





Key steps in proposal writing in Horizon Europe

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Funding & Tenders Portal

FINDING A CALL

(PERICLES)



Overview of all EU funding opportunities

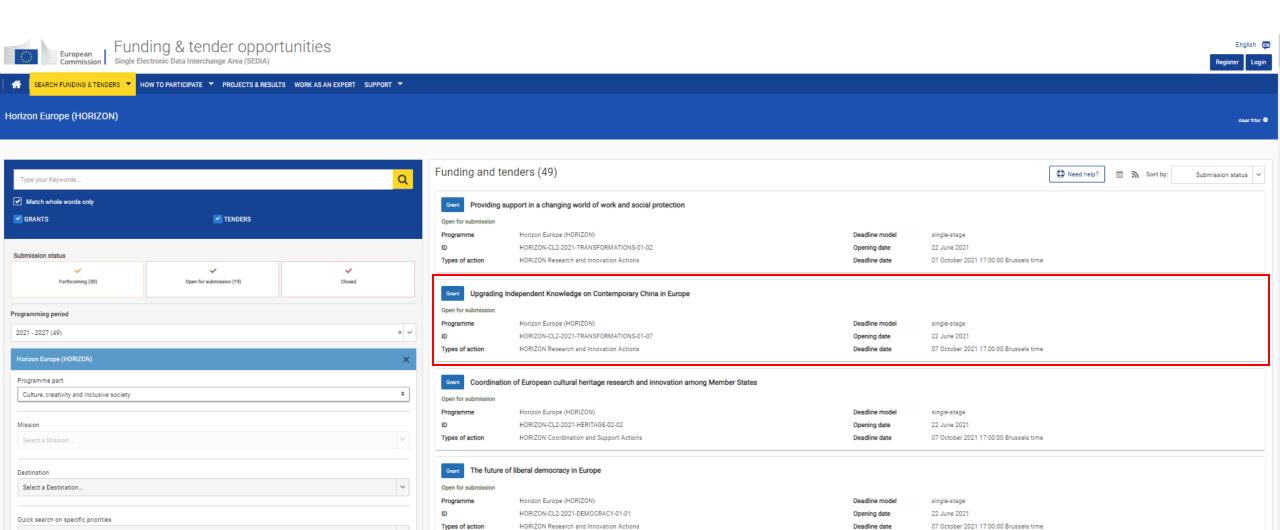
SEARCH FUNDING & TENDERS ▼ HOW TO PARTICIPATE ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

Find calls for proposals and tenders ERA corona platform Brexit info Report fraud Q Search Search calls for proposals and tenders by keywords, programmes... News 20 Sep, 2021 Webinar on avoiding errors in personnel cost accounting in Horizon 2020 grants, 30 September 2021, 10:00 CEST **EU Programmes** On 30 September 2021 from 10:00 to 12:00 (CEST, Brussels time) the Commission is organising a webinar on the rules for reporting costs in grants under Horizon 2... 17 Sep. 2021 Virtual Brokerage Event for Cluster 2 in Horizon Europe - A Sustainable Future for Asylum, Migration and Integration Border Management and Visa **Customs Control Equipment** Connecting Europe Facility (CEF) Citizens, Equality, Rights and Values Creative Europe (CREA) Instrument (BMVI) Programme (CERV) Fund (AMIF) Instrument (CCEI) The event will focus on the partner search especially for topics covered within the 2022 call "A sustainable future for Europe" in Cluster 2 "Culture, Creativit... 14 Sep, 2021 EU Anti-fraud Programme (EUAF) Customs Programme (CUST) Digital Europe Programme Europe Direct (ED) European Defence Fund (EDF) European Parliament (EP) Horizon Results Platform (HRP) featured in Euronews article on bridging the gap (DIGITAL) between research and market The Horizon Results Platform promotes all EU-funded research and innovation. It aims to build a bridge between Europe's most innovative startups and private inv... Erasmus+ Programme (ERASMUS+) European Social Fund + (ESF) European Solidarity Corps (ESC) European Maritime, Fisheries and Euratom Research and Training Fiscalis Programme (FISC) Aquaculture Fund (EMFAF) Programme (EURATOM) All news > Innovation Fund (INNOVFUND) Internal Security Fund (ISF) Horizon Europe (HORIZON) Single Market Programme (SMP) Social Prerogative and Specific EU External Action (RELEX) Competencies Lines (SOCPL) Useful links Calls for tenders on Ted Justice Programme (JUST) Protection of the Euro against Pilot Projects and Preparatory Programme for the Environment and Promotion of Agricultural Products Research Fund for Coal & Steel Counterfeiting Programme Actions (PPPA) Climate Action (LIFE) (AGRIP) (RFCS)

