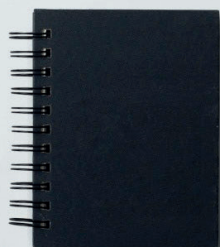


ONLINE CAPACITY BUILDING

21st–24th
June 2021



ONLINE TRAINING COURSE

ON THE PREPARATION OF PROJECT PROPOSALS
IN EUROPEAN FUNDING PROGRAMMES: FOCUS ON
HORIZON EUROPE

EUROPEAN FUNDING PROGRAMMES have been an important component of the research strategy of many higher education institutions. Their relevance is even greater now, as other sources of financing are constrained by budget cuts, not least due to the significant constraints faced by European countries as part of their national efforts to fund national efforts to combat the COVID-19 pandemic.

Tapping into European funding has thus become even more important, since it helps researchers to implement their project ideas. To access these funds, a well written proposal is necessary, and a standard requirement from potential funding bodies, which regularly issue open calls for projects. Apart from the need to make a concrete case for the envisaged project, the objectives and the expected results as well as the impact of a given project need to be effectively communicated, so as to increase the chances of success, and the award of a grant.

Due to increased competition for European funding, organizations today need to be able to develop high quality proposals. This is specially so within the new programme “Horizon Europe”, a 7-year European Union scientific research initiative meant to succeed the Horizon 2020 programme, and which supports R&D across the EU, Associate States and other partner countries. Due to its scope, “Horizon Europe” is characterised by an intensive competition, where only the best written projects may succeed.

But even though “Horizon Europe” is a highly attractive funding programme, there is a paucity of training schemes which holistically addresses all process needed, and steps to be taking when applying for “Horizon Europe” projects. Against this background, and bearing in mind that universities need to invest in capacity building, so as to be able to take advantage of the many opportunities the programme “Horizon Europe” offers to them, this course is being proposed.

The goal of this training course is to equip participants with the knowledge and skills to needed, to develop and write an effective proposal for submission to “Horizon Europe”.



INTRODUCTION



OBJECTIVES

The course aims at introducing the tools for research design in “Horizon Europe” as well as the relevant methodologies and procedures to be adopted in preparing research projects. Concrete information, inputs and advice with examples from real projects will be provided to the participants. By the end of this course the participants will be able to:

- Learn how to make a real and convincing case for a project
- Deploy appropriate principles of project development and proposal writing
- Define the best strategic arguments and design elements to write an effective proposal
- Utilize the monitoring and evaluation principles in developing a proposal
- Design budgets which are commensurate with the size and scope of a project

Moreover, participants will network among themselves and this might lead to joint “Horizon Europe” proposals in the future.

DEVELOPMENT OF COMPETENCIES

The course will foster professional, technical and methodological competences. Participants will be informed about how to structure and design “Horizon Europe” projects and write project proposals, with a due emphasis to how best to present the excellence of the project (state of the art), the definition of objectives, ambition, methodology, project dissemination, monitoring and evaluation. In addition, details on strategic budget design will be discussed. Finally, the various subjective elements which should be considered in preparing a bid, will be presented.

Participants will also be sensitised about the importance of sound project design and about the links between planning and subsequently managing an approved project, and reporting on their results. They will also become familiar with the schedule and key steps to be taken in preparing project proposals, so as to increase their chances of success.

DURATION

For an optimal learning experience, combined with the need to perform the usual office duties, the course will last a total of 12 hours, spread over 4 sessions of 3 hours each (09:00-12:00h A.M.) over 4 days, so that participants have time to reflect on the contents and prepare themselves for the subsequent sessions. Some sessions will entail a practical part, so a “hands on” approach will be used.

OUR VIRTUAL CLASSROOM

Apart from the plenary sessions, we are also setting-up a virtual classroom, where you can ask the facilitators questions, and interact with them. Personal, online coaching sessions (of up to 45 minutes) with the facilitators are possible during the course.

TARGET GROUPS

This course will be especially useful to academic staff, project officers, managers, and staff working in R&D organizations, whose responsibilities include developing European projects and writing proposals. It represents a real investment, since the know-how can be immediately deployed in designing -or being partners- in new “Horizon Europe” proposals, immediately after the course completion.

COURSE OUTLINE

DATES

Monday 21st June to
Thursday 24th June 2021
(09:00-12:00h A.M.(CET))



SESSION 1 Monday 21st June 2021

Overview of Horizon Europe and Proposal Writing

Theoretical part (09:00–10:30h A.M.)

- Overview and formal requirements of “Horizon Europe”
- Understanding the meaning of Call for Proposals and what is expected in respect of the different types
- Goal of proposals and mobilization of funding
- Format of proposals

Practical part (11:00–12:00h A.M.)

Learning by doing! Access the platforms, find the call, choose the call, find partners.

SESSION 3 Wednesday, 23rd June 2021

Project Design

Theoretical part 1: Designing WPs and Budget (09:00–10:30h A.M.)

- Defining and designing Work Packages (WPs)
- Designing budgets

Theoretical part 2: M&E Framework and Project Dissemination (11:00–12:00h A.M.)

- Monitoring and Evaluation (M&E) Framework
- Project dissemination strategies

SESSION 2 Tuesday 22nd June 2021

Project Planning and Development

Theoretical part 1: Developing the Project's Rationale (09:00–10:00h A.M.)

