



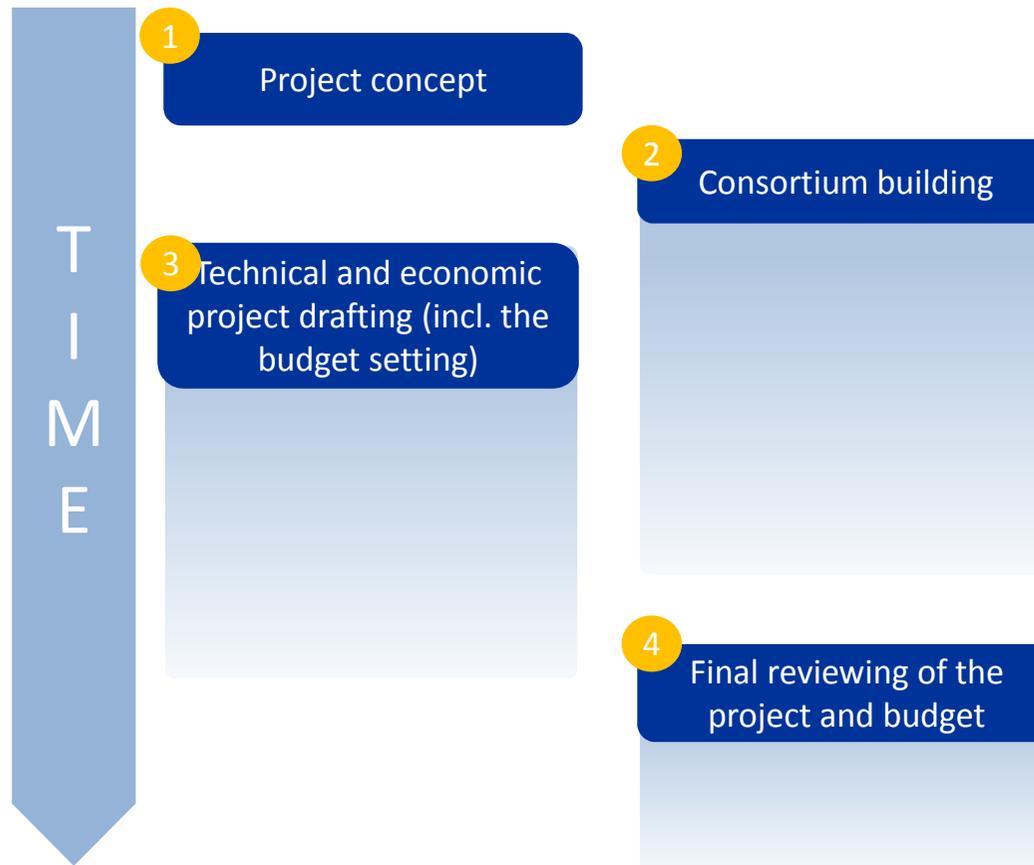
# Horizon 2020

## Tips to prepare and submit a good proposal

Infoday and brokerage event on energy efficiency topics in H2020,  
Paris, 21 June 2018

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## 4 key steps in the process of project drafting



# 1

## STEP 1 – Defining your project's concept and first technical activities

As a project coordinator/developer, you need to:

- **Identify the most suitable call for your idea/needs** (pay attention to the kind of action, the baseline/state of art, the topic's scope and EU-wide expected impact, TRL, etc.),
- **Draft a 1 page concept note**, whereby you precise your main objective and how you want to meet the challenge,
- **Outline the first structure of technical activities** (2-3 pages about your sub-objectives/targets/majors steps → WPs, intended consortium),
- **Go through internal and external reality check** (pay attention to the EU-added value, project's sustainability, results' exploitation)

## 2

### STEP 2 – Consortium building

Find the most suitable project partners:

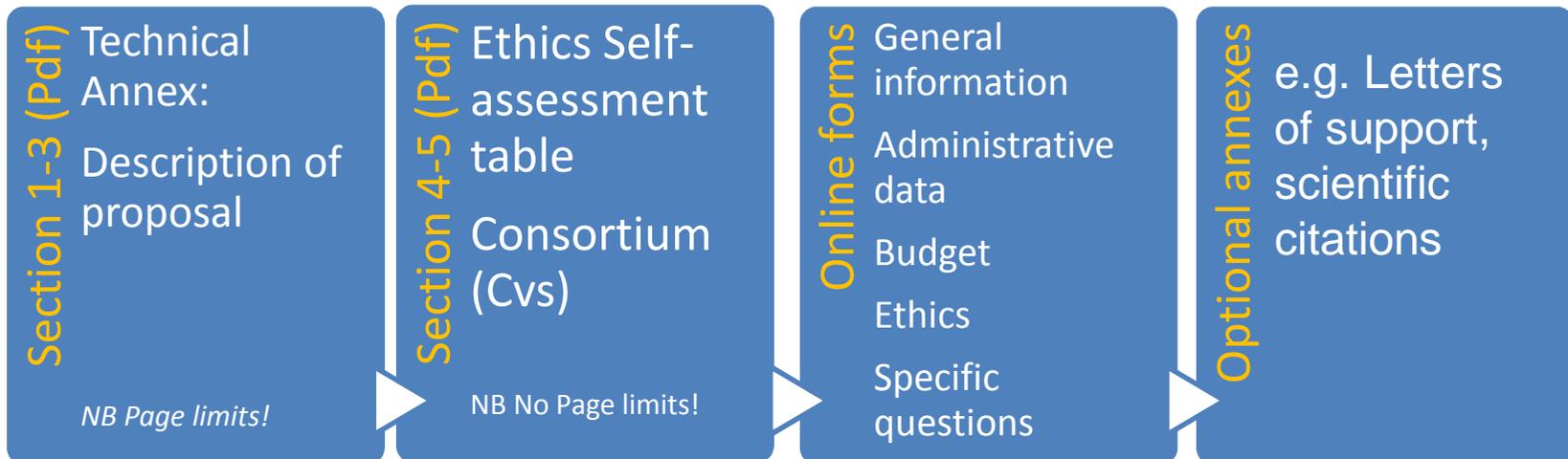
- Search for the most **competent** and **complementary partners** in Europe (focus on specific value, do not cover the EU map artificially, be consistent with your objectives and adaptive);
- It is advisable to ask partners to sign an **exclusivity agreement**;
- Especially for SMEs, do not forget to ask partners to sign a **non-disclosure agreement**;
- Coordinator needs to collect all **administrative informations** from partners (LEAR, PIC, etc.).

# 3

## Drafting the technical-economic project

- **Coordinator assigns the related responsibilities within the consortium** → Some partners will be responsible for leading the drafting of specific WPs and related budget (**WP Leaders**), all partners will be asked to provide their contributions to specific technical parts and in the budget setting process (**Task Leaders/contributors**)

## The structure of a H2020 proposal



## Drafting the technical-economic project (incl. The budget setting)

<b>EXCELLENCE</b>	<b>1 EXCELLENCE.....3</b>
	1.1 OBJECTIVES .....3
	1.2 RELATION TO THE WORK PROGRAMME.....3
	1.3 CONCEPT AND APPROACH, QUALITY OF THE COORDINATION AND SUPPORT MEASURES .....7
	1.3.1 Overall concept of the project .....7
	1.3.2 Link with national and international R&I activities.....8
	1.3.3 Overall approach .....10
	1.3.4 Gender considerations.....16
<b>IMPACT</b>	<b>2 IMPACT .....16</b>
	2.1 EXPECTED IMPACTS .....16
	2.1.1 Expected impacts set out in the Work Programme.....16
	2.1.2 Obstacles to overcome and framework conditions.....17
	2.2 MEASURES TO MAXIMISE IMPACT .....20
	2.2.1 Dissemination and exploitation of results .....20
	2.2.2 Communication activities.....22
<b>IMPLEMENTATION</b>	<b>3 IMPLEMENTATION .....23</b>
	3.1 WORK PLAN – WORK PACKAGES, DELIVERABLES AND MILESTONES .....23
	3.1.1 Overall structure of work plan.....23
	3.1.2 Timing of different Work Packages and their components.....25
	3.1.3 Detailed work description.....26
	3.2 MANAGEMENT STRUCTURE AND PROCEDURES.....42
	3.2.1 Organisational structure and decision making .....42
	3.2.2 Organisational structure and decision-making mechanisms appropriate to the complexity and scale of the project 45
	3.2.3 Innovation management as part of the management structure.....46
	3.2.4 Critical risks and mitigation measures .....46
	3.3 CONSORTIUM AS A WHOLE .....48
	3.3.1 Consortium description.....48
	3.3.2 Industrial and commercial involvement ensuring exploitation of results.....49
	3.4 RESOURCES TO BE COMMITTED.....50
	3.4.1 Person months required .....50
	3.4.2 Other direct costs.....50