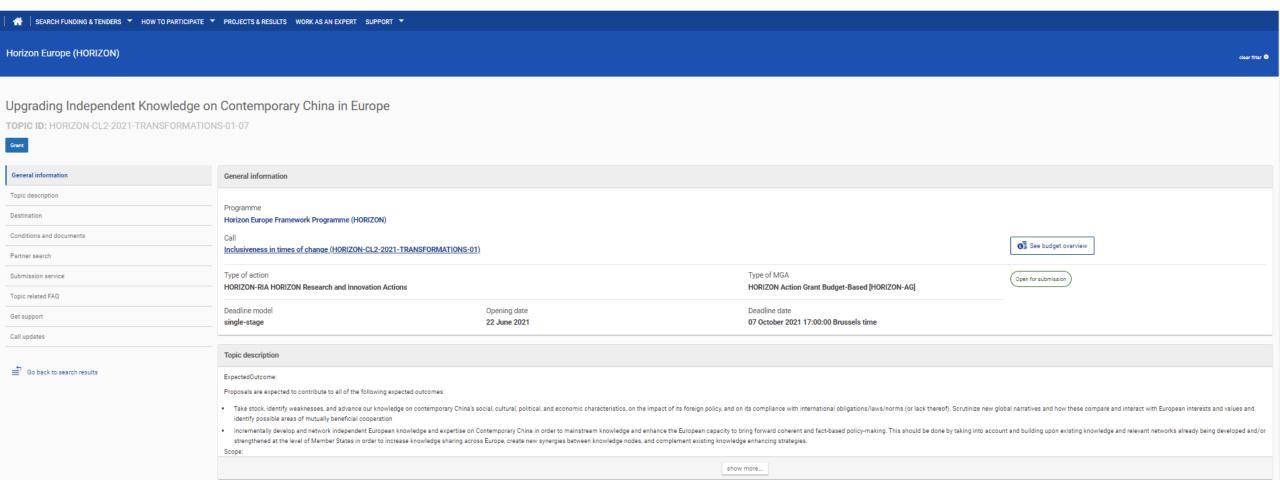
FINDING A CALL

Select a Priority...









