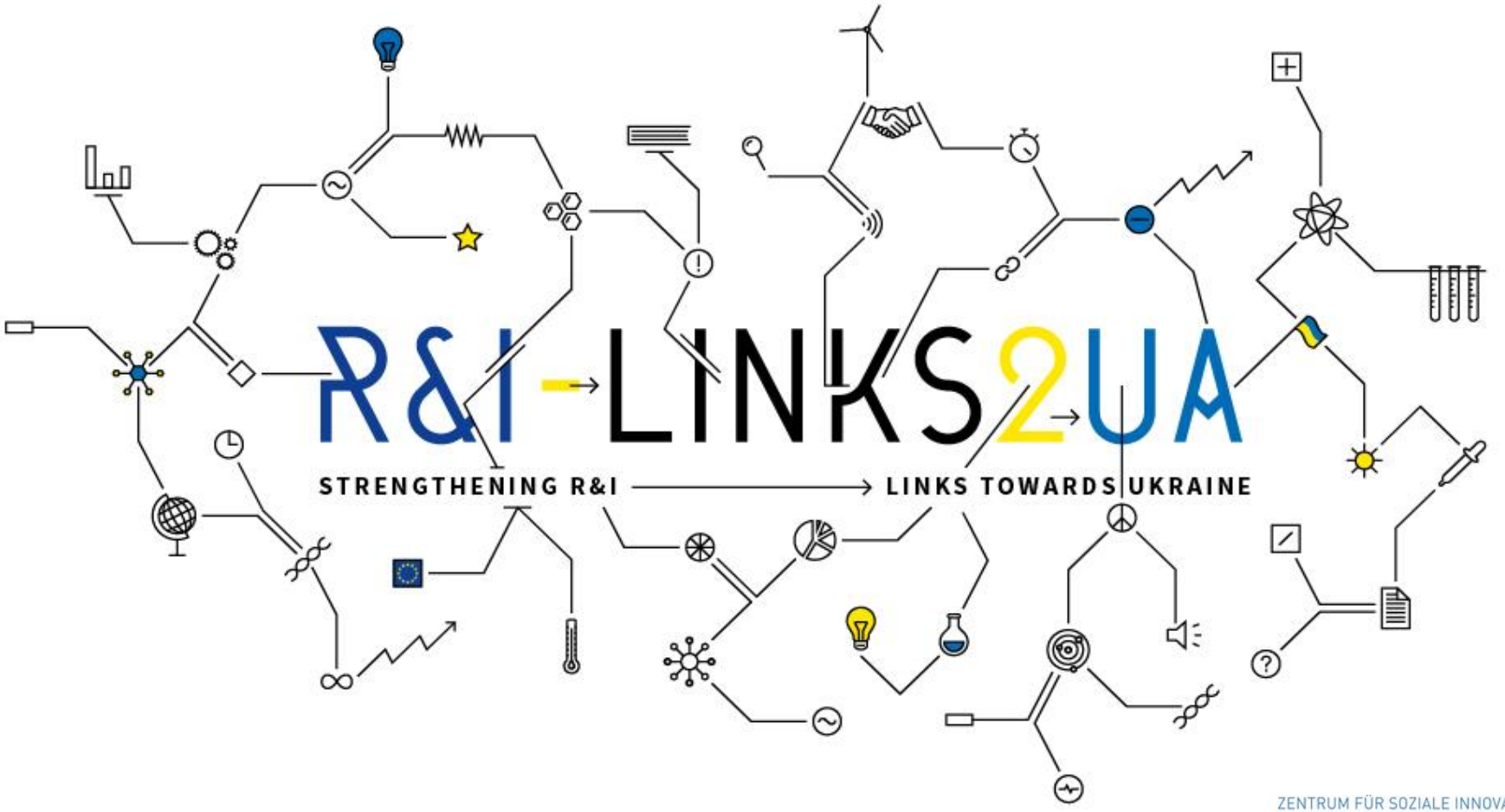


From idea to submitted project under H2020

Gorazd Weiss, Centre for Social Innovation, Austria

IncoNet Eastern Partnership

ZENTRUM FÜR SOZIALE INNOVATION
CENTRE FOR SOCIAL INNOVATION
ZSI
http://www.zsi.at

Outline

1. **INTRODUCTION – FROM IDEA TO IMPLEMENTATION**
   - Project Idea; Finding a Call; Partners search,
   - Your Profile
2. **PROPOSAL PREPARATION**
   - APPLICATION PROCEDURES (1 OR 2 STAGE PROPOSALS)
   - TYPES OF ACTIONS (PROPOSALS) IN HORIZON 2020
   - TLRs - Technology Readiness Levels
3. **STRUCTURE OF THE PROPOSAL**
   - ADMINISTRATIVE & FINANCIAL PARTS (PART A)
   - PROPOSAL (PART B)
4. **HOW TO SUBMIT A PROJECT PROPOSAL**
5. **TIPS FOR SUCCESFUL PROPOSAL**
   - Q&A

Project Management Cycle in H2020 projects

Project Identification

-Project idea
-Identification of a H2020 Call
-Identification of project partners

Project/ Proposal preparation, design and planning

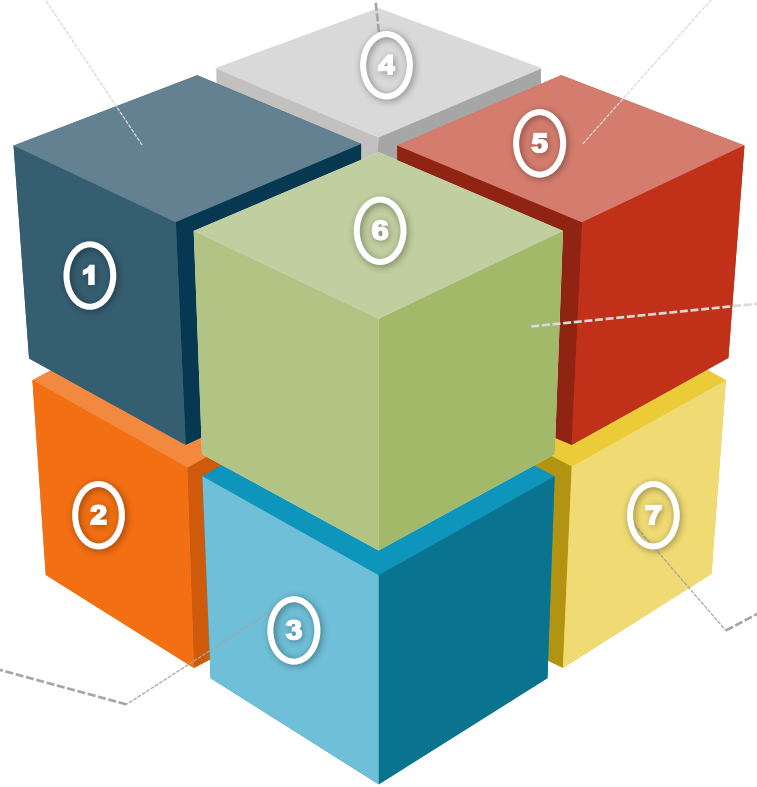
-Proposal writing
-Project Budget

Proposal submission

-ECAS (EU Portal).

Evaluation of the proposal

- by independent experts



Grant Agreement preparation and signature

- ECAS portal
-preparation of Annex I. to GA= Description of Action (DoA)

Project Implementation, Monitoring and reporting

Project closure & final scientific and financial reporting

R&I-LINKS2UA
STRENGTHENING R&I → LINKS TOWARDS UKRAINE

1 PROJECT IDENTIFICATION

- Project idea
- Identification of the call, partners

1 PROJECT IDENTIFICATION

- ✓ *Provides baseline and contextual information for the project*
- ✓ *Involves understanding of the initial situation in question and the key factors*

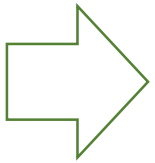
• CORE STEPS

- **Project Idea** => concept with high innovation potential
- **Identification of the Horizon 2020 Call that matches your project idea**
- **Preparation of your Research Profile (profile of your institution)**
- **Identification of partners in EU relevant to the Call**
- Register in ECAS (get a PIC number and validate your institution)
- Read the latest EU documents related to your topic:
  - Work programme (https://ec.europa.eu/programmes/horizon2020/h2020-sections)
  - Europe 2020 strategy (http://ec.europa.eu/europe2020/index_en.htm)
  - EU policies (http://ec.europa.eu/policies/index_en.htm)
- Read the latest scientific papers related to your topic

Questions?!

RELEVANT

- Idea
- Approach
- Partners



Realisation of the call and work programme's objectives

- ☞What **kind of project** will I implement? (scope, limits, objectives, expected impact)
- ☞What will I do with the **results**? (exploitation, dissemination, knowledge tranfer)
- ☞**With whom** will I implement this project? Who does what? (consortium, respective tasks, responsabilities)
- ☞**Why** should my project be funded by the EC? (European added value)
- ☞**How** will I successfully carry it to term? (resources, management, methodology)
- ☞How much will it **cost**? What funding can I expect? (budget plan and EC contribution)
- ☞Do I have my organization's **support**? (human and financial resources)

How to find funding for your research idea?

① PROJECT IDENTIFICATION

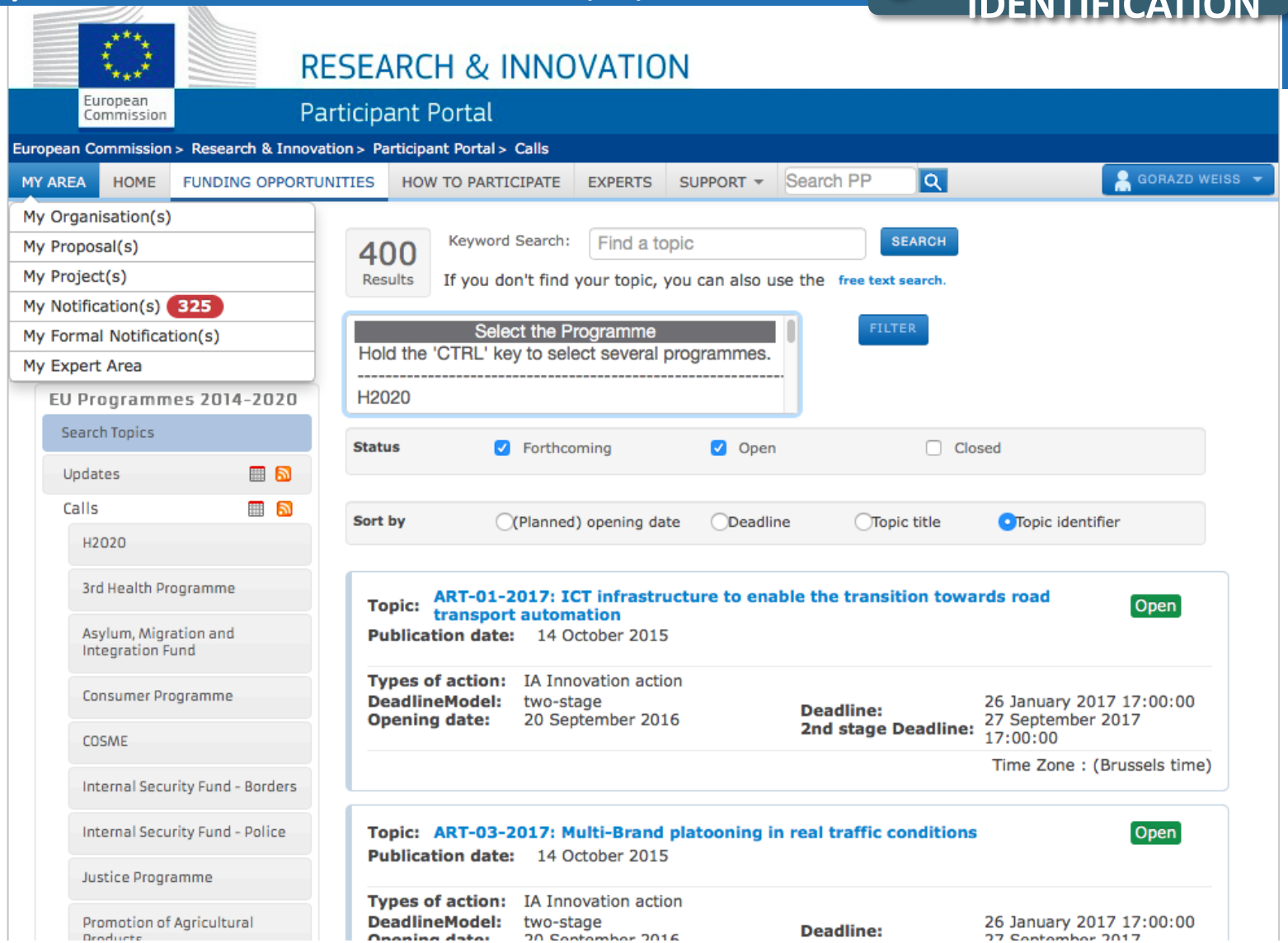
- Horizon 2020 offers a variety of funding opportunities
  - project idea /concept with high innovation potential
  - Finding a appropriate call:
- H2020 PARTICIPANT PORTAL

https://ec.europa.eu/programmes/horizon2020/find-your-area

How to find funding for your research idea? (2)

① PROJECT IDENTIFICATION

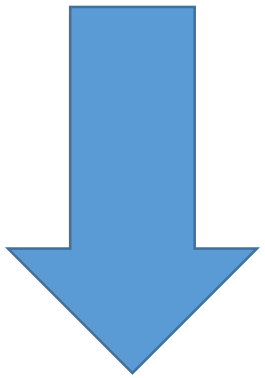
- ☞H2020 -> funding opporutunities
- ☞Search by topic/call ID…



R&I-LINKS2UA
STRENGTHENING R&I ——→ LINKS TOWARDS UKRAINE

Project IDEA

- **Project Idea** => concept with high innovation potential



Innovation IN H2020 =>> means successful exploitation of new ideas to produce tangible benefits, satisfying needs and wants

Role of your institution in project

ROLES

- coordinator
- partner
- Third party

☞What is the **role of my institution in the proposal consorium?**

☞Am I ready to **coordinate** /be a **partner**?

