

**Horizon 2020**

# **Proposal Development Training Course**

7-8 November 2017

Budapest

# Horizon 2020 Proposal Development Training Course

## AGENDA

### DAY 1

- 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)

# Horizon 2020 Proposal Development Training Course – Focus: Impact

## AGENDA

### DAY 2

**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 break)

**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

(14:45 – 15:00 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**