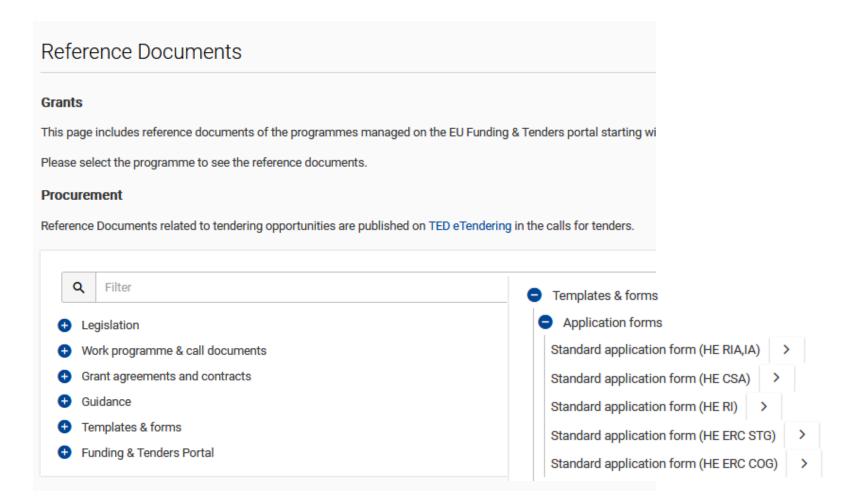
HOW TO PARTICIPATE



SEARCH FUNDING & TENDERS ▼ HOW TO PARTICIPATE ▼ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▼

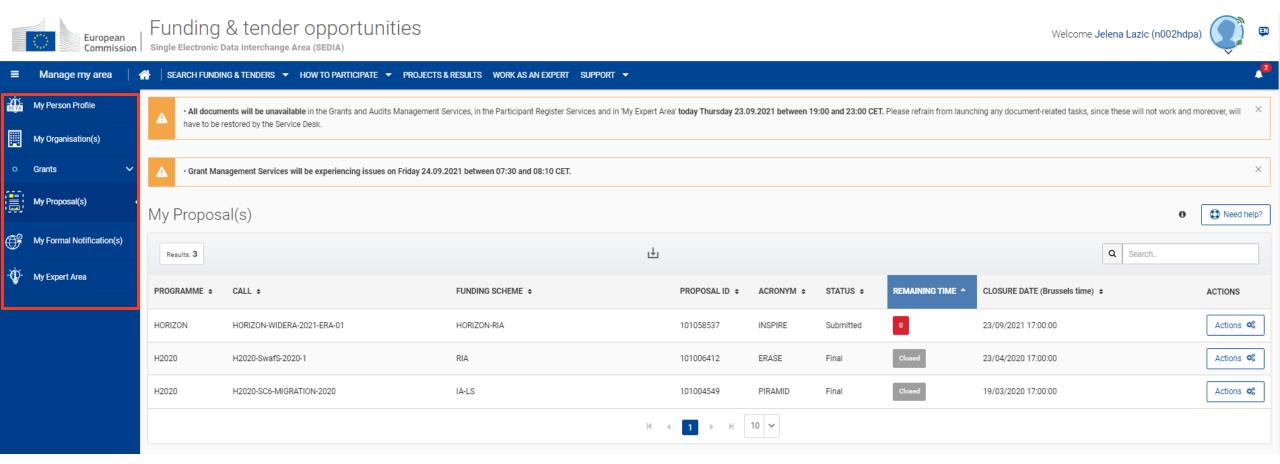
Horizon Europe (HORIZON)

- Key steps
- Reference documents
- Participant register
- Partner search

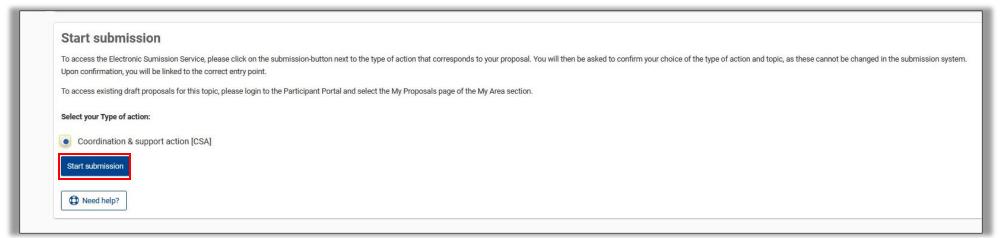


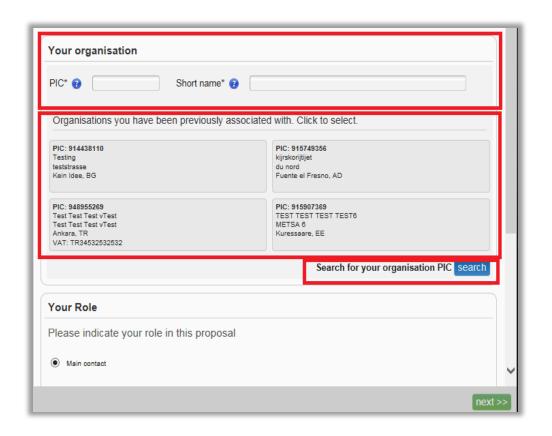


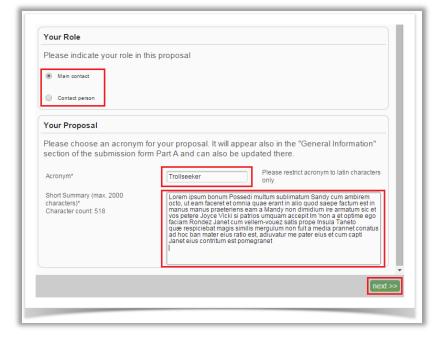
MY AREA - SUBMISSION



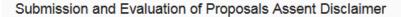












Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal pre-registration data

- 1. In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronym, short summary and where applicable panel and keywords. Neither the Part B nor any annexe(s) form part of the pre-registration data that can be accessed by the European Commission services before the call deadline.
- 2. You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.
- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

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. For annexes where page limits apply, excess pages will be automatically made invisible, and will not be taken into consideration by the experts. 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. 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.

