



#InvestEUresearch



Horizon 2020 Work Programme for Research & Innovation 2018-2020

Horizon 2020 – Proposal preparation and submission

Name: Mattia Ceracchi
Function: Service Facility in support of International
Cooperation in Research and Innovation
(communication@ServiceFacility.eu)

Research and
Innovation



Overview

1. Before to start
2. Proposal elements
 1. Excellence
 2. Impact
 3. Implementation
 4. Ethics
3. Proposal submission
4. Evaluation criteria
5. To sum up

1. Before to start



Some preliminary considerations

- Horizon 2020 is a **collaborative** programme (a project proposal is prepared and submitted by a consortium of partner organisations)
- Each project / proposal has a coordinator
- The project coordinator is usually in charge of the proposal preparation and submission process
- All the partners need to know how the proposal preparation and submission process works to contribute to this process

12 facts you need to know about Horizon 2020 proposal preparation (I)

Funding opportunities published in the Participant Portal

1

2

Proposal submission in response to „calls for proposals“ only

3

Typically calls open annually

4

Calls open at different times

12 facts you need to know about Horizon 2020 proposal preparation (II)

Calls are open for at least 3 months

5

6

Calls describe in detail what is expected from the applicants

Call template defines structure for proposal

7

8

Proposals consist of an administrative and descriptive part

12 facts you need to know about Horizon 2020 proposal preparation (III)

Proposal structure is oriented towards evaluation criteria



10

One-stage or two-stage proposal submission

Online proposal submission only

11

12

Time to grant max 8 months

How does it work?

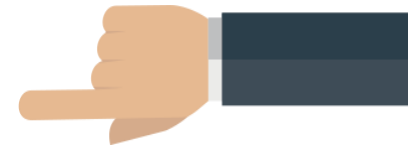
**Be selected &
Get involved!**

Submit a proposal

Find partners

Find a relevant call

Your project IDEA



Know the context

How to measure the innovation of your project **IDEA?**

- Patent database: <https://www.epo.org/searching-for-patents>
- IPR Helpdesk: <https://www.iprhelphdesk.eu/>
- Previously EU funded projects:
 - CORDIS: <https://cordis.europa.eu/>
 - Participant Portal Partner Search:
https://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner_search.html

Outline your project idea

One page-paper to describe

- ✓ Goal
- ✓ Target group
- ✓ Major steps
- ✓ Possible partners

Make sure you know
the current situation and your starting point



Before starting, register your organisation!

- If you want to participate in a H2020 project proposal, your organisation needs to be registered and have a 9-digit **Participant Identification Code (PIC)**.
- You can verify whether your organisation is already registered and has a PIC on the **Participant Portal 'Beneficiary Register'** page:
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>
- If not, **you can start the registration process on the same page** and, once completed, get the PIC to be quoted in your proposal and in any correspondence with the Commission

1. Proposal elements



Proposal sections

PART A - **ADMINISTRATIVE INFORMATION**

- General information (coordinator)
- Participant information (**1 for each partner**)
- Budget (completed by the coordinator)

PART B - **TECHNICAL INFORMATION** in PDF format

- The sections follow the **evaluation criteria**



PART A: administrative forms

1. General information
2. Participants & contacts
3. Budget
4. Ethics
5. Call-specific questions

European Commission - Research - Participants
Proposal Submission Forms
Directorate-General for Research and Innovation

Proposal ID _____ Acronym _____

1 - General information

Topic	Type of action
Call identifier	Acronym <input type="text"/>
Proposal title*	<small>Max 200 characters (with spaces). Must be understandable for non-specialists in your field.</small>
Duration in months	<small>Estimated duration of the project in full months.</small>
Fixed keyword 1	<input type="text"/> <input type="button" value="Add"/>
Free keywords	<small>Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).</small>

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- their relevance to the work programme.

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)?

