



#InvestEUresearch

Horizon 2020 Work Programme for Research & Innovation 2018-2020

Horizon 2020 – Proposal Writing: Part A and Part B

Name: **Dr. George BONAS & Dr. François TREMEGE**
Function: Service Facility in support of International Cooperation in
Research and Innovation (communication@ServiceFacility.eu)

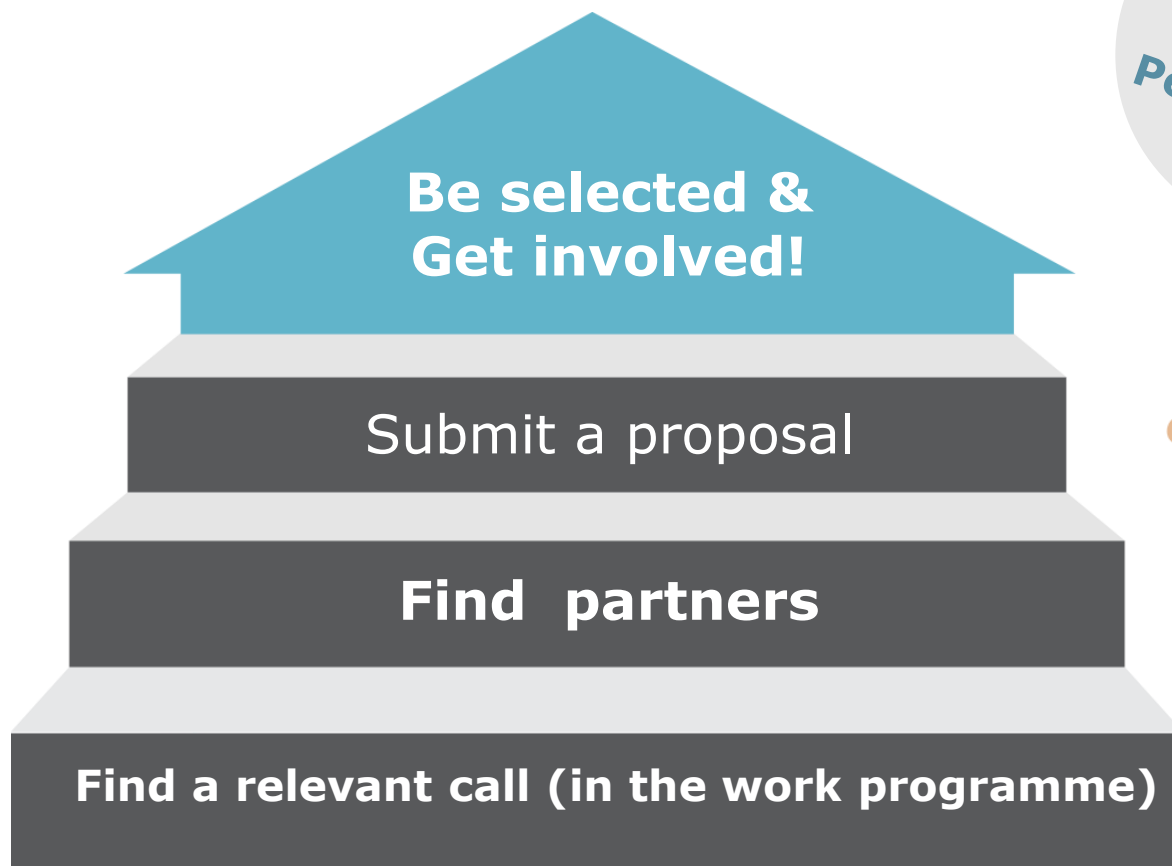
Research and
Innovation



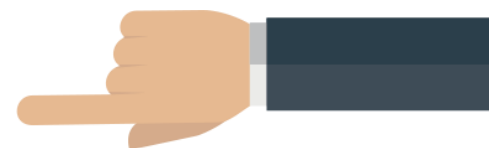
Overview

1. Proposal elements
2. Excellence
3. Impact
4. Implementation
5. Consortium
6. Ethics
7. Proposal submission
8. Exercise