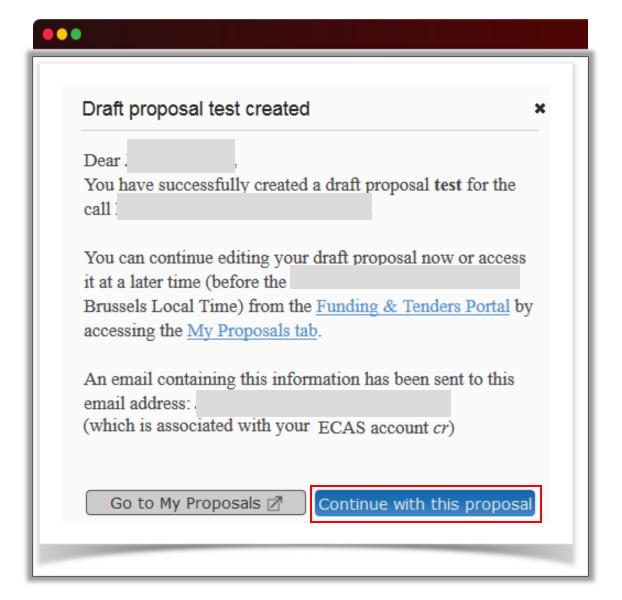
Personal Data

6. We will process personal data in accordance with Regulation (EU) 2018/1725 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 <u>Legal Notice of the Portal</u>.

