



Europa Media Trainings

# How to smoothly lead a proposal to submission

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# Proposal Coordination

## Key issues

### Before the partners join

- Formulation of the idea and concept
- Finding the core partners and building your consortium

### After the partners join

- Joint agreement on the concept and methodology
- Development of the scientific sections
- Relevant past and ongoing projects
- Work plan and work packages
- Finding the right targets and KPIs
- Exploitation intentions and IP issues
- Budget Development
- Partner profiles
- Administrative part
- Letters of Support

# Putting together a proposal abstract

**Basis for the full proposal and your key tool for consortium building/partner search**

- Similar to a movie trailer
- Background – objectives – activities – results
- Utilise actively the Topic text
- Avoid proprietary or confidential information
- 1-3-page document, contact details, PDF

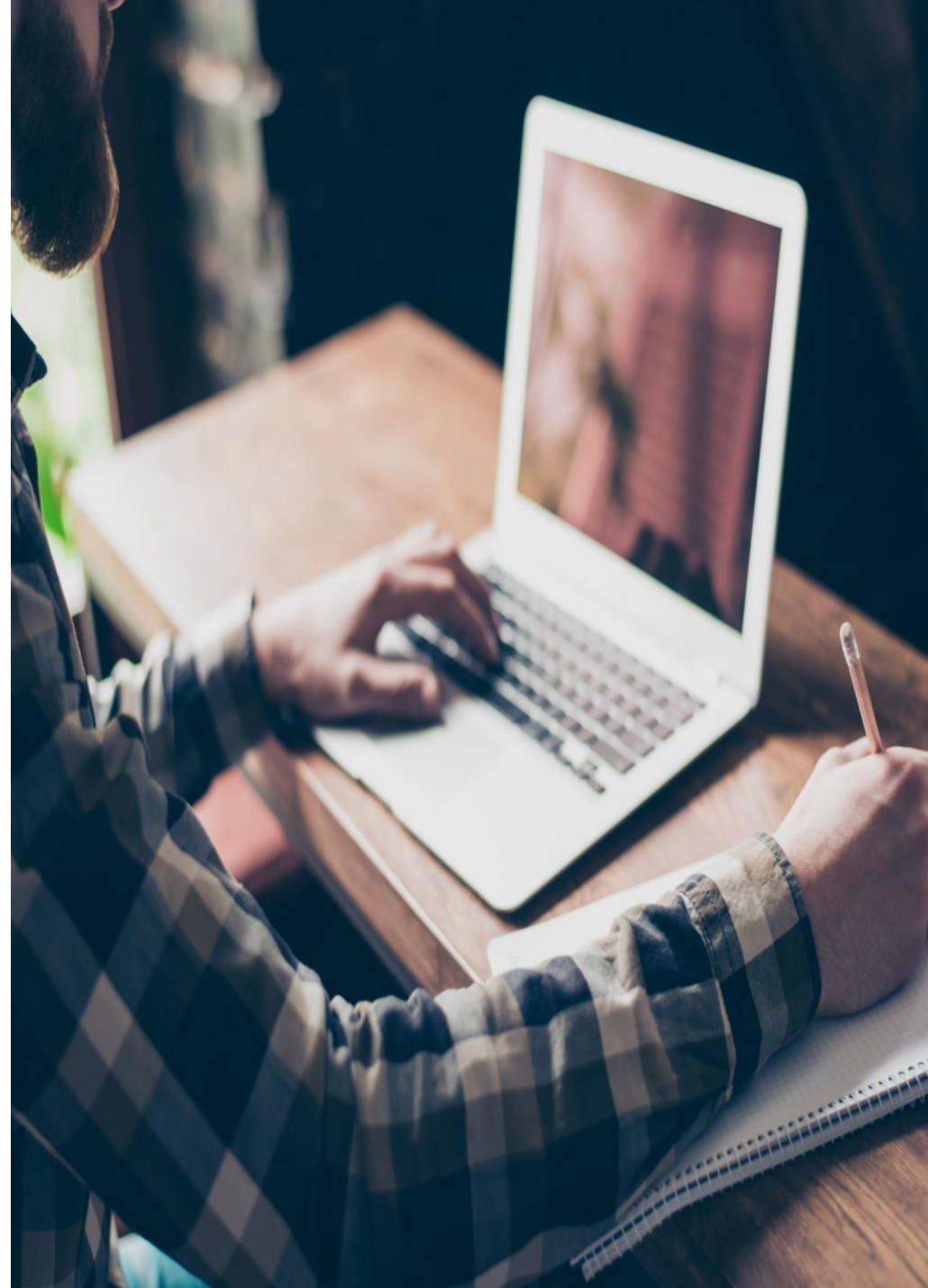


# This abstract might look something like this

- Background
- Objectives
- Key activities and results
- Key expected impacts
- Contacts

Other things you could mention in this abstract:

- Potential role of the organization you're approaching
- Timeline (submission deadline, expected evaluation date, expected start of the project, duration of the project)





**Project Concept Note**

**Call:** Raising awareness of circular and sustainable bioeconomy in support of Member States to develop bioeconomy strategies and/or action plans (Topic ID: [HORIZON-CL6-2021-GOVERNANCE-01](#))

**Destination:** Innovative governance, environmental observations, and digital solutions in support of the Green Deal

**Potential Title:** Empowering the Central and Eastern European Countries to Develop Bioeconomy Strategies and Action Plans (**CEE2ACT**)

**The Challenge:** The European Green Deal, the Commission's growth strategy, has set Europe on its path to be the first climate neutral continent by 2050 and achieve a green transition that must