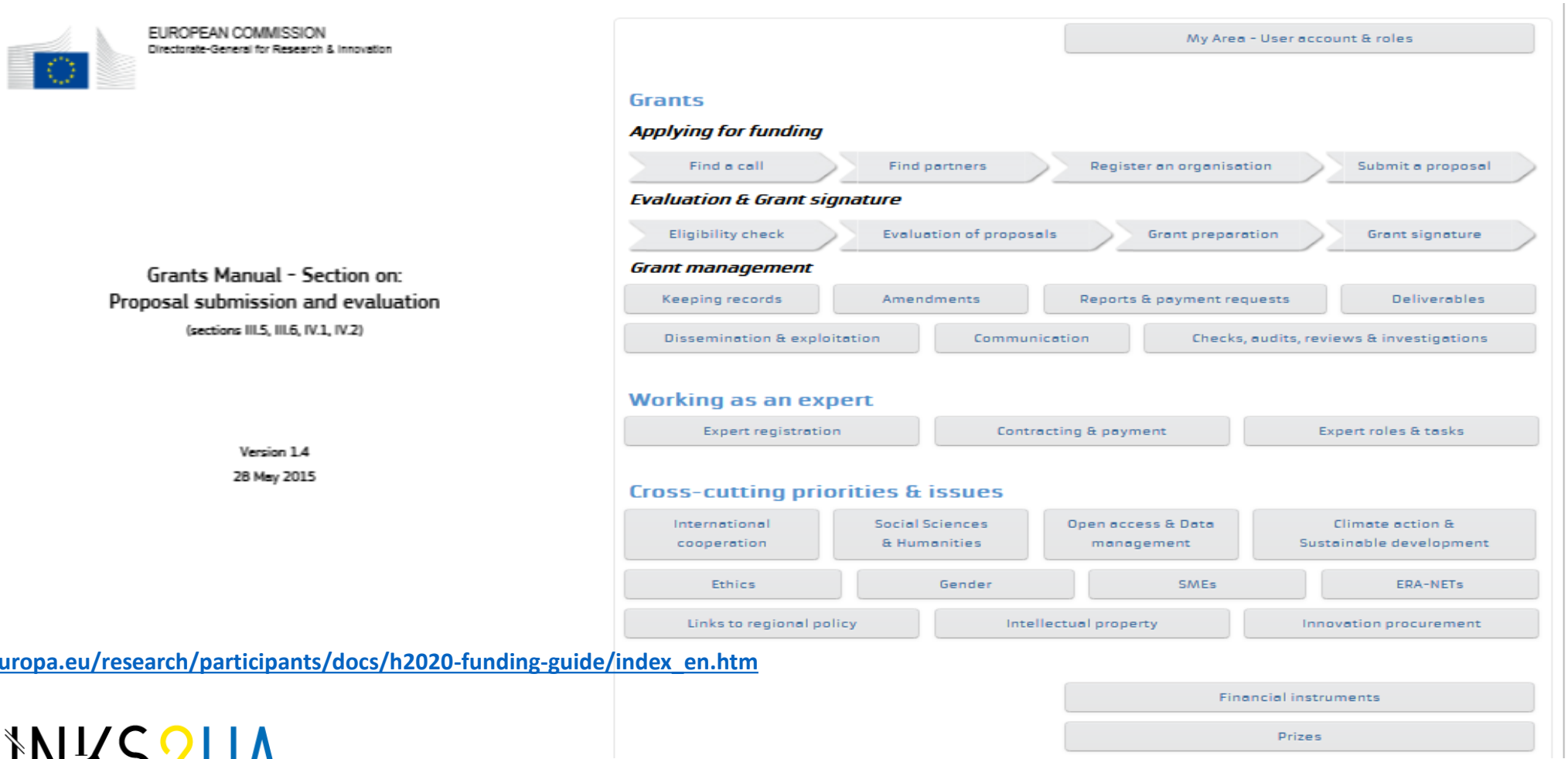
Roles of project participants

- **Each of the project partners can have different roles.**
- **Roles are defined in the project workplan description**
- **Roles:**
- **Work package leader**
- **Task leader**
- **Activity leader**
- **Task participant…**

Information about administrative issues

① PROJECT IDENTIFICATION

- Awareness about the legal, administrative and financial requirements – H2020 Funding Guide



EUROPEAN COMMISSION
Directorate-General for Research & Innovation

Grants Manual - Section on:
Proposal submission and evaluation
(sections III.5, III.6, IV.1, IV.2)

Version 1.4
28 May 2015

My Area - User account & roles

Grants

Applying for funding

Find a call | Find partners | Register an organisation | Submit a proposal

Evaluation & Grant signature

Eligibility check | Evaluation of proposals | Grant preparation | Grant signature

Grant management

Keeping records | Amendments | Reports & payment requests | Deliverables

Dissemination & exploitation | Communication | Checks, audits, reviews & investigations

Working as an expert

Expert registration | Contracting & payment | Expert roles & tasks

Cross-cutting priorities & issues

International cooperation | Social Sciences & Humanities | Open access & Data management | Climate action & Sustainable development

Ethics | Gender | SMEs | ERA-NETs

Links to regional policy | Intellectual property | Innovation procurement

Financial instruments

Prizes

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

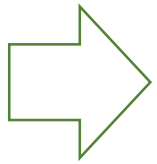
Profile of your institution

① PROJECT IDENTIFICATION

- **2 PAGES ONLY!**
- **Provide targeted information about your institution:**
- a **description of the your institution and your competences,** with an explanation of how its profile matches the tasks in the proposal **(half page limit)**
- **CVs** of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities; **(6 lines maximum)**
- a **list of up to 5 relevant publications, and/or products, services** or other achievements relevant to the call content;
- a **list of up to 5 relevant previous projects or activities**, connected to the subject of this proposal;
- a description of any **significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;**
- **Include your logo**
- **Contact details of your institutions (Name in English/national language, Acronym/ PIC number, full address, contact details (including email, phone…)**

Partner Search

- Online Partner search databases
- Bilateral contacts
- Bilateral projects
- Young researchers
- Brokerage events
- International conferences/ workshops



