

# From idea to submitted project under H2020

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ZENTRUM FÜR SOZIALE INNOVATION  
CENTRE FOR SOCIAL INNOVATION



<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)

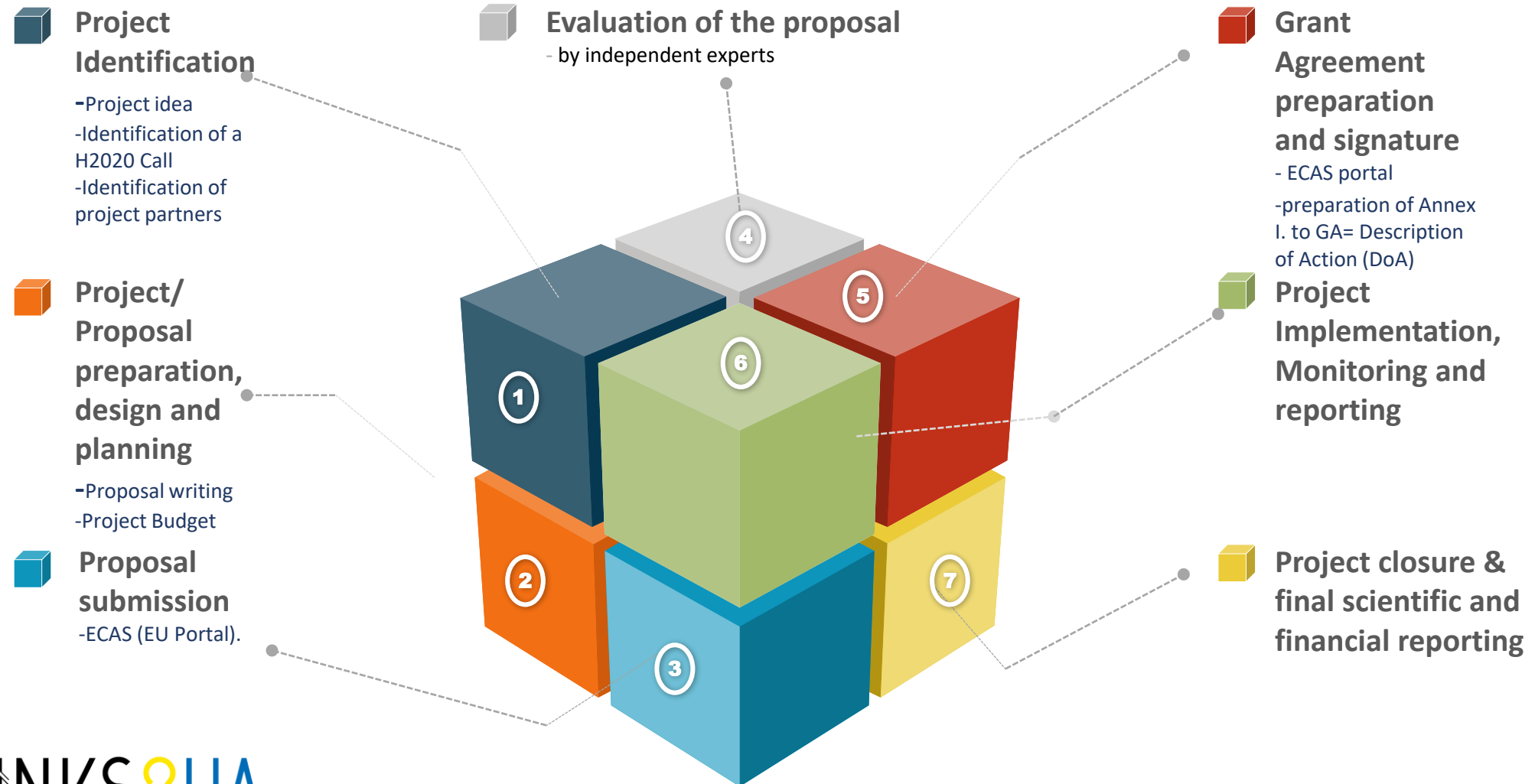
## 4. HOW TO SUBMIT A PROJECT PROPOSAL

## 5. TIPS FOR SUCCESSFUL PROPOSAL

- Q&A



# Project Management Cycle in H2020 projects



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



- **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](http://ec.europa.eu/europe2020/index_en.htm))
  - EU policies ([http://ec.europa.eu/policies/index\\_en.htm](http://ec.europa.eu/policies/index_en.htm))
- Read the latest scientific papers related to your topic

# Questions?!

## ① PROJECT IDENTIFICATION



- ☞ What **kind of project** will I implement? (scope, limits, objectives, expected impact)
- ☞ What will I do with the **results?** (exploitation, dissemination, knowledge transfer)
- ☞ **With whom** will I implement this project? Who does what? (consortium, respective tasks, responsibilities)
- ☞ **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



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

## ① PROJECT IDENTIFICATION

👉 H2020 -> funding opportunities

👉 Search by topic/call ID...

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal' of the European Commission. The top navigation bar includes links for MY AREA, HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, EXPERTS, and SUPPORT. A search bar is present with the text 'Search PP' and a magnifying glass icon. The user's name 'GORAZD WEISS' is visible in the top right corner.

On the left sidebar, there is a list of user-specific links: My Organisation(s), My Proposal(s), My Project(s), My Notification(s) (highlighted with a red badge showing '325'), My Formal Notification(s), and My Expert Area. Below these links, there is a section for 'EU Programmes 2014-2020' with a 'Search Topics' button and a list of topics including H2020, 3rd Health Programme, Asylum, Migration and Integration Fund, Consumer Programme, COSME, Internal Security Fund - Borders, Internal Security Fund - Police, Justice Programme, and Promotion of Agricultural Products.

