

## HORIZON EUROPE PROPOSAL WRITING

v4.2

## DAY 1 Getting ready for proposal writing: Horizon Europe, strategic approach, the call, the idea & proposal conception

09 : 00 START

09 : 00 – 10 : 30

### WELCOME AND INTRODUCTION OF PARTICIPANTS APPROACH TO EU FUNDING

- About the funder: who the EU is, and why it directly funds projects
- Classification of EU funds
- Pathway to you funding opportunity
- Statistics of H2020: a tight competition
- Brussels “English” & “Acronymitis”
- Participating a EU funded programme: a strategic choice

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

### STRUCTURE OF HORIZON & RESEARCH TOPICS

- Structure & anatomy of Horizon Europe
- Work Programmes, Research Priorities
  - Pillar 2 Strategic orientations & Impacts, Clusters, Missions, European partnerships
  - Pillar 3: European Innovation Council groundbreaking SMEs, European Institute for Technology and Innovation
- How the new **Implementation Strategy** influences proposal writing

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

### HOW TO READ & DECONSTRUCT A CALL FOR PROPOSAL

- Finding the right call
- Compliance check: Challenge, Impacts, Outcomes, Scope
- Eligibility Check
- Evaluation Checks: Operational Capacity, Financial Capacity, Proposal Evaluation
- Self-evaluation of proposal likelihood

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 17 : 00

### FROM THE “IDEA” TO THE “PROPOSAL”

- Definition of “Project”
- Sound preparation to proposal writing
- “Initiating” and “Planning” phases
- The Consortium Agreement

17 : 00

END OF TRAINING DAY 1

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## Day 2 Constructing the proposal section by section: Excellence, Impact, Implementation, relevant work tools

09 : 00 START

09 : 00 – 10 : 30

## HOW TO DESCRIBE THE EXCELLENCE OF YOUR IDEA

- What is this section about
- Common errors, shortcomings and pitfalls
- Defining objectives: Logical Framework Matrix
- Pertinence with EU goals and priorities, TRLs journey, ambition, IPRs
- The concept underpinning the project & how you will implement it, Open Science, Gender dimension, Interdisciplinary approach, Research Data Management, do no significant harm principle and EU Taxonomy

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

## HOW TO DESIGN AND DESCRIBE YOUR “IMPACT”

- What is this section about
- Common errors, shortcomings and pitfalls
- Impact glossary: learning the meaning of EC terms
- A solid Impact section: the new “pathways to impacts”, Outcome & Impacts, Measurability, Stakeholders, Diss&Expl., Communication
- Evaluation of the Impact section

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

## HOW TO CONSTRUCT A CREDIBLE “IMPLEMENTATION” PLAN

- What is this section about
- Implementation glossary;
- Common errors, shortcomings and pitfalls
- Template structure
- WPs & Tasks, deliverable, Milestones, Risks, Governance, Planning resources
- Evaluation of the Implementation section

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 17 : 00

## OUTLOOK ON PRACTICAL TOOLS\*

- Model of “IMPACT Development tool”
- Model of PEDR – Plan for Exploitation and Dissemination of Results”
- Model of Consortium Agreement

## PART B – FINAL CONSIDERATIONS

17 : 00 END OF TRAINING DAY 2

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## Day 3 Maximizing the proposal value using Third Parties, Budgeting, Part A & submission process

09 : 00 START

09 : 00 – 10 : 30

## EMPOWERING THE PROJECT USING THIRD PARTIES

- How to, pro&cons of third parties involvement:
  - Affiliated Entities
  - Associated Partners
  - Subcontractors
  - Recipients of Financial support
  - In-Kind Contributors

10 : 30 – 11 : 00

## COFFEE BREAK

11 : 00 – 12 : 30

## "MUST KNOW" TO CONSTRUCT A COHERENT ESTIMATED BUDGET

- Traditional Budget vs. Art. 125 a) based project (new lump sum)
- Planning the budget: what is eligible?
  - General eligibility conditions per form of cost (actual, unit, flat-rate, lump sum)
  - Specific eligibility conditions per cost category
  - Types of eligible personnel
  - Travels, Equipment, Goods and Services

12 : 30 – 13 : 30

## LUNCH

13 : 30 – 15 : 00

- Work tools for budgeting
- Budget Flexibility

15 : 00 – 15 : 30

## COFFEE BREAK

15 : 30 – 17 : 00

## PRACTICALITIES OF PROPOSAL SUBMISSION

- The submission process
- Users Roles
- Part A – the new administrative form
  - New structure, list of researchers, retrieved information
  - Ethics online Self-assessment
  - Gender Equality Plan

## QUESTIONS &amp; ANSWERS (CLOSING SESSION)

17 : 00

END OF TRAINING DAY 3