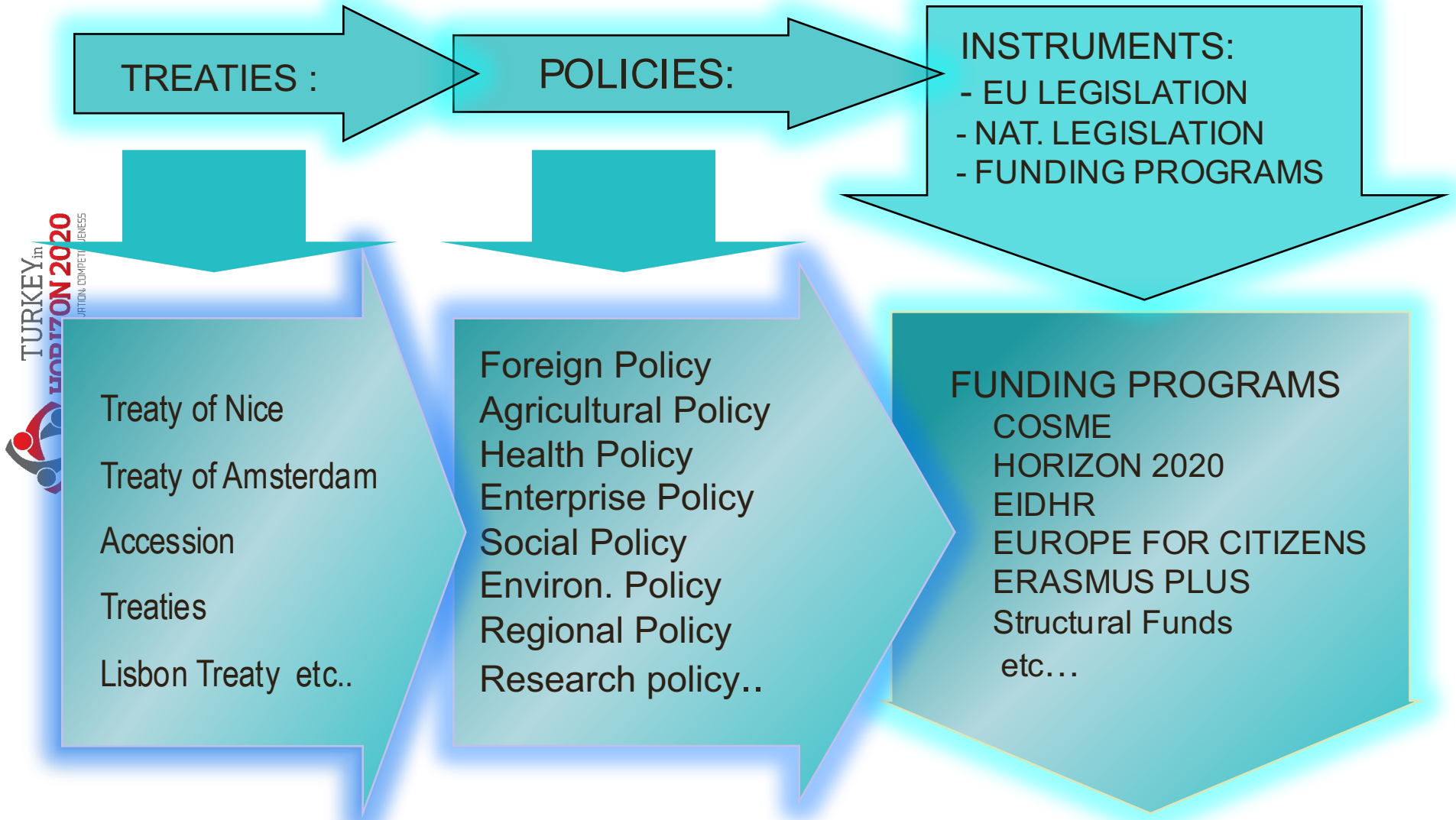
This project is co-financed by the European Union and the Republic of Turkey
Bu proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından finanse edilmektedir

Reference documents for proposal development

Aleksander Bakowski

Team Leader

How EU funding programmes work



EU Policy and H2020

- Horizon 2020 is Programme implementing EU RTD policy.
- It is composed of number of pillars which are in live with EUROPE 2020 strategy.
- All projects has to realize EU policies in different areas.
- References to the EU policies are important element of each proposal: it should be proved that project is relevant to H2020 objectives and EU policies.
- Topics of H2020 are not created bottom up, they are following identified problems (challenges).
- However, there are components of H2020 which are following bottom up uproach (for example: FET, MSCA, ERC).

