TURKEY IN HORIZON 2020
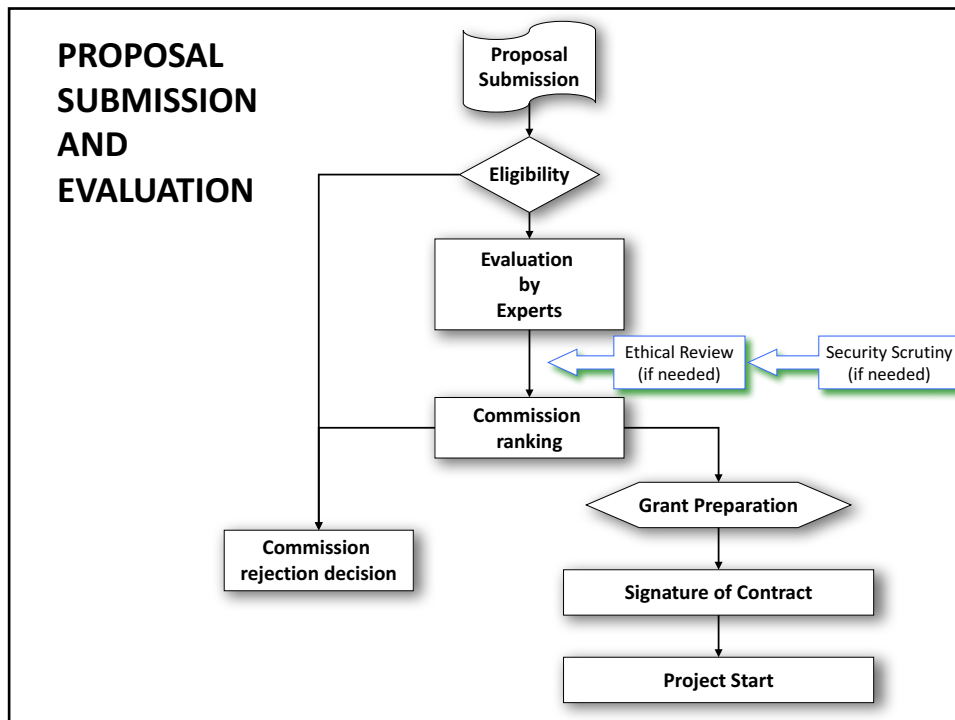*ALTUN/HORIZ/TR2012/0740.14-2/SER/005*

This project is co-financed by the
European Union and the Republic of Turkey
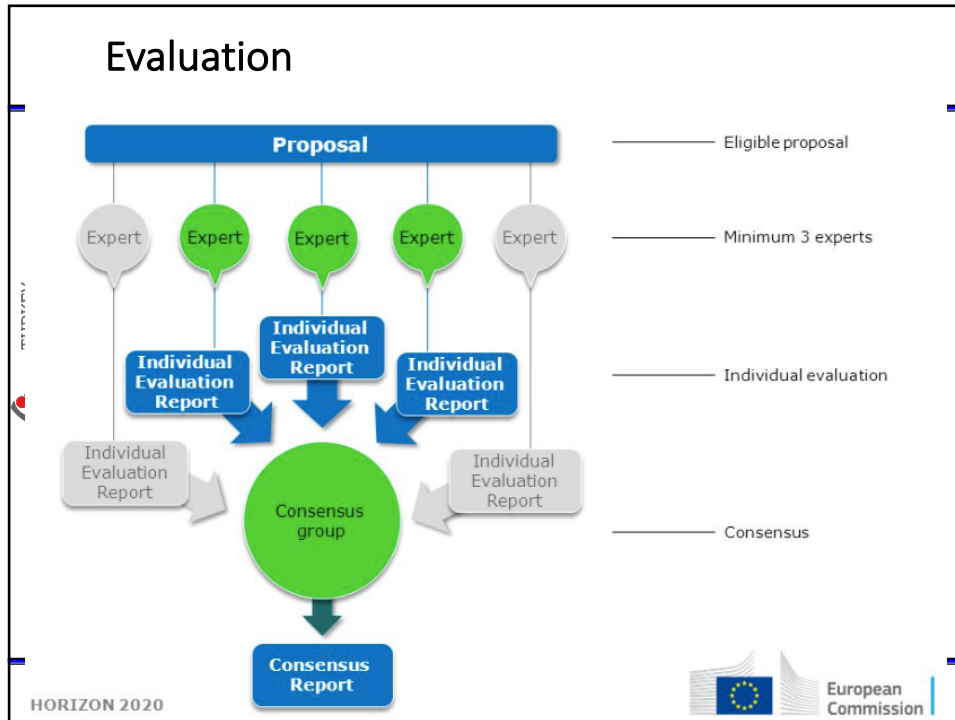Bu proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından
finanse edilmektedir

H2020 General Training

Proposal Structure
Evaluation

PROPOSAL SUBMISSION AND EVALUATION

Proposal Submission

Eligibility

Evaluation by Experts

Ethical Review (if needed) ⟵ Security Scrutiny (if needed)

Commission ranking

Commission rejection decision

Grant Preparation

Signature of Contract

Project Start

Evaluation

Proposal Preparation

When you prepare a proposal for H2020 you have to tell the EC:

A: who you are, and

B: what you want to do

Overall Proposal Structure

Every proposal consists of 2 parts:

who you are

Part A: In this part you have to provide the administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal.

what you want to do

Part B: Contains the details of the work you intend to carry out, the "technical annex".