be just, fair and inclusive. One of the seven core pathways to deliver on climate neutrality, identified in the Clean Planet Strategy is the bioeconomy. The updated EU bioeconomy strategy has highlighted the relevance of developing national bioeconomy strategies and action plans to deploy a sustainable and circular bioeconomy across Europe considering economic, social and environmental aspects. To date, there are still Member States, including many from Central and Eastern Europe that do not have a national bioeconomy strategy and/or action plan despite their high biomass resource base and new bioeconomy potential. This project will support Member States to develop strategies and/or action plans by improving knowledge and raising awareness of a sustainable, circular bioeconomy, its challenges, and opportunities as well as experiences made elsewhere.

**Objective:** The overall objective of this project is to empower the 12 beneficiary countries in Central Eastern Europe and beyond to develop bioeconomy strategies and action plans, through knowledge transfer and innovative governance models enabling sustainability and resilience, to achieve better informed decision-making processes, societal engagement and innovation. In so doing, the project will help CEE countries to make the transition to climate neutrality. Ensuring the active participation of decision makers and public administrators in different ministries will be crucial, as well as the involvement of relevant stakeholders such as knowledge providers, universities, investors, industry, primary producers and NGOs, and general public.

**Geographical scope:** Hungary, Slovakia, Czech Republic, Romania, Poland, Bulgaria, Croatia, Greece, Serbia, Germany, The Netherlands, Spain, Denmark, Austria, Finland, Sweden.

**Funding:** EUR 4M (only 1 project to be funded), Coordination and Support Action, single stage call.

**Expected timeline**

Deadline for submission – **6 October 2021**

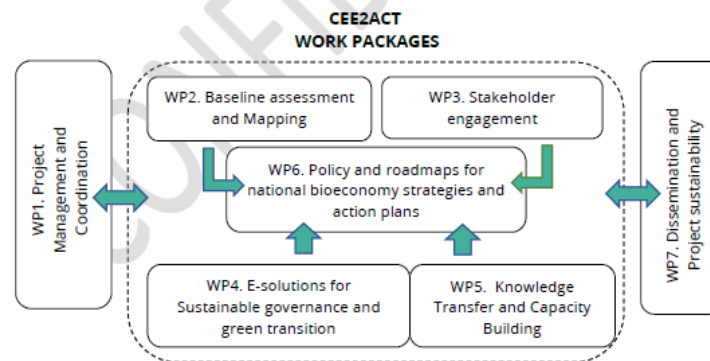
Expected evaluation results – January-February 2022

