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finanse edilmektedir



TURKEYⁱⁿ
HORIZON 2020
COOPERATION. INNOVATION. COMPETITIVENESS

Technical Assistance for Turkey in Horizon 2020 Phase-II

EuropeAid/139098/IH/SER/TR

Horizon Europe – Session 2: **The HOW** *(How to write the proposal)*

General & Introductory Training

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Webinar, 27 June 2022

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REPUBLIC OF TURKEY
MINISTRY OF INDUSTRY
AND TECHNOLOGY



Practical aspects...

- This session is only about practical aspects of the proposal
- So no theory, no vague or ambiguous statements at all! ;-)
- I suppose you are all interested to use the opportunity and submit a proposal for this call
- What does this practically mean?
- (Not about to look for and join consortia – this will be covered by Odysseas in Session 3 on ‘The WHY’!)

Size of the proposal

- Only 8 pages!
- Of course...

⚠ Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 8 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only **indicative**.

Cheating is not a good idea at all...

- Also: don't think of 'cheating' with the page number:
- Or better ***do not*** think of 'cheating' ***at all***:

The page limit will be applied automatically. *A*
actual proposal that you need to submit also

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Cover page

- Some formalities to take into account...
- Good to pay attention to the details

TITLE OF THE HORIZON EUROPE ONGOING PROJECT		
Acronym and ID of the ongoing Horizon Europe project		
The coordinator confirms that all consortium partners are aware and agree on the accession of the new hop on partner to the ongoing Horizon Europe project (insert acronym and project number).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The addition of the new partner raises new ethical or security issues compared to those already identified (if any) in the current running project? If Yes, please fill in section 4 "Ethics and Security" in the Application form (Part A) accordingly.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

⚠ *The coordinator must upload in the Submission System an additional mandatory Annex "Project Grant Agreement" (PDF max 10 MB) containing the signed GA, Form A, Form B and the budget table of the ongoing Horizon Europe project to which the Widening partner will join.*

⚠ *A summary list of all project consortium members should be provided in the table below.*

⚠ *Insert the hop on widening partner* as the last participant in the list of participants.*

List of participants

Participant No. **	Participant organisation name	Country
1 (Coordinator)***		
2		
3		

* The hop on widening partner must be a legal entity established in a Widening country wishing to join this collaborative RIA action.

** Please, use the same participant numbering and name as those used in the administrative proposal forms.

*** The co-ordinator must be from a project funded under Pillar 2 or an EIC Pathfinder call of Horizon Europe with a valid Grant Agreement (RIA) that does not have any participant from a country eligible to host the co-ordinator under the Widening component (Widening country).

Structure of the proposal

- Same as in the Horizon Europe proposals
- Only limited / reduced information and content needed
- Organisation in three chapters:
 1. Excellence
 2. Impact
 3. Quality and efficiency of the implementation

1. Excellence

- Only 2 pages:
- Section 1.1 Objectives and ambition [ca. half page]
- Section 1.2 Methodology [ca. 1.5 pages]

1.1 Objectives and ambition *[e.g. half page] Modify Section 1.1 if applicable*

- Briefly describe how the addition of the widening partner will enhance the project' objectives and/or influence the state of the art in terms of novel concepts and approaches, new products, services or business and organisational models
- A workflow to follow:
- Have access to the 'parent' proposal Section 1.1
- Try to critically read and connect your mini-project to the already running one
- Quantify as much as possible
- Remain specific and avoid generalities ~~as much~~ at all

1.2 Methodology [e.g. 1.5 pages] modify section 1.2. if applicable.

- *Describe if and how the existing overall project methodology including the concepts, models and assumptions that underpin the work of the project, will change due to the addition of the new widening partner and the added value of these modifications.*
- *Describe and explain if an **additional methodology** will be used and/or a **new scientific discipline** will be entering the project, and highlight its added value to the project referring also to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.*
- *Describe (if applicable) any **new elements (or modifications to the existing practices within the project)** relating to **open science, data management and management of other research outputs as a result of the addition of the widening partner***

- *Describe if and how the existing overall project methodology including the concepts, models and assumptions that underpin the work of the project, will change due to the addition of the new widening partner and the added value of these modifications.*

- Read (actually: study in depth) the methodology of the running project
- Does your inclusion in the project affects or influences this methodology?
- No?
- Yes?
- Not a trivial question
- No need to 'cheat' to win impressions (usually it is more complicated...)

