



#InvestEUresearch

Horizon 2020 Work Programme for Research & Innovation 2018-2020

Horizon 2020 Proposal Writing: Part A and Part B

Name: DALIBOR DRLJAČA

Function: Service Facility in support of International
Cooperation in Research and
Innovation (communication@ServiceFacility.eu)

Research and
Innovation

Overview

1. Proposal elements
2. Excellence
3. Impact
4. Implementation
5. Consortium
6. Ethics
7. Proposal submission
8. Exercise

How does it work?

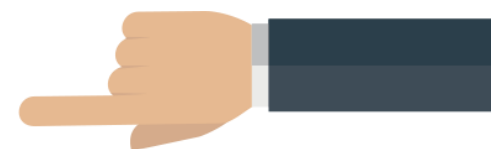
**Be selected &
Get involved!**

Submit a proposal

Find partners

Find a relevant call (in the work programme)

**OPEN
Competition
+
Peer Review**



12 facts you need to know about Horizon 2020 proposal preparation I

Funding opportunities published in the Participant Portal

1

2

Proposal submission in response to „calls for proposals“ only

3

Typically calls open annually

4

Calls open at different times

12 facts you need to know about Horizon 2020 proposal preparation II

Calls are open for at least 3 months

5

Calls describe in detail what is expected from the applicants

6

Call template defines structure for proposal

7

Proposals consist of an administrative and descriptive part

8

12 facts you need to know about Horizon 2020 proposal preparation III

Proposal structure is oriented towards evaluation criteria



One-stage or two-stage proposal submission



Online proposal submission only



Time to grant max.8 months

1. Proposal elements



Remember...Before starting...Register your organisation!

- If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit **Participant Identification Code (PIC)**.
- You can verify whether your organisation is already registered and has a PIC on the **Participant Portal 'Beneficiary Register'** page:

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

- If not, **you can start the registration process on the same page** and, once completed, get the PIC to be quoted in your proposal and in any correspondence with the Commission.

Writing the proposal

PART A - **ADMINISTRATIVE INFORMATION**

- General information (coordinator)
- Participant information, (1 for each partner)
- Budget (completed by the coordinator)

PART B - **TECHNICAL INFORMATION** in PDF format

- The sections follow the **evaluation criteria**



General Proposal Structure and Length

Part A	Part B	Part B
Online forms	Standard: RIA/IA	70 pages
	Standard: CSA	50 pages
	ERC	25 pages
	FET OPEN	16 pages
	FET PROACTIVE	30 pages
	MSCA (ITN/RISE)	30 pages
	MSCA (Individual Fellowships)	10 pages
	SME Phase I	10 pages
	SME Phase II	30 pages
Fast Track to Innovation	30 pages	
		Additional Information

PART A: administrative forms

1. General information
2. Participants & contacts
3. Budget
4. Ethics
5. Call-specific questions

European Commission - Research - Participants
Proposal Submission Forms
Directorate-General for Research and Innovation

Proposal ID _____ Acronym _____

1 - General information

Topic	Type of action
Call identifier	Acronym <input type="text"/>
Proposal title*	<small>Max 200 characters (with spaces). Must be understandable for non-specialists in your field.</small>
Duration in months	<small>Estimated duration of the project in full months.</small>
Fixed keyword 1	<input type="text"/> <input type="button" value="Add"/>
Free keywords	<small>Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).</small>

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- their relevance to the work programme.

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English please include an English version of this abstract in the "Technical Annex" section.

Remaining characters: 2000

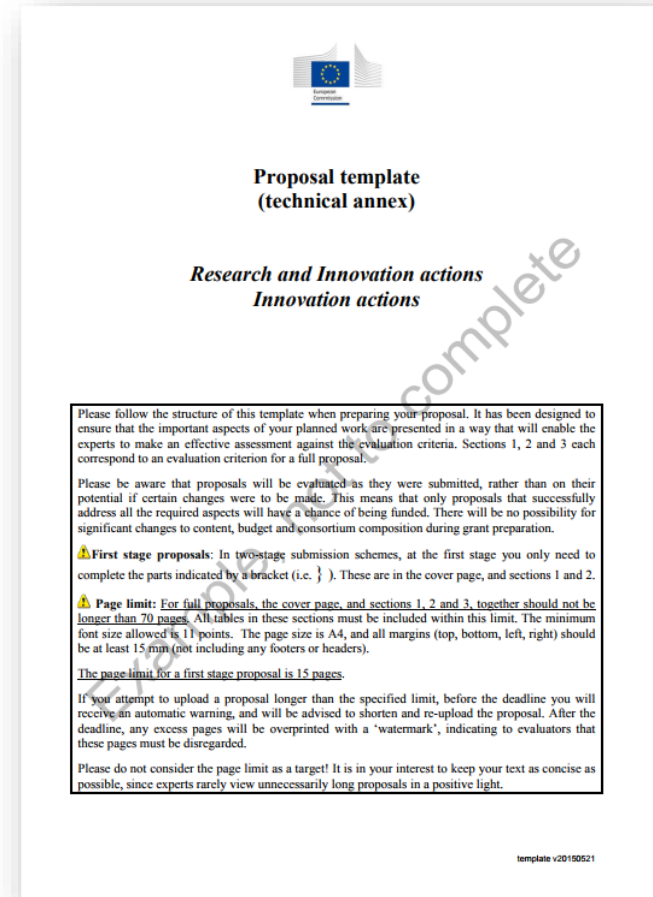
Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programmes?