The main content area shows '400 Results' for a keyword search. A 'Keyword Search' box contains the text 'Find a topic' and a 'SEARCH' button. Below the search results, there is a 'Select the Programme' section with a dropdown menu showing 'H2020'. A 'FILTER' button is also present.

Below the programme selection, there is a 'Status' section with checkboxes for 'Forthcoming' (checked), 'Open' (checked), and 'Closed' (unchecked). A 'Sort by' section shows radio buttons for '(Planned) opening date', 'Deadline', 'Topic title', and 'Topic identifier' (selected).

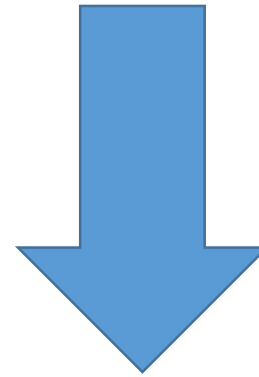
The main content area displays two funding opportunities:

- Topic:** ART-01-2017: ICT infrastructure to enable the transition towards road transport automation **Open**
- Publication date:** 14 October 2015
- Types of action:** IA Innovation action
- DeadlineModel:** two-stage
- Opening date:** 20 September 2016
- Deadline:** 26 January 2017 17:00:00
- 2nd stage Deadline:** 27 September 2017 17:00:00
- Time Zone:** (Brussels time)

- Topic:** ART-03-2017: Multi-Brand platooning in real traffic conditions **Open**
- Publication date:** 14 October 2015
- Types of action:** IA Innovation action
- DeadlineModel:** two-stage
- Opening date:** 20 September 2016
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- **Project Idea** => concept with high innovation potential

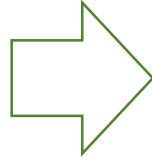


**Innovation IN H2020** ==>> means successful exploitation of new ideas to produce tangible benefits, satisfying needs and wants

# Role of your institution in project

## ① PROJECT IDENTIFICATION

### ROLES



coordinator

partner

Third party

👉 What is the **role of my institution in the proposal consortium?**

👉 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

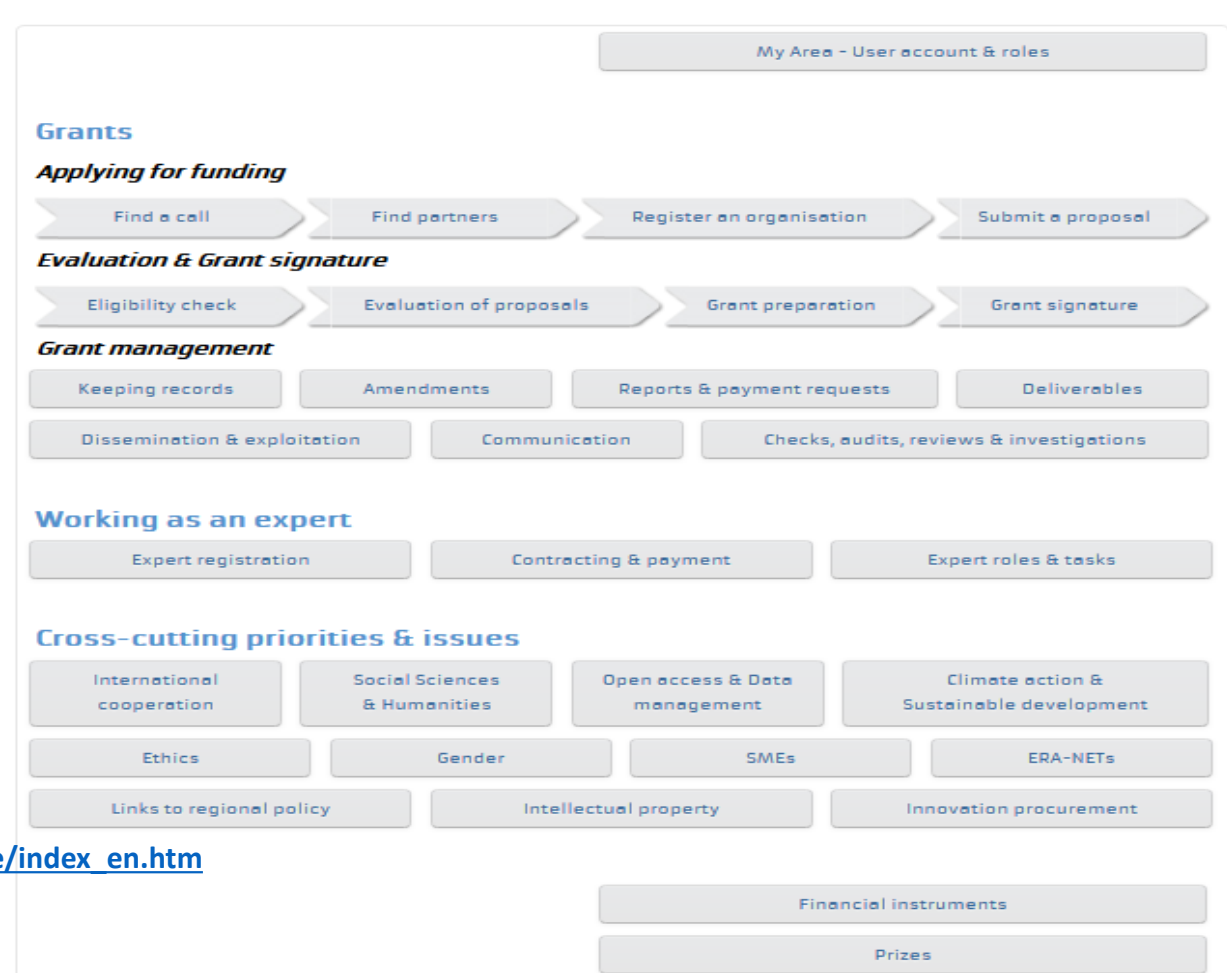
- Awareness about the legal, administrative and financial requirements – [H2020 Funding Guide](#)



