

Horizon Europe proposal development: the first steps

19 April 2023

**Jožef Stefan Institute
Ljubljana, Slovenia**

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AGENDA

09:00 – 09:15	Registration
09:15 – 09:30	Event Opening
09:30 – 10:00	What makes a Horizon Europe proposal successful <i>Iasmina Cioroianu, Project Manager, Europa Media Non-profit</i> <ul style="list-style-type: none"> • Introduction to the key success features of EU research and innovation projects. • Tasks and responsibilities of a partner and the coordinating organisation • Experiences, good and poor practices <i>(10:00 – 10:15 Coffee break)</i>
10:15 – 11:15	Building a winning consortium or joining one <i>Ömer Ceylan, Managing Director, Geonardo</i> <ul style="list-style-type: none"> • Build the most suitable Consortium for your next HE project. • What are the key aspects to consider when building up your partnership? • Your tools to find the right partners: searching facilities, networks, events and more. • Maintaining partnerships and connections in the long run. • Tips on networking events and virtual networking to be prepared in these times. • Understand the winning consortium characteristics in Horizon Europe. <i>(11:15 – 11:30 Technical break)</i>
11:30 – 12:30	Key steps in proposal writing <i>Ömer Ceylan</i> <ul style="list-style-type: none"> • Introduction to the Funding and Tenders Portal • Proposal writing steps – key elements, templates to consider – what to discuss and when. Intro to the tools and procedures set up by the European Commission. <i>(12:30 – 13:30 Lunch break)</i>
13:30 – 14:15	How to smoothly lead a proposal to submission? <i>Iasmina Cioroianu</i> <ul style="list-style-type: none"> • How to distribute the writing of the proposal amongst the key partners • How to effectively mobilise your partners to unleash their full potential in terms of their input to the proposal and mobilisation of their resources • What are the key proposal sections that require input to be gathered and consolidated from all partners? • How to make sure that your partners provide you with accurate data and input for the budget <i>(14:15 – 14:30 Coffee break)</i>
14:30 – 16:00	Exercise: Practicing the very basic tools <p>Under the moderation of trainers, participants work in groups on putting together work packages, Gantt chart, PERT diagram – understand the concept development procedure.</p>
16:00	End of course