



#InvestEUresearch

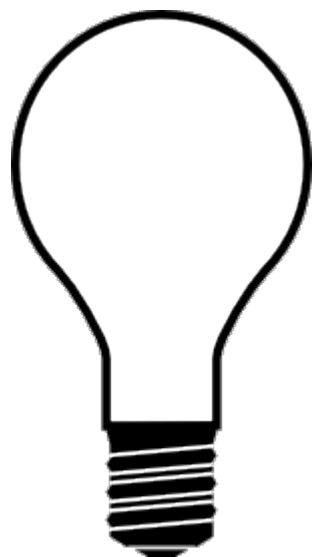
# Horizon 2020 Work Programme for Research & Innovation 2018-2020

## H2020 Proposal Writing: Designing and structuring

Name: Gorazd Weiss & Martin Felix Gajdusek

International Cooperation Service Facility of the EC

Research and  
Innovation



**It's not sufficient  
to have an excellent idea ...**

**But it is important to organize the  
proposal preparation in an excellent way**

# We will talk about:

1. Basic Facts of proposal preparation
2. How to find a suitable call in the Participant Portal
3. Topic identification: decoding a call
4. Designing and structuring
5. Consortium building
6. Proposal drafting

## TO DO LIST

- 
- 
- 
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-

# 1. Basic facts of proposal preparation



# 12 facts you need to know about Horizon 2020 proposal preparation I

1. An overview of scheduled calls can be found in the respective work programme & on the „Funding Opportunities“ site of the Participant Portal

2. Proposal submission always in response to „calls for proposals“ only

3. Typically calls open on an annual basis

4. There is no one single date of all calls opening

# 12 facts you need to know about Horizon 2020 proposal preparation II

5. A call is at least open for **3 months** (full proposal)

6. The majority of the calls for proposals are **top down**: topic descriptions describe very detailed what the planned project has to pursue

7. The **structure** of a proposal is **fixed** through a template

8. The proposal always consists of a **part A** and **part B**

# 12 facts you need to know about Horizon 2020 proposal preparation III

9. Proposal structure of Part B is oriented towards the evaluation criteria

10. One-stage or two-stage proposal submission (depends on the area)

11. Online proposal submission only

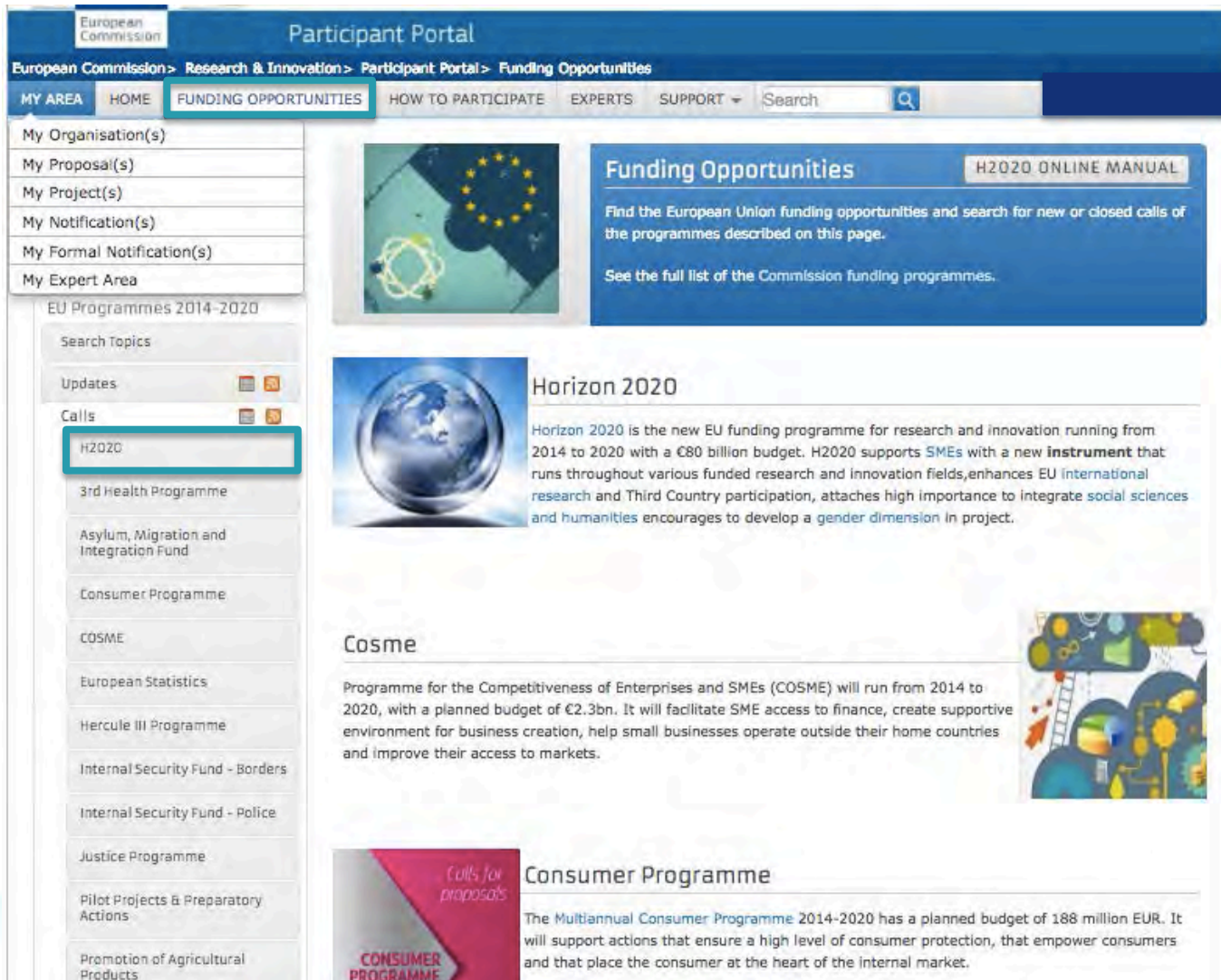
12. Time to grant in general max. 8 months, thereof max. 5 month for evaluation

