

H2020 Proposal Writing Workshop

16-17 May 2019

Budapest

H2020 Proposal Writing Workshop

AGENDA

DAY 1

10:30 – 11:00

Registration

11:00 – 11:30

Event opening

11:30 – 13:00

Proposal Development under Horizon 2020 – A hands-on approach

- How to turn your novel idea into a winning concept
- Types of Actions (RIA, IA, CSA) and TRLs – positioning your proposal effectively
- Drafting the Part B of the proposal – From call analysis to submission
- Proposal writing section-by-section – Examples, tips and templates from section 1.1. until 5.2 of the Part B of the proposal with lessons learned from evaluations
- What can we learn and use from the draft Horizon Europe programme description?

(13:00 – 14:00 Lunch break)

14:00 – 15:30

Workshop: Proposal Development – Part 1: Concept and objectives

Participants are divided into small groups to practice the first steps of proposal development under Horizon 2020: Call analysis, project concept development, formulation of the project objectives and a preliminary work plan.

(15:30 – 15:45 Coffee break)

15:45 – 17:00

Workshop: Proposal Development – Part 2: Work Plan

Defining the work packages, developing a Gantt chart and a PERT diagram, identifying deliverables and milestones, establishing a complementary partnership.

End of the first day

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DAY 2

9:00 – 10:00

Workshop: Proposal Development – Part 3: Expected Impact

- How the project will contribute to each of the expected impacts mentioned in the work programme topic
- Substantial impacts not mentioned in the work programme (RIA, IA)
- Barriers - how to differentiate between barriers and risks

(10:00 – 10:15 Coffee break)

10:15 – 12:00

Workshop: Proposal Development – Part 4: Dissemination, Communication, Exploitation

Participants will define the relevant target groups and the most appropriate dissemination and communication tools, channels and strategies for disseminating and communicating the results of the project with a view to maximizing its impact. A draft PEDR will be developed.

Participants will also identify the best scenario for exploitation and IP strategy:

- Exploitable results and the potential exploitation strategies – how to transform this into a “plan”
- Draft strategy for knowledge management and protection strategy

(12:00 – 12:45 Lunch break)

12:45 – 14:00

Workshop – Part 5: Budget; Finalising and submitting the proposal

Participants will identify the efforts and resources to be committed for the project, with a focus on dissemination and exploitation to define a sound budget. By introducing a real proposal together with the relevant evaluation summary report, the participants will have a better understanding of the evaluators' perspective and get prepared to evaluate a real proposal.

End of the workshop.