



Europa Media Trainings Webinar & training course portfolio

2024 Spring

I. Webinars

Lump sum proposals and projects – How do they work in practice? (0,5 day)

Available dates: 5 February 2024 and 27 May 2024

Lump sum funding is increasingly used in Horizon Europe to make the programme simpler by removing the need to report actual costs and reduce the financial error rate. It is meant to simplify the funding mechanism while all the main features of the research funding stay the same. However, the details are always important; simplification comes at a price, and these are the specific extra tasks and rules that everyone applying for lump sum funding should be aware of – both when writing a proposal and implementing a project. If you want to dig into the details of writing and managing a lump sum project, our trainers Ömer and Krisztina will help you out with pro tips and tricks on how to succeed at it based on their own experience with lump sum grants.

Over half a day, the course will cover:

- Main features of lump sum funding.
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- How to define the lump sum in your proposal and lump sum budget table tips to define sufficient units for your costs
- Distribution and number of work packages in your proposal and how it is linked to the payment system of lump sum projects
- Evaluation of the lump sum proposals
- Grant preparation of your lump sum projects – specific articles in your Grant Agreement and tips to specify lump sum features in your Consortium Agreement
- Changes in your lump sum project implementation – how to amend your lump sum grant?
- How to report your lump sum project, with a detailed introduction to periodic reporting.
- How to deal with partially completed work packages and how to report deviations of your lump sum projects
- Keeping records – what you need and don't need to keep
- Payment schedule – Partial payment

Horizon Europe Proposal Writing (1 day)

Available dates: 12 February 2024 and 06 May 2024

For those of you who've already learned a few ropes of how Horizon Europe proposals work, this webinar will provide practical insight and advanced tips for writing and submitting competitive proposals under the 2023-2024 calls of Horizon Europe. You will learn all about the features of winning Horizon Europe proposals and get equipped with the right tools to develop your proposal and polish it to perfection. The combination of practical presentations and hands-on tips and stories, as well as a real topic analysis exercise, will introduce all the aspects you need to know, from putting together your concept note to developing each section and sub-section of your proposal and submitting a competitive application.

Topics covered:

- How to make sure your proposal fully matches the call text: call analysis, proposal design, consortium composition, cross-cutting issues
- Key features of a successful Horizon Europe proposal – understand the elements that will make your proposal stand out amongst others
- From proposal concept to full proposal: proposal writing from the coordinator's and partner's perspective
- How to compose text and fill in the application forms: practical tips, examples and ready-to-use templates for Excellence, Impact and Implementation
- Key steps and success criteria for winning Horizon Europe proposals: how to finalise and polish your proposal before submission
- Evaluation of horizontal aspects: how to address gender, ethics, SSH and interdisciplinary aspects of your proposal
- Special focus: lump sum proposals – how to design the work plan and resources in lump sum grants

Horizon Europe Project Management and Reporting (1 day)

Available dates: 13 February 2024 and 07 May 2024

For those of you who already have an idea how Horizon Europe projects work, this webinar will provide a practical insight and advanced tips for managing your projects and will assist you in gaining a comprehensive overview of project management and reporting activities of Horizon Europe. You will learn all about the tasks and responsibilities of the coordinator and the partners related to the implementation of the project and the reporting obligations. The combination of practical presentations and hands-on tips and stories will introduce all the aspects you need to know, from Grant Agreement preparation to the distribution of the final payment.

Topics covered:

- The tasks and responsibilities of the coordinator and partners during project implementation;
- The first important deliverables, the Data Management Plan and the Plan for Exploitation and Dissemination of Results and how they are structured, what inputs are needed, what aspects need to be considered;
- A practical guide to the open science requirements. What does the EC expect?
- From results to impact: Innovation management, exploitation, dissemination and communication in Horizon Europe. How can the project result be exploited, non-profit and for-profit exploitation opportunities? How can we get the results to our target groups? What free tools provided by the EC are available to us?
- Project Handbook and practical tools to enable you to efficiently deliver your project results.
- Step-by-step introduction to the Horizon Europe Continuous Reporting;
- Periodic technical and financial reporting from A-Z: Who is responsible for what? How can the periodic reporting process be coordinated effectively? What are the typical errors in periodic reporting? How to avoid these errors;
- Management and reporting of lump sum projects behind the scenes: is it really that simple?