## 2. How to find a suitable call in the Participant Portal





# Look for suitable calls in the Participant Portal



The screenshot shows the European Commission Participant Portal. The main navigation bar includes 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A search bar is located on the right. The left sidebar contains a list of user-related items: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', 'My Formal Notification(s)', and 'My Expert Area'. Below this is a section for 'EU Programmes 2014-2020' with a search box and a list of calls. The 'H2020' call is highlighted with a red box. The main content area features a 'Funding Opportunities' section with a blue background and a 'H2020 ONLINE MANUAL' button. Below this is a 'Horizon 2020' section with a globe image and a description of the programme. Further down is a 'Cosme' section with a description of the programme for SMEs. At the bottom is a 'Consumer Programme' section with a 'Calls for proposals' graphic and a description of the programme.

European Commission  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search

My Organisation(s)  
My Proposal(s)  
My Project(s)  
My Notification(s)  
My Formal Notification(s)  
My Expert Area

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Funding Opportunities H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls of the programmes described on this page.

See the full list of the Commission funding programmes.

Horizon 2020

Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. H2020 supports SMEs with a new instrument that runs throughout various funded research and innovation fields, enhances EU international research and Third Country participation, attaches high importance to integrate social sciences and humanities encourages to develop a gender dimension in project.

Cosme

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.

Calls for proposals  
CONSUMER PROGRAMME

Consumer Programme


The Multiannual Consumer Programme 2014-2020 has a planned budget of 188 million EUR. It will support actions that ensure a high level of consumer protection, that empower consumers and that place the consumer at the heart of the internal market.

Horizon 2020

# H2020 Funding Opportunities

## Open, Closed, Forthcoming Calls for Proposals

(A-Z) Sitemap About this site Contact Legal Notice Search English



### RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT LOGIN REGISTER

#### EU Programmes 2014-2020

Search Topics

Updates

Calls

- H2020
- 3rd Health Programme
- Asylum, Migration and Integration Fund
- Consumer Programme
- COSME
- European Statistics Programme
- Hercule III Programme
- Internal Security Fund - Borders
- Internal Security Fund - Police
- Justice Programme
- Pilot Projects & Preparatory Actions
- Promotion of Agricultural Products
- Research Fund for Coal & Steel
- Rights, Equality and Citizenship Programme
- Union Civil Protection Mechanism

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

Participant Portal Grant Management Services may be experiencing issues **Thursday, 09.11.2017, between 19:00 and 22:00 (CET) and Friday, 09.11.2017 between 07:30 and 08:10 (CET)**. We apologise for any inconvenience this may cause.

### Calls for Proposals

Horizon 2020

Advanced search for topics  
Calls for tenders on TED

- Excellent Science
  - European Research Council (ERC)
  - Future and Emerging Technologies (FET)
  - Marie-Sklodowska-Curie Actions
  - Research Infrastructures
- Industrial Leadership
  - Leadership in enabling and industrial technologies (LEIT)
  - Information and Communication Technologies

Status  Calls with forthcoming topics  Calls with open topics  Calls with only closed topics