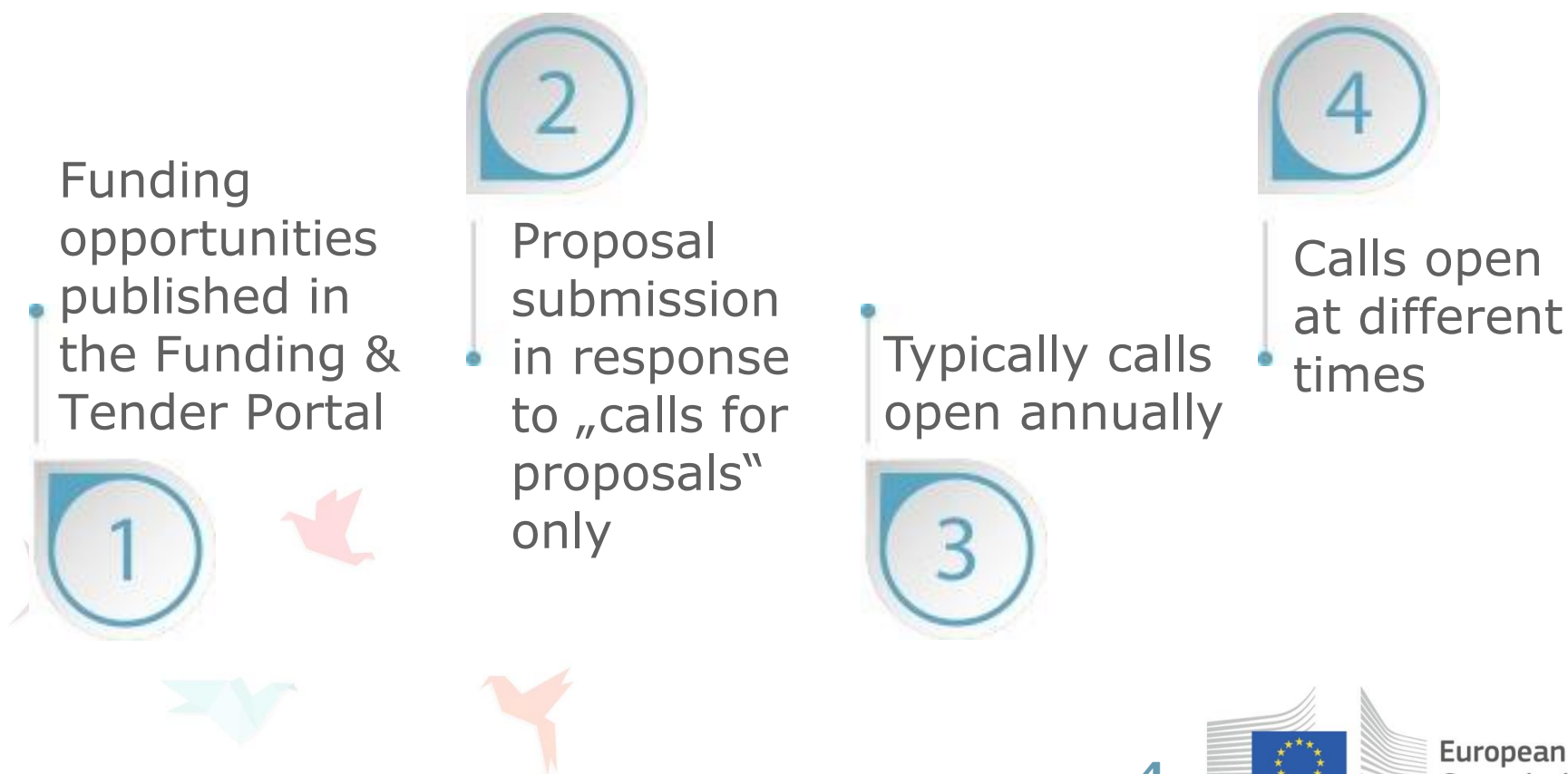
How does it work?



**OPEN
Competition
+
Peer Review**



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



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

12

Time to grant max.8 months

9

11

1. Proposal elements



Remember...Before starting...Register your organisation!

- If you want to participate in a 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 **Funding & Tender Portal 'Participant 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.

Writing the proposal

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**



General Proposal Structure and Length

Part A	Part B	Part B
Online forms	Standard: RIA/IA	70 pages
	Standard: CSA	50 pages
	ERC	25 pages
	FET OPEN	16 pages
	FET PROACTIVE	30 pages
	MSCA (ITN/RISE)	30 pages
	MSCA (Individual Fellowships)	10 pages
	SME Phase I	10 pages
	SME Phase II	30 pages
	Fast Track to Innovation	30 pages
		Additional Information

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
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="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

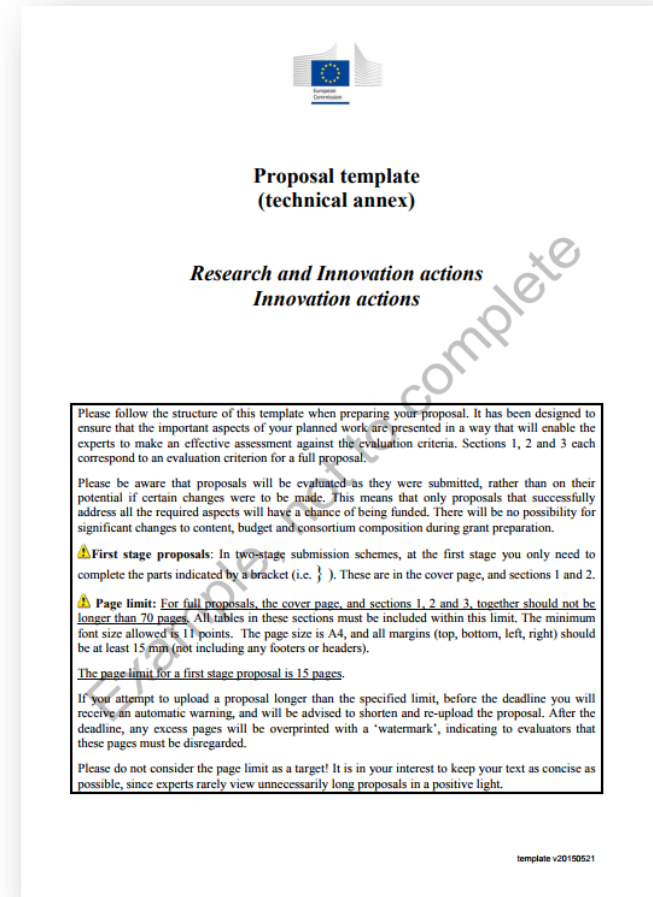
Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programmes?

Please give the proposal reference or contract number.

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PART B: research proposal

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



Writing the proposal: 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?

Implementation

How will I conduct this project?

