πράξη »

δίκτυο διάχυσης τεχνολογίας

Proposal writing| Βασικές αρχές

Σεμινάριο ΟΡΙΖΟΝΤΑΣ 2020 – ΟΡΙΖΟΝΤΑΣ ΕΥΡΩΠΗ
Αριστοτέλειο Πανεπιστήμιο Θεσσαλονίκης
Ειδικός Λογαριασμός Κονδυλίων Έρευνας ΑΠΘ

Contents

❯ Funding and tenders portal

❯ Phases of proposal preparation

❯ Excellence

❯ Impact

❯ Implementation

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Funding and Tenders Portal

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

Funding and Tenders Portal

Horizon 2020 Research & Innovation

Horizon 2020 is the EU funding programme for research and innovation

Horizon 2020 programme is running from 2014 to 2020 with a €80 billion budget. It provides research and innovation funding for multi-national collaboration projects as well as for individual researchers and supports SMEs with a special funding instrument.

For more information on Horizon 2020, please see the H2020 web site.

- Find calls for proposals
- Projects & Results
- SME Participations
- Financial Capacity Assessment
- What's new

Filter by programme part:

- Excellent Science
- Industrial Leadership
- Societal Challenges
- Spreading excellence and widening participation
- Science with and for Society
- The European Institute of Innovation and Technology (EIT)
- Euratom Research and Training Programme

Filter by focus area:

- Building a low-carbon, climate resilient future
- Connecting economic and environmental gains – the Circular Economy
- Digitising and transforming European industry and services
- Boosting the effectiveness of the Security Union

Filter by cross-cutting priority

- Accelerating Clean Energy Innovation
- Blue Growth
- Competitive, low-carbon and circular industries
- Contractual Public-Private Partnerships
- Cross-cutting Key-Enabling Technologies
- EIC Pilot
- ERA-NET
- Gender
- Innovation Procurement
- International cooperation
- Next-generation batteries

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Proposal preparation phase

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The Idea to Project cycle

6 months before deadline

Project Idea

Identify call

Proposal Preparation

Submission Evaluation

Grant Agreement

Time to Grant: Max 8 (5+3) months

Project Duration: 36-48 months (indicative)

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1. Idea vs Call screening

❯ Does the idea fit the call?

❯ What degree of adjustment is needed?

❯ What is the level of maturity of my idea?

❯ Does it have a European dimension?

❯ Is it innovative?

❯ How does the project fit into my organization's strategy?

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Technology Readiness Level

2. Decoding the call

Break the call text into bits and pieces

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Decoding a call text: Integrated local energy systems (Energy islands)

Topic Identifier

Example: **LC-SC3-ES-3-2018-2020**

Specific challenge

The fast growth of energy production from renewable energy sources offers new and economically attractive opportunities for decarbonising local energy systems (e.g. isolated villages, small cities..). It is also a technological and financial challenge for the electricity network to integrate more renewables […] and to optimise the electricity system operation in synergy with other energy carriers/vectors.

Scope

Proposals will develop and demonstrate solutions which analyse and combine, in a well delimited system, all the energy vectors that are present and interconnect them, where appropriate, to optimise their joint operation that is demonstrated by an increased share of renewables in and higher energy efficiency of the local energy system

Indicative Budget

The Commission considers that proposals requesting a contribution from the EU of between EUR 5 to 6 million

TRL will range between 5 and 8 (see part G of the General Annexes). Proposals will indicate the estimated levels of TRL at the beginning and at the end of the project.

Expected impact

validate solutions for decarbonisation of the local energy system, **enhance** the **involvement** of **local energy consumers and producers, validate** approaches, strategies and tools to **safely and securely operate** an **integrated local energy system** across energy vectors

Cross-cutting areas

Socio-economic science and humanities, Clean Energy, RRI, International Cooperation, Open Innovation

Type of action

Innovation Action

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Producing a concept note (initial outline of your idea)

> Write preliminary 2-3 pages about your:

> objectives

> European relevance (WP, topic)

> target group (user groups)

> Impact envisaged

> Methodology to be followed

> major steps (work packages)

> Performance measurements (KPIs)

> Type of expertise needed: intended consortium (countries, types of organisations)

> Your role!! (coordinator, core team?)