Please give the proposal reference or contract number.

H2020-CP.pdf - Ver1.39 20131218 Page 2 of 11 Last saved 19/12/2013 at 16:06

PART B: research proposal

1. Excellence (science)
2. Impact
3. Quality and Efficiency of the Implementation
4. Members of the Consortium
5. Ethics and Security Issues



Writing the proposal: PART B 1-5

1: Excellence

- › 1.1 Objectives
- › 1.2 Relation to the work programme
- › 1.3 Concept and methodology
- › 1.4 Ambition

2. Impact

- › 2.1 Expected impacts
- › 2.2 Measures to maximise impact
- › Dissemination and exploitation of results
- › Communication activities

3. Implementation

- › 3.1 Work plan – work packages, deliverables
- › 3.2 Management structure, milestones and procedures
- › 3.3 Consortium as a whole
- › 3.4 Resources to be committed

4-5

- › 4 Members of the consortium
- › 4.1 Participants
- › 4.2 Third parties
- › 5 Ethics and Security
- › 5.1 Ethics
- › 5.2 Security

Part B:

3 Proposal Key Aspects = 3 Evaluation Criteria

Excellence

Why do I want to conduct this project?
What are my objectives? What is the basis?

Impact

What will be the benefits during this project and beyond?

Implementation

How will I conduct this project?

2. Excellence



Part B: Excellence – First Page

1.1. Objectives (of the project) – First page

- Imagine to be an evaluator...
 - Start with a short description of the Idea of your project
 - Create a picture in the evaluators' mind
 - What problem do you intend to solve?
 - Why should it be solved at European level?
 - Is the knowledge/solution already available?
 - Why is now the perfect time to do it?
 - Why are you the best person/consortium to do it?
- Identify the objectives of your project on the first page

Part B: Excellence

1.1. Objectives (of the project)

- Core questions:
- What should be achieved (for the expected impact)?
→ No description of the work plan (implementation)
- What problem/challenge should be addressed?
- What are the primary and secondary objectives? Do they match with the objectives of the topic?
- **Counter-check topic text carefully**
- Project objectives are linked to your concept and approach

Suggestion: Find a S.M.A.R.T objective

Specific

- must meet the needs (problems) identified

Measurable

- should be measured by concrete indicators which should reflect the extent to which they have been attained

Achievable

- to all involved partners

Relevant

- must be adequate to the project socio-cultural environment

Timely

- must be reached by the end of the project



Part B: Excellence

1.2 Relation to the work programme

- Mention the call identifier (e.g. ICT-01-2016)
- State how your project addresses Specific Challenge & Scope of the topic description
 - use a table to consider all important points
- Refere to EU strategies and policies
 - general overview on the topics of the EU:
https://europa.eu/european-union/topics_en

Part B: Excellence

1.3. Concept and methodology – concept I

- Overall concept: Describe main ideas, models, hypothesis, and inter-disciplinary considerations
- Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels (TRL) where relevant.

Part B: Excellence

1.3. Concept and methodology – concept II

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;
 - **Are there synergies or complementarities without the projects?**
 - **How do you ensure an exchange with these projects/results?**
 - **What is the state-of-the-art? Are there previous results you build on?**

Part B: Excellence

1.3. Concept and methodology – methodology

- *Methodology* is the approach of the project – not details of the methods used
- Explain the state-of-the-art of the technologies you use and why

Core Questions:

- ✓ How can I reach the objectives to solve the problem?
- ✓ What makes you the right consortium/person to solve it with this approach?
- ✓ Gender analysis: Check, if the gender perspective is necessary for your projects' success

→ **Methodology is not a work plan**

Do's...

1: Excellence

- › 1.1 Objectives
- › 1.2 Relation to the work programme
- › 1.3 Concept and methodology
- › 1.4 Ambition

- › Be ambitious, but stay realistic.
- › Choose appropriate methodology.
- › Put effort on describing the state-of-art and proof of concept.
- › Create links with previous networks/projects and relevant policies.
- › Engage interdisciplinary expertise.
- › Bring out the innovation potential.

