

## Horizon 2020 Proposal Writing Camp for Ukraine

**Date: 16-18<sup>th</sup> of December 2019**

**Venue: State Research Library of Ukraine**

**180 Antonovycha Street, Kyiv, 03680, Ukraine**

**Trainer: George Bonas & Martin Felix Gajdusek  
(International Cooperation Service Facility of the EC)**

### Preliminary agenda

**Tentative Agenda - Day 1** (*In Italics: Group work sections*)

<b>DAY 1</b>	
09.00 - 09.45	<b>Introduction to Camp</b> <ul style="list-style-type: none"> <li>• Explanation about the formats and expected activities, openness and limits</li> <li>• Participants tour de table</li> <li>• Expectations of participants</li> <li>• A successful example, a “real project”</li> </ul>
09.45 – 10.15	<b>Short overview of H2020 and of upcoming Horizon Europe</b> <ul style="list-style-type: none"> <li>• <i>Group work:</i> <i>How/where the participants find the topics proposed?</i></li> </ul>
10:15-10:30	BREAK
10.30 – 11.15’	<b>NCP presentations</b> <ul style="list-style-type: none"> <li>• Services offered and current call openings.</li> <li>• Best options for participation of researchers from the country</li> </ul>
11.15 – 12.00	<b>Specific funding lines</b> <ul style="list-style-type: none"> <li>• Discussing specific aspects and call conditions of funding lines of particular interest (e.g. access to Research Infrastructures), including Spreading Excellence; Widening Participation; and COST</li> </ul>
12:00-13:00	LUNCH BREAK
13.00 – 13.30	<b>Evaluation of proposals</b> <ul style="list-style-type: none"> <li>• Evaluation criteria</li> <li>• <i>Group work to understand evaluation approach</i></li> </ul>
13.30 – 13.45	<b>How to understand a call and decode its content?</b>
13.45 – 14.45	<b>Call/topic decoding and understanding</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i></li> </ul>

14:45-15:00	BREAK
15.00 – 15.15	<b>Introduction to proposal's main parts</b> <ul style="list-style-type: none"> <li>• Excellence and its contents</li> <li>• Impact and its contents</li> <li>• Implementation and its contents</li> <li>• Budget</li> <li>• Ethics and other Annexes</li> </ul>
15.15 – 15.30	<b>Implementation part overview</b> <ul style="list-style-type: none"> <li>• Workplan</li> <li>• Work packages</li> <li>• Deliverables</li> </ul>
15.30 – 16.30	<b>Drafting a Work Plan description</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i></li> </ul>
16.30 – 17.00	<b><i>Presentations of the drafted Work Plans and discussion</i></b>

**Tentative Agenda - Day 2** (*In Italics: Group work sections*)

<b>DAY 2</b>	
09.00 – 09.15	<b>Consortium as a whole and individual profiles</b> <ul style="list-style-type: none"> <li>• Required qualifications, complementarity</li> <li>• Individual profiles</li> </ul>
09.15 – 09.40	<b>Drafting the Consortium as a whole part</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i> <i>3.3 Consortium as a whole</i></li> </ul>
09.40 – 10.00	<b><i>Presentations of the drafted Excellence parts and discussion</i></b>
10.00 – 10.30	<b>(1) Excellence part overview</b> <ul style="list-style-type: none"> <li>• Project rationale, objectives and the European dimension;</li> <li>• Responding to the scope of the call (problem raised in the call), describe solution and expected results</li> <li>• Excellence parts: objectives; relation to Work Programme; concept and methodology; ambition</li> </ul>
10.30 – 10.45	BREAK
10.45 – 11.45	<b>Drafting Excellence</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i> <i>1.1 Objectives</i> <i>1.2 Relation to the work programme</i> <i>1.3 Concept and methodology</i> <i>1.4 Ambition</i></li> </ul>
11.45 – 12.15	<b><i>Presentations of the drafted Excellence parts and discussion</i></b>
12.15 – 13.15	LUNCH BREAK

13.15 – 13.30	<b>(2) Impact part overview</b> <ol style="list-style-type: none"> <li>1. Expected Impact, impact types, indicators</li> <li>2. Measures to maximize impact (Communication, Dissemination, Exploitation)</li> </ol>
13.30 – 14.15	<b>Drafting an impact section</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i> <ol style="list-style-type: none"> <li>2.1 <i>Expected impacts</i></li> </ol> </li> </ul>
14.15 – 14.45	<b><i>Presentations of the drafted Impact parts and discussion</i></b>
14.45 – 15.00	BREAK
15.00 – 16.00	<b>Drafting measures to maximize impacts</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i> <ol style="list-style-type: none"> <li>2.2a <i>Dissemination and Exploitation of results</i></li> <li>2.2b <i>Communication</i></li> </ol> </li> </ul>
16.00 – 16.30	<b><i>Presentations of the drafted measures to maximize impact parts and discussion</i></b>
16.30 – 17.00	<b>Wrap-up of the two first days and orientations for Day 3</b>

**Tentative Agenda day 3** (*In Italics: Group work sections*)

<b>DAY 3</b>	
09.00 – 09.15	<b>Budget and eligible costs in Horizon 2020</b> <ul style="list-style-type: none"> <li>• Eligible costs, funding rates, direct/indirect</li> <li>• Tips for preparing a budget</li> </ul>
09.15 – 10.15	<b>Drafting a budget for a work package (or a task)</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics</i> <ul style="list-style-type: none"> <li><i>Human resources (p-m and rates)</i></li> <li><i>Consumables; Travel; Other</i></li> <li><i>Equipment</i></li> <li><i>Sub-contracting</i></li> </ul> </li> </ul>
10.15 – 10.45	<b><i>Presentations of the drafted budgets and discussion</i></b>
10.45 – 11.00	BREAK



11.00 – 11.30	<b>Horizontal issues in Horizon2020</b> <ul style="list-style-type: none"><li>• Ethics; IPR; Open science; RRI</li><li>• How to integrate these aspects in the proposal</li></ul>
11.30 – 12.00	<b>Identifying horizontal issues in the calls/topics addressed</b> <ul style="list-style-type: none"><li>• <i>Group work on specific calls/topics</i> <i>Ethics; IPR; Open Science; RRI</i></li></ul>
12.00 - 13.00	BREAK
13.00 – 13.30	<b><i>Presentations on the identified horizontal issues and discussion</i></b>
13.30 – 14.30	<b>Presentation on specific H2020 Programmes</b> (to be fine-tuned according to expressed needs) <ul style="list-style-type: none"><li>• Marie Skłodowska-Curie actions (MSCA)</li><li>• ITN, RISE, IF</li><li>• ERC Grants</li></ul>
14.30 – 15.15	<b><i>Identification of possible actions to be proposed by the participant's organizations</i></b> <ul style="list-style-type: none"><li>• <i>Brainstorming on ITN; RISE; IF; etc.</i></li><li>• <i>Presentation of tentative proposals and discussion</i></li></ul>
15.15 – 15.30	BREAK
15.30 – 16.00	<b>The Participant Portal: proposal submission and proposal management system</b>
16.00 – 16.30	<b>Final discussion and Q&amp;A</b>