

# Horizon Europe Academy

**6-9 June 2023**  
**Eindhoven, The Netherlands**

# Horizon Europe Proposal Writing

## AGENDA

**DAY 1**

- 08:45 – 09:00**      **Arrival and registration**
- 09:00 – 09:30**      **Event opening and introduction to the course**
- 09:30 – 10:15**      **Introduction to Proposal Development under Horizon Europe**  
*Jelena Kajganović, Senior Project Manager, Geonardo*
- General principles and features of HE proposals – understanding and tailoring your proposal appropriately to the EU R&I context
  - Work programmes, calls and topics in 2023-2024 – budgets, deadlines, submission processes, novelties (blind evaluation, lump sum funding, etc.)
  - Types of actions (RIA, IA, CSA) and TRLs – positioning your proposal effectively
  - First steps of proposal preparation: identifying the right call, call analysis, proposal abstract, background research, consortium building
- (10:15 – 10:30 Coffee break)*
- 10:30 – 11:15**      **From idea to Horizon Europe proposal – A hands-on approach (Part 1)**  
*Ömer Ceylan, Managing Director, Geonardo*
- How to turn your novel idea into a winning concept
  - Drafting the Part A and Part B of the proposal
  - Excellence – Examples, tips and ready-to-use templates for section 1.1. and 1.2 of the Part B of the proposal: Objectives, Ambition, Methodology, Knowledge Management from of the proposal with lessons learned from evaluations
- (11:15 – 11:30 Break)*
- 11:30 – 12:15**      **From idea to Horizon Europe proposal – A hands-on approach (Part 2)**
- Implementation – Examples, tips and templates from section 3.1. and 3.2 of the Part B of the proposal with lessons learned from evaluations
  - Tips to design the work plan effectively for lump sum grants
  - How to develop a sound work plan, and consortium as a whole considerations
- (12:15 – 13:00 Lunch break)*
- 13:00 – 16:00**      **Proposal Development Workshop: Call analysis, Objectives, Work plan**  
 Participants are divided into small groups to practice the first steps of proposal development under Horizon Europe:
- Call analysis
  - Consortium building considerations
  - Proposal objectives and SMART considerations
  - How to distinguish activities from objectives and vice-versa
  - Methodology, work packages and deliverables
  - PERT diagram and milestones
- (14:30 – 14:45 Coffee break)*
- 16:00**                **Wrap-up and end of first day**

**AGENDA**
**DAY 2**
**09:00 – 10:00**
**Expected Impact in Horizon Europe Proposals**
*Jelena Kajganović*

- Impact in HE proposals – examples of different approaches to addressing the “Expected Impact” of your proposals, lessons learned from evaluations
- Impact in RIAs, IAs and CSAs – how to position your innovation from RTD to market uptake, Dos and Don'ts
- Impact indicators and Impact assessment methodologies
- Barriers to achieving the Expected Impact – Types of barriers

*(10:00 – 10:15 Coffee break)*
**10:15 – 11:00**
**Impact, Innovation and Exploitation in Horizon Europe proposals**
*Ömer Ceylan*

- How to identify and select the best exploitation, IP and innovation strategy to maximise the potential impact of your HE project
- Business plans, market uptake strategies
- Exploitation and sustainability – examples of project and partner level approaches and routes
- Pre-proposal and proposal-stage agreements and tools for consortia

*(11:00 – 11:15 Break)*
**11:15 – 12:00**
**Dissemination & Communication in Horizon Europe proposals**
*Ömer Ceylan*

- How to tailor an effective dissemination and communication plan to maximise the potential impact of your HE project
- Tools, measures, strategies and channels to reach your target group and communicate the right message in the right way
- Policy feedback and the impact canvas (2.3)
- New requirements of the EC, legal obligations according to the HE GA

*(12:00 – 12:45 Lunch break)*
**12:45 – 15:00**
**Proposal Development Workshop: Impact, Exploitation, Dissemination & Communication**

- How the project will contribute to each of the expected outcomes and impact mentioned in the work programme
- Exploitable results and the potential exploitation strategies – how to transform this into a “plan”
- Defining the most appropriate target groups, tools and channels for dissemination and communication

*(13:45 – 14:00 Break)*
**15:00**
**Wrap-up and end of second day**

# Horizon Europe Project Management and Financial Reporting

## AGENDA

DAY 3

**08:30 – 09:00**      **Arrival of participants, registration**

**09:00 – 09:15**      **Event Opening and introduction**

**09:15 – 10:30**      **The legal obligations – from GA to CA**

*Krisztina Toth, Managing Director, Europa Media Innovations*

Understanding your obligations coming from the Grant Agreement and the Consortium Agreement is essential. This presentation will introduce those articles of the GA and sections of the CA from the project management perspective that need to be considered the most during the implementation of your projects: financial clauses, budget distribution and management, dealing with defaulting parties, ownership of the results, access rights, IPR issues, etc.

*(10:30 – 10:45 Coffee Break)*

**10:45 – 12:15**      **IP, Exploitation and Innovation management in running projects**

*Krisztina Toth*

Introduction to the innovation management activities in Horizon Europe projects including best practices to make the most out of your project results. During this presentation we will discuss how innovation management is linked to the daily management and the reporting activities; how to follow IP development, capture and manage results; how to assess novelty elements and how to decide on the best exploitation route.