How to analyze effectively the expectations of the EC

- **Creation of a Project Environment Folder (PEF)**

Download and copy relevant policies, work programs, reference documents, problem/challenge/market/industry analysis, research results, national strategies and other relevant non-state initiatives important for your project idea

- **Creation of a Customized Application Form (CAF)**

Create a CAF for your project using the Application form, Guidelines For Applicants (GFA), Evaluation criteria and paragraphs, sentences and words from the reference documents.

Creation of the Project Environment Folder

- Download into PEF all relevant documents (and share them):
  - **Policy level**: EU Policies, strategies, action plans..
  - EU Funding **Programme level**: work programme, action plans, guidelines, FAQ ...
  - **Project level**: problem/challenge/market/industry analysis, research papers, publications, project models..
  - **National, Regional and Local level** (if relevant), and
  - Other relevant NGO initiatives important for your project idea ..

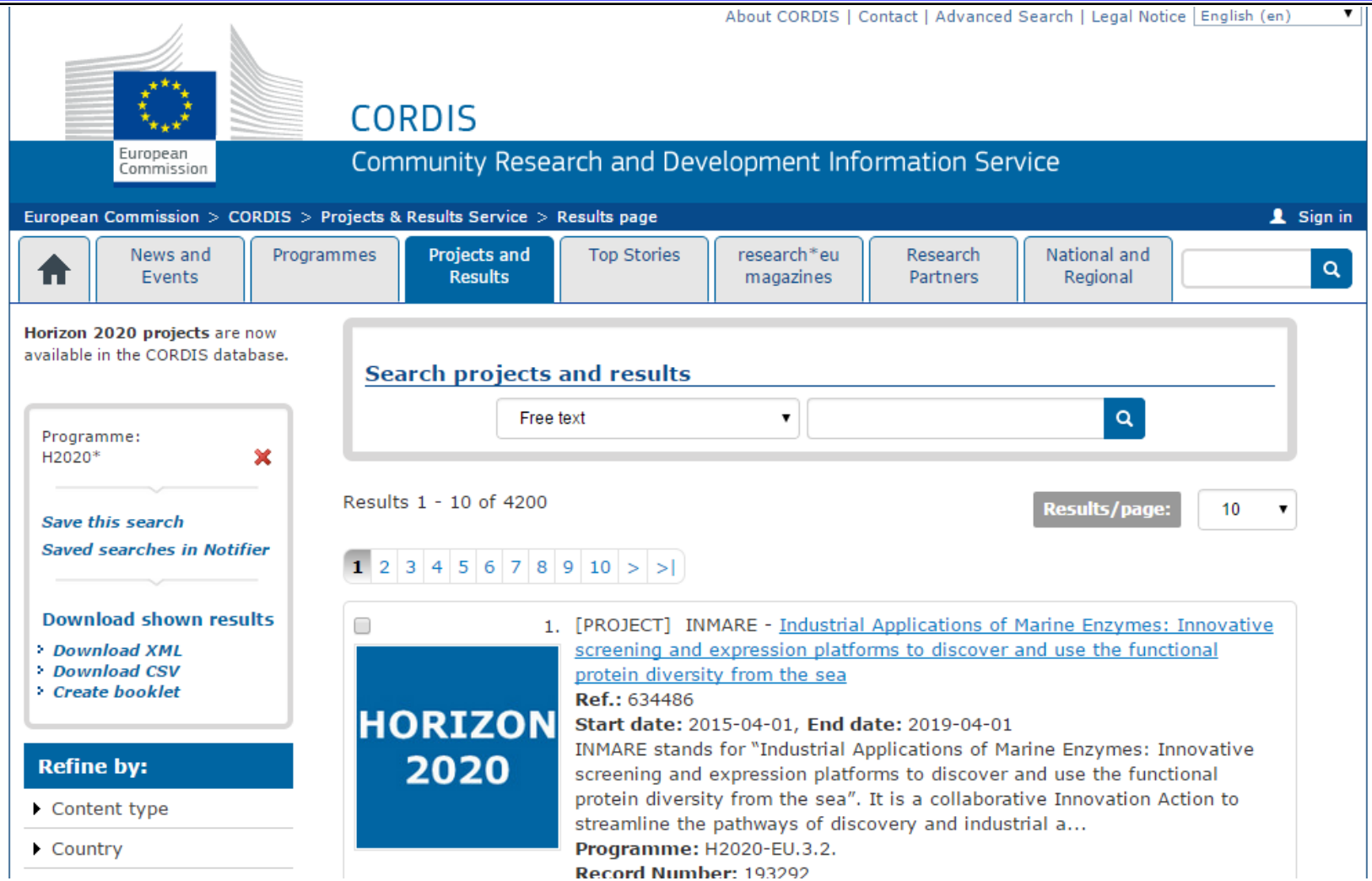
Content of proposal Part B (RIA)