Potential launch of the project – May 2022

Duration of the project: 2 years



**Initial Methodology:** WP2 will consist of a baseline assessment of the socio-economic, environmental aspects and challenges for the development of national bioeconomy strategies in the beneficiary countries, comparative studies in the bioeconomy sphere and different sectors will be carried out to outline the coping strategies which have emerged in the recent years, comparing different regions and the mechanisms, including carrying out interviews with policy makers and review interrelations between types of policies. WP3 will focus on stakeholder engagement activities and will be carried out to ensure the proper involvement and active participation of all relevant stakeholders (policy and decision makers, public administrators, investors, industries, SMEs, feedstock providers (e.g., waste, side streams, farmers, foresters, fishermen). WP3 will also prepare these stakeholders for the strategy development process (trainings) to create a level playing field. WP4, will focus on developing digital solutions for sustainable governance and the promotion of a green transition in the beneficiary countries. WP5, will consist of knowledge exchange and interaction, exchange of know-how and best practices on technology transfer, and building the capacities of the stakeholders to develop bioeconomy strategies and action plans. In WP6, the findings of WP2, WP3, WP4, WP5 will be synthesized, in an analytical framework. Through this framework, practical tools, guidelines, and recommendations will be developed to support beneficiary countries to develop strategies and/or action plans, improving social understanding and citizen involvement and assisting them in the transition to climate neutrality. WP7 will consist of dissemination and project sustainability activities to ensure proper internal communication as well as external communication maximising project visibility, facilitate outreach, and increase exploitation of project results. WP1 (project coordination) will ensure smooth project implementation.



The project will monitor and evaluate its activities and output development throughout the project lifetime to enable ongoing improvement and ensure expected project impact. A project evaluation plan will be developed and carried out to structure this process.

CEE2ACT Partners		
#	Name	Country
1	Geonardo Environmental Technologies (GEO) (WP1, WP4)	Hungary
2	The Institute of Soil Science and Plant Cultivation (IUNG-PIB) (WP2)	Poland
3	Centre on Sustainable Consumption and Production (CSCP) (WP3)	Germany
4	University of Wageningen / Wageningen Research (WUR)- (WP5)	The Netherlands
5	Czech University of Life Sciences- (WP6)	Czech Republic
6	Greenovate Europe (GIE) – (WP7)	Belgium
7	Centro de Investigación CIRCE de Recursos y Consumos Energéticos (CIRCE)	Spain
8	Cluster of Bioeconomy and Environmental of Western Macedonia (CLUBE)	Greece
9	University of Natural Resources and Life Sciences (BOKU)	Austria
10	Ministry of Environment, Water and Forests	Romania
11	Research Institutes of Sweden (RISE)	Sweden
12	Institute of Forestry	Serbia
13	WWF Adria	Croatia
14	Natural Resources Institute Finland (LUKE)	Finland
15	Executive Forest Agency	Bulgaria
16	Anteja ECG	Slovenia
17	Bioeconomy Cluster	Slovakia

**Contact details (Geonardo):** María Beatriz Rosell (project manager) ([maria.beatriz.rosell@geonardo.com](mailto:maria.beatriz.rosell@geonardo.com))