Sort by  Call title  Call identifier  Publication date Filter a call FILTER

|  |   |  |
|--|---|--|
| <b>Societal Challenges</b><br><b>Clean Sky 2 Call for Proposals 07</b><br>H2020-CS2-CFP07-2017-02<br>Publication date: 08 November 2017                                  | <b>Societal Challenges</b><br><b>Blue Growth</b><br>H2020-BG-2018-2020<br>Publication date: 27 October 2017   | <b>Spreading excellence and widening participation</b><br><b>WIDESPREAD</b><br>H2020-WIDESPREAD-2018-2020<br>Publication date: 27 October 2017 |
| <b>Excellent Science</b><br><b>Integrating and opening research infrastructures of European interest</b><br>H2020-INFRAIA-2018-2020<br>Publication date: 27 October 2017 | <b>Excellent Science</b><br><b>Support to policy and international cooperation</b><br>H2020-INFASUPP-2018-2020<br>Publication date: 27 October 2017 | <b>Societal Challenges</b><br><b>Rural Renaissance</b><br>H2020-RUR-2018-2020<br>Publication date: 27 October 2017                             |
| <b>Societal Challenges</b><br><b>Sustainable Food Security</b><br>H2020-SFS-2018-2020  | <b>Industrial Leadership</b><br><b>TRANSFORMING EUROPEAN INDUSTRY</b><br>H2020-NMBP-TR-IND-2018-2020  | <b>Industrial Leadership</b><br><b>FOUNDATIONS FOR TOMORROW'S INDUSTRY</b><br>H2020-NMBP-TQ-IND-2018-2020                                      |

# Call search – Identify your call

The screenshot displays the 'Participant Portal' for 'RESEARCH & INNOVATION'. The page includes a navigation menu with 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'EXPERTS', and 'SUPPORT'. A search bar is located in the top right corner. A sidebar on the left lists 'EU Programmes 2014-2020' with categories like 'Search Topics', 'Updates', and 'Calls'. The main content area features a 'Calls for Proposals' section under 'Horizon 2020'. A red banner at the top of this section states: 'Participant Portal Grant Management Services may be experiencing issues Thursday, 09.11.2017, between 19:00 and 22:00 (CET) and Friday, 09.11.2017 between 07:30 and 08:10 (CET). We apologise for any inconvenience this may cause.' Below this, a list of 'Societal Challenges' is shown, with 'Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy' selected. A 'Status' filter is set to 'Calls with forthcoming topics' and 'Calls with open topics'. The 'Sort by' dropdown is set to 'Publication date'. Three call cards are displayed at the bottom, each for 'Societal Challenges' with specific call identifiers and publication dates of 27 October 2017.

(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

Updates

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H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

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Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

Union Civil Protection Mechanism

Participant Portal Grant Management Services may be experiencing issues **Thursday, 09.11.2017, between 19:00 and 22:00 (CET) and Friday, 09.11.2017 between 07:30 and 08:10 (CET).** We apologise for any inconvenience this may cause.

## Calls for Proposals

Horizon 2020 [Advanced search for topics](#)  
[Calls for tenders on TED](#)

Societal Challenges

- Health, demographic change and wellbeing
- Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy
- Secure, clean and efficient energy
- Smart, green and integrated transport
- Climate action, environment, resource efficiency and raw materials
- Europe in a changing world - inclusive, innovative and reflective societies
- Secure societies - protecting freedom and security of Europe and its citizens

Status  Calls with forthcoming topics  Calls with open topics  Calls with only closed topics

Sort by  Call title  Call identifier  Publication date

|   |  |  |
|---|--|--|
| <b>Societal Challenges</b><br><b>Blue Growth</b><br>H2020-BG-2018-2020<br>Publication date: 27 October 2017 | <b>Societal Challenges</b><br><b>Rural Renaissance</b><br>H2020-RUR-2018-2020<br>Publication date: 27 October 2017 | <b>Societal Challenges</b><br><b>Sustainable Food Security</b><br>H2020-SFS-2018-2020<br>Publication date: 27 October 2017 |
|---|--|--|

In addition to the search facilities, the full list of H2020 Calls can be found [here](#).





# Identify your topic!

RESEARCH & INNOVATION Participant Portal

European Commission

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

Union Civil Protection Mechanism

FP7 & CIP Programmes 2007-2013

calls

Other Funding Opportunities

CALL: SUSTAINABLE FOOD SECURITY  
Call identifier: H2020-SFS-2018-2020  
Publication date: 27 October 2017

Horizon 2020  
Pillar: Societal Challenges  
Work Programme Year: H2020-2018-2020  
Work Programme Part: Food security, sustainable agriculture and forestry, marine, maritime and inland research and the bioeconomy

Call summary and aims  
The Sustainable Food Security call is Horizon 2020's main contribution to research and innovation in relation to Food and Nutrition Security in Europe and beyond. Its commitment to sustainability implies that particular attention is given to the interfaces between the economic, environmental and social

Call updates  
• 31 October 2017 00:33 The submission session is now available for: SFS-16-2018(RIA), SFS-01-2018-2019-2020(RIA), SFS-38-2018(RIA), LC-SFS-19-2018-2019(RIA), SFS-07-2018(RIA), SFS-06-2018-2020(RIA), SFS-05-2018-2019-2020(RIA), SFS-30-2018-2019-2020(RIA), SFS-29-2018(RIA),

Topics and submission service  
To access the Submission Service, please select the TOPIC of your interest and then open the Submission Service. To access existing draft proposals, please login to the portal and select My Proposals from the My Area menu.

