



EUROPEAN UNION

HORIZON EUROPE

#HorizonEU

THE EU RESEARCH & INNOVATION
PROGRAMME
2021 - 2027

WELCOME TO THE HORIZON EUROPE PROPOSAL WORKSHOP 29/11/2024



NCP FLANDERS



A joint organisation of Horizon Europe National Contact Points (NCPs)



NCP-FNRS
Wallonia-Brussels Federation
<https://ncp.frs-fnrs.be/>

NCP FLANDERS

NCP Flanders
Flanders
<https://ncpflanders.be/>



NCP Federal BE
Federal
<https://ncpfederal.belspo.be/>



NCP Wallonie
Wallonia
<https://www.ncpwallonie.be/>



Goals of today's session

Help you prepare competitive Horizon Europe proposals (2nd pillar) by:

- gaining a good understanding of the **evaluation process**
- having a practical view of the **evaluation criteria** of research & innovation action (RIAs) and innovation actions (IAs)
- gaining insight on what is important in a proposal
- learning some **tips & tricks** of proposal writing

> you will be asked to put yourself in the evaluator's shoes

> you will also have the opportunity to ask questions to experienced evaluators and NCPs

Agenda of the day

8:30 Registration and coffee Polyvalente zaal

9:15 Welcome Polyvalente zaal

9:25 Start of the workshop in break-out rooms Various rooms

13:15 Light lunch Polyvalente zaal

14:15 Tips and tricks to write a proposal,
followed by questions & answers to
experts & NCPs Polyvalente zaal

15:30 End of the event

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HORIZON EUROPE PROPOSAL WORKSHOP

29 November 2024

Tips & tricks for proposal writing – Wrap-up

speaker: Sarah Stroobants, NCP Flanders



NCP Flanders



How to write a good proposal – Tips (I)

- Read the **call text & relevant destination** carefully -> **every word counts**
- **Questions before you start:**
 - ❑ Why bother? What problem will you try to solve?
 - ❑ How does the project idea address the EU policy?
 - ❑ Is there already a solution to the problem?
 - ❑ Why now (urgency)? Why has it not been done before?
 - ❑ Why you? Are you the best people to do this work?
- Ensure your project idea is **fully aligned with the topic description** and activities are within its **scope**
- Prepare an **outline** of your proposal as a first step

Outline or 'one page proposal'

- Serves to **substantiate the project idea**
- Helps define the project idea **in relation to the call topic & the scope**
- **First tool to communicate** the project plan & objectives
- Elements that could go into the outline
- **Graphical presentation** / graphical abstract of your project idea

BRIDGE2HE
with NCPs

1

One page proposal

The One-Page proposal serves to substantiate the project idea. It will be useful as a basis for the communication with project partners as well as for consultation with e.g. National Contact Points (NCPs).

Programme (Horizon Europe or other):

Call Topic and Funding Scheme:

Deadline:

Planned Title of the project:

Objectives/Aim of the project:

Project background:

Expected results and lead users of these results:

How do you want to achieve the objectives? Work phases of the project (can correspond to work packages)

Consortium in brief:

Planned duration of the project:

Expected budget:

Full proposal

Three sections correspond to the main evaluation criteria of your proposal



Administrative form (Part A - generated by the IT system)	Technical part –Section 1 Excellence (Part B)	Technical part – Section 2 Impact (Part B)	Technical part – Section 3 Quality and efficiency of the implementation' (Part B)
<ul style="list-style-type: none"> • General information including proposal title, duration in moths, fixed and free keywords • Abstract • Participants and organisation data • Budget for the proposal • Ethics & security <div data-bbox="300 1011 682 1189" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Importance of abstract, title and keywords !</p> </div>	<ul style="list-style-type: none"> • 1.1 Objectives and ambition • 1.2 Methodology 	<ul style="list-style-type: none"> • 2.1 Project's pathways towards impact • 2.2 Measures to maximise impact – dissemination, exploitation and communication • 2.3 Summary – Impact canvas 	<ul style="list-style-type: none"> • 3.1 Work plan and resources <ul style="list-style-type: none"> - List of work packages - Work package description - List of deliverables - List of milestones - Critical risks for implementation - Summary of staff effort - Subcontracting cost items - Purchase cost items - Other cost categories items - In-kind contributions • 3.2 Capacity of participants and consortium as a whole



Alignment with topic description & destination

- Horizon Europe funding = **impact-oriented funding**
- A good understanding of the **'impact logic' & terminology** is essential (*pathways to impact; outputs; expected outcomes; expected impact; key impact pathways etc.*)
- Importance of a well-developed, convincing **Impact section**
- Appreciate the **essential role** of **stakeholders & target groups**
- Establish a **clear link** between the outcomes the projects plans to address, and the **expected outcomes** set out in the call topic
- Establish a **clear link** between the impacts the project aims to contribute to in the long term and the **expected impacts** in the destination

How to write a good proposal – Tips (II)

- **Answer to all detailed instructions** in the proposal template
- A proposal is a convincing exercise, **NOT a scientific paper**
 - Pre-significance (instead of post-significance)
 - Focus on **need-to-know information** – only cite crucial references
- Evaluators make up their mind quickly -> Start with a **brief summary**
- Not all evaluators of your proposal will be expert in your (sub)discipline
 - Make the proposal **easy to read** – clarity of the proposal!
 - **Layer technical information**

How to write a good proposal – Tips (III)

- Avoid general statements/being too vague -> **be concrete, be specific**
- **Avoid repetition** -> use cross-references to other parts of the proposal
- Don't promise the world -> **be ambitious but also realistic**
- **Quantify** where possible & meaningful – **Substantiate**
- **Avoid under or over-estimation of resources** to carry out the project
- Make your proposal **visually attractive** (figures, tables, lists, images etc)
- **Ensure consistency** of the different parts of your proposal

Ensure consistency throughout your proposal

- Building the different elements of the proposal while **safeguarding consistency**
- Consistency between **PART A & PART B** as well as between **different sections** of PART B

Some examples:

- Effort and resources in PART B (Section 3.1) and Budget table in PART A

3.1 Work plan and resources [e.g. 14 pages – including tables]

⚠ Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the application forms, and the number of person months, shown in the detailed work package descriptions.

- Consistency **between the narrative** in Section 1 on Excellence and Section 2 on Impact (dissemination, exploitation & communication) **and the description of the work** in Section 3 on Implementation (work plan, work packages, tasks, effort & resources)

- Consistency of **terminology, numbers & titles**

Last but not least

- Ask **feedback** from a colleague/support staff not directly involved
- Ask for **support**

Get guidance:

- [Funding & Tenders portal](#)
- Support office of your organisation
- National Contact Point



- Don't give any excuses to be marked down - **make it worth the investment**
- Don't wait until the last minute -> **resubmit improved versions**



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THANK YOU FOR
YOUR ATTENTION

Questions?



NCP Flanders





Thank You for your participation!

Your National Contact Points

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Please leave
your badge at
the reception
desk!



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