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

Version 1.4  
28 May 2015

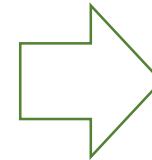
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)



# Profile of your institution

- **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...))**

- 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



Home >> Partner Search >> NMP Partnersearch Home

## PARTNER SEARCH

### Login

Username (E-Mail address):

Password:

login

REGISTRATION

PASSWORD LOST?

PARTNER SEARCH HOME

LIST OF PARTNER SEARCHES

LIST OF PARTNER OFFERS

SEARCH FOR PARTNER ENTRIES

SEARCH FOR PARTNER PROFILES

### Links

Get information on how to register and create your own partner searches and partner offers

Find out who is your national NMP NCP

Find partners for all HORIZON 2020 activities on the CORDIS service

Find partners on the Enterprise Europe Network partner search facility

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

### Partner Search - Partner Offer

*Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing in HORIZON 2020*

The NMP TeAm Partner Search Facility has been established by the network on NMP NCPs in order to offer best support to its clients. This web service is strictly focused on the open calls for proposals of the key enabling technologies **Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing of HORIZON 2020**, related actions like FET open, ERA-NETs like SIINN and M-ERA.NET and inducement prize (Horizon Prize on materials for clean air). **The Partner Search Facility is open now for the NMBP-related call topics within the Horizon 2020 Work Programme 2016/2017.**

On this web-service we discern between

- **Partner Offer** - Researchers who offer their research expertise and who seek for collaboration in possible project consortia and
- **Partner Search** - Researchers or consortia with a definite idea for a project who are looking for further partners to complement the expertise scope of the consortium

In order to get information on the already published entries, please enter: [Search for partner entries](#)


[In order to submit your own partner offer or partner search you first have to register.](#)

With the related online forms, you have the opportunity to upload your own partner offer or partner search. The information will appear online as soon as it has been quality checked by the responsible country specific NCP.

The [user manual](#) (release 13/10/15) provides detailed information on the use of this service.

# Partner Search – Online Databases

① PROJECT IDENTIFICATION



**CORDIS** <https://cordis.europa.eu/partners/web/guest>  
Community Research and Development Information Service

### Research Partners

You can:

- Search for partners
- [Query more with an advanced search](#)
- Browse these active profiles and collaboration requests to build your network:
  - [10518 Partner profiles](#)
  - [60 Open Calls for Proposals](#)
  - [5511 Partnership requests](#)
    - [1337 Proposing project](#)
    - [4174 Offering collaboration](#)
  - [384 Groups](#)
- Contact [National Contact Point](#) networks to get further support to find partners in your specific theme
- [View the help pages and video tutorials](#)

### Create or update your profile

Username:

Password:

[Forgot your username or password?](#)  
[Not yet registered?](#)



 Sign in



NEWS & EVENTS

**PROJECTS & RESULTS**

RESEARCH\*EU MAGAZINES

PARTNERS

### Browse by:

- ▶ Subject
- ▶ Programme
- ▶ Content type
- ▶ Country

[Advanced search](#)

### The primary information source for EU-funded projects since 1990

The **Projects & Results Service** is your one stop for information on EU-funded research projects and project results.

[Read more...](#)

**Horizon 2020** project information is [available on CORDIS](#) and the [EU Open Data Portal](#).

### Search projects and results

Free text



## 2 PROJECT PREPARATION, DESIGN AND PLANNING

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



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 be submitted
  - **Two- stage:** At 1<sup>st</sup> 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 2<sup>nd</sup> Stage.

[Call budget overview](#)

TOPIC : Architected /Advanced material concepts for intelligent bulk material structures

Topic identifier:	NMBP-04-2017
Publication date:	14 October 2015
Types of action:	RIA Research and Innovation action
DeadlineModel:	two-stage
Planned opening date:	11 May 2016
Deadline:	27 October 2016 17:00:00
2nd stage Deadline:	04 May 2017 17:00:00

Time Zone : (Brussels time)



Horizon 2020  
Pillar: Industrial Leadership  
Work Programme Year: H2020-2016-2017  
Work Programme Part: Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing  
Call : H2020-NMBP-2016-2017

[H2020 website](#)

# Types of Actions

②

PROJECT PREPARATION,  
DESIGN AND PLANNING

*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 <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 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% <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