Status  Forthcoming  Open  Closed

Sort by  (Planned) opening date  Deadline  Topic title  Topic identifier

Topic: CE-SFS-24-2019: Innovative and citizen-driven food system approaches in cities **Forthcoming**  
Publication date: 27 October 2017  
Focus area: Connecting economic and environmental gains - the Circular Economy (CE)  
Types of action: IA Innovation action  
DeadlineModel: single-stage  
Opening date: 16 October 2018  
Deadline: 23 January 2019 17:00:00  
Time Zone : (Brussels time)

Topic: CE-SFS-25-2018: Integrated system innovation in valorising urban biowaste **Open**  
Publication date: 27 October 2017

Topic: SFS-31-2019: ERANETs in agri-food **Forthcoming**  
Publication date: 27 October 2017  
Types of action: ERA-NET-Cofund ERA-NET Cofund  
DeadlineModel: single-stage  
Opening date: 16 October 2018  
Deadline: 23 January 2019 17:00:00  
Time Zone : (Brussels time)

Topic: SFS-32-2018: Supporting microbiome coordination and the International Bioeconomy Forum **Open**  
Publication date: 27 October 2017  
Types of action: CSA Coordination and support action  
DeadlineModel: single-stage  
Opening date: 31 October 2017  
Deadline: 13 February 2018 17:00:00  
Time Zone : (Brussels time)



Topic: SFS-33-2018: Support to the implementation of the EU-Africa Research and Innovation Partnership on Food and Nutrition Security & Sustainable Agriculture (FNSSA) **Open**  
Publication date: 27 October 2017  
Types of action: CSA Coordination and support action  
DeadlineModel: single-stage  
Opening date: 31 October 2017  
Deadline: 13 February 2018 17:00:00  
Time Zone : (Brussels time)



# Topic description – Topic conditions and documents

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT [LOGIN](#) [REGISTER](#)

### EU Programmes 2014-2020

Search Topics

Updates  

Calls  


- H2020
- 3rd Health Programme
- Asylum, Migration and Integration Fund
- Consumer Programme
- COSME
- European Statistics Programme
- Hercule III Programme
- Internal Security Fund - Borders
- Internal Security Fund - Police
- Justice Programme
- Pilot Projects & Preparatory Actions
- Promotion of Agricultural Products
- Research Fund for Coal & Steel
- Rights, Equality and Citizenship Programme
- Union Civil Protection Mechanism

### TOPIC : Supporting microbiome coordination and the International Bioeconomy Forum

**Topic identifier:** SFS-32-2018  
**Publication date:** 27 October 2017

**Types of action:** CSA Coordination and support action  
**DeadlineModel:** single-stage  
**Opening date:** 31 October 2017

**Deadline:** 13 February 2018 17:00:00  
Time Zone : (Brussels time)

 Horizon 2020 [H2020 website](#)

Pillar: Societal Challenges  
Work Programme Year: H2020-2018-2020  
Work Programme Part: [Food security, sustainable agriculture and forestry, marine, maritime and inland water research and the bioeconomy](#)  
Call : [H2020-SFS-2018-2020](#) [Call budget overview](#)

#### Topic Description [+ More](#)

**Specific Challenge:**  
Knowledge of the potential of microbial systems, or microbiomes, throughout the food chains, is seen as a promising means to ensuring the sustainability of our food system. Although a number of relevant

#### Topic conditions and documents [+ More](#)

**1. Eligible countries:** described in [Annex A](#) of the Work Programme.  
A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in Horizon 2020 projects. See the


#### Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

### FP7 & CIP Programmes 2007-2013

Calls



### 3. Topic identification: decoding a call



## The idea behind this:



No time limit, respectively until 2020

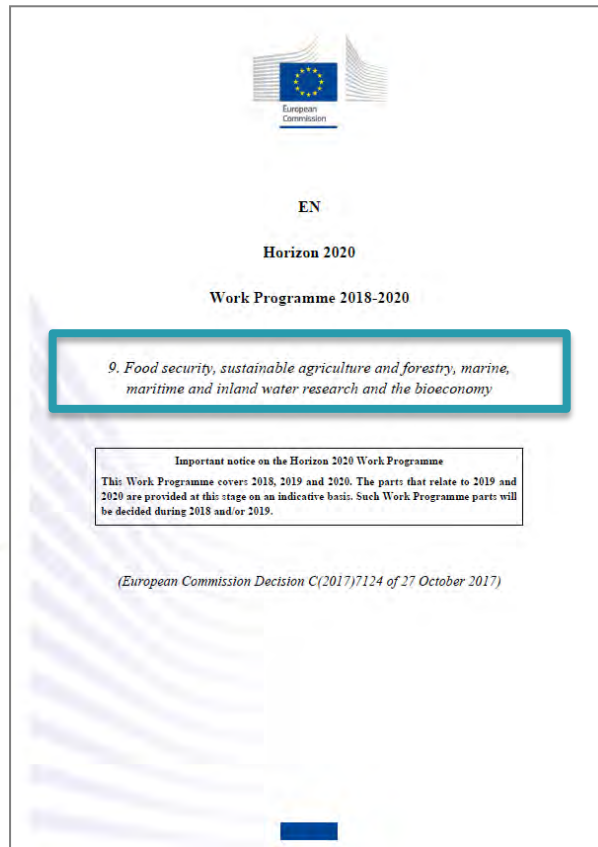
7 years run-time

Generally biannual/triannual

Generally annual calls

Generally 24 - 60 months

# The Work Programme



*Horizon 2020 - Work Programme 2018-2020*  
*Food security, sustainable agriculture and forestry, marine, maritime and inland water research and the bioeconomy*

