H2020 advanced course: how to prepare a proposal (3 days)

Description: Advanced course, targeted to a H2020 project preparation and submission; 3 practical laboratories (one single, two in group) covering all the stages of the proposal. Real examples coming from projects funded by FP7 and H2020.

Target: Researchers, Project managers of EU funded research projects.

Benefits: Understanding how to prepare and submit a H2020 project in cooperation with the other compulsory European partners, Practical project work and correction by an experienced Evaluator of EU projects.

Time	Item
Day 1 09:30	*Scheme of the seminar* *Overview of the two main H2020 Pillars: Societal challenges and Industrial leadership* *The 3 funding schemes Research and Innovation Actions (RIA), Innovation Actions (IA) , Coordinating and Supporting Actions (CSA)* *How to navigate in the Participant Portal* *Analysis of the work programmes, cross research of the topics* *From a project idea to the selection of the right topic* *Preliminary abstract: a first check against the selected topic*
11,30	Coffee break
12,00	*How to set-up a Consortium, minimum and optimal requirements* *Drafting your proposal, first steps* *Proposal template: the administrative forms A and the technical part B* *How to submit a proposal, filling online the forms A, uploading the part B, validation and submission.* *Evaluation and ranking of a proposal by the Commission's services* *How to become an evaluator*
13:00	Sandwich lunch
14,00	*Excellence, Impact and Implementation: structure, weight , scores and minimum thresholds* *Project work1 (singular): Drafting a preliminary abstract*
17:00	***End of Day 1***

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Day 2 *09:30*	*Correction of project work1; Questions and Answers* *Scheme of a full proposal: Gantt Chart, Pert Diagram, Work packages and tasks.*
11,30	*Coffee break*
12,00	*How to organize a project: the Logical Framework Approach* *Examples from real projects financed by FP7 and H2020*
13:00	*Sandwich lunch*
14,00	<u>*Project work2 (in group): Drafting a proposal scheme and dividing the work in Work packages*</u> *Correction of the project work2; Questions and Answers*
17:00	*End of Day 2*
Day 3 *09:30*	*Proposal Budget: overview* *How to fill the budget form online* *Eligible expenses, direct and indirect costs* *Equipment, travels and other costs.*
11,30	*Coffee break*
12,00	*Person-months against working hours* *How to assign the person-months to each Task and WP* *How to negotiate the budget with the partners or with the Coordinato*
13,00	*Sandwich lunch*
14,00	*Project work3 (in group): Preparing the budget of a proposal* *Correction of the project work3; Questions and Answers*
17:00	*End of Day 2 – End of the course*

<u>Cost:</u> €800,00 +TVA 21%

<u>Included:</u> Training material, coffee break, sandwich lunch

<u>Not Included:</u> Travel to Brussels, Accommodation