

AGENDA

Innovative H2020 Proposal Writing: a Sound Theoretical and Practical Approach



DAY 1 | EU PRIORITIES, PROJECT IDEA & PROPOSAL INITIATION

09:00	START OF THE EVENT
09:00 – 10:30	<p>Introduction and brief introduction of participants</p> <ul style="list-style-type: none">• Brussels “English” & “Acronymitis” in Horizon 2020• Participating a EU funded programme: a strategic choice• Barriers to EU projects participation• The origin of H2020 research topics: the PCM logic• The stakeholders & structure of H2020• Characteristics of funding instruments
10:30 – 11:00	COFFEE BREAK
11:00 - 12:30	<p>Work programmes & Research Priorities</p> <ul style="list-style-type: none">• Identifying calls: is your idea the right fit?• Relevance of the compliance between idea and the WP/call objectives• Relevance of the compliance of proposal contents with the evaluation criteria<ul style="list-style-type: none">✓ Key Aspects✓ Procedure✓ Manual and the Evaluators✓ ‘Expert Evaluator’✓ Want to become an 'Expert evaluator'? <p>Hands-on exercises: “Comparing the compliance of your idea against a call”</p>
12:30 – 13:30	LUNCH
13:30 – 15:00	<p>Practicalities of Proposal Submission</p> <ul style="list-style-type: none">• Initiating a proposal• Consortium set up: partner inputting• Part A, Part B & Annexes <p>Allocation of Roles & Access Rights</p> <ul style="list-style-type: none">• Role Allocation• Access Rights
15:00 – 15:30	COFFEE BREAK
15:30 – 17:00	<p>Sound preparation to proposal writing</p> <ul style="list-style-type: none">• Identifying winning research concepts & proposals: the importance of quality abstract, expertise/experience grid, the partner search; how to select your partners• Managing the Proposal Writing Process internally & externally• How to avoid wasting your time in writing uncompetitive proposals: Avoiding common pitfalls• The Consortium Agreement: paving the way for smooth project management
17:00	End of the Training DAY1

DAY 2 | THE CORE OF THE PROPOSAL: IMPACT, EXCELLENCE, IMPLEMENTATION, SUBMISSION & REPORTING

09:00 START OF THE EVENT

- 09:00 – 10:00
- Constructing the proposal – the narrative: Part B
How to write the '**Expected Impact**' of the Proposal
- Background and writing 'Potential Impact'
 - Case studies of 'Potential Impact'
 - Different Routes for Exploiting Research Results: Exploitation Plan & IPRs

10:30 – 11:00 COFFEE BREAK

- 11:00 - 12:30
- Constructing the proposal – the narrative: Part B
How to successfully describe the '**Excellence**' of your project
- How to construct the '**Implementation**' part of your project
- The Work Breakdown Structure (WBS) and the Work Packages
 - Horizontal WPs: Management, Communication & Dissemination Plan, Data Management Plan
 - Other key aspects: EU added value, Milestones & Deliverables, Open Access
 - Useful project management tools

12:30 – 13:30 LUNCH

- 13:30 – 15:00
- Constructing a coherent estimated budget Part A: different approaches
- Insight into the budget categories and the eligibility of costs.
- Hands-on exercises: "*Estimated budget allocation: coherence and construction*"

15:00 – 15:30 COFFEE BREAK

- 15:30 – 17:00
- Parts 4 & 5 of the Proposal
- Consortium description
 - Ethics and Security issues
- The Submission Procedure
- Adding annexes
 - Submitting the proposal
- Brief insight into the Reporting
- Periodic Reporting Module
 - Continuous Reporting Module

- 17:00
- End of the Training DAY2