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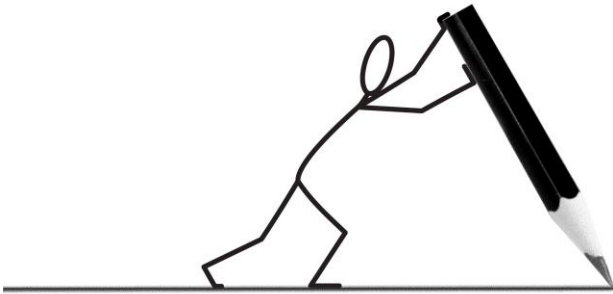
Producing a concept note (initial outline of your idea)

❯ It helps you identify partners

❯ It helps you in your communication activities (ie. NCPs)

❯ Useful for establishing common understanding

❯ External reality check: Consult with market actors – check their understanding and interest. Profit from their feedback to decide whether to take your idea forward

❯ Useful it to generate support (internal -hierarchy & external-VCs, Managing authorities, letter of support)

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A checklist for a convincing abstract

Title/ACRONYM	
Objective	The aim of the proposal is to… The key research question/challenge is to… Conformity with the call and work programme.
Background/short description	• Why bother? What problem are you trying to solve? • Is it a European priority? Could it be solved at National level? • Is the solution already available? • Why now? What would happen if we did not do this now? • Why you? Are you the best people to do this work?
Results/impact	• Expected results - what will come out of the project? Who will use the results? • Why do the people interested in the results should use the results? • How are you planning the transfer of results? • What will be changed? Post project situation

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Finding the right partners… (How?)

❯ From your own international contacts & personal network

❯ Funding and tenders portal partner search facility)

❯ Bilateral agreements of the University

❯ Contacts from events, information days, brokerage events

❯ NCP networks

❯ Social media (Linkedin)

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✓ Have in place selection criteria
✓ Clear understanding of the expertise you are searching

How do you structure the team?

❯ Coordinator

❯ Work Package leaders

❯ Task leaders

❯ External advisors

❯ Ethics advisor

❯ GDPR expert

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Proposal Drafting

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Starting with the right documents

"Good to have"- Documents

- Annotated Model Grant Agreement

  - Eligible costs (Art. 6)

  - Management of IPR (Arts 23-31)

  - Open Access, Ethics (Art 34)

  - Many examples and best practice solutions

- Desca Model Consortium Agreement

  - Governance Structure of the project

  - Dissemination and access rights to results

The Work Programme

Each thematic part of Horizon 2020 relates to Work Programme.

Available at:
1. Topic conditions and documents of each call
2. At the Horizon 2020 sections page:
- https://ec.europa.eu/programmes/horizon2020/h2020-sections

Where to start

Proposal template

❯ **PART A: Administrative forms**
(Administrative information filled online)
- General information (and <u>Abstract</u>)
- Participants information
- Budget
- Ethics

❯ **PART B: Project proposal**
(Technical information)
- Excellence
- Impact
- Implementation

❯ **Where to find it?**

Available at the reference documents of the Guidance & Manuals Support section

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents

The EU Framework Programme for Research and Innovation

HORIZON 2020

H2020 Programme

Proposal template 2018-2020

Administrative forms (Part A)
Project proposal (Part B)

Research and Innovation Actions (RIA)
Innovation Actions (IA)

Version 3.4
1 February 2018

General Proposal Structure and Length

Part A	Part B		Part B
	Standard: RIA/IA	**70 pages**	
	Standard: CSA	**50** pages	
	ERC	25 pages	
Online forms	FET OPEN	16 pages	**Additional Information**
	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	

