

# **Idealist2011 Project**

## **Partner Search Manual for Proposers**

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## Section 0 Change Control

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Version 0.1: First draft

### Final Release Approval

<b>Name</b>	<b>Role</b>	<b>Date</b>
Fernando Galende	WP3 Leader	26.02.09
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## Section 1 Contents

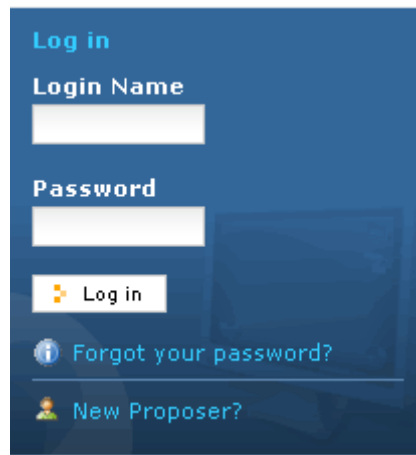
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## 1. The Partner Search Publication Procedure.

The whole process for launching and managing Partner Searches will be centralized through the main Ideal-ist web site: [www.ideal-ist.net](http://www.ideal-ist.net). This is where we will be referring to through the rest of this document.

### 1.1 Registration.

Before accessing the main functionalities of the web site, any new potential proposer should register on [www.ideal-ist.net](http://www.ideal-ist.net). To do this, they should simply click on ‘**New Proposer?**’ on the blue box placed on the bottom right corner of the main page.



To finalize the registration process, a few basic data about the new members and the organizations they are representing will be required by means of an electronic form. In addition, they will be able to choose their own ‘User Name’ and ‘Password’.

Once the registration process is completed, the new members will be able to access the system and all the services provided, through their own **Personal Home Page**. Particularly, by means of the blue **Control Panel** on the right of the page, the main features provided will be:

- Launching Partner Search Forms for any ICT Call available at the time (including Competitive Calls for running projects).
- Searching for any other published Partner Searches using the corresponding Search Engine.
- Searching for Expression of Interests received for the proposer’s own Partner Searches
- Through “My Partner Searches” managing Partner Search Forms through the different phases of their life (**Private/Pending/Published/Closed**), the responses received for the published ones by means of the response management tool, as well as compiling the feed-back form for the closed ones.
- Closing the published Partner Searches once the appropriate partners have been found.
- Editing their own Profile and changing their Password.
- Downloading the Partner Search Manual

This all will be done by using the corresponding Control Panel:



## 1.2 Completion of the Partner Search Form.

Among all the features provided to the registered members, the most important one will be the possibility to launch their own Partner Search processes to open ICT Calls. To do this, they should simply click on 'New Partner Search' (or 'New Competitive Call') on the blue Control Panel. This will automatically open the corresponding electronic form with the following fields:

### Proposal Basic Information:

Call Identifier, Challenge, Objective, Funding Scheme, Evaluation Scheme and Closure Date, all of them by means of combo boxes that are automatically filled out when only one option is possible due to previous selections.

### Proposal at a Glance:

Then an **Acronym** and **Proposal Name** should be provided, and a basic description of the project is to be included in the **Subject** field.

### Project Description:

Objectives of the project should be further explained in the **Proposal Outline** field, but always trying to avoid delicate or confidential information. This will be complemented

with the most important **Keywords** related to the objectives of the proposal using different lines for each keyword to facilitate the performance of the Search Engine.

#### Partner Profile Sought:

The most important information, for partner search purposes, should be provided in the following three fields, giving an overview of the different skills and expertises required for the realization of the project and the work they will carry out in its lifetime. Finally, the type of partner sought will be indicated for each of these Profiles Sought.

The form provides also the proposer with the possibility to search for a coordinator for this specific proposal, and ask about the previous experience of the proposer coordinating/participating in EU ICT projects.

