

Agenda

Training for Research & Academia

DAY 1	
Accessing Zoom online meeting room	8:45 – 9:00
Event opening and introduction to the course	9:00 – 9:15
Introduction to Proposal Development under HEU <ul style="list-style-type: none"> • Work programs, calls and topics – budgets, deadlines, submission processes • General principles and features of HEU proposals – understanding and fitting appropriately to the EU R&I context with an outlook to Horizon Europe • Types of actions (RIA, IA, CSA) and TRLs – positioning your proposal effectively • First steps of proposal preparation: Identifying the right call, Call analysis, proposal abstract, background research, consortium building 	9:15 – 10:00
Coffee break	10:00 – 10:15
Proposal Development Workshop: Step 0 <ul style="list-style-type: none"> • Practice of the first step of proposal development under Horizon Europe: • Funding and Tenders Portal search • Call analysis • Consortium building considerations 	10:15 – 11:30
Coffee break	11:30 – 11:45
From idea to HEU proposal – A hands-on approach (Part 1) <ul style="list-style-type: none"> • How to turn your novel idea into a winning concept • Drafting Part A and Part B of the proposal • Excellence – Examples, tips and templates from section 1.1. until 1.4 of the Part B of the proposal with lessons learned from evaluations 	11:45 – 12:15
Proposal Development Workshop: Objectives <ul style="list-style-type: none"> • Overall and specific objectives and SMART considerations • How to distinguish activities from objectives and vice-versa 	12:15 – 12:45
Lunch break	12:45 – 13:30
From idea to HEU proposal – A hands-on approach (Part 2) <ul style="list-style-type: none"> • Implementation – Examples, tips and templates from section 3.1. until 3.4 of the Part B of the proposal with lessons learned from evaluations • Section 4: Members of the Consortium • Section 5: Ethics and Security 	13:30 – 14:00
Proposal Development Workshop: Work packages and deliverables	14:00 – 14:45
Coffee break	14:45 – 15:00
Proposal Development Workshop: Budget	15:00 – 15:45

DAY 2	
Accessing Zoom online meeting room	8:45 – 9:00
Expected Impact in HEU Proposals <ul style="list-style-type: none"> • Impact in HEU proposals – examples of different approaches to addressing the “Expected Impact” of your proposals, lessons learned from evaluations • Impact in RIAs, IAs and CSAs – how to position your innovation from RTD to market uptake, Dos and Don’ts • Impact indicators and Impact assessment methodologies • Barriers to achieving the Expected Impact – Types of barriers, Barriers vs. Risks 	9:00 – 10:00
Coffee break	10:00 – 10:15
Proposal Development Workshop: Impact <ul style="list-style-type: none"> • How the project will contribute to each of the expected impacts mentioned in the call • Substantial impacts not mentioned in the work programme (RIA, IA) • Barriers - how to differentiate between barriers and risks 	10:15 – 11:00
Coffee break	11:00 – 11:15
Impact, Innovation and Exploitation in HEU proposals <ul style="list-style-type: none"> • How to identify and select the best exploitation, IP and innovation strategy to maximise the potential impact of your HEU project • Business plans, market uptake strategies • Exploitation and sustainability – examples of project and partner level approaches and routes • Pre-proposal and proposal-stage agreements and tools for consortia 	11:15 – 12:05
Coffee break	12:05 – 12:15
Proposal Development Workshop: Exploitation <ul style="list-style-type: none"> • Exploitable results and the potential exploitation strategies – how to transform this into a “plan” • Draft strategy for knowledge management and protection strategy 	12:15 – 12:45
Lunch break	12:45 – 13:30
Dissemination & Communication in HEU proposals <ul style="list-style-type: none"> • How to tailor an effective dissemination and communication plan to maximise the potential impact of your HEU project • Tools, measures, strategies and channels to reach your target group and communicate the right message in the right way • Requirements of the EC, legal obligations according to the HEU GA • Knowledge management, Open Access, Open Data • Dissemination and communication under Ethics and IPR issues 	13:30 – 14:15
Proposal Development Workshop: Dissemination and Communication Participants will define the relevant target groups and the most appropriate dissemination and communication tools, channels and strategies for disseminating and communicating the results of the project with a view to maximizing its impact.	14:15 – 15:00
Wrap-up and end of course	15:00 – 15:15

More about the course

The combination of practical presentations and hands-on workshops will introduce all aspects from identifying the right call for the project idea to developing and submitting a competitive proposal.

In this course we will introduce the participants actual call documents and work programme topics under Horizon Europe. We will explain the rationale of multi-country and multidisciplinary consortia requirements, and provide examples of appropriate consortium structures in case of different types of calls, funding schemes, etc. We will explain proposal development from scratch based on an easy-to-understand real-life example, going through the steps of proposal development in interaction with the participants: finding a call, call analysis, background research, defining the project objectives, setting up a work plan, establishing a consortium, writing impact, define the measures maximizing the impact, management structure, and estimating resources.

We will conduct a hands-on workshop on proposal writing in several steps throughout the two days taking a bioeconomy call, during which the participants will work in small groups to practice the first steps of proposal preparation. Participants will receive the online workshop material, which will include a call text (work programme topic), proposal templates, a preliminary project idea, and a set of exercises to go through. They will analyze the call text and assess whether the project idea fits the call and extract all the information that could be useful as input to the proposal. Step-by-step, they will define the proposal's overall and specific objectives, activities and work plan, put together a Gantt chart and PERT diagram, conceive a complementary consortium, discuss impact, dissemination and exploitation issues.

The training includes a hands-on exercise on budget development, during which the participants will work individually on filling in a budget. Participants will receive specific information based on which they have to make decisions and do actual calculation of budget elements. Based on additional information different scenarios will be possible to arrive to.

Who can apply?

The target groups are those researchers or project managers who wish to complete their bioeconomy-related research on the international research scene. Furthermore, those interested in Horizon Europe calls and are open to collaborating with different types of actors in implementing a bioeconomy related project.

The platform we will use is **Zoom**.

Trainers



Gabriella Lovász

Gabriella is the Managing Director of Europa Media. She started developing EU projects in 2000, during her studies. Gabriella has managed and coordinated EU-funded projects under a broad range of programmes co-financing research, innovation, entrepreneurship, SME support, ICT and educational projects.



Jelena Lazic

Jelena is a Trainer and Project Manager at Europa Media with experience in developing Dissemination and Communication plans and activities for Horizon 2020 projects. She is responsible for proposal development, project management, dissemination and IT task supervision under Horizon 2020 programmes.