...and Dont's

1: Excellence

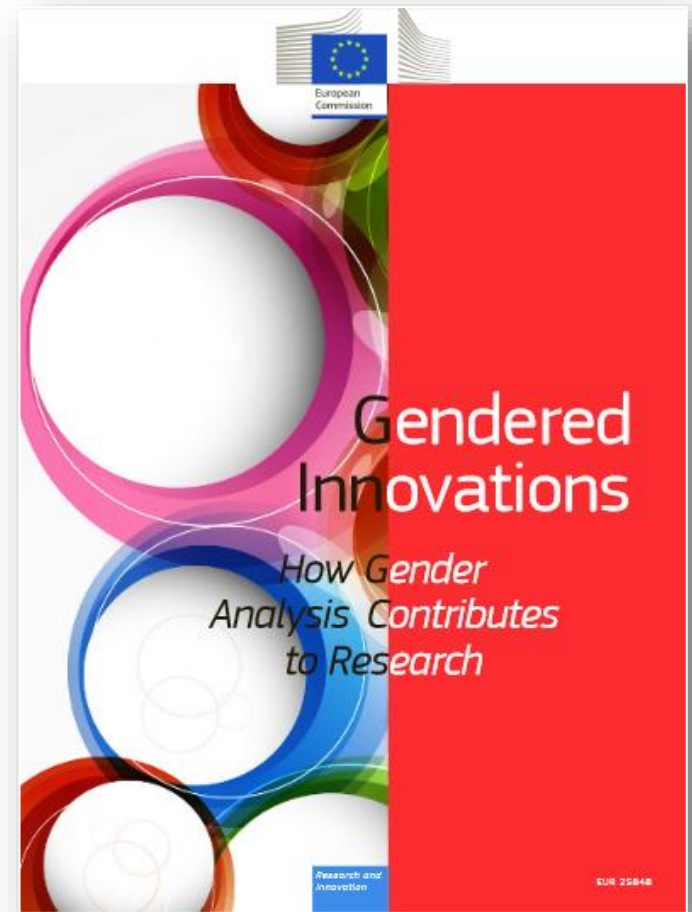
- › 1.1 Objectives
- › 1.2 Relation to the work programme
- › 1.3 Concept and methodology
- › 1.4 Ambition

- › Don't repeat something that is already done.
- › Don't hesitate to provide detailed description about your methodology, technical solutions etc. Superficial description of the processes is often brought out as a major shortcoming by evaluators.
- › If you have a novel approach – don't forget to describe it thoroughly and to support it with relevant references.

Gender dimension

For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to:

<https://ec.europa.eu/programmes/horizon2020/en/news/%E2%80%99Cgendered-innovations-how-gender-analysis-contributes-research%E2%80%9D>



3. Impact



Part B: Impact

The extent of benefits for...

- Science
- Environment
- Society
- Technological progress
- Economy/competitiveness

- ...

→ Focus on Europe

→ Focus depends on type of action/Call

Part B: Impact

2.1 Expected impacts I

- Be specific! If possible, use quantitative statements
- In relation to the expected impact from the topic description– how can you contribute?
- **You can use a table**
- Explain the impact of the results of the objectives of the project, which goes beyond the topic description
- **Go for scientific advances, innovation potential, competitiveness of Europe**
- Discussion of potential barriers/obstacles, which might influence reaching the objectives. How would you deal with that?
- **Be convincing for evaluators**

Part B: Impact

2.1 Expected impacts II

- Who benefits from the results? Impact on the several stakeholders
- Think one step ahead: which further opportunities go beyond the direct impact?
- **For future research?**
- **For market/competitiveness?**
- Concerning EU context: Which EU policies, strategies and objectives do you support?
- **Laws, market habits etc.**
- Output should be concrete, but realistic

Part B: Impact

2.2a Dissemination and exploitation of results

- What exploitable results are expected?
- What are potential applications?
- Are the dissemination and exploitation strategies suitable?
- How will the results be made available?
- Timeframe and target groups for dissemination / exploitation?
- What skills do the partners have and how are they used?
- What are the tasks of the project management?

Part B: Impact

Open Access (OA)

Green Open Access

- OA documents server (institutional or disciplinary)
- Publication up to 6 or 12 month later
- Consider copyrights

Gold Open Access

- First publication in OA-journal
- Publication fee (eligible in project budget)
- OA-journals: <http://doaj.org>