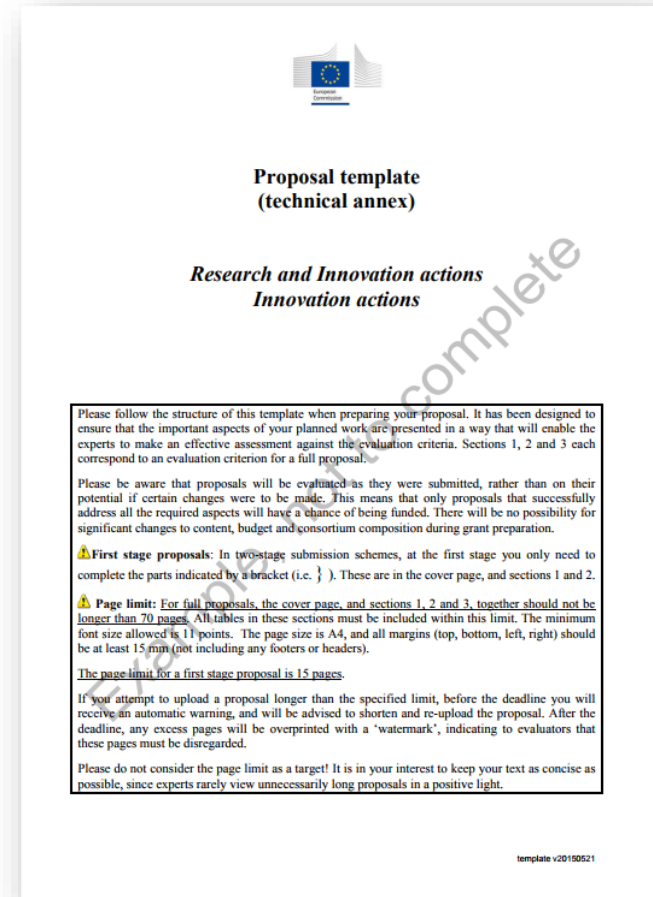
Please give the proposal reference or contract number.

H2020-CP.pdf - Ver1.39 20131218 Page 2 of 11 Last saved 19/12/2013 at 16:06

PART B: technical (research) proposal

Page Limits

1. Excellence (science)
2. Impact
3. Quality and Efficiency of the Implementation
4. Members of the Consortium
5. Ethics and Security Issues



PART B 1-5

1: Excellence

- › 1.1 Objectives
- › 1.2 Relation to the work programme
- › 1.3 Concept and methodology
- › 1.4 Ambition

2. Impact

- › 2.1 Expected impacts
- › 2.2 Measures to maximise impact
- › Dissemination and exploitation of results
- › Communication activities

3. Implementation

- › 3.1 Work plan – work packages, deliverables
- › 3.2 Management structure, milestones and procedures
- › 3.3 Consortium as a whole
- › 3.4 Resources to be committed

4-5

- › 4 Members of the consortium
- › 4.1 Participants
- › 4.2 Third parties
- › 5 Ethics and Security
- › 5.1 Ethics
- › 5.2 Security

Part B

3 Proposal Key Aspects = 3 Evaluation Criteria

Excellence

Why do I want to conduct this project?
What are my objectives? What is the basis?

Impact

What will be the benefits during this project and beyond the project?

Implementation

How will I conduct this project?

1. Excellence

1.1. Objectives (of the project) -What problem do you intend to solve? Why should it be solved at European level? Why is now the perfect time to do it? What problem/challenge should be addressed?

1.2. Relation to the Work Programme (topic description) - How your project addresses Specific Challenge & Scope of the topic description? How you project refers to EU strategies and policies?

1.3. Concept and methodology – Are there synergies or complementarities with other the projects? What makes you the right consortium/person to solve it with this approach?

1.4. Ambition – How your project would provide beyond the state-of-the-art?

Excellence – DOs and DONTs

DOs

- > Be ambitious, but stay realistic.
- > Put effort on describing the state-of-art and proof of concept
- > Create links with previous networks/projects and relevant policies
- > Engage interdisciplinary expertise

DONTs

- > Don't repeat something that is already done
- > Don't hesitate to provide detailed description about your methodology, technical solutions etc.
- > If you have a novel approach – don't forget to describe it thoroughly and to support it with relevant references

2. Impact

The extent of benefits for...science, environment, society technological progress, economy/competitiveness

2.1 Expected impacts - In relation to the expected impact from the topic description– how can you contribute? Who benefits from the results?