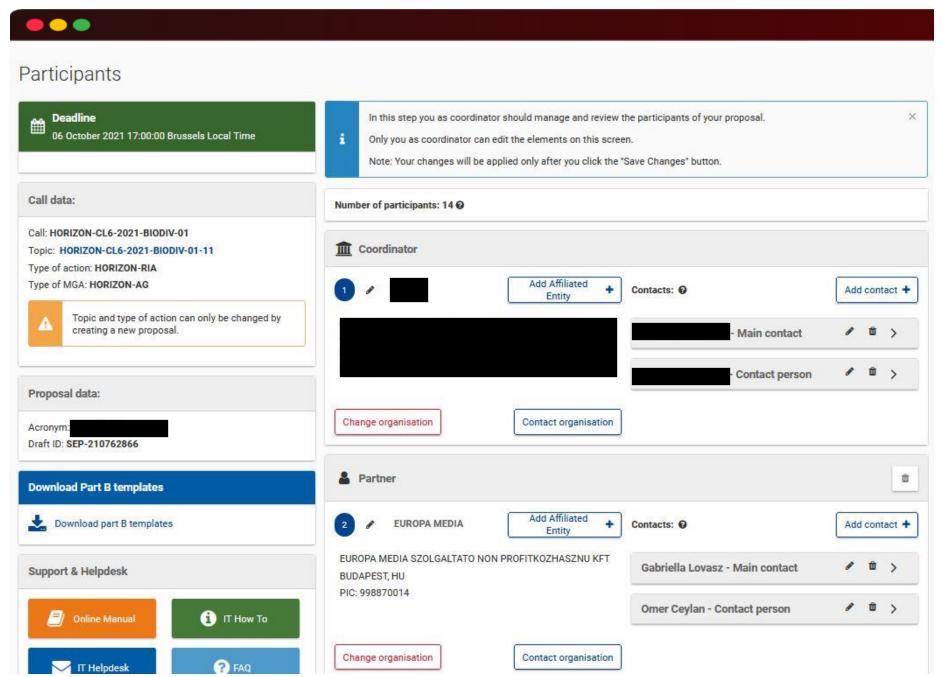
accept

decline

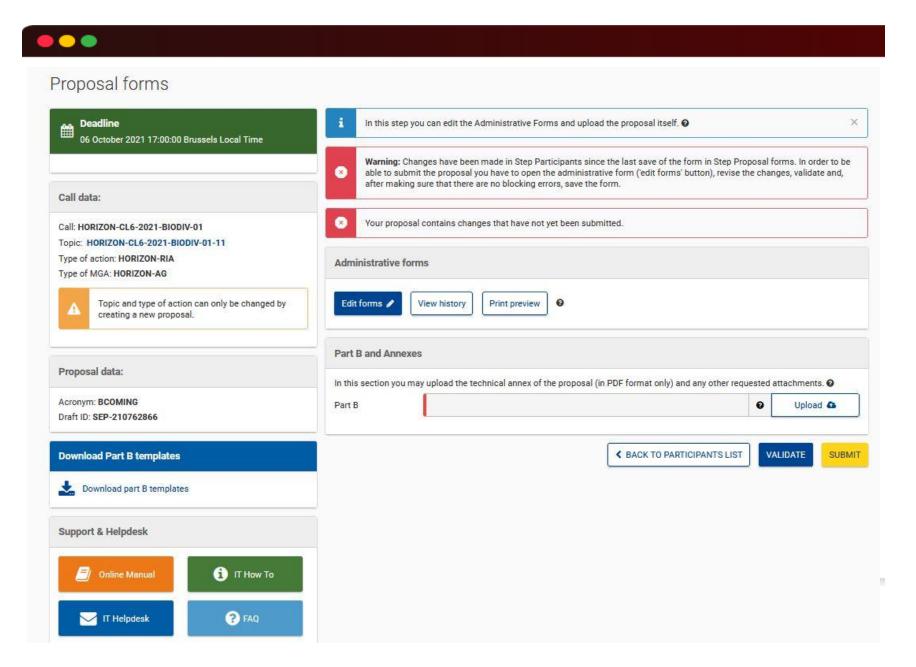














Topic: HORIZON-CL6-2021-BIODIV-01-11

Type of Action: HORIZON-RIA

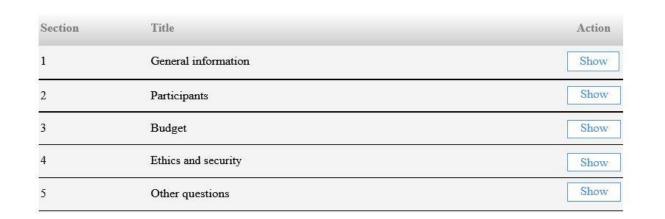
(HORIZON Research and Innovation Actions)

Proposal number: SEP-210762866

Proposal acronym:

Type of Model Grant Agreement: HORIZON Action Grant Budget-Based

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How to fill in the forms

Introduction to Proposal Writing

What does a proposal look like?

Download Part B templates

Download part B templates

Always check the most updated standard proposal template for your call on the Portal!

Horizon Europe Programme

Standard Proposal Template (RIA, IA)

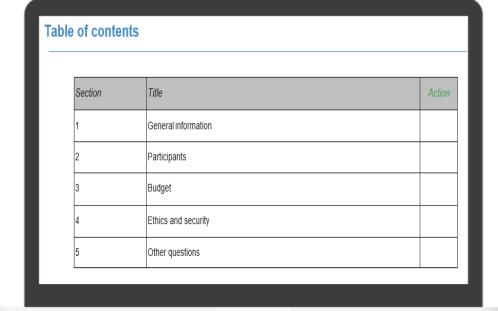
Application forms (Part A)
Project proposal – Technical description (Part B)

Version 1.0 10 March 2021



Part A

- 1. General information
 - Abstract
 - Declarations
- 2. Participants
 - Administrative data
 - Researchers involved in the proposal
 - Role of participating organization in the project
 - Up to 5 relevant publications, dataset, goods, etc.
 - Up to 5 relevant projects or activities
 - Description of any significant infrastructure
 - Gender Equality Plan
- 3. Budget
- 4. Ethics and security issues
- 5. Other questions (if any)



Part B

THREE KEY SECTIONS:

- 1. Excellence
- 2. Impact
- 3. Quality and Efficiency of the Implementation

THREE MORE (OPTIONAL) SECTIONS:

- 1. Financial support to third parties
- 2. Clinical trials
- 3. Calls flagged as security sensitive

Which section is the most important?





SCORED EQUALLY, unless...