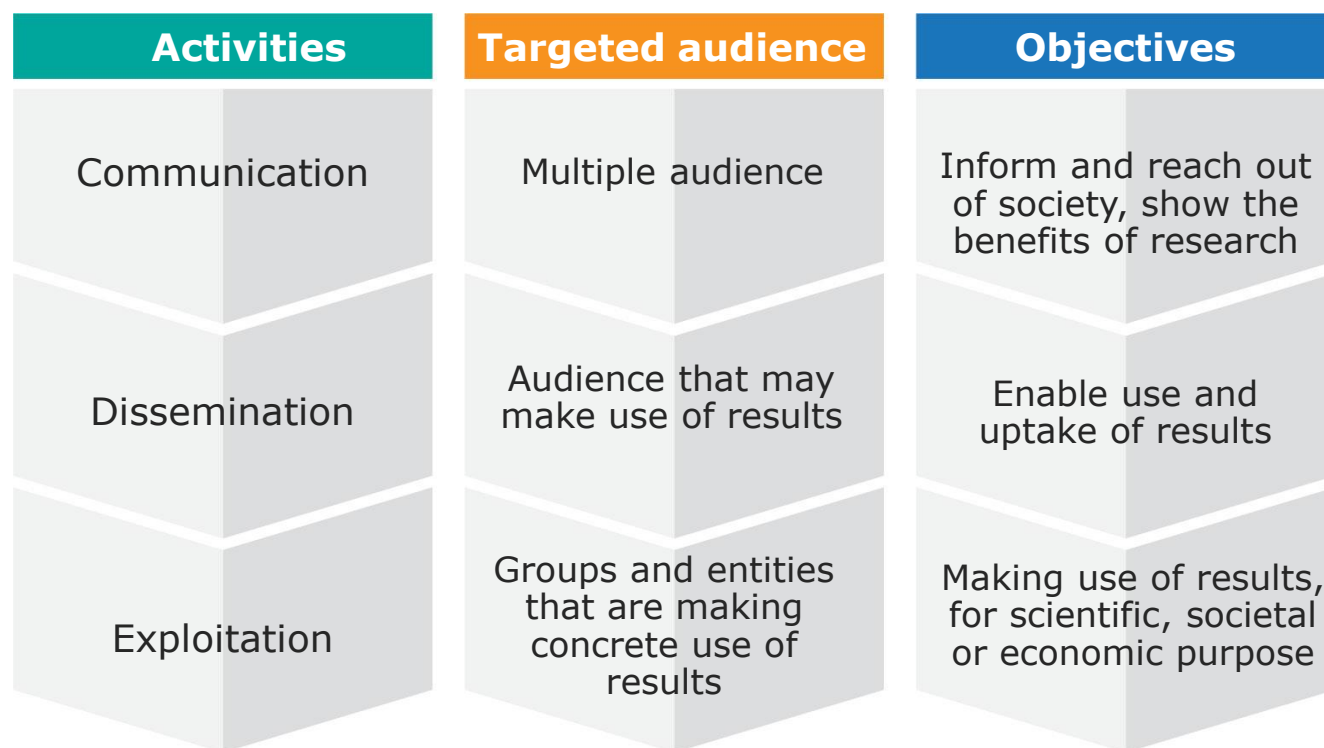
If you publish you have to use open access.

Check <https://www.openaire.eu/>

Suggestion: communication, dissemination and exploitation plan

Key points to keep in mind:

- ✓ **Context**
- ✓ **Goals**
- ✓ **Target**
- ✓ **Strategy**
- ✓ **Channels**



Part B: Impact

2.2b Communication activities

What can be done to promote your project and your results?

- Identify concrete target groups and targets
- Consistency with the Draft Plan for Dissemination and Exploitation
- Effective Management, clear responsibilities, reasonable resources
- Suitable devices and medium



Examples for Communication Activities

- Think about target groups
- Logo, website, fact sheet, presentations, press release, newsletter, social media...
- Simple Language & Pictures
- Media/journalists
- Material without copyright for distribution?
- Make use of all channels of communication
- Use press contacts of European Commission
- Coordination of activities of the partners
- Specify concrete objectives

→ Communication strategy

Horizon 2020 guidance: http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

Do's and Dont's

2. Impact

- › 2.1 Expected impacts
- › 2.2 Measures to maximise impact
 - Dissemination and exploitation of results
 - Communication activities

- › Quantify as much as possible.
- › Use financial figures and develop a business model and/or business plan.
- › Elaborate a convincing commercialization plan.
- › Take into account all the expected impacts described in the topic.
- › Expected impacts should be derived and justified on previous results.
- › Plan a good cooperation with end users from the beginning of the project.
- › Involve policy makers, SMEs and industry in the proposal or plan a sustainable cooperation with them.

Do's and Dont's

- Describe industrial uptake of research results in details.
- Develop an excellent dissemination plan (with diverse dissemination measures).
- Address adequately and clearly explain dissemination of project results.
- Don't miss concrete market details: potential market volumes, which markets, specific products, prices, etc. Don't copy proposal parts (mainly IPR management) from your previous project proposals.
- Don't repeat (or copy) required impact from the call - develop your own proposal content.
- Don't confuse dissemination with communication or exploitation.

4. Implementation



Part B: 3. Implementation – 3.1. Work Plan – Work packages, deliverables

- Structure of the project and the stages, and the should present the interaction and description of all **work packages**
- Key questions:
 - ✓ **What should be done?**
 - ✓ **What is it needed what for? Why**
 - ✓ **When should it be done?**
 - ✓ **How much from what?- intending to achieve on the basis of resources**
- **Consistency** with excellence & impact!

