

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



Good Practice Guide on **Support Services**

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PROMOTION



Leaflet: An overview of your oganization's role in H2020

Leaflet: H2020 in brief

Leaflet: H2020 how to participate

Newsletters

- e-Newsletter to circulate up to date information to your community to create awarenes on H2020;
- Content: contact information, links to additional information sources, funding possibilities (calls), news, events and trainings (by your organization and other national and international), partner seraches, disclaimer.
- Website
- Using Social Media







EVENT MANAGEMENT

- Organisation of Information Days for H2020
- Organisation of Brokerage Events
 - Concept Paper
 - Event Agenda: plenary and parallel sessions, brokerage session
 - Web tool for matchmaking: B2match
- Trainings for Specific Target Groups
 - Newcomers
 - Proposal Preparation
 - Project Management







PARTNER SEARCH

Who:

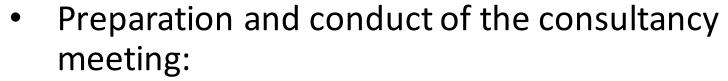
- Reserachers with concrete project idea who would like to find partners
- Researchers who are offering their expertise and would like to be partners
- Partner search form:
 - Information on Project
 - Target partner sought (expertise, role, type)
 - Contact details
 - Agreement for publication
- Partner Search Facilities:
 - Cordis, IDEAL-ist, Fit for Health, EEN, etc.
 - Research Networks, Conferences, Info days.







CONSULTATION and SUPPORT



- Ask for short description of project idea
- Check if idea fits to WPs/Identify most relevant call
- Check eligibility criteria for specific call
- Collect and read all relevant documents related to the researcher's subject
- Arrange face to face meeting
- Explain what kind of assistance person can receive
- Respect the confidentiality of the information provided
- Record in database the advice given
- Follow-up







CONSULTATION and SUPPORT

- Technical aspects of the proposal to be addressed:
 - Check the suitability of the project for the chosen topic
 - Give advice on the proposal writing and submission
 - Ask "key questions" to be addressed by researcher
 - Explain the importance of a dissemination strategy and open access
 - Emphasise the importance of writing the "Impact section of the proposal
 - Explain the gender aspects
 - Identify ethical issues







CONSULTATION and SUPPORT

- Pre-proposal and Final Proposal Check
 - Give deadlines for the proposal check process
 - Ask which parts of the proposal should be checked
 - Check the eligibility of the proposal and its completness
 - Check the proposal against evaluation criteria









DATABASES

- Client database
- CRM database
- Research directory (researchers and research institutions)
- SMEs directory









Example of Best Practice Hanbook



"Best Practice Hanbook for FP7 SSH NCPs"

http://www.net4society.eu/_media/best_practice_handbook.pdf