2. Excellence



Part B: Excellence – First Page

1.1. Objectives (of the project) – First page

- Imagine to be an evaluator...
 - Start with a short description of the Idea of your project
 - Create a picture in the evaluators' mind
 - What problem do you intend to solve?
 - Why should it be solved at European level?
 - Is the knowledge/solution already available?
 - Why is now the perfect time to do it?
 - Why are you the best person/consortium to do it?
- Identify the objectives of your project on the first page

Part B: Excellence

1.1. Objectives (of the project)

- Core questions:
- What should be achieved (for the expected impact)?
→ No description of the work plan (implementation)
- What problem/challenge should be addressed?
- What are the primary and secondary objectives? Do they match with the objectives of the topic?
- **Counter-check topic text carefully**
- Project objectives are linked to your concept and approach

Suggestion: Find a S.M.A.R.T objective

Specific

- must meet the needs (problems) identified

Measurable

- should be measured by concrete indicators which should reflect the extent to which they have been attained

Achievable

- to all involved partners

Relevant

- must be adequate to the project socio-cultural environment

Timely

- must be reached by the end of the project



Part B: Excellence

1.2 Relation to the work programme

- Mention the call identifier (e.g. ICT-01-2016)
- State how your project addresses Specific Challenge & Scope of the topic description

→ use a table to consider all important points

- Refere to EU strategies and policies

→ general overview on the topics of the EU:

https://europa.eu/european-union/topics_en

Part B: Excellence

1.3. Concept and methodology – concept I

- Overall concept: Describe main ideas, models, hypothesis, and inter-disciplinary considerations
- Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels (TRL) where relevant.

Part B: Excellence

1.3. Concept and methodology – concept II

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;
 - **Are there synergies or complementarities without the projects?**
 - **How do you ensure an exchange with these projects/results?**
 - **What is the state-of-the-art? Are there previous results you build on?**

Part B: Excellence

1.3. Concept and methodology – methodology

- *Methodology* is the approach of the project – not details of the methods used
- Explain the state-of-the-art of the technologies you use and why

Core Questions:

- ✓ How can I reach the objectives to solve the problem?
- ✓ What makes you the right consortium/person to solve it with this approach?
- ✓ Gender analysis: Check, if the gender perspective is necessary for your projects' success

→ **Methodology is not a work plan**

Do's...

1: Excellence

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

- › Be ambitious, but stay realistic.
- › Choose appropriate methodology.
- › Put effort on describing the state-of-art and proof of concept.
- › Create links with previous networks/projects and relevant policies.
- › Engage interdisciplinary expertise.
- › Bring out the innovation potential.

...and Dont's

1: Excellence

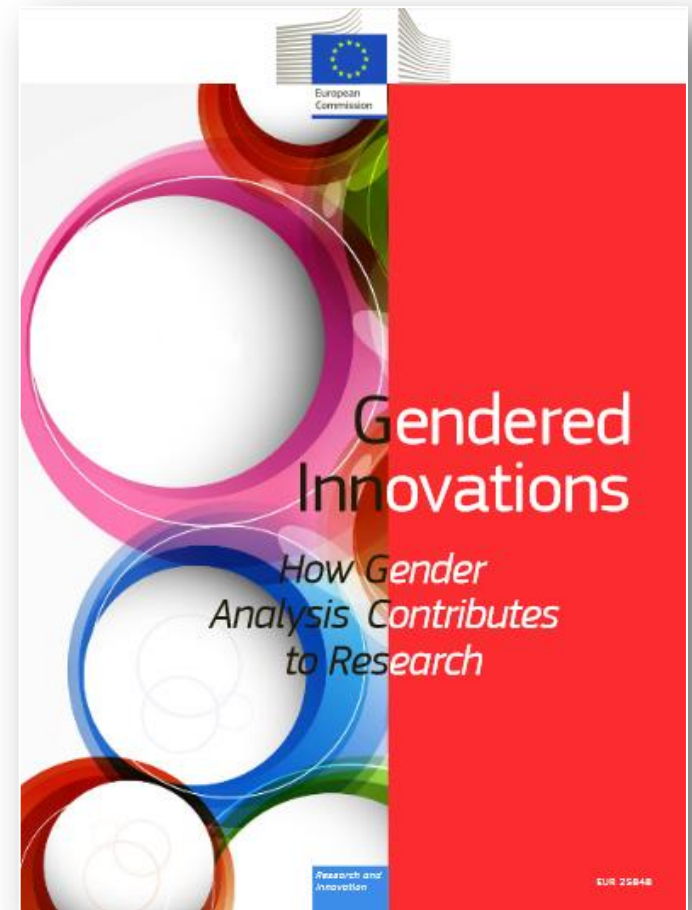
- › 1.1 Objectives
- › 1.2 Relation to the work programme
- › 1.3 Concept and methodology
- › 1.4 Ambition

- › Don't repeat something that is already done.
- › Don't hesitate to provide detailed description about your methodology, technical solutions etc. Superficial description of the processes is often brought out as a major shortcoming by evaluators.
- › If you have a novel approach – don't forget to describe it thoroughly and to support it with relevant references.

Gender dimension

For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to:

<https://ec.europa.eu/programmes/horizon2020/en/news/%E2%80%99Cgendered-innovations-how-gender-analysis-contributes-research%E2%80%9D>



3. Impact



Part B: Impact

The extent of benefits for...

- Science
- Environment
- Society
- Technological progress
- Economy/competitiveness

- ...

→ Focus on Europe

→ Focus depends on type of action/Call

Part B: Impact

2.1 Expected impacts I

- Be specific! If possible, use quantitative statements
- In relation to the expected impact from the topic description– how can you contribute?
- **You can use a table**
- Explain the impact of the results of the objectives of the project, which goes beyond the topic description
- **Go for scientific advances, innovation potential, competitiveness of Europe**
- Discussion of potential barriers/obstacles, which might influence reaching the objectives. How would you deal with that?
- **Be convincing for evaluators**

Part B: Impact

2.1 Expected impacts II

- Who benefits from the results? Impact on the several stakeholders
- Think one step ahead: which further opportunities go beyond the direct impact?
- **For future research?**
- **For market/competitiveness?**
- Concerning EU context: Which EU policies, strategies and objectives do you support?
- **Laws, market habits etc.**
- Output should be concrete, but realistic

Part B: Impact

2.2a Dissemination and exploitation of results

- What exploitable results are expected?
- What are potential applications?
- Are the dissemination and exploitation strategies suitable?
- How will the results be made available?
- Timeframe and target groups for dissemination / exploitation?
- What skills do the partners have and how are they used?
- What are the tasks of the project management?