Part B: 3. Implementation – 3.1. Work Plan – Work packages, deliverables

Please provide the following:

- brief presentation of the overall structure of the work plan
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
 - ✓ a description of each work package (table 3.1a);
 - ✓ a list of work packages (table 3.1b);
 - ✓ a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (PERT chart or similar).

Suggestions for a good workplan

- Give full details
- Base your account on the logical structure of the project
- Include details of the resources to be allocated to each work package.
- The number of work packages should be proportionate to the scale and complexity of the project
- You should give enough detail in each work package to justify the proposed resources to be allocated

Suggestions for a good workplan

- a distinct work package on 'management' (see section 3.2)
- visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages
- include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports
- Include a 'data management plan' as a distinct deliverable within the first 6 months of the project. (mandatory for innovation actions)

Work Plan

Table 3.1a: Work package description

For each work package:

Work package number							Lead beneficiary		
Work package title									
Participant number									
Short name of participant									
Person months per participant:									
Start month							End month		

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

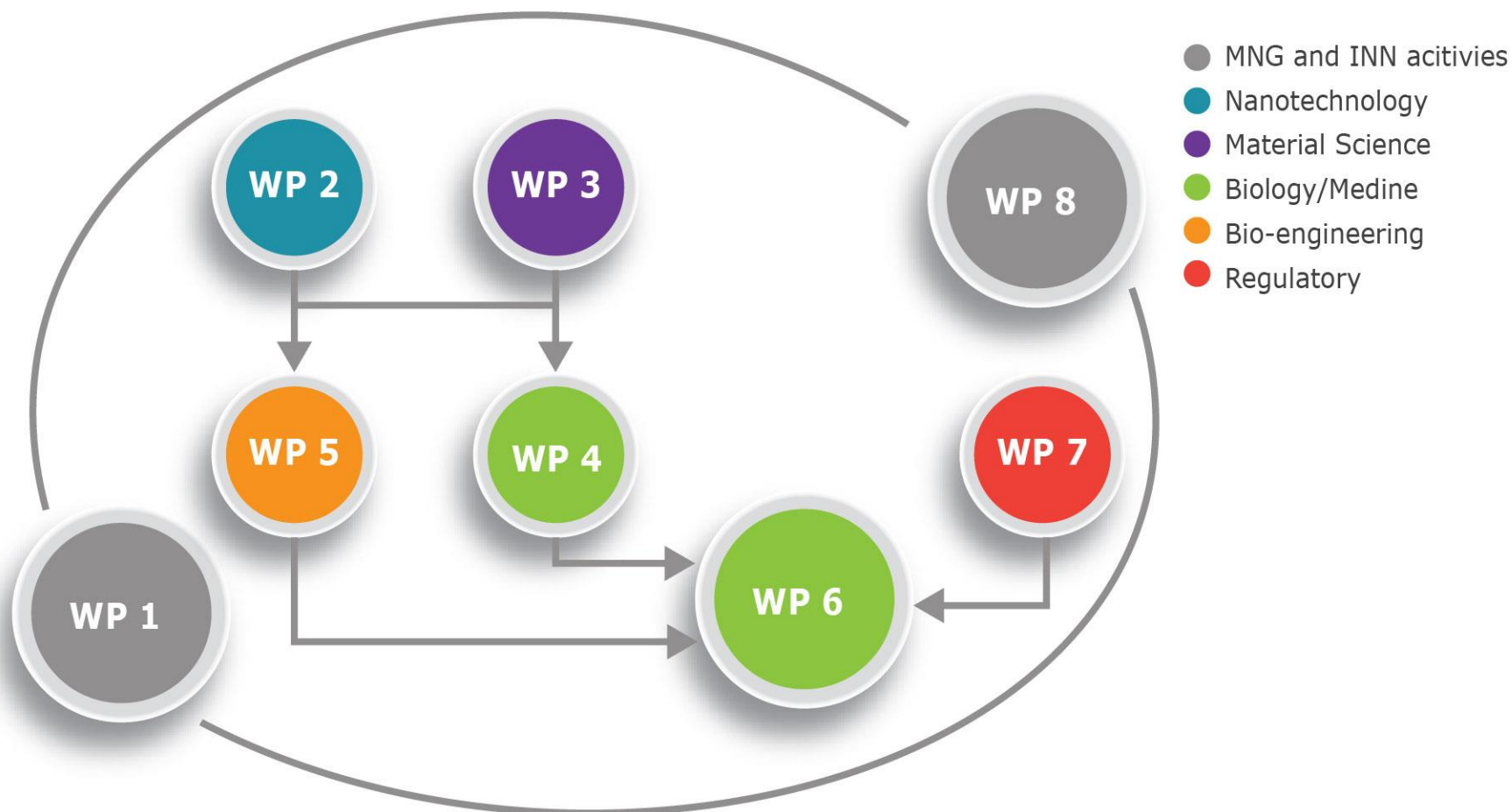
Deliverables (brief description and month of delivery)

