



# **Europa Media Trainings Webinar & training course portfolio**

**2023**

## I. Webinars

### [Get it right! - From Grant Agreement to Continuous Reporting \(3 x 90 minutes\) - 590 EUR](#)

The series will introduce the preparatory tasks and the initial first steps of your project implementation, from the moment the ESR and GAP Invitation Letter arrives to the first reporting obligation, the Continuous Reporting.

#### **Session I. – Grant Agreement preparation**

##### **Available dates: upon request**

This section will guide you through step by step the labyrinth of the Grant Agreement preparation. We will discuss the main steps, tasks, responsibilities, and the pitfalls and difficulties that require special attention from the consortium. During the session, we will briefly go through what has changed in the GA and what the novelties are compared to H2020.

#### **Session II. – Kickstarting your Horizon Europe project**

##### **Available dates: upon request**

This session will introduce the main sections of the CA that need to be considered the most during the implementation of your projects, such as financial clauses, budget distribution, results, and access rights, including some tips. We will also introduce the best practices of a good management system which is supported by clear and practical tools that will enable you to efficiently deliver your project results. We will showcase tools that we crafted based on our extensive experience with managing projects e.g. internal technical and financial reports, risk management, IP management, and assessing the D&C activities of the partners.

#### **Session III. – Continuous Reporting in Horizon Europe**

##### **Available dates: upon request**

In this session, we will introduce the main steps and the responsibilities of the partners and the coordinator in Continuous and Periodic Reporting. We will discuss when and how the reporting obligations should be completed and what are the best practices, internal templates, and tools for collecting data for Continuous and Periodic Reporting. During the session, we will also look at the Horizon Europe continuous reporting portal and introduce what's new and what's changed. The session will also briefly introduce how to prepare the H2020 periodic technical and financial reports: what to and how to report, deviations, tips, and tools for effective internal management of your partners and their reporting obligations.

## **[Get it right! - Horizon Europe Proposal Writing Series \(3 x 90 minutes\) - 590 EUR](#)**

The series of three 90-minute-long webinars to make sure your Horizon Europe proposal is excellent. The webinars focus on Cluster projects, so RIA, IA and CSA actions in Pillar II.

### **Session I. - The new proposal templates (Excellence & Implementation) (90 + 30 min)**

**Available dates: upon request**

What to include and how to describe it – methodologies for structuring the content will help. How to address all old and new sections (open science or gender dimension in research or in-kind contribution, etc)? How to understand the instructions properly? The exercises and tables will help you put together the sections keeping the page limitation, focusing on the key messages.

### **Session II. - The new proposal templates (Impact) (90 + 30 min)**

**Available dates: upon request**

Learn how we did it – what was working and what not? Tools and methods for the impact pathways and your draft PEDR. We will share feedback from the evaluators and exercises that your consortium partners should repeat for the analysis of the different perspectives on impact from all of them.

### **Session III. – Budget development (90 + 30 min)**

**Available dates: upon request**

Understand financial rules, help evaluators with balanced staff effort distribution, plan budget for all key activities, calculate the average weighted PM rate, travel, equipment, subcontracting, etc.

## **[Get finances right! \(2 x 90 minutes\) - 390 EUR](#)**

This webinar will not only help you understand the financial reporting checklist, but we will share with you several useful tips, tricks and good practices that will help you manage your finances. The webinar focuses on Cluster projects, so RIA, IA, and CSA actions in Pillar II.

### **Session I. Budget Monitoring**

**Available dates: upon request**

The first part will focus on a checklist of financial matters related to budget development and mainly budget monitoring. The trainers will focus on the implementation of the project and spending the budget while referring to some key tips on budget development.

### **Session II. Personnel cost reporting H2020 vs. Horizon Europe**

**Available dates: upon request**

The second session will go in-depth into the hourly rate calculation in H2020 and the daily rate calculation in Horizon Europe through a specific example. We will see the bottlenecks and unclear issues as the AGA is not final and audit guidelines are still just showing the coming soon message.

## II. Training courses

### **[Horizon Europe Project Management and Financial Reporting – \(3 days\) 1590 EUR](#)**

**Available dates: 17-19 April 2023**

The course will introduce the project management novelties and the financial reporting rules of Horizon Europe projects. We will provide real-life examples, and stories, and explain the calculation methods.

Download the course agenda [here](#).

### **[Horizon Europe Grant Week – \(3 days\) 1290 EUR](#)**

**Available dates: 1-3 March 2023**

This course summarises all you need to know about Horizon Europe rules starting with proposal writing through kicking-off your project, doing the new reports, and finally getting the financial rules right.

Download the course agenda [here](#).

### **[Horizon Europe Academy \(4 days\) 1890 EUR](#)**

**Available dates: 21-24 March, 6-9 June 2023**

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

Download the complete course agenda [here](#).

- Academy Part I Horizon Europe Proposal Writing (2 days) (21-22 March, 6-7 June)
- Academy Part II Horizon Europe Project Management from Project Managers (2 days) (23-24 March, 8-9 June)

### **[Horizon Europe/2020 Master of Finance and Administration \(3 days\) 1590 EUR](#)**

**Available dates: 21-23 February 2023**

This training course will help you ensure that the day-to-day bookkeeping as well as the periodic and financial reports of your first Horizon Europe and last H2020 projects are sound and fully conform with the requirements of the programme rules. Financial changes between Horizon 2020 and Horizon Europe will be introduced in detail.

Download the complete course agenda [here](#).