Part B: Impact

Open Access (OA)

Green Open Access

- OA documents server (institutional or disciplinary)
- Publication up to 6 or 12 month later
- Consider copyrights

Gold Open Access

- First publication in OA-journal
- Publication fee (eligible in project budget)
- OA-journals: <http://doaj.org>

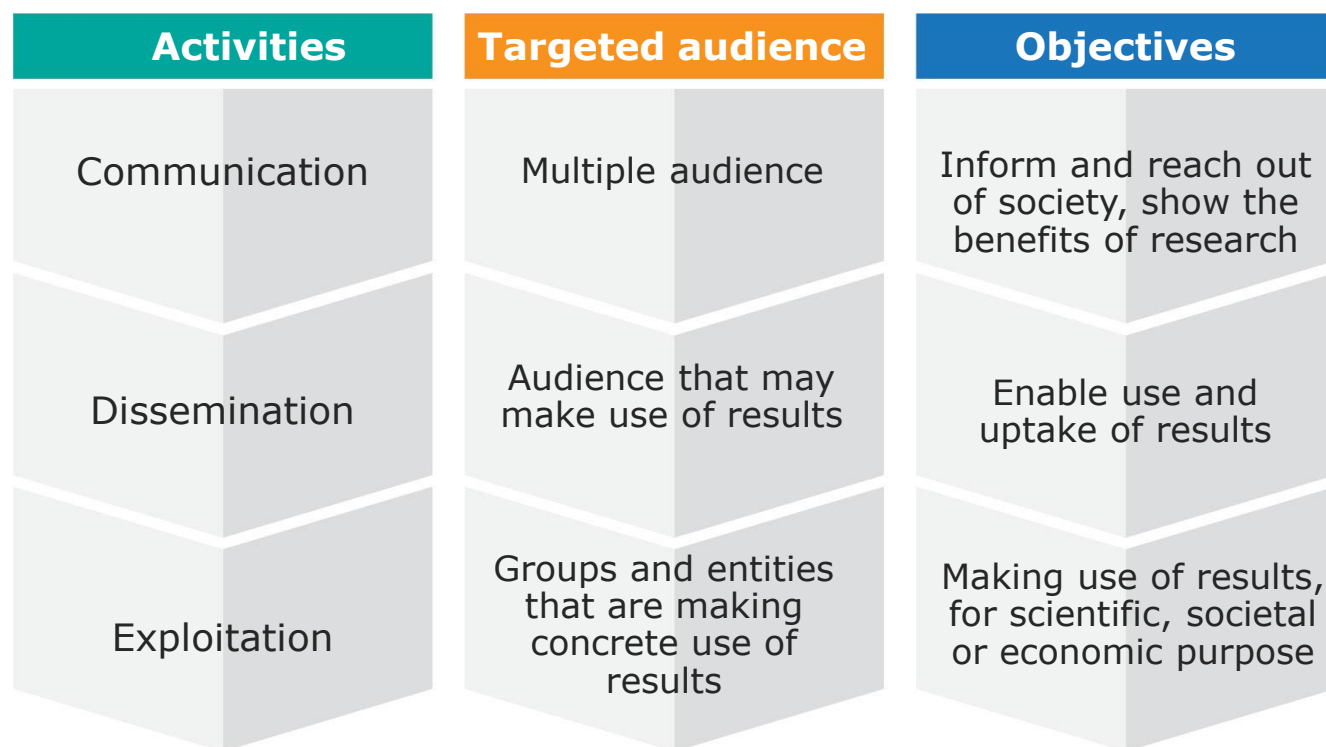
If you publish you have to use open access.

Check <https://www.openaire.eu/>

Suggestion: communication, dissemination and exploitation plan

Key points to keep in mind:

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



Part B: Impact

2.2b Communication activities

What can be done to promote your project and your results?

- Identify concrete target groups and targets
- Consistency with the Draft Plan for Dissemination and Exploitation
- Effective Management, clear responsibilities, reasonable resources
- Suitable devices and medium



Examples for Communication Activities

- Think about target groups
- Logo, website, fact sheet, presentations, press release, newsletter, social media...
- Simple Language & Pictures
- Media/journalists
- Material without copyright for distribution?
- Make use of all channels of communication
- Use press contacts of European Commission
- Coordination of activities of the partners
- Specify concrete objectives

→ Communication strategy

Horizon 2020 guidance: http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

Do's and Dont's

2. Impact

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

- › Quantify as much as possible.
- › Use financial figures and develop a business model and/or business plan.
- › Elaborate a convincing commercialization plan.
- › Take into account all the expected impacts described in the topic.
- › Expected impacts should be derived and justified on previous results.
- › 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.

Do's and Dont's

- Describe industrial uptake of research results in details.
- Develop an excellent dissemination plan (with diverse dissemination measures).
- Address adequately and clearly explain dissemination of project results.
- Don't miss concrete market details: potential market volumes, which markets, specific products, prices, etc. Don't copy proposal parts (mainly IPR management) 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.

4. Implementation



Part B: 3. Implementation – 3.1. Work Plan – Work packages, deliverables

- Structure of the project and the stages, and the should present the interaction and description of all **work packages**
- Key questions:
 - ✓ **What should be done?**
 - ✓ **What is it needed what for? Why**
 - ✓ **When should it be done?**
 - ✓ **How much from what?- intending to achieve on the basis of resources**
- **Consistency** with excellence & impact!

Part B: 3. Implementation – 3.1. Work Plan – Work packages, deliverables

Please provide the following:

- brief presentation of the overall structure of the work plan
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
 - ✓ a description of each work package (table 3.1a);
 - ✓ a list of work packages (table 3.1b);
 - ✓ a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (PERT chart or similar).