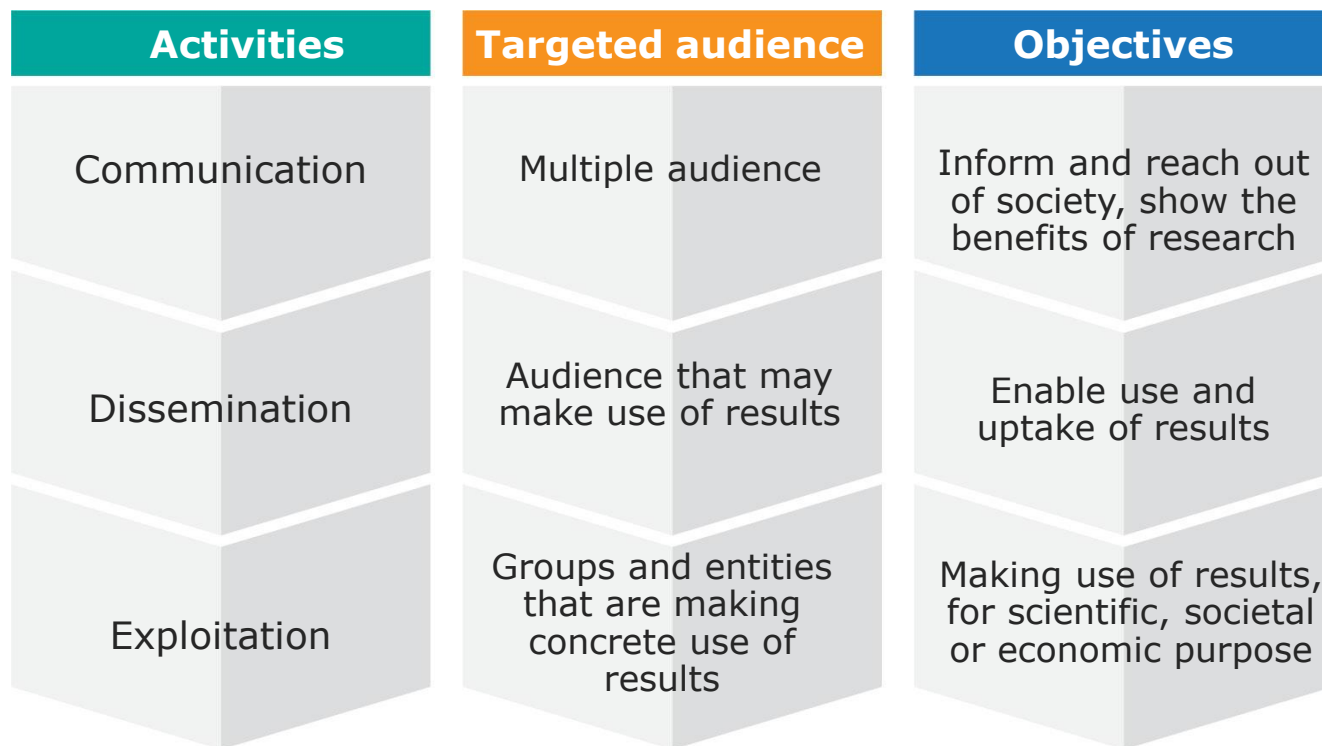
2.2a Dissemination and exploitation of results - What exploitable results are expected? Which are the potential applications? How will the results be made available?

2.2b Communication activities - What can be done to promote your project and your results?

Suggestion: communication, dissemination and exploitation plan

Key points to keep in mind:

- ✓ **Context**
- ✓ **Goals**
- ✓ **Target**
- ✓ **Strategy**
- ✓ **Channels**



Impact – DOs and DONTs

DOs

- > Take into account all the expected impacts described in the topic.
- > Quantify as much as possible.
- > Use financial figures and develop a business model and/or business plan.
- > Plan a good cooperation with end users from the beginning of the project.
- > Involve policy makers, SMEs and industry in the proposal or plan a sustainable cooperation with them