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
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

Documents supporting proposal preparation

- **Project objectives**: identify relevant policy documents and/or analytical documents; start from documents mentioned in WP;
- **Relation to the work programme**: identify key elements of the WP text and make references;
- **Concept and approach/ambition**: analyse state of the art using relevant projects (CORDIS), publications, patents and market studies;
- **Impact**: EU, national, regional and local development strategies, in particular S3 strategies; quantified data (referenced to impact in WP) taken from existing studies;
- **Horizontal issues**: follow the guidelines published on Participant Portal; make reference to relevant studies.

Creation of the Project Environment Folder



Guide for Applicants

- The **Guide for Applicants** (GfA) are available from the Participant Portal for OTHER EU programmes!
- **Proposal templates**
- **H2020 Online Manual**
- Guidance „How to complete your ethics self-assessment”
- Guidelines on Open Access
- Guidance on Gender Equality

European Commission

GUIDE FOR APPLICANTS

CALL FOR PROPOSALS

Simple programmes

for co-financing of information and promotion measures implemented in the internal market or in third countries

ENJOY IT'S FROM EUROPE

January 2016

Disclaimer

This document is aimed at informing potential applicants for co-financing of information and promotion measures concerning agricultural products. It serves only as an example. The actual Web forms and templates provided in the online proposal submission system on the Participant Portal might differ from this example. Proposals must be prepared and submitted via the Electronic Submission System of the Participant Portal.