- Background of the project
- Needs Assessment
- Justification of the project

Theoretical part 2: Key Project Features (10:30–12:00h A.M.)

- Developing a proposal writing strategy
- Objectives of the project
- Stakeholders and Beneficiaries of the project
- Identification of inputs, output, outcomes
- Defining activities and impacts

SESSION 4 Thursday, 24th June 2021

Critical Review and Quality Control

Theoretical part: Proposal Review and Grant Agreement Development (09:00–10:30h A.M.)

- Criteria of proposal review
- Process of proposal review
- 10 important aspects to consider when drafting a Grant Agreement

Practical part: Examples of different revisions and lessons learned (11:00–12:00h A.M.)

- Participants will receive one proposal to detect the errors and these will be discussed in a group. Since the Intellectual Property Rights (IPR) of the proposal are protected, it will be used for learning purposes only.

COURSE OUTLINE



GENERAL NOTES

- This course is delivered by our seasoned trainers, who have many years in writing project proposals and in managing European-funded projects, with vast expert experience in the respective fields of practice. The course is taught through a mix of theory, practical activities, group works and case studies.
- A Handout with all presentations and additional reference materials will be provided to the participants.
- Upon successful completion of this course, participants will be issued with a certificate of participation.
- The training will be conducted 100% online.
- The course can also be tailored to meet organization-wide needs. Contact us to discuss details: info@iccip.net.

FEES AND CHARGES

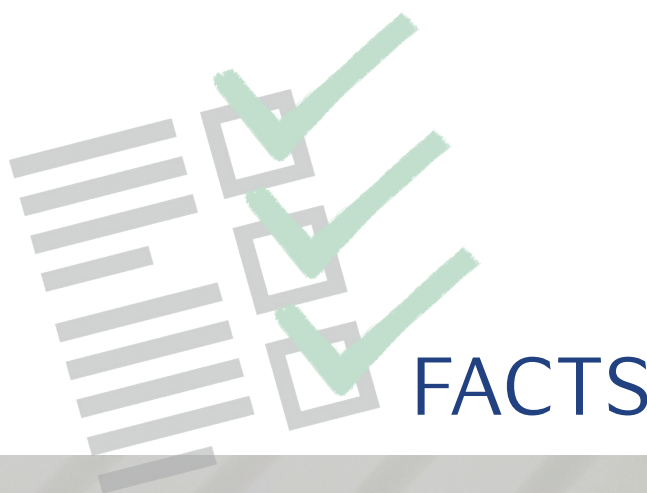
An early-bird course fee of Euro 2.000 plus VAT will be charged to delegates who register until 30th March 2021. From April 2021 onwards, the full fee of Euro 2.500 plus VAT will apply. Delegates will be supplied with course notes as PDF files. Taking into account that the funding volume of Horizon Europe project calls is Euro 3 million or much higher, the course fees represent a good investment. The organisers have procured the Company 3Sixty Meetings in Malta, which will coordinate the registration and all administrative details. 3Sixty Meetings is authorised to send invoices and collect the payments from participants. These can be made by cheques, bank transfers, or credit cards. Invoicing details can be agreed with participants directly.

REGISTRATION AND CONDITIONS OF PARTICIPATION

Registrations are now open and are possible until the 30th April 2021. Regrettably, registrations after the deadline will not be possible. Registrations fees may be refunded in case of cancellations (with a 50% charge) up to 30 days before the event. After this deadline no refunds are possible.

Interested people and organisations are encouraged to register by completing the application form provided.

Since the number of places is limited to 20, delegates are advised to register as soon as possible. Registered delegates will then receive further details on the payment of the fees and updated information on the preparations for the event. This is a self-funded event and the organisers are unable to wave the fees. Letters of invitation to get permission to attend the online course can be only be sent to bona fide, registered delegates, who have paid their fees and need a document to show their employers. A Certificate of Participation will be issued to course participants, a document which can be used as a proof of Competence and Professional Development (CPD).



ABOUT THE ORGANISERS

The course is organised by Manchester Metropolitan University, Chair of Environment and Technology, UK, in cooperation with the European School of Sustainability Science and Research (ESSSR).

THE COURSE TEAM CONSISTS OF:

PROFESSOR WALTER LEAL

Chair of Environment and Technology at Manchester Metropolitan University, UK and Chairman of the European School of Sustainability Science and Research in Hamburg, Germany. Prof. Leal has 30 years' experience in project coordination and management in a wide range of EU-funding programmes such as Interreg, Erasmus+, Europe-AID, FP7, Horizon 2020 and Horizon Europe. His portfolio of managed projects is around Euro 80 million. He has led proposals preparations whose total volume is in excess of Euro 160 million. Coordinator of 3 Green Deal Applications.

DR. JELENA BARBIR

Senior Project Manager and responsible for various Horizon 2020 applications. Project manager of the project "Bioplastics Europe" funded by the EU Programme Horizon 2020. Coordinator of one Green Deal Application.

MRS FRANZISKA WOLF

MIBA, Senior Project Manager and responsible for various Horizon 2020 applications. Project manager of the project "Bioplastics Europe" funded by the EU Programme Horizon 2020. Coordinator of one Green Deal Application.

CONTACT AND FURTHER DETAILS

Please feel free to contact one of the persons below, if you need further information.

TECHNICAL DETAILS

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ADMINISTRATIVE DETAILS

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CONTACT



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MRS FRANZISKA WOLF