

HORIZON EUROPE PROPOSAL WRITING

v4.4

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
STRATEGIC APPROACH TO EU FUNDING

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

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
- Specific Issues: Gender balance, Ethics, SSH, EU Taxonomy
- How the Horizon Europe 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 [\[exercise\]](#)
- Eligibility Check
- Evaluation Checks: Operational Capacity & Part B 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 [exercise “Logic of Intervention”]
- 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, [exercise “requirement/barriers”]
- Measurability, Stakeholders, Diss&Expl., Communication
- [exercise “Impact summary”]

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*

- Overview of a model of a EFMC “Master File” for proposal development

PART B – FINAL CONSIDERATIONS

17 : 00 END OF TRAINING DAY 2

* NOTE: Work 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.

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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

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)

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

- "Specific eligibility conditions per cost category
 - Types of eligible personnel
 - Travels, Equipment, Goods and Services
- Work tools for budgeting
- Budget Flexibility

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 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
- Intelligence through the EC online sources

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 17 : 00

QUESTIONS & ANSWERS (CLOSING SESSION)

Time for discussing participants' next submission

17 : 00

END OF TRAINING DAY 3