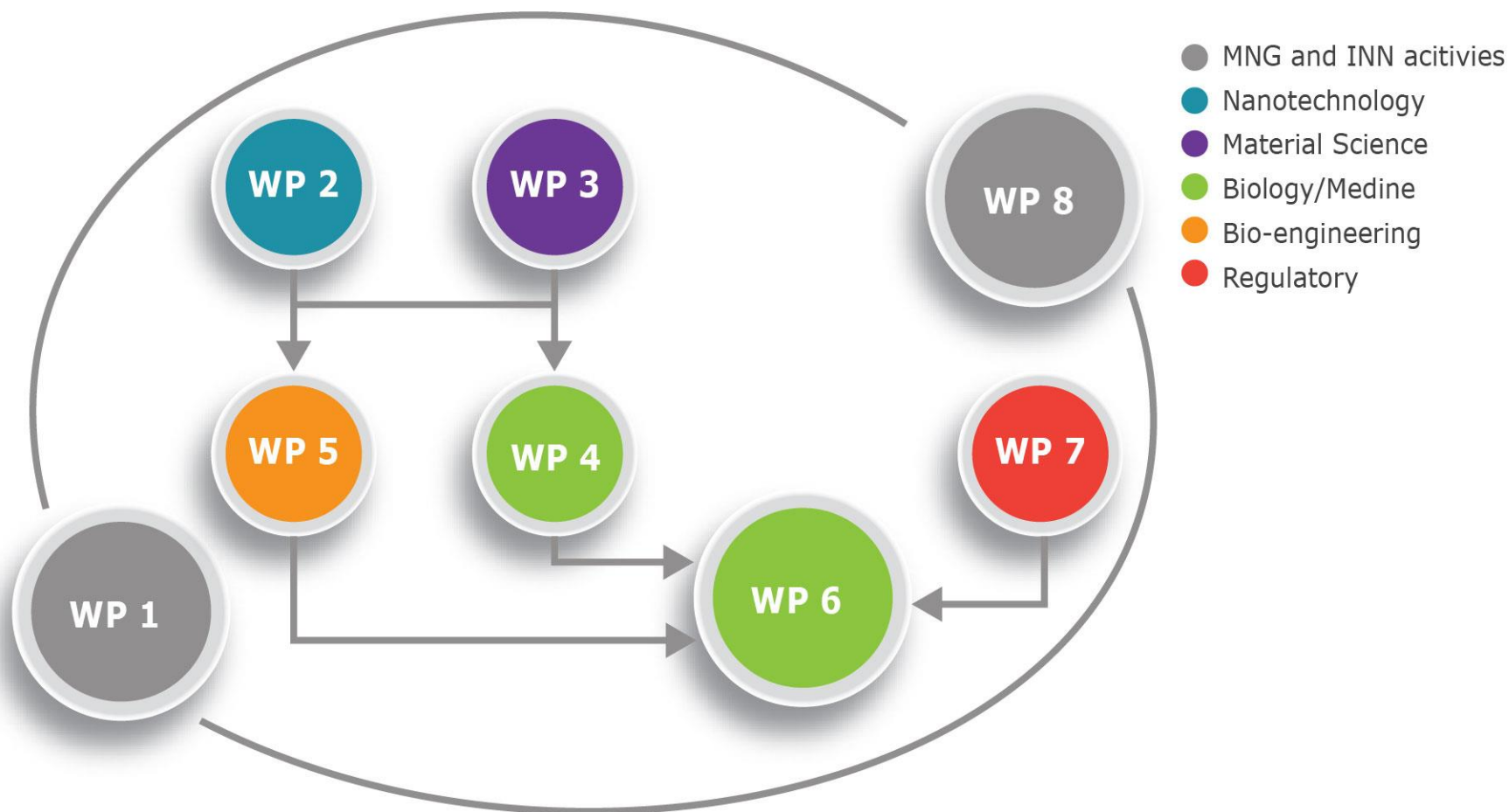
DONTs

- Don't copy proposal parts from your previous project proposals.
- Don't repeat (or copy) required impact from the call - develop your own proposal content.
- Don't confuse dissemination with communication or exploitation.

3. Implementation

- **3.1. Work Plan – Work packages, deliverables** - Structure of the project and the stages, interaction and description of all **work packages** = smaller components of the project, group of related tasks
- **3.2 Management structure, milestones and procedures** - How is the project managed? What project management experience is already available? Who is responsible? What is the decision making structure?
- **3.3 Consortium as a whole** - How does the consortium as a whole reach the objectives? Complementarity of partners? Are you covering all objectives and impact of the topic? What does every single partner contribute to this?

