

Dos and don'ts of submitting a proposal

Horizon 2020 Energy
Virtual Info Day

#H2020Energy

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Proposal preparation - lessons learned

- 1. Evaluate if Horizon2020 and the call fit**
- 2. Structure your concept well and precise**
- 3. Become acquainted with the template and the submission system**
- 4. Focus on potential bottlenecks early**
- 5. Write the proposal for the evaluator**
- 6. Collect feedback**

1. Evaluate if Horizon2020 and the call fit

- **Think beyond the scientific excellence**
 - How will Europe benefit from my topic?
 - Can my topic bring European players together?
 - Does my topic clearly lead to innovation?
- **Understand the call**
 - Does my topic address the call?
 - Is the topic suitable for the framework of the call?

2. Structure your concept well and precise

- **Get the concept clear before starting with the details**
 - What is the objective?
 - Who are the best partners to achieve it?
- **Think beyond the scientific excellence**
 - Do we address the expected impacts?
- **Define the concept well and concise**
 - Write a one pager on your project idea
 - Meet in person with the consortium members early to clarify objectives, roles and budget

3. Become acquainted with the template and the submission system

- **Take a good look at the proposal template**
 - it clearly shows what you have to address
- **Use the participant portal**
 - entering “simple” data early avoids hectic in the submission phase
- **Submit a draft proposal early**

4. Focus on potential bottlenecks early

- **Administrative framework of all partners**
 - Does every partner have a PIC number?
 - Are all roles assigned in the participants portal?
- **Administrative forms and tabulated data**
 - Do we have all information to fill those in?
- **Content of the proposal**
 - What input do we need from which partner?

5. Write the proposal for the evaluator

- **Help the evaluator to evaluate your proposal**
 - Be clear and concise
 - Make the excellence section understandable for people outside your field
 - Clearly address what needs to be addressed
- **Use available resources**
 - Call text and proposal template
 - Self-Evaluation form

6. Collect feedback

- **Participate in Brokerage events**
- **Describe the project idea to colleagues and friends**
- **Ask people, who are not involved, to read your proposal**
 - in particular people outside your field and even non-scientists
- **Involve Horizon2020 experts**
 - internal, e.g. legal and administrative staff
 - external, e.g. your national contact points



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**Thank you for your attention
and good luck with your proposal!**