RI-LINKS2UA Grants

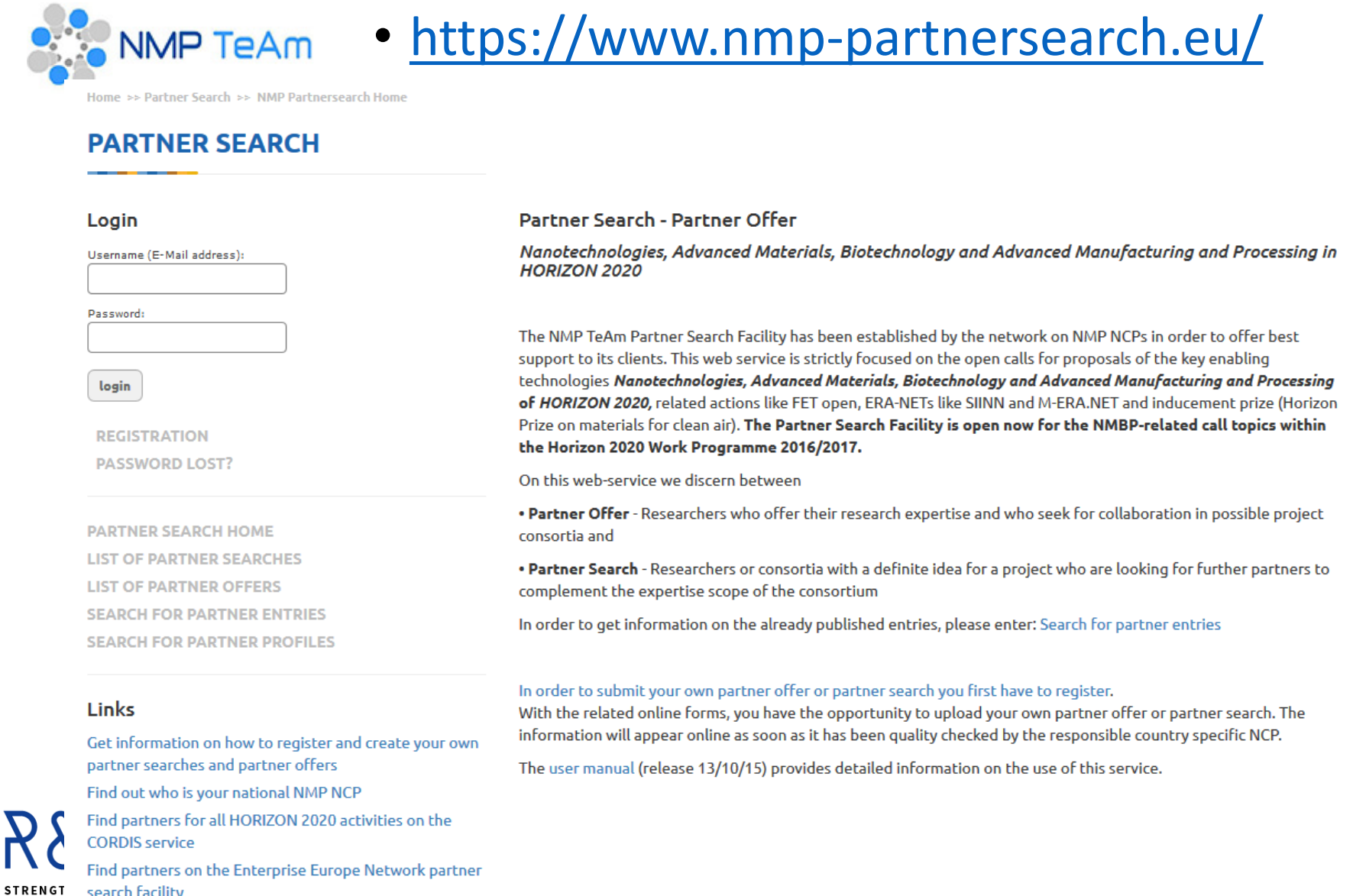
EAP Inco net Grants

Other Grants, Call for papers

Partner Search – Online Databases

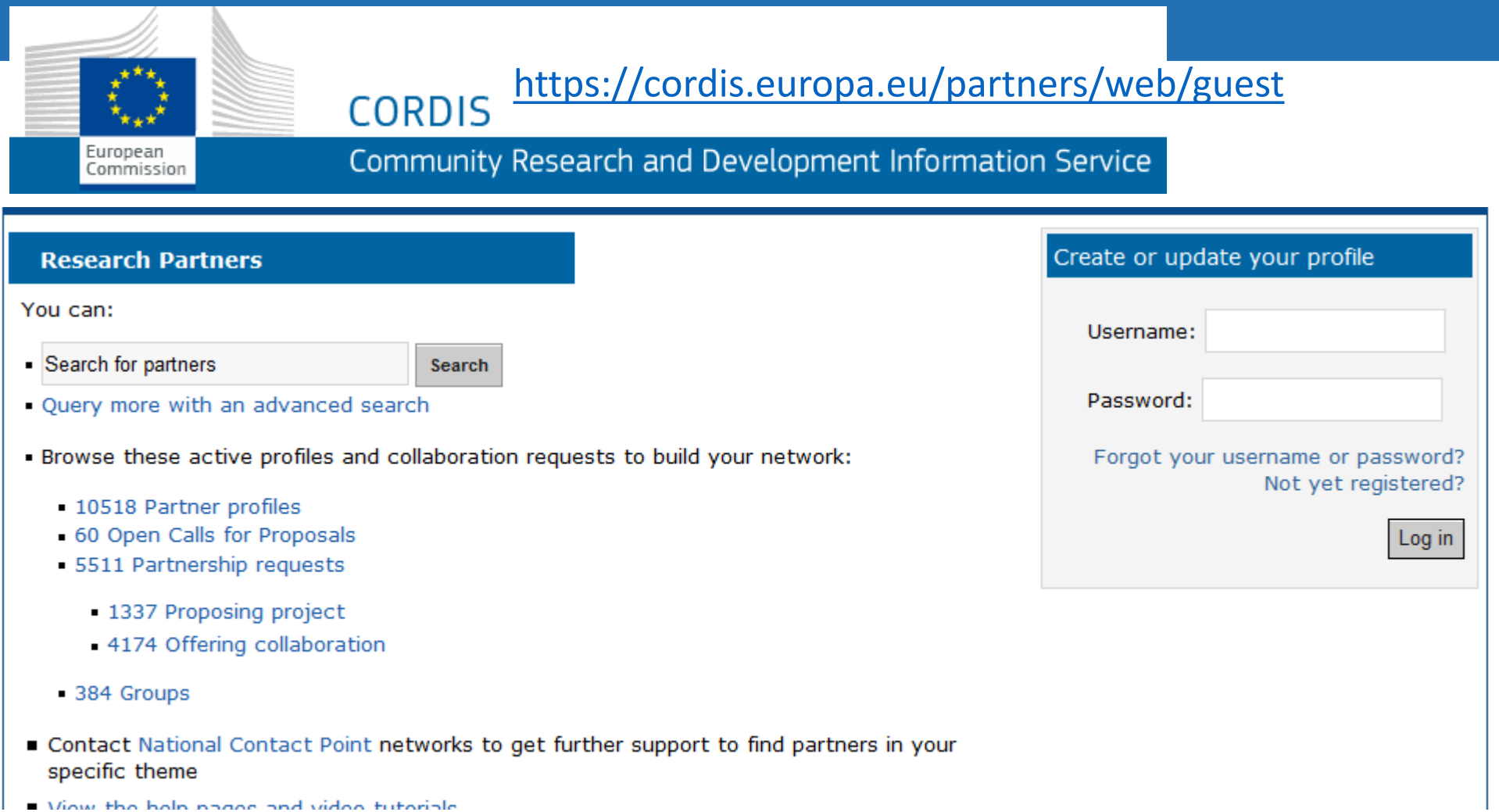
① PROJECT IDENTIFICATION

- https://www.nmp-partnersearch.eu/



Partner Search – Online Databases

https://cordis.europa.eu/partners/web/guest



① PROJECT IDENTIFICATION

http://cordis.europa.eu/projects/home_en.html

2 PROJECT PREPARATION, DESIGN AND PLANNING

- APPLICATION PROCEDURES (1 OR 2 STAGE PROPOSALS)
- TYPES OF ACTIONS (PROPOSALS) IN HORIZON 2020
- TLRs - Technology Readiness Levels

R&I-LINKS2UA
Strengthening R&I Links towards Ukraine

② PROJECT PREPARATION, DESIGN AND PLANNING

✓ *Defining the project´s objectives, purpose, expected outputs, impacts and activities and overall budget*

• ACTIVITIES

- Setting the overall objectives
- Key activities/sub-activities
- Preparing an project outline
- Expected outcomes
- Defining impact indicators (specific, measurable, achievable, relevant and time-bound)
- Preparing a project implementation plan using the logical framework approach
- Defining the dissemination and exploitation activities
- Setting the overall project budget (calculating the PMs, other direct costs, subcontracting…)
- Writing the proposal
- Defining and negotiating the budget of all individual partners /third parties involved
- Completing the Administrative forms/ financial forms
- Completing the submission form

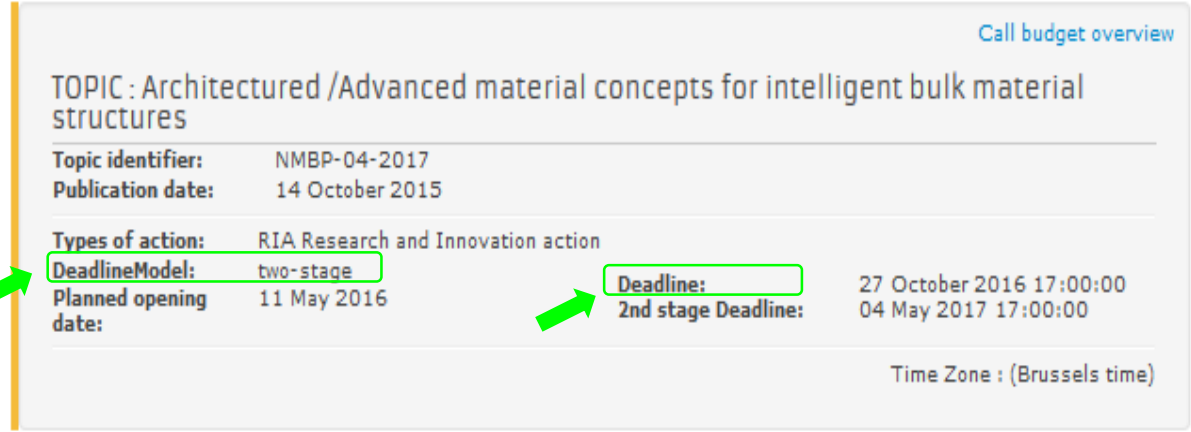
Administrative procedures

- Single/Two-stage proposals
- Types of Actions
- Technology Readiness Levels (TLRs)

Application procedures

② **PROJECT PREPARATION, DESIGN AND PLANNING**

- **Application procedures** -> indicated in the Call for proposals
- **2 Models:**
- **Single stage:** at the indicated deadline a full proposal will is submitted
- **Two- stage:** At 1st stage a brief project outline is submitted (sections 1 and 2
- from the application form)-> „First stage proposal“. following a successful evaluation. a full proposal will be prepared in the 2nd Stage.



Types of Actions

Research and Innovation Actions

Innovation Actions

Coordination and Support Actions

SME Instrument

ERANET Co-fund

Pre-commercial Procurement Co- fund

Public Procurement of Innovative Solutions Co-fund

Types of Actions

② **PROJECT PREPARATION, DESIGN AND PLANNING**

Type of Action[1]	Code	Minimum Conditions[2]	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%[3]	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[4] (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 Consolidator: ≤ € 2.75M 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 - induce future activities
SME Instrument	SME	1 SME in MS/AC	3 phases: • Phase 1: lump sum of € 50K / project • Phase 2: € 1 – 2.5M / project (1-2 years) (70% of eligible costs reimbursed) • 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%[3]	tbd	≤ € 3.0M	produce plans & arrangements or designs for new, altered or improved products, processes or services

[1] Defined in the Work Programme.
[2] Additional conditions may be listed in the respective Work Programmes.
[3] 100% for non-profit organisation (= any legal entity except companies)
[4] MSCA = Marie Skłodowska Curie Actions

R&I-LINKS2UA
STRENGTHENING R&I ⟶ LINKS TOWARDS UKRAINE

Source: https://www.euresearch.ch

Research and Innovation Actions - RIA

② PROJECT PREPARATION, DESIGN AND PLANNING

- Activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution.
- For this purpose they may include basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment; projects may contain closely connected but limited demonstration or pilot activities aiming to show technical feasibility in a near to operational environment
- Minimum: three independent legal entities, established in different Member States or Associated Countries -> Possible additional conditions in Work Programmes!
- Funding: 100%

Innovation Actions - IA

② PROJECT PREPARATION, DESIGN AND PLANNING

- **Innovation actions - IA**
  - activities directly aiming ***at producing plans and arrangements or designs for new, altered or improved products, processes or services***. For this purpose they may include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.
  - Minimum: three independent legal entities, established in different Member States or Associated Countries -> Possible additional conditions in Work Programmes!
- Funding: 70% funding for profit and 100% for non-profit participants

Coordination and Support Actions - CSA

② PROJECT PREPARATION, DESIGN AND PLANNING

- Accompanying measures such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogues and mutual learning exercises and studies, including design studies for new infrastructure and may also include complementary activities of networking and coordination between programmes in different countries.
- Minimum one legal entity established a Member State or associated country -> Possible additional conditions in Work Programmes!

Funding: 100%

Other Instruments

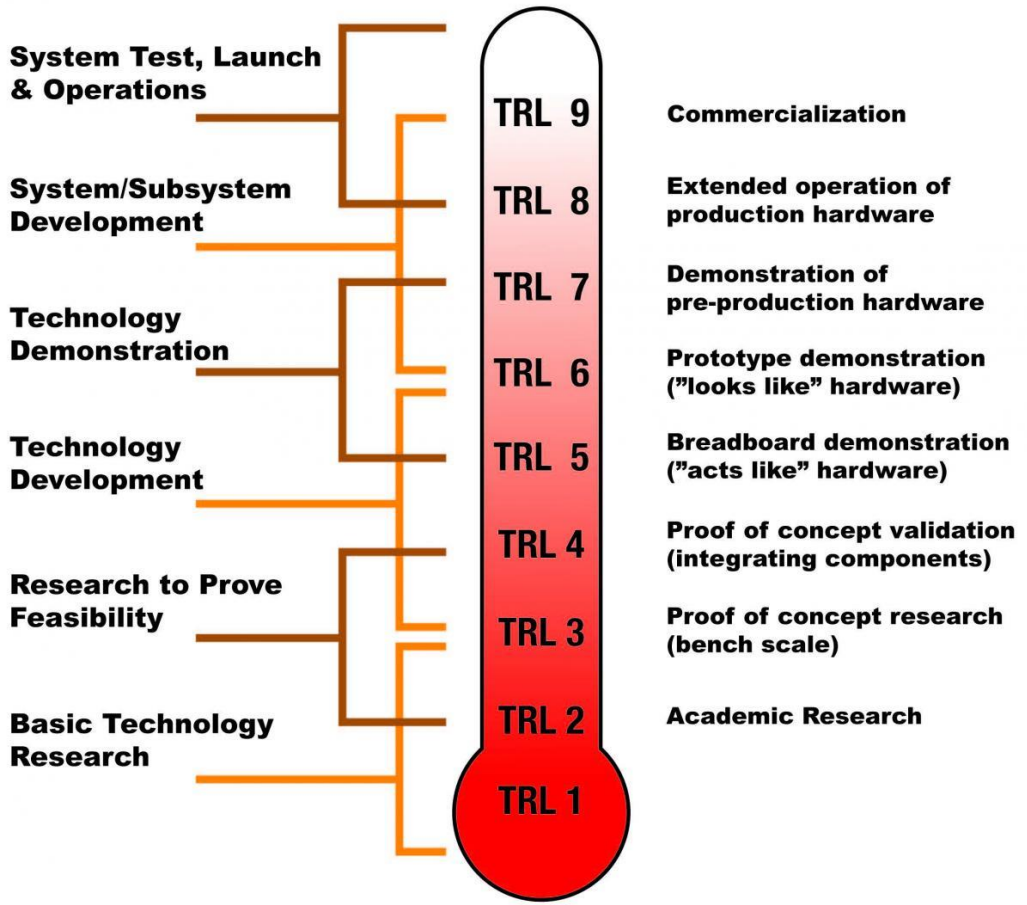
② PROJECT PREPARATION, DESIGN AND PLANNING

- **SME Instrument (Phase 1 and Phase 2)**
  - Only applications from SMEs established in EU Member States or countries associated to Horizon 2020
  - Phase 1: Feasibility study verifying the technological/practical as well as economic viability of an innovation idea with considerable novelty to the industry sector;
  - Phase 2: innovation projects that demonstrate high potential in terms of company competitiveness and growth underpinned by a strategic business plan.
  - Minimum one for-profit SME
  - 70% funding for Phase 2, lump sums for Phase 1
- **ERANET Cofund**
  - The only eligible participants in ERA-NET Cofund actions are research funders: legal entities owning or managing public research and innovation programmes
- **Procurement**
  - Pre-commercial procurement (PCP) Cofund
    - enable the public sector as a technologically demanding buyer to encourage research, development and validation of breakthrough solutions
  - Public procurement of innovative solutions (PPI) Cofund
    - to reinforce early deployment of innovative solutions that address challenges of public interest; to enable trans-national buyer groups of procurers to share the risks of acting as early adopters of innovative solutions
- **Prizes**
  - Rewards for past achievements or inducement prizes to be awarded for the achievement of a pre-specified target
- **Training and mobility grant – for Marie Skłodowska Curie Actions**
  - For single beneficiaries, funding bodies or transnational consortia for training, mobility and career development of researchers
- **Debt finance and equity investment**
  - Access to risk finance

Technology Readiness Levels (TRLs)

- ✓ The TRL is a new dimension in Horizon 2020.
- ✓ Many of the call topics have a defined TRL at which the implementation of the proposal is intended to start, as well as a target TRL.
- ✓ The use of Technology Readiness Levels (TRLs) as a measurement of the maturity level of particular technologies is a new development in Horizon 2020.

- ✓ This measurement system provides a common understanding of technology status and addresses the entire innovation chain.
- ✓ By evaluating a technology project against the parameters for each Technology Readiness Level one can assign a TRL rating to the project based on its stage of progress.
- ✓ There are nine technology readiness levels; TRL 1 being the lowest and TRL 9 the highest.