Project Coordination in Horizon Europe (0,5 day)

Available date: 8 April 2024

This online course will help you prepare to successfully coordinate your Horizon Europe projects. It is built on our direct, hands-on experience gained in coordinating projects under Horizon 2020 and Horizon Europe. The stories we share at the course are real-life ones and coming from all the best practices and nightmare stories you can imagine that we have experienced in our own projects. This course is designed based on this direct experience and is therefore 100% practice-driven. In this course, you will learn all about the nice and shiny side of being a coordinator as well as the annoying and headache-causing issues. The combination of practical presentations and hands-on tips and stories will introduce all the aspects you need to know, from setting up a consortium meeting, through handling delays, IP conflicts, cultural differences, not fully achieved targets and so much more, through surviving the reporting, the technical reviews and the closure of the project, only to continue for at least one more year to maximising the impact of your project.

What's more – the quiz scheduled at the end of this course can win you a 50% discount to one of our face-to-face courses.

Dissemination, Exploitation and Innovation

in Horizon Europe proposals and running projects (1 day)

Available date: 21 May 2024

This online course will provide practical insight and advanced tips for writing and managing result-focused exploitation, dissemination and communication actions, including IP issues under Horizon Europe. It is built on our direct, hands-on experience gained in developing and managing Horizon Europe projects. In this course, you will learn how results can lead to impact. How to use this approach in proposal writing and in project management. So, we will discuss the measures that can maximise your impact – including exploitation, IPR management, dissemination and communication. The short strategy and the principles will be in the proposal with challenging target

KPIs. The long-term strategy must be developed and implemented when the project is launched. Implementation is very much about proper monitoring and reporting actions. The combination of practical presentations and hands-on tips and stories will introduce all the aspects you need to know. How do we know this? Fun fact about Europa Media: in almost all our projects we are responsible for dissemination, exploitation actions, including communication. So, we've been there, done that and now we're going to share all our practical knowledge with you.

Topics covered:

- How to write the 2.2 section and develop a short PEDR strategy?
- How to handle open science approaches in section 1.2 of the proposal?
- How to follow IP development, and capture and manage results?
- How to support your KIP with the dissemination strategy?
- How to monitor the implementation of your PEDR and the target KPIs? How to report your achievements?
- How will the EU assess during evaluation or implementation your measures to maximise impact?

II. Training courses

Horizon Europe/H2020 Master of Finance and EC Audits (3 days)

Available dates: 21-23 February 2024 Barcelona, Spain and 15-17 May 2024 Brussels, Belgium

This 3-day exclusive training course will assist you in gaining a comprehensive understanding of the financial regulations and reporting protocols of the Horizon Europe and Horizon 2020 programs and their practical application in day-to-day operations. Distinctions between Horizon Europe and H2020 will be emphasized, as well as their impact on internal record-keeping, planning, and bookkeeping. Special attention will be given to the complexities of personnel cost calculation, such as daily rates, inconsistent rules, and the GA and Annotated GA descriptions. Additionally, the course will focus on internal invoicing and the calculation of research facility costs.

Horizon Europe Academy (5 days)

Available dates: 18-22 March 2024 Lisbon, Portugal and 17-21 June Barcelona, Spain

The Horizon Europe Academy covers the full life cycle of a research and innovation project: from proposal conceptual development to final reports and after.

- **Academy Part I Master of Proposal Writing in Horizon Europe (2 days)**
This 2-day practical training course will provide a complete insight into writing and submitting competitive proposals under the 2023-2024 calls of Horizon Europe. Over two days, you will learn all about the features of winning Horizon Europe proposals and get equipped with the right tools to develop your proposal with confidence. The combination of practical presentations and hands-on workshops in groups will introduce all the aspects you need to know, from identifying the right call for your project idea to developing and submitting a competitive proposal. We are sharing our first-hand experiences from the 2021-2023 submissions and evaluations.
- **Academy Part II Master of Project Management and Reporting in Horizon 2020 & Horizon Europe (3 days)**
The Master of Project Management and Reporting in Horizon 2020 & Horizon Europe is a 3-day practice-heavy, hands-on course that will assist you in gaining a comprehensive understanding of project management, reporting protocols and personnel cost

calculation under Horizon Europe and Horizon 2020 and their practical application in day-to-day operations.

During the 3-day program, you will learn all about the project management duties and practices and gain an in-depth understanding of the personnel cost-related financial rules and reporting protocols of Horizon Europe and Horizon 2020. The combination of practical presentations, the hands-on workshop on personnel cost calculation and the project management and financial scenarios will introduce all the aspects you need to know, from preparing your Consortium Agreement and Grant Agreement to submitting your last Periodic Technical and Financial report.