

Horizon Europe Proposal Writing & Evaluation

17-19 April 2024

Prague, Czech Republic

AGENDA

DAY 1

08:45 – 09:00

Registration

09:00 – 09:30

Event Opening

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 Technical break)

11:30 – 12:30

From idea to Horizon Europe proposal – A hands-on approach (Part 2)*Ömer Ceylan*

- 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

(12:30 – 13:30 Lunch break)

13:30 – 16:00

Workshop: Proposal writing first steps under Horizon Europe

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 Day 1

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 – 11:30

Measures to maximise impact in Horizon Europe*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
- 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)

(11:30 – 11:45 Break)

11:45 – 13:00

Resource Planning and Budgeting in Horizon Europe Proposals*Jelena Kajganović*

- Proposal budget vs. project spending
- Estimating costs: Personnel, travel, subcontracting and other direct costs
- Coordinators vs. partners in budget planning
- Resource planning and budgeting tools
- Examples of budgeting process in small/medium vs. large-scale projects
- How to define and justify the lump sum amount
- Showcasing a real lump sum budget

(13:00 – 14:00 Lunch break)

14:00 – 16:30

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

(14:00 – 14:15 Break)

16:30

End of Day 2

AGENDA**DAY 3****09:00– 10:00****Evaluation of proposals in Horizon Europe***Ömer Ceylan*

- Understanding the evaluation procedure and the evaluator's perspective to better compose your next proposal
- Main aspects and criteria of evaluation
- How to become an evaluator

*(10:00 – 10:15 Coffee break)***10:15 – 15:00****Workshop: Evaluation of proposals**

10:15 - 10:30 Briefing of evaluators

10:30 – 13:00 Individual evaluation: Participants will receive a full HE proposal to evaluate. All evaluators will have to fill in their IER and submit their assessment to the EC.

(13:00 – 14:00 Lunch break)

14:00 - 14:45 Consensus meetings: 3-4 evaluators will sit together to come to a consensus on the evaluated proposal. One final ESR will have to be submitted to the EC.

(14:45 – 15:00 Coffee break)

15:00 – 15:30 Final ranking and conclusions

15:30**Remaining questions, end of the course**