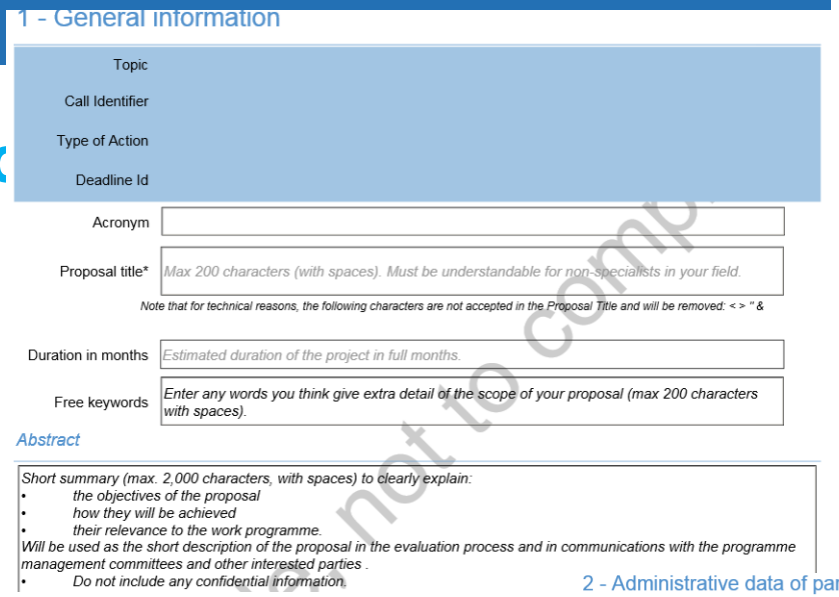


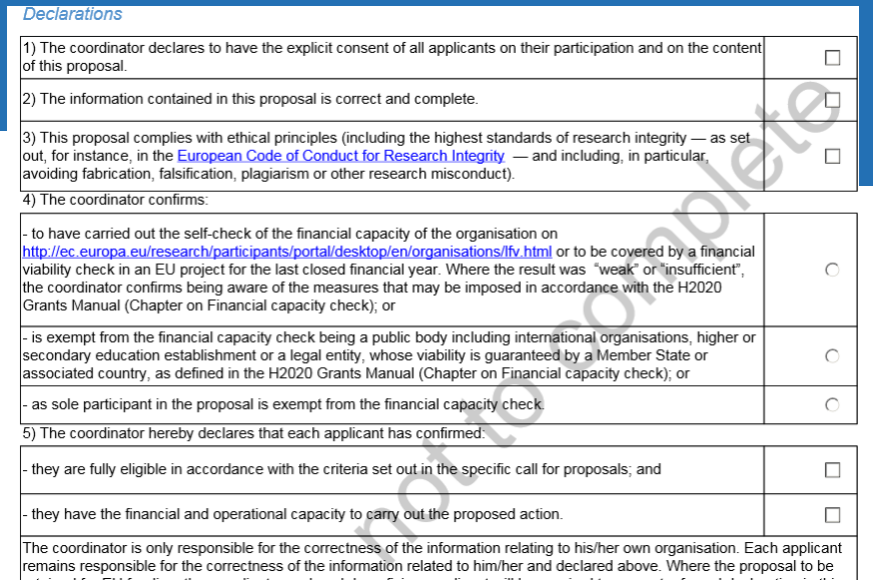
Structure of the proposal

- ADMINISTRATIVE & FINANCIAL PARTS (PART A)
- PROPOSAL (PART B)

Part A: Administrative Forms (1)

- **A1: General Informatic**
  - Project Title
  - Akronym
  - Keywords
  - Abstract
  - Declarations





- **A2:Administrative data of all participating instit**
  - All beneficiaries need to have a valid PIC num
  - Contact persons from each institution should

- Part A to be completed online

R&I LINKS 2 UA
STRENGTHENING R&I → LINKS TOWARDS UKRAINE

Part A: Administrative Forms (2)

② PROJECT PREPARATION, DESIGN AND PLANNING

- **A3: Budget**
  - Budget per beneficiary
  - Indirect costs are calculated automatically

3 - Budget for the proposal

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of inkind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F+G)	(I) Reimburse-ment rate (%)	(J) Max.EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

- Part A to be completed online

Part A: Administrative Forms (2)

② PROJECT PREPARATION, DESIGN AND PLANNING

A4: Ethic Issues

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does your research involve the use of human embryos?	○ Yes ◉ No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ◉ No	
2. HUMANS		**Page**
Does your research involve human participants?	○ Yes ◉ No	
Does your research involve physical interventions on the study participants?	○ Yes ◉ No	
3. HUMAN CELLS / TISSUES		**Page**
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	○ Yes ◉ No	
4. PERSONAL DATA		**Page**
Does your research involve personal data collection and/or processing?	○ Yes ◉ No	
Does your research involve further processing of previously collected personal data (secondary use)?	○ Yes ◉ No	
5. ANIMALS		**Page**
Does your research involve animals?	○ Yes ◉ No	

6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	○ Yes ◉ No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	○ Yes ◉ No	
Do you plan to import any material - including personal data - from non-EU countries into the EU? *For data imports, please fill in also section 4.* *For imports concerning human cells or tissues, fill in also section 3.*	○ Yes ◉ No	
Do you plan to export any material - including personal data - from the EU to non-EU countries? *For data exports, please fill in also section 4.* *For exports concerning human cells or tissues, fill in also section 3.*	○ Yes ◉ No	
If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen?	○ Yes ◉ No	
Could the situation in the country put the individuals taking part in the research at risk?	○ Yes ◉ No	
7. ENVIRONMENT & HEALTH and SAFETY		**Page**
Does your research involve the use of elements that may cause harm to the environment, to animals or plants? *For research involving animal experiments, please fill in also section 5.*	○ Yes ◉ No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ◉ No	
Does your research involve the use of elements that may cause harm to humans, including research staff? *For research involving human participants, please fill in also section 2.*	○ Yes ◉ No	
8. DUAL USE		**Page**
Does your research have the potential for military applications?	○ Yes ◉ No	
9. MISUSE		**Page**
Does your research have the potential for malevolent/criminal/terrorist abuse?	○ Yes ◉ No	
10. OTHER ETHICS ISSUES		**Page**
Are there any other ethics issues that should be taken into consideration? Please specify	○ Yes ◉ No	

Example, not to complete

Part A to be completed online

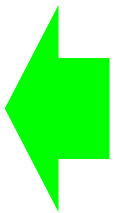
Part B – Proposal

② PROJECT PREPARATION, DESIGN AND PLANNING

- *As an example RIA template will be presented.*

For 1st stage proposals the section 1 and 2 need to be submitted!

- Sections of part B:
- 1. Excellence
- 2. Impact



- 3. Quality and Efficiency of the implementation
- 4. Member so the Consortium
- 5. Ethic and Security issues

1. Excellence

1st STAGE

② PROJECT PREPARATION, DESIGN AND PLANNING

1.1 **Objectives** =>Clear, pertinent and measurable objectives, credibility of the scientific approach…

1.2 **Relation to the work programme** => addressing the challenge and the scope

1.3 **Concept and Methodology** => novel approach, addresses challenges from the call, beyond the state-of-the-art, description of the methodology + cross-cutting issues (e.g. **RRI**)

1.4 **Ambition** => Ground-breaking nature of the objectives, concept , trans-disciplinarily considered, innovation potential, SWOT Analysis,…

1.1.Objectives=aims=targets=goals?

- **Objective:** what you hope to achieve
- **Aim:** what you intend to do to fulfill your objective
- **Target:** a measurement of how successfully your aim is in reaching its objective.
- **Goal:** an indicator of whether your aim is achieving its objective.

SMART objectives

- **Specific** – Objectives should specify what they want to achieve.
- **Measurable** – You should be able to measure whether you are meeting the objectives or not.
- **Achievable** - Are the objectives you set, achievable and attainable?
- **Realistic** – Can you realistically achieve the objectives with the resources you have?
- **Time** – When do you want to achieve the set objectives?

2. Impact

1st STAGE

② PROJECT PREPARATION, DESIGN AND PLANNING

2.1 **Expected impacts =>** impact indication can be found in Work programme and specific Call;

=> Enhancing innovation capacity and integration of new knowledge

=> Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets

Expected Impact:

The implementation of novel smart material technologies is expected to pave the way for innovative environmentally friendly smart products:

- Enhancing the market opportunities for European industries;
- Improving consumer safety;
- Reducing maintenance costs;
- Improving resource efficiency;
- Contributing to a future circular economy;
- Improved understanding of materials properties based on theoretical materials models.

Enhancing the knowledge base in the EU not only at the R&D level but also at the manufacturing and production level, creating a highly skilled workforce with improved levels of job satisfaction.

Proposals should include a business case and exploitation strategy, as outlined in the Introduction to the LEIT part of this Work Programme.

Imapact (2)

1st STAGE

② PROJECT PREPARATION, DESIGN AND PLANNING

- Supporting the expected impact with quantitative information
- Appropriate measurable indicators to convincingly demonstrate how the projects will contribute to all the expected impacts
- Respond to the expected impact of the work programme
- Justify the reasons for focusing on a specific area of the call and how this is reflected in the expected impacts
- Explain how innovation capacity will be enhanced
- Explain any impacts beyond those expected by the call

Impact (3)

1st STAGE

② PROJECT PREPARATION, DESIGN AND PLANNING

2.2 Measures to maximize impacts

a) *Dissemination and exploitation*

- a draft plan for the dissemination and exploitation of the project´s results
- decision about the participation in pilot on open research data; outline of knowledge management and protection (incl. measures to provide open access, IPR…), business plan
- …

b) *Communication activities* (target groups, stakholders and measures, communication strategy)

Impact (4)

② PROJECT PREPARATION, DESIGN AND PLANNING

Exploitation, dissemination and Communication

- Clearly explain how IP will be managed (with the details for the Consortium Agreement)
- Justify confidential deliverables and why dissemination is not hampered
- Explain how open access will be ensured
- Credibly describe exploitation and uptake beyond the project and how long-term sustainability is accomplished
- Measures tailored to project and target audience
- Clearly define the different target audiences, including media and public

3. Implementation

② PROJECT PREPARATION, DESIGN AND PLANNING

- 3.1 **Work plan - Work packages, deliverables** => overall structure of the project, coherent and effective work plan, description of the Work package and tasks, list of deliverables incl. appropriate of the allocation of tasks and resources
- 3.2 **Management structure and procedures** incl. critical risk and mitigation measurers, milestones, appropriate management structure connected innovation management process and exploitation plan.
- 3.3. **Consortium as a whole** => description of the consortium, involvement of industrial/commercial participants, involvement of other countries.
- 3.4 **Resources to be committed** => completed financial tables (PMs per WP), justification of the "other direct costs" items for each participant (=only if the total exceeds 15% of personnel costs for that participant)

Page limit: For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages (for RIA actions!)

Implementation (2)

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
- Clear roles with task allocation corresponding to partner profiles and adequate number of actors
- Adequate use and number of deliverables and milestones for proper monitoring of progress
- Appropriate management resources for the size and complexity of the project
- Budget for collaboration with other projects
- Innovation Actions (IA) – Timing of the demonstration

Implementation (3)

Risk management

✗ Key risks covered and risk level indicated

✗ Effective mitigation measures and contingency plans

Management structure

✗ Tailored to size, nature and complexity of the project

✗ Clearly identified roles, composition and interaction of management and advisory bodies, including decision making

✗ Appropriate to deal with the innovation process - Innovation management

✗ Credible mechanisms for quality assurance and performance monitoring

Section 4: Members of the Consortium

② PROJECT PREPARATION, DESIGN AND PLANNING

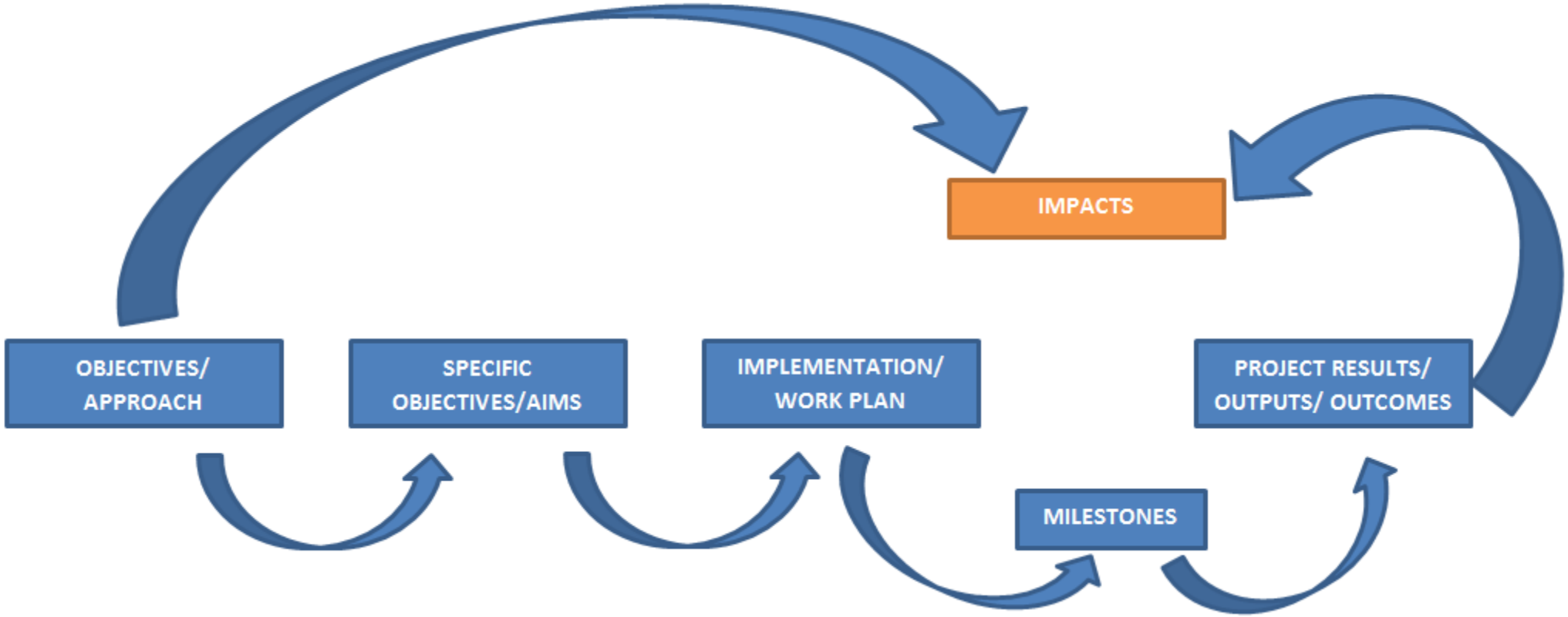
- **no page limit**
- 4.1 **Participants =>** short description of the participants incl. their expertise, involvement in tasks, short CVs, list of 5 relevant publications, list of 5 relevant projects
- 4.2. **Third parties involved**

Section 5: Ethic and Security

② PROJECT PREPARATION, DESIGN AND PLANNING

- **no page limit**
- **5.1 Ethics =>** to be completed very carefully. Depending on research to be carried on the submission of the ethic self-assessment document as well as other necessary documents may be requested in the application.
- **5.2. Security =>** answer to the questions listed.