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Excellence

❯ 1.1 Objectives

❯ 1.2 Relation to the work programme

❯ 1.3 Concept and approach

❯ 1.4 Ambition

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1.1 Objectives

*"Describe the overall and specific objectives for the project, which should be **clear, measurable, realistic and achievable** within the duration of the project. Objectives should be **consistent with the expected exploitation and impact** of the project (see section 2)."*
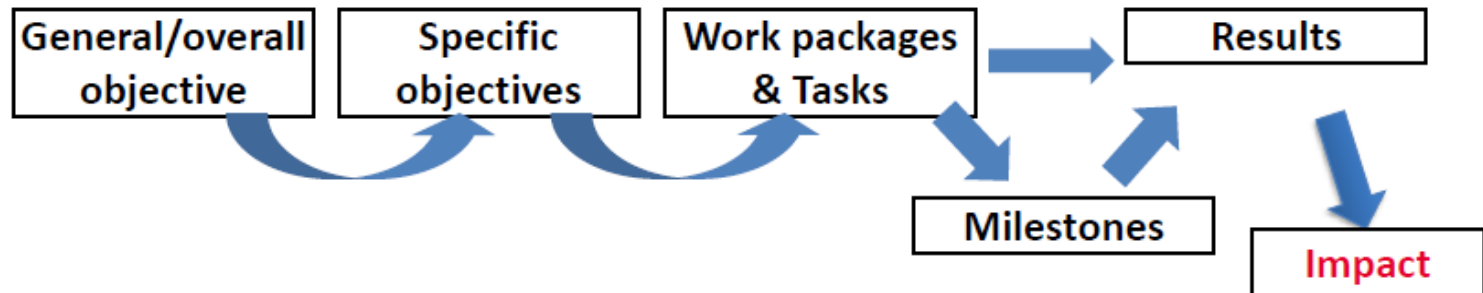
Objectives should be translated into WPs, and actionable tasks

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1.2 Relation to the work progamme, 1.3 Methodology

❯ Dismantle the Work proramme (decode it)

❯ Make a table of each element **identified** in the call text and **correlate** it with your proposal (objectives, tasks)

CONCEPT & METHODOLOGY

❯ Which models, which hypothesis and assumptions

❯ Inter-disciplinary considerations (good for integration of social sciences and humanities)

❯ Technology readiness level (TRL)

❯ Relevance to society, gender dimension with respect to the actual content of your proposed activities: see more:

http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm?pg=home

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1.4 Ambition

› What is the state of the art ? How is your proposal more advanced than..

- Best available solution at EU-level

- EU-funded projects already funded how do you go beyond state of art?

- What is your innovation potential. Is your proposal disruptive ie. proposing truly novel concepts? Is it market changing, leading to new products or services?

- Freedom to operate?

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Impact

❯ 2. Impact

- 2.1   Expected Impact

- 2.2 Measures to maximize impact

  - a)Dissemination and exploitation of results

  - b) Communication activities

❯ Important considerations

- Innovation Actions (IAs) receive extra weight in the impact section (1.5)

- Proposals in IA calls that rank the same, the proposal with the **highest**

Impact subscore receives **priority**

What is impact?

❯ "*The demonstrable contribution that excellent research makes to society and the economy*" (Research Councils UK).

❯ Research impact is the effect research has beyond academia: "*when the knowledge generated by our research contributes to, benefits and influences society, culture, our environment and the economy*".