In this session, our trainers will give you a number of practice-based tips on how to build your PEDR – Plan for Exploitation and Dissemination of Results including Communication activities – what exactly to include and in what format. PEDR is a strategic, live document, introducing all the key dissemination, exploitation and communication activities and measure planned to support the achievement of the expected outcome and the long-term impact of the project. Our trainers will also show you several examples from their own projects and will deep dive into the EC services to boost your dissemination and exploitation efforts.

*(12:15 – 13:15 Lunch break)*

**13:15 – 14:00**      **Project management and reporting of lump sum projects**

*Krisztina Tóth*

- Grant preparation of your lump sum projects – things good to know!
- Tips to specify lump sum features in your Consortium Agreement
- Changes in your lumps sum project implementation – How to amend your lump sum grant?
- How to report your lump sum project? Detailed introduction to periodic reporting.
- How to deal with partially completed work packages? How to report deviations in your lump sum projects?
- Keeping records – list of docs you need, and you don't need to keep
- Payment schedule – Partial payments

*(14:00– 14:15 Short break)*

**14:15 – 15:30**

### **Reporting from A to Z: Continuous Reporting**

*Krisztina Toth*

In this session, we will introduce all the tabs of **Horizon Europe Continuous Reporting tool** and discuss what has changed compared to H2020. Our trainers will introduce the responsibilities of the partners and the coordinator in the Continuous Reporting and showcase powerful **templates and tools for coordinators**. **Internal reporting**: when and how the internal reporting should be completed to be able to identify “problems”.

(15:30-15:45 Coffee Break)

**15:45 – 17:00**

### **Reporting from A to Z: Periodic Reporting and Review meeting**

*Krisztina Toth*

Detailed introduction on how to prepare the **periodic technical and financial reports**: what to and how to report, irregularities and deviation management, internal quality assurance, tips and tools for effective internal management of your partners and their reporting obligations. Detailed comparison of H2020 vs Horizon Europe Periodic Reporting.

**EU assessment of the periodic report: typical mistakes in the periodic report**. Showcase of a real periodic, suspension of the payment deadline letters.

Last Periodic Report, **Project Closure, and the Review Meeting**: What we have to do differently in the last reporting period? How shall we distribute the payment of the balance and the amount from the Guarantee Fund / Mutual Insurance Mechanism? How to get prepared for the Review meeting?

**17:00**

### **Remaining questions - end of day 3**

**AGENDA****DAY 4****09:00 – 11:00****Hitchhiker's Guide to the Financial Rules Part 1***Gabor Kitley, CEO, EMG Group Plc.***Personnel costs calculations and reporting – showing the possible ways:**

In-depth introduction and analysis of all the available personnel cost calculation options in HE in comparison with H2020, focusing on the practical pros and cons. Typical mistakes and bottlenecks identified using practical examples from everyday life on employees and other employment contracts; financial-year based/monthly based calculation in H2020 vs the HE daily-rate calculations.

Which of the productive-hour number to consider; how to harmonize measuring days (HE) and hours (H2020)? Should the hours be transformed into days?

Personnel cost calculation showcase for employees; including additional and project-based remuneration; bonuses, fringe-benefits, and other complements. Unit-based personnel costs calculation; In-house consultants and seconded employees; SME-owner rates.

*(11:00 – 11:15 Coffee Break)***11:15 – 13:00****Workshop: Personnel cost calculation***Gabor Kitley***Learning by doing**

Each participant will receive a package containing timesheets, payrolls, employment contracts, and other relevant documentation for several virtual employees to master the calculation of personnel costs within Horizon Europe and Horizon 2020 projects. This unique workshop will provide participants with a comprehensive understanding of the differences between the two programmes, their respective calculation protocols, and the advantages and disadvantages of each. The goal of the workshop is to demystify the calculation of personnel costs and help participants realize that it's not as complicated as they may have initially thought.

*(13:00 – 14:00 Lunch break)***14:00 – 15:30****Workshop Evaluation: Personnel cost calculation***Gabor Kitley*

Discussing and reviewing the various solutions of the Personnel Cost workshop exercise, focusing on the differences found, problems identified and potential misfits. Understanding how to integrate these experiences and protocols into the day-to-day management of HE/H2020 projects, especially during the period when projects funded from different grants are running parallel!

*(15:30– 15:45 Coffee break)*

**15:45 – 16:45**

**Hitchhiker's Guide to the Financial Rules Part 2**

*Gabor Kitley*

**Subcontracting and Purchase costs, Research facility costs**

- Quick overview of subcontracting and other third parties (linked/affiliated), resources or in-kind contributions versus services provided; Purchase costs vs. Other direct costs; Travel costs; Consumables and small services; Equipment and assets; Internally invoiced items, dos and don'ts

**Other to consider.**

- Funding schemes: cost reporting vs lump-sum funding; Indirect costs; Funding Rates and Receipt calculations; Certificates on Financial Statements, Certificate on Methodology, System and Process Audits; Payments and Exchange rates

**16:45 - 17:00**

**Remaining questions, end of course.**