Coherence of the differnet parts of proposa



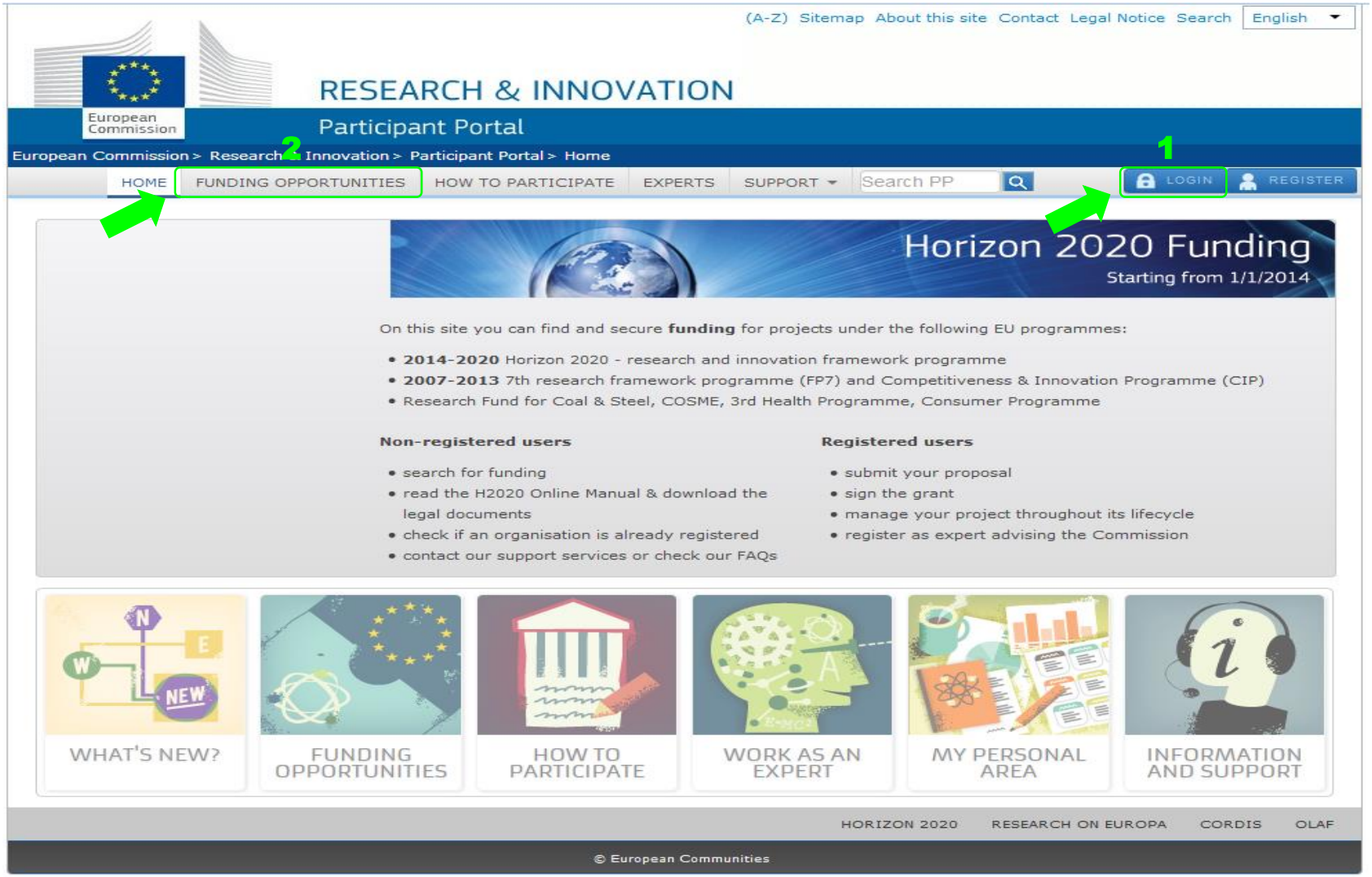
3 PROJECT SUBMISSION

Submission Procedure

1. Access the ESS

Connect to the Participant Portal: http://ec.europa.eu/research/participants/portal/desktop/en/home.html

1. Log in ECAS
2. Go to « Funding opportunities »



Procedure for proposal submission, step by step

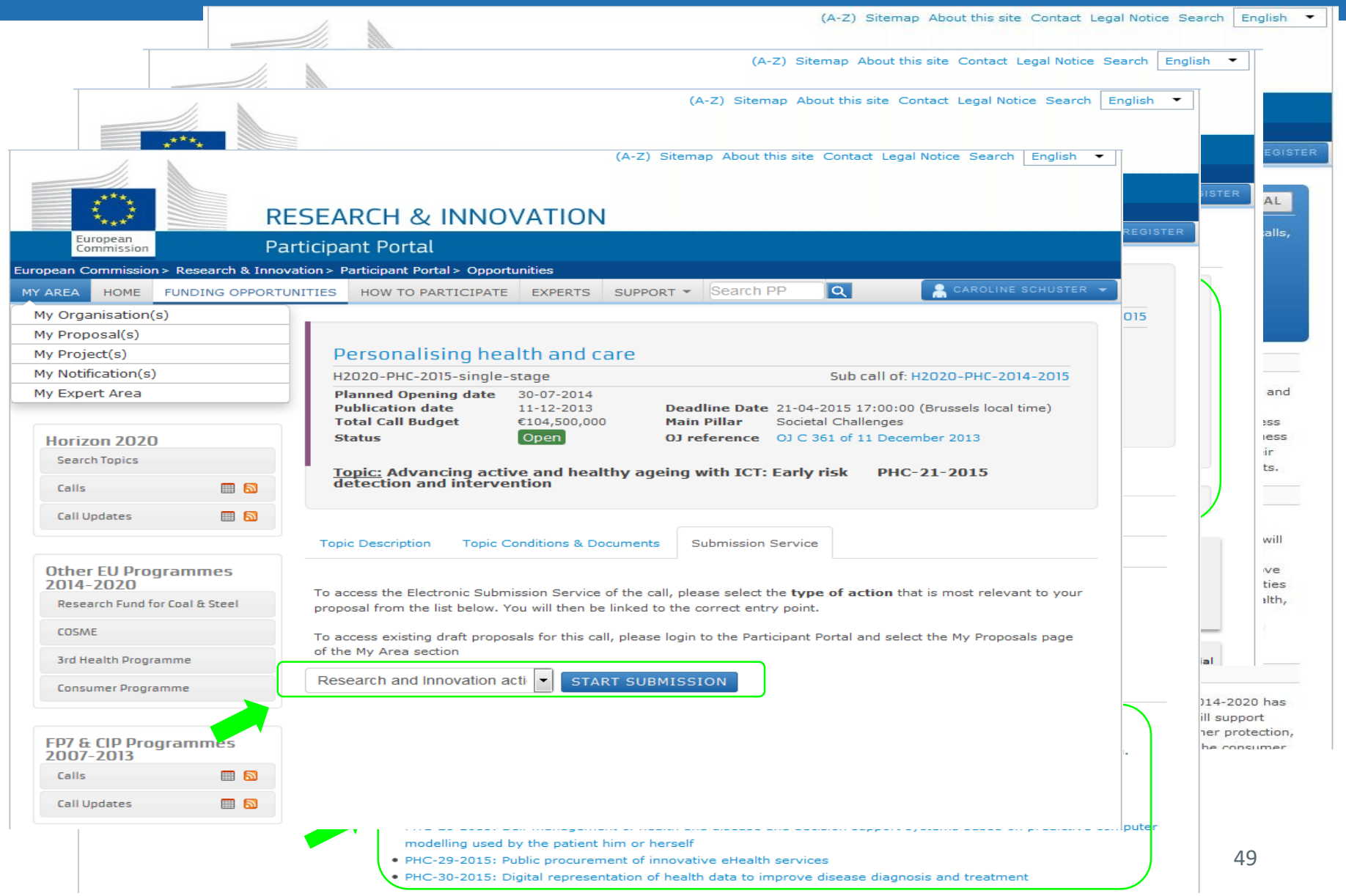
1. Access the ESS

Go to « Calls ».

Find your call by using the filters.

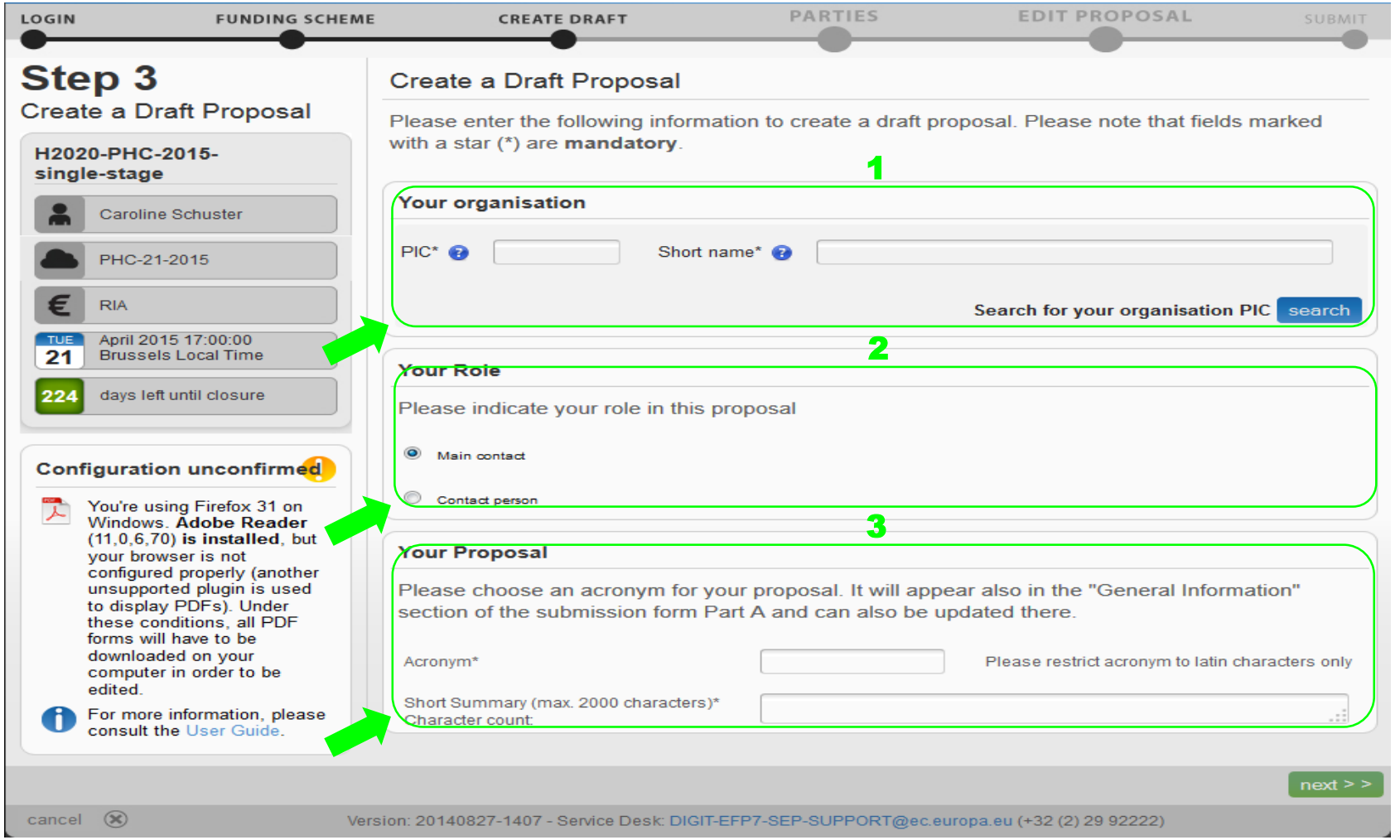
On the call's page, select the topic of your interest.

