

Challenge

FP-tools offers a comprehensive browser based authoring & project management suite for European research projects. Author-e is an accessible and easy-to-learn tool for collaborative proposal writing and budgeting in Horizon Europe.

A detailed proposal requires the active participation of professionals with diverse skills and knowledge. Author-e means no more endless phone calls, e-mails or meetings. No last-minute cut-and-paste jobs, no panic during the final stage. Author-e provides a clear overview of the progress. Elaborated collaboration functionalities facilitate and simplify writing, budgeting and management.

Benefits

Why use Author-e?

Real time and consistent: texts and data are stored in a centrally managed repository and are immediately available after saving: this reduces waiting times and avoids errors due to the wrong version being used.

Meet Horizon Europe criteria: the proposal document conforms to the CSA, RIA, IA, ITN, SME templates and includes the correct budget tables and the specific template instructions: if required, customised instructions can be added.

Focus and overview: participants can work on their scientific and budgetary sections, while the coordinator has a clear overview of the entire proposal.

Expandable: besides obligatory documents such as proposals, all types of documents can be prepared using the same functions such as deliverables, flyers, manuals, etc.

Manageable: the system supports a clear division of tasks by defining assignments with deadlines and the possibility of monitoring them and sending reminders; moreover, access rights can be defined at any level.

Real collaboration: allows simultaneous editing and commenting for review.

Seamless integration into Microsoft Office with import from Word and export to Word/Excel.

What sets us apart

Controlling the working environment of a project involving multiple authors while using Microsoft Office Word is a challenge. Many e-mail messages are exchanged, and there is no real collaboration: it is 'assembly collaboration'.

Working with Office 365 or Google docs does not solve this problem either if it involves large or complex documents with multiple authors. Changes are stored at document level, creating a chaotic overview of versions. No specific Horizon Europe templates and financial tables are provided.

In a Document Management System (DMS) authors have to wait for each other while working on a text document due to file locking.

Horizon Europe specific tools only provide predefined templates and have limited collaboration functions.

FP-tools, serving Framework Programme projects since 2005

Meet Horizon Europe criteria

- CSA, RIA/IA, ITN, SME templates available with instructions.
- List of participants.
- Workplan (Work packages, tasks, deliverables).
- Work package details.
- Milestones.
- List of Work packages, deliverables and milestones.
- GANTT Chart.
- Staff effort.
- Flexible reports on staff effort and/or budgets.

Real time and consistent

- Single Source of Truth for all your data.
- Web-based, so the latest version is immediately available: no e-mails back and forth with pieces of content.
- Track changes fully implemented: all changes in Table of Contents and all changes in paragraphs are recorded (latest version is always available, compare versions, restore old versions).

Focus and overview

- Navigate the Table of Contents easily.
- Notification dashboard: all tasks and workflow, send reminders.
- Create favourites.

Horizon Europe
European Union funding
for Research & Innovation

Expandable from proposal to project phase

- Manage any document written with multiple authors: proposals, periodic reports, deliverables, quality management reports, flexible or fixed Table of Contents (EC templates).

Manageable

- Manage multiple proposals.
- Comments and tasks with status, deadline and notifications/reminders.
- Manage and share folders and files, versioning of files.
- Simple and advanced searches: search by keywords and/or metadata in documents, find and replace.
- Manage user rights at every level: paragraph, chapter, document, (sub-) folder, project.
- Themes: centrally manage fonts to be used in any Author-e document.
- User & group management.

Real collaboration

- Multiple authors can write in the same document at the same time in a Word-like editor with images, hyperlinks, import/paste from Word, formatting, non-printable instructions, etc.
- Send group mail.

Seamless integration into Microsoft Office

- Publish to Word, PDF, HTML (latest version): export any level to Word at any time: document, chapter, paragraph. Export reports to Excel.

Additional modules

- Template for paragraphs: changes to the template will update all sections created with that template.
- User-defined tables in text: manage records, sort, filter, pre-defined options, import/export to Excel.
- Start workflow at any level: paragraph, chapter, document, (sub-) folder.

FP-tools

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Write your proposal here:
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Collaborative project proposal writing with Author-e

