

# Checklist

## PROPOSAL WRITING

### Tick if done

*These points below help you in following all steps to smoothly write your proposal.*

- Find the right topic and formulate your idea in line with the outcomes and scope of the topic.
- Develop an attractive proposal abstract to approach potential partners.
- Find the core partners first and build the full consortium together.
- Create a template with clear instructions for all the partners to contribute – proposal is always joint work.
- Check partners' capacity: what is their dissemination and exploitation potential, do they have additional knowledge on gender, open science, ethics or other horizontal issues.
- Work on different sections of the proposal and constantly improve them – remember, it is an iterative process.
- Develop the budget based on activities and partner efforts needed.
- Check the proposal for consistency: it needs to provide a clear narrative.
- Submit on time – you can submit as many times as you want, only the last version will be evaluated.

### I. Proposal abstract

The proposal abstract (also referred to as concept note) is a good summary of your future project. Its aim is scouting, whether you're looking for partners or a coordinator for your project. This is a document you would also be invited with into a consortium. It contains information such as: the topic you're applying for, a summary on what your project's main objective will be and how you foresee the distribution of the work, the partners already involved, and importantly an indicative timeline regarding evaluation time and start of the project.

### II. Consortium building

Consortium building is crucial for both your proposal and project implementation, as you need to have different types of organisations on board, both geographically and from an expertise point of view. It's a process that should start as early as possible; a recommended timeline would be ~ 6 months before the proposal submission deadline. However, there can be last-minute engagement that you can expect. You can scout partners or be scouted

in several ways, from your network to the Funding & Tenders Portal or Horizon Europe dedicated Info Days and Brokerage events.

**EC Templates:** [HE Programme Guide](#), [List of participating countries in Horizon Europe](#)

### III. Section 1

Section 1 called Excellence is all about the scientific excellence of your project. You discuss here the needs and context of the project, together with its objectives and the methodology used. Within methodology, not only you have to address the methods that will help you implement your project, but also horizontal issues such as open science, data management, gender and inclusivity. And don't forget about your project's TRL (Technology Readiness Level) or SRL (Societal Readiness Level) to benchmark your project and how you go beyond the state of the art.

**EC Templates:** [HE RIA/IA template](#), [HE CSA template](#)

### IV. Section 2

Section 2 is all about the impact you propose to achieve with your project (Key Impact Pathways), including your measures to maximise the impact via dissemination, exploitation and communication strategies. A part of this section, Section 2.3, will be the summary of your impact, going from specific needs of your target groups on measures to address them and what short term (outcomes) and long term impacts your project will have.

Templates like the IPR table template, for example, can help you out map the exploitation routes and IP protection measures of your results together with your partners, which must be shown in Section 2.2.

**Europa Media Templates:** IPR Table (download it from our Templates page [here](#))

**EC Templates:** [HE RIA/IA template](#), [HE CSA template](#)

### V. Section 3

The implementation section of the proposal is focusing on the actual activities you will be performing in the duration of your project. These activities are grouped into Work Packages that consist of different Tasks. Carefully determine who will be Task and Work Package leaders and who has the most capacity and knowledge to perform these activities. Think of a logical timeline and make sure that everything planned is in line with the first two sections of the proposal, meaning that all parts need to fit.

Remember that this part of the proposal will later be a part of the Grant Agreement, so all the KPIs and activities will be obligatory – be realistic on what you can accomplish!

**EC Templates:** [HE RIA/IA template](#), [HE CSA template](#)

## VI.Part A

Your proposal has two parts: Part A, which is showcasing administrative and other relevant information for the proposal about all partners in the consortium, and Part B which is the narrative part containing all sections described above.

Your coordinator or if you are the coordinating organisation can use the template mentioned below to collect all information for Part A from all partners and input them into the Funding & Tenders Portal.

**Europa Media Templates:** Partner Description template (download it from our Templates page [here](#))

## VII.Submission of the proposal

Before proposal submission, make sure all aspects above are addressed. When the proposal is complete, upload it on the Funding & Tenders Portal, under My Proposals, where you've already started your application for a specific call. If all information needed is there, you can submit it.

## VIII.Evaluation

After you submit your proposal, it will undergo evaluation by three independent experts appointed by the European Commission. The entire process before you know the result lasts for five months, after which you will get an Evaluation Summary Report with your score and detailing both the positive aspects and the shortcomings of your proposal.

**EC Templates:** [HE RIA/IA Evaluation Form](#), [HE CSA Evaluation Form](#)