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Technical Assistance for Turkey in Horizon 2020 Phase-II

EuropeAid/139098/IH/SER/TR

Key documents and procedures for preparing a proposal - Proposal template

Focused Group Training FGT-16 European Innovation Ecosystems
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REPUBLIC OF TURKEY
MINISTRY OF INDUSTRY
AND TECHNOLOGY



COMPETITIVE
SECTORS
PROGRAMME



TÜBİTAK

Outline

1. Where you are/should be
2. Finding the relevant documents
3. Part A and Part B of proposal
4. Part B – some good practices and its structure

As always remember to ask question or for longer explanations!!!

Where are you now ...?

- You should have by now a GREAT IDEA
- You should have by now a CONCEPT NOTE (1-3 pages long)
- You should have by now a CORE CONSORTIUM (2-3 partners – key individuals)
 - This means you should have a writing team – 2-4 people you know and trust
 - Skill in English here is important! (Sorry ...)
- You should have checked ADMISSABILITY conditions
 - Check types of organisations eligible and required by the call.
 - See criteria about “modest” and “strong” innovators (for example)
- **NOW you need to write the component parts of the Proposal**

Where are the relevant documents?

- Check the online call page:
 - <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-eie-2022-connect-01-01>
 - <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-eie-2022-connect-01-02>
 - <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-eie-2022-scaleup-01-01>

Two Parts to an Application

- Part A

- This is filled in on-line by coordinator initially, and additional info by partners.
- NOW in Horizon Europe, it contains much more information
- Basically is your profile:
- Institution, Department PLUS
 - *List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.*
 - *List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal*
 - *Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work*
 - Gender equality plan - table
 - Budget – table (see presentation tomorrow)
 - Ethics and security - table

- Part B

Part B – the content – key points

- Page limit is 30 pages – any pages longer will be lost
- Structure is defined – YOU NEED TO FOLLOW THIS STRUCTURE

Section	Topic
0	Infographic
1	Excellence
1.1	Objectives
1.1.1	Background and vision
1.1.2	Main objective
1.1.3	Specific objectives
1.2	Coordination and/or support measures and methodology
1.2.1	Overall methodology – concepts, models and assumptions
1.2.1.1	Common challenges and means to overcome them
1.2.1.1.1	Do no significant harm principle
1.2.2	Open science practices
1.2.3	Research data management and management of other research outputs
2	Impact
2.1	Project's pathways towards impact
2.1.1	Unique contribution
2.1.2	Outcomes and wider impacts
2.1.2.1	Scientific impact
2.1.2.2	Economic/technological impact
2.1.2.3	Societal impact
2.1.3	Requirements and potential barriers beyond the scope of the project
2.1.4	Scale and significance of the project's contribution to the expected impact
2.2	Measures to maximise impact - Dissemination, exploitation and communication
2.2.1	Measures to maximize dissemination and exploitation
2.2.1.1	Planned dissemination and exploitation measures
2.2.1.2	Target groups
2.2.1.3	Follow-up plan to foster exploitation/uptake of results
2.2.1.4	Policy feedback measures to contribute to policy shaping and supporting the implementation of new policy initiatives and decisions
2.2.2	Communication measures
2.2.2.1	Objectives

2.2.1.4	Policy feedback measures to contribute to policy shaping and supporting the implementation of new policy initiatives and decisions
2.2.2	Communication measures
2.2.2.1	Objectives
2.2.2.2	Main message(s), tool(s) and channel(s)
2.2.2.3	Metrics and KPIs
2.2.3	Strategy for management of intellectual property
2.3	Summary
3	Quality and efficiency of the implementation
3.1	Work plan and resources
3.1.1	Overall structure of the workplan
3.1.2	Gantt chart
3.1.3	Pert chart
Table 3.1a	List of work packages Detailed work description
Table 3.1b	Description of work packages (for each WP)
Table 3.1c	List of deliverables
Table 3.1d	List of milestones
Table 3.1e	Critical risks for implementation
Table 3.1f	Summary of staff effort
Table 3.1g	Subcontracting costs' items Purchase costs' items (travel and subsistence, equipment and other goods, works and services)
Table 3.1h	
Table 3.1i	'Other costs categories' items (e.g. internally invoiced goods and services)
3.2	Capacity of participants and consortium as a whole



An example ..

