

Horizon Europe Proposal Writing – the First Steps

**4 March 2024
Webinar**

AGENDA

08:45 – 09:00

Arrival and registration

09:00 – 09:15

Event opening and introduction to the course

09:15 – 09:45

What makes a Horizon Europe proposal successful

Introduction to the key success features of EU research and innovation projects. What are the steps, what are the tasks and responsibilities of a partner and the coordinating organisation? Best and worst practices will help highlighting how a successful or bad project looks like.

(09:45 – 10:00 Coffee break)

10:00 – 10:45

Building a winning consortium

- Build the most suitable Consortium for your next EU project.
- What are the key aspects to consider while building up your partnership?
- Your tools to find the right partners: searching facilities, networks, events and more.
- Maintaining partnerships and connections in the long run.
- Tips on networking events and virtual networking to be prepared in these times.
- Understand the winning consortium characteristics in Horizon Europe.

(10:45 – 11:00 Coffee break)

11:00 – 11:45

Key steps in proposal writing

With an Introduction to the Funding and Tenders Portal

Proposal writing steps – key elements, templates to consider – what to discuss and when. Intro to the tools and procedures set up by the European Commission.

(11:45 – 12:45 Lunch break)

12:45 – 13:15

How to smoothly lead a proposal to submission?

- How to distribute the writing of the proposal amongst the key partners
- How to effectively mobilise your partners to unleash their full potential in terms of their input to the proposal and mobilisation of their resources
- What are the key proposal sections that require input to be gathered and consolidated from all partners?
- How to make sure that your partners provide you with accurate data and input for the budget

(13:15 – 13:30 Coffee break)

13:30 – 15:00

Exercise: Practicing the basic tools

Under the moderation of trainers, participants work in groups on putting together work packages, Gantt charts, pert diagrams – understand the concept development procedure.

15:00

Remaining questions, end of course