Suggestions for a good workplan

- Give full details
- Base your account on the logical structure of the project
- Include details of the resources to be allocated to each work package.
- The number of work packages should be proportionate to the scale and complexity of the project
- You should give enough detail in each work package to justify the proposed resources to be allocated

Suggestions for a good workplan

- a distinct work package on 'management' (see section 3.2)
- visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages
- include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports
- Include a 'data management plan' as a distinct deliverable within the first 6 months of the project. (mandatory for innovation actions)

Work Plan

Table 3.1a: Work package description

For each work package:

Work package number	Lead beneficiary						
Work package title							
Participant number							
Short name of participant							
Person months per participant:							
Start month				End month			

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

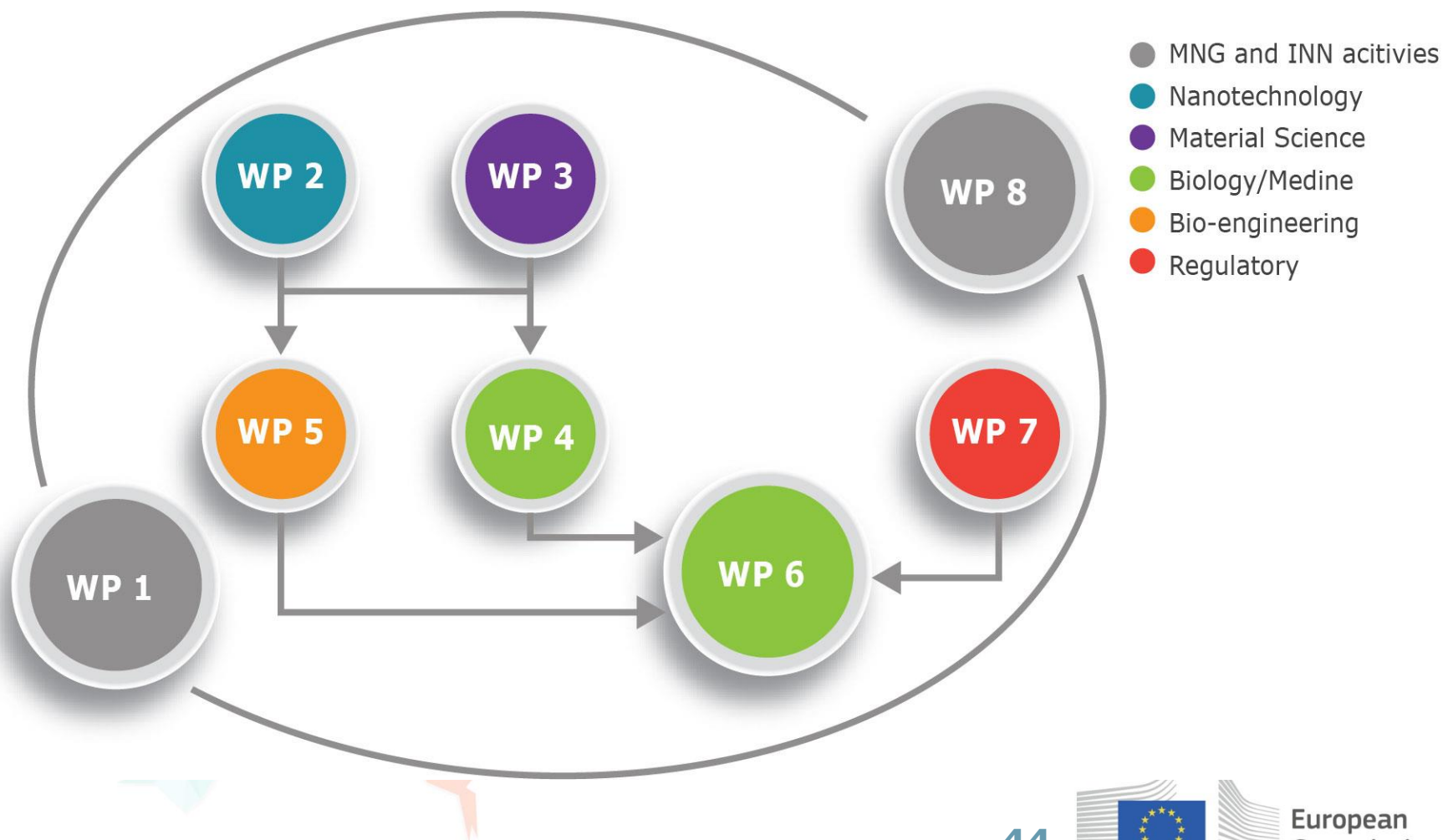
Deliverables (brief description and month of delivery)

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							SC					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											D																										
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																												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																			D
WP5	BIOVoices Mobilisation and Mutual Learning Events	WP LEADER PEDAL																																				
	Task 5.1 BIOVoices European MML																										D											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				D																																	
	Task 6.2: Execution of the Dissemination and Communication Plan		D	D										D													D											D
	Task 6.3 Exploitation and Sustainability						D																															
	Task 6.4 BIOVoices final event																																					

M: Meeting;
SC: Steering Committee
D: Deliverables

PERT Diagram: Work Package interrealtions

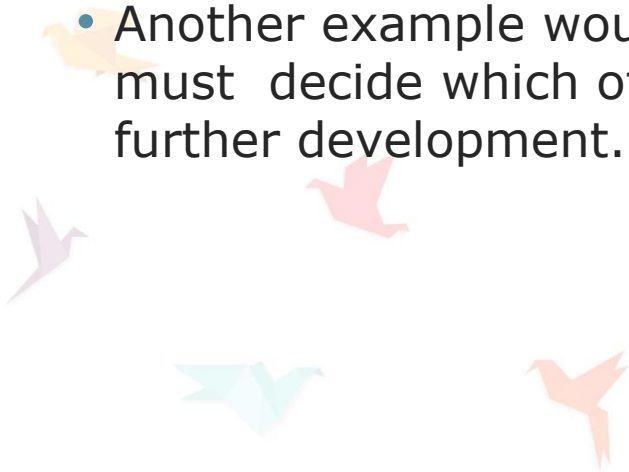
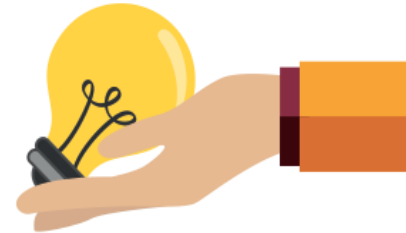