(York Research Impact Statement)

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Source:
https://www.york.ac.uk/media/staffhome/research/documents/researchimpact/what-is-research-impact.pdf

NCP Academy workshop "Proposal Writing", Athens, 5th of February 2020.
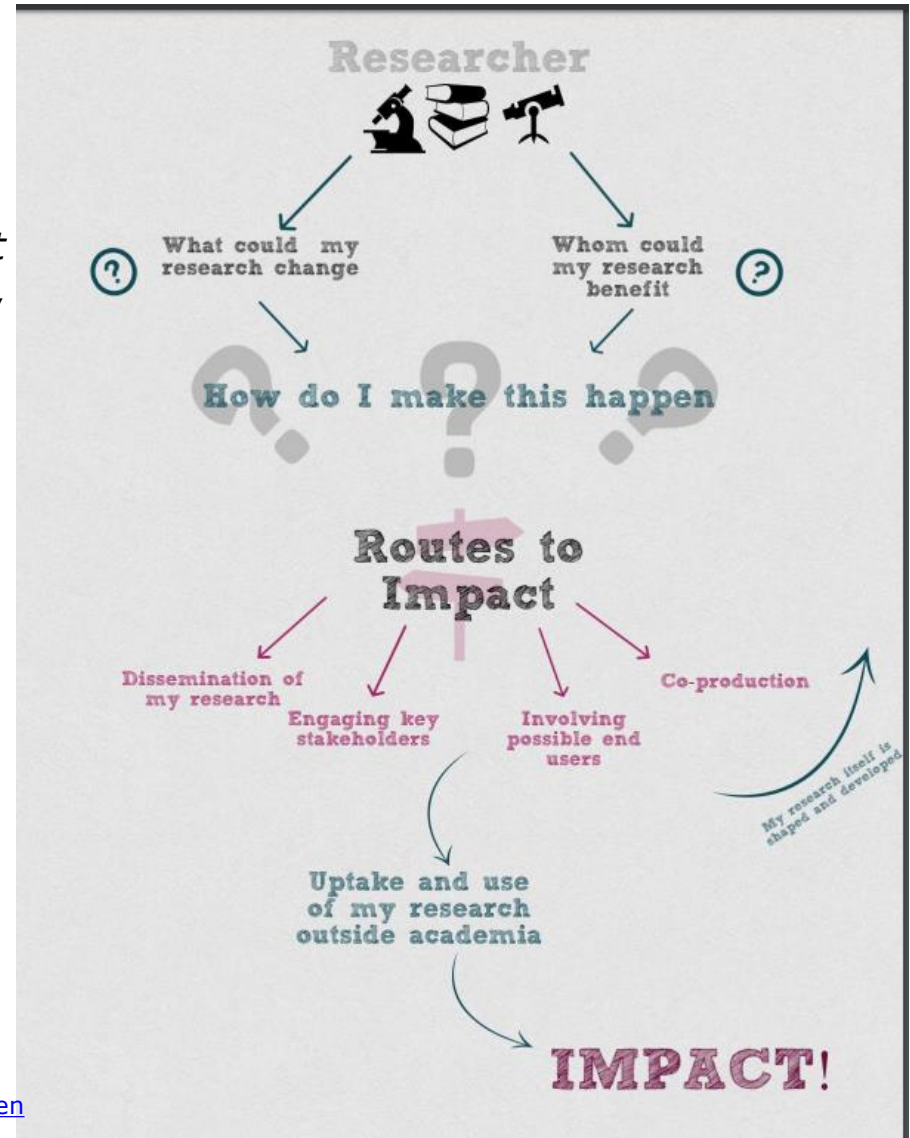
2.1 Expected Impact

The extent of the benefits for

❯ Science
❯ Technological progress
❯ Environment
❯ Society
❯ Economy – EU Competitiveness

Acknowledge them separately

Consortium (publications, patents)

Scientific community & Industry

EU Competitiveness (businesses)

