



Proposal Writing Support Services

Horizon Europe RIA/IA/CSA



With over 90 billion euros from 2021 until 2027, and projects receiving several million, Horizon Europe is a significant funding source for Research and Innovation in Europe. Its unique nature allows participants to create links and work with the leading international partners in their field and let their researchers access technology and information. Getting a grant from Horizon Europe has become strategic and vital for the leading European actors in research and is an essential part of their development and influence. However, the selection process is highly competitive and requires you to stand out from the crowd to maximise your selection chances.

Our service offer was prepared by senior experts working with these grants to help organisations face the increasing competition to access these. The Proposal Writing Support is a horizontal support service aiming at increasing the chances of success of the applicant's proposal by meeting the highest quality standards of successful Horizon proposals.

Our team has developed their methodology and tools to help a consortium collect the correct inputs for their project proposal and improve this proposal to its best possible version.

EFMC senior experts are specialised in different types of funding instruments/grants. Each proposal supported by EFMC is assigned to a specific expert. However, they work as well as a team and can benefit from the expertise of one of their colleagues at any time if necessary. Our list of experts is available on page 8.

Contact us: <https://efmc.eu/contact/> or info@efmc.eu

Scope of expertise

EFMC provides know-how and expertise related to the features and characteristics associated with the origin of the funding (European Union), i.e.:

- Overall compliance with the *Destination Challenges/Outcomes/Impacts* and alignment of the proposal with **EU policies**;
- Completeness and soundness of
 - **'1. Excellence'** section, in particular regarding: consistency of Objectives and Project's results, KPIs, scientific/technologic state-of-the-art analysis, description of the project ambition and innovativeness, TRLs journey, competitors/competitive solutions analysis, soundness of the: overall methodology, concept, assumptions, do-not-significant-harm principle, links with other R&I activities, interdisciplinary approach, cross-fertilisation with other initiatives integration of SSH, gender dimension, Open Science practices, RDM;
 - **'2. Impact'** section, in particular regarding: description of the expected Outcomes & Impacts in relation to the Destination and the Topic, the logic of the envisaged pathways toward impact, qualification and quantification of the scale and significance of Outcomes & Impacts, identification of requirements and barriers to impact, stakeholders analysis, measures to maximise the impact (dissemination/exploitation/communication);
 - **'3. Implementation'** section, in particular regarding: how to conceive a complete, balanced and solid implementation plan and demonstrate internal control capacity, description of WPs and Tasks, identification of project risks including mitigation measures and contingency plans, soundness of deliverables and milestones, coherence, and logic of diagrams (GANTT, PERT, flow diagrams);

- **Consortium** composition, balance, and description, including the use of affiliated entities, associated partners, subcontractors, in-kind contributors, sub-grantees;
- High-level analysis of the soundness and eligibility of the estimated **budget**;
- Brussels English and **key terminology** and phraseology & **common pitfalls** in EU proposal writing.

EFMC will not address the scientific and technological dimension of the proposal and will not provide an opinion on the quality of the idea nor its scientific-technical feasibility.

Methodology

Our offer includes a main scheme, as well as extension packs. We can customise our support based on your needs. All prices shown in this document are excluding VAT. Would you have a valid VAT number or VAT exemption, VAT will be deduced before invoicing.

The time spent on each part is indicative and may significantly differ from one project to another.

1- **Preparatory activities:** (1,5 days)

Preparatory activities ensure that everyone participating in the proposal writing efforts, including all partners, will understand what the European Commission expects from the consortium with that specific call and is informed about their tasks with the proposal.

- **Ground-Setting Workshop.** Meeting with our expert to verify and ensure a proper understanding of the call relevance, the tentative consortium composition, high-level budget issues, and the level of expected competition in the call.
- **Kick-off Workshop (if requested by the coordinator).** Half-day workshop with the tentative consortium partners to discuss the overall project logic, expected results, outcomes, stakeholders' analysis, expected outcomes and impacts, project work plan, roles and responsibilities in the project, partners' work & budgetary expectations, main terms of the consortium agreement (e.g., background knowledge, IPR management).

Outcome: Proposal Writing work plan, including the timeline of the proposal development and the project's logic of intervention (definition of the *General Objective, Specific Objectives, Project Results & Key Exploitable Results, Work Packages* structure).

2- **Preparation of the first draft proposal:** (3,5 days)

Based on our templates, work tools and practices, and lessons learnt from previous successful proposals, our expert will guide the applicant in collecting the proper inputs for the proposal development and developing a draft version, including mandatory and optional aspects.

- **Collecting inputs.** Based on EFMC templates customised to fit the applicant's call and project (guide to market analysis, budget template, impact, etc.), the applicant will elaborate the correct information in each section (B1-3) of the proposal and will develop the first proposal draft.
- **Continuous support.** The applicant can get handy and quick feedback from EFMC experts on any ground of the proposal preparation. Our expert will answer by email, phone, or video call, depending on the request.

Outcome: a first draft proposal with the main content in all sections developed (scope of expertise, page 3).

3- Improvement of the draft proposal: (5 days)

Several reviews of the draft proposal to reach the best possible version, including continuous support until the submission,

- **Draft versions reviews & feedback.** Reviews of proposal incremental draft versions and elaboration of recommendations/inputs for improvements. The reviews address the entire proposal Part B 1-3 based on our scope of expertise (page 3) and include a readability check, the proper use of Brussels language, etc.
- **Continuous support.** The applicant can get handy and quick feedback from EFMC experts on any ground of the proposal preparation. Our expert will answer by email, phone, or video call, depending on the request.