Suggestion: Work Breakdown Structure

- Structure the entire work by means of discrete elements (work packages)
- Start your planning with the final objective(s)
- Successively subdivide the project into logical and manageable components in terms of size, duration and responsibility (e.g. tasks, subtasks and work packages)
- Include all steps necessary to achieve the objective(s) of the respective work package

Suggestion: Milestones

- Are control points where decisions are needed with regard to the next stage of the project.
- For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work.
- Another example would be a point when the consortium must decide which of several technologies to adopt for further development.



Part B, 3. Implementation – 3.2 Management structure, milestones and procedures

Key questions:

- How is the project managed? What project management experience is already available? Who is responsible?
- What is the decision making structure? Who is deciding with whom about what and how? Who has a vote or a veto? Does a risk or conflict management strategy exist? What is the mitigation procedure in critical situations?
- What is the internal communication structure?
- If relevant: How is innovation management addressed?
- What kind of quality management measures exist?
- What structures support the exploitation and dissemination of results?

Part B, 3. Implementation – 3.2 Management structure, milestones and procedures

- What harms the project implementation?
- What kind of measures can reduce risks? Is there a Plan B?
- Name an appropriate amount of risks

➤ **Answer to possible concerns of evaluators!**

Table 3.2b: Critical risks for implementation

Description of risk (indicate level of likelihood: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Do's

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

- 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.

...and Dont's

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

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

5. Consortium



Part B, 3. Implementation – 3.3 Consortium as a whole

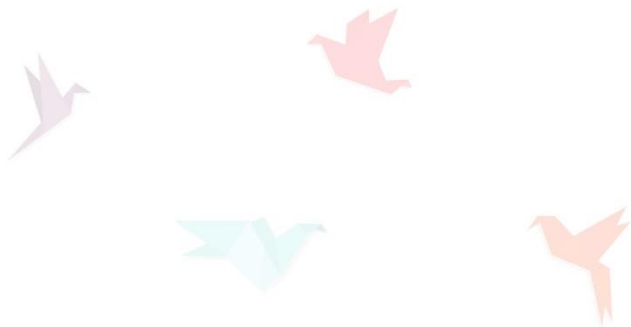
- How does the consortium as a whole reach the objectives?
- Complementarity of partners?
- Are you covering all objectives and impact of the topic?
- What does every single partner contribute to this? Does everyone have an appropriate and relevant role in the consortium?
- Do you have partners from third countries?
- Overview of competences of every partner organisation e.g. via a matrix of responsibilities
- Individual members are described in part 4 of the proposal

Why this specific partner?

Key qualifications

TIPs

- Do not submit at the **last minute!**
- Do not hesitate to submit **several versions.**
- **Strictly** respect the **templates** and length limitations.
- **Check** the completeness and quality of your forms and files.
- Take time to **familiarize** yourself with the proceedings.
- Read all the **documents provided by the EC**



6. Ethics



Already checked in the A-Forms

Proposal ID	Acronym
4 - Ethics issues table Not required for stage 1	
1. HUMAN EMBRYOS/FOETUSES	Page
Does your research involve <u>Human Embryonic Stem Cells (hESCs)</u> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they previously established cells lines?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can you confirm that your research will not destroy those embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. HUMANS	Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve physical interventions on the study participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does it involve collection of biological samples?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If your research involves processing of genetic information, see also section 4.	
3. HUMAN CELLS / TISSUES	Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are they available commercially?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they obtained within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No

5 - Call specific questions

Declarations on stage-2 changes

The full stage-2 proposal must be consistent with the short outline proposal submitted to the stage-1- in particular with respect to the proposal characteristics addressing the concepts of excellence and impact.

Are there substantial differences compared to the stage-1 proposal? ☐ Yes ☒ No

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the [Pilot on Open Research Data in Horizon 2020](#)¹, which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a [Data Management Plan \(DMP\)](#), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020. ☐ Yes ☒ No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data ☐
- to allow the protection of results (e.g. patenting) ☐
- incompatibility with the need for confidentiality linked to security ☐
- incompatibility with privacy/data protection ☐
- achievement of the project's main aim would be jeopardised ☐
- other legitimate reasons ☐

Please specify the reason:

Remaining characters 300

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!



How to complete your Ethics Self-Assessment

- Guide with information and advice on how to address ethics in research / Horizon 2020
- For ALL applicants (NOT only medical research)
- Fill-in the Ethics issues table in Part A of the submission system
- All ethics issues should be addressed in your proposal part B (specific section)!