EU Society, economy

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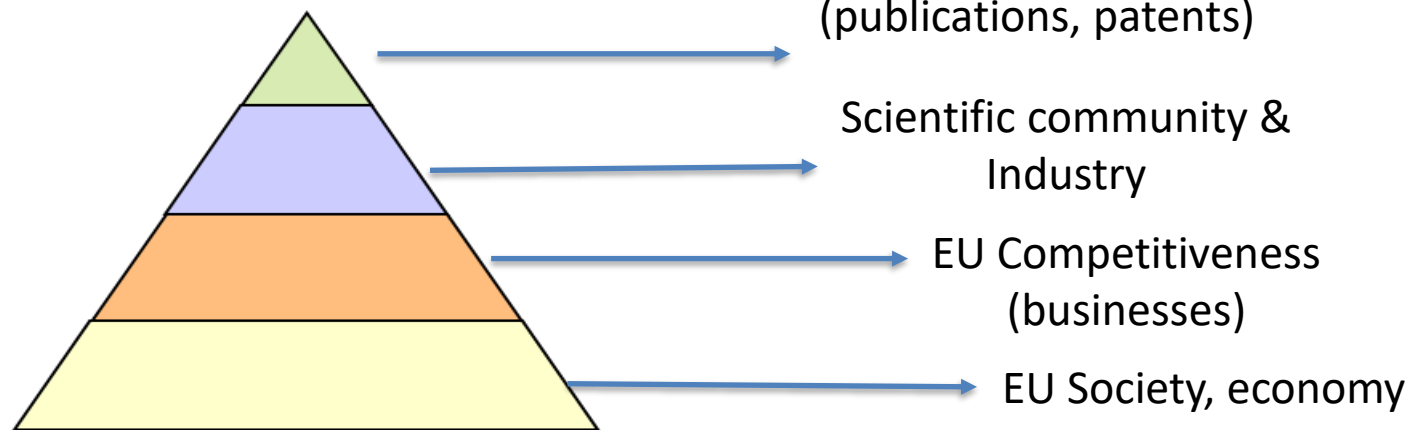
Types of impacts

A table can by quite practical to summarise

Academic impact	Economic impact	Societal impact	Other impact
• contribution to scientific advances, across and within disciplines • advances in understanding, method, theory and application • ….	• Innovation capacity • Competitiveness - Growth - Jobs - Budget savings • New market opportunities • market revenue, SMEs, patents • …	• Quality of life • Climate Change • Public services • Policy making • Creative activity • Public engagement • ….	• Political…? • Contribution to educational training • Sustainable development • Support EU policies • UN Sustainable development goals

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Source: NCP Academy workshop "Proposal Writing", Athens, 5th of February 2020.

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Any barriers to your expected impacts?

❯ Acknowledge important barriers that might

- prevent you from realizing your objectives.

- Such as laws, freedom to operate, consumers' resistance to change, interoperability issues

❯ Will the impact envisaged require any follow up steps?

❯ What metrics are you going to introduce?

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2.2. Measures to maximize impact "Dissemination & Exploitation of results"

Admissibility condition!!

❯ Provide a draft plan for the dissemination and exploitation of project's results

❯ **Don't confuse dissemination with exploitation**

❯ For Innovation actions, include a Business Plan, if relevant

https://ec.europa.eu/research/participants/data/ref/h2020/other/events/2018-02-22/9_dissemination-exploitation_en.pdf

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Dissemination vs Exploitation

