R&I-LINKS2UA

STRENGTHENING R&I → LINKS TOWARDS UKRAINE

How to write a successful proposal in H2020?
17.10.2018, Kyiv

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I. RIA Proposal Excellence (A forms & B2 part)

- 2.2 Measures to maximise impact   Dissemination and exploitation of results Communication

II. RIA Proposal Excellence (A forms & B2 part)

- 3.2 Management structure and procedures

III. Evaluation

IV. Submission

Part A
(online form)

- Administrative forms

Part B

(to be uploaded as pdf PDF)

1. Excellence
2. Impact
3. Implementation
4. Members of the consortium
5. Ethics and Security

RIA (Part B)

1. **Excellence**

2. **Impact**
   2.1 **Expected impacts**
   **2.2 Measures to maximise impact
   Dissemination and exploitation of results
   Communication (intelrnal /External) activities**

3. **Implementation**

4. **Members of the Consortium** *(no page limit)*

5. **Ethics and Security**

Stage 1

Stage 2

2.2 **Measures to maximise impacts** =>

a) *Dissemination and exploitation*

a draft plan for the dissemination and exploitation of the project´s results

decision about the participation in pilot on open research data; outline of knowledge management and protection (incl. measures to provide open access, IPR…), business plan

…

b) *Communication activities* (target groups, stakholders and measures, communication strategy)

Communication is about the big picture, promoting the action, and Horizon 2020 in general, to society.

Dissemination is about getting the results to those who will use them.

Exploitation is about putting the results to use.

Communication

Communication

Taking strategic and targeted measures for promoting the action itself and its results to a multitude of audiences, including the media and the public, and possibly engaging in a two-way exchange*

➢ **Reach out to society as a whole** and in particular to some specific audiences

➢ **Demonstrate how EU funding contributes to tackling societal challenges**

*http://ec.europa.eu/research/participants/portal/desktop/en/support/reference_terms.html

Horizon 2020 communication, promoting your project and success

https://www.youtube.com/watch?v=0JbLCd-7u7g

How are communication, dissemination and exploitation interlinked?

Your H2020 project: Assessment and preparation phase
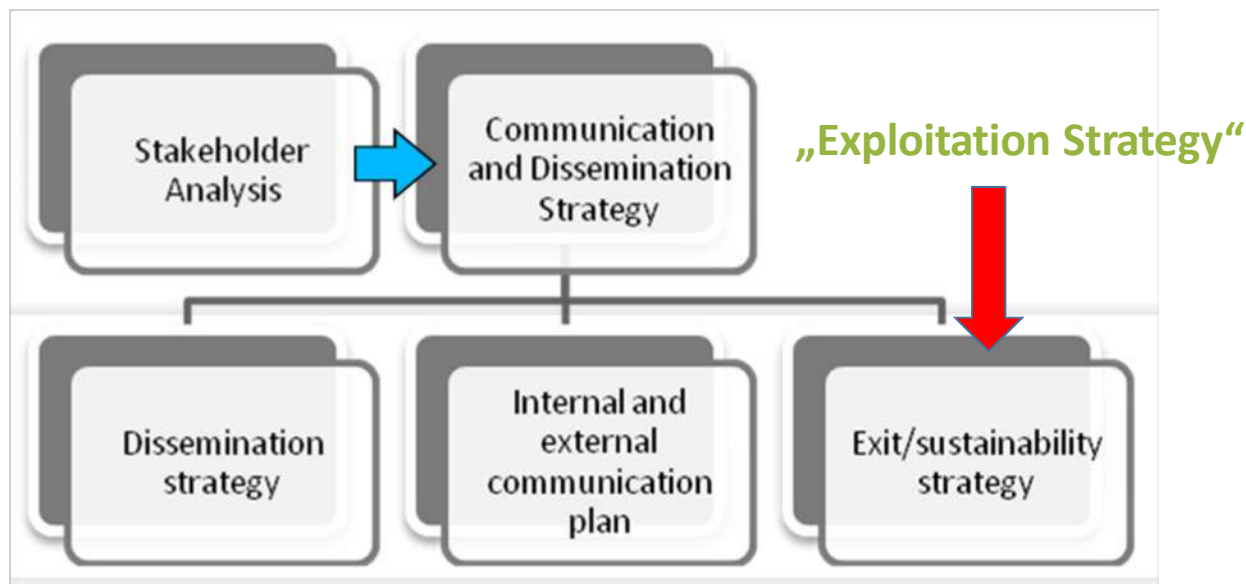
Part A
(online form)