At the end of the form, the proposer is given the possibility to indicate other email addresses of colleagues (or members of the consortium) who will be informed of all the responses generated to this specific Partner Search, in case they want to share this responsibility. This means that these additional people will also be informed by email of any response generated, but they will not be granted access to the Personal Home Page of the proposer, where all the information about his Partner Searches and responses will be stored.

**Guidelines** on how to best fill this form out will be provided in Appendix 1 to this document with the aim to launch very focussed high quality searches. The best way to improve the quality of the responses starts by defining very clear and concise contents in the search form explaining what is to be done and what is needed to achieve it. Support from the Ideal-ist representatives is essential at this stage.

Finally, as this feature is only accessible for registered members, the contact data of the proposer will be inserted automatically, although it will not be public and not be shown on the form once published.

To finish the process, the proposer should accept the Confidentiality Clause and push the **'Save and Submit'** button. This will activate a **checking tool** that will highlight in yellow those fields not correctly completed. Upon successful submission of a complete form, both the National Representative and the Ideal-ist Quality Team will be informed and the validation process will be initiated. The proposer will be informed of this by means of an email.

If the proposer only clicks on **'Save'**, the form will be saved with the current contents to be completed and submitted in a future time. All these drafted Partner Search forms will be stored under the folder labelled **'Private'** and can be continued by the proposer at any time later.

PS ID	Proposal Name	Call	Objective	Date of Modification	Country	EoI: Tot/pend.	Quality Label
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span style="border: 1px solid black; padding: 2px 5px;">Private</span> <span style="border: 1px solid black; padding: 2px 5px;">Pending</span> <span style="border: 1px solid black; padding: 2px 5px;">Published</span> <span style="border: 1px solid black; padding: 2px 5px;">Closed</span> </div>							

It is important to mention that, in those cases where the registered member is a consultant working in another organization's proposal, the following data of the latter

should be provided on the form: Name of the Organization that is the real proposer, City and Country.

### 1.3 Publication of the Partner Search Form.

Once the proposer clicks on 'Save and Submit', the Partner Search form will enter into a new phase. The first effect is that it will be moved from the folder 'Private' to the one labelled '**Pending**'.

PS ID	Proposal Name	Call	Objective	Date of Modification	Country	EoI: Tot/pend.	Quality Label

At the same time, both the corresponding National Representative and the members of the Quality Team will be informed of this new Partner Search form inserted in the system, inviting them to check its contents and initiate the corresponding discussion to grant it the Quality Label or not. Before initiating any discussion within the Quality Team, the National Contact Point should revise the contents of the PS Form himself and contact the proposer in order to clarify which topic within the objective the proposal is addressing and whether a pre-proposal check was performed by the Commission. This information will be used by the corresponding NCP to initiate the assessment with the QT.

This assessment will be held by means of the Discussion Forum at the end of the corresponding form. It is important to notice that the **regular procedure for discussion will be by means of these fora, and not by email anymore**. The proposer will not interact in this discussion, and their only participation will be to be invited to produce modifications on the form in case needed. To do this, the Ideal-ist National Representative will '**Send back the form to the Proposer**' and will contact him by email or telephone to explain him what these changes suggested will be. This way, the proposer will be able to access again the form under discussion by means of the folder '**Private**' in his Personal Home Page. This process will be explained later, from the point of view of the National Representative, in section 4.1 of this Manual.

Finally, in the event of a positive outcome during the discussion between the National Representative and the Quality Team, the National Representative will '**Request the Quality Label**' using the corresponding button on the form and will wait until the Quality Team inserts the corresponding **Quality Label** before publishing the Partner Search.



This will have the following effects:

- The Partner Search form will be moved from the folder '**Pending**' to the one labelled '**Published**', both on the National representative's Administration Pages and on the Proposer's Personal Home Page.