# Working Together

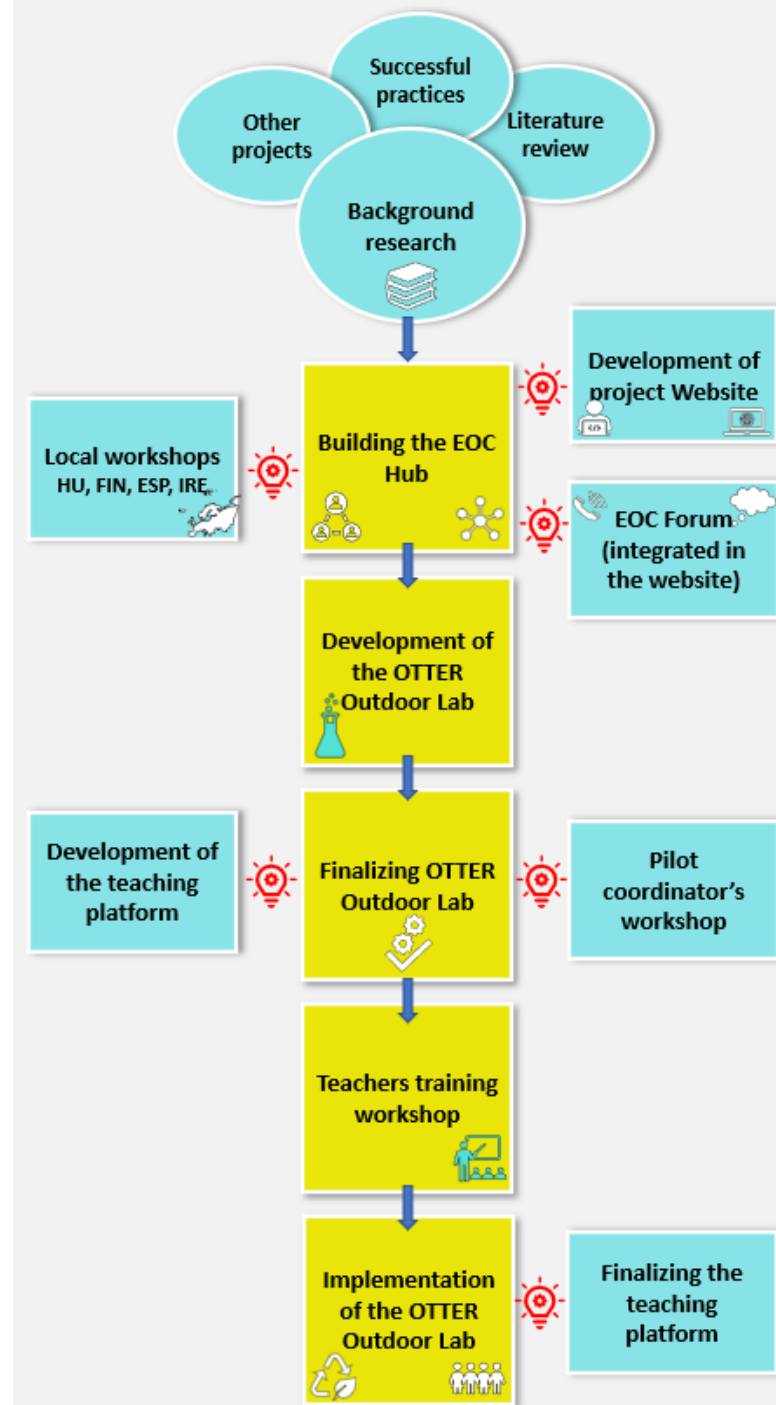
## As the proposal coordinator, be ready to work a lot...

- But also to delegate tasks – e.g. to specialists, WP leaders – **collaborative work** starts at the proposal stage
- Do not scare your partners – prepare **templates**, ask for input to specific sections with clear **instructions** by realistic **deadlines**
- Gather and consolidate input on **collective capacity**: projects, networks, geographical outreach, exploitation potential, etc.
- There should be **one editor** – typically the coordinator (person) who has the overall picture of the project



# Defining the concept and methodology

- Collaborative work on **defining and introducing the concept** (including visually)
- Input from WP leaders and other specialist partners to the **sub-sections** of the concept and methodology
- Input from all partners on **past and ongoing projects**
- Sex and **gender** aspects by a specialist partner



# Describing the dissemination, communication and exploitation strategy and measures

- Defining together all the users and uses of the results
- Presenting the individual exploitation plans
- Defining the dissemination and communication targets and KPIs
- Demonstrating the consortium's outreach potential
- Identifying IP issues