Gantt Chart: work over time

WP	Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36				
WP1	Coordination and Project Management	WP LEADER APRE																																							
	Task 1.1 Consortium Management	M					SC							M																									M		
	Task 1.2 Technical Management			D																																					
	Task 1.3 Project Administration																																							D	
WP2	Creation of the framework	WP LEADER WEcR																																							
	Task 2.1 Review on barriers and opportunities for the development of bio-based value chains				D																																				
	Task 2.2 Stakeholders (quadruple helix) interests' and motivations' identification					D																																			
	Task 2.3 Mapping bio-based products (applications) based on stakeholders' interests								D																																
	Task 2.4 Guidelines for the design of the BIOVoices MML approach																																								
WP3	Bio-based Community building	WP LEADER CE																																							
	Task 3.1 Classification of stakeholders groups				D																																				
	Task 3.2 Creation of the stakeholders' database																																								D
	Task 3.3 Focus group with the initial																																								
	Task 3.4 BIOVoices methodological approach for MML to foster bio-based value chains																																								
WP4	Creation of the on line BIOVoices social platform and on line mutual learning activities	WP LEADER FVA																																							
	Task 4.1 Design and implementation of a sustainable BIOVoices multi-stakeholder on line social platform																																							D	
	Task 4.2 Population of the BIOVoices multi-stakeholder on line platform with contents																																								D
	Task 4.3 Animation of the multi-stakeholders Platform																																								D
	Task 4.4 Social Media innovative engagement and animation																																								D
WP5	BIOVoices Mobilisation and Mutual Learning Events	WP LEADER PEDAL																																							
	Task 5.1 BIOVoices European MML																																								D
	Task 5.2 BIOVoices National MML																																								
	Task 5.3 BIOVoices Local/Regional MML																																								
	Task 5.4 Action Plan to raise citizen's awareness and foster collaboration among stakeholders																																								D
WP6	BIOVoices Dissemination, Communication and Exploitation	WP LEADER LOBA																																							
	Task 6.1: Strategy for Impact, Dissemination and Communication																																								
	Task 6.2: Execution of the Dissemination and Communication Plan																																								D
	Task 6.3 Exploitation and Sustainability																																								D
	Task 6.4 BIOVoices final event																																								D

M: Meeting;
SC: Steering Committee
D: Deliverables

PERT Diagram: Work Package interrealtions

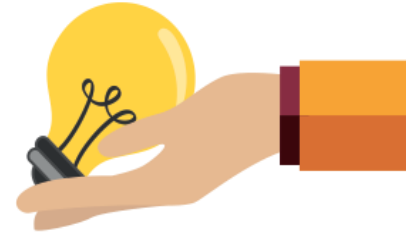


Suggestion: Work Breakdown Structure

- Structure the entire work by means of discrete elements (work packages)
- Start your planning with the final objective(s)
- Successively subdivide the project into logical and manageable components in terms of size, duration and responsibility (e.g. tasks, subtasks and work packages)
- Include all steps necessary to achieve the objective(s) of the respective work package

Suggestion: Milestones

- Are control points where decisions are needed with regard to the next stage of the project.
- For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work.
- Another example would be a point when the consortium must decide which of several technologies to adopt for further development.



Part B, 3. Implementation – 3.2 Management structure, milestones and procedures

Key questions:

- How is the project managed? What project management experience is already available? Who is responsible?
- What is the decision making structure? Who is deciding with whom about what and how? Who has a vote or a veto? Does a risk or conflict management strategy exist? What is the mitigation procedure in critical situations?
- What is the internal communication structure?
- If relevant: How is innovation management addressed?
- What kind of quality management measures exist?
- What structures support the exploitation and dissemination of results?

Part B, 3. Implementation – 3.2 Management structure, milestones and procedures

- What harms the project implementation?
 - What kind of measures can reduce risks? Is there a Plan B?
 - Name an appropriate amount of risks
- **Answer to possible concerns of evaluators!**

Table 3.2b: Critical risks for implementation

Description of risk (indicate level of likelihood: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Do's

3. Implementation

- › 3.1 Work plan – work packages, deliverables
- › 3.2 Management structure, milestones and procedures
- › 3.3 Consortium as a whole
- › 3.4 Resources to be committed

- Concrete and precise planning.
- Details and Quantification. Use Tables.
- Well-timed tasks and activities with well-balanced allocation to partners.
- Well-balanced and justified resources and budget.
- Consortium with partners who complement and synergize well in expertise and tasks.

...and Dont's

3. Implementation

- › 3.1 Work plan – work packages, deliverables
- › 3.2 Management structure, milestones and procedures
- › 3.3 Consortium as a whole
- › 3.4 Resources to be committed

- Don't do "copy-pastes" from other/ previous proposals.
- Don't forget the details - unsubstantiated/ unreferenced content/ figures/ numbers give a negative impression.
- Don't take partners with no significant role and tasks.
- Don't plan vague Deliverables and Milestones. Lack of "Plan B" and contingency measures.