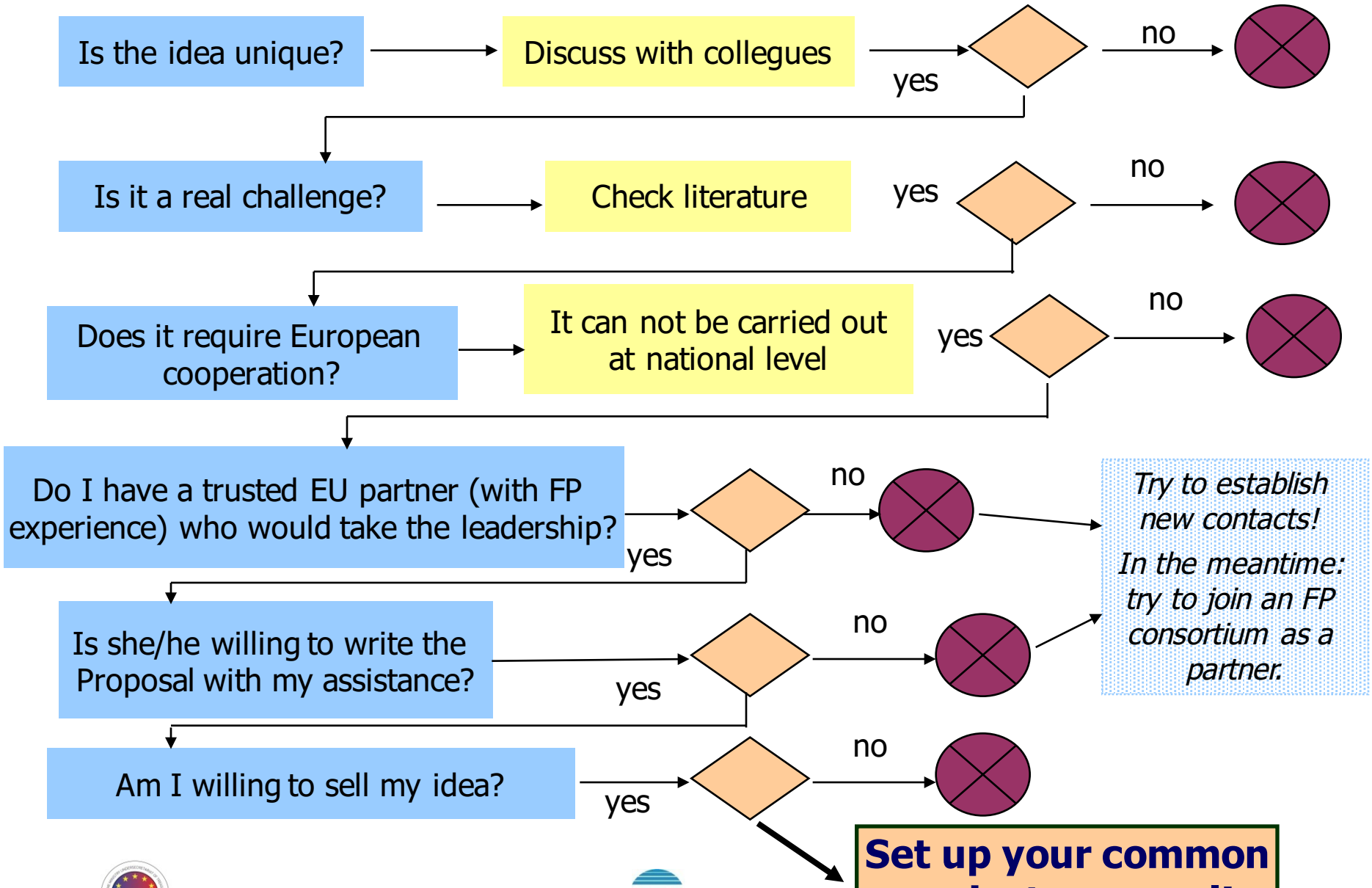
Agriculture and Rural Development

What makes a good proposal?

When analyzing idea, ask the following questions:

- **What problem are you trying to solve?** (the topic in the call is the problem defined by the EU and your project is the solution)
- **Is it a European problem?** (can not be carried out at national level)
- **Why this project now?**
- **Why you? Are you the best people to do this work?** Who will be the competitors?
- **Is this idea relevent to H2020 Work programme?** Is it possible to make it relevant?
- **Are objectives realistic?**

Flow chart – if you have a project idea…



Advise to confront the proposal content with self-evaluation form

Section 1: Excellence 1.1 Objectives 1.2 Relation to the work programme 1.3 Concept and approach 1.4 Ambition	Clarity and pertinence of the objectives; Credibility of the proposed approach. Soundness of the concept, ... ambitious, innovation potential, beyond the state of the art
Section 2: Impact 2.1 Expected impacts 2.2 Measures to maximise impact	The expected impacts listed in the work programme under the relevant topic Enhancing innovation capacity and integration of new knowledge; Strengthening the competitiveness and growth of companies ... Effectiveness of the proposed measures to exploit and disseminate ...
Section 3: Implementation 3.1 Work plan - Work packages, deliverables and milestones 3.2 Management structure and procedures **Section 4: Members of the consortium** Participants; Third parties involved; Consortium as a whole; Resources	Coherence and effectiveness of the work plan,... appropriatene allocation of tasks and resources Complementarity of the participants Appropriate management structures and procedures, including risk and innovation management.