Dissemination	Exploitation
Describing and **making available results** so that they can be used	**Making use of results**, for scientific, societal or economic purposes
Audiences that **may make use** of results	Groups and entities that **are making concrete use of results**
All results which are not restricted due to the protection of intellectual property, security rules or legitimate interests	**All results generated during project** Participant shall make best efforts to exploit the results it owns, or to have them exploited by another legal entity
Grant Agreement Art. **29**	Grant Agreement art. **28**
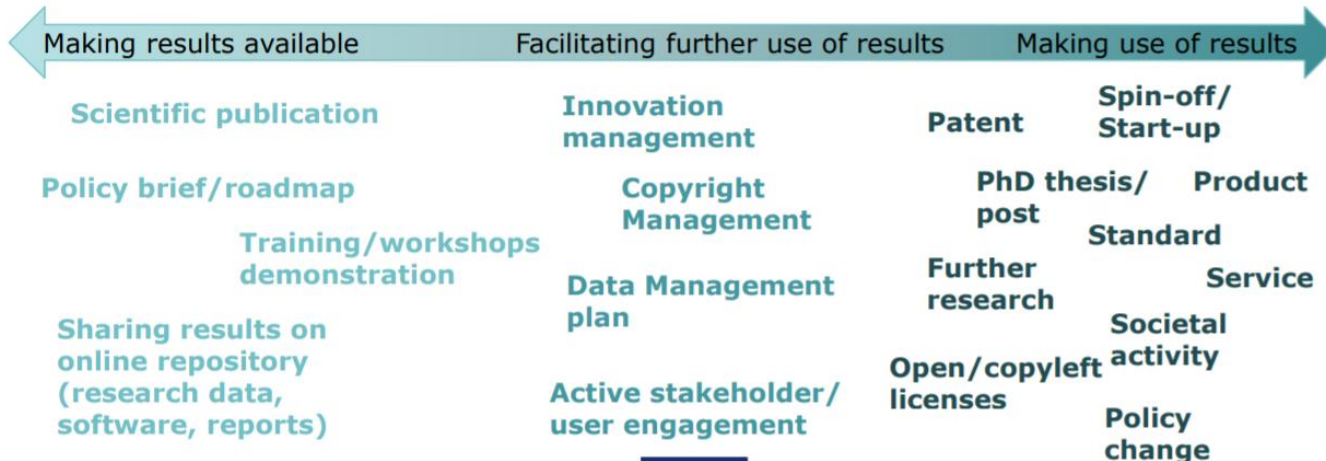
Making results available — Facilitating further use of results — Making use of results

Scientific publication

Policy brief/roadmap

Training/workshops demonstration

Sharing results on online repository (research data, software, reports)

Innovation management

Copyright Management

Data Management plan

Active stakeholder/ user engagement

Patent

Spin-off/ Start-up

PhD thesis/ post

Product

Standard

Further research

Service

Open/copyleft licenses

Societal activity

Policy change

Source: Horizon 2020 Coordinators' Day: Ioannis Sagias, Common Support Centre, European Commission:
https://ec.europa.eu/research/participants/data/ref/h2020/other/events/2018-02-22/9_dissemination-exploitation_en.pdf

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Implementation

❯ 3.1 Work Plan (work packages – deliverables)

❯ 3.2 Management structures, milestones and procedures

❯ 3.3 Consortium as a whole

❯ 3.4 Resources to be committed

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3.1 Work Plan

A checklist

❱ brief presentation of the overall structure of the work plan

❱ Timing of different work packages, tasks, deliverable (Gantt Chart)

❱ List of work packages (WP) (table 3.1a)

❱ Description of each WP

❱ Interrelation of implementation components (WPs) – Pert Chart

Deliverables (TIP: max 5-7 per WP)

❱ Distinct output of the project's activities.

❱ Derives from a task that is included in a WP

❱ Form of a report, software, developed prototype.

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3.1 Work Plan: Work Package Description (Table 3.1b);

Table 3.1b: 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)

Example, not to complete

EXAMPLE: Timing of the different work packages and their components (Gantt chart or similar)

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												D
	Task 4.4 Social Media innovative engagement and animation																		D						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																															D
	Task 6.4 BIOVoices final event																																				D

M: Meeting
SC: Steering Committee
D: Deliverables

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3.2 Management Structure and Milestones

A checklist

› Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project

› Describe measures for innovation management

› Quality assurance?