## Drafting the technical-economic project (incl. The budget setting)

*Define SMART objectives*

*How does your project address the call's specific challenges?*

*Which is the baseline and main EU added value of the innovation; which are the main underpinning R&I activities and approach?*

<b>1</b>	<b>EXCELLENCE</b> .....	<b>3</b>
1.1	OBJECTIVES .....	3
1.2	RELATION TO THE WORK PROGRAMME.....	3
1.3	CONCEPT AND APPROACH, QUALITY OF THE COORDINATION AND SUPPORT MEASURES .....	7
1.3.1	<i>Overall concept of the project</i> .....	7
1.3.2	<i>Link with national and international R&amp;I activities</i> .....	8
1.3.3	<i>Overall approach</i> .....	10
1.3.4	<i>Gender considerations</i> .....	16

## Drafting the technical-economic project (incl. The budget setting)

*Which are the expected impact and main obstacles?*

*Communication strategy*

*Dissemination strategy*

*Data management plan*

*Exploitation strategy*

2	IMPACT .....	16
2.1	EXPECTED IMPACTS .....	16
2.1.1	Expected impacts set out in the Work Programme.....	16
2.1.2	Obstacles to overcome and framework conditions.....	17
2.2	MEASURES TO MAXIMISE IMPACT .....	20
2.2.1	Dissemination and exploitation of results.....	20
2.2.2	Communication activities.....	22

## Drafting the technical-economic project (incl. The budget setting)

*Project's activities  
scheduling and  
planning: Gantt and  
Pert charts*

*List of WPs,  
Deliverables and  
Milestones*

*Consortium and  
project management  
structure's description*

*Staff and resources  
allocated*

<b>3</b>	<b>IMPLEMENTATION .....</b>	<b>23</b>
3.1	WORK PLAN – WORK PACKAGES, DELIVERABLES AND MILESTONES .....	23
3.1.1	Overall structure of work plan.....	23
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3.3.2	Industrial and commercial involvement ensuring exploitation of results .....	50
3.4	RESOURCES TO BE COMMITTED.....	50
3.4.1	Person months required .....	50
3.4.2	Other direct costs.....	50

## Drafting the technical-economic project (incl. The budget setting)

*Partners description:  
Tasks/partners'  
capabilities and  
previous experience  
CVs of staff involved in  
the projects  
Third parties/  
Subcontractors*

*Ethics and security  
issues*

4	MEMBERS OF THE CONSORTIUM.....	3
4.1	PARTNER 1– P1 .....	3
4.1.1	General description .....	3
4.1.2	Tasks and justification .....	3
4.1.3	Profiles of the persons involved.....	3
4.1.4	List of relevant publications, and/or products, services.....	4
4.1.5	List of relevant previous projects or activities.....	4
4.1.6	Third parties involved and subcontracts .....	5
4.2	PARTNER 2 – P2 .....	6
4.2.1	General description .....	6
4.2.2	Tasks and justification .....	6
4.2.3	Profiles of the persons involved.....	6
4.2.4	List of relevant publications, and/or products, services.....	7
4.2.5	List of relevant previous projects or activities.....	7
4.2.6	Third parties involved and subcontracts .....	7
4.3	PARTNER 3 – P3 .....	8
4.3.1	General description .....	8
4.3.2	Tasks and justification .....	8
4.3.3	Profiles of the persons involved.....	8
4.3.4	List of relevant publications, and/or products, services.....	8
4.3.5	List of relevant previous projects or activities.....	9
4.3.6	Third parties involved and subcontracts .....	9
5	ETHICS AND SECURITY .....	
5.1	ETHICS .....	
5.2	SECURITY.....	