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SFS-04-2019-2020: Integrated health approaches and alternatives to pesticide use ..... 17

SFS-05-2018-2019-2020: New and emerging risks to plant health ..... 19

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SFS-07-2018: Making European beekeeping healthy and sustainable ..... 22

SFS-08-2018-2019: Improving animal welfare ..... 23

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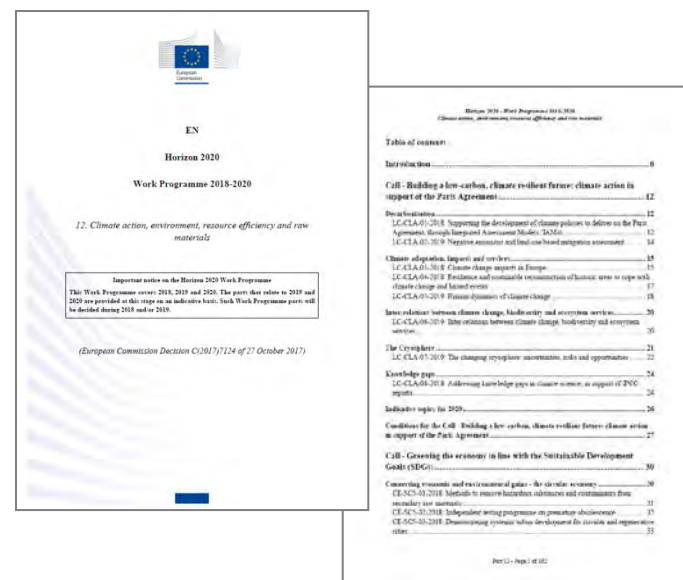
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In general each thematic part of Horizon 2020 has its own Work Programme part



# What information do thematic work programmes provide you with?

- Introduction
- Overview of the scheduled call(s)
- **Description of the topics**
- **Call Key data:**
  - Opening date, deadline
  - indicative budget per Topic/Call
  - one-stage/two-stage procedure
  - indicative date for evaluation outcome & grant signing
- Budget



# Decoding a call text: Once you have found your topic

## Topic Identifier

*Example:* **SFS-32-2018: Supporting microbiome coordination and the International Bioeconomy Forum**

## Specific challenge

**Specific challenge:** Knowledge of the potential of microbial systems, or microbiomes, throughout the food chains, is seen as a promising means to ensuring the sustainability of our food system. [...]

## Scope

**Scope:** Proposals should aim at a platform for collaboration and coordination across various microbiome-related research and innovation programmes, in Europe and worldwide, throughout the food systems and beyond, including both terrestrial and aquatic environments (e.g. linkages among microbiome related work in plants, animals, soils, marine and human health). [...]

## Indicative Budget

The Commission considers that proposals requesting a contribution from the EU in the range **of EUR 3 million** would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts. [...]

## Expected impact

**Expected Impact:** In line with the EU Bioeconomy Strategy, in the short/medium term proposals will:

- Improve coherence and reduce the overlap between national and EU funding in microbiome research; reinforce collaborations and knowledge exchange with international networks to promote coherence and applicability of microbiomes; [...]

## Type of action

**Type of Action: Coordination and support action**

## Decoding a call text:

- Specific Challenge: introduces the problem/question at stake
- Scope: presents what exactly is expected to be done
- Expected impacts: lists what is supposed to be achieved
- Make sure that the proposal takes up every single task of the topic description
- Use the wording of the topic description in the proposal
- Do not ignore wording such as „and“, „should“, „recommended“ etc.

