

EUROPEAN RESEARCH IN FP7: PROPOSAL & PROJECT MANAGEMENT BY LGI

LaGrange Innovation

2005

■ WHO WE ARE

LGI | LaGrange Innovation is a consulting firm specialised in project management. From organisational changes to management of innovative projects, LGI assists project leaders towards the achievement of their objectives.

Our strength lies in the combination of a good understanding of scientific and technological issues, with the expertise of professional project managers.

Our clients comprise industrial and services groups, SMEs, research centres & universities, and administrations.

■ THE CONTEXT

EU Framework Programmes aim at enhancing research & technological development at European level, towards the achievement of the “knowledge economy and society”.

This implies principles of excellence and strong interactions between R&D and innovation.

FP7 brings new structures, rules, tools, and themes. However, some characteristics of FP research projects shall remain:

- Strong competition for excellence
- Strong requirements for consortium management
- Numerous, geographically dispersed project participants, sometimes with diverging strategies
- Importance of knowledge dissemination, technological transfer, and contribution to public awareness
- Intellectual Property Rights issues to be managed

■ OUR SERVICES FOR FP7 PROJECTS

We assist scientists in transforming an idea into a project, and a project into a success.

In the proposal phase: a direct assistance to the scientific coordinator or consortium

- Identification of relevant FP7 call
- Assistance to proposal writing
- Partner search
- Drafting of consortium agreement
- Administrative coordination
- Assistance in negotiation with the EC

In the project phase:

- Administrative & Financial management
- Monitoring of work progress, planning, deliverables, achievement of objectives
- Coordination of reporting
- Quality & Knowledge management, IPR control
- Internal and Public communication
- Meetings secretariat

As a member of the consortium, we are financed within the management funding from the EC.

■ OUR ASSETS

A success rate in our proposals above 75%

All our consultants have an engineering or scientific background.

Years of experience with previous and ongoing FP6 / FP7 projects.

Pragmatism & adaptability: management must be customised to best serve the project.

Our web-based project management tools contribute to the success of the project.

Our network of partners in Europe can contribute with complementary expertise.

Several European languages spoken.

© LGI 2006-2008

This document cannot be reproduced without a written consent by LGI

EUROPEAN RESEARCH IN FP7: PROPOSAL & PROJECT MANAGEMENT BY LGI

LaGrange Innovation

OUR ACTIVITIES IN THE PROPOSAL PHASE

LGI PROVIDES DIRECT ASSISTANCE TO THE COORDINATOR AND PARTNERS

- **PROPOSAL & CONSORTIUM STRATEGY**
 - Identification of relevant call(s)
 - Advice in the definition of the proposal (content, objectives, partnership)
 - Partner search (Europe and beyond)
- **PROPOSAL WRITING**
 - Coordination of scientific proposal (part B)
 - Definition of project management structure and dissemination issues
- **LEGAL, ADMINISTRATIVE, FINANCIAL MANAGEMENT**
 - Complete management of administrative part (part A)
 - Creation, maintenance, communication of budget forms
 - Letters of Intent and draft Consortium Agreement
- **NEGOTIATION**
 - Coordination of the writing of Technical Annex
 - Administrative management
 - Assistance in negotiation with the EC

OUR ACTIVITIES IN THE PROJECT PHASE

AS A MEMBER OF THE CONSORTIUM, LGI PLAYS THE ROLE OF "PROJECT MANAGEMENT OFFICE"
IN SOME SPECIFIC CASES, LGI CAN ACT AS COORDINATOR

- **PROJECT & CONSORTIUM MANAGEMENT**
 - Coordination of periodic reporting to the Commission
 - Creation & maintenance of secure web platform for consortium communication
 - Document, knowledge and IPR management
 - Quality management: creation and monitoring of Project Quality Plan
 - Monitoring of planning, deliverables and milestones, achievement of objectives
 - Project Risk Management when required
 - Meetings secretariat
- **LEGAL, ETHICAL, ADMINISTRATIVE, FINANCIAL MANAGEMENT**
 - Maintenance of Contract and Consortium Agreement
 - Coordination of financial reporting from partners
 - Budget monitoring and adaptations
 - Advice on legal, administrative, financial matters
- **PUBLIC COMMUNICATION**
 - Drafting and monitoring of Communication Action Plan
 - Creation and maintenance of public website
 - Monitoring of relevant international events
 - Drafting of Project Presentation
 - Creation of communication tools as required (brochures, journal...)
 - Monitoring of Gender Action Plan