EU Funded Projects Summer School
Proposal Writing, Financial Management, of EC R&I Framework Programmes, Funding Portal, and Horizon Europe

DAY 1 | PROPOSAL WRITING, EU PRIORITIES AND PROJECT CONCEPTION

09:00 START OF THE EVENT

09:00 – 09:15 WELCOME & BRIEF INTRODUCTION OF PARTICIPANTS

09:15 – 10:30 INTRODUCTION
- About the funder: who the EU is, and why it directly funds projects
- Participating in an EU funded programme: a strategic choice
- Barriers to EU projects participation
- Structure of H2020 and origins of research topics
- Brussels "English" & "Acronymitis" in Horizon 2020

STRUCTURE OF THE EU FRAMEWORK PROGRAMMES & IDENTIFICATION OF THE RIGHT OPPORTUNITY
- Work programmes & Research Priorities
- Identifying calls: is your idea the right fit?
- How to read a call (Specific Challenge, Scope, Expected Impact, Eligibility conditions, Evaluation and award criteria)

10:30 – 10:45 COFFEE BREAK

10:45 – 13:00 SOUND PREPARATION TO PROPOSAL WRITING
- Proposal writing workflow
- The initiating phase (Abstract, Partner Search, Identifying winning research concepts & proposals: the importance of a quality abstract, expertise/experience grid, the partner search; how to select your partners)
- The Planning phase (Planning KO Meeting, The Work Breakdown Structure (WBS) and the Work Packages, Budget Estimation, Schedule)

13:00 – 14:00 LUNCH

Afternoon

Visit to the European Parliament
- **Parliamentarium**: A journey through European history and integration where you can get a 360° view of Europe and of its Parliament. You will discover how the Parliament works, how laws are made and why European policy affects the EU research and innovation agenda. [Link](#)
- **The European Parliament Hemicycle**: A group visit with a briefing on the work and role of the European Parliament by one of the EP speakers. [Link](#)
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Day 2 - The Core of the Proposal: Impact, Excellence, Implementation, Submission & Reporting

09:00 - 09:15 Constructing the Proposal – Part B
- How to successfully describe the "Excellence" of your project: Objectives; Relation with the Work Programme, Technology Readiness Levels; Evaluation of the "Excellence";
- How to conceive and write the "Impact" section: Impact glossary; conceiving a solid impact over Measurability; stakeholders' analysis, Dissemination & Exploitation (PEDR), Data Management Plan, IPR protection, Open Access, Communication, Evaluation of the "Impact"

10:30 - 10:45 Coffee Break

10:45 - 13:00 Sound Preparation to Proposal Writing
- How to construct the 'Implementation' of your project:
  - Implementation glossary and the FTE calculation,
  - Template tables: work packages, deliverables, milestones, critical risks, efforts, other direct costs; setting up a sound WP Management structure
  - Consortium description
  - Ethics and Security issues
  - Starting a proposal: procedure, consortium set up and LTPs
  - Part A) and the budget
  - Proposal submission
  - External reviews

13:00 - 14:00 Lunch

Afternoon

Meet DaldeWolf Legal Firm
Meeting with senior experts in the field of legal support for EU projects and audit support at the heart of the European Institutions - LINK
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DAY 3 | EU PROJECTS ADMINISTRATIVE AND FINANCIAL MANAGEMENT

09:00 - START OF THE EVENT

09:00 - 09:15
LEGAL FRAMEWORK OF A HORIZON 2020 ACTION
- The Grant Agreement and its annexes
- The Consortium Agreement
- General obligations of beneficiaries;
- Deliverables & Reporting obligations

10:30 - 10:45 | COFFEE BREAK

10:45 - 13:00
COSTS ELIGIBILITY
- Direct Vs Indirect costs
- Personnel costs:
- Subcontracting
- Travel costs
- Equipment
- Goods and Services
- Budget Transfer & Amendments to the GA

13:00 - 14:00 | LUNCH

Afternoon

EU PROJECTS CLINIC
Meet our EFMC experts face to face who have over 15 years’ of experience in EU projects writing, financial management, coordination of consortia and EC audit management. Bilateral meetings on an individual basis will be organized in order for you to address your doubts and uncertainties as regards your currently running projects and proposals you may have in mind for future calls.
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**DAY 4 | EC FUNDING PORTAL & EC LEVEL II° AUDITS**

**09:00 – 10:30**

**THE FUNDING PORTAL**
- How to navigate the portal & the site structure;
- System of Grant Management in the funding portal;
- User roles: Organisation vs. Project;
- Portal Processes and functionality
- Continuous & Periodic reporting (technical and financial);

**10:30 – 10:45**

**COFFEE BREAK**

**10:45 – 13:00**

**II° LEVEL AUDITS**
- Proposal writing workflow
- The Audit Strategy
- Nature of Audits
- The Audit Workflow
- Consequences of Adjustments
- Contestation & Challenging the Audit Findings
- Most Common Errors

**13:00 – 14:00**

**LUNCH**

**Afternoon**

**BE AN EC PROJECTS AUDITOR**
Carry out a second level audit and adjust the beneficiary!
- Simulate an EC audit scenario and see the process through the eyes of an EC audit official. Understand the unique dynamics at play via a real life EC audit scenario which is like no other and how your projects can survive an audit.
- Deepen your knowledge regarding the importance of a beneficiary’s internal control capacity in the audit process and how to demonstrate it.
- Identify common errors and points that can be debated, calculate the adjustments that could be made positive or negative and be rewarded for the best score!
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DAY 5 | BEYOND THE HORIZON (2020): HORIZON EUROPE

09:00 START OF THE EVENT

09:00 – 09:15 WHAT IS NEW 2021/2027?
- New MFF and ongoing negotiation;
- New European Commission – Structure, Commissioners, Principles;
- New EU Commissioner for RTD Mariya Gabriel;
- UK withdrawal – state of art and future scenarios

UNDERSTANDING THE NATURE AND GENESIS OF HORIZON EUROPE
- Overview;
- Union priorities & Commission Political priorities – hot topics;
- Cross cutting factors, Drivers, Challenges, Main simplification aspects;
- IMPACT In Horizon Europe and Key Impact Pathways;
- Innovation over research

10:30 – 10:45 COFFEE BREAK

10:45 – 13:00 HORIZON EUROPE
- Pillar 1 – Excellent Science;
- Pillar 2 – Global Challenges and European Industrial competitiveness (Cluster and Missions);
- Pillar 3 – Innovative Europe: EIC and EIT;

13:00 – 14:00 LUNCH

14:00 – 15:30 NOVELTIES ON THE IMPLEMENTATION OF THE NEW PROGRAMME
- Implementation Strategy: Design of Work Programmes, Submission and Evaluation,
- The new Model of GA, Dissemination & Exploitation, Data & Reporting;
- New Control Strategy;
- The new form of costs – Lump Sum: Impact on projects implementation, Proposal writing, Consortium Agreement, Budget, Liability of partners;

Afternoon

FREE TIME FOR VISITING BRUSSELS