• Administrative forms

Part B

(to be uploaded
as pdf PDF)

1. Excellence
2. Impact
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RIA (Part B)

1. **Excellence**
2. **Impact**
3. **Implementation**

    3.1 Work plan — Work packages, deliverables and milestones *(tables)*

    3.2 Management structure and procedures

    3.3. Consortium as a whole

    3.4 Resources to be committed

4. **Members of the Consortium** *(no page limit)*
5. **Ethics and Security**

Stage 1

Stage 2

3.2 Management structure and procedures

Expectations of the EC

- Describe any **organizational structure** and the **decision-making** (including a list of milestones)

  - Clearly define: Who is responsible for what?

  - Who will decide what, how and when?

  - How effective will the innovation management be addressed in the management structure and work plan?

  - What will happen in case of conflict?

  - What will happen, if there won't be any agreement on something? Who will decide then? Veto right?

Objectives of project management

- Ensure the correct execution of the project's work plan including its adaptation to necessities that may occur during the project

- Guarantee efficient communication within the consortium

- Assure the overall coordination of all activities among the project partners

- Lead project steering with the objective to implement the project in a smooth and consolidated way, involving the partnership and also external stakeholders

- Enabled timely reporting to the European Commission and the administrative and financial management of the project

Roles of project participants

- **Each of the project partners can have different roles.**

- **Roles are defined in the project work-plan description**

- **All project partners :**

  ▪ Should fulfil their tasks duly, timely and according to the distribution of work specified in Annex I or amended by the decisions of the General Assembly

Project Management Board
/ General Project Assembly/ Steering Board

=> Main decision-making body

Members: all project partners, chaired by the Coordinator

Main tasks:

- To review project implementation and progress of work
- To approve the deliverables before submission to the EC
- To share knowledge on project implementation and to provide suggestions for its further development based on the project outcomes, input from the ERP
- To decide upon adaptations of the Annex I and consortium budget
- In case an activity can not be implemented, making a priority list for the future possible activities and deciding on the option based on criteria of efficiency, feasibility, impact and relevance
- To tackle problems, delays and resolve conflicts

Coordinator

- Responsible for overall project management

- Intermediary between the project and EC

- Ensures communication with the ERP

- Monitors compliance of the partners with their obligations

- Collects, reviews and submitts information on the progress of the project, reports and other deliverables to the EC

- Admnisters the financial contribution of the EC and fulfills financial tasks

- Transmits on time documents and information connected with the project

- Chairs the PMB meetings, proposes decisions and monitors the implementation of the project

Scientific Coordinator
Administrative and Financial Coordinator

Work package Leaders

responsible for the overall coordination of the WP, supervision of the tasks, activities, milestones as well as the related deliverables

- preparing a draft periodic plans for the WP tasks to be approved at the PMB meetings
- reporting to the coordinator and to PMB
- organising communication within the respective WP and, together with the Coordinator and other WP Leaders, across WPs
- presenting the WP conclusions, decisions, results and deliverables at external meetings
- taking, in agreement with the Task Leaders, decisions at the WP level
- analysing and documenting any Default of a party in relation to the own WP activities and preparing a respective proposal for an action plan to the Coordinator

Task Leaders

- responsible for the timely implementation of the activities in the task and the reporting to the WP Leader

- are taking, in agreement with the concerned WP Leader, decisions at the task level

Deliverable Leaders

- responsible for the timely and final write-up of the deliverables

- coordinate the work on the deliverable and report to the Task Leader, the WP Leader and the Coordinator

- need to comply to the official deadlines for the submission of the deliverable for the Quality Assurance and to the European Commission

Consortium agreement

an agreement that project participants conclude between themselves for the implementation of the project in Horizon 2020.

CA allows the participants to determine the detailed administrative and management provisions necessary to carry out their project. Within this agreement, parties also outline the rights and responsibilities of each member of the consortium concerning intellectual property. This agreement cannot contradict or negate the provisions established by the Grant Agreement or the Rules for Participation.

DESCA
Horizon 2020 Model
Consortium Agreement
www.DESCA-2020.eu

➤ Characteristics

- *It is a private agreement between the beneficiaries and does not involve the EC (which, however, provides guidance).*

- *Deals with the rights and obligations of the beneficiaries amongst themselves.*

  Examples: internal organisation, distribution of EU funding, additional rules on IPR, settlement of disputes, etc.

