

**Infoday on Horizon 2020 – SC5 Calls 2018**

8 Nov 2017 - 9 Nov 2017 / Brussels, Belgium

**PROPOSAL PREPARATION  
CHALLENGES AND SUCCESSES**



**TOPIC SELECTION & CONCEPT  
DEFINITION**

**SERGIO SANZ – R&D PROGRAMMES DEPARTMENT**

## PROPOSAL PREPARATION

### How to deal with the first steps

Context understanding

Topic understanding and interpretation

Project concept definition

Objectives set up

# PROPOSAL PREPARATION

## CRITICAL ISSUES TO START PROPERLY

- The **TEAM** for preparation
- The **DOCUMENT** to be submitted
- The very **BEGINNING, first steps**



# THE TEAM

## TYPICAL COMPOSITION

- Coordinator
- Technical experts
- Administrative experts
- Consortium **CORE GROUP**

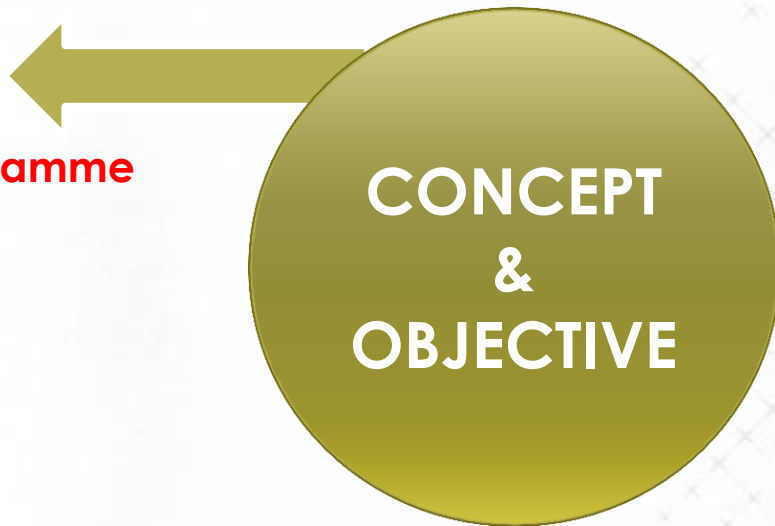


# THE DOCUMENT STANDARD CONTENTS

- **Excellence:**
  - Project concept and objectives
  - Relation to the topic and work programme
  - Progress beyond SotA
- **Impact:**
  - Innovation potential
  - Exploitation and dissemination
- **Implementation:**
  - Work Plan
  - Management
  - Budget

# THE DOCUMENT STANDARD CONTENTS

- **Excellence:**
  - **Project concept and objectives**
  - **Relation to the topic and work programme**
  - Progress beyond SotA
- **Impact:**
  - Innovation potential
  - Exploitation and dissemination
- **Implementation:**
  - Work Plan
  - Management
  - Budget



- In principle, an entity starts the process for **budget finding to develop R&I activities**
    - Trying to influence in the programme content
    - Finding out opportunities within the programme
- 
- Topics and context interpretation -> topic selection
  - Project concept definition -> preamble of the high level objective and specific objectives.

# TOPIC IDENTIFICATION

## HOW TO DEAL WITH THE IDEA VS TOPIC

- 100 % of adjustment to the capabilities and skills
  - Build the full idea to integrate my capability and find a good consortium
- Expertise fits partially with the topic
  - Use available mechanisms to get collaborators and force networking
  - Ambition to set up on overall concept to fit the specific expertise

**NEEDED A DEEP CONTEXT UNDERSTANDING**



# CONTEXT UNDERSTANDING TO MAXIMIZE ALIGNMENT WITH THE TOPIC

- Topic interpretation will be facilitated after the context understanding, how?:
  - Work programme 2018-2020 - General Introduction
  - 12. Climate action, environment, resource efficiency and raw materials
  - Challenge, scope and impact
  - Strategic agendas, scoping papers ...
  - Platforms, ....

# CONTEXT UNDERSTANDING TO MAXIMIZE ALIGNMENT WITH THE TOPIC

- Typical information extracted:
  - Main programme priorities
  - Main targets and associated indicators
  - Justifications and project need
  - Medium and long term vision
  - ...

***THAT WILL ALLOW TO HAVE A DEEP CONTEXT  
UNDERSTANDING***

# TOPIC INTERPRETATION

## DEEP ANALYSIS OF THE TOPIC SECTIONS

- Challenge
  - Where the topic is located
- Scope - **in theory** specific expected achievements are well defined
  - It is a mix of technical, non-technical and administrative requirements
  - Many times the consortium roles are also defined
  - Some suggestions for linking the project with initiatives can be also given
  - Funding boundaries are usually indicated
  - Special call conditions
- Impact
  - Social, economic, environmental, others ....

# CONCEPT DEFINITION

## RELEVANT CONTENTS TO GET A GOOD CONCEPT

- Background
  - The beginning of the story, the context and references
  - The pathway from the context to the project need
  - The justification of the project concept and objectives
- Concept
  - General approach to the topic
  - High level idea, not very specific but advancing the objective

# CONCEPT DEFINITION

## RELEVANT CONTENTS TO GET A GOOD CONCEPT

- Objective
  - Specific, to be easily split in very specific scientific, technical and non-technical objectives
- Specific objectives
  - Complete and detailed
  - Refer to concrete expected achievements
  - Quantifiables
  - Ambitious
  - Highlighting innovation

## **First steps of proposal preparation are critical:**

- Team for preparation → several roles are needed
- Document → address properly the writing
- Topic selection → sometime is not obvious
- Context understanding → many reference documents available ...
- Topic understanding → deep analysis is needed
- Rigorous concept definition → as a way to reach excellent objectives

# CONCLUSIONS

After that, lets write a good proposal and

**GOOD LUCK!!**



**THANK YOU FOR YOUR ATTENTION!!**

**SERGIO SANZ - R&D PROGRAMMES DEPARTMENT**