

LGI HORIZON 2020 TRAINING COURSES

# H2020 in a Nutshell: Rules of the Game



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# Programme

- 09:00 – 09:15 **Welcome, introduction to the course**
- 09:15 – 09:45 **Short presentation by participants**
- Professional background, priorities
  - Calls of interest
- 09:45 – 10:45 **Horizon 2020 in a nutshell**
- Priorities, funding schemes, budget
  - Eligibility
  - Funding frameworks, call types
- 10:45 – 11:00 **BREAK**
- 11:00 – 12:00 **Your entry point to funding: the Funding & Tenders Portal**
- Finding a Call
  - Call documents, official templates
  - Reading a Call, TRL levels, RIA vs. IA vs. CSA
- 12:00 – 13:00 **LUNCH**
- 13:00 – 14:00 **Workshop: matching ideas to calls/calls to ideas**
- 14:00 – 14:45 **Financial planning**
- Cost types
  - Tools to use
  - Tips and tricks
- 14:45 – 16:00 **Workshop: Budget preparation exercise in small groups**
- 16:00 – 16:30 **Third parties and subcontractors**
- 16:30 – 17:00 **Horizon Europe: feature highlights, important changes**



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# How to Write a Winning Proposal



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- 09:00 – 09:30 **Writing an outstanding proposal: the basics**
- Admissibility conditions
  - Evaluation criteria and process
  - Understanding the point of view of evaluators
- 09:30 – 10:45 **Workshop: performing an evaluation in small groups**
- Reading the proposal, filling in the individual Evaluation report
  - Sharing and comparing results
  - Reading real evaluations
- 10:45 – 11:00 BREAK
- 11:00 – 12:00 **Good practices for drafting a successful proposal**
- Building your consortium/dealing with competition
  - Drafting Part B: from ideation to submission
  - Guidelines for each section, unwritten rules
- 12:00 – 12:30 **How to address expected impacts**
- From fundamental research to innovation, positioning correctly
  - Barriers to achieving expected impacts
  - Barriers vs. risks
- 12:30 – 13:30 LUNCH
- 13:30 – 16:00 **Workshop: designing the major components of a 'mock' proposal to a real Call in small groups**
- Reading the Call
  - Defining objectives and Work Plan
  - Common evaluation
  - Reviewing a real proposal
- 16:00 – 16:30 **Exploitation, IPR, innovation management**
- 16:30 – 17:00 **Dissemination and communication**

- Drafting a communication plan
- Using communication channels effectively
- Open research, open data, open access
- Legal obligations to respect

17:00 – 17:30 **Workshop: defining target groups, key messages and communication channels in small groups**



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# Your Proposal Got Funded! Now What?



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- 09:00 – 10:00 **Grant Agreement (GA) preparation**
- Financial viability, procedures, responsibilities
  - What can be changed, and what cannot
  - A review of real GA preparation requests
  - Managing the GA preparation on the Portal
- 10:00 – 10:45 **Preparing the Consortium Agreement**
- Templates
  - Negotiations and potential difficulties
  - Governance structure, responsibilities, and access rights
- 10:45 – 11:00 BREAK
- 11:00 – 12:00 **Preparing the Kick-off Meeting**
- Establishing communication channels
  - Detailed Work Plan
  - Logistics and organisation
- 12:00 – 13:00 LUNCH
- 13:00 – 14:30 **Financial reporting**
- Rules and responsibilities
  - Deviations
  - Managing the Report on the Portal
- 14:30 – 16:00 **Workshop: preparing a financial report**
- 16:00 – 16:15 BREAK
- 16:15 – 17:00 **Reviews and audits performed by the European Commission**
- Procedures and rules
  - Potential outcomes
  - Good practices