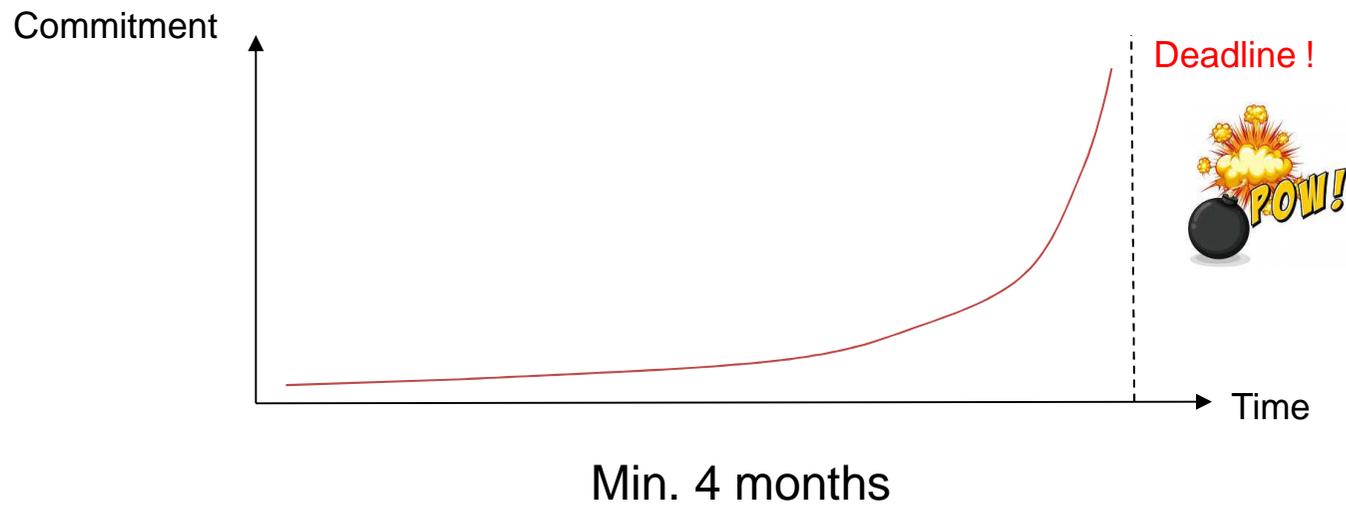
## Final reviewing of the draft project and related budget

Coordinator, in close cooperation with partners, is asked to:

- Ensure the **global vision and coherence of the project** (between tasks and objectives, between DoA and budget, in the planning of activities, etc.);
- Ensure **uniformity in the budget allocation** between partners and activities (be realistic when you estimate your direct costs, do not over- or underestimate the management and communication/dissemination activities, pay attention to subcontracting);
- Re-write some specific technical parts (if necessary);
- Be aware of the **language** → Ask for an informed outsider for critical reading (ex. NCPs)
- Resolve any other issue may arise within the consortium

## Warning!

- Project drafting workload exponentially increases when the deadline approaches...





# Proposal submission

Electronic submission

From the Participant Portal:

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

1/ **Register your entity to receive a PIC** – Participant Identification Code

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

2/ **Register yourself as project submitter to receive the ECAS personal code:**

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

3/ **Select « How to participate »** to submit electronically your project proposal

<http://ec.europa.eu/research/participants/portal/desktop/en/funding/index.html>

## Online guide:

- website « enquiries service » : <http://ec.europa.eu/research/index.cfm?pg=enquiries>
- Concerning IP : <http://ec.europa.eu/research/participants/api/contact/index.html>



# How to find good project partners?

**First of all, choose your role in the project:**

- **coordinator** (previous experience and skilled staff demanded) → you look for partners
- **partner** → you look for a consortium to join in

**Then..**

**Start off the partner search from within your personal network !**

- **Besides, use the ad-hoc networks for finding project partners such as:**

# French government's website on H2020

## Horizon2020.gouv.fr

<http://www.horizon2020.gouv.fr/cid77777/recherches-partenaires-offres-competences-energie.html> (in French)



**HORIZON 2020**  
LE PORTAIL FRANÇAIS DU PROGRAMME EUROPÉEN  
POUR LA RECHERCHE ET L'INNOVATION

ESPACE EUROPÉEN DE LA RECHERCHE | HORIZON 2020 | COMMENT PARTICIPER ? | POUR VOUS AIDER | AUTRES PROGRAMMES | PME

RECHERCHER... 

Accueil > Horizon 2020 > Défis sociétaux > Energie

> Recherche avancée multicritères

**AGENDA**

**09 JUIN**  
Rencontre lauréats-candidats FET Proactive  
PARIS

**15 JUIN**  
Journée nationale d'information "Les PME dans Horizon 2020"  
PARIS

[Tous les événements](#)

**ENERGIE**

**Recherches de partenaires et offres de compétences en énergie**

Le P.C.N. énergie propose la consultation des recherches de partenaires et des offres de compétences pour les prochains appels du défi 3, grâce à sa collaboration avec ses homologues européens.