# Type of action

| Type of Action <sup>1</sup>       | Code | Minimum Conditions <sup>2</sup> | Funding Rate   | Typical Duration | Average EC Contribution   | Aim   |
|-----------------------------------|------|---------------------------------|--|------------------|---|---|
| Research & Innovation Action      | RIA  | ≥ 3 legal entities from 3 MS/AC | 100%   | 36-48 months     | € 2.0 – 5.0M  | collaborative research projects   |
| Innovation Action                 | IA   | ≥ 3 legal entities from 3 MS/AC | 70% <sup>3</sup>   | 30-36 months     | € 2.0 – 5.0M  | produce plans & arrangements or designs for new, altered or improved products, processes or services              |
| Coordination & Support Action     | CSA  | 1 legal entity                  | 100%   | 12-30 months     | € 0.5 – 2.0M  | accompanying measures (standardisation, dissemination, policy dialogues etc.) no research                         |
| MSCA <sup>4</sup> (except Cofund) | MSCA | see separate factsheet          |  |                  |   | facilitate mobility of researchers for training & career development  |
| ERC Grants                        | ERC  | 1 legal entity in MS/AC         | 100%   | 60 months        | Starting: ≤ € 2.0M<br>Consolidator: ≤ € 2.75M<br>Advanced: ≤ € 3.5M | support excellent investigators and their research teams to pursue ground-breaking, high-gain/ high-risk research |
| Prizes                            | PRI  | 1 legal entity                  | n/a  | n/a              | variable; see respective topic                                      | - recognise past achievements<br>- induce future activities   |
| SME Instrument                    | SME  | 1 SME in MS/AC                  | 3 phases:<br>• Phase 1: lump sum of € 50K / project<br>• Phase 2: € 1 – 2.5M / project (1-2 years) (70% of eligible costs reimbursed)<br>• Phase 3: no funding |                  |   | combination of demonstration activities (testing, prototyping, ...), market replication                           |
| Fast Track to Innovation          | FTI  | ≤ 5 legal entities from 5 MS/AC | 70% <sup>3</sup>   | tbd              | ≤ € 3.0M  | produce plans & arrangements or designs for new, altered or improved products, processes or services              |

<sup>1</sup> Defined in the Work Programme.

<sup>2</sup> Additional conditions may be listed in the respective Work Programmes.

<sup>3</sup> 100% for non-profit organisation (= any legal entity except companies)

<sup>4</sup> MSCA = Marie Skłodowska Curie Actions

## 2. Designing and structuring



# Produce a first outline of your idea

- > Write preliminary 2-3 pages about your:



- > objectives
- > target group
- > major steps (work packages)
- > intended consortium (countries, types of organisations)

- > Internal reality check: Use it as a first base to discuss with potential partners

- > External reality check: Consult with market actors – check their understanding and interest. Profit from their feedback to decide whether to take your idea forward



# How to write a convincing abstract

| Title/ACRONYM                                |   |
|--|---|
| <b>Objective</b>                             | The aim of the proposal is to...  |
|  | The key research question/challenge is to...  |
|  | Conformity with the call and work programme.  |
| <b>Background/<br/>short<br/>description</b> | <ul style="list-style-type: none"><li>• Why bother? What problem are you trying to solve?</li><li>• Is it a European priority? Could it be solved at National level?</li><li>• Is the solution already available?</li><li>• Why now? What would happen if we did not do this now?</li><li>• Why you? Are you the best people to do this work?</li></ul> |
| <b>Results/impact</b>                        | <ul style="list-style-type: none"><li>• Expected results - what will come out of the project? Who will use the results?</li><li>• Why do the people interested in the results should use the results?</li><li>• How are you planning the transfer of results?</li><li>• What will be changed? Post project situation</li></ul>                          |



# 3. Consortium building





# Design and invite your consortium



- Be selective – make an appealing choice!
- Stay consistent – keep to your objective & target group
- Do not cover the EU/world map artificially – make a fitting choice
- Explore alternatives early, but be ready to change plan – change/renounce a country if you do not secure THE right partner
- Keep your partners motivated - agree on a working method for the proposal phase, make a plan for their contributions

## As you know...

In EU-collaborative funded projects, you need **at least three organizations from different EU Member States or Associated Countries**, after this minimum number you can involve **Third Countries**

But...  
Keep in mind that it's not just a matter of quantity but always of **QUALITY!**



## Type of participation

› Coordinator

› Participant

› Third parties

} Beneficiaries



## The coordinator

The Coordinator is the only contact point between the Commission and the Consortium.

The Coordinator is the one who signs the GA with the Commission.

# The coordinator

## Tasks of the coordinator that cannot be delegated:

- monitor that the action is implemented properly
- act as the intermediary for all communications between the beneficiaries and the Commission
- request and review any documents or information required by the Commission and verify their completeness and correctness before passing them on to the Commission
- submit the deliverables and reports to the Commission
- ensure that all payments are made to the other beneficiaries without unjustified delay
- inform the Commission of the amounts paid to each beneficiary, when required under the Agreement or requested by the Commission

# The Beneficiary

- Perform work, monitor, respond to consortium requests
- Identify the responsible person for the project
- Give all necessary information
- Participate to project meetings
- Contribute to the proper implementation of the action
- Comply with their own obligations under the GA and support the coordinator in his obligations
- Send all documents/information via the coordinator



# Third Parties

Horizon 2020 distinguishes 4 basic types of third party support:

- 1) the purchase of goods and services
- 2) subcontracts
- 3) work done by “linked third parties”
- 4) third party contributions in-kind

