#InvestEUresearch

**Horizon 2020
Work Programme
for Research & Innovation
2018-2020**

Horizon 2020 Proposal
Writing: Part A and Part B

Name: N.N.

Function: Service Facility for International
Cooperation of DG RTD

European Commission

Research and
Innovation

Overview

1. Proposal elements

2. Excellence

3. Impact

4. Implementation

5. Consortium

6. Ethics

7. Proposal submission

8. Exercise

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1. Proposal elements

Remember...Before starting...Register your organisation!

- If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit **Participant Identification Code (PIC)**.

- You can verify whether your organisation is already registered and has a PIC on the **Participant Portal 'Beneficiary Register'** page**:**

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html

- If not, **you can start the registration process on the same page** and, once completed, get the PIC to be quoted in your proposal and in any correspondence with the Commission.

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Developing your research idea

- **The one page proposal. Why?**

- ✓ To discuss the idea with your colleagues – does it fit? Where?
- ✓ To discuss the idea with the Project Officer for the topic in Brussels
- ✓ To attract / find / discuss the idea with potential partners (be careful of your competitors!)
- ✓ The one page proposal will be the essence and *starting point* of your proposal

The structure of a one page proposal
- 1. Official call number (if available) / Work Programme or Funding Scheme
- 2. Title of the proposal and acronym. Think of the title as the *slogan* for the project.
- 3. Objective: what are you planning to do
- 4. Background: why are you doing it
- 5. Results: what you want to achieve (expected results)and for whom (lead users/stakeholders) (Impact)
- 6. Phases: how the work will be done (Science)
- 7. Consortium: who will do the work
- 8. Cost / Duration: How much it will cost and duration
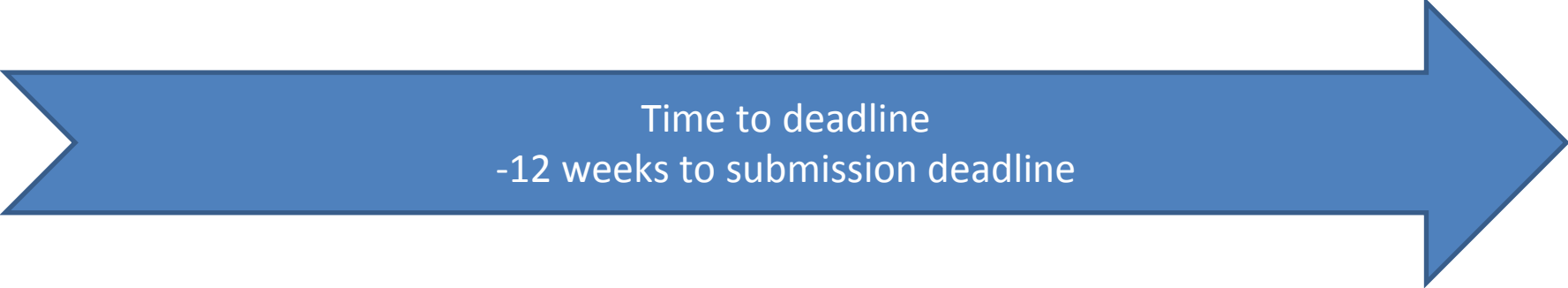
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5 key questions

- 1. Why bother? (what problem are you trying to solve?)

- 2. Why is this / should this be European priority? Could it be solved at National level?

- 3. Is the solution / Is the knowledge already available?

- 4. Why now? (why was this not done before / why would it happen if this research was not done now?) *– this is the killer question*

- 5. Why you? (are you the *best* people to do this work?)

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Ideal timeline

On average, it takes about **350 hours to write** a successful H2020 bid. This is a possible timeline:

Time to deadline
-12 weeks to submission deadline

Weeks:
- -12 write 1 page proposal-confirm partners
- -10 consortium meeting-distribution of work
- -8 write 4 page proposal
- -6/-3 write full draft proposal/ Core group meeting
- -2 full proposal edit, review, polish

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Writing the proposal

PART A ***ADMINISTRATIVE INFORMATION***

- General information (coordinator)

- Participant information, (1 for each partner)

- Budget (completed by the coordinator)