- 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

- 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

- **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%

- **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

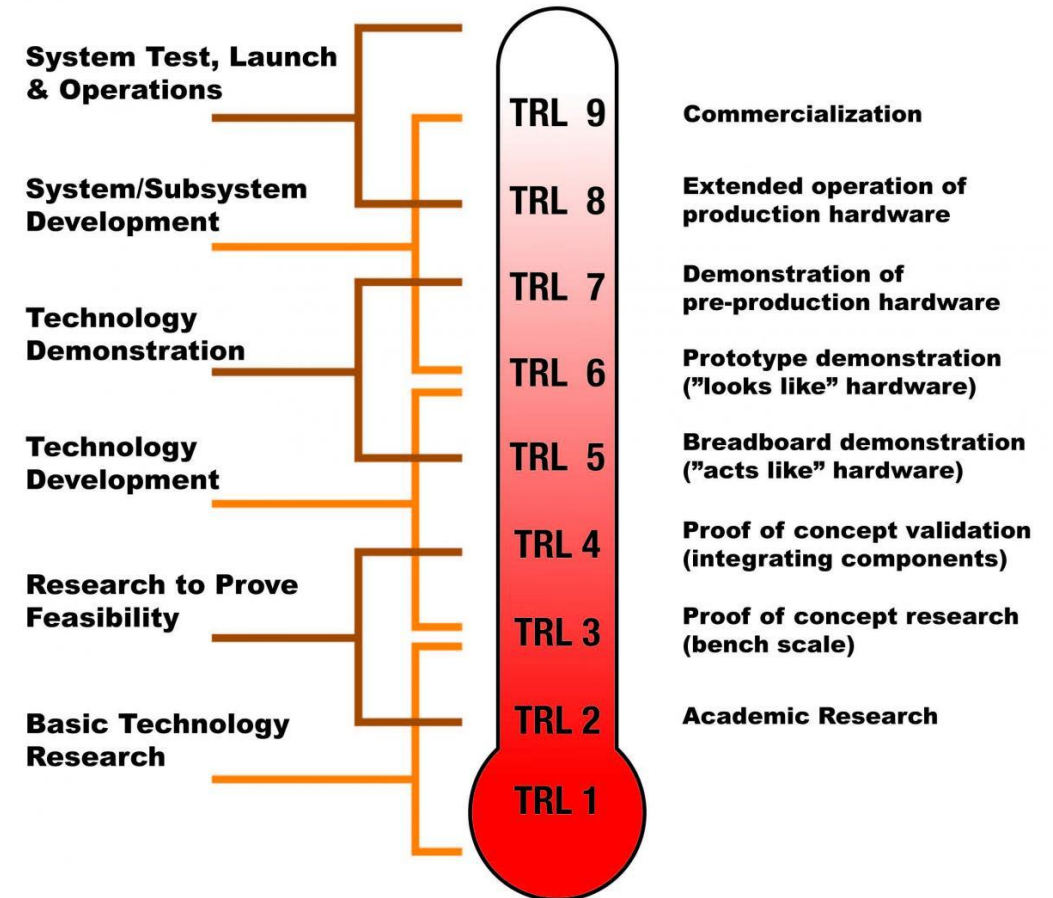
- **Debt finance and equity investment**

- Access to risk finance

# Technology Readiness Levels (TRLs)

## 2 PROJECT PREPARATION, DESIGN AND PLANNING

- ✓ 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 Information

- Project Title
- Akronym
- Keywords
- Abstract
- Declarations



### 1 - General information

Topic	
Call Identifier	
Type of Action	
Deadline Id	
Acronym	
Proposal title*	Max 200 characters (with spaces). Must be understandable for non-specialists in your field. <small>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: &lt; &gt; " &amp;</small>
Duration in months	Estimated duration of the project in full months.
Free keywords	Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).
<b>Abstract</b> Short summary (max. 2,000 characters, with spaces) to clearly explain: <ul style="list-style-type: none"><li>• the objectives of the proposal</li><li>• how they will be achieved</li><li>• their relevance to the work programme.</li></ul> Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties. <ul style="list-style-type: none"><li>• Do not include any confidential information.</li></ul>	

### Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the <a href="#">European Code of Conduct for Research Integrity</a> — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The coordinator confirms: - to have carried out the self-check of the financial capacity of the organisation on <a href="http://ec.europa.eu/research/participants/portal/desktop/en/organisations/ffv.html">http://ec.europa.eu/research/participants/portal/desktop/en/organisations/ffv.html</a> or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or - is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or - as sole participant in the proposal is exempt from the financial capacity check.	<input type="radio"/>
5) The coordinator hereby declares that each applicant has confirmed: - they are fully eligible in accordance with the criteria set out in the specific call for proposals; and - they have the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be	

### 2 - Administrative data of participating organisations

PIC	Legal name
Short name:	
Address of the organisation	
Street	
Town	
Postcode	
Country	
Webpage	
Legal Status of your organisation	
Research and Innovation legal statuses	
Public body .....	unknown
Non-profit .....	unknown
International organisation .....	unknown
International organisation of European interest .....	unknown
Secondary or Higher education establishment .....	unknown
Research organisation .....	unknown
Enterprise Data	
SME self-declared status .....	unknown
SME self-assessment .....	unknown
SME validation sme .....	unknown



## A2:Administrative data of all participating institutions

- All beneficiaries need to have a valid PIC number
- Contact persons from each institution should

# 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: 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 <a href="#">Human Embryonic Stem Cells (hESCs)</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> 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?	<input type="radio"/> Yes <input checked="" type="radio"/> 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.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU? <i>For data imports, please fill in also section 4. For imports concerning human cells or tissues, fill in also section 3.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries? <i>For data exports, please fill in also section 4. For exports concerning human cells or tissues, fill in also section 3.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> 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? <i>For research involving animal experiments, please fill in also section 5.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff? <i>For research involving human participants, please fill in also section 2.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE		Page
Does your research have the potential for military applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. MISUSE		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	



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

For 1<sup>st</sup> 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?