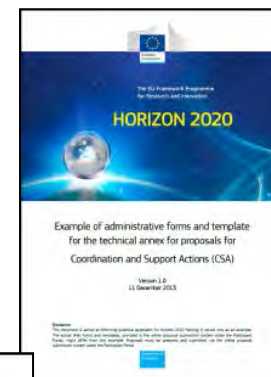
# 4. Proposal drafting





# Before you start... key documents

- **Work Programme:** background, topics and budgets
- **General annexes to the general Work Programme:** list of countries, eligibility and admissibility conditions, evaluation criteria and procedure, scoring and thresholds, etc.
- **Submission forms and templates:** essential forms and guides to draw up and submit your proposal
- Guide to the submission and evaluation process



# Working with the right documents

## “Good to have”- Documents

- [Annotated Model Grant Agreement](#)

- Eligible costs
- Management of IPR
- Open Access, Ethics
- Many examples and best practice solutions



- [Desca Model Consortium Agreement](#)

- Governance Structure of the project
- Dissemination and access rights to results
- Version with „elucidation notes“ and explanations available



# Working with the right documents

## „Nice to have“-Documents

- ✓ [Ethics Guide](#)
- ✓ [Open Access Guide](#)
- ✓ [Guidelines on Data Management](#) in H2020
- ✓ [Communicating EU research and innovation guidance for project participants](#)
- ✓ [Project reporting templates](#)
- ✓ Proposal Submission Service [User Manual](#)
- ✓ [Annotated Model Grant Agreement](#)
- ✓ H2020 online Manual

✓ Strategic/political background documents

Guidelines exist for a number of proposal aspects!

Participant Portal

Official EU website

# Structuring the proposal – Part B

## 1: Excellence

- 1.1 Objectives
- 1.2 Relation to the work programme
- 1.3 Concept and methodology
- 1.4 Ambition

## 2. Impact

- 2.1 Expected impacts
- 2.2 Misure to maximize impact
  - Dissemination and exploitation of results
- Communication activities

## 3. Implementation

- 3.1 Work plan – work packages, deliverables
- 3.2 Management structure, milestones and procedures
- 3.3 Consortium as a whole
- 3.4 Resources to be committed

## 4-5

- 4 Members of the consortium
  - 4.1 Participants
  - 4.2 Third parties
- 5 Ethics and Security
  - 5.1 Ethics
  - 5.2 Security

# Scientific Excellence: tips

## Objectives

- Quantifiable and clear targets
- Formulated to maximize impact
- **Concept and Methodology**
- Clear descriptions giving sufficient details while avoiding jargon
- Keeping it transparent, identifying data sources, assumptions and possible hurdles
- **Innovation potential and progress beyond the state of the art**
- Describing the state of the art, including previous and ongoing projects and patents, and explaining how the project builds on and goes beyond the previous work

# Impact: tips

## Expected Impact

- Supporting the expected impact with quantifiable information
- Appropriate measurable indicators to convincingly demonstrate how the projects will contribute to all the expected impacts
- Justify the reasons for focusing on a specific area of the call and how this is reflected in the expected impacts

## Exploitation, dissemination and Communication

- Explain how open access will be ensured
- Credibly describe exploitation and uptake beyond the project and how long-term sustainability is accomplished
- Clearly define the different target audiences, including media and public

# Implementation: tips

## Work plan and resources

- Activities and resources responding to the Type of Action, the challenge and methodology
- Clear and credible interactions and integration between WPs and partners, including for interdisciplinary work
- Linkage between responsibilities – tasks – deliverables – resources

## Risk management

- Key risks covered and risk level indicated
- Effective mitigation measures and contingency plans

## Management structure

- Clearly identified roles, composition and interaction of management and advisory bodies, including decision making
- Credible mechanisms for quality assurance and
- performance monitoring

## Finish with the fine-tuning

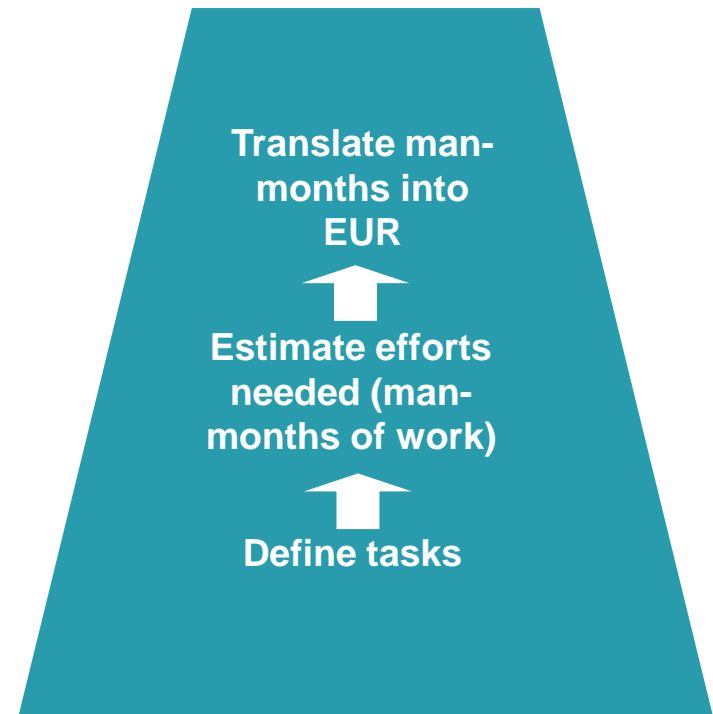
The technical annex must give a detailed description of the project idea and **work plan**, which:

- divides the planned work into **work packages**,
- assigns the related responsibilities and resources within the consortium,
- sets out a project time schedule, main **milestones and deliverables**,
- describes the project management structure,
- describes the communication and exploitation plans.