› Identification of critical risks & risk management
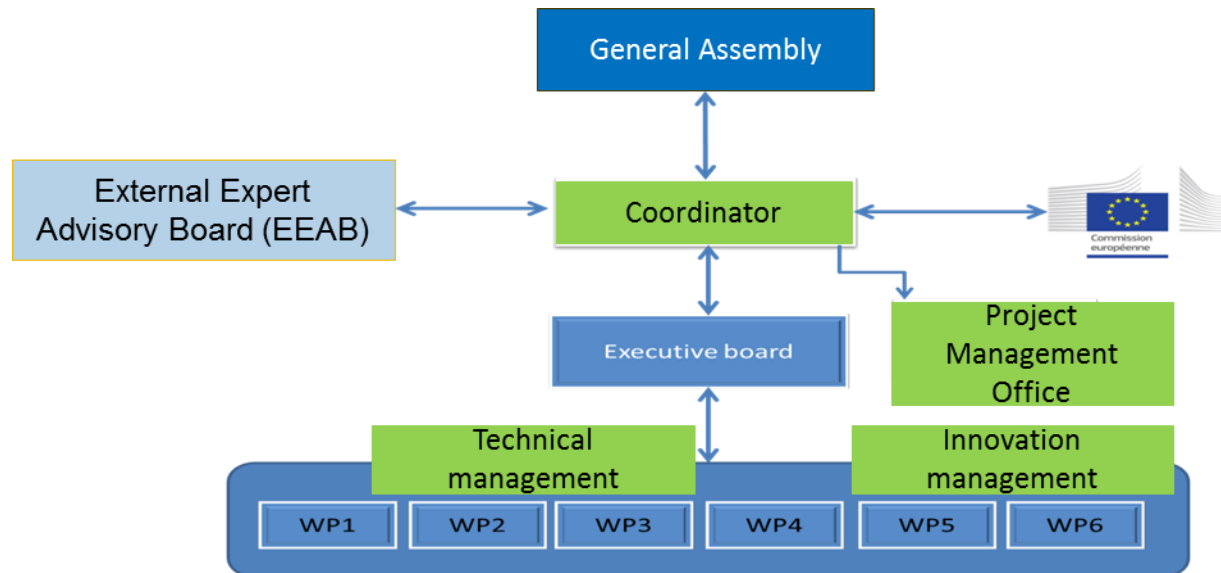
› Introduce milestones (progress checkpoints)

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3.2 Organisational structure: Example

Source: NCP Academy workshop "Proposal Writing", Athens, February 5, 2020

3.3 Consortium as a whole

A check list

❯ Describe the consortium. How will it match the project's objectives, and bring Together the necessary expertise? How do the members complement one another (and cover the value chain, where appropriate)?

■ In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.

■ If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).
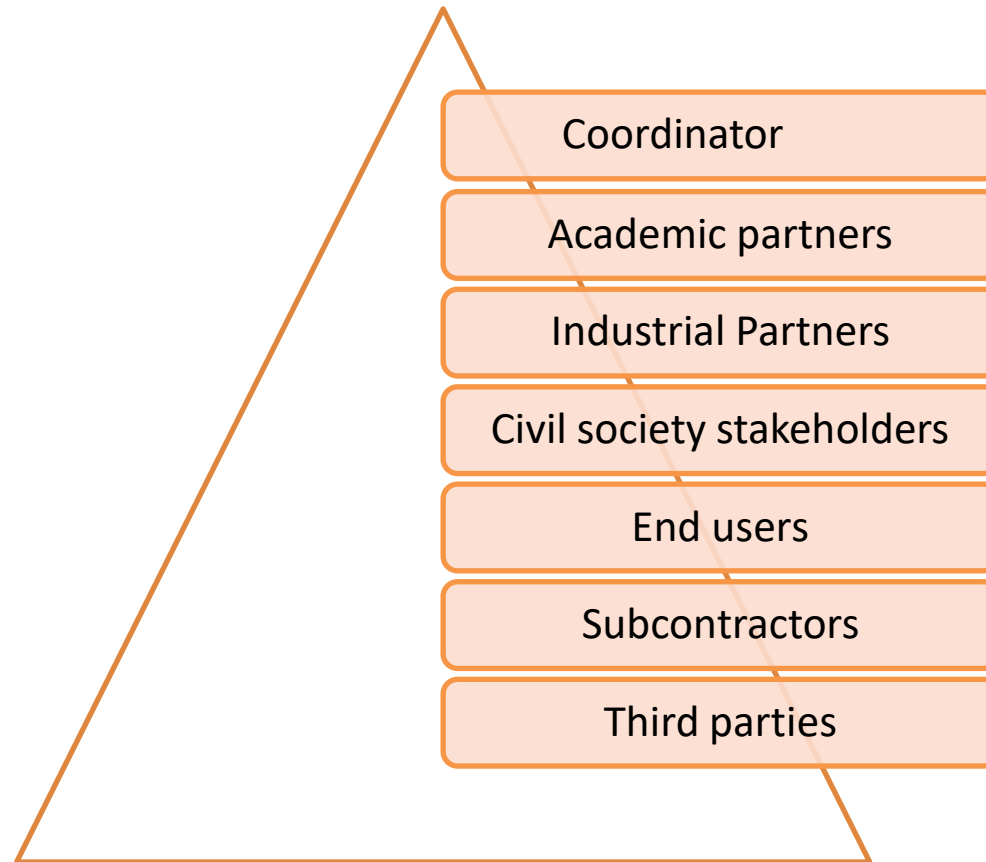
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3.3 Consortium as a whole

