work plan by defining and creating corresponding work packages
- Add content in the Annex document and data on the ITEA website for the extended sections specific for the FPP
- Submit the FPP on the ITEA website by selecting the latest document version once all updates are complete
  - Until the submission deadline you can keep submitting new versions. The latest submitted version at the deadline will be considered
  - Upload the Annex version of the FPP, not the merged document

## **FPP** Submission process

- New: Actions defined by the ITEA Experts are stored online in the action list
  - You can find the list on the ITEA Community website in your project area under menu item Management > Project Action list
  - Address the actions in your FPP and then update the action in the action list.
- The PO feedback of the Public Authorities evaluation can be provided on the ITEA Community website under menu item Management > Project Management
- A video about the online submission can be found on the ITEA Public website: <u>https://itea4.org/instruction-videos.html</u> (Guidelines for FPP preparation - ITEA website)
  - Note: This is a video of 2022 and does not contain the project action list





#### Work packages overview

- A Work package (WP) describes in detail the work breakdown structure, i.e. how the consortium intends to organise the work and reach its goals
- Online WP includes the following tabs:
  - Objectives and expected results
  - Tasks
  - Deliverable list
  - Effort



# Expectations

- A WP description should convince the reviewers and Public Authorities that:
  - the planned work has been thought out precisely
  - the roles and contributions of every partner are clearly defined
  - the project can reach its goals
  - the project will provide innovative results
  - in the project there is international cooperation between several countries



## Practical hints for WPs

- While defining WPs, tasks and deliverables remember that the project consortium and the goals will evolve in time → take modifiability into account
- Make sure that none of the countries/partners is effort-wise in a dominant position
- The optimal number of WPs and tasks depends on the project, but don't include too many WPs (max 6-7) as managing and reporting them will mean a lot of work for you
- Typical structure for work packages

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- Project management and coordination
- Analysis, use cases and architecture
- Technical development work packages
- Dissemination, standardisation, exploitation

### Practical hints for deliverables

- Plan the deliverables to serve the goal of your project not to be additional documents that you provide for ITEA and national level reporting
- Focus more on quality and relevance of the deliverables rather than their quantity
- Documents can be either public or private: public document will be visible on the ITEA public website; private documents are only accessible within the project environment of the ITEA Community website
- Give your documents a short, descriptive and self-explaining file name
- Including an update/extension of the State-of-the-Art (SotA) as a deliverable is highly recommended. The SotA must be a public document to be able to include it in the ITEA Living Roadmap (LR) <a href="https://itea4.org/community/roadmap/index.html">https://itea4.org/community/roadmap/index.html</a>. Before adding the SotA to the LR two ITEA Steering Group members will evaluate if the SotA is of adequate quality to be included

#### FPP preparation on the ITEA website Summary

- Project leaders should:
  - Update the FPP Annex template in Word
  - Create work packages on the ITEA Community portal
  - Provide feedback on STG (action list) & PA evaluation (online)
  - Control/Check the online input provided by project partners
- Project partners should:
  - Provide Effort (PY) per work package per year, and provide yearly costs
  - Fill in Tasks and Added-value field
  - Digitally sign or upload the signed ITEA 4 Declaration of Acceptance (DoA) latest by 4 March 2024

#### FPP preparation on the ITEA website Questions? Contact us!

Should you have any questions regarding the FPP submission via the ITEA website, do not hesitate to contact:

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