DAY (1) **Getting ready for proposal writing: the Horizon Europe framework programme, strategic approach, finding and analysing the call, idea & proposal conception**

09 : 00   START OF THE TRAINING

09 : 00 – 10 : 45   WELCOME AND INTRODUCTION OF PARTICIPANTS

STRATEGIC APPROACH TO EU FUNDING
- About the funder: who the EU is, and why it directly funds projects;
- Participating a EU funded programme: a strategic choice

STRUCTURE OF HORIZON EUROPE & OVERVIEW OF FUNDING INSTRUMENTS
- Structure & anatomy of Horizon Europe
- Work Programmes & Research Priorities
- Insight into the three main pillars
    - I. Global Challenges & Competitiveness: Clusters, Missions, European Partnerships;
- Specific Issues: Gender equality, Ethics, Social Sciences and Humanities (SSH)
- New Implementation Strategy and its impact on proposal writing

10 : 45 – 11 : 00   COFFEE BREAK

11 : 00 – 13 : 00   HOW TO READ & DECONSTRUCT A CALL FOR PROPOSAL
- Finding the call
- Specific Challenge, Scope, Expected Impact
- Rules of engagement
- Evaluation of proposals

FROM THE "IDEA" TO THE "PROPOSAL"
- Definition of "Project"
- Sound preparation to proposal writing
- "Initiating" and "Planning" phases
- The Consortium Agreement

13: 00 – 14 : 00   LUNCH

14: 00 – 17 : 00   Afternoon Session
Face2Face individual meetings with the trainer to address specific needs of trainees.

HORIZON EUROPE
PROPOSAL WRITING ONLINE TRAINING

v.4.6

DAY (2) Constructing the proposal section by section: Excellence, Impact, Implementation, and relevant work tools

09 : 00   START OF THE TRAINING

09 : 00 – 10 : 45   HOW TO DESCRIBE THE EXCELLENCE OF YOUR PROJECT
- What is this section about
- Common errors, shortcomings and pitfalls
- Template Structure
- Defining objectives: Goal Oriented Project Planning, and Logical Framework Matrix;
- Compliance 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

HOW TO DESIGN AND DESCRIBE YOUR "IMPACT"

- What is this section about?
- Common errors, shortcomings and pitfalls
- Impact glossary
- Template structure
- A solid Impact section: Outcome & Impacts, Measurability, Stakeholders, Diss&Expl., Communication

10 : 45 – 11 : 00   COFFEE BREAK

11 : 00 – 13 : 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

OUTLOOK ON PRACTICAL TOOLS*
- Model of "IMPACT Development tool"

PART B – FINAL CONSIDERATIONS

13 : 00 – 14 : 00   LUNCH

14: 00 – 17 : 00   Afternoon Session
Face2Face individual meetings with the trainer to address specific needs of trainees.

* NOTE: Working documents & tools belong to EFMC, and are part of its operational background knowledge used for delivering proposal writing support services. Therefore, they are disclosed and explained during the training, but not distributed to participants as part of the training material.

DAY 3 — Maximizing the value of Third Parties involvement, safe budgeting and application process in the Participant Portal.

09 : 00	START OF THE EVENT

09 : 00 – 10 : 45

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

ETHICS
- How to properly address ethics and security
- The "Ethics online Self-assessment"

10 : 45 – 11 : 00	COFFEE BREAK

11 : 00 – 13 : 00

"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
- Work tools for budgeting

PRACTICALITIES OF PROPOSAL SUBMISSION
- The submission process
- Users Roles
- Part A – Administrative forms
- Proposal writing business intelligence

13 : 00 – 14 : 00	LUNCH

14 : 00 – 17 : 00

Afternoon Session
Face2Face individual meetings with the trainer to address specific needs of trainees.