# Website of the European network of H2020 Energy NCPs

<http://c-energy2020.eu/>

C-Energy 2020

HOME ABOUT GET NEWSLETTER INTRANET CONTACTS

## C-ENERGY 2020

Connecting Energy National Contact Points in a pro-active network under Societal Challenge 3 'Secure, clean and efficient energy' in Horizon 2020

Find your NCP EU funding **Partner Search** EU networks News & EU Policy Calendar Media

C-Energy 2020 Project H2020 Energy Open Call News Policy updates

# H2020 Participant Portal 1/2

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Partner Search

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search LOGIN REGISTER

Reference Documents  
Beneficiary Register  
Partner Search  
Financial Viability Self-Check  
SME Participation

**Partner Search** HOW TO

Find partners for your project ideas among the participants in past EU projects. Enter a keyword or a topic of a past call for proposals, for finding related organisations. Search by geographical criteria or by types of organisation. For more specialised partner search service see Online Manual.

**Involvement of the organisation in EU funded programmes**

Keyword(s)  
enter (a) keyword(s)

Topic  
enter a Topic

Call  
enter a Call

Programme  
Horizon 2020 Framework Pro

**Organisation details**

Organisation name  
enter an organisation name

Organisation type  
-

Country  
-

City  
enter City

PIC

[https://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner\\_search.html](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner_search.html)  
<http://c-energy2020.eu/>

# H2020 Participant Portal 2/2

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE PROJECTS & RESULTS EXPERTS SUPPORT

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics Programme

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

Union Civil Protection Mechanism

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

TOPIC: Smart Cities and Communities

Topic identifier: LC-SC3-SCC-1-2018-2019-2020

Publication date: 27 October 2017

Focus areas: Building a low-carbon, climate resilient future (LC)

Types of action: IA Innovation action single-stage

DeadlineModel: single-stage

Planned opening date: 05 September 2018

Deadline: 05 February 2019 17:00:00

Types of action: IA Innovation action single-stage

DeadlineModel: single-stage

Planned opening date: 05 December 2017

Deadline: 05 April 2018 17:00:00

Time Zone : (Brussels)

Horizon 2020

Pillar: Societal Challenges

Work Programme Year: H2020-2018-2020

Work Programme Part: Secure, clean and efficient energy

Call : H2020-LC-SC3-2018-2019-2020

Call budget overview

Topic Updates - Less

- 22 December 2017 16:12  
The FAQs for this call as well as the SEAP and SECAP templates are now available in the 'Additional documents' section of this topic.
- 03 November 2017 14:26  
The FAQs for this call are being updated and will be available soon.

Topic Description + More

Specific Challenge:

The COP21 Paris Agreement recognises the role of cities and calls on them to rapidly reduce greenhouse gas emissions and adapt to climate change. The EU is committed to implementing the 2030 Agenda for

Topic conditions and documents + More

1. Eligible countries: described in Annex A of the Work Programme.  
A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in Horizon 2020 projects. See the

Partner Search

4 Organisations are looking for collaborating partners for this topic

VIEW/EDIT PARTNER SEARCH

Administrators or self-registrants can publish partner requests for open and forthcoming topics. For logging into the Participatory portal.

[Ex : LC-SC3-SCC-1-2018-2019-2020](https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/lc-sc3-scc-1-2018-2019-2020.html)

<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/lc-sc3-scc-1-2018-2019-2020.html>

## But also....

- **Cordis Database:** [http://cordis.europa.eu/partners-service/home\\_fr.html](http://cordis.europa.eu/partners-service/home_fr.html)
- **BuildUp** - European Portal on Energy efficiency in buildings: <http://buildup.eu/en>

**Finally...do not forget to ask the support of H2020 Energy NCPs in your countries; and**

**To take part in EU infodays and brokerage events:**

- Organised by NCPs (*like today's one*)
- During specialised events/conferences (please keep liaising with your national entities dealing with H2020)
- Organised by the European Commission (*ex: infodays, workshops,...*)

*Thank you for your attention ...*

**Enrico Mazzon**

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