- *In principle to be concluded before signing the Grant Agreement*

Partner

Partner

Coordinator
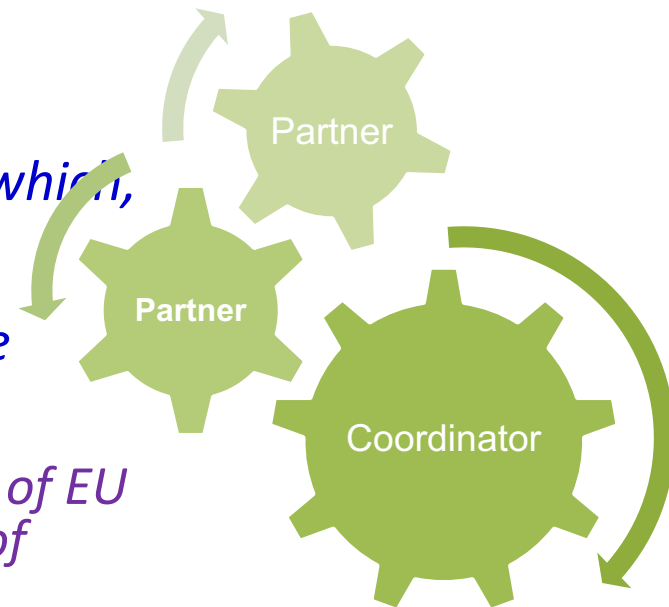
Source: EC

3.2 Management structure and procedures

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

KEY

Estimated date
Measured in months from the project start date (month 1)

Means of verification
Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Risk mitigation and conflict management

- In a project lifetime it can be anticipated that **issues arise which could put both the quality and timing of content at risk.**

- **Risks and potential solutions needs to be identified** as early as possible to ensure successful and timely completion of the project.

- In the event of **deviations from the project's work plan**, the Commission needs to be informed by the Project Manager without delay. As part of the internal communication activities, the Coordinator is responsible for risk and conflict management.

Expectations of the EC

- Describe any **critical risks**, relating to project implementation, that the stated project's objectives may not be achieved. Detail any **risk mitigation measures**. Please provide a table with critical risks identified and mitigating actions (table 3.2b)

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

RISK MANAGAMENT - IMPLEMENTATION

OBJECTIVE:

- to mitigate any risk that could potentially harm project's products and values.

Project Manager (RISK MANAGER):

RISK IDENFIFICATION	RISK MANAGAMENT
• Identification of risks • Assessment of its importance and the evaluation of whether the risk level is higher than the risk that could be accepted for the project. • In case a risk exceeds the acceptable levels, a risk analysis activity is instantiated that defines the required actions in order to set the risk within acceptable levels	• Involves the planning of the required activities to handle the risk, the re- distribution of resources, the evaluation of the results, as well as ensuring the stability of the new status