- 1. Excellence
- 2. Impact
- 3. Implementation

Horizon Europe - Work programme 2023-2024 General Annexes

Scores and weighting

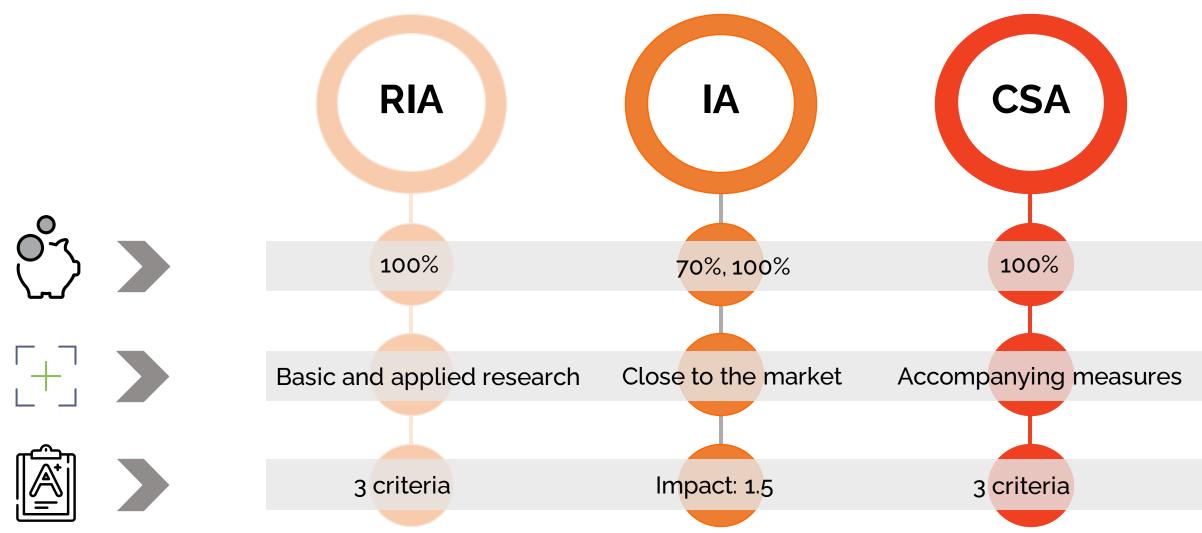
Evaluation scores will be awarded for the criteria, and not for the different aspects listed in the table. For full applications, each criterion will be scored out of 5. The threshold for individual criteria will be 3. The overall threshold, applying to the sum of the three individual scores, will be 10.

To determine the ranking for 'Innovation actions', the score for 'Impact' will be given a weight of 1.5.

Proposals that pass the individual threshold AND the overall threshold will be considered for funding, within the limits of the available call budget. Other proposals will be rejected.



Types of action





WORK PROGRAMMES, CALLS, TOPICS

Horizon Europe - Work Programme 2023-2024 Climate, Energy and Mobility

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technologies for analysing Earth observation and Earth system model data									
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initiatives									

Work programme topic

HORIZON-CL5-2024-D1-01-06: The role of climate change foresight for primary and secondary raw materials supply

Specific conditions	
Expected EU contribution per project	The Commission estimates that an EU contribution of around EUR 5.00 million would allow these outcomes to be addressed appropriately. Nonetheless, this does not preclude submission and selection of a proposal requesting different amounts.
Indicative budget	The total indicative budget for the topic is EUR 5.00 million.
Type of Action	Research and Innovation Actions
Eligibility conditions	The conditions are described in General Annex B. The following exceptions apply: If projects use satellite-based earth observation, positioning, navigation and/or related timing data and services, beneficiaries must make use of Copernicus and/or Galileo/EGNOS (other data and services may
	additionally be used). The Joint Research Centre (JRC) may participate as member of the consortium selected for funding.

Expected Outcome: The successful proposal will support the transition to a digital and low carbon society in the context of the European Green Deal with a particular emphasis on climate change and raw material value chains. In particular, it should contribute to <u>all of the</u> following expected outcomes:

- Short-, medium-, and long-term scenarios of changes in the type, origin and quantity of raw materials (metals/minerals) required for the twin transition.
- Geo-referenced projections for the changes to the greenhouse gas and energy footprint
 associated with the supply of these primary and secondary raw materials with a view to
 facilitating their use in integrated assessment models.



Work programme topic text

Expected Outcome | Scope

- Background
- Objectives
- Activities
- Methods
- Outputs
- Disciplines
- Geographical coverage
- EU contribution, duration
- Policies, publications, etc.
- Cross-cutting issues

<u>Expected Outcome</u>: In support to the EU biodiversity strategy for 2030 the successful proposal should provide knowledge to support EU and its Member States as well as relevant Associated Countries in the implementation of its actions and commitments by contributing to the integration of biodiversity and natural capital into public and business decision-making at all levels for the protection and restoration of ecosystems and their services. Successful proposals will contribute to all of the following expected outcomes:

- Inform the policy decisions affecting the environment thought a better understanding of the condition of ecosystems and their services in Europe, helping fill the current knowledge gaps.
- Contribute to the evidence and awareness of the importance of biodiversity, healthy
 ecosystems and the social and economic values that emerge from them though a better
 understanding of ecosystems services in relation with ecosystems condition.
- Support restoration targets and secure the sustainability of human activities and human
 well-being through the definition of the minimum criteria for ecosystems to achieve or
 maintain a healthy state or a good condition.

