

Horizon Europe Academy – The Masters

Part I: Proposal Writing

**21-22 March 2023
Amsterdam, The Netherlands**

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**
- Work programmes, calls and topics – budgets, deadlines, submission processes
- General principles and features of HE proposals – understanding and tailoring your proposal appropriately to the EU R&I context ;
 - 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)**
- How to turn your novel idea into a winning concept;
 - Drafting the Part A and Part B of the proposal;
 - Excellence – Examples, tips and templates from section 1.1. and 1.2 of the Part B 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;
 - 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
 - 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

- 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

- 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

- 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 course