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4.1 **Participants** => short description of the participants incl. their expertise, involvement in tasks, short CVs, list of 5 relevant publications, list of 5 relevant projects
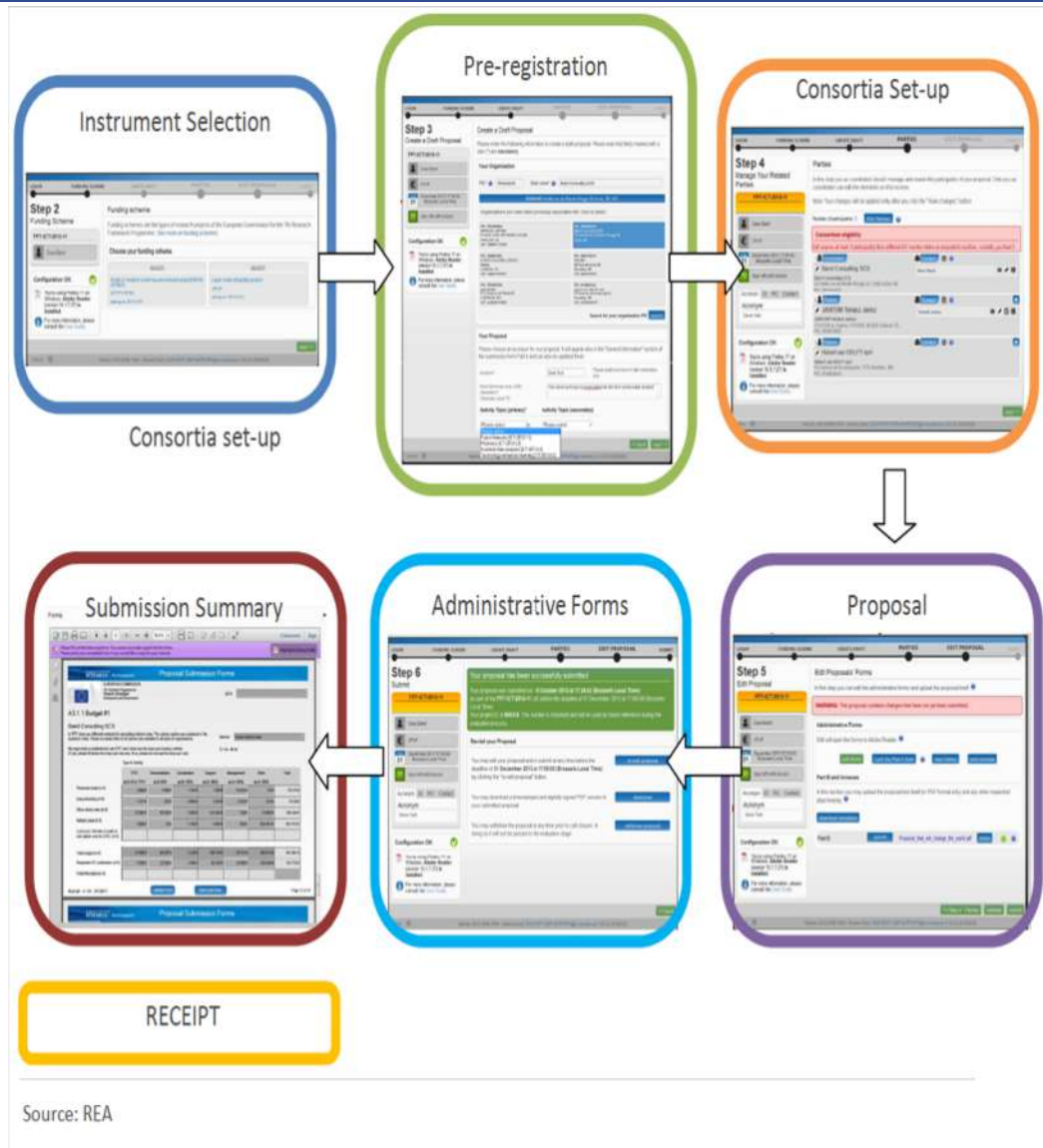
4.2. **Third parties involved**

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5.1 **Ethics** => to be completed very carefully. Depending on research to be carried on the submission of the ethic self-assessment document as well as other necessary documents may be requested in the application **including personal data protection.**

5.2 **Security** => answer to the questions listed.