- The contents of the Partner Search form will be publicly available through [www.ideal-ist.net](http://www.ideal-ist.net), with the exception of the contact data of the proposer and the information related to their previous experience. Instead of this information, a **'Reply'** button will be used to contact the proposer, launching a **Standard Reply Form** expressly to that Partner Search.
- The proposer will be informed of this by email.
- The basic information about the Partner Search and the link to the complete form will be distributed by email to all the members of the Ideal-ist Network.
- From this moment on, the proposer will start receiving responses to this Partner Search.

<input type="button" value="Private"/> <input type="button" value="Pending"/> <input checked="" type="button" value="Published"/> <input type="button" value="Closed"/>							
PS ID	Proposal Name	Call	Objective	Date of Modification	Country	EoI: Tot/pend.	Quality Label

In case both the National Representative and the Quality Team estimate the form doesn't fulfil the Quality Criteria (both objective and subjective) that rule the Ideal-ist Partner Search Mechanism, the National Representative will be responsible for **'Rejecting'** the form and informing the proposer of this fact.

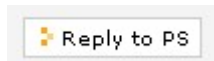
#### 1.4 Distribution of the Partner Searches.

Every time a new Partner Search form is published on the Ideal-ist web site, all the partners of the network will be informed by email of the basic information corresponding to that Partner Search. Once this happens, they will further re-distribute this email to their national constituencies making use of their own-managed national mailing lists. The way each member of Ideal-ist does this is left to their own criteria and national conditions, but it is recommended not to delay too much this process to grant equal opportunities to the organizations present in every country of the network.

## 2. The Replying Procedure.

The first thing to mention is that all the published Partner Search forms will be publicly available to everybody, and Interested Organizations do not have to register to [www.ideal-ist.net](http://www.ideal-ist.net) to be able to reply to these Partner Searches.

This way, when an Interested Organization clicks on the '**Reply to PS**' button of an open Partner Search, the following Standard Reply Form will appear:



### 2.1 The Standard Reply Form.

In this **Standard Reply Form**, the interested organizations are expected to provide appropriate comments to the skills and expertises searched by the proposer, the work to be carried out, etc. from the point of view of their own experience in those areas. In addition, their previous experience and background on R&D programmes can be given and, if the proposer is looking for a coordinator, they can tick the corresponding box, offering themselves as coordinators for the potential project.

At the end of the form, their contact data are required, informing the replying organizations that this data will not be public and it will only be forwarded to that Partner Search's proposer and other members of the Core Team, in case this option is used by the proposer. In case this replying organization has been 're-directed' to Ideal-ist by another project, network or support action different to Ideal-ist (option 'How did you find out about us?'), a notification with this contact data will be sent to the responsible persons concerned with that project or network.

After accepting the Confidentiality Clause and clicking on '**Send**', a **checking tool** will highlight in yellow those fields not correctly completed. Only when all the mandatory fields are completed the reply form will be sent to the proposer by email and published in the corresponding '**Responses Page**' for that Partner Search, accessible only to that proposer by means of the list of '**Published**' Partner Searches in his Personal Home Page.

The information provided in this e-mail will be enough for the proposer to estimate the appropriateness of the replying organization and contact them. Nevertheless, it is recommended that the Proposers use the Responses Management Tool provided by means of their Personal Home Page to manage, select and reply to the Interested Organizations. This Responses Management Tool is further explained in Section 3.1.

In parallel to this process, an acknowledge of receipt will be sent by email to the Interested Organization, informing them of the correct delivery of their reply and providing them with the reply itself for their own records.

### 3. The Management of the Process by the Proposer: Personal Home Page

We have seen before that the registered members can use their Personal Home Page to keep track of the status of each of their Partner Searches through the complete validation process of the form:

- **Private:** The Partner Search form is considered a draft, and hence is only accessible to the corresponding proposer who can 'Save' it as many time as wished before submitting it.
- **Pending:** The proposer already submitted a complete version of the Partner Search form that will be accessible to the corresponding National Representative and the Quality Team for validation. In this process, the proposer can be invited by his National Representative to produce modifications on the form and re-submit it with the aim of better focussing it to the objectives of the call, or improve its contents. In the worst event, the form will be discarded.
- **Published:** The Partner Search form was positively evaluated by the National Representative and the Quality Team and was published and distributed. The proposer will be able to view the contents of the form and the corresponding responses generated.
- **Closed:** This folder is a repository of all the Partner Search process finalized by that proposer, in case he needs to access its contents or the responses received, or still reply to pending Expression of Interests, and to compile the Feed-back Form.