- (show example)

Good practice: Create a writing task schedule

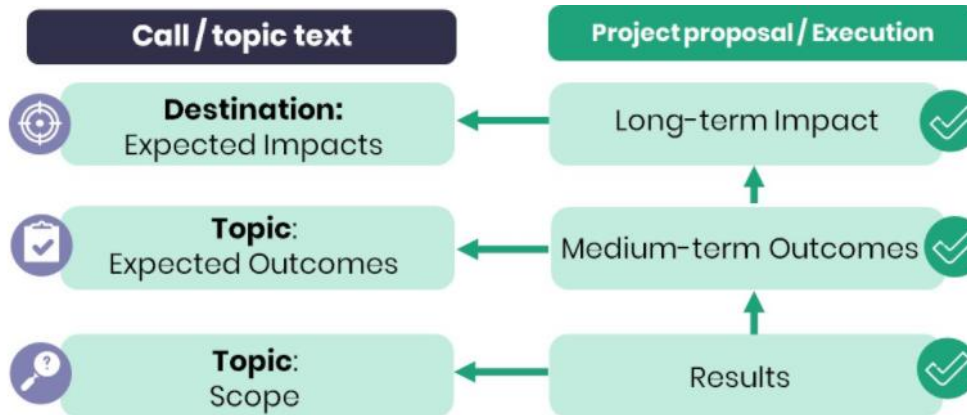
Section	Topic	Responsible	Expected No of pages	Assigned to	Due date of 1st version	status	Due date of 2nd version	status	Due date of Final version
	Abstract	Nikos			13/1/2019	Pending			20/1/2020
Introduction	Infographic	Nikos/Gregory?	1	?	27/12/2019	Pending	13/1/2019		20/1/2020
1.1.1	Background and vision	Christopher	1		20/12/2019	Initial stages	13/1/2019		20/1/2020
1.1.2	Project Objectives	Nikos/Christopher	2		20/12/2019	Initial stages	13/1/2019		20/1/2020
1.2	Relation to the Work Programme	Nikos	2		20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.1	Overall concept underpinning the project	Nikos/Christopher		Polimi/TNO/Teagasc/NP	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.1.1	Sustainable Innovation Framework	Nikos	1	Polimi	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.1.2	Behaviour Innovation	Nikos	0.75	Aine/Caroline	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.1.3	Sustainable Business Model Innovation	Nikos	0.75	Frank/Gregory	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.1.4	Data-driven Technological Innovation	Nikos	0.75	Nikos Kalatzis/Christopher	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.1.5	DIHs, Ploutos Innovation Academy and Piloting Methodology	Nikos	0.75	Nikos / Rafael	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.2	Overview of Use Cases	Rafael	8	Rafael/UC leaders	20/12/2019	Pending	13/1/2019		20/1/2020
1.3.3	Position of the project	Nikos	0.5		20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.4	National and international projects linked with Ploutos	Nikos	1	Nikos	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.5	Overall methodology	Nikos	2	Nikos/Aine	20/12/2019	Initial stages	13/1/2019		20/1/2020
1.3.6	Gender Aspects	Nikos	0.5	Nikos	20/12/2019	Near completion	13/1/2019		20/1/2020
1.4.1	Progress beyond state-of-the-art	Nikos			20/12/2019	Pending	13/1/2019		20/1/2020
1.4.1.1	Progress beyond state-of-the-art - Behaviour Innovation	Aine	0.5	Aine/Caroline	20/12/2019	Pending	13/1/2019		20/1/2020
1.4.1.2	Progress beyond state-of-the-art - Business	Frank	0.5	Frank/Gregory	20/12/2019	Pending	13/1/2019		20/1/2020
1.4.1.3	Progress beyond state-of-the-art - Data Driven Technological Innovation	Nikos Kalatzis	0.5	Nikos Kalatzis/Christopher	20/12/2019	Pending	13/1/2019		20/1/2020
1.4.2	Innovation potential	Nikos/Frank	0.5		20/12/2019	Pending	13/1/2019		20/1/2020
2.1.1	Expected strategic impact	Spyros/Michael	1.5		20/12/2019	Initial stages	13/1/2019		20/1/2020
2.1.2	Expected impact according to the work programme	Spyros/Michael	3		20/12/2019	Initial stages	13/1/2019		20/1/2020
2.1.3	Expected social and economic impact	Spyros/Michael	1		20/12/2019	Initial stages	13/1/2019		20/1/2020
2.1.4	Expected impact on European Policies, Regulations and Norms	Spyros/Michael	0.5		20/12/2019	Initial stages	13/1/2019		20/1/2020
2.1.5	Barriers, obstacles and framework conditions	Spyros/Michael	0.5		20/12/2019	Initial stages	13/1/2019		20/1/2020
2.2.1	Dissemination of the results	Gregory	1		20/12/2019	Pending	13/1/2019		20/1/2020
2.2.1.1	Dissemination strategy	Gregory	0.5		20/12/2019	Pending	13/1/2019		20/1/2020
2.2.1.2	Target groups and key messages	Gregory	0.5		20/12/2019	Pending	13/1/2019		20/1/2020
2.2.1.3	Tools and results	Gregory	0.5		20/12/2019	Pending	13/1/2019		20/1/2020
2.2.2	Exploitation of the results	Gregory/Frank	1		20/12/2019	Pending	13/1/2019		20/1/2020

