The EU Research & Innovation Programme 2021–2027

Call Coordination Team
REA.C.1
Info Day 7th December 2021
JOIN THE CONVERSATION AT SLIDO.COM
#CL2INFODAY
Tips and key aspects of the evaluation process
Optimising the chances for success

Optimise the time available to prepare the proposal
- Last minute preparations are often reflected in a lower quality which largely reduces the chances of success
- Start a draft early + submit on time
- Calls will open 20/01/2022
- Call deadline is on 20/04/2022
- Incomplete submission is not an Obvious Clerical Error

Understand the domain and its challenges
- Research but also market/IPR/competition or policy recommendations/policy feedback

Be clear and explicit
- Evaluators must judge only what they read and not on the proposal potential. They have limited time
Optimising the chances for success

Produce a first outline of the idea
- Write a preliminary 2-3 pages about your: objectives, target group, major steps (work packages), intended consortium (countries, types of organisations)
- Use it as first base to discuss with potential partners and consult with stakeholders – check their understanding and interest

Describe the project idea and work plan
- Dividing the planned work into work packages,
- Assigning the responsibilities/resources within the consortium,
- Setting out a project time schedule, main milestones and deliverables,
- Describing the project management structure,
- Describing the plan for the dissemination and exploitation including communication activities
Frequent mishaps

Partnerships
● Depending on the type of action, remember the minimum number of participants from Member States or Associated Countries (check the Work Programme for exceptions)

Page limit
● 45 pages for RIA-IA / 30 pages for CSA: applied strictly during evaluation

Completeness
● One section missing could make your proposal inadmissible or result in a lower score!

Proposal template
● Read it carefully – follow the structure and address each sub criterion
● Respect the indicated font size
Evaluation process and principles

- Fair and equal treatment of all proposers
- Based on the criteria announced in the Call
- Confidential process, no conflicts of interest
- Independent external experts
Timeline

- **Call deadline:** 20 April 2022

- **Evaluation:**
  - Evaluation external experts: Q2 2022 and Ethics Q3 2022
  - Information to applicants: max 5 months after Call deadline

- **GAP:**
  - Grant agreement preparation: Q3-Q4 2022
  - Grant agreement signature: End Q4 2022

- **Month 0**
- **Month 5**
- **Month 8**
Key documents

**Horizon Europe Cluster 2 Work Programme**
- Background, topics and budgets

**General Annexes to the Work Programme**
- List of countries, eligibility and admissibility conditions, award criteria and procedure, scoring and threshold

**Submissions forms and templates**
- Essential forms and guides to draw up and submit your proposal

**Horizon Europe Programme Guide**
- Inform applicants about the specificities of the programme ([link to the guide](#))
Submission documents and evaluation process
The proposal contains two parts:

- **Part A** consists of web-based forms generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal.

- **Part B** is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. A strict page limit is applied!
New features in Horizon Europe proposal forms

**NEW FIELDS IN PART A**
- Researchers table – needed to follow up researchers careers (HE indicator)
- Role of participating organisation
- Self-declaration on gender equality plan

**FIELDS MOVED FROM PART B TO PART A**
- Ethics self-assessment
- Security questionnaire (NEW! in all HE proposals)
- Information on participants’ previous activities related to the call

**NEW IN PART B**
- Glossary of terms.
- Consistency on the use of terminology is ensured in all project phases (from WP to proposal and reporting)
- Extensive explanations on what exactly should be included in each section.
Consortium composition

**Research and Innovation Actions (RIA)**

Unless otherwise provided for in the specific call conditions, legal entities forming a consortium are eligible to participate in actions provided that the consortium includes:

- at least one independent legal entity established in a Member State; and

- at least two other independent legal entities, each established in different MSs or ACs.

**Coordination and Support Actions (CSA)**

Applications for ‘Coordination and support’ actions may be submitted by one or more legal entities, which may be established in a MS, AC or, in exceptional cases and if provided for in the specific call conditions, in another third country.
If admissible and eligible, the proposals will be evaluated and ranked against the following award criteria, depending on the type of action:

1. Excellence
2. Impact
3. Quality and efficiency of the implementation

Each criterion is subdivided into a set of sub-criteria, which are adapted to the different types of action.

Each award criterion refers to a specific section of the proposal where applicants need to demonstrate that they have adequately addressed the criterion in question.
### Evaluation criteria (RIA)

**Research and Innovation Action (RIA)** – Action consisting of activities aiming at establishing new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution. For this purpose, they may include basic and applied research but limited demonstration or pilot activities aiming to show the technical feasibility in a near operational environment.

