

Horizon Europe Academy

Live, Face-to-Face

Horizon Europe

- Proposal Writing
- Project Management and Financial Rules & Reporting

Horizon Europe Proposal Writing

13-14 June 2022

08:45 – 09:00	Arrival and registration
09:00 – 09:15	Event opening and introduction to the course
09:15 – 10:00	<p>Introduction to Proposal Development under Horizon Europe <i>Jelena Kajganović, Project Manager, Europa Media</i></p> <p>Work programmes, calls and topics – budgets, deadlines, submission processes</p> <ul style="list-style-type: none"> • 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 <p>(10:00 – 10:15 Break)</p>
10:15 – 11:00	<p>From idea to Horizon Europe proposal – A hands-on approach (Part 1) <i>Ömer Ceylan, Managing Director, Geonardo</i></p> <ul style="list-style-type: none"> • 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 <p>(11:00 – 11:15 Coffee break)</p>
11:15 – 12:00	<p>From idea to Horizon Europe proposal – A hands-on approach (Part 2)</p> <ul style="list-style-type: none"> • 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 <p>(12:00 – 12:15 Break)</p>
12:15 – 15:45	<p>Proposal Development Workshop: Call analysis, Objectives, Work plan</p> <p>Participants are divided into small groups to practice the first steps of proposal development under Horizon Europe:</p> <ul style="list-style-type: none"> • 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 <p>(13:15 – 14:00 Lunch break)</p>
15:45	Wrap-up and end of first day

AGENDA

DAY 2
14th June

09:00 – 09:45

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

(09:45 – 10:00 Break)

10:00 – 10:45

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

(10:45 – 11:00 Coffee break)

11:00 – 11:45

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

(11:45 – 12:00 Break)

12:00 – 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

(13:00 – 13:45 Lunch break)

15:00

Wrap-up and end of course

HE/H2020 Project Management, Financial Rules & Reporting

AGENDA

DAY 3
15th June

08:30 – 09:00

Arrival of participants

09:00 – 09:15

Event Opening and introduction to the course

09:15 – 10:15

The legal obligations – from the GA to the CA

Krisztina Tóth, Managing Director of Europa Media Innovations

Understanding your obligations coming from the Grant Agreement and the Consortium Agreement is the essential first step before your project starts. This presentation will introduce those articles of the GA and sections of the CA that need to be considered the most during the implementation of your projects: financial clauses, budget distribution and management. Defining Background, Results and IPR issues.

(10:15 – 10:30 Coffee Break)

10:30 – 12:30

Project management, reporting and innovation management novelties in Horizon Europe

Krisztina Tóth

Overview of all the novelties a Beneficiary and/or a Coordinator should be aware of, new reporting responsibilities, dissemination, innovation management and exploitation.

Detailed introduction to the HE continuous reporting and sharing highlight to the new periodic reporting obligations. Deep dive into the services provided by the EC (Horizon Results Platform, IP Booster, Dissemination and Communication Booster, etc). to boost your exploitation efforts.

(12:30– 12:45 Short break)

12:45 – 13:30

Open science and data management

Krisztina Tóth

- How to follow IP development? Capture and manage results – then exploit
- How to follow the market?
- Assess novelty element and innovation deployment potential
- Patenting and patentability
- Legal agreements – what is needed? What is useful?
- What will the reviewers look for?

(13:30 – 14:30 Lunch break)

14:30 – 15:45

Hitchhiker's Guide to the Financial Rules Part 1: Warming Up

Gabor Kitley, CEO of Europa Media Group

Detailed introduction to the financial rules of Horizon Europe and H2020 with real-life examples:

- Basic facts – funding schemes: cost reporting vs lump-sum funding
- Importance of the budget and of the resources considering reporting
- Basic financial principles in theory and practice
- Form of Grants, Forms of Costs
- Eligible and non-eligible costs with comparison and all exceptions
- Direct and indirect costs
- Cost categories - Changes in cost categories in Horizon Europe

(15:45 – 16:00 Coffee break)

16:00 – 17:00

Hitchhiker's Guide to the Financial Rules Part 2: Direct Personnel Costs

- Personnel costs calculations – showing the possible ways
- Employees and other employment contracts
- Financial-year based/monthly based calculation vs the HE daily-rate calculations
- Number of productive hours to consider
- Measuring days (HE) and hours (H2020) – how to handle?
- Transforming hours into days?

End of Day

AGENDA**DAY 4**
16th June**09:00 – 10:30****Hitchhiker's Guide to the Financial Rules Part 3: Direct Personnel Costs**

- Personnel cost calculation showcase for employees – how to maximise costs?
- Additional and project-based remuneration
- Bonuses, fringe-benefits, and other complements
- Unit-based personnel costs calculation
- Missing resources in personnel? - In-house consultants and seconded employees
- SME-owner rates

*(10:30 – 10:45 Coffee Break)***10:45 – 12:00****Hitchhiker's Guide to the Financial Rules Part 4: Subcontracting and Purchase costs, Research facility costs**

- Subcontracting and other third parties – what is what?; Special third-party protocols
- Purchase costs vs. Other direct costs – what's the difference?
- Travel costs – what to consider?
- Consumables and small services
- Equipment and assets – calculating the costs of the research infrastructure
- Internally invoiced items

12:00 – 13:00**Hitchhiker's Guide to the Financial Rules Part 5**

- Indirect costs – does it need to be proved?
- Funding Rates and Receipt calculations
- Certificates on Financial Statements, Certificate on Methodology, etc. System and Process Audits
- Guarantee Fund vs Mutual Insurance Mechanism; Payments and Exchange rates

*(13:00 – 14:00 Lunch Break)***14:00 – 17:00****Workshop – Financial Reporting of Horizon projects**

Introduction - Participants will prepare a financial statement for a virtual Horizon Europe project, based on "mock-up" invoices, salary slips, receipts and bills, time records and certificates, which are generated individually for each participant. The full package will be downloadable or sent to the participants on Day1 and shall be solved individually as homework.

End of day

AGENDA**DAY 5**
17th June**09:00 – 10:45****Understanding the Financial Reports***Gabor Kitley*

Pragmatic approaches in reporting; Point-by-point assessment of the prepared financial reports: Format, content; overall principles, possible bottlenecks, what should and should not be included.

Showing the effect of different calculation protocols on personnel costs (employees), pros and cons of the different approaches

How to report "tricky" costs? Unforeseen subcontracting, exceeding expenses, reallocation of costs during reporting

(10:45 – 11:00 One last coffee to survive...)

11:00 – 12:00**How to submit the perfect Cost statement?***Gabor Kitley*

Step-by-step guide on how to report costs, deal with deviations, and internal allocation issues. Handling the EC requests for clarification, suspension of payments and other issues with hands-on approach.

12:00 – 12:30**Q&A session**

(12:30-13:30 Lunch Break)

13:30**End Of Course**

Open ended "Office Hours" consultation with the trainers on demand!