Proposals must be submitted electronically, using the Commission's **Participant Portal**

5

On the Participant Portal under the relevant call you can download the

**Proposal template
(technical annex)**

These templates are different for
- Coordination and Support Actions **CSA**
- Innovation Actions **IA**
- Research and Innovation Actions **RIA**

6

Overview Part B1

Section 1: Excellence
1.1   Objectives
 1.2   Relation to the work programme
1.3   Concept and approach
1.4   Ambition
Section 2: Impact
2.1   Expected impacts
2.2   Measures to maximise impact
Section 3: Implementation
3.1   Work plan — Work packages, deliverables and milestones
3.2   Management structure and procedures
3.3   Consortium as a whole
3.4   Resources to be committed

7

Overview Part B2

Section 4: Members of the consortium
4.1.   Participants (applicants)
4.2.   Third parties involved in the project
Section 5: Ethics and Security
5.1   Ethics
5.2   Security

8

Evaluation Criteria

There are three evaluation criteria for full proposals:

1. **Excellence (relevant to the description of the call or topic)**
2. **Impact**
3. **Quality and efficiency of the implementation**

For each criteria scores between 0 and 5 are given.

Maximum score = 15

9

EXCELLENCE

To the extent that the proposed work corresponds to the topic description in the work programme:

- Clarity and pertinence of the objectives
- Soundness of the concept, and credibility of the proposed methodology
- Extent that proposed work is beyond the state of the art, and demonstrates innovation potential (e.g. ground-breaking objectives, novel concepts and approaches, new products, services or business and organisational models)
- Appropriate consideration of interdisciplinary approaches and , where relevant, use of stakeholder knowledge

10

IMPACT

- The expected impacts listed in the work programme under the relevant topic

- Any substantial impacts not mentioned in the WP, that would enhance innovation capacity; create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society

- Quality of proposed measures to exploit and disseminate project results (including IPR, manage data research where relevant);communicate the project activities to different target audiences (n/a SME Phase 1)

11

IMPLEMENTATION

- Quality and effectiveness of the work plan, including extent to which resources assigned in work packages are in line with objectives/deliverables

- Appropriateness of management structures and procedures, including risk and innovation management

- Complementarity of the participants which the consortium as a whole brings together expertise

- Appropriateness of allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfill that role

12

Interpretation of the scores

0 The proposal **fails to address the criterion** or cannot be assessed due to missing or incomplete information.

1 **Poor.** The criterion is inadequately addressed, or there are serious inherent weaknesses.

2 **Fair.** The proposal broadly addresses the criterion, but there are significant weaknesses.

3 **Good.** The proposal addresses the criterion well, but a number of shortcomings are present.

4 **Very Good.** The proposal addresses the criterion very well, but a small number of shortcomings are present.

5 **Excellent.** The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.
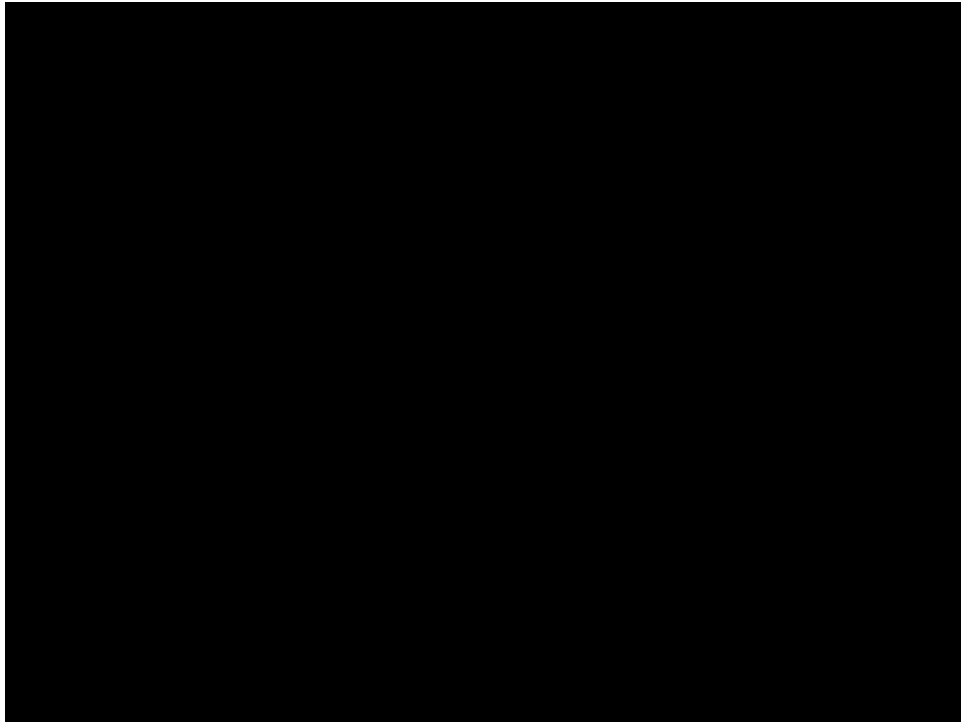
13