Partner	Background	Foreground	Results of interest	Exploitation route
XY	What is the partner bringing to the project?	Which results is the partner contributing to develop?	Which results is the partner interested in?	What is the partner planning to do with the results?
EXAMPLES	<p><i>e.g.</i>  <i>brining in data</i>  <i>earlier training methods for manufacturing SMEs</i>  <i>advisory services and expertise on advance manufacturing network</i>  <i>data on manufacturing SMEs</i>  <i>ADMA experience, etc.</i></p>	<p><i>(Alone or with others jointly)</i>  <i>I will develop the learning framework</i>  <i>I will develop the toolbox</i>  <i>I will build up the new learning network, being a member</i></p>	<p><i>Interested in</i>  <i>Self-learning frameworks and toolbox</i>  <i>regional/national/EU level SME data</i>  <i>Advanced manufacturing tools, methods, technology information</i>  <i>Services on FoF to SMEs</i>  <i>Training services/method/ to SMEs</i>  <i>Coaching network</i></p>	<p><b><u>Internal use:</u></b>  <i>e.g. we would like to use the benchmarking and advisory services to improve our own company. We would like to get access free of charge to all results after the end of the project.</i>  <i>e.g. we are an association and want to offer the tools and services, xChange to our members on beneficial terms</i></p> <p><b><u>External use:</u></b>  <i>e.g. we would like to use the training material and framework and offer training courses within our business line</i>  <i>e.g. we want to set-up a joint service with a DiH/EEN and offer the toolbox together in partnership</i>  <i>e.g. we would like to continue working with the FoF coaches and support our local, regional SMEs further</i></p> <p><b><u>Financial sustainability</u></b> - <i>we will finance our activities from e.g.</i>  <i>European Social Funds</i>  <i>funds for European Digital Innovation Hubs</i>  <i>EEN funding</i>  <i>Own sources</i>  <i>Market service where SMEs will pay to us</i></p>

Partner	Background	Foreground	Results of interest	Exploitation route
(all or most)	What is the partner bringing to the project?	Which results is the partner contributing to develop?	Which results is the partner interested in?	What is the partner planning to do with the results?



- Intellectual Property Rights (protection)**
- Patent (technical invention)
  - Copyright (Software, written work, engineering drawing, etc.)
  - Design rights (functional or aesthetic)
  - Database rights (organising and querying and retrieving data)
  - Trade mark
  - Utility model
  - Trade secret
  - Plant varieties
  - Etc.

**New Tools and Procedures**

# New Tools and Procedures

## Horizon Europe

- Continuous reporting **beyond the end** of the project on D&E activities and **adapting the reporting templates**
- **Enhanced guidance** and support to applicants offered by the EC on dissemination and exploitation strategy.
- **Enhanced D&E support** to projects based on the reported needs
- Fostering synergies
- Strengthening feedback to **policy**

### Tools

- [Horizon Impact Award contest](#)
- [Open Research Europe platform](#)
- **Horizon Result Platform**
  - and TV
- [Horizon Result Booster](#) by META Group



# HORIZON RESULTS PLATFORM

MAKING RESULTS MATTER

## Follow up on R&I results after the end of the project

- If, despite the best effort for exploitation, no uptake happens within 1 year, then the project must use the **Horizon Results Platform** to make exploitable results visible (unless obligation is waived)
- The Horizon Results Platform is free, is part of the F&T portal, available to all beneficiaries and is **based on results (KERs)**, not on projects.
- **A structured questionnaire** available to beneficiaries to report on the progress, their needs and obstacles on their path for exploitation.

The screenshot shows the 'My Project(s)' page in the Horizon Results Platform. A table lists several projects, including 'HIGHTECS'. The 'Actions' dropdown for the 'HIGHTECS' project is open, and 'Project Results' is highlighted with a red box and an arrow.

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
901241_wilk_cosmeGA	CO9-ENTEDU-2014-4-06	COSME	901241		Actions
ADABTS	FP7-SEC-2007-1	FP7	218197	Active	Actions
<b>HIGHTECS</b>	SPI1-JTI-CS-2009-01	FP7	255749	Active	Actions
M-ERA.NET.2	H2020-NMP-ERA-NET-2015	H2020	903732		Actions

The screenshot shows the 'HIGHTECS' results page. A red box highlights the '+ Create result' button. Below the button is a table of results.

ID	TITLE	STATUS	CREATION DATE	ACTIONS
2632	NGPaaS Architecture	Published	Sep 5, 2019, 5:10:59 PM	Actions
2818	Testing-new-publication-workflow	Published	Nov 4, 2019, 4:54:35 PM	Actions
2878	test	Draft	Nov 18, 2019, 12:06:38 PM	Actions

# New Tools and Procedures

## European Open Science Cloud

The work programme may provide, where justified, for additional obligations to use the European Open Science Cloud (EOSC) for storing and giving access to research data.