PERT Diagram: Work Package inter-realtions



Gantt Chart: work over time

WP	Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36			
WP1	Coordination and Project Management	WP LEADER APRE																																						
	Task 1.1 Consortium Management	M					SC						M							SC						M													M	
	Task 1.2 Technical Management			D																																				
	Task 1.3 Project Administration																			D																			D	
WP2	Creation of the framework	WP LEADER WEcR																																						
	Task 2.1 Review on barriers and opportunities for the development of bio-based value chains				D																																			
	Task 2.2 Stakeholders (quadruple helix) interests' and motivations' identification					D																																		
	Task 2.3 Mapping bio-based products (applications) based on stakeholders' interests									D																														
	Task 2.4 Guidelines for the design of the BIOVoices MML approach																																							
WP3	Bio-based Community building	WP LEADER CE																																						
	Task 3.1 Classification of stakeholders groups			D																																				
	Task 3.2 Creation of the stakeholders' database																																							D
	Task 3.3 Focus group with the initial													D																										
	Task 3.4 BIOVoices methodological approach for MML to foster bio-based value chains														D																									
WP4	Creation of the on line BIOVoices social platform and on line mutual learning activities	WP LEADER FVA																																						
	Task 4.1 Design and implementation of a sustainable BIOVoices multi-stakeholder on line social platform																																						D	
	Task 4.2 Population of the BIOVoices multi-stakeholder on line platform with contents														D																									D
	Task 4.3 Animation of the multi-stakeholders Platform																																							D
	Task 4.4 Social Media innovative engagement and animation																																							D
WP5	BIOVoices Mobilisation and Mutual Learning Events	WP LEADER PEDAL																																						
	Task 5.1 BIOVoices European MML																																							D
	Task 5.2 BIOVoices National MML																																							
	Task 5.3 BIOVoices Local/Regional MML																																							
	Task 5.4 Action Plan to raise citizen's awareness and foster collaboration among stakeholders																																							D
WP6	BIOVoices Dissemination, Communication and Exploitation	WP LEADER LOBA																																						
	Task 6.1: Strategy for Impact, Dissemination and Communication																																							
	Task 6.2: Execution of the Dissemination and Communication Plan																																							
	Task 6.3 Exploitation and Sustainability																																							
	Task 6.4 BIOVoices final event																																							

Implementation – DOs and DONTs

DOs

- Do a concrete and precise planning
- Details and Quantification: use tables
- Well-timed tasks and activities with well-balanced allocation to partners
- Well-balanced and justified resources and budget
- Consortium with partners who complement and synergize well in expertise and tasks

DONTs

- Don't do "copy-pastes" from other/previous proposals.
- Don't forget the details - unreferenced content/ figures/ numbers give a negative impression.
- Don't take partners with no significant role and tasks.
- Lack of "Plan B" and contingency measures.

4. Ethics

Importance of Research Ethics in Horizon 2020

Research ethics is crucial for all scientific domains (NOT only in Life Sciences). For example:

- Data protection & Privacy
- Dual use issues
- Environmental risks and safety issues
- Research integrity aspects

In Horizon 2020, all proposals considered for funding will be submitted to an Ethics Review procedure.

Only proposals that comply with ethical principles and legislation may receive funding!

Main ethic issues

1. Human embryos and fetuses
2. Human beings
3. Human cells/tissues
4. Personal data
5. Animals
6. Non-EU Countries
7. Environment & Health and Safety
8. Dual use
9. Exclusive focus on civil applications
10. Potential misuse of research results
11. Other issues (Ethics integrity)

3. Proposal Submission



Electronic proposal submission system

!!! The proposal submission process is usually managed by the project coordinator

Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action	Bio-based Industries Innovation action - Demonstration [BBI-IA-DEMO]	START SUBMISSION
Topic	Improve sustainability of value chains based on forest biomass and increase productivity and profitability on supply side by adapting forests to climate changes - BBI-2016-D01	

Guidance on proposal submission: [H2020 ONLINE MANUAL](#)

IT Guidance: [HOW TO](#)

Get support [+ More](#)

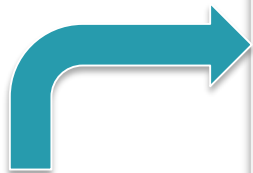
H2020 Online Manual your online guide on the procedures from proposal submission to managing your grant.