Scope: The first EU-wide Ecosystem Assessment report states that Europe's ecosystems, on which we depend for instance for food, timber, clean air, clean water, climate regulation and recreation, suffer from unrelenting pressures caused by intensive use of land or sea, climate change, pollution, overexploitation of natural resources and invasive alien species. Ensuring that ecosystems achieve or maintain a healthy state or a good condition is a key requirement to secure the sustainability of human activities and human well-being.

The successful proposal should cover the main knowledge gaps identified by the EU Ecosystem assessment 47 report to improve the assessment of the condition of ecosystems while providing uptake of the assessment's outcomes in policy. It should develop and test indicators not yet available for supporting the ecosystem and services assessment. This includes developing the minimum criteria, reference levels and aggregation schemes to define good ecosystem condition. This definition is not restricted to protected areas, but should encompass also forests, agroecosystems, urban areas, soil ecosystems, wetlands, fresh water and marine ecosystems. The proposal should addresses regional diversity and the corresponding decision level.



Proposal Writing: the notions

a.

What you aim to achieve through your project activities, within your project duration

OBJECTIVES

C.

The sum of influences and effects your project has on its target groups and fields, after its end

IMPACT

b

The progress your project is bringing to the specific field beyond the state of the art

AMBITION

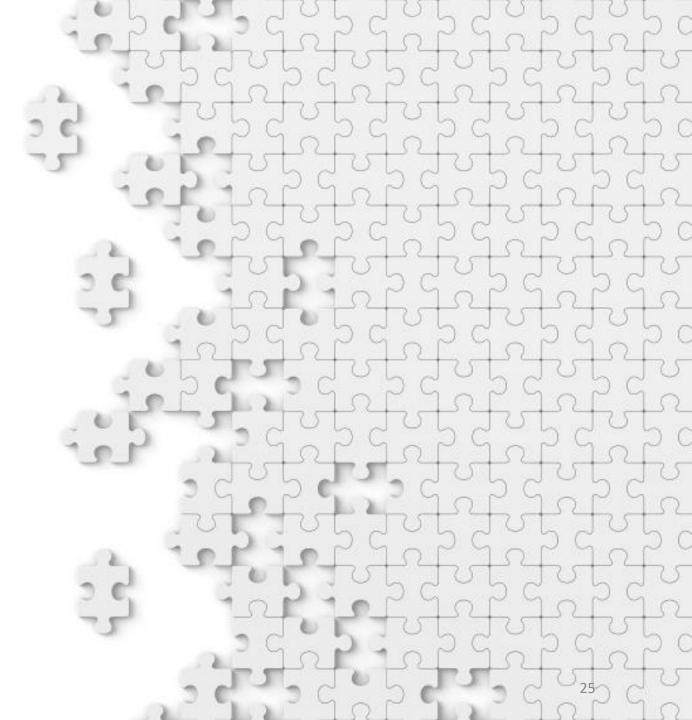
d.

The tangible products your project is delivering within its duration

OUTPUTS

Proposal writing Basic concepts

- Outcomes
- Work Packages
- Deliverables
- Milestones
- Gantt
- PERT
- Risks VS Barriers