2

PROJECT PREPARATION,  
DESIGN AND PLANNING

- **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

2

PROJECT PREPARATION,  
DESIGN AND PLANNING

- **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.*

- 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

## 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, stakeholders and measures, communication strategy)

## 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 measures, 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)

2

PROJECT PREPARATION,  
DESIGN AND PLANNING

## Work plan and resources

- X Activities and resources responding to the Type of Action, the challenge and methodology
- X Clear and credible interactions and integration between WPs and partners, including for interdisciplinary work
- X Linkage between responsibilities – tasks – deliverables – resources
- X Clear roles with task allocation corresponding to partner profiles and adequate number of actors
- X Adequate use and number of deliverables and milestones for proper monitoring of progress
- X Appropriate management resources for the size and complexity of the project
- X Budget for collaboration with other projects
- X Innovation Actions (IA) – Timing of the demonstration

## Risk management


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

## Management structure

- X Tailored to size, nature and complexity of the project
- X Clearly identified roles, composition and interaction of management and advisory bodies, including decision making
- X Appropriate to deal with the innovation process - Innovation management
- X 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

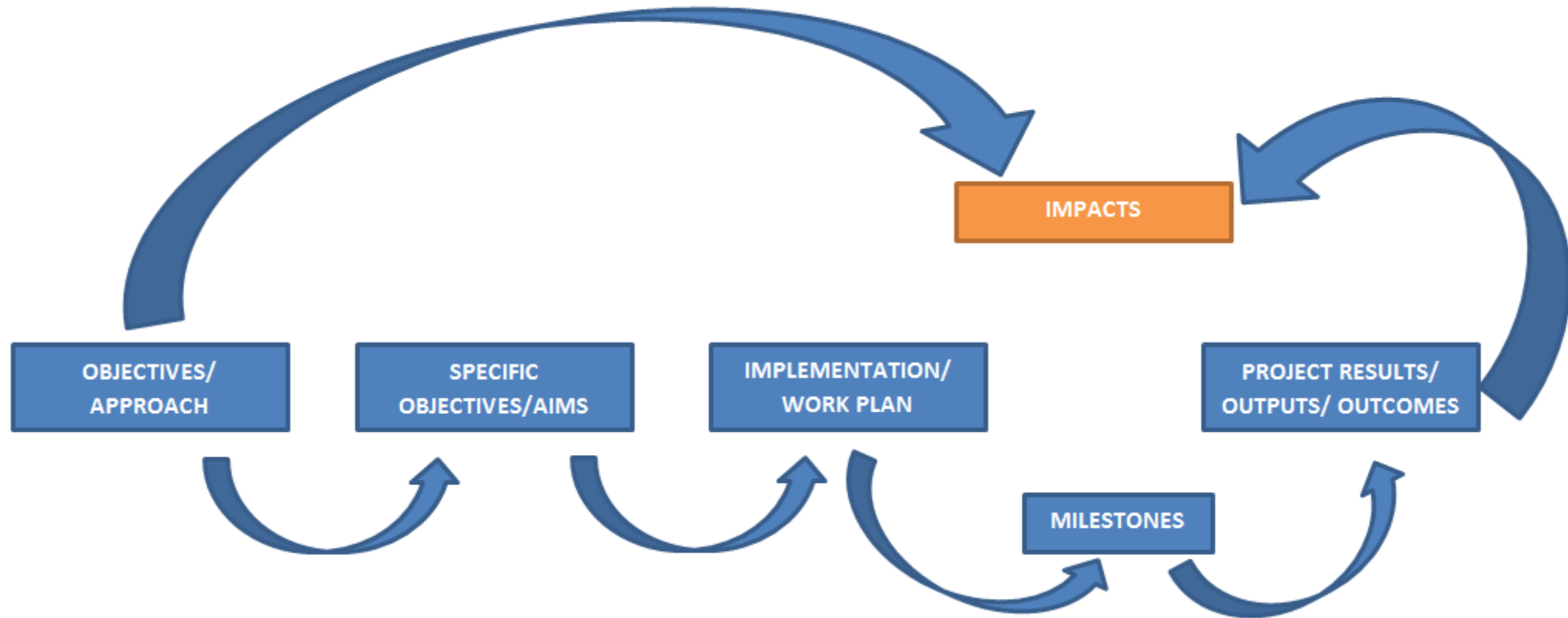
PROJECT PREPARATION,  
DESIGN AND PLANNING

-   **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 different parts of proposal