The screenshot shows the homepage of the European Open Science Cloud (EOSC). At the top left is the European Commission logo. To its right is a language selector set to 'English' and a search bar with a 'Search' button. Below the header is a blue navigation bar with the breadcrumb: Home > Research and Innovation > Strategy > Goals of research and innovation policy > Open Science >. The main heading is 'European Open Science Cloud (EOSC)' in white text on a blue background. Below the heading is a sub-heading: 'This is a cloud for research data in Europe. Background, policy information, events and publications related to the EOSC'. A light blue navigation bar contains links: Home, Open Access, European Open Science Cloud (with a dropdown arrow), Open Science Policy Platform (with a dropdown arrow), Groups (with a dropdown arrow), and Open Science Monitor. Below this are two columns of content. The left column has the heading 'EOSC strategic implementation plan published' and the date '25 July 2019'. The text below reads: 'The first report of the Executive Board of the EOSC presents the activities that will contribute to the implementation of the EOSC, with action lines and timelines for the period 2019-2020. What'. The right column has the heading 'Events' and the text: '9-10 September 2020, Rome, Italy - ICSD 2020 : 8th International Conference on Sustainable Development'.

English  Search  Search

Home > Research and Innovation > Strategy > Goals of research and innovation policy > Open Science >

## European Open Science Cloud (EOSC)

This is a cloud for research data in Europe. Background, policy information, events and publications related to the EOSC

Home Open Access European Open Science Cloud Open Science Policy Platform Groups Open Science Monitor

### EOSC strategic implementation plan published

25 July 2019

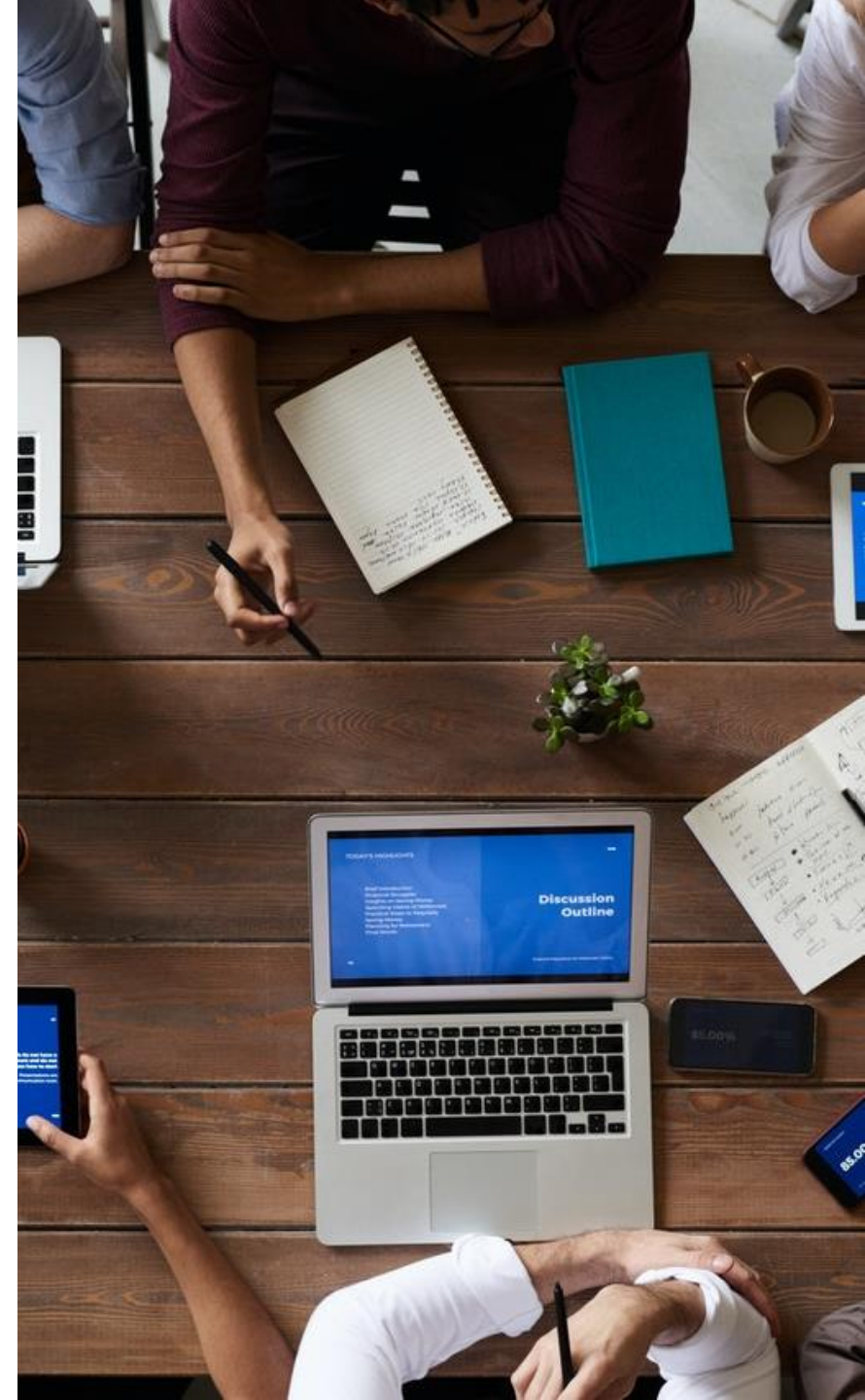
The first report of the Executive Board of the EOSC presents the activities that will contribute to the implementation of the EOSC, with action lines and timelines for the period 2019-2020. What