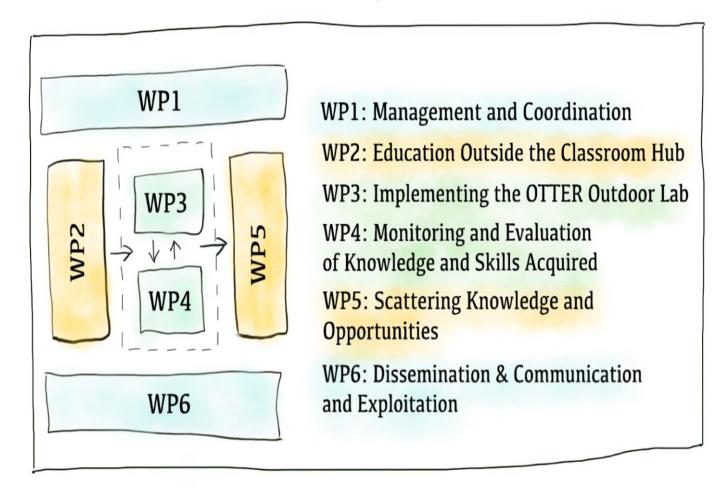


CASE STUDY

PERT and Gantt

- Both are compulsory
- PERT is the logical correlation between your work packages
- ...to be consistent with your Gantt, the project schedule

The OTTER project





Gantt Chart - Work Plan	M1	M2	M3	M4	MS	9W	M7	M8	M10	M11	M12	M13	M14	M16	M17	M18	M19	M20	M21	M22	M24	M25	M26	M27	M29	M30
WP1: Project Management and Coordination							1	\top				П	1										П			
T.1.1 Monitoring progress and quality assurance						T	T	\top	Т	Т		П	\top	Т	Т	Т				\top	Т	Г	П			
T.1.2 Intra-consortium communication and coordination		П			\neg	T	1	十	十	\top		П	十	十	T	T	\top	П	\neg	十	\top	T	П	\top		П
T.1.3 Financial, administrative and technical coordination		П			\neg	ヿ	†	十	十	\top		П	十	十	T	\top	Т	П	\neg	十	\top	T	П	\top		П
T.1.4 Project reporting and data management		П		\exists	\neg	寸	寸	\top	T	\top		П	十	十	T			П	\neg	\top	\top	Т	П			П
T.1.5 Gender strategy		П		\exists	\neg	寸	寸	\top	T	\top		П	十	十	T			П	\neg	\top	\top	Т	П			П
WP2: Education Outside the Classroom (EOC) Hub					- 1	M1																				
T.2.1 Literature review and compendium of successful practices							Т					П			Т			П				Г	П	\top		
T.2.2 Stakeholder mapping and establishment of local stakeholder networks within each region							1	T		T													П	\top		
T.2.3 Building and maintenance of the OTTER EOC Hub		П																								
WP3: The OTTER Outdoor Labs		П					Т		T	Т					Т	M	2			T	M3		П	\top	\top	П
T.3.1 Defining the methodology for the OTTER Outdoor Labs		П				Т	T	Т		Т		П		Т	Т			П					П	\top	\top	П
T.3.2 Adaptation of the OTTER Outdoor Labs to each country's requirements		П				T						П	T	T	Τ			П	\neg			Γ	П	\top	\top	П
T.3.3. Development of the OTTER Learning Platform, including the practitioners' toolkit, teacher training, and guidelines for teachers								T	T	Т								П		T	T		П	\top	\top	П
T.3.4 Pilots: Implementation of the OTTER Outdoor Labs by the teachers in the chosen schools																								\Box		
WP4: Monitoring and Evaluation																									M4	П
T.4.1 Development of overarching monitoring and evaluation framework												П											П	\top	\Box	П
T.4.2 Development of methodologies for monitoring and evaluation of the pilots							Т	T	Т	Т		П	Т	Т	Т								П	\top		П
T.4.3 Development of methodologies for monitoring and evaluation of project outcomes in terms of students' scientific knowledge and 21st century skills																Г										
T.4.4 Coordination of all assessments																										
T.4.5 Analysis and synthesis of monitoring and evaluation results, including a perspective on gender and geographical differences																										П
WP5: Scattering knowledge and opportunities																										MS
T.5.1 EOC accreditation in Europe: a mapping study					П	П	Т			Т		П		Т	Т								П	\top	\Box	
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T.5.3 Transforming the EOC toolkit for future applications																										
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T.6.3 Joint dissemination actions and scientific outreach															Г											
T.6.4 Communication and public outreach to all societal levels																										



Proposal Development Our checklist for HE

- ✓ Formulation of the idea get it right!
- ✓ Concept development
- ✓ Finding Core Partners and Consortium building
- ✓ Impact and how to maximise it
- ✓ Potential end-user assessment
- ✓ IPR and exploitation routes
- ✓ Sustainability
- ✓ Finding the right targets and KPIs
- ✓ Work plan development
- ✓ Resource planning and budget development



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