5. Consortium



Part B, 3. Implementation – 3.3 Consortium as a whole

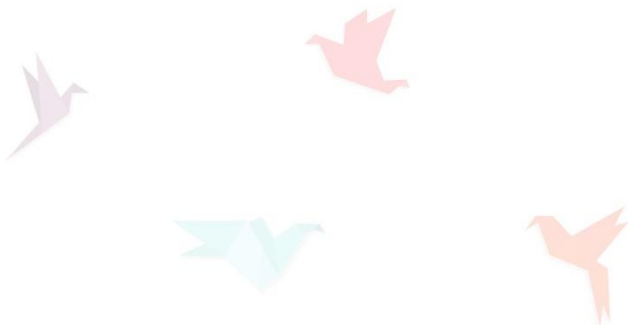
- How does the consortium as a whole reach the objectives?
- Complementarity of partners?
- Are you covering all objectives and impact of the topic?
- What does every single partner contribute to this? Does everyone have an appropriate and relevant role in the consortium?
- Do you have partners from third countries?
- Overview of competences of every partner organisation e.g. via a matrix of responsibilities
- Individual members are described in part 4 of the proposal

Why this specific partner?

Key qualifications

TIPs

- Do not submit at the **last minute!**
- Do not hesitate to submit **several versions.**
- **Strictly** respect the **templates** and length limitations.
- **Check** the completeness and quality of your forms and files.
- Take time to **familiarize** yourself with the proceedings.
- Read all the **documents provided by the EC**



6. Ethics



Already checked in the A-Forms

Proposal ID	Acronym
4 - Ethics issues table Not required for stage 1	
1. HUMAN EMBRYOS/FOETUSES	Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they previously established cells lines?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can you confirm that your research will not destroy those embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. HUMANS	Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve physical interventions on the study participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does it involve collection of biological samples?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If your research involves processing of genetic information, see also section 4.	
3. HUMAN CELLS / TISSUES	Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are they available commercially?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they obtained within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No

5 - Call specific questions

Declarations on stage-2 changes

The full stage-2 proposal must be consistent with the short outline proposal submitted to the stage-1- in particular with respect to the proposal characteristics addressing the concepts of excellence and impact.

Are there substantial differences compared to the stage-1 proposal? Yes No

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the [Pilot on Open Research Data in Horizon 2020](#)¹, which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a [Data Management Plan \(DMP\)](#), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020. Yes No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data
- to allow the protection of results (e.g. patenting)
- incompatibility with the need for confidentiality linked to security
- incompatibility with privacy/data protection
- achievement of the project's main aim would be jeopardised
- other legitimate reasons

Please specify the reason:

Remaining characters 300

Importance of Research Ethics in Horizon 2020

Research ethics is crucial for all scientific domains (NOT only in Life Sciences). For example:

- Data protection & Privacy
- Dual use issues
- Environmental risks and safety issues
- Research integrity aspects

In Horizon 2020, all proposals considered for funding will be submitted to an Ethics Review procedure.

Only proposals that comply with ethical principles and legislation may receive funding!



How to complete your Ethics Self-Assessment

- Guide with information and advice on how to address ethics in research / Horizon 2020
- For ALL applicants (NOT only medical research)
- Fill-in the Ethics issues table in Part A of the submission system
- All ethics issues should be addressed in your proposal part B (specific section)!

Main ethics issues

1. Human embryos and fetuses
2. Human beings
3. Human cells/tissues
4. Personal data
5. Animals
6. Non-EU Countries
7. Environment & Health and Safety
8. Dual use
9. Exclusive focus on civil applications
10. Potential misuse of research results
11. Other issues (Ethics integrity)



7. Proposal Submission



Electronic proposal submission system

Access to the electronic proposal submission system Create a proposal through the link on the topic page

Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action	Bio-based Industries Innovation action - Demonstration [BBI-IA-DEMO]	START SUBMISSION
Topic	Improve sustainability of value chains based on forest biomass and increase productivity and profitability on supply side by adapting forests to climate changes - BBI-2016-D01	

Guidance on proposal submission: [H2020 ONLINE MANUAL](#)

IT Guidance: [HOW TO](#)

Get support [+ More](#)

H2020 Online Manual your online guide on the procedures from proposal submission to managing your grant.

**You need your
EU Login**



STEP 1 - Create a draft proposal

Step 3
Create a Draft Proposal

H2020-EE-2016-2017

USER NAME
Matteo DI ROSA

Check Config ⓘ

Download Part B Templates ⬇

Visit our 'How to' user guide 🔗

Visit our 'H2020 Online Manual' 🔗

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* Short name*

Organisations you have been previously associated with. Click to select.

