Quality control guidance

Quality control for EU project proposals should be considered on two levels.

The first is operational issues such as whether or not the correct forms are used. There is a check list in the Guide for Proposals, normally in section 4 that is a good first step. Is it divided as such:

Preparing your proposal
- Does your planned work fit with the call for proposals?
- Are you applying for the right call and funding scheme?
- Is your proposal eligible?
- Is your proposal complete?
- Does your proposal follow the required structure?
- Does your proposed work raise ethical issues?
- Have you maximised your chances?
- Do you need further advice and support?

Final checks before submission
- Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?
- Is your Part B in portable document format (PDF), including no material in other formats?
- Is your Part B filename made up only of the letters A to Z and numbers 0 to 9 without special characters or spaces?
- Have you printed out your Part B, to check that it really is the file you intend to submit, and that
- it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file
- Have you respected the font size (11 point) and the page limitations for the different sections?
- Is your Part B file within the size limit of 10 Mbytes?
- Have you virus-checked your computer? The Participant Portal Submission Service will automatically block the submission of any file containing a virus.

The deadline: very important!
- Have you made yourself familiar with the Participant Portal Submission Service in good time?
- Have you allowed time to submit a draft version of your proposal well in advance of the deadline (at least several days before), and then to continue to improve it with regular resubmissions?
- Have you completed the Participant Portal submission process for your final version?

Following submission
- Proposals submitted to the Participant Portal can still be reviewed by the applicant.
- It is highly recommended that after uploading and submitting your final version, you then review what you have uploaded
- Do this while there is still time to submit a corrected version if necessary

It is also extremely important that you have your proposal read by someone with excellent English writing skills. It doesn't necessarily have to be a native speaker, just someone who can do justice to your proposal. This person should read not only for grammar and spelling

but for readability. Is your proposal written in such a way that the evaluators will be interested in your idea and your proposed solution? Will they be entertained or will they have to struggle to discover just what you want to do?

The other level is the contents of the proposal. Do your arguments make sense, are they well documented, are they convincing etc. Is the science or technology up to date? In essence these questions look at the heart of the proposal. Sean McCartney from Hyperion Ltd. **www.hyperion.ie** focuses on 5 key questions that a proposal must answer:

- Why bother? What problem or gap are you trying to solve?
- Is it a European problem? Could it be done on a national or regional level?
- Is the solution already available? Product, service, transfer?
- Why now? What would happy if this was not done now?
- Why you? Are you the best people to do the work?

This Quality Control guidance should be systematically gone through while you are writing your proposal, better yet at the very beginning. They can be considered guidelines for what you want to achieve.