To access the ESS, select the type of action, then press « Start Submission »



2. Create a draft (1)

1. Enter your organization's name and/or PIC
2. Select your role
3. Fill in your proposal's acronym and summary

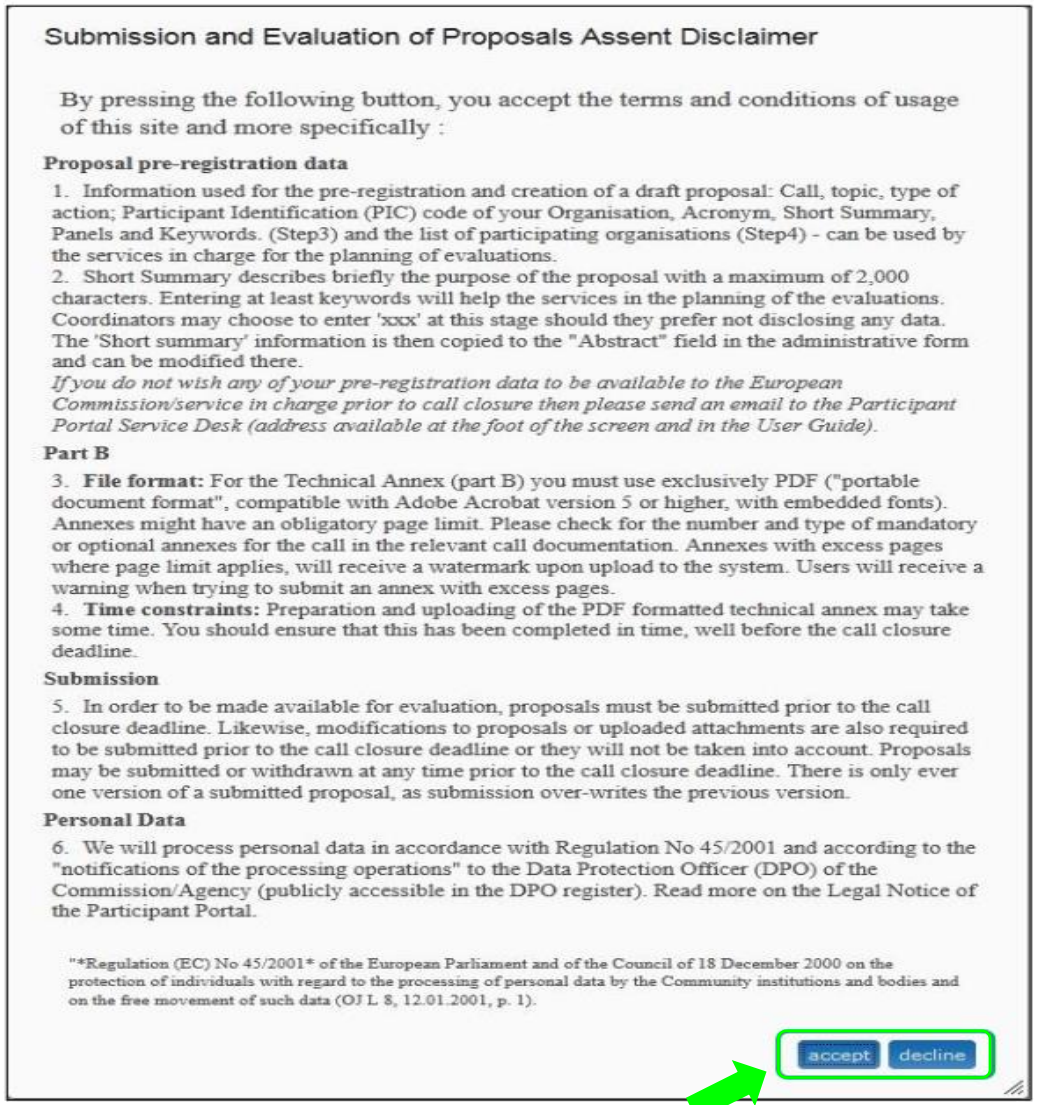


R&I-LINKS2UA
STRENGTHENING R&I ——→ LINKS TOWARDS UKRAINE

2. Create a draft (2)

You will be presented the following disclaimer:

- Click « Accept » to proceed with the submission
- Click « Decline » to cancel the submission



Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Call, topic, type of action; Participant Identification (PIC) code of your Organisation, Acronym, Short Summary, Panels and Keywords. (Step3) and the list of participating organisations (Step4) - can be used by the services in charge for the planning of evaluations.
2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data. The 'Short summary' information is then copied to the "Abstract" field in the administrative form and can be modified there.

If you do not wish any of your pre-registration data to be available to the European Commission/service in charge prior to call closure then please send an email to the Participant Portal Service Desk (address available at the foot of the screen and in the User Guide).

Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

"*Regulation (EC) No 45/2001* of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).

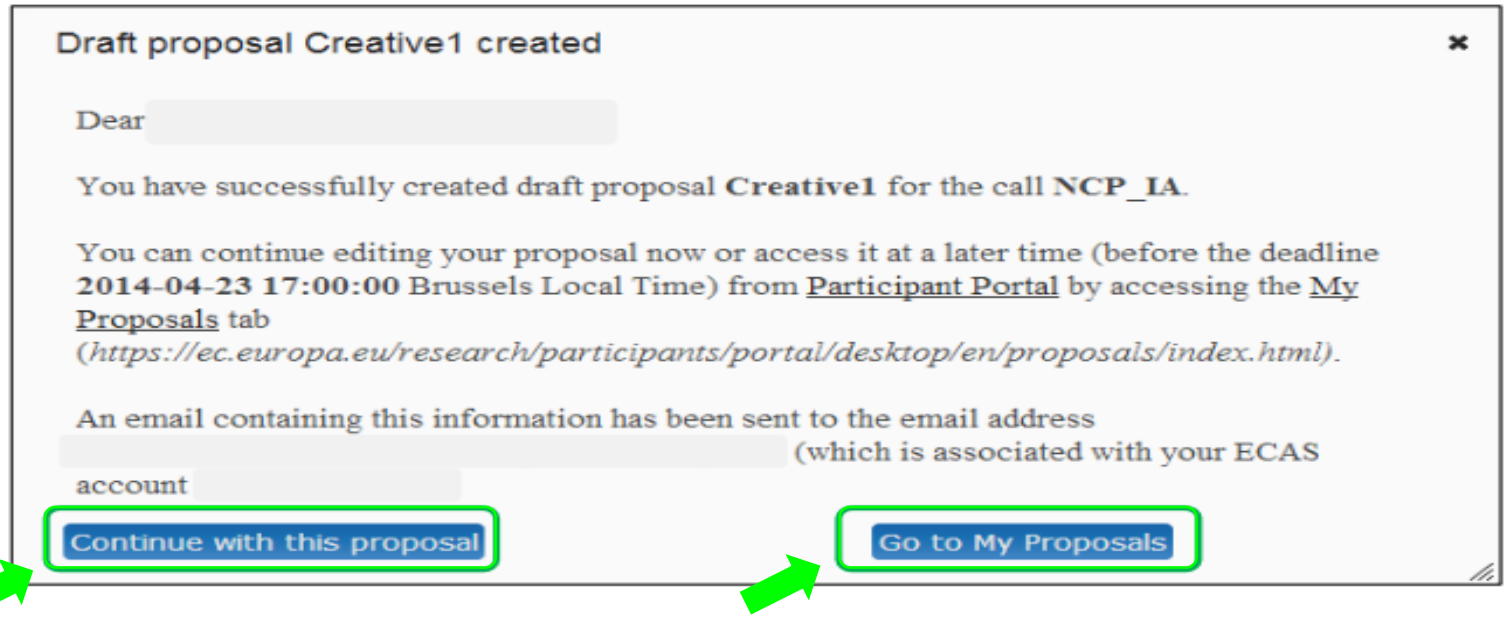
accept decline

2. Create a draft (3)

Upon the creation of your draft, you will receive:

- A message on your screen
- A confirmation e-mail

Click « Continue with this proposal » to proceed with the next step. To postpone this action and return to your list of proposals, click « Go to my proposals »



3. Consortium

Proposal coordinator:

- Single point of contact between participants and EC for the proposal
- Overall planning of proposal
- Full rights for action in ESS

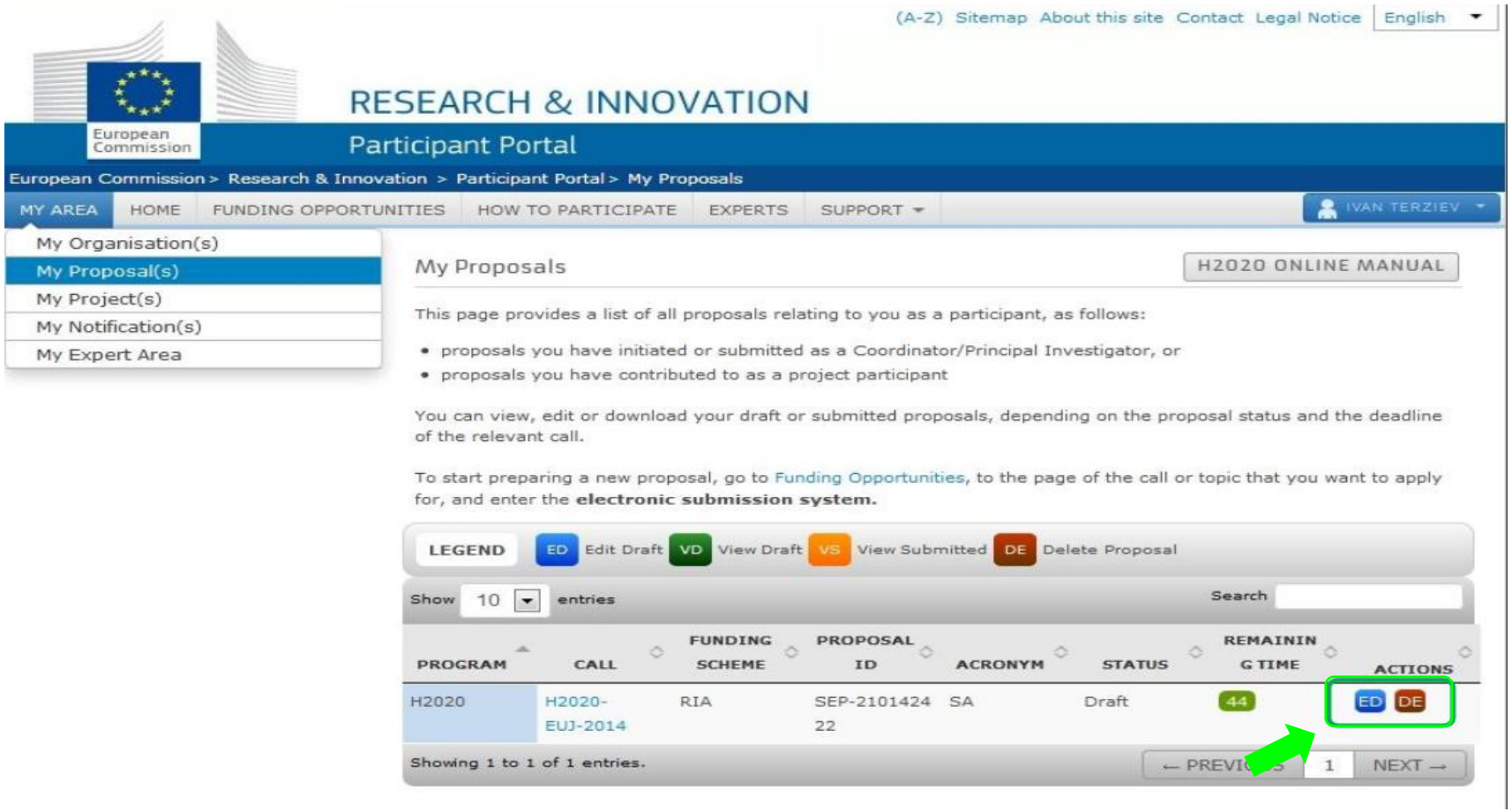
Partner:

- Invited by coordinator to fill in administrative forms
- Restricted rights for action in ESS

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, invite participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	No
Create contacts for a partner	Yes	No

4. Edit and complete your proposal form

For previously saved draft proposal forms, this step can be accessed through >> My Proposals page in the Participant Portal (you must be logged in). Click « ED » in the Actions column.