This way, only those Partner Search forms under the folder '**Published**' will be publicly accessible through [www.ideal-ist.net](http://www.ideal-ist.net) and will generate responses and further actions. Hence the following features only refer to them:

#### 3.1 The Responses Management Tool.

All the responses generated to a given Partner Search form will be stored and accessible to the proposer by means of his Personal Home Page. To view these responses, the Proposer will only have to:

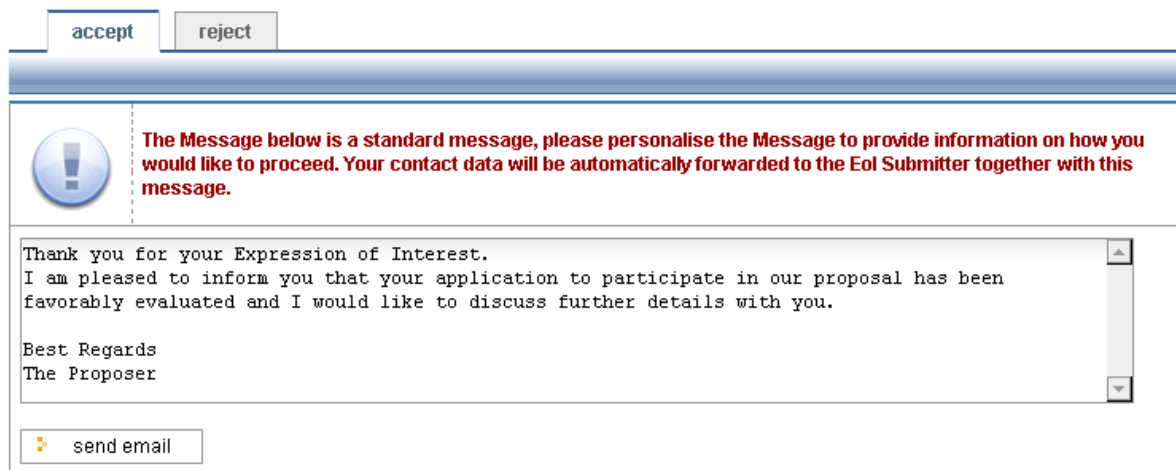
- 1) Log-in to the system using his own login and password.
- 2) Go to the corresponding list of published Partner Searches (notice that there are two different lists for ICT regular Calls and for Competitive Calls).
- 3) Access the 'EoI Section' of the corresponding Partner Search by clicking on the link EoI shown on the list.
- 4) The whole list of responses received to that Partner Search will appear on a separate page, and all the individual responses (contents and contact details of the replying organization) will be accessible.

#### List EOI form Partner Search number: PS-ES-153

Information on the PS						
Firstname	Lastname	Organisation	Type Organisation	Country	Status	

Once the Proposer has checked out the received responses, this Responses Management Tool gives him the possibility to contact the replying organizations in an easy and fast way. The following two options are provided when contacting the replying organizations:

- **Accept:** It will include a standard approval text that the proposer will be able to personalize and the personal contact details of the proposer. The sender of this email will be the proposer's own email address. The aim of this is to establish further contacts between the two parties with the objective to work together in the proposal.
- **Reject:** It will include a standard dismissal text that the proposer will be able to personalize. The contact details of the proposer will not be disclosed and the sender of this email will be the email address of the idealist server. The aim of this is to thank the replying organization even when they will not be included in the consortium or contacted again.