Main ethics 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)



7. Proposal Submission



Electronic proposal submission system

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

Select your type of action to start submission

To access the Electronic Submission Service, please click on the submission-button next to the type of action that corresponds to your proposal. You will then be asked to confirm your choice of the type of action that has been 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: Innovation action [IA]

Start SUBMISSION

Get support



Online manual
"Submit a proposal"

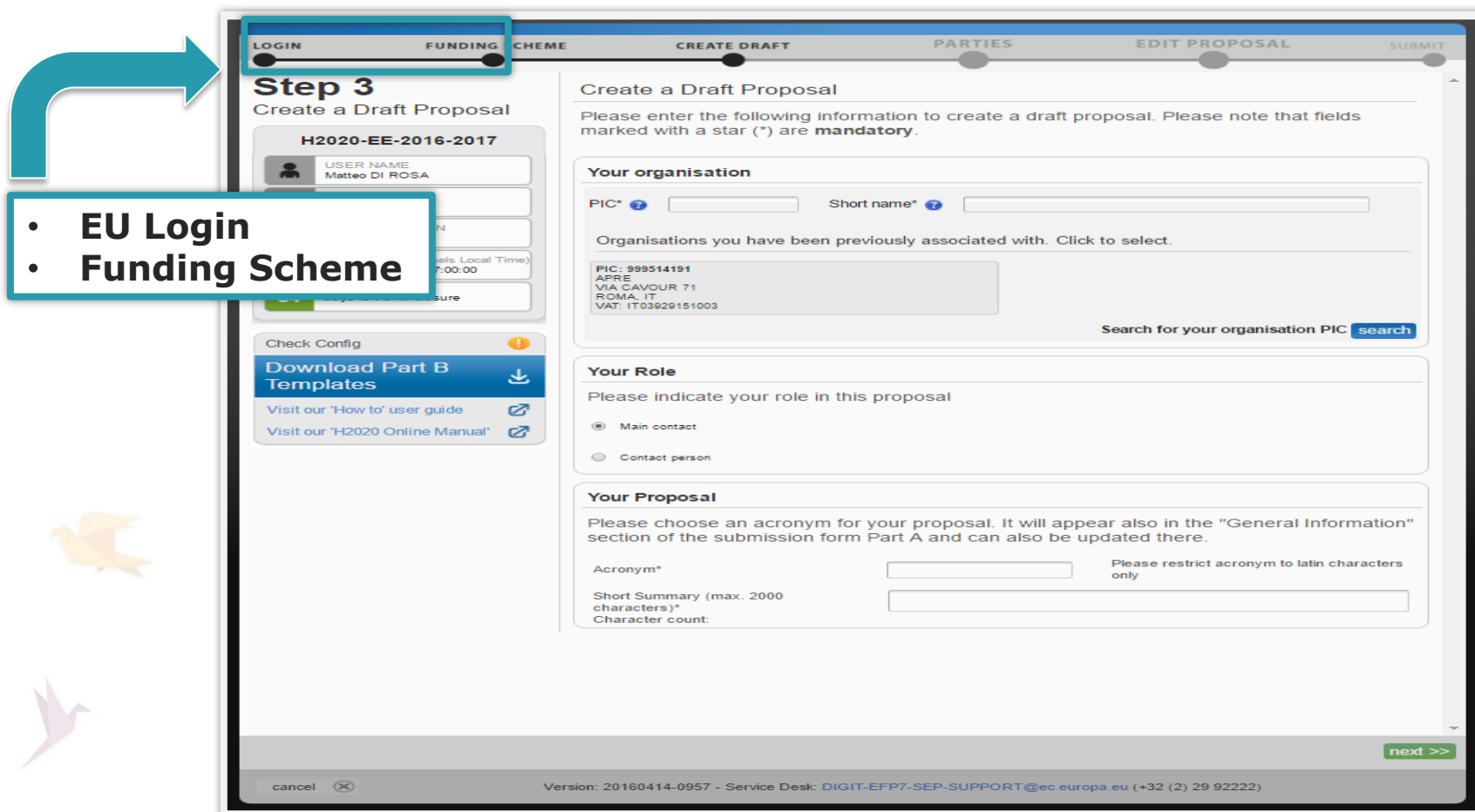


IT HOW TO
"Submission of Proposals"

**You need your
EU Login**



STEP 1 - Create a draft proposal



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
APRE
VIA CAVOUR 71
ROMA, IT
VAT: IT03929151003

Search for your organisation PIC **search**

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* Short Summary (max. 2000 characters)*
Character count: Please restrict acronym to latin characters only

next >>

cancel

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

- EU Login
- Funding Scheme

STEP 2 - Manage your partners

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 4

Manage Your Related Parties

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 (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'

next >>

done

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

Parties

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.

Number of participants: 1 [Add Partner](#)

1 [Coordinator](#)

APRE

AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA
VIA CAVOUR 71, 00184 ROMA, IT
PIC: 999514191

[Change Organisation](#) [Contact LEAR](#)

Matteo DI ROSA - Main contact

Step 4 Manage Parties

Add partner

Search for an organisation

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")

[search](#) [clear](#) [exit](#)