PIC: 999514191
AFRE
VIA CAVOUR 71
ROMA, IT
VAT: IT03929151003

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count:

cancel ⓘ Version: 20160414-0957 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

- EU Login
- Funding Scheme

STEP 2 - Manage your partners

The screenshot shows the 'PARTIES' step of a proposal management system. The main form is titled 'Add contact' and includes the following fields:

- Project Role:** Contact person
- Access rights:** Coordinator
- First Name *:** Angelo
- Last Name *:** D'Agostino
- Email Address *:** dagostino@

A search modal is open, titled 'Add partner', with the following text: 'Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")'. The search results show 'APRE' with details: 'AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA', 'VIA CAVALOUR 71, 00184 ROMA, IT', and 'PIC: 992514191'. There are 'Change Organisation' and 'Contact LEAR' buttons.

STEP 3 - Edit your proposal

Step 5
Edit Proposal

H2020-EE-2016-2017

USER NAME: Matteo Di ROSA
TOPIC: EE-22-2016-2017
TYPE OF ACTION: CSA
ACRONYM: Test
DRAFT ID | SEP-210363804
DEADLINE (Brussels Local Time): THU 15 September 2016 17:00:00
84 days left until closure

Check Config ⓘ
Download Part B Templates ↓
Visit our 'How to' user guide ↗
Visit our 'H2020 Online Manual' ↗

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Technical Annex Section 1-3	upload	⊗ ?
Technical Annex Section 4-5	upload	⊗ ?
Optional annex 3: Ethics Supporting Document(s)	upload	? ?
Optional annex 4: Letters of support	upload	? ?

<< Step 4 - Parties [validate](#) [submit](#)

done ⓘ Version: 20160414-0957 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

STEP 4 - Submit your proposal

The screenshot shows the 'Participant Portal' interface for 'Research & Innovation - Participants'. The breadcrumb trail is 'European Commission > Research & Innovation > Participant Portal > Submission of Proposals'. A progress bar at the top indicates the current step is 'PARTIES', with other steps being 'LOGIN', 'FUNDING SCHEME', 'CREATE DRAFT', 'EDIT PROPOSAL', and 'SUBMIT'. The main content area is titled 'Step 6 Submit'. On the left, there is a sidebar with the following information: 'FP7-2012-NMP-ENV-ENERGY-ICT-EeB' (highlighted in orange), user 'Philippe Merle', funding scheme 'CP-FP-INFISO', deadline 'THU 02 February 2012 17:00:00 Brussels Local Time', and '20 days left until closure'. The main content area features a green success message: 'Your proposal has been successfully submitted'. Below this, it states: 'Your proposal was submitted on: 13 January 2012 at 07:42:40 (Brussels Local Time) as part of the FP7-2012-NMP-ENV-ENERGY-ICT-EeB call, before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time). Your project ID is 602556. This number is important and will be used as future reference during the evaluation process.' A section titled 'Revisit your Proposal' contains the text: 'You may edit your proposal and re-submit at any time before the deadline of 02 February 2012 at 17:00:00 (Brussels Local Time) by clicking the "re-edit proposal" button.' To the right of this text are three buttons: 're-edit proposal', 'download', and 'withdraw proposal'. There is also a small bird icon on the left side of the page.

You still may...

- **Re-edit the proposal**
- **Download the e-receipt**
- **Withdraw the proposal from this step**

Participant Portal – “My AREA” (by EU Login)

(A-Z) Sitemap About this site Contact Legal Notice English

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT DEMO ACCOUNT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

Non-registered users

- search for funding
- read the funding guide & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

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How to manage “My Proposal(s)”

To edit a draft or submitted proposals, delete or withdraw them once they are in a draft or submitted state...

European Commission
RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT OLIVIER MARGANNE

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My Proposals H2020 ONLINE MANUAL

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND ED Edit Draft VD View Draft VS View Submitted DE Delete Proposal

Show 10 entries Search

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
H2020	H2020-DEMO1 2014-1	RIA	SEP-2000000 00	DEMO1	Draft	78	ED DE
H2020	H2020-DEMO1 2014-1	RIA	SEP-2000000 01	DEMO2	Submitted	78	ED VS

Showing 1 to 2 of 2 entries. ← PREVIOUS 1 NEXT →

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...To create new proposals, always start from the **topic page!**

Reference Documents

- Proposal template 2017-2018:
http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ria-ia-2017-18_en.pdf
- Gender Dimension:
http://ec.europa.eu/research/science-society/gendered-innovations/index_en.cfm
- Guidance available on the Participant Portal Horizon 2020 Online Manual (Ethics section):
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm
- Dissemination of the results: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm
- Ethics in Horizon 2020:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm
- Guides on dissemination and communication:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm

8. Exercise



Exercise Questions and answers competition:

The groups will be tested regarding the understanding of specific issues addressed during the module.

The trainer will chose the five questions according to the interactions occurred during the training itself.

- Divide the participants in 2 o 3 groups
- Ask each group to write 5 questions on a flip chart (10')
- Ask each group to reply to the questions of another group (10')
- Check the answers and talk about it with all participants (10')



Join Now!

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www.ec.europa.eu/research

Participant Portal

<http://ec.europa.eu/research/participants/portal/>

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