Coordinator

Academic partners

Industrial Partners

Civil society stakeholders

End users

Subcontractors

Third parties
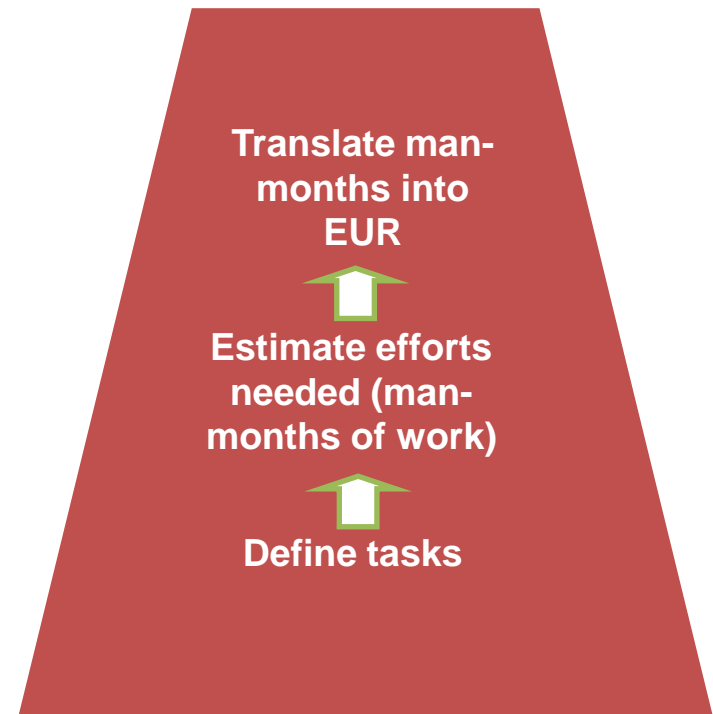
3.4 Allocation of resources

› Design your budget "bottom-up"

› Wait until the tasks are sufficiently specified and agreed – then design the budget

› Update it regularly

› Make sure allocate proper budget to impact related activities such as communication and dissemination

Translate man-months into EUR

⬆

Estimate efforts needed (man-months of work)

⬆

Define tasks

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Working with the right documents

„Nice to have"-Documents

✓ Ethics Guide

✓ Open Access Guide

✓ Guidelines on Data Management in H2020

✓ Communicating EU research and innovation guidance for project participants

✓ Project reporting templates

✓ Proposal Submission Service User Manual

✓ Annotated Model Grant Agreement

✓ **H2020 online Manual**

Strategic/political background documents

Guidlines exist for a number of proposal aspects!

Funding & tenders Portal

Official EU website

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Ευχαριστώ
για την προσοχή σας

Κατερίνα Παπαδούλη

National Contact Point | H2020: Food Security, Sustainable Agriculture and
  Forestry, Marine, Maritime and Inland Water Research and the Bioeconomy
papadouli@praxinetwork.gr