Outcome: 3 reviews with comments and feedback.

Number of Days: 10 days

EFMC offers a set of **extension packs** to cover the applicant consortium's possible specific needs and requirements.

EP 1 - Drawing of "2. Impact" Section

EFMC takes over the drafting and development of sections 2.1 "Project's pathway toward Impacts", 2.2 "Measures to maximise the Impact", and 2.3 "Summary Table". Based on EFMC corporate methodology and work tools, the EFMC expert distils the baseline information from the applicant research team and draws upgraded versions of the Impact section in line with the applicant strategy and continuity with the other proposal parts (i.e. "1. Excellence" and "3. Quality and efficiency of the implementation"). The EFMC methodology entails deskwork and one or more interviews with the applicant's team in charge of the proposal preparation.

Number of days: 5 days

EP 2 – Outsourcing of the proposal administrative coordination & proposal submission process

EFMC takes over the submission process alleviating the coordinator from the time-consuming internal coordination and communication with partners for the administrative aspects needed for the proposal submission. It includes the proposal start, invitation of partner organisations, stimulating and monitoring the proposal Part A templates editing by all partners, and uploading and submitting proposal files in the Participant Portal.

Number of days: 5 days

EP 3 – Consortium Agreement drafting

Having an agreed Consortium Agreement on its main terms during the proposal preparation allows the consortium to avoid (or to detect in due time) possible conflicts among partners concerning the future project implementation, including, e.g., terms of IPR ownership and protection, access to (and use of) background knowledge, distribution of EU pre-financing and funding, governance of the consortium, ...). In close collaboration with the Coordinator, EFMC prepares a draft of the Consortium Agreement based on project specificities, almost ready for signature in case of award.

Number of days: 3 days

Proposal reviewing

EFMC experts can alternatively deliver one or several reviews of a proposal.

The draft proposal needs to have parts B1-B3 at least written at 80% to be reviewed.

As in the main offer, the reviews will be on our scope of expertise.

Outcome: The review will come in two files. The first one is the annotated and commented Word version of the proposal, and the second one is a template based on the evaluation criteria of the European Commission.

Number of days: 1,5 days for the first review / 1 day per additional review

Applicant acknowledgements

Before entering into the assignment, the Lead Applicant is required to acknowledge, verify and confirm that:

- the Lead Applicant and its consortium meet(s) all the eligibility conditions (technical capacity, financial viability, eligibility per country);
- (if applicable) the proposal meets the starting Technology Readiness Level (TRL) and reflects the expected TRLs progress required by the call to be achieved at the end of the project;
- at the time when the Proposal Writing Support service(s) start(s), the research/innovation project matches with the call's Specific Challenge/Scope/Expected Impacts;
- A Proposal Writing team in charge of the proposal drafts editing (Part B) is (will be) appointed by the customer.
- The official work language is English.





Marco Liviantoni is a Senior Expert and EFMC's director of Proposal Writing services.

He holds a degree in law from the University of Perugia (IT). He has been working with Public and Private Organisations such as Public Regional Agencies, Business Associations, Consulting Firms, Universities, Large Companies, and SMEs before joining EFMC in 2017. He has also been the coordinator and project manager in many EU funded projects under CIP-IEE, CIP-EEN, Europe INNOVA initiative, **FP6** and **FP7**, LDV DOI, COSME, **H2020**, EDII Initiative, EIT Digital, AL-INVEST IV, gaining a proficient knowledge of rules and procedures governing the EU programmes. Marco was also **head of the European Projects Area** at the Umbria Regional Agency for Internationalisation from 2011 to 2017 and a lecturer at the University of Perugia.



Izabela Gostisa is a Senior Expert in Horizon Europe actions.

Before joining the EFMC, Izabela worked for the **Central European Initiative (CEI)**, an international organisation headquartered in Italy. She managed the organisation's participation in EU-funded programs as Senior Executive Officer and EU Project Manager. Her experience includes managing numerous EU funded projects under **FP7**, **H2020**, Interreg, Interact, and Intelligent Energy Europe. In addition to her Bachelor's degree in Translation and Interpreting, she holds a Master's degree in International Cooperation, Finance, and Development from the Sapienza University of Rome.



George Violettas is a Senior Expert in Horizon Europe actions.

He holds a PhD in the Internet of Things & security in such networks and an M.Sc. in Applied Informatics from the University of Macedonia in Greece. He further holds a 4-years B.Sc. in Computer Science from the Hellenic Open University. He is a **senior research fellow** for several H2020 projects. He has been **delivering courses for more than 15 years** in Universities, Vocational Institutes & Colleges and still is a lecturer for the Alfaisal University in Riyadh, Saudi Arabia. His scientific interests are focused on IoT devices and Wireless Sensor Networks (WSN) in Software-Defined Networks (SDN) and IoT security & cryptography over Cloud infrastructure, where he has **several scientific publications**.



Ioannis Kotsiopoulos is a Senior Expert in Horizon Europe actions.

He has over 20 years of experience in funded research, from proposal writing to technical and project management. In addition to his previous appointments with private and public organisations in Brussels, Greece and the UK, such as the **University of Cambridge**, Ioannis has worked on **European Commission service contracts**, including studies, evaluations and reviews of research proposals and projects. In addition to his Dipl-Ing degree from the National Technical University of Athens, Kotsiopoulos holds an MSc degree from the University of Manchester and a PhD degree from Imperial College London.