

# **Horizon Europe Proposal Writing & Evaluation**

**17-19 April 2024**

**Prague, Czech Republic**

## AGENDA

## Day 1: Proposal Writing

<b>08:45 – 09:00</b>	<b>Registration</b>
<b>09:00 – 09:30</b>	<b>Event Opening</b>
<b>09:30 – 10:15</b>	<p><b>What makes a Horizon Europe proposal successful</b>  <i>Jelena Kajganović, Senior Project Manager, Geonardo</i></p> <ul style="list-style-type: none"> <li>• Introduction to the key success features of EU research and innovation projects.</li> <li>• Tasks and responsibilities of a partner and the coordinating organisation</li> <li>• Experiences, good and poor practices</li> </ul> <p><i>(10:15 – 10:30 Coffee break)</i></p>
<b>10:30 – 11:15</b>	<p><b>Building a winning consortium or joining one</b>  <i>Ömer Ceylan, Managing Director, Geonardo</i></p> <ul style="list-style-type: none"> <li>• Build the most suitable Consortium for your next HE project.</li> <li>• What are the key aspects to consider when building up your partnership?</li> <li>• Your tools to find the right partners: searching facilities, networks, events and more.</li> <li>• Maintaining partnerships and connections in the long run.</li> <li>• Tips on networking events and virtual networking to be prepared in these times.</li> <li>• Understand the winning consortium characteristics in Horizon Europe.</li> </ul> <p><i>(11:15 – 11:30 Technical break)</i></p>
<b>11:30 – 12:30</b>	<p><b>Key steps in proposal writing</b>  <i>Ömer Ceylan</i></p> <ul style="list-style-type: none"> <li>• Introduction to the Funding and Tenders Portal</li> <li>• Proposal writing steps – key elements, templates to consider – what to discuss and when. Intro to the tools and procedures set by the European Commission.</li> </ul> <p><i>(12:30 – 13:30 Lunch break)</i></p>
<b>13:30 – 14:00</b>	<p><b>How to smoothly Lead a proposal to submission?</b>  <i>Jelena Kajganović</i></p> <ul style="list-style-type: none"> <li>• How to distribute the writing of the proposal amongst the key partners</li> <li>• How to effectively mobilise your partners to unleash their full potential in terms of their input to the proposal and mobilisation of their resources</li> <li>• What are the key proposal sections that require input to be gathered and consolidated from all partners?</li> <li>• How to make sure that your partners provide you with accurate data and input for the budget</li> </ul> <p><i>(14:00 – 14:10 Technical break)</i></p>
<b>14:10 – 16:00</b>	<p><b>Workshop: Proposal writing first steps under Horizon Europe</b></p> <p>Under the moderation of trainers, participants work in groups to understand the essential steps of proposal writing under the Horizon Europe calls: call analysis, concept development, work packages, Gantt chart, PERT diagram and other key elements and tools.</p>
<b>16:00</b>	<b>End of Day 1</b>

**AGENDA****Day 2: Budgeting****09:00 – 10:30****Workshop: Proposal writing first steps under Horizon Europe (cont'd.)**

Participants continue with the proposal writing exercises from where they stopped on Day 1.

*(10:30 – 10:45 Coffee break)*

**10:45 – 11:30****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

*(11:30 – 11:45 Break)*

**11:45 – 12:30****Lump sum funding in Horizon Europe**

*Ömer Ceylan*

- Proposal forms: proposal template and the detailed budget table
- Work package distribution and timing of the work packages considering the payment modalities
- What to do with horizontal work packages?
- How to define and justify the lump sum amount
- How to sufficiently estimate the cost for each cost category
- Evaluation of lump sum proposals
- Step-by-step introduction to the lump sum budget table
- Showcasing a real lump sum budget

*(12:30 – 13:30 Lunch break)*

**13:30 – 15:30****Workshop: Resource Planning and Budgeting in HE Proposals**

Participants will go through exercises to estimate their budget for a virtual proposal in which they are a partner. They will have to calculate their person-month rate correctly, estimate other direct costs such as travel, consumables, equipment, subcontracting, and demonstrate how their technical role and planned activities in the project are consistent with their planned resources and budget.

*(14:00 – 14:15 Technical break)*

**15:30****End of Day 2**

## AGENDA

## Day 3: Evaluation

**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**

*Ömer Ceylan*

- 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**