### Events

9-10 September 2020, Rome, Italy - ICSD 2020 : 8th International Conference on Sustainable Development

# To summarize – Cooperation is key!

- Map the **strengths of your partners**
- **Distribute** writing tasks: State of art? Ambition? WP leaders (milestones, risks)? Task leaders? Contributors? Dissemination? Exploitation?
- **Potential** for proposal writing vs. Potential for tasks in the project



# Planning resources and budget

- Estimating the **efforts** and identifying the **other resources** required (travel, equipment, consumables, etc.)
  - Collecting **person-month rates**
  - Defining the number, destination and scope of the **travels**
- Drafting and finalizing the **budget**

Partner	WP1	WP2	WP3	WP4	WP5	WP6	WP7	Total PM per Participant
P1 EM	9	0.5	1.5	2.5	0	1.5	8	23
P2	3	1	1	1	9	2	3	20
P3	1	0.5	9	2	1	4	1	18.5
P4	1	8	1	2	1	3	2	18
P5	0.5	0	4	0	0	0.5	1	6
P6	1	2	4	1	4	4.5	2	18.5
P7	1	2	0.5	9	2	2	2	18.5
P8	0.5	3.5	2	2	4	2	2	16
P9	0.5	3	3.5	3	2	2.5	2	16.5
P10	0.5	3	4	4	1	2	2	16.5
P11	0.5	3	2	2	3.5	2	2	15
P12	0.5	2	2	2	2	2	2	12.5
P13	0.5	0	0	3	3.5	2	2	11
P14	1	6	0	1	2	3.5	2.5	16
<b>Total Person/Months</b>	20.5	34.5	34.5	34.5	35	33.5	33.5	226



# Coordinator's checklist for submission

- ✓ Check **language**, style and formatting: grammar, spelling, terminology
  - ✓ Ensure proper conceptual and logical flow
- Background → Objectives → Methodology → Work plan → Outputs → Outcomes → Impact
- ✓ Ensure that everything has been addressed (e.g. cross-cutting issues)
  - ✓ Cross-check for **consistency** (WP titles, deliverable names, Gantt, PMs)
  - ✓ Ensure **balanced** resources and budget
  - ✓ Address the **evaluator's perspective**
  - ✓ Double-check the **admin** forms
  - ✓ Upload and **press submit** 😊



**Take the time, you need it!**

Especially for finding the right partner organisations.

Thank  
you

*for your attention*

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