②

PROJECT PREPARATION,  
DESIGN AND PLANNING



## 3 PROJECT SUBMISSION

# Submission Procedure

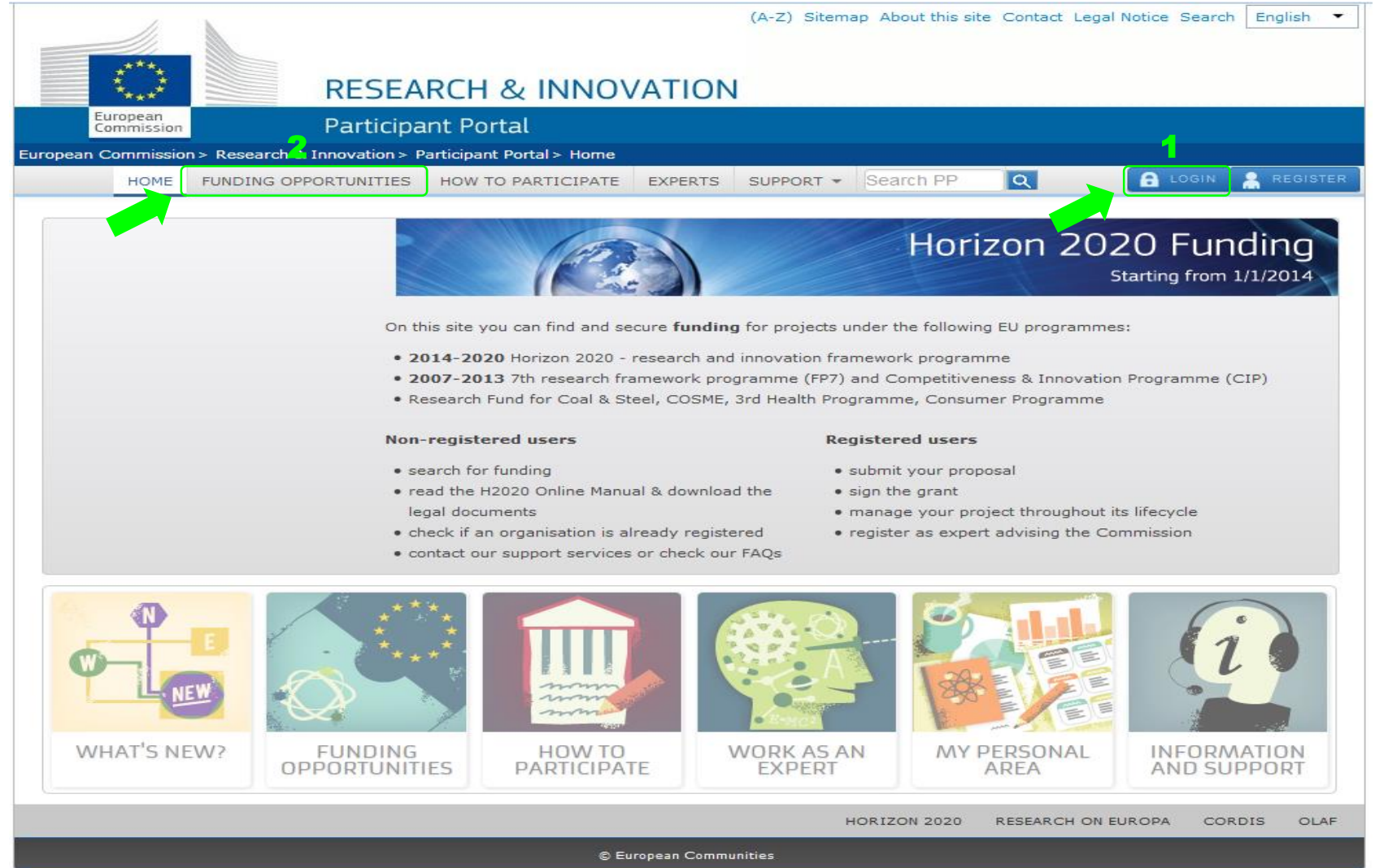


# 1. Access the ESS

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 »

The screenshot displays the European Commission Research & Innovation Participant Portal. The main content area features a call titled "Personalising health and care" (H2020-PHC-2015-single-stage). Key details include the planned opening date (30-07-2014), publication date (11-12-2013), total call budget (€104,500,000), and deadline date (21-04-2015 17:00:00). The call is categorized under Societal Challenges and has a status of "Open".

The sidebar on the left provides navigation options for "MY AREA", "HOME", "FUNDING OPPORTUNITIES", "HOW TO PARTICIPATE", "EXPERTS", and "SUPPORT". It also includes a search bar and a user profile for "CAROLINE SCHUSTER".

Below the call details, there is a section for "Other EU Programmes 2014-2020" with links to "Research Fund for Coal & Steel", "COSME", "3rd Health Programme", and "Consumer Programme". A green arrow points to the "Consumer Programme" link.

The bottom section of the page contains instructions for accessing the Electronic Submission Service. It states: "To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point." Below this, there is a dropdown menu with "Research and Innovation act" selected, and a "START SUBMISSION" button. A green arrow points to this button.

The footer of the page includes the text "modelling used by the patient him or herself" and a list of related calls: "PHC-29-2015: Public procurement of innovative eHealth services" and "PHC-30-2015: Digital representation of health data to improve disease diagnosis and treatment".

## 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

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

### Step 3

#### Create a Draft Proposal

H2020-PHC-2015-single-stage

Caroline Schuster

PHC-21-2015

RIA

TUE 21 April 2015 17:00:00 Brussels Local Time

224 days left until closure

**Configuration unconfirmed**

You're using Firefox 31 on Windows. **Adobe Reader (11.0.6,70) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the [User Guide](#).

#### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

**1**

##### Your organisation

PIC\* ?  Short name\* ?