Page Limits

For full proposals, the length of the sections 1, 2 and 3 is limited, usually to 70 pages.

The on-line submission system will not accept longer text!!

14

Section 1: Excellence

Section 1: Excellence

1.1   Objectives

Describe the 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.

1.2   Relation to the work programme

Indicate the work programme topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.

16

Section 1: Excellence

1.3   Concept and approach

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-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 where relevant.

- 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;

17

Section 1: Excellence (1.3 cont'd)

- Describe and explain the overall approach and methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc;

- Where relevant, describe how sex and/or gender analysis is taken into account in the project's content.

18

Section 1: Excellence

1.4   Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.

- Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

19

Section 2: Impact

2.1   Expected impacts

Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.

Describe how your project will contribute to:

- the expected impacts set out in the work programme, under the relevant topic;
- improving innovation capacity and the integration of new knowledge (strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets;
- any other environmental and socially important impacts (if not already covered above).

Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)

20

Section 2: Impact

2.2   Measures to maximise impact

a) Dissemination and exploitation of results

- Provide a draft 'plan for the dissemination and exploitation of the project's results'. For innovation actions describe a credible path to deliver the innovations to the market. The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project.

Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.

The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed.

21

Section 2: Impact (2.2 cont'd)

- Explain how the proposed measures will help to achieve the expected impact of the project. Include a business plan where relevant.

- Where relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues:

  - What types of data will the project generate/collect?

  - What standards will be used?

  - How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.

  - How will this data be curated and preserved?

22

Section 2: Impact (2.2 cont'd)

You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.

The appropriate structure of the consortium to support exploitation is addressed in section 3.3.

- Outline the strategy for knowledge management and protection. Include measures to provide open access (free on-line access, such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the project.

23

Section 2: Impact (2.2 cont'd)

b) Communication activities

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.

24

Section 3: Implementation

3.1   Work plan - Work packages, deliverables and milestones
Provide:
- 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).

25

Section 3: Implementation (3.1 cont'd)

Advice:

Give full details. Base your account on the logical structure of the project and the stages in which it is to be carried out. 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 and also quantified information so that progress can be monitored, including by the Commission.

You are advised to include a distinct work package on 'management' (see section 3.2) and to give due visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages.

26

Section 3: Implementation (3.1 cont'd)

Advice (cont'd):

You will be required to include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports. (This does not apply to topics where a draft plan was not required.) This should include a record of activities related to dissemination and exploitation that have been undertaken and those still planned. A report of completed and planned communication activities will also be required.

27

Section 3: Implementation

3.2   Management structure and procedures

- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a))

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

- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan.

- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b)

28

Section 3: Implementation

3.3   Consortium as a whole

The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.

- Describe the consortium. How will it match the project's objectives? 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? How will they be able to work effectively together?

- 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 2.3).

29

Section 3: Implementation

3.4   Resources to be committed

Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person/months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person/months required (table 3.4a)

- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms)

30

Table 3.1a: Work package description

Work package number		Start Date or Starting Event				
Work package title						
Participant number						
Short name of participant						
Person/months per participant:						

Objectives

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

31

Table 3.1b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total months		

32

Table 3.1c: List of Deliverables

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date

33

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

34

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Table 3.4a: Summary of staff effort

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
ParticipantNumber/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

Table 3.4b: 'Other direct cost' items

Please complete the table below for each participant if the sum of the costs for' travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement, irrespective of the percentage of personnel costs.

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

37

Section 4: Members of the consortium

4.1. Participants (applicants)

Please provide, for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities;
- a list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content;
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal;
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- [any other supporting documents specified in the work programme for this call.]

38

Section 4: Members of the consortium

4.2. Third parties involved in the project

If any of the following apply, provide justification:

- Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)
- Does the participant envisage that part of its work is performed by linked third parties
- Does the participant envisage the use of contributions in kind provided by third parties

39

Section 5: Ethics and Security

5.1 Ethics

If you have entered any ethics issues in the ethical issue table in the administrative proposal forms, you must:

- submit an ethics self-assessment
- provide the documents that you need under national law

5.2 Security

Please indicate if your project will involve:

- activities or results raising security issues: (YES/NO)
- 'EU-classified information' as background or results: (YES/NO)

40