- PART B ***TECHNICAL INFORMATION*** in PDF format

- The sections follow the **evaluation criteria**

General Proposal Structure and Length

Part A	Part B	Part B
Online forms	**Standard: RIA/IA** — 70 pages **Standard: CSA** — 50 pages **ERC** — 25 pages **FET OPEN** — 16 pages **FET PROACTIVE** — 30 pages **MSCA (ITN/RISE)** — 30 pages **MSCA (Individual Fellowships)** 10 pages **SME Phase I** — 10 pages **SME Phase II** — 30 pages **Fast Track to Innovation** — 30 pages	**Additional Information**

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PART A: administrative forms

1. General information
2. Participants & contacts
3. Budget
4. Ethics
5. Call-specific questions

PART B: research proposal

1. Excellence (science)

2. Impact

3. Quality and Efficiency of the Implementation

4. Members of the Consortium

5. Ethics and Security Issues
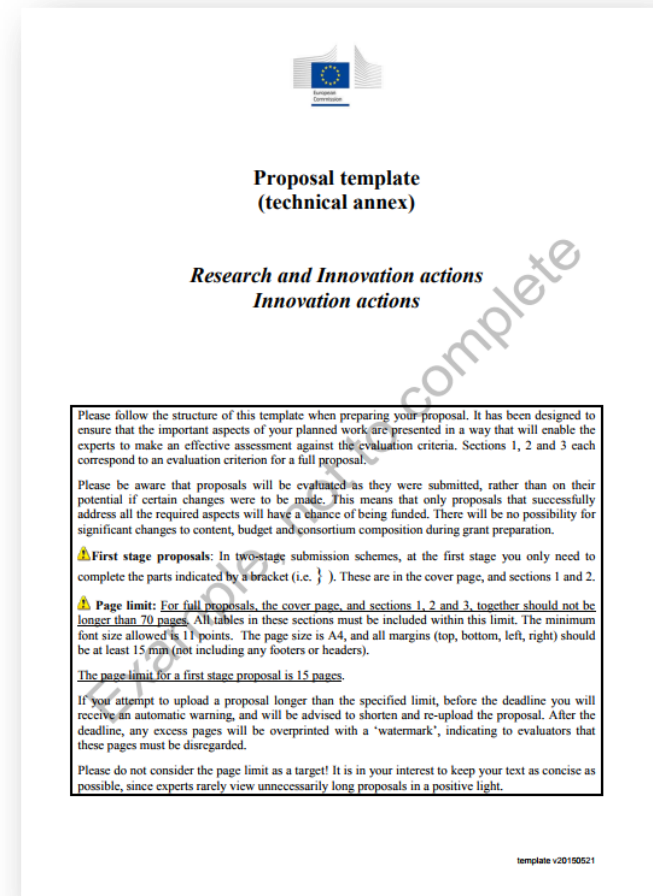
Writing the proposal: PART B 1-5

1: Excellence

› 1.1 Objectives
› 1.2 Relation to the work programme
› 1.3 Concept and methodology
› 1.4 Ambition

2. Impact

› 2.1 Expected impacts
› 2.2 Measures to maximise impact
› Dissemination and exploitation of results
› Communication activities

3. Implementation

› 3.1 Work plan – work packages, deliverables
› 3.2 Management structure, milestones and procedures
› 3.3 Consortium as a whole
› 3.4 Resources to be committed

4-5

› 4 Members of the consortium
› 4.1 Participants
› 4.2 Third parties
› 5 Ethics and Security
› 5.1 Ethics
› 5.2 Security

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Part B: 3 Proposal Key Aspects = 3 Evaluation Criteria

Excellence

Why do I want to conduct this project? What are my objectives? What is the basis?

Impact

What will be the benefits during this project and beyond?

Implementation

How will I conduct this project?

2. Excellence

Part B: Excellence – First Page

1.1. Objectives (of the project) – First page

- Imagine to be an evaluator…

    → Start with a short description of the Idea of your project

    → Create a picture in the evaluators' mind

- What problem do you intend to solve?

- Why should it be solved at European level?

- Is the knowledge/solution already available?

- Why is now the perfect time to do it?

- Why are you the best person/consortium to do it?

→ name the objectives of your project on the first page

Part B: Excellence

1.1. **Objectives (of the project)**

- Core questions:

- What should be reached (for the expected impact)?
  → No description of the work plan (implementation)

- What problem/challenge should be addressed?

- What are the primary and secondary objectives? Do they match with the objectives of the topic?