The screenshot shows a web interface for composing an email. At the top, there are two buttons: 'accept' (highlighted) and 'reject'. Below these is a warning message in red text: 'The Message below is a standard message, please personalise the Message to provide information on how you would like to proceed. Your contact data will be automatically forwarded to the Eol Submitter together with this message.' To the left of this message is a blue circular icon with a white exclamation mark. Below the warning is a text area containing a pre-written email template: 'Thank you for your Expression of Interest. I am pleased to inform you that your application to participate in our proposal has been favorably evaluated and I would like to discuss further details with you. Best Regards The Proposer'. At the bottom left of the text area is a 'send email' button with a small orange icon.

The Proposer has the possibility to answer each Expression of Interest received on a case by case basis, or tick the boxes next to all those Expression of Interest the proposer wishes to send the same standard message to.

It is important to notice that this accept/reject decision is not binding towards the final intentions of the proposer to include or not a new partner in his consortium. This is only to facilitate an initial contact between the two parts and, in most cases, even when initially accepted, it will only imply the beginning of a long process of negotiation before the partner is finally accepted.

### 3.2 Amendment and Closure of the Partner Searches.

By means of the list of Partner Searches under the folder '**Published**', the proposer can access their own published forms and check their actual contents. In case the proposer wishes to modify the contents of the form (for instance, because the actual profiles have already been covered but they have identified another potential partner needed with a different profile), they should contact their National Representative, who will have two options:



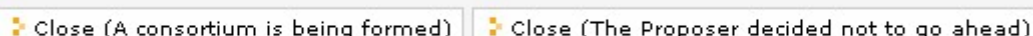
- 1) **‘Unpublish’** the Partner Search (this will move the Partner Search form from the folder **‘Published’** to the folder **‘Pending’** and then **‘Edit’** the contents of the form, or
- 2) **‘Unpublish’** the Partner Search and **‘Send Back to the Proposer’**. This will allow the proposer to access the Partner Search form again by his **‘Private’** folder and **‘Edit’** the corresponding changes himself before re-submitting it. It is important to highlight that a phone or email contact between the National Representative and the Proposer will be needed to make the latter aware of this possibility.

In any case, once the changes are saved and the Partner Search form is reinserted in the system, the Quality Team will re-check the form and re-assign the **Quality Label** under request from the National Representative before re-publishing the Partner Search form and make it publicly accessible again.

In the event of receiving enough appropriate responses to the Partner Search and completing the consortium, it is recommended to close the Search without delay, to avoid further responses and save time both to the proposer and the replying organizations. To do this, the proposer can simply click on the button **‘Close’** placed both at the top and the bottom of the form. This will automatically mark the Partner Search as closed on [www.ideal-ist.net](http://www.ideal-ist.net) and will delete the **‘Reply to PS’** button that allows interested organizations to reply. The reasons provided for closing a Partner Search form will be either:

- A consortium is being formed, or
- The proposer decided not to go ahead

depending on the final status as estimated by the proposer.



And this will move the corresponding form to the folder labelled as **‘Closed’**, where it will still be accessible to the proposer, including the responses received and the Responses Management Tool.

PS ID	Proposal Name	Call	Objective	Date of Modification	Country	EoI: Tot./pend.	Quality Label	Feed-back form
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>Private</span> <span>Pending</span> <span>Published</span> <span>Closed</span> </div>								

In case the proposer wants to re-open the Partner Search at a later stage (for instance, because one of the partners dropped out at the last minute), they can contact their National Representative, who will be allowed to re-open the Partner Search form and distribute it for a second time.

### 3.3 The Electronic Feedback Form.

Once a Partner Search is closed, the proposer will have access to a Feedback Form where he will provide updated information about the proposal. The most important one will be whether it is finally submitted or not and, in such case, the ID number assigned. Also, information about partners included in the consortium by means of Ideal-ist will be requested. It is recommended to complete this form only after Call deadline when all the previous information is definitive and well known.