- *Describe and explain if an additional methodology will be used and/or a new scientific discipline will be entering the project, and highlight its added value to the project referring also to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.*
- Here it is the key part:
- To describe the methodology that will be devised by you and supported by the Coordinator (don't forget they get 10% extra funding...) to help your engagement in the project
- The inclusion of a new scientific discipline should be cautiously handled – avoid the risk of failing to convince (an example helps here)

- *Describe (if applicable) any new elements (or modifications to the existing practices within the project) relating to open science, data management and management of other research outputs as a result of the addition of the widening partner*
 - This is important!
 - It is your opportunity to convince that you have studied the running project's methodology and you have devised the practices that you will implement to get engaged in the project
 - Also important:
 - All aspects related to open science, data management and management of other research outputs that were presented in the original proposal have to be re-assessed and complimented with new information related to your accession

2. Impact

- Again only 2 pages:
- Section 2.1: Project's pathways towards impact [ca. 1 page]
- Section 2.2: Measures to maximise impact - Dissemination, exploitation and communication [ca. 1 page]

2.1 Project's pathways towards impact [e.g. 1 page]

- Please describe concisely how the current impacts/outcomes of your project, beyond the immediate scope and duration of the project, will be effected by the addition of the new widening partner. Describe the contribution of the new widening partner and any new elements or modifications.
- Describe the unique contribution of the new widening partner and the contribution your project would make towards the **outcomes** specified in this WIDERA topic:
 - At consortium level, enlarges outreach of the participants' R&I actions and provides access to new talent pools.
 - At system level, it mobilises excellence in the Widening countries, increases visibility of the participants from the Widening countries, improves knowledge circulation, and reduces lack of participation of the Widening countries in specific thematic domains.
 - At the level of the new partner, new competencies and skills for working in transnational projects including research management and dissemination and exploitation are acquired.

2.2 Measures to maximise impact - Dissemination, exploitation and communication [*e.g. 1 page*]

- Briefly describe the added value the new widening partner will bring to the communication, dissemination and exploitation strategies of the project.
- Outline (if applicable) if the strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation have changed as a result of the new widening partner in your project.

3. Quality and efficiency of the implementation

- 4 pages:
- Section 3.1: Work plan and resources [ca. 3 pages – including tables]
- Section 3.2: Capacity of the new widening partner [ca. 1 page]

Section 3.1: Work plan and resources

- Three pages only with too *many* information elements
- Is it feasible to fit all into this limit?
- Let's try come up with an 'accounting' plan...

Please provide the following:

- brief presentation of the modifications on the overall structure of the work plan due to the addition of the widening partner;
- modifications (if any) related to the timing of the different work packages and their components (Gantt chart or similar) due to the addition of the widening partner;
- modifications (if any) to the graphical presentation of the components showing how they inter-relate (Pert chart or similar) due to the addition of the widening partner;
- detailed work description, i.e.:
 - a list of the modified or new work package(s) due to the addition of the widening partner; (table 3.1a);
 - a description of the new work package(s) and/or changes to the existing work package(s) (table 3.1b);
 - a list of new and/or modified deliverables due to the addition of the widening partner (table 3.1c);
- a list of new or modified milestones due to the addition of the widening partner; (table 3.1d);
- modifications (if any) to the critical risks or description of new risks due to the addition of the widening partner; relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);
- a table showing the changes to the number of person months required due to the addition of the widening partner; (table 3.1f);
- a table (if applicable) showing the description and justification of subcontracting costs of the widening partner; (table 3.1g);
- a table (if applicable) showing justifications for 'purchase costs' (table 3.1h) for the widening partner where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);
- if applicable, a table showing justifications for 'other costs categories' for the widening partner (table 3.1i);
- if applicable, a table showing in-kind contributions from third parties for the widening partner (table 3.1j)

1st pass

- Add the **new** Work Package → max 1 page (table 3.1.b)
- Add the **new** Work Package to the list of existing / ongoing WPs (table 3.1.a)
- Add the Deliverables of the **new** Work Package to the list of Deliverables (table 3.1.c)
- Are there any **new** Milestones relevant to add in the List of milestones (table 3.1.d)?
- Are there any **new** risks / risk types relevant to add in the List of critical risks (table 3.1.e)?
- Changes in the personmonths to appear in efforts' presentation (table 3.1.e)! (They affect the new partner and the Coordinator → 10%...)
- New subcontracting costs incurred (table 3.1g), new 'purchase costs' justification (table 3.1h), newly appearing 'other costs categories' (table 3.1i) and in-kind contributions from 3rd parties (table 3.1j) → **all need their own table...**

Hmmm...

- How confident are we that it will all fit into three pages?...
- Ideally: one page to be devoted to the new WP and the rest of the required information will be used for the remaining items

Here some practical tips:

- Instead of the entire Tables 3.1.b, c, d, you may add the part only that is relevant i.e. the new Deliverable, the new milestone, the new risk, etc.
- Otherwise it may be pretty difficult or rather impossible

2nd pass (still some extra information needed...)

- brief presentation of the modifications on the overall structure of the work plan due to the addition of the widening partner;
- modifications (if any) related to the timing of the different work packages and their components (Gantt chart or similar) due to the addition of the widening partner;
- modifications (if any) to the graphical presentation of the components showing how they inter-relate (Pert chart or similar) due to the addition of the widening partner;
- Add only a miniature picture of the originals (structure, Gantt and Pert) and show **with bolder lines and colours the new additional components!**

Some final tips...

- Better ask the TH2020 Help Desk for any questions or in case of doubt!
- Cross-check with other applicants – good and best practices can be shared and should be shared!
- Dare to send questions to the Horizon Europe HelpDesk!

• *Good luck!*

For follow-up questions contact me at:

- adamantios.koumpis@gmail.com



Q&A

Time to ask your
questions!

Teşekkür ederim!

Thank you!

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