

Horizon Europe Masterclass

*From Winning Proposals
to Successful Project Delivery
and Financial Reporting*

**28-30 April 2026
Madrid, Spain**

This course is offered by invitation only.

AGENDA Day 1 – Horizon Europe Proposal Writing: Concept, Impact and Evaluation

- 08:45 – 09:00** **Arrival and registration**
- 09:00 – 09:15** **Event opening and introduction to the course**
- 09:15 – 10:45** **Call analysis and concept development**

This session will support all participants in the key first steps of writing Horizon Europe proposals. What will the European Commission finance and why? What types of projects are funded? **How to read a call** – extract the **key information to understand the criteria for a winning concept, a winning consortium**. What else to research to tailor our concept? What questions to ask the research team to make sure the ideas are fully in line with the call as well as create added value?

After a short introduction to call analysis and concept development, a **real HE work programme topic will be discussed and a draft concept created**.

(10:45 – 11:15 Coffee break)

- 11:15 – 12:15** **Impact logic and practical approaches**

After a short introduction to the impact logic of Horizon Europe, the trainer will show **examples of different approaches of developing the Impact section**. What works in different scientific disciplines and types of actions (RIA, IA, CSA)? What methods can be used for collecting input from partners and developing the 2.1 text?

Taking the topic the group discussed before, an exercise will follow to **look for the impact pathways, KPIs and impact targets for the specific project**.

(12:15 – 13:15 Lunch Break)

- 13:15 – 15:45** **Evaluation Workshop**

Checking the final draft of a Horizon Europe Proposal is a crucial step in proposal writing. Our trainers will be **going through a full Horizon Europe proposal template** to discuss how to check each proposal section from Objectives to Consortium as a whole. **Hands-on tips for researchers** on how to appropriately address the evaluation criteria in the corresponding sections of their proposals will be shared and discussed. **Participants will receive extracts from proposals and evaluate them against the formal evaluation criteria**.

(15:45 – 16:00 Break)

- 16:00 – 17:30** **Networking session**

This session offers an informal setting for participants to connect, exchange experiences, and get to know each other. Trainers will be available throughout to answer questions and continue the discussion from the day's programme. Participants will also be introduced to the services of Europa Media Trainings and the support they can benefit from.

- 17:30** **Wrap-up and end of the first day**

AGENDA DAY 2 – Project Management and Reporting: Actual Cost vs. Lump Sum

- 09:00 – 09:15** **Day 2 opening and introduction to the agenda**
- 09:15 – 10:45** **Understanding the logic: key differences between actual cost and lump sum projects**
 Principles and **legal background** to understand why the Commission uses both models and when each makes sense. What changes between models — and what does not? What are the **strategic differences in budget planning and designing the structure of the proposal**. How to design a lump-sum Work Package structure that works? Introduction to the **Detailed Budget table**.

(10:45 – 11:15 Coffee break)
- 11:15 – 12:30** **Project management and reporting of actual cost projects**
 In this session, we will introduce **Horizon Europe Continuous and Periodic Reporting** and discuss the responsibilities of the partners and the coordinator and showcase powerful **templates and tools for coordinators**. Our trainers will introduce EU assessment of the periodic report, present several **typical mistakes in the periodic financial report**. Showcase of real periodic reports and **suspension of the payment deadline letters**.
(12:30 – 13:30 Lunch Break)
- 13:30 – 14:45** **Project management and reporting of lump sum projects**
 Detailed introduction to the reporting duties in a lump sum project. How to report the **completion of the work packages** and describe the activities in the periodic technical report. Our experts will showcase practical tips on how to deal with **partially completed work packages** and how to report deviations in your lump sum projects? We will discuss what should an **effective monitoring system** should include in a lump sum project? **Payment schedule**, partial payment, record keeping and many more will be covered in this practical presentation.

(14:45 – 15:00 Break)
- 15:00 – 16:00** **Project Coordination case studies**
 In this day-closing session, we will go through various **project management and coordination cases** that have happened in our own projects. Together, **we will go through the scenarios and discuss how to deal with such situations** and what tools we have at our disposal as a coordinator. Get ready for advanced scenarios!
- 16:00 – 17:30** **Networking session**

 This session offers an informal setting for participants to connect, exchange experiences, and get to know each other. Trainers will be available throughout to answer questions and continue the discussion from the day's programme. Participants will also be introduced to the services of Europa Media Trainings and support they can benefit from.
- 17:30** **Wrap-up and end of the second day**

AGENDA DAY 3 – Financial Rules, Reporting and Audits in Actual Cost Grants

09:00 – 09:15 Day 3 opening and introduction to the agenda

09:15 – 10:45 Financial management in Horizon Europe: streamlining the GA rules with accounting requirements and the reality

The rules, as described in the Grant Agreement of HE, or explained – frankly speaking, vaguely - in the AGA, often **collide with the reality**. What's **reasonable, significant or excessive**, when you want to translate it to "every_day's English? Should one follow its existing protocols – as requested by the GA, even if it may not be "always" reasonable, as requested by the AGA? How come the more financial statements or EC-driven audits you deliver or go through, the **less confident you feel about the rules?**

(10:45 – 11:15 Coffee break)

11:15 – 12:30 Everyday financial calculations: Reality versus requirements versus Auditors' expectations

Budgeting versus reporting, and **financial planning versus reporting** – how the expectations of real costs are **distorted by the reporting rules** set in the GA? How is it possible that a person contracted at 50% on the project is reported with a different percentage, ranging from 40% to 60% or even higher? Everyday examples how to be less of a "**control freak**", yet implement your project's fiscal planning in an (almost fully) "**audit-proof**" way?

(12:30 – 13:30 Lunch Break)

13:30 – 14:45 **Workshop: Personnel costs calculation - Learning by doing!**

Each participant will receive a package containing timesheets, payrolls, employment contracts, and other relevant documentation for a virtual employee to master the calculation of personnel costs within Horizon Europe. The goal of the workshop is to **demystify the calculation of personnel costs** and help participants realize that it's not as complicated as they may have initially thought.

(14:45 – 15:00 Break)

15:00 – 15:30 **Wrap-up and end of the course**

This final session will conclude the course with closing remarks and a short recap of key takeaways from the programme. Participants are invited to raise any remaining questions and discuss next steps with the trainers. We will also provide an overview of the Europa Media Training services and support options available to participants, including how to access them after the course.