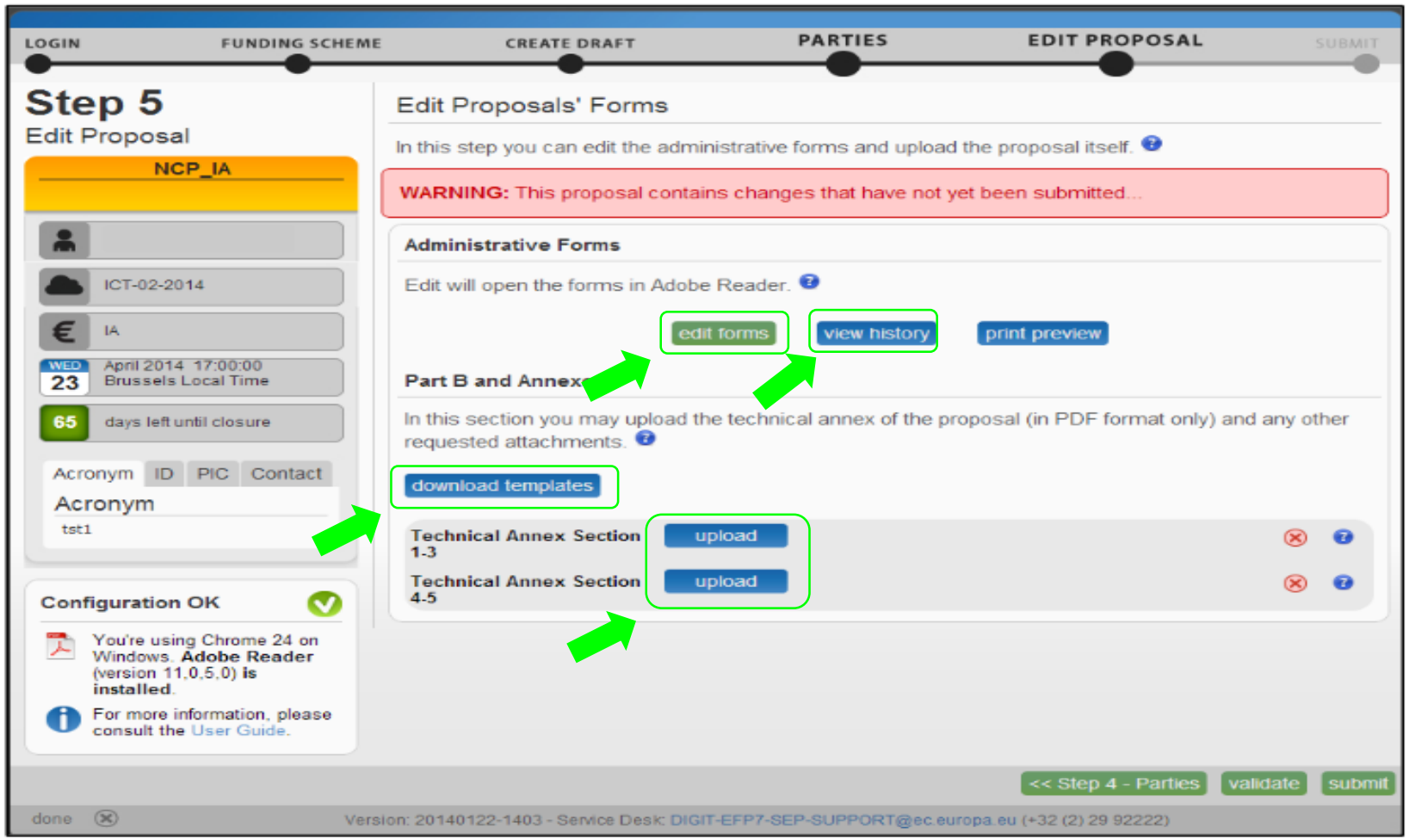
4. Edit and complete your proposal form

Click « Edit forms » to open the PDF form you have to fill in.

Click « View history » for the list of all system and user actions.

Click « Download templates » for the latest proposal requirements package.

Click « Upload » to upload your completed annexes.

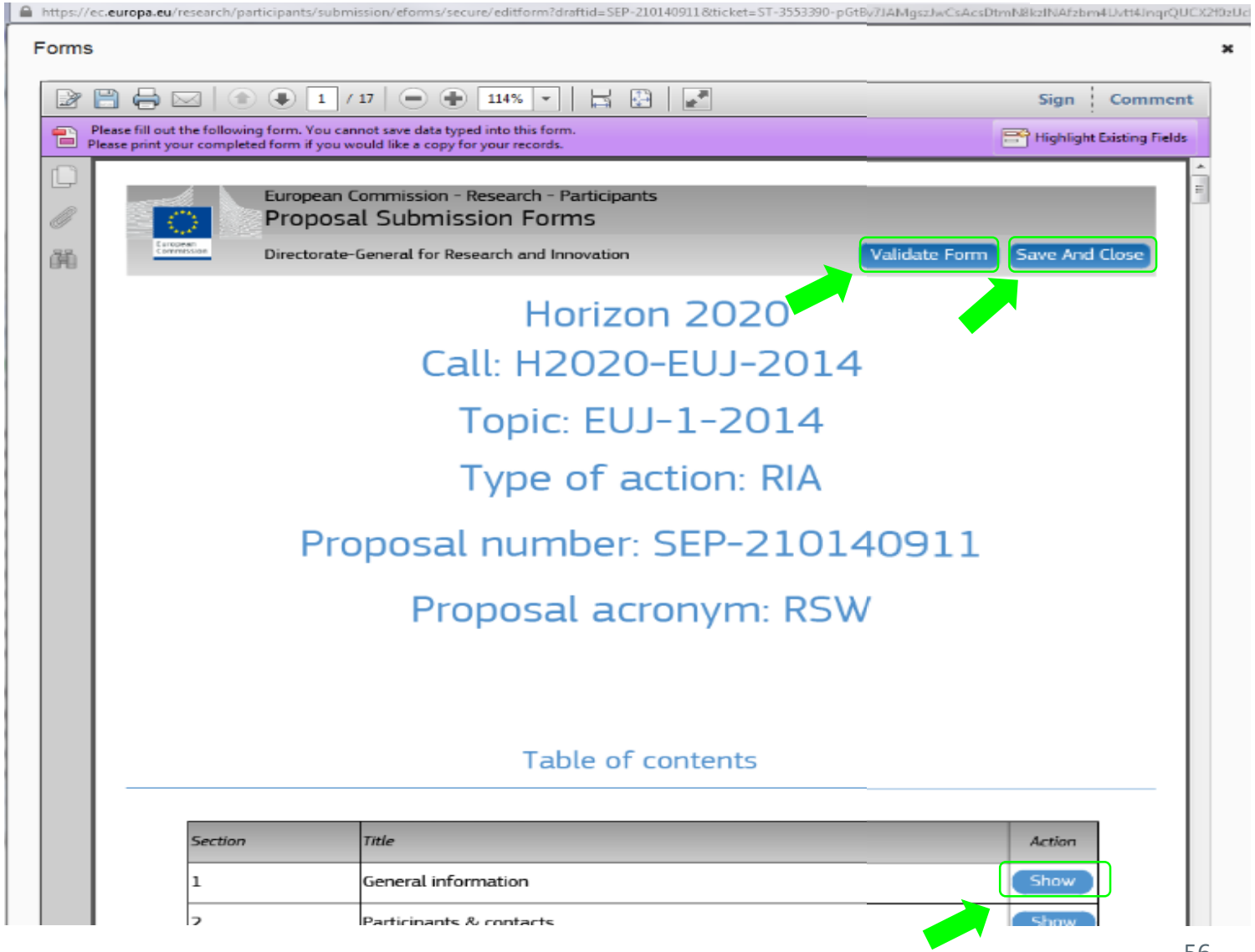


4. Edit and complete your proposal form

Scroll down or click on « Show » to access and complete the respective section of the form.

Click « Save and close » to save the completed data and exit the edit page.

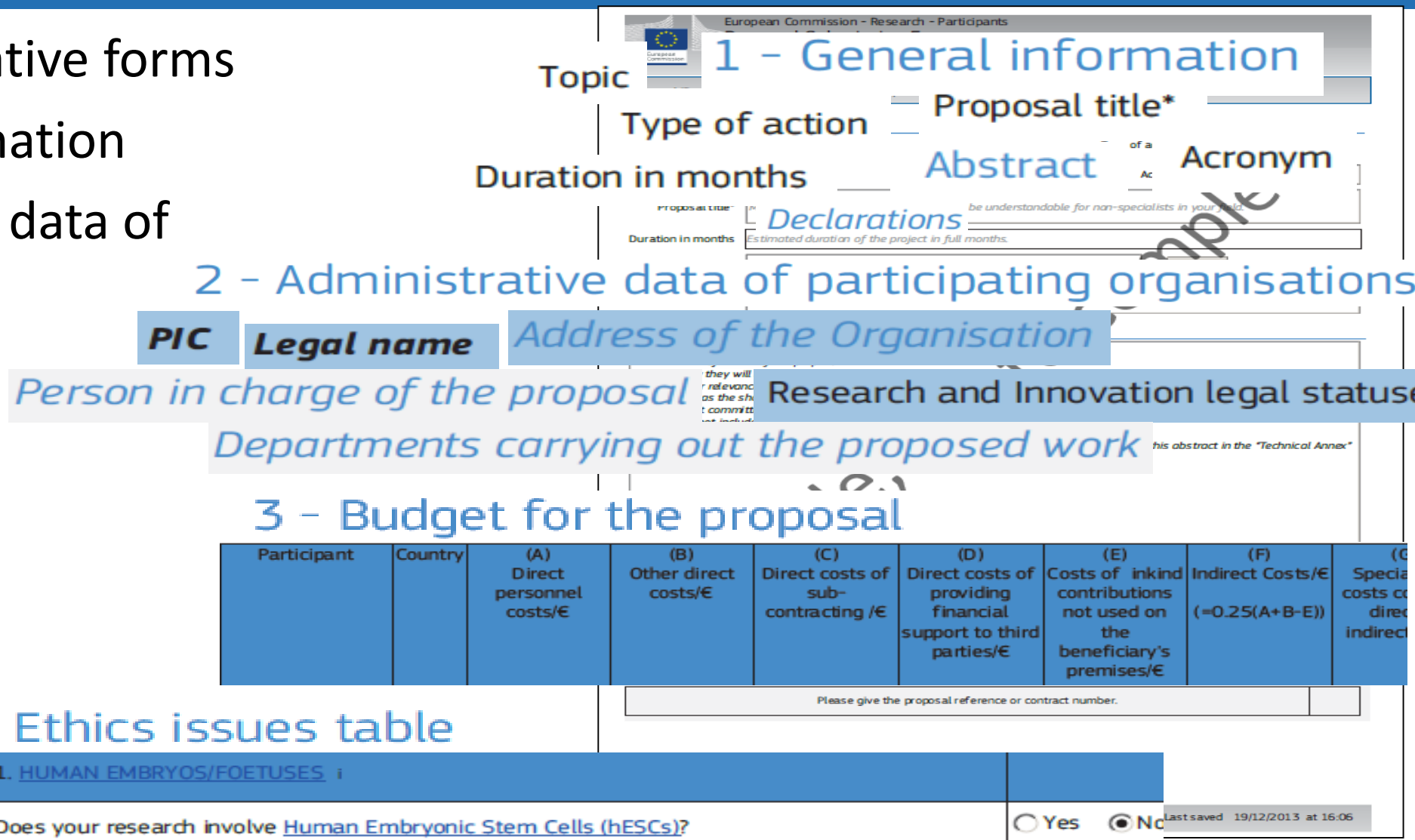
Click « Validate form » for the self check of the completed data. Errors and warnings will be listed at the end of the form.



4. Edit and complete your proposal form

Part A: Administrative forms

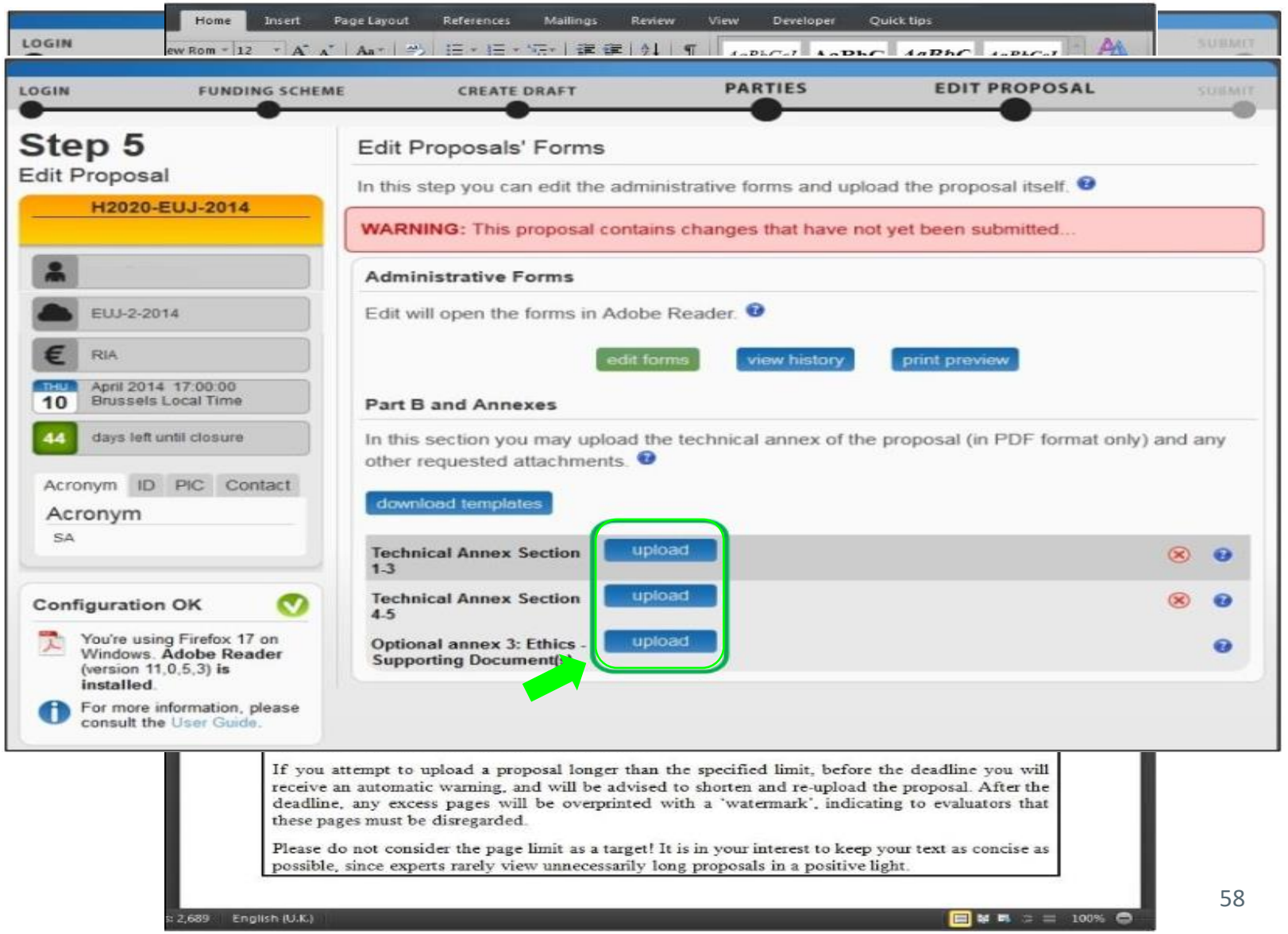
1. General Information
2. Administrative data of participating organizations
3. Budget
4. Ethics