Search for your organisation PIC

**2**

##### Your Role

Please indicate your role in this proposal

☒ Main contact

☐ Contact person

**3**

##### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*

Character count:

cancel  Version: 20140827-1407 - Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) (+32 (2) 29 92222)

## 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).

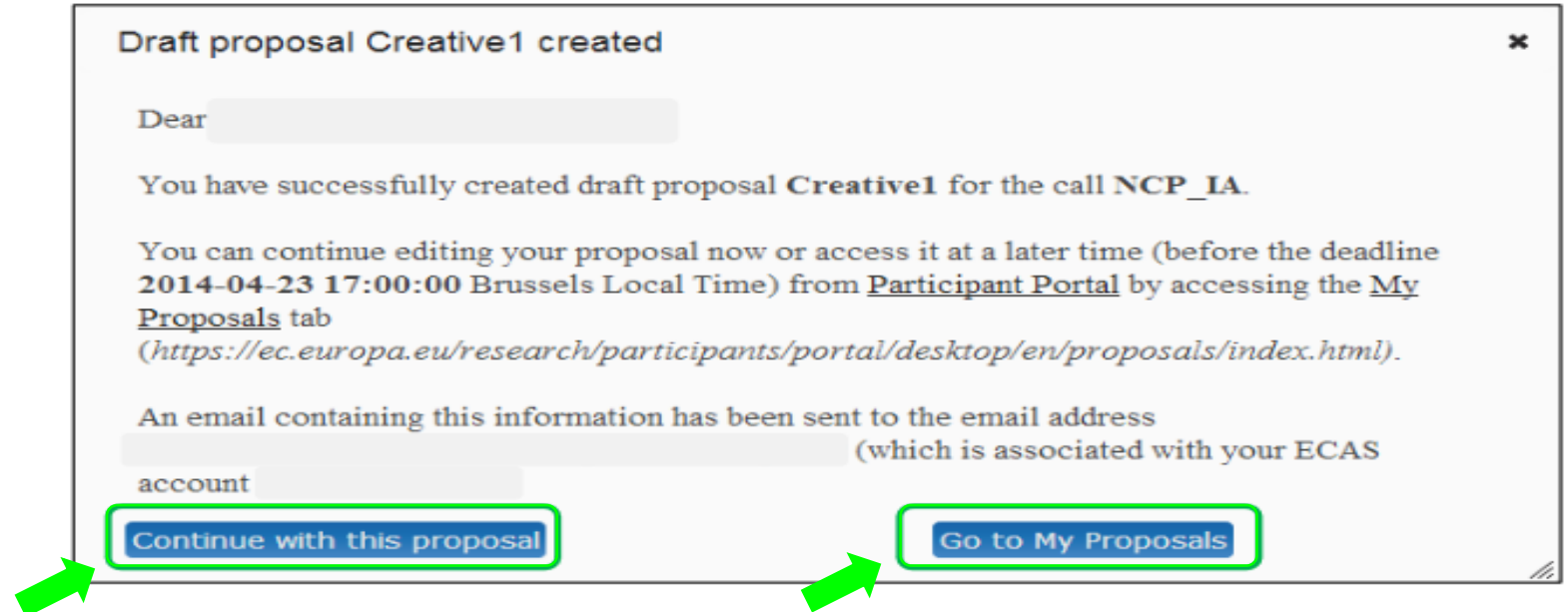


## 2. Create a draft (3)

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.

European Commission

## RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT

MY ORGANISATION(S) | **MY PROPOSAL(S)** | MY PROJECT(S) | MY NOTIFICATION(S) | MY EXPERT AREA

IVAN TERZIEV

H2020 ONLINE MANUAL

### My Proposals

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

**LEGEND** **ED** Edit Draft **VD** View Draft **VS** View Submitted **DE** Delete Proposal

Show 10 entries Search

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
H2020	H2020-EUJ-2014	RIA	SEP-2101424 22	SA	Draft	44	<b>ED</b> <b>DE</b>

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

# 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.

The screenshot displays the 'Edit Proposal' interface. At the top, a navigation bar includes 'LOGIN', 'FUNDING SCHEME', 'CREATE DRAFT', 'PARTIES', 'EDIT PROPOSAL' (active), and 'SUBMIT'. The main heading is 'Step 5 Edit Proposal' with a sub-header 'NCP\_IA'. A sidebar on the left contains user information, a calendar for 'ICT-02-2014', a currency selector set to 'IA', a date/time stamp for 'WED 23 April 2014 17:00:00 Brussels Local Time', a '65 days left until closure' indicator, and a table with columns 'Acronym', 'ID', 'PIC', and 'Contact'. Below this is a 'Configuration OK' status with a green checkmark and a message about the browser (Chrome 24) and Adobe Reader (version 11.0.5.0) being installed. The main content area is titled 'Edit Proposals' Forms' and includes a red warning box: 'WARNING: This proposal contains changes that have not yet been submitted...'. It features three buttons: 'edit forms' (highlighted with a green box and arrow), 'view history' (highlighted with a green box and arrow), and 'print preview'. Below these is the 'Part B and Annex' section, which states: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' It includes a 'download templates' button (highlighted with a green box and arrow) and two 'upload' buttons for 'Technical Annex Section 1.3' and 'Technical Annex Section 4.5' (both highlighted with green boxes and arrows). At the bottom right, there are navigation buttons: '<< Step 4 - Parties', 'validate', and 'submit'. The footer shows 'done' with a close icon, the version '20140122-1403', and the service desk contact 'DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)'.

# 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.

Forms

https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210140911&ticket=ST-3553390-pGtBv7JAMgszJwCsAcsDtmN8kzINAfzbn4UvtH4InqrQUCX2H3zUc

Sign Comment

Please fill out the following form. You cannot save data typed into this form.  
Please print your completed form if you would like a copy for your records.

