HORIZON 2020 PROPOSAL DEVELOPMENT
13-14 June 2017, Budapest, Hungary

08:30 – 09:00   **Registration**

09:00 – 09:30   **Event opening**

09:30 – 10:30   **Introduction to Horizon 2020 and Proposal Development**

Horizon 2020 structure. Rules of participation. Eligibility issues, official documents, finding a call, call analysis, selection criteria, partnership considerations and proposal templates. General aspects of proposals under H2020. Getting started with actual proposal development.

(10:30 – 11:00 Coffee break)

11:00 – 12:30   **Proposal Development under EU Research and Innovation Programmes**
A hands-on approach

How to turn your novel idea into a winning concept? Finding a call, establishing a partnership and putting together a proposal. Pre-proposal and full proposal development, basic rules, project planning basis, content development and proposal writing. Planning resources and budgeting. Dos and Don'ts.

(12:30 – 13:30 Lunch Break)

13:30 – 16:30   **Workshop: Proposal Development – Part 1**
Participants are divided into small groups to practice the first steps of proposal development under Horizon 2020: Call analysis, project concept development, formulation of the project objectives and a preliminary work plan.

(14:45 – 15:00 Coffee Break)

09:00 – 10:00   **Horizon 2020 Financial Aspects – Budget Development**

Financial rules of H2020. Eligible costs, Funding limits, Cost models, Direct costs and Indirect costs. Planning and developing a project budget. Considering and estimating the necessary resources. Calculation of personnel costs and other direct costs. Practical tips for effective budgeting.

(10:00 – 10:15 Coffee Break)

10:15 – 12:30   **Workshop: Proposal Development – Part 2**
Defining the work packages, developing a Gantt chart and a PERT diagram, identifying deliverables and milestones, establishing a complementary partnership, and discussion on impact and exploitation issues.

(12:30 – 13:30 Lunch)

13:30 – 14:30   **Workshop: Proposal Development – Part 3**
Finalising the proposal with developing a sound budget, discussing final issues and introducing a real proposal.

(14:30 – 14:45 Coffee Break)

14:45 – 15:45   **Understanding the Evaluator's perspective**

Understanding the evaluation procedure from A to Z to better compose your next proposal. Main aspects and criteria of evaluation. Analysing real evaluation summary reports (ESRs).

15:45 – 16:00   **Final Q&A and closing of event**