Core parts of proposal – 1 EXCELLENCE

- This section tells the reviewer/EC what the core idea is, what you hope DO in the project, and HOW (methodology)
 - *Clarity and pertinence of the project's objectives*
 - *Quality of the proposed coordination and/or support measures including soundness of methodology*
- For a CSA estimate only SEVEN (7) pages long (approximately) (out of total of 30)
- To be discussed more in the following sessions

Core parts of proposal – 2 IMPACT

- This section tells the reviewer how you will change the world!
- Important to understand RESULTS vs. OUTCOMES vs. IMPACTS



- Summary Canvas → see template

Summary canvas

TARGET GROUPS

Who will use or further up-take the results of the project? Who will benefit from the results of the project?

Example 1

9 European airports:

Schiphol, Brussels airport, etc.

The European Union aviation safety agency.

Air passengers (indirect).

Example 2

End-users: consumers of electronic devices.

Major electronic companies: Samsung, Apple, etc.

Scientific community (field of transparent electronics).

OUTCOMES

What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?

Example 1

Up-take by airports: 9 European airports adopt the advanced forecasting system demonstrated during the project.

Example 2

High use of the scientific discovery published (measured with the relative rate of citation index of project publications).

A major electronic company (Samsung or Apple) **exploits/uses the new product** in their manufacturing.

IMPACTS

What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the work programme?

Example 1

Scientific: New breakthrough scientific discovery on passenger forecast modelling.

Economic: Increased airport efficiency
Size: 15% increase of maximum passenger capacity in European airports, leading to a 28% reduction in infrastructure expansion costs.

Example 2

Scientific: New breakthrough scientific discovery on transparent electronics.

Economic/Technological: A new market for touch enabled electronic devices.

Societal: Lower climate impact of electronics manufacturing (including through material sourcing and waste management).

Core parts of proposal – 3 Implementation

- Note title “Quality and efficiency of the implementation”
 - *Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.*
 - *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.*
- Section 3.1 Work plan and resources – 10 pages
- Section 3.2 Capacity of participants and consortium as a whole – 3 pages



Q&A

Time to ask your
questions!

Teşekkür ederim!

Thank you!

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