Highlight Existing Fields

European Commission - Research - Participants  
Proposal Submission Forms  
Directorate-General for Research and Innovation

Validate Form Save And Close

Horizon 2020  
Call: H2020-EUJ-2014  
Topic: EUJ-1-2014  
Type of action: RIA  
Proposal number: SEP-210140911  
Proposal acronym: RSW

Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show



# 4. Edit and complete your proposal form

## Part A: Administrative forms

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

European Commission - Research - Participants

1 - General information

Topic

Proposal title\*

Type of action

Duration in months

Abstract

Acronym

Declarations

Duration in months

Estimated duration of the project in full months.

2 - Administrative data of participating organisations

PIC

Legal name

Address of the Organisation

Person in charge of the proposal

Research and Innovation legal statuses

Departments carrying out the proposed work

3 - Budget for the proposal

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 costs of direct indirect
-------------	---------	---------------------------------------	--------------------------------	--	---	--	---	--

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES

Does your research involve Human Embryonic Stem Cells (hESCs)?

Does your research involve the use of human embryos?

Please give the proposal reference or contract number.

Yes No

Yes No

Last saved 19/12/2013 at 16:06

# 4. Edit and complete your proposal form

## Part B: Technical annex

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

The screenshot shows the 'Edit Proposal' interface for the 'H2020-EUJ-2014' funding scheme. The left sidebar contains a progress bar with steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, and EDIT PROPOSAL (current). Below the progress bar, the 'Step 5 Edit Proposal' section displays the funding scheme details: H2020-EUJ-2014, EUJ-2-2014, RIA, and a deadline of April 2014 17:00:00 Brussels Local Time with 44 days left until closure. A table with columns Acronym, ID, PIC, and Contact is shown, with 'SA' entered under Acronym. A 'Configuration OK' message with a green checkmark is displayed, along with a note about Adobe Reader installation. The main content area is titled 'Edit Proposals' Forms' and includes a warning: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below this, the 'Administrative Forms' section has buttons for 'edit forms', 'view history', and 'print preview'. The 'Part B and Annexes' section explains that technical annexes and other requested attachments can be uploaded in PDF format. A 'download templates' button is present. A table lists three items for upload: 'Technical Annex Section 1-3', 'Technical Annex Section 4-5', and 'Optional annex 3: Ethics - Supporting Documents'. Each item has an 'upload' button, which is highlighted with a green box and a green arrow. To the right of each 'upload' button are red 'X' and blue question mark icons.

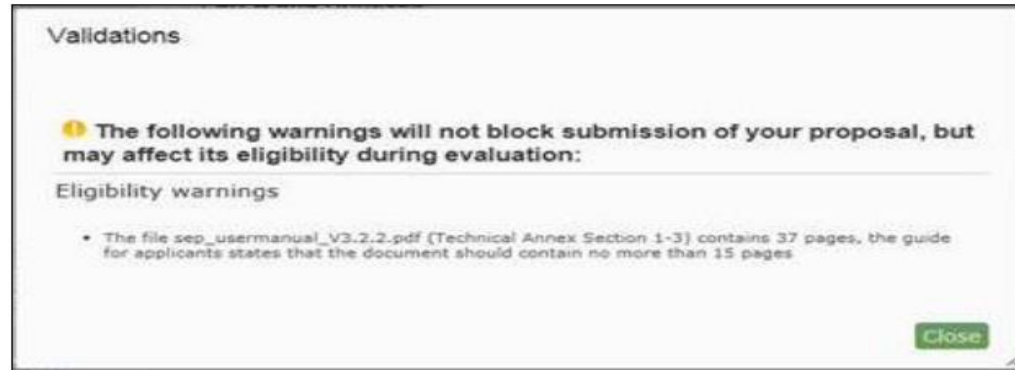
If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

## 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).

The screenshot displays the 'Step 5: Edit Proposal' interface. At the top, a progress bar shows the steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL (current), and SUBMIT. A red banner at the top states: 'Your proposal cannot be submitted until the errors below are corrected:'. Below this, the 'Administrative Forms' section is visible, with buttons for 'edit forms', 'view history', and 'print preview'. The 'Part B and Annexes' section shows two technical annexes with 'upload', 'delete', and 'validate' buttons. At the bottom, the 'validate' and 'submit' buttons are highlighted with green arrows and numbers 1 and 2 respectively. The footer includes the version number 20140122-1403 and the service desk contact information.

# Submitted proposal

Once your proposal is submitted, you can:

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

**PRIOR TO THE CALL CLOSURE**

The screenshot displays the 'Step 6 Submit' page of the FP7-ICT-2011-9 call. The top navigation bar includes 'LOGIN', 'FUNDING SCHEME', 'CREATE DRAFT', 'PARTIES', and 'SUBMIT'. A green banner at the top right states 'Successfully submitted message'. The main content area is titled 'Your proposal has been successfully submitted' and provides submission details: 'Your proposal was submitted on: 05 July 2012 at 12:21:23 (Brussels Local Time)' and 'Your project ID is 601791'. Below this, a 'Revisit your Proposal' section offers three actions: 'Revise proposal' (with a 're-edit proposal' button), 'Download proposal' (with a 'download' button), and 'Withdraw proposal' (with a 'withdraw proposal' button). A 'Configuration OK' message at the bottom left confirms the user's browser and Adobe Reader are up to date. The footer includes a 'done' button, version information, and support contact details.

# 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](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](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](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](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](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)

Project Cycle management- different sources (GTZ, PMB...



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

# Tips for succesful proposal writing





# 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)

Q & A





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# THANK YOU FOR YOUR ATTENTION!

## CONTACT:

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CENTRE FOR SOCIAL INNOVATION



<http://www.zsi.at>