4. Edit and complete your proposal form

Part B: Technical annex

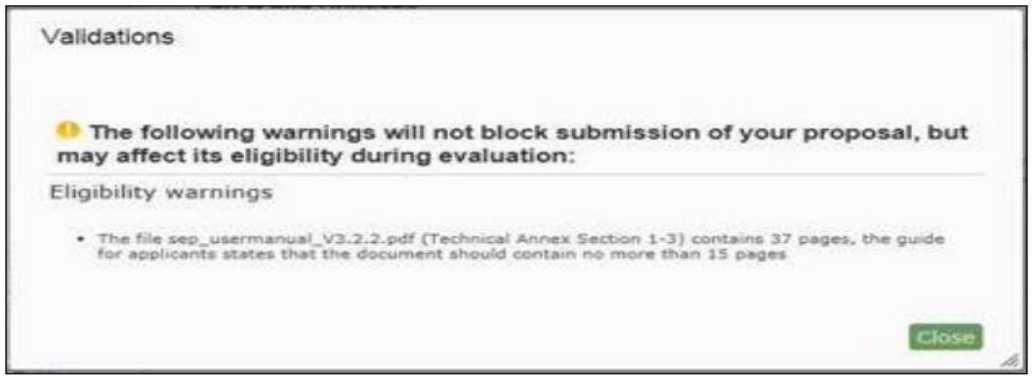
1. Download the templates
2. Complete the templates
3. Upload the completed templates



4. Edit and complete your proposal form

When completing and uploading your proposal, be careful of:

- File size, format and resolution
- File name and security
- Limitations in length, font size and margins. Exceeding these limitations may affect the project's eligibility.



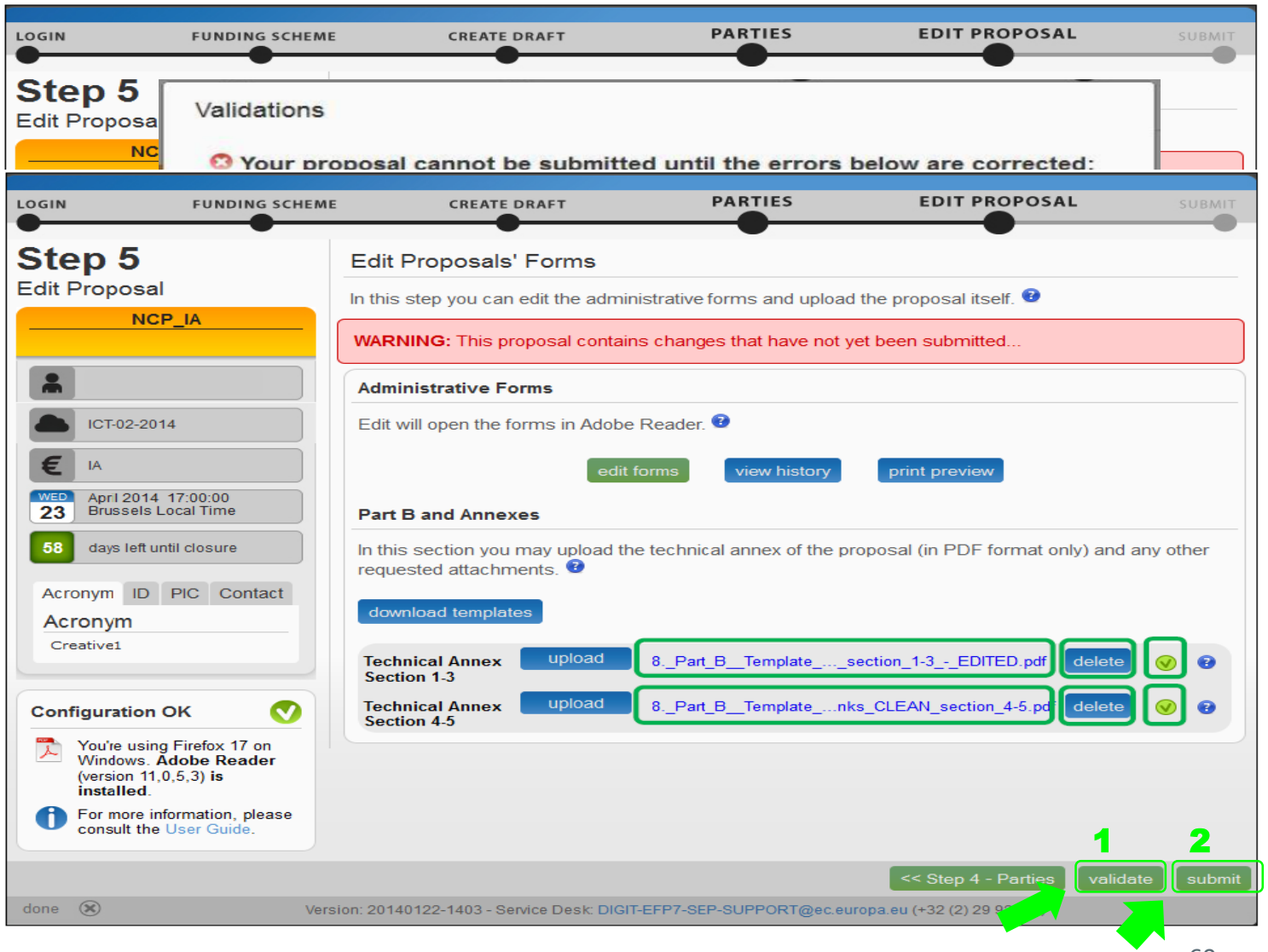
Validate and submit

Click « Validate » to make sure that your application meets all requirements.

The system will advise you of any errors.

Correct all errors and warnings, then click « Validate » again to make sure you have not missed anything (1).

Once you get a « No error » message, click « Submit » (2).

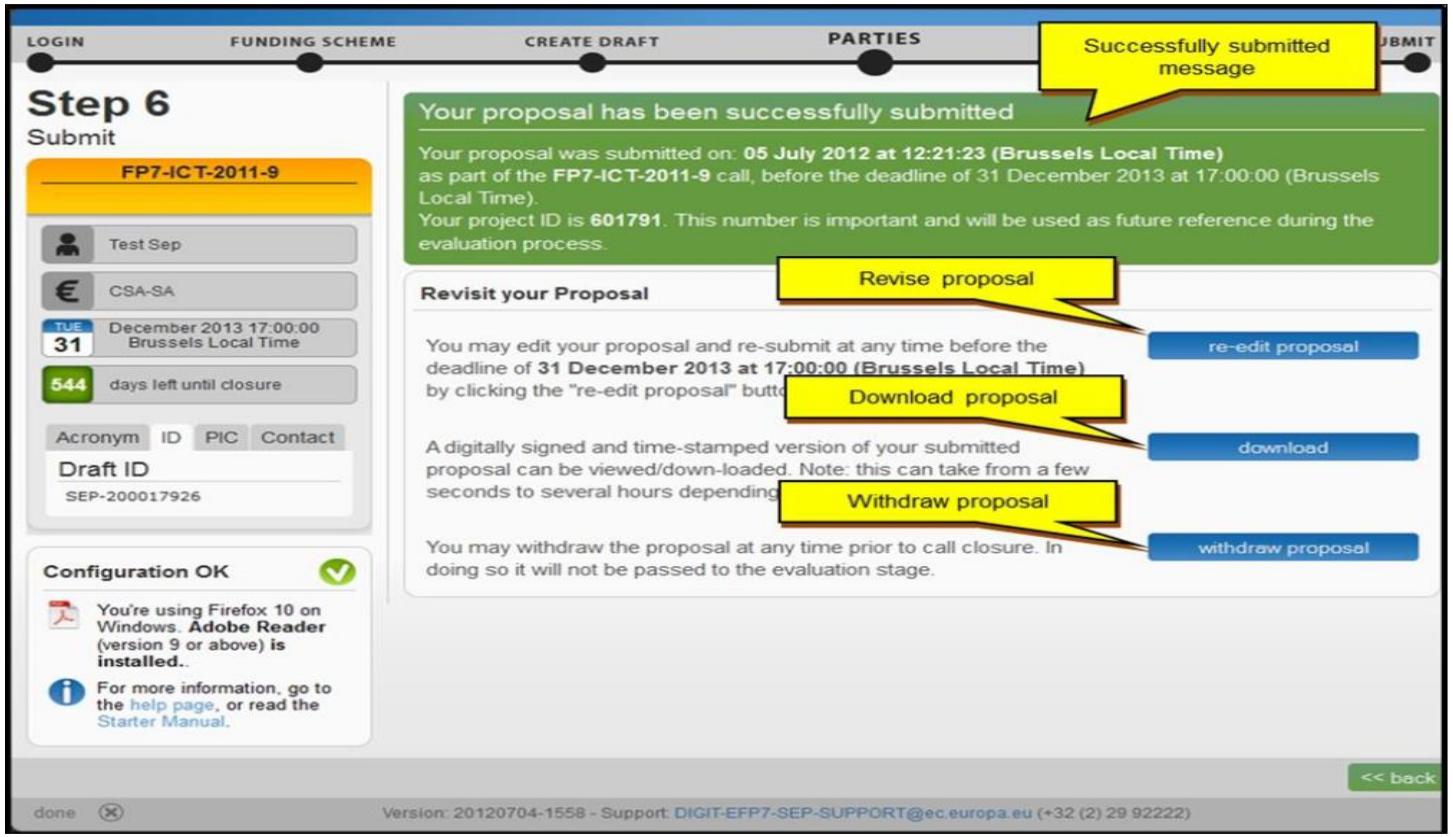


Submitted proposal

Once your proposal is submitted, you can:

- Revise it;
- Download it;
- Withdraw it;

PRIOR TO THE CALL CLOSURE



Reminder

- Do not submit at the **last minute**!
- Do not hesitate to submit **several versions**.
- Strictly respect the **templates** and length limitations.
- **Check** the completeness and quality of your forms and files.
- Take time to **familiarize** yourself with the proceedings.
- Read all the **documents** provided by the EC.

References

Horizon 2020 Online Manual
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

Proposal Submission Service User Manual
http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf

Guide on proposal submission and evaluation
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

Other H2020 reference documents
(rules for participation, guides for applicants, proposal templates, evaluation forms, etc)
http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

NCP network
http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Project Cycle managament- diffrent sources (GTZ, PMB…

Tips for succesful proposal writing

R&I-LINKS2UA
Strengthening R&I Links towards Ukraine

Some tips for succesful proposal*

- **Ensure your proposed objectives** and **work plan meets** the **challenges addressed by the call**.
- **Follow exactly the structure given in the guide for applicants**.
- **Be as concise and precise as possible**. Avoid general statements.
- The **consortium of partners must be excellent and appropriate for the tasks**.
- **Do not overcrowd objectives** and **show how you achieve them.**
- **Have the evaluator and the evaluation criteria** at the forefront when writing the proposal.
- **Select the best partners and have an experienced coordinator.**
- **Treat each section as if it is the most important section**.

Some tips for succesful proposal*

- **Treat each section as if it is the most important section**.
- Think about presentation and the layout of the proposal. **Use diagrams to explain complex concepts.**
- **Proof-read and check for spelling mistakes**
- **Sell, don't tell**. Make the evaluator feel your passion. In addition to having an excellent idea which is the basis of any successful proposal, researchers must *sell* the concept to the evaluators. and overall flow of the narrative.
- The Project has to serve the needs of the European Community / European Policies (Impact)

*Source: Hyperion LTD; European Commission

Q&A

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THANK YOU FOR YOUR ATTENTION!

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