The proposer will be aware of this by the tag 'fill in' referred to the Feedback Form on his list of closed Partner Searches:

<input type="button" value="Private"/> <input type="button" value="Pending"/> <input type="button" value="Published"/> <input type="button" value="Closed"/>										
PS ID	Proposal Name	Call	Challenge	Objective	Date of Modification	Country	Num EOI	Pending EOI	Quality Label	Feed-back form
PS-IT-393	Provisional Name: Interactive Digital TV e.Inclusion Approach (IDEA)	ICT Call 1 (FP7-2007-ICT-1)	7 ICT for independent living and inclusion	7.1 ICT and ageing	2007-02-09 14:04	Italy	96	2	YES	<a href="#">fill in</a>

In case the proposer states that he finally submitted the proposal, the contents of the Feedback Form will be the following:

**Have you finally submitted a Proposal following on the Partner Search Inquiry?** ■  
 YES  NO

**Please, indicate the identification number assigned to the submitted proposal** ■  
 50 characters left

**Please, indicate the final Proposal Name (Acronym and Full Name)** ■

**Please, indicate the number of partners included in the consortium and found with the help of Ideal-ist** ■

**Please, indicate the country of origin and type of organization of partners found with the help of Ideal-ist you have involved in your proposal, otherwise, please provide reasons why you have not found suitable partners** ■

Organization Type	Country	Num.		
University	Afghanistan	1	<input type="button" value="Add"/>	<input type="button" value="Remove Last"/>

**I have not found any suitable partners (Please provide reasons)** ■

**Please indicate who is the coordinator of your proposal(Me/Another Partner)?** ■

Me  Another Partner

**If another partner coordinates the proposal, did you find the coordinator with the help of Ideal-ist?** ■

YES  NO

**If the submitted proposal suffered any changes with respect to the information provided in the Partner Search Form, please indicate them here:**

*e.g. specify if your proposal was finally submitted to another challenge, objective or with another funding scheme and indicate if you opted for a different scope, expected results, required skills and expertise, or partner profile sought.*

Once the form is filled out and sent, this information will be available for statistical purposes, and the proposer will not be asked again.

In case the proposal was not finally submitted, the proposer will not be asked about partners included but reasons for not submitting the proposal. In this case, the contents of the Feedback Form will be:

**Have you finally submitted a Proposal following on the Partner Search Inquiry?** ■

YES  NO

**Please indicate the reason for not going ahead with the planned proposal** ■

Partner Profiles not adequate

Postponed to a later call

Not enough time to complete the proposal

Other reasons

**If you have any comments, please comment here:**

And it won't be taken into account for statistical purposes until the proposer presses the button **'Send'**.

### 3.4 The PS Search Engine.

Either by means of the option 'PS Search' of the Control Panel (only for registered members) or the 'Search for Specific Partner Searches' of the public web, users will be

able to keep track of all the Partner Searches generated in the network that fit a specific set of criteria defined by them, independently of whether they were notified by e-mail or not. This PS Search Engine will have the following options:

## Search

<b>ID</b>	<input type="text"/>
<b>Proposal Name</b>	<input type="text"/>
<b>Keywords</b>	<input type="text"/>
<b>Country</b>	<input type="text" value="All"/>
<b>Status</b>	<input type="text" value="All"/>
<b>Quality Label</b>	<input type="text" value="All"/>
<b>Call Identifier</b>	<input type="text" value="All"/>
<b>Challenge</b>	<input type="text" value="All"/>
<b>Objective</b>	<input type="text" value="All"/>
<b>Funding Scheme</b>	<input type="text" value="All"/>
<b>Evaluation Scheme</b>	<input type="text" value="All"/>
<b>Closure Date</b>	<input type="text" value="All"/>

[Publication date](#)

In case no options are specified, all the published Partner Searches until that moment will appear. The list will show the following details:

PS ID	Proposal Name	Call	Challenge	Objective	Country	Date of Modification	Date of Publication	Quality Label	Status
<a href="#">PS-ES-153</a>	MVBSIV: Multimodal Vision Based System for Intelligent Vehicles	ICT Call 1 (FP7-2007-ICT-1)	6 ICT for mobility, environmental sustainability and energy	6.1 ICT for the intelligent vehicles and mobility services	Spain	2007-01-22 15:34	2007-01-22	Yes	open
<a href="#">PS-RU-178</a>	GLOBAL INFORMATION AND ANALYTICAL SYSTEM FOR INNOVATIONS PROMOTION (GIASIP)	ICT Call 1 (FP7-2007-ICT-1)	1 Pervasive and Trusted Network and Service Infrastructures	1.3 ICT in support of the networked enterprise	Russian Federation	2007-01-18 14:49	2007-01-18	Yes	open
<a href="#">PS-IL-198</a>	SME-INTERACT	ICT Call 1 (FP7-2007-ICT-1)	1 Pervasive and Trusted Network and Service Infrastructures	1.3 ICT in support of the networked enterprise	Israel	2007-01-18 11:05	2007-01-18	Yes	open
<a href="#">PS-AT-158</a>	Collect and Share: Community-driven Web Data Collection and Knowledge Sharing Platform	ICT Call 1 (FP7-2007-ICT-1)	4 Digital libraries and content	4.2 Intelligent content and semantics	Austria	2007-01-17 21:39	2007-01-17	Yes	open
<a href="#">PS-SI-155</a>	Preserving and Studying Biblical - Old Church Slavic Documents	ICT Call 1 (FP7-2007-ICT-1)	4 Digital libraries and content	4.1 Digital libraries and technology-enhanced learning	Slovenia	2007-01-16 21:54	2007-01-16	Yes	open

And the users will be able to access all the public details corresponding to the selected partner searches and contact the proposer pressing on the 'Reply to PS' button and completing the corresponding Standard Reply Form.

## APPENDIX 1 – Guidelines to fill the PS Form out

### **Basic Information:**

- **Call Identifier:** Options provided by a combo box to all the Calls currently open or published.
- **Challenge:** Only valid options for the chosen Call are given.
- **Objective:** Automatically assigned if only one option is valid for the chosen challenge, otherwise only valid options for the chosen Call and Challenge are given.
- **Funding Schemes:** Automatically assigned if only one option is valid for the Objective chosen, otherwise only valid options for that Objective are provided according to the ICT Workprogram.
- **Evaluation Scheme:** Automatically assigned if only one option is valid for the Objective and Funding Scheme chosen, otherwise only valid options are provided.
- **Closure Date:** Automatically assigned when Call, Objective and Evaluation Scheme are chosen.

### **Proposal at a Glance:**

- **Proposal Name:** The best option to fill this field out should be an Acronym in capital letters followed by its corresponding short explanation, giving a first impression of the aims and objectives of the project.
- **Subject:** Short description of the project aims (3-4 lines). It should clearly and shortly explain what the project pretends to do and hence justify at first sight its adequateness to the ICT Workprogram under the chosen Call, Objective and Funding Scheme.

### **Project Description:**

- **Proposal Outline:** Detailed description of the aims and objectives that the project wants to achieve and the methodology used for it, always avoiding delicate or confidential information (3-4 short paragraphs might be enough). In particular cases a previous description of the state of the art might be useful to justify the steps to be taken by the present project. In those cases where the ICT Workprogram establishes any restrictions to the way the expected projects are to be achieved, these aspects should be tackled here.
- **Keywords:** Most representative terms related to the project. It is desirable to use only a few short and clear words that really describe the project, using a different line for each of them.

### **Partner Profile Sought:**

- **Required Skills and Expertise:** Short description of the profile(s) needed to develop the project, or general description and experience of the possible partner(s) wanted. The more specific these profiles are, the more accurate the responses will be.
- **Description of the Work to be Carried Out by the Partner(s) Sought:** Short description of the work to be assumed by each one of those profiles once they are involved in the project.

