

Horizon Europe Proposal Writing

12th February 2021

University of Ljubljana

AGENDA

- 09:00 – 09:15** **Registration**
- 09:15 – 09:45** **Event Opening**
- 09:45 – 10:15** **What makes a Horizon Europe proposal successful**
- Introduction to the key success features of EU research and innovation projects.
What are the steps, what are the tasks and responsibilities of a partner and the coordinating organisation? Best and worst practices will help highlighting how a successful or bad project looks like.
- (10:15 – 10:25 Short Break)*
- 10:25 – 11:15** **Building a winning consortium**
- Build the most suitable Consortium for your next EU project.
 - What are the key aspects to consider while building up your partnership?
 - Your tools to find the right partners: searching facilities, networks, events and more.
 - Maintaining partnerships and connections in the long run.
 - Tips on networking events and virtual networking to be prepared in these times.
 - Understand the winning consortium characteristics in Horizon Europe.
- (11:15 – 11:30 Coffee Break)*
- 11:30 – 12:15** **Key steps in proposal writing**
- With an Introduction to the Funding and Tenders Portal*
- Proposal writing steps – key elements, templates to consider – what to discuss and when. Intro to the tools and procedures set up by the European Commission.
- (12:15 – 13:00 Lunch break)*
- 13:00 – 13:30** **How to smoothly Lead a proposal to submission?**
- How to distribute the writing of the proposal amongst the key partners
 - How to effectively mobilise your partners to unleash their full potential in terms of their input to the proposal and mobilisation of their resources
 - What are the key proposal sections that require input to be gathered and consolidated from all partners?
 - How to make sure that your partners provide you with accurate data and input for the budget
- (13:30 – 13:40 Technical break)*
- 13:40 – 14:50** **Exercise: Practicing the very basic tools**
- Under the moderation of trainers, participants work in groups on putting together work packages, Gantt charts, pert diagrams – understand the concept development procedure.
- 14:50 – 15:00** **Remaining questions, end of course**