<table>
<thead>
<tr>
<th>EXCELLENCE</th>
<th>IMPACT</th>
<th>QUALITY AND EFFICIENCY OF THE IMPLEMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Clarity and pertinence of the project’s objectives, and the extent to which the proposed work is ambitious, and goes beyond the state-of-the-art.</td>
<td>✓ Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, and the likely scale and significance of the contributions due to the project.</td>
<td>✓ Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.</td>
</tr>
<tr>
<td>✓ Soundness of the proposed methodology, including the underlying concepts, models, assumptions, inter-disciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.</td>
<td>✓ Suitability and quality of the measures to maximize expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.</td>
<td>✓ Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.</td>
</tr>
</tbody>
</table>
### Evaluation criteria (CSA)

**Coordination and support actions (CSA) —** Activities that contribute to the objectives of Horizon Europe. This excludes R&I activities, except those carried out under the ‘Widening participation and spreading excellence’ component of the programme (part of ‘Widening participation and strengthening the European Research Area’). Also eligible are bottom-up coordination actions which promote cooperation between legal entities from Member States and Associated Countries to strengthen the European Research Area, and which receive no EU co-funding for research activities.

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<tr>
<td>✓ Clarity and pertinence of the <em>project’s objectives</em>.</td>
<td>✓ Credibility of the <em>pathways</em> to achieve the expected <em>outcomes and impacts</em> specified in the work programme, and the likely scale and significance of the contributions due to the project.</td>
<td>✓ Quality and effectiveness of the <em>work plan</em>, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.</td>
</tr>
<tr>
<td>✓ Quality of the proposed coordination and/or support measures, including soundness of methodology.</td>
<td>✓ Suitability and quality of the <em>measures to maximize expected outcomes and impacts</em>, as set out in the dissemination and exploitation plan, including communication activities.</td>
<td>✓ Capacity and role of each <em>participant</em>, and extent to which the <em>consortium</em> as a whole brings together the necessary expertise.</td>
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Funding & Tenders Portal
**Funding & tender opportunities**

**Search funding opportunities**

**Improved search facility**

**Full text search with Horizon Europe relevant filters**

Search based on keywords, filter by programme, programme part and submission status

**Cluster 2 calls**

**Check the webinar for newcomers!**
Proposal submission

• **The coordinator**: creates the draft proposal starting from the **Topic page**. Partners will be invited by the coordinators.

• The **coordinator** can edit all sections, while the participants can edit only their own section. Uploading the Part B, inviting participants and submitting the proposal is reserved for the coordinator.

• Make sure to **leave sufficient time to prepare the extended Part A** information, not to miss any information that is essential for the evaluation, eg. researchers participating, experience, publications.

• **Submit the first version as early as possible**, not later than 48 hours before the deadline to avoid any technical issues. Any new submission overwrites the previous version.

• **The template for the topic is available from the submission system.**
Submission system

Eligibility warnings:
For information
The precise topic conditions are in the topic page!

Affiliated entity:
Previously called linked third party
Linked to a participant with related tasks and budget.
No contacts to be added.

Associated partner:
To be added to the proposal, cannot fill in budget table.
No contacts to be added.
See definition in the WP General Annex.

Check the available guidance: Online Manual or the IT How To wiki - guide on the IT tools
Part 1.

Find partner organisations for specific topics directly on the topic pages via the Partner search announcements.

Complete your Person Profile to be able to publish partner searches in your name as a person/researcher (Login – My AREA, left hand side menu) from next year.

Part 2.

Or via the How to Participate → Partner search page using the search criteria.
Register in the database of experts, new expertise is always welcome!

Work as an expert

The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases.

In particular, experts assist in:
- Evaluation of proposals, prize applications and tenders
- Monitoring of actions, grant agreements, public procurement contracts

In addition, experts provide opinion and advise on:
- Preparation, implementation and evaluation of EU programmes and design of policies.

In order to select experts, the European Union Institutions publish regularly calls for expression of interest (see list below) detailing the selection criteria, the required expertise, the description of the tasks, their duration and the conditions of remuneration.

Interested? Please join the database of external experts!
For more information…

… check recorded webinars:

- ‘How to prepare a successful proposal in Horizon Europe’ (24 March 2021). See recorded session here.
- ‘A successful proposal for Horizon Europe: Scientific-technical excellence is key, but don’t forget the other aspects’ (21 April 2021). Recorded session
- ‘The Funding & Tenders Portal for beginners’ (27 May 2021). Recorded session
- ‘All you need to know on D&E under Horizon Europe’ (9 June 2021). Recorded session
- ‘Horizon Europe: key changes to the Ethics Appraisal Process’ (18 July 2021). Recorded session
- R&I Days 2021: workshop on ‘Tips and tricks while writing your HE proposal’ (23 June 2021). Recorded session
- See all webinars on the website of the Information Day!

Check the news section of the F&T Portal regularly:
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home
Thank you!

# HorizonEU

http://ec.europa.eu/horizon-europe
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