

## INNOVATIVE H2020 & HORIZON EUROPE PROPOSAL WRITING

*Based on Open PM2 methodology & Horizon Europe*

### DAY 1 EU PRIORITIES, PROJECT IDEA & PROPOSAL CONCEPTION

09 : 00 START OF THE TRAINING

09 : 00 – 10 : 30

WELCOME AND INTRODUCTION OF PARTICIPANTS

01. INTRODUCTION TO PROPOSAL WRITING AND SETTING THE GROUND WORK

- *About the funder: who the EU is, and why it directly funds projects;*
- *Participating a EU funded programme: a strategic choice;*
- *Barriers to EU projects participation;*
- *Structure of H2020 and origin research topics & characteristics of funding instruments;*
- *Horizon Europe: structure and novelties in the FP9;*
- *Brussels "English" & "Acronymitis" in Horizon 2020.*

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

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 & Award Criteria);*
- *Relevance of the compliance between idea and the WP/call objectives;*
- *Relevance of the compliance of proposal contents with the evaluation criteria.*

Hands-on exercises: "Comparing the compliance of your idea against a call".

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

02. OPEN PROJECT MANAGEMENT METHODOLOGY (Open PM2)

A standard project planning and management approach sponsored by the European Commission.

- *What is OP2 and why it is relevant in the Proposal Writing;*
- *Proposal writing as a part of the Project Management process.*

SOUND PREPARATION TO PROPOSAL WRITING

- *Proposal Writing workflow;*
- *The initiating phase (Abstract, Partner Search, Identifying winning research concepts & proposals: the importance of quality abstract, expertise/experience grid, the partner search; How to select your partners).*

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 17 : 00

SOUND PREPARATION TO PROPOSAL WRITING

- *The Planning phase (Planning KO Meeting, The Work Breakdown Structure (WBS) and the Work Packages, Budget Estimation, Schedule).*

The Consortium Agreement: paving the way for smooth project management (IPRs, Budget Distribution, Payments, Access Rights)

17 : 00

END OF TRAINING DAY 1

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### DAY 2

## THE CORE OF THE PROPOSAL: IMPACT, EXCELLENCE, IMPLEMENTATION & REPORTING

#### 09 : 00 START OF THE TRAINING

09 : 00 – 10 : 30

#### 03. CONSTRUCTING THE PROPOSAL – PART B: How to conceive and write the 'Impact' section

- *Impact glossary;*
- *Reading the template;*
- *Conceiving a solid impact over 4 pillars:*
  - *Measurability;*
  - *Targeting (stakeholders and final beneficiaries);*
  - *Dissemination & Exploitation – the PEDR (Data Management Plan, IPR protection, Open Access, Exploitation strategy);*
  - *Communication;*
- *(Self) Evaluation of the "Impact" section.*

10 : 30 – 11 : 00

#### COFFEE BREAK

11 : 00 – 12 : 30

#### 03. CONSTRUCTING THE PROPOSAL – PART B: How to successfully describe the 'Excellence' of your project

- *Reading the template;*
- *Objectives: the Goal Oriented Project Planning, from the problem tree to the objectives tree, the Logical Framework;*
- *Technology Readiness Levels (TRLs);*
- *(Self) Evaluation of the "Excellence" section.*

#### How to construct the 'Implementation' part of your project

- *Implementation glossary;*
- *Reading the template;*
- *The FTE calculation;*
- *The "tables": work packages, deliverables, milestones, critical risks, efforts, other direct costs;*
- *The WP Management.*

12 : 30 – 13 : 30

#### LUNCH

13 : 30 – 15 : 00

#### 04. CONSTRUCTING A COHERENT ESTIMATED BUDGET PART A: insight into the budget categories and the eligibility of costs.

- *Eligibility of expenditure;*
- *General eligibility conditions per form of cost (actual, unit, flat-rate, lump sum);*
- *Specific eligibility conditions per cost category (personnel, subcontracting, and financial support to 3<sup>rd</sup> parties, travels, equipment, goods and services).*

15 : 00 – 15 : 30

#### COFFEE BREAK

15 : 30 – 17 : 00

#### PARTS 4 & 5 OF THE PROPOSAL

- *Consortium description;*
- *The "third parties" and their differences;*
- *Ethics and Security issues.*

#### PRACTICALITIES OF THE PROPOSAL SUBMISSION IN THE SEDIA PORTAL

- *Initiating a proposal;*
- *Consortium set up: partner inputting;*
- *Submission.*

17 : 00

#### END OF TRAINING DAY 2

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### DAY 3 BEYOND THE HORIZON (2020): HORIZON EUROPE

#### 09 : 00 START OF THE EVENT

09 : 00 – 10 : 30

#### INTRODUCTION AND BRIEF INTRODUCTION OF PARTICIPANTS

##### 1. WHAT IS NEW IN 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*

#### 10 : 30 – 11 : 00 COFFEE BREAK

11 : 00 – 12 : 30

##### 2. UNDERSTANDING THE NATURE AND GENESIS OF HORIZON EUROPE

- *Overall structure overview;*
- *Union priorities & Commission Political priorities – hot topics;*
- *Cross cutting factors, Drivers, Challenges, Main simplification aspects;*
- *IMPACT In Horizon Europe and Key Impact Pathways;*

##### 3. STRUCTURE OF HORIZON EUROPE

- *Pillar 1 – Excellent Science;*
- *Pillar 2 – Global Challenges and European Industrial competitiveness (Cluster and Missions);*
- *Pillar 3 – Innovative Europe: EIC and EIT;*
- *Other programme parts*

#### 12 : 30 – 13 : 30 LUNCH

13 : 30 – 15 : 00

##### 4. 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;;*

#### 15 : 00 – 15 : 30 COFFEE BREAK

15 : 30 – 17 : 00

##### 5. RULES OF PARTICIPATION AND PRACTICALITIES

- *Eligibility (Entity, Country, for funding);*
- *Types of Actions, Selection criteria, Seal of Excellence;*
- *Award Criteria;*
- *Use of information and Volunteers;*
- *Open Science;*

17 : 00

END OF TRAINING