

Next steps

Timetable



Proposal writing process

1. **Consultant is responsible for writing all proposal chapters, based on input.** Consultant sets out tasks, is responsible for text, quality and coherence. Consultant = single contact point.
2. Partners actively respond to **requests for content input**. Partners always provide **tangible/quantified data** where possible.
3. Partners sign up for one or more **Work Packages**. Work packages have 3-6 Tasks. WPs have WP-leader; each task has task-leader. **WP-leaders elaborate content** of WP tasks, together with the Consultant.
4. Partners perform **reviews at requested times**. Possibly action needed during weekends/evenings/holidays.
5. Partners show **flexibility** during budget discussions (to be held in October). It may well be that effort is higher than available project budget. We keep open the possibility of including ‘in-kind contributions’.

In summary:

Consultant sets out tasks, coordinates, writes, and monitors completion.

CERN coordinator monitors work and is sparring partner of consultant.

Partners provide input, review draft work and take final decisions.

Admin & budget requirements

- **PIC** registration code: 10 minutes work (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>) + nominate contact point.
- Researcher-data (where applicable; not for industrial partners): ORCID (<https://orcid.org/>)
- Budget: Average **gross monthly salary** (anonymised!) of staff (categories) working on the project.
- Budget”: Estimations of **cost** for equipment, materials/consumables, sub-contracting in the project.

Work of the Consultant:

- After you confirm participation in proposal, you are committed to paying equal share in cost of the consultant.
- Payment to consultant is due upon completion of successful proposal submission.
- Consultant will invoice each partner separately. If you need an offer in order to pay, we will send you the offer that CERN accepted. This offer is binding for all project partners.