- **Type of Partner(s) Sought:** To be used when specific needs about the type of partners are fundamental for the consortium: Hospitals, Libraries, specific types of SME, partners from specific geographical areas when specified in the Workprogram, etc.

- **Please, tick the box if you are looking for a Coordinator, who would coordinate your proposal:** In case the proposing organization needs another organization to carry out the coordination of the project once funded, either because they are based on a country unable to coordinate an FP7 project or because they lack the resources or experience to coordinate themselves.

### **Your Experience in ICT Project Management:**

These data will be used for internal statistical purposes only, and will not be public on the finally published form:

- **Have you ever participated in an ICT Project before?** Yes/No
- **Have you ever coordinated an ICT Project before?** Yes/No

In the case of small organizations this response will likely be valid for the whole organization. In the case of those big universities, research centres or companies, the statistics will be more valid if these aspects refer to the specific group/department that will be involved in the project.

### **Expression of Interest (EoI):**

**Inform a Colleague about received Expression of Interests (EoI):** As all the responses to the published Partner Search will be managed and stored in the Ideal-ist server, and granted to the proposer by means of his own secure area (Personal Home Page), he is given the possibility to indicate the email address(es) of a colleague or colleagues to receive the email notifications of every Expression of Interest generated to that Partner Search. Nevertheless, the Personal Home Page of the proposer should be only accesible to the registered user, and he should not disclose his access data to anyone else.

Finally, the proposer is asked to expressly accept the Ideal-ist Confidentiality Clause before being able to Save and Submit the proposal.

## **APPENDIX 2 – Guidelines to fill the Standard Reply Form (EoI) out**

The Standard Reply Form will be accessible by clicking on the ‘Reply to PS’ button available for every published and open Partner Search in the Ideal-ist web site. The interested organization will be able to provide comments to some aspects of the original Partner Search related to the profiles needed and the work to be carried out in the project. At the same time, they will be able to access the original information of the Partner Search Form:

### **Your Comments to the specific Partner Search:**

- **Your Comments to the Required Skills and Expertise:** It is important that the Replying Organization highlights their own skills and expertise when related to those requested in the present Partner Search, identifying themselves with one concrete profile among the different profiles sought, as that will ease the proposer’s decision and will increase their chances to be selected.

- **Your Comments to the Work to be Carried Out by the Partner(s) Sought:** Highlighting the capacity and resources available to carry out the work related to the selected profile, as well as your vision of those tasks and the best way to achieve them. The best way to be selected is being proactive and constructive from the very beginning of your relationship with the proposer.

- **Your Comments to the Type of Partner(s) Sought:** Making sure that your profile matches the specifications needed by the proposer which, in certain specific cases, will be mandatory.

- **Express your interest in coordinating the proposal:** In those cases when the proposer is looking for an experienced coordinator and the replying organization identifies themselves with that role.

### **Your Experience in ICT Projects:**

- **Experience on EU Programmes, National Programmes and Publications:** It is expected that the replying organizations shortly list here their previous experience in European/National R&D programs when relevant. Also it is very important for those organizations offering as coordinators to justify their call with a sound background and experience in R&D projects.

- **Tick the box if you have never participated in an IST/ICT Project before:** In the case of small organizations this response will likely be valid for the whole organization. In the case of those big universities, research centres or companies, the proposer will be more interested in these aspects related to the specific group/department that will be involved in the project.

- **Tick the box if you have never coordinated an IST/ICT Project before:** In the case of small organizations this response will likely be valid for the whole organization. In the case of those big universities, research centres or companies, the proposer will be more interested in these aspects related to the specific group/department that will be involved in the project.

Finally, the replying organization will be asked for some basic contact data to be used only by the corresponding proposer and expressly accept the Ideal-ist Confidentiality Clause before being able to Submit the Expression of Interest.