

SUMMER SCHOOL ICELAND 2025

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
 STRUCTURE OF HORIZON EUROPE & STRATEGIC APPROACH TO EU FUNDING
 IDENTIFYING OPPORTUNITIES IN HORIZON EUROPE:
- Pillar 1, Pillar 2, Pillar 3 & Widening Participation and Spreading Excellence actions
- WHAT TO CONSIDER BEFORE PARTICIPATING TO EU PROGRAMME
 HOW TO READ & DECONSTRUCT A CALL FOR PROPOSAL:
- Finding the right call
 - Aligning a proposal with the call: Challenge, Impacts, Outcomes, Scope
 - Eligibility Check

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

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

12 : 30 – 13 : 30

LUNCH

14 : 00 – 19 : 00

The Whale Watching Tour from Reykjavik

We will join this whale watching tour to see the incredible wealth of marine wildlife just off Reykjavík’s shores. Participants will journey into the famous Faxaflói Bay in search of these amazing creatures of the deep. The guide will point out the natural features surrounding the capital; in clear weather, participants should be able to see both the Reykjanes Peninsula and the Snæfellsnes peninsula, as well as the ‘whale fjord’, otherwise called Hvalfjörður.

19 : 00 – 21 : 00

NETWORKING DINNER

SUMMER SCHOOL ICELAND 2025

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

- Common errors, shortcomings and pitfalls
- Defining objectives: Logical Framework Matrix
- Pertinence with EU goals and priorities, TRLs journey, ambition, IPRs
- Open Science, Gender dimension, Interdisciplinary approach, Research Data Management, do no significant harm principle and EU Taxonomy

HOW TO DESIGN AND DESCRIBE YOUR “IMPACT”

- Common errors, shortcomings and pitfalls
- Impact glossary: learning the meaning of EC terms
- Measurability, Stakeholders, Diss&Expl., Communication

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

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

12 : 30 – 13 : 30

LUNCH

14 : 00 – 17 : 00

Visit of RANNIS - The Icelandic Centre for Research

RANNIS administers competitive funds in the fields of research, innovation, education and culture, as well as strategic research programmes.

RANNIS coordinates and promotes Icelandic participation in European programmes such, as Horizon Europe, Erasmus+, Digital Europe, Life and Creative Europe. RANNIS promotes public awareness of research and innovation, education and culture in Iceland.

NETWORKING DINNER

19 : 00 – 21 : 00

SUMMER SCHOOL ICELAND 2025

Day 3 Part A & submission process, Legal Framework, Cost eligibility & Personnel

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?
- "Specific eligibility conditions per cost category
- Work tools for budgeting
- Budget Flexibility

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

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

12 : 30 – 13 : 30

LUNCH

14 : 00 – 17 : 00

Workshops & consultancy EFMC Experts

Participants will have the opportunity to participate to

- Pre-award services: Experts will analyse proposal to be submitted or already submitted and will explain what are the potential weaknesses and possible improvements. Participants are proposed to come with their own proposal
- Post-award services: Experts will come with final audit reports written by the European Commission and will explain the reasons for adjustments but also the potential contestation possible. Participants will see the importance to have a strong and reliable methodology for the calculation of the financial statements.

19 : 00 – 21 : 00

NETWORKING DINNER

SUMMER SCHOOL ICELAND 2025

DAY 4 Personnel Costs, Eligibility of other costs & administration

09 : 00

START

09 : 00 – 10 : 30

LEGAL FRAMEWORK OF A HORIZON ACTION

- Preliminary considerations
- The Grant Agreement and its annexes
- The grant: maximum / final / revised
- Consequences of not fulfilling GA obligations

INTRODUCTION TO ELIGIBLE (AND INELIGIBLE) COSTS

- Actual, Unit, Flat Rate, Lump Sum,
- Eligible & ineligible costs,
- The new lump sum i.e. “Financing not linked to costs”
- Direct costs vs. Indirect costs

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

DIRECT COSTS: PERSONNEL COSTS from the productive hours to the conversion rate

- Types of Personnel costs
- Calculation of Personnel costs in H2020 and Horizon Europe
- Actual vs. Unit
- Productive Hours / Productive Days
- Hourly Rate / Daily rate

12 : 30 – 13 : 30

LUNCH

14 : 00 – 17 : 00

Visit of the University of Iceland

The University of Iceland is a progressive educational and scientific institution, renowned in the global scientific community for its research. It is a state university, situated in the heart of Reykjavík, the capital of Iceland.

UI is Iceland's top university and conducts research in five main academic fields: educational sciences, health sciences, humanities, engineering and natural sciences, and social sciences.

During this afternoon, the University will introduce the 5 faculties and will explain the methodology to implement the post-award department

19 : 00 – 21 : 00

NETWORKING DINNER

SUMMER SCHOOL ICELAND 2025

DAY 5 Personnel Costs, Eligibility of other costs & administration

09 : 00

START

09 : 00 – 10 : 30

DIRECT COSTS: PERSONNEL COSTS from the productive hours to the conversion rate

- Time Recording System - TRS

OTHER DIRECT COSTS:

- Eligibility of other costs: Travel (& subsistence) costs, Goods and Services, Equipment, Internally invoiced good and services, Revenues

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

ADMINISTRATIVE MANAGEMENT

- Coordinator's rights and obligations
- Beneficiaries obligations
- **Consortium Agreement**
- Legal aspects (IPR, **Conflict of interest**, Confidentiality)
- Budget Flexibility
- Exchange rate
- Recruitment and working conditions
- Adjustments
- Deliverables, Pre-financing calculation & Reporting

12 : 30 – 13 : 30

LUNCH

14 : 00 – 17 : 00

Visit of the HVAMMSVIK – Hot springs

For the last afternoon of the week, we propose to visit eight natural hot springs of various sizes and temperatures located at the edge of the Atlantic Ocean in Whalefjord.

Participants will enjoy the hot springs for as long as they wish with full access to private showers and changing rooms, the swim-up bar, steam room, and the ocean itself. It will be possible to have fun activities such as paddle boarding, ocean swimming, introductory sessions to Wim Hof techniques.

19 : 00 – 21 : 00

NETWORKING DINNER