OK Cancel

STEP 3 - Edit your proposal

LOGINFUNDING SCHEMECREATE DRAFTPARTIESEDIT PROPOSALSUBMIT

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

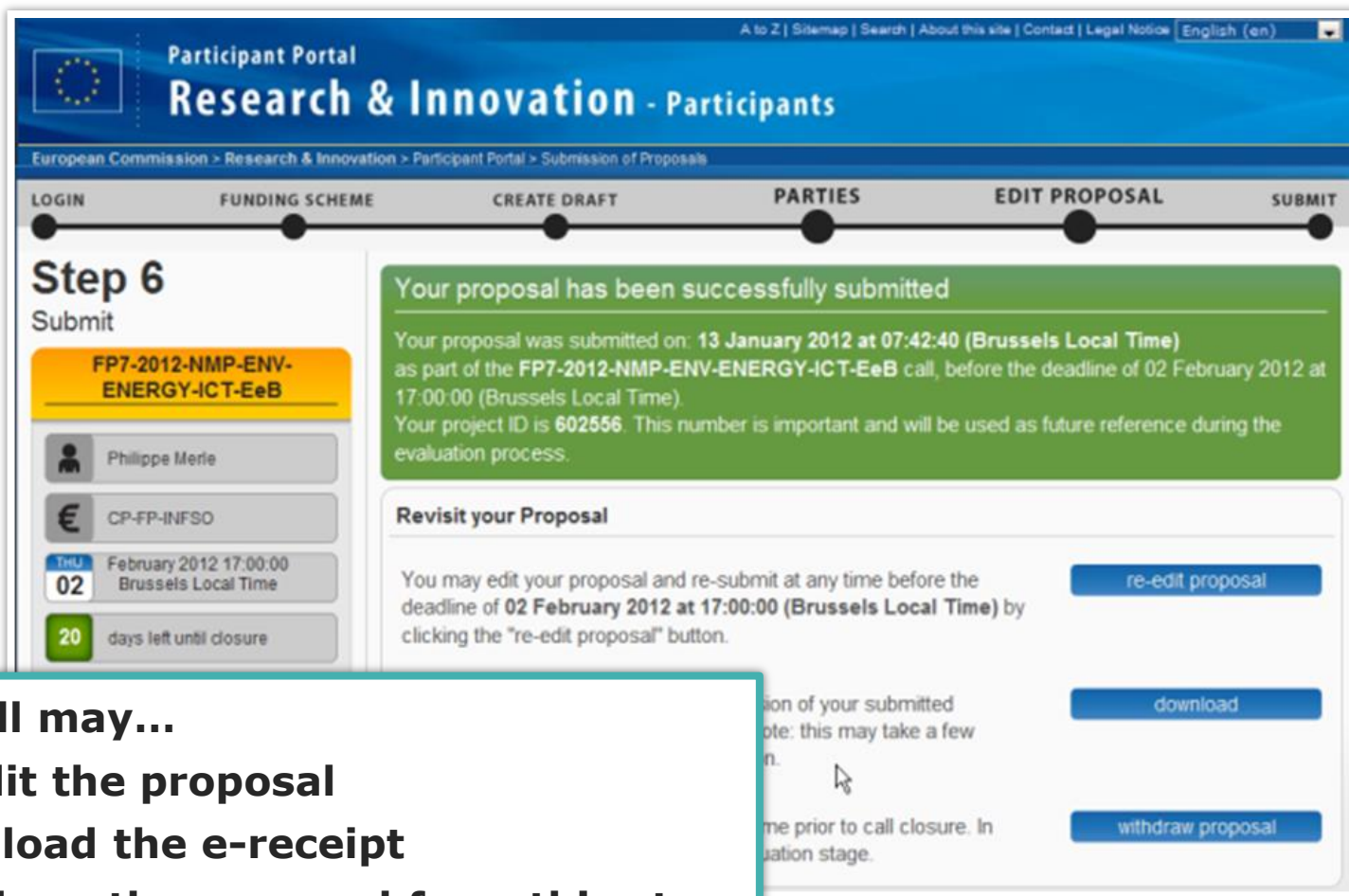
done

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

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European
Commission

STEP 4 - Submit your proposal



Participant Portal
Research & Innovation - Participants


European Commission > Research & Innovation > Participant Portal > Submission of Proposals


LOGIN FUNDING SCHEME CREATE DRAFT **PARTIES** EDIT PROPOSAL SUBMIT


Step 6

Submit

FP7-2012-NMP-ENV-ENERGY-ICT-EeB

 Philippe Merle

 CP-FP-INFISO

 February 2012 17:00:00 Brussels Local Time

02

20 days left until closure

Your proposal has been successfully submitted

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.

Revisit your Proposal

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.

re-edit proposal

download

withdraw proposal

You still may...

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

Funding & Tender opportunities – “My AREA” (by EU Login)

The screenshot shows the 'My AREA' web interface. At the top, the European Commission logo is on the left, and the text 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)' is in the center. A 'Welcome' message and a user profile icon are on the right. Below the header is a dark blue navigation bar with links: 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. On the far right of this bar are links for 'select programme', a grid icon, and a notification bell with '71'. A sidebar on the left, highlighted with a green border, contains a menu with icons and labels: 'My Organisation(s)', 'GRANTS', 'My Proposal(s)', 'My Project(s)', 'My Formal Notification(s)', and 'My Expert Area'. The main content area is titled 'My Organisation(s)' and features a search bar with 'Results: 3' and a search input field. Below the search bar is a table with columns: 'LEGAL NAME', 'PIC', 'VAT', 'STATUS', and 'ACTIONS'. The table is currently empty. On the right side of the main content area, there are two buttons: an orange 'Online manual' button with the text 'Register in the Participant Register' and a green 'IT HOW TO' button with the text 'Participant Register'. A 'More info' link is also visible.

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome

select programme

71

Manage my area

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

My Expert Area

My Organisation(s)

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

More info

Results: 3

Search..

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
------------	-----	-----	--------	---------

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...

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | GRANTS | My Proposal(s) | My Project(s) | My Formal Notification(s) | My Expert Area

My Proposal(s)

Online manual "Submit a proposal" | IT HOW TO "Submit a proposal"

More info

Results: 2 | Download excel list of those proposals | Search..

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE	ACTIONS
H2020	ERC-2019-COG	ERC-COG	SEP-210565268	Test NKS ERC	Draft	3	07-02-2019 17:00:00	Actions
H2020	ERC-2019-PoC	ERC-POC	SEP-210557924	test	Draft	80	25-04-2019 17:00:00	Actions

1 | 10

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

Reference Documents

- Proposal template 2017-2018:
http://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/swafs/gendered-innovations/index_en.cfm
- 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/communication_en.htm

8. Exercise



Exercise Questions and answers competition:

The groups will be tested regarding the understanding of specific issues addressed during the module. The trainer will chose the five questions according to the interactions occurred during the training itself.

- Divide the participants in 2 to 3 groups
- Ask each group to write 5 questions on a flip chart (10')
- Ask each group to reply to the questions of another group (10')
- Check the answers and talk about it with all participants (10')



Join Now!

#InvestEUresearch

www.ec.europa.eu/research

Funding & Tender Portal

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

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