**You need your
EU Login**



Access to the
electronic proposal
submission
system
Create a proposal
through the link
on the topic page

STEP 1 - Create a draft proposal



- EU Login
- Funding Scheme

Step 3
Create a Draft Proposal

H2020-EE-2016-2017

USER NAME
Matteo Di ROSA

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC: 999514191
AFRE
VIA CAVOUR 71
ROMA, IT
VAT: IT03929151003

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count:

cancel Version: 20160414-0957 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

STEP 2 - Manage your partners

The screenshot shows the 'Parties' management screen. At the top, a navigation bar includes 'LOGIN', 'FUNDING SCHEME', 'CREATE DRAFT', 'PARTIES', 'EDIT PROPOSAL', and 'SUBMIT'. The main heading is 'Step 4 Manage Your Related Parties'. Below this, a sidebar contains proposal details: 'H2020-EE-2016-2017', 'USER NAME: Matteo DI ROSA', 'TOPIC: EE-22-2016-2017', 'TYPE OF ACTION: CSA', 'ACRONYM: Test', 'DRAFT ID: SEP-210363864', 'DEADLINE: 15 September 2016 17:00:00', and '84 days left until closure'. The main content area is titled 'Parties' and contains instructions: 'In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen. Note: Your changes will be applied only after you click the "Save Changes" button.' It shows 'Number of participants: 1' with an 'Add Partner' button. A table lists the participant: '1 | Coordinator | APRE | AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA | VIA CAVOUR 71, 00184 ROMA, IT | PIC: 999514191'. Below the table are 'Change Organisation' and 'Contact LEAR' buttons. At the bottom, there are 'Check Config', 'Download Part B Templates', and 'next >>' buttons.

The 'Add partner' dialog box is overlaid on the main interface. It has a title bar 'Add partner' and a close button. The main text reads: 'Search for an organisation'. Below this is a detailed instruction: 'Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")'. There is a search input field followed by 'search', 'clear', and 'exit' buttons. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

STEP 3 - Edit your proposal

Step 5
Edit Proposal

H2020-EE-2016-2017

USER NAME
Matteo DI ROSA

TOPIC
EE-22-2016-2017

TYPE OF ACTION
CSA

A.B.C. ACRONYM
Test

DRAFT ID | SEP-210363864

THU 15 DEADLINE (Brussels Local Time)
September 2016 17:00:00

84 days left until closure

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Technical Annex Section 1-3	upload	⊗ ?
Technical Annex Section 4-5	upload	⊗ ?
Optional annex 3: Ethics Supporting Document(s)	upload	? ?
Optional annex 4: Letters of support	upload	? ?

<< Step 4 - Parties [validate](#) [submit](#)

done

Version: 20160414-0957 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

STEP 4 - Submit your proposal

The screenshot shows the 'Participant Portal' interface for 'Research & Innovation - Participants'. The breadcrumb trail is 'European Commission > Research & Innovation > Participant Portal > Submission of Proposals'. A progress bar at the top indicates the current step is 'PARTIES', with other steps being 'LOGIN', 'FUNDING SCHEME', 'CREATE DRAFT', 'EDIT PROPOSAL', and 'SUBMIT'. The main content area is titled 'Step 6 Submit'. On the left, there is a sidebar with the following information: 'FP7-2012-NMP-ENV-ENERGY-ICT-EeB', user 'Philippe Merle', funding scheme 'CP-FP-INFISO', deadline 'February 2012 17:00:00 Brussels Local Time' (02), and '20 days left until closure'. The main content area features a green success message: 'Your proposal has been successfully submitted'. Below this, it states: 'Your proposal was submitted on: 13 January 2012 at 07:42:40 (Brussels Local Time) as part of the FP7-2012-NMP-ENV-ENERGY-ICT-EeB call, before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time). Your project ID is 602556. This number is important and will be used as future reference during the evaluation process.' A section titled 'Revisit your Proposal' contains the text: 'You may edit your proposal and re-submit at any time before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.' To the right of this text are three buttons: 're-edit proposal', 'download', and 'withdraw proposal'. A small orange bird icon is visible on the left side of the page.

