

## 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

## 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

## SUMMER SCHOOL ICELAND 2025

## Day 3 Part A &amp; submission process, Legal Framework, Cost eligibility &amp; 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

## SUMMER SCHOOL ICELAND 2025

## DAY 4 Personnel Costs, Eligibility of other costs &amp; 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

## 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