

Commercial in Confidence

**P584 – Slovak Academy of Sciences
COFUND Proposal Support**

For the Attention of

**Eva Krištofová
Dpt. of research and development, SAS office
Slovak Academy of Sciences
Štefánikova 49, 814 38 Bratislava I.,
Slovak Republic**

**Prepared by
Peter A Sheard**

Trend 2000 Ltd

13th August 2024

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Introduction

Trend 2000 Ltd has been requested to provide a quotation for the delivery of support for a Horizon Europe MSCA COFUND proposal to be submitted in September 2024. This support will comprise of a detailed review and pre-evaluation of the draft proposal and an online debrief after the written comments have been returned.

Dr Peter Sheard has been assigned to support this assignment. He is an expert bid writer and proposal reviewer with experience of the COFUND Programme. His staff profile is provided in Appendix 3.

This document details our understanding of your requirements and the proposed content and timing of this support and specifies responsibilities, costs and general contractual conditions.

Work Programme

Proposal evaluation

We will check Part B of your proposal using an established process which focuses on the areas of the specific evaluation criteria for the call and make detailed comments on how to improve each section as necessary. Among other things we look at:

- consistency
- clarity of concept and rationale behind the initiative
- justification of innovation
- level of detail provided
- conformance with the call objectives
- methodology and objectiveness
- recruitment measures
- potential impact
- resource justification
- management provisions
- dissemination/exploitation plans
- Editing of the English where necessary to ensure clarity of the message

We request that you send a 'clean' WORD document for us to undertake the review within. Once we have received your document we will undertake the review and return the original document with comments using the document review in Word.

We strive to make constructive comments rather than simply point out the weaknesses. We aim to explain any issues found in terms of how evaluators may interpret/misinterpret the text and then provide guidance on how to address the issue effectively. We propose to undertake one review in September 2024.

After the review we provide a 45 minute online debrief via Zoom to be held with the writing team to clarify any comments and ensure the applicant and supervisor understand how to accommodate the feedback suggestions. These are held typically within 3 working days of the return of the review comments. You are welcome to record this meeting for later review.

Estimated timescales, costs and invoicing

Timescales

We propose to undertake the proposal review between 12 and 16th of September 2024 and organise the Zoom debrief meeting within 3 days of returning the reviewed document.

Costs

To undertake the review we charge €1,200.00 (One Thousand Two Hundred Euro)

The online debrief will cost €150.00 (One Hundred and Fifty Euro)

Therefore the total invoice value of the assignment will be:

€1,350.00 (One Thousand Three Hundred and Fifty Euro).

Invoicing

We will invoice for the work completed during September 2024.
Invoices are payable within 30 days.

The supply of this service is outside the scope of UK VAT

Conditions of Contract

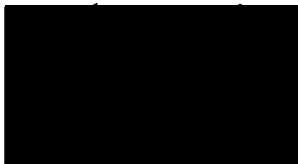
The Trend 2000 Ltd General Conditions of Contract attached in Appendix 2 will apply to this contract.

Proposal Acceptance

To accept this proposal please sign and return the attached form in Appendix 1. This will constitute the overarching acceptance of this proposal and the commissioning of individual services by an authorised member of your Research Office Team will be deemed contractual through the provision of documents to Trend 2000 for review and associated email instructions.

Proposal Validity

This proposal remains valid for a period of two weeks from the date signed below.



Dr Peter A Sheard

Date 13th August 2024.

APPENDIX 1 – Proposal Acceptance Form


Proposal Acceptance

We Slovak Academy of Sciences
Address Štefánikova 49, 814 38 Bratislava I.,
Slovak Republic

Hereby accept TREND 2000 Ltd Proposal P 584 – dated 13th August 2024

Our nominated Project Contact is:

Name: Ing. Zuzana Hrabovská	Tel: 00421903451100 Fax:-
Position: Head of department of Research and Development	Email: zuzana.hrabovska@up.upsav.sk

For Slovak Academy of Sciences	
Purchase Order No:	
Signed	
JuDr. Juraj Varga, PhD. (authorized to represent)	
Name Ing. Henrich Krejča	
Position: Head of the SAS Office	
Date 23.08.2024	

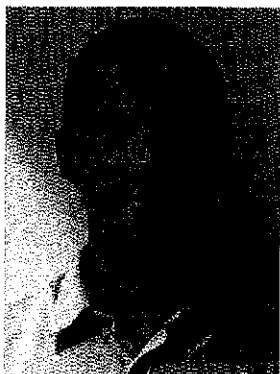
When completed please email or post this form to **Dr Peter A Sheard** at:

**TREND 2000 Limited
Regent House
1, Woodland Gardens
Guyhirn Cambridgeshire,
PE13 4EZ England**

**Tel Number +44 1945 450600
Email: trend.2000@btconnect.com**

APPENDIX 3 – Staff Profile

STAFF PROFILE – Dr Peter Sheard



Peter is the founder of Trend 2000 Ltd. He has a first degree in Economics and Materials Technology and a PhD in Corrosion of Polymer Composites.

He has been involved professionally in research and project management since 1986 and as well as UK National programmes has written and coordinated over 150 International collaborative projects within FP5, FP6, FP7, H2020 and Horizon Europe programmes.

He started working for the European Commission as an evaluator in 2000 and has been involved in a variety of review panels including Nano Materials, Processing, Environment and IT. He was assigned to monitor ongoing projects within the SME programme and was also retained as the Project Technical Advisor on 10 funded projects within the Nano Materials, Factories of the Future and Energy Efficient Buildings programmes within FP7. In H2020 he was an evaluator for the LEIT and SME areas in the main programme and for Eurostars and ERA-Net. He has also been evaluating for the Czech Centres of Excellence Programme (TACR - KAPPA programme).

Peter works with a wide range of international institutions to assist with training and mentoring proposal writers as well as undertaking pre-evaluations of proposals to improve their quality prior to submission. During the last 20 years Peter has developed and delivered in excess of 300 training events addressing a variety of National and International funding programmes. He has developed specific expertise and unique training support for applicants to all areas of the Marie Skłodowska Curie and European Research Council programmes. Annually he supports over 300 individual applications with their proposal concept development and provides bespoke training programmes to over 30 clients typically totalling over 500 attendees. His focus is to improve the chances of research and innovation proposals being funded and over the last 5 years alone has generated in excess of 100 million Euros in grant support for his clients.