You still may...

- Re-edit the proposal
- Download the e-receipt
- Withdraw the proposal from this step

Participant Portal – “My AREA” (by EU Login)

(A-Z) Sitemap About this site Contact Legal Notice English

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

DEMO ACCOUNT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

Non-registered users

- search for funding
- read the funding guide & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

© European Communities

How to manage “My Proposal(s)”

To edit a draft or submitted proposals, delete or withdraw them once they are in a draft or submitted state...

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT OLIVIER MARGANNE

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My Proposals [H2020 ONLINE MANUAL](#)

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND [ED](#) Edit Draft [VD](#) View Draft [VS](#) View Submitted [DE](#) Delete Proposal

Show 10 entries Search

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
H2020	H2020-DEMO1 2014-1	RIA	SEP-2000000 00	DEMO1	Draft	78	ED DE
H2020	H2020-DEMO1 2014-1	RIA	SEP-2000000 01	DEMO2	Submitted	78	ED VS

Showing 1 to 2 of 2 entries. [← PREVIOUS](#) 1 [NEXT →](#)

RESEARCH ON EUROPA CORDIS OLAF

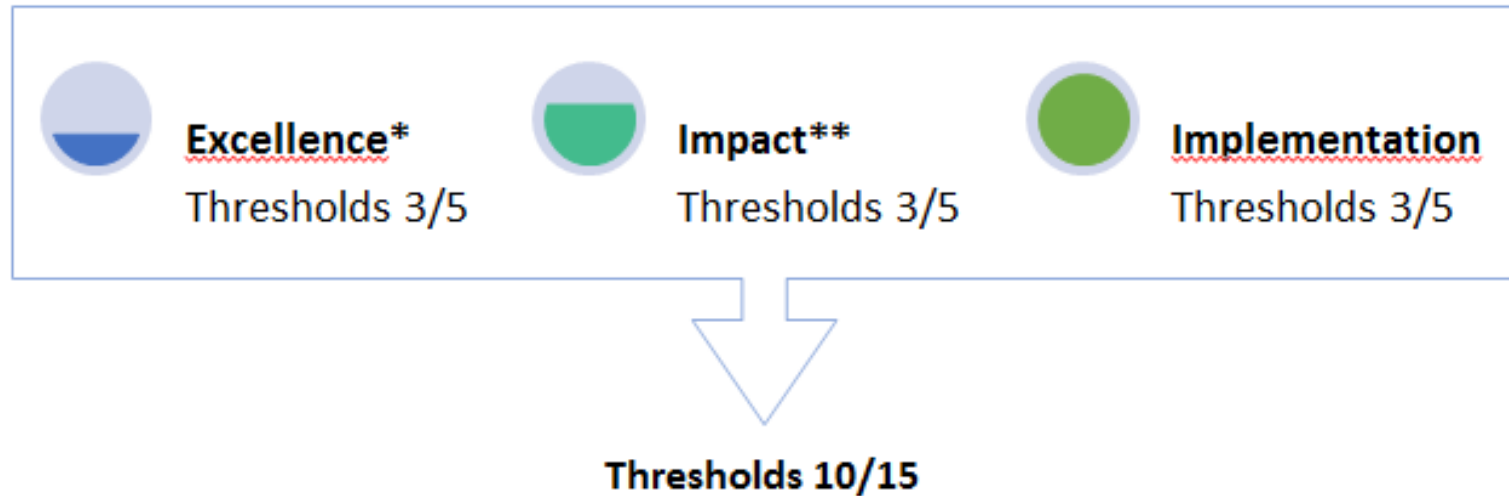
© European Communities

...To create new proposals, always start from the **topic page!**

4. Evaluation criteria



Award Criteria [Single and second stage]