## Establish the budget

- Design your budget “bottom-up”
- Wait until the tasks are sufficiently specified and agreed – then design the budget
- Check consistency regularly while advancing on your Work Plan - share of resources, appropriate levels between partners, appropriate weight of man-months between major work steps



# TIMING: FROM OPEN CALL TO DEADLINE

|   |   |                            |
|---|---|----------------------------|
| <b>1<sup>st</sup> stage</b><br><b>Consortium meeting</b>                  | Aim of the project, research question, distribution of work<br>(Science, Management and Editors!!)                          | 5-6 months before deadline |
| <b>2<sup>nd</sup> stage</b><br><b>Homework</b>                            | Proposal writing<br>(inputs from partners – WP leaders and coordinator!)  | 4-5 months before deadline |
| <b>3<sup>rd</sup> stage</b><br><b>Preparation of first draft Proposal</b> | First proposal draft<br>(summarised by lead scientist and support service: science, impact, implementation)                 | 3 months before deadline   |
| <b>4<sup>th</sup> stage</b><br><b>Core group meeting</b>                  | IN or OUT<br>Final agreement<br>(aim and research question, WP, timeline, outputs/deliverables, budget, etc.)               | 3 months before deadline   |
| <b>5<sup>th</sup> stage</b><br><b>Full proposal completion</b>            | Proposal writing (including editing, proof read and external review)<br>(Lead scientist, Support service, External experts) | Last two months            |

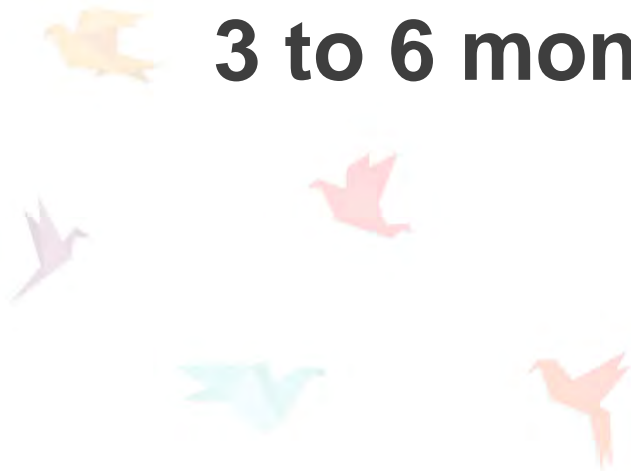
# Timeline: From idea to project

Project idea

Proposal writing

Proposal submission

**3 to 6 months**



# Timeline: From idea to project

Proposal Submission

Evaluation

**5 months**

First indication from EC

# Timeline: From idea to project

First indication from EC

Grant Preparation

**3 months**

Grant Agreement

# Timeline: From idea to project

Kick-off Meeting

Periodic Reports

**3 to 5 years**

Final Meeting



# Timeline: From idea to project

Project Idea

4 to 6 years

Final meeting



# Best practice for successful proposals: Become an evaluator yourself!

Register in the expert database in the Participant Portal:

<http://ec.europa.eu/research/participants/portal/desktop/en/experts/index.html>



The screenshot shows the 'Experts' section of the European Commission's Participant Portal. The page features a blue header with the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below the header is a navigation menu with options: HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, EXPERTS (selected), and SUPPORT. There are also buttons for LOGIN and REGISTER. The main content area is divided into several sections:

- News:** A section on the left with a title 'News' and a paragraph: 'H2020 call for expression for interest for experts (11/2013) New calls for expression of interest for individual experts and for organisations to suggest experts were just published in OJ C342 of 22 November 2013. European Commission will soon need experts to evaluate first.'
- Experts:** A central section with a blue background and a graphic of a head with gears. It includes a title 'Experts', a sub-header 'H2020 ONLINE MANUAL', and two paragraphs: 'Join the database of independent experts for European research and innovation.' and 'The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, monitoring of projects, and evaluation of programmes, and design of policy.'
- New experts:** A section below the main content with a title 'New experts' and a sub-header 'Who can be an expert?'.
- What do expert assignments involve?:** A section on the right with a title 'What do expert assignments involve?'.

# Thank you!

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[www.ec.europa.eu/research](http://www.ec.europa.eu/research)

Participant Portal

[www.ec.europa.eu/research/participants/portal](http://www.ec.europa.eu/research/participants/portal)

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