Source: REA

Overview of the evaluation process
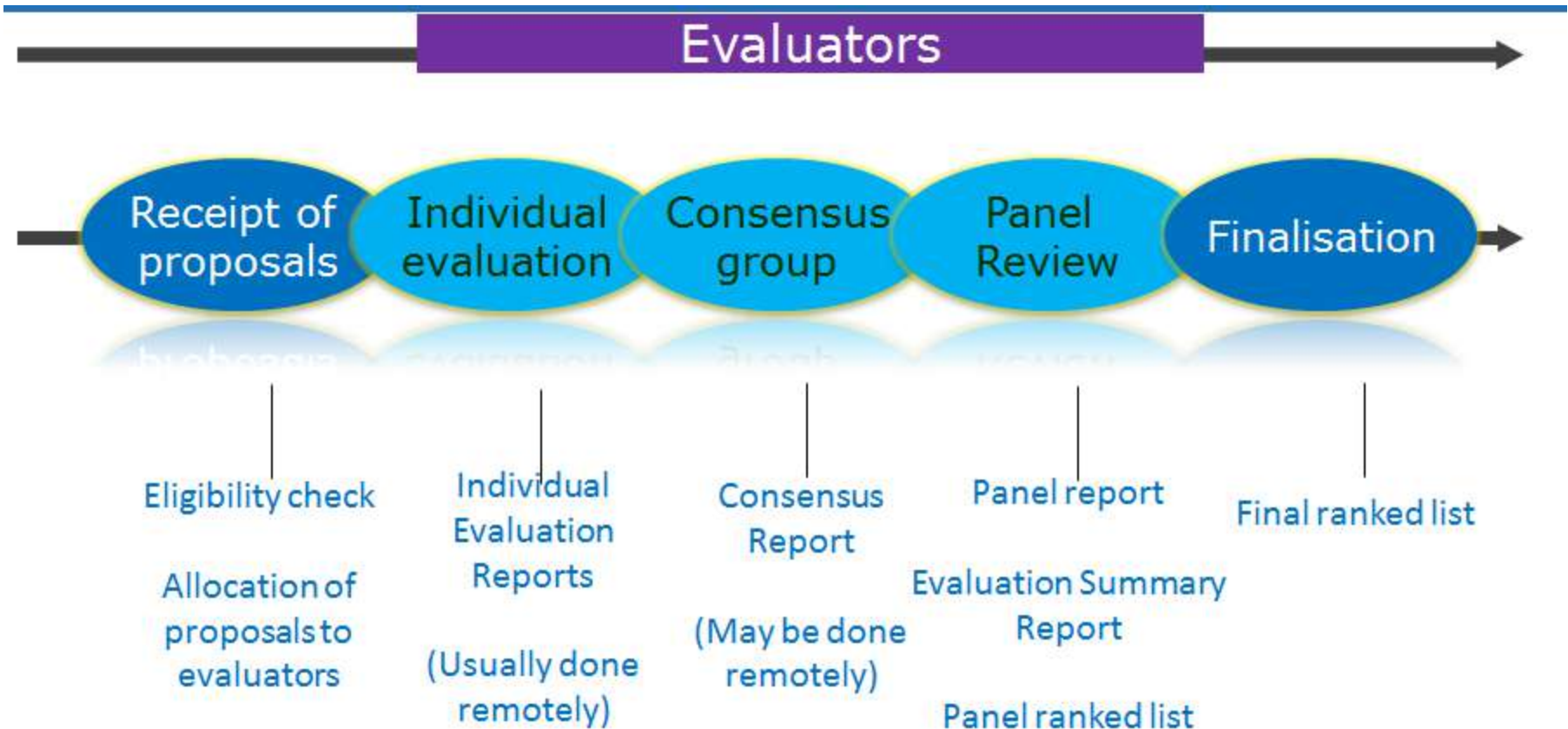
Admissibility and eligibility checks

- Admissibility is checked by the Commission/Agency:
  - Readable, accessible and printable
  - Completeness of proposal presence of all requested forms
  - Plan for exploitation and dissemination of results (unless otherwise specified in the WP)

  > **Page limits:** Clearly set out in electronic system; excess page(s) marked with a watermark

- Eligibility checked by the Commission/Agency
  - Minimum number of partners as set out in the call conditions
  - Other criteria may apply on a call-by-call basis as set out in the call conditions

- "Out of scope" – you need to check the scope of proposals
  - A proposal will only be deemed ineligible in clear-cut cases

Evaluation criteria

- There are three evaluation criteria:

  – Excellence (relevant to the topic of the call)

  – Impact

  – Quality and efficiency of the implementation

- The criteria are adapted to each type of actions, as specified in the WP

Innovation Management: is a process which requires an understanding of both market and technical problems, with a goal of successfully implementing appropriate creative ideas.
Typical Output: new or improved product, service or process.
For consortium: it allows to respond to an external or internal opportunity.

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Research and Innovation Actions

Excellence

- Clarity and pertinence of the objectives
- Soundness of the concept, including trans-disciplinary considerations, where relevant
- Extent that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches)
- Credibility of the proposed approach

Impact

- Enhancing innovation capacity and integration of new knowledge;
- Strengthening the <u>competitiveness and growth of companies</u> by developing innovations meeting the needs of European and global markets, by delivering such innovations to the markets;
- Any other environmental and socially important impacts;
- Effectiveness of the proposed measures <u>to exploit and disseminate the project results</u> (including management of IPR), to communicate the project

Implementation

Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Complementarity of the participants within the consortium Appropriateness of the management structures and procedures, including risk and innovation management

Interpretation of the scores

0 — The **proposal fails to address the criterion** or cannot be assessed due to missing or incomplete information.

1 — **Poor**. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2 — **Fair**. The proposal broadly addresses the criterion, but there are significant weaknesses.

3 — **Good**. The proposal addresses the criterion well, but a number of shortcomings are present.

4 — **Very Good**. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5 — **Excellent**. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

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THANK YOU FOR YOUR ATTENTION!

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