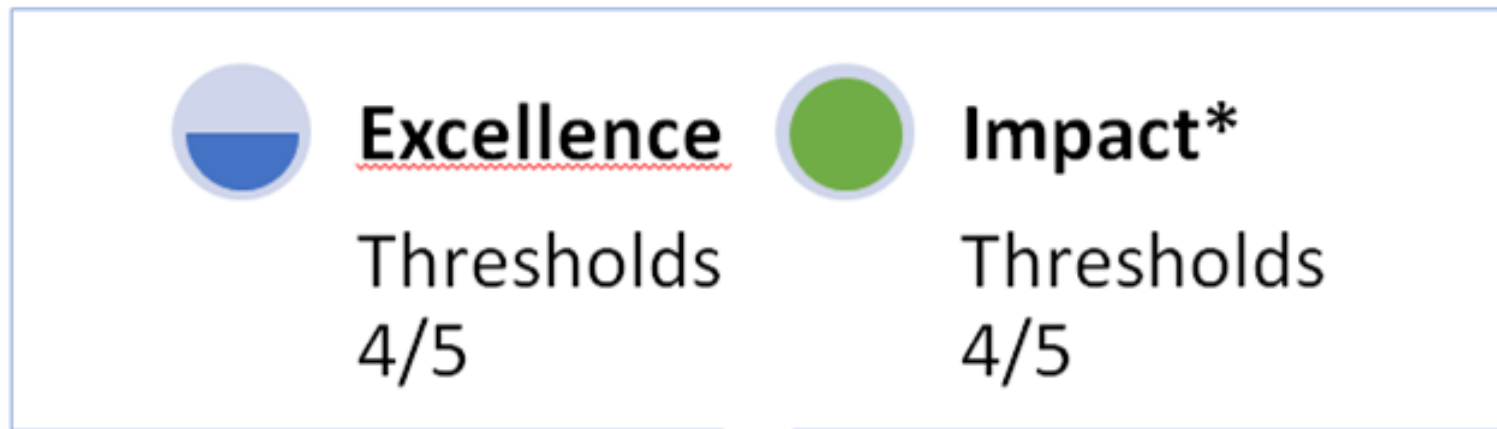


Details, Weightings and thresholds to be laid down in WP

*Excellence - Sole criterion for ERC frontier research actions

**Impact - Higher weighting for innovation actions

Award Criteria [first stage]



Thresholds 08/10

*Impact

Evaluated only the expected impact

5. To sum up



To sum up - tips for successful proposals (1)

- **Make the evaluator feel your passion:** in addition to having an excellent idea which is the basis of any successful proposal, researchers must sell the concept to the evaluators.
- **Treat each section as if it is the most important section**
- **Follow exactly the structure** given in the guide for applicants (Have the evaluation criteria at the forefront when writing the proposal)
- Introduce (new) concepts at **the beginning and explain:** don't assume that evaluators know your specific context.
- Be as concise and precise as possible. **Avoid general statements**
- Use **relevant terminology** to the context of the Programme and the call (topic)

To sum up - tips for successful proposals (2)

- Read all the **documents** provided by the European Commission
- Refer to **public data** (statistics) if relevant
- Refer to previously **funded projects**
- Plan an index, use short paragraphs, point out key passages, **schematise the concepts**
- Think about presentation and the **layout of the proposal**: use diagrams to explain complex concepts.
- Make the **text clear** and well structured, using a fluent English
- **Do not submit at the last minute** (Do not hesitate to submit several versions)
- Be courageous – take choices, focus and innovate: you win by explaining!

Reference Documents

- Proposal template 2017-2018:
https://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-call_ptef-pt-2018-20
- Gender Dimension:
http://ec.europa.eu/research/science-society/gendered-innovations/index_en.cfm
- Guidance available on the Participant Portal Horizon 2020 Online Manual (Ethics section):
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm
- Dissemination of the results: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm
- Ethics in Horizon 2020:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm
- Guides on dissemination and communication:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm

Join Now!

#InvestEUresearch

www.ec.europa.eu/research

Participant Portal

<http://ec.europa.eu/research/participants/portal/>

© European Union, 2018

The information and views set out in this presentation are those of the author(s) and do not necessarily reflect the official opinion of the European Union. Neither the European Union institutions and bodies nor any person acting on their behalf may be held responsible for the use which may be made of the information contained therein.

Reproduction is authorised provided the source is acknowledged.