- **Counter-check topic text carefully**

- Project objectives are linked to your concept and approach

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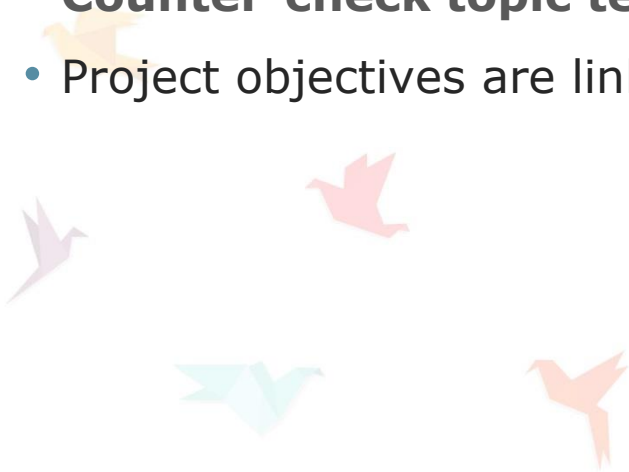
Suggestion: Find a S.M.A.R.T objective

Specific

- they must meet the needs (problems) identified

Measurable

- they should be measured by concrete indicators which should reflect the extent to which they have been attained

Acceptable

- by all involved partners

Relevant

- they must be adequate to the project socio-cultural environment

Timely

- must be reached by the end of the project

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Part B: Excellence

1.2 Relation to the work programme

- Mention the call identifier (e.g. ICT-01-2016)

- State, how your project addresses Specific Challenge & Scope of the topic description

    → use a table to make sure you consider all important
       points

- Refere to EU strategies and policies

    → search for documents, in detail 2.1

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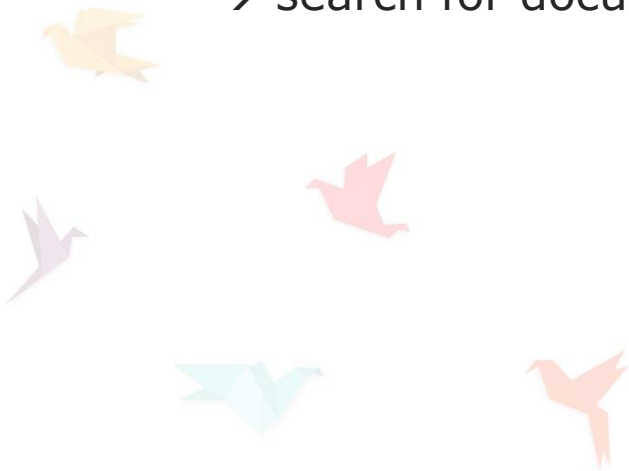
Part B: Excellence

1.3. **Concept and methodology - concept**

- Overall concept: Describe main ideas, models, hypothesis, and inter-disciplinary considerations

- Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels (TRL) where relevant.

- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;

- **Are there synergies or complementarities?**

- **How do you ensure an exchange with these projects/results?**

- **What is the state-of-the-art? Are there previous results you build on?**

Part B: Excellence

1.3. Concept and methodology – methodology

- *Methodology* is the approach of the project – not details of the used methods

- Explain the methodological approach

- What methodology do you use and why?

Core Questions:

- How can I reach the objectives to solve the problem?

- What makes you the right consortium/person to solve it with this approach?

- Gender analysis: Check, if the gender perspective is necessary for your projects` success

- →Methodology is not a work plan

Do's and Dont's (1)

1: Excellence

› 1.1 Objectives
› 1.2 Relation to the work programme
› 1.3 Concept and methodology
› 1.4 Ambition

› Be ambitious, but stay realistic.

› Choose appropriate methodology.

› Put effort on describing the state-of-art and proof of concept.

› Create links with previous networks/projects and relevant policies.

› Engage interdisciplinary expertise.

› Bring out the innovation potential.

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Do's and Dont's

1: Excellence

› 1.1 Objectives
› 1.2 Relation to the work programme
› 1.3 Concept and methodology
› 1.4 Ambition

› Don't repeat something that is already done.

› Don't hesitate to provide detailed description about your methodology, technical solutions etc. Superficial description of the processes is often brought out as a major shortcoming.

› If you have a novel approach – don't forget to describe it thoroughly and to support it with relevant references.

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Gender dimension

For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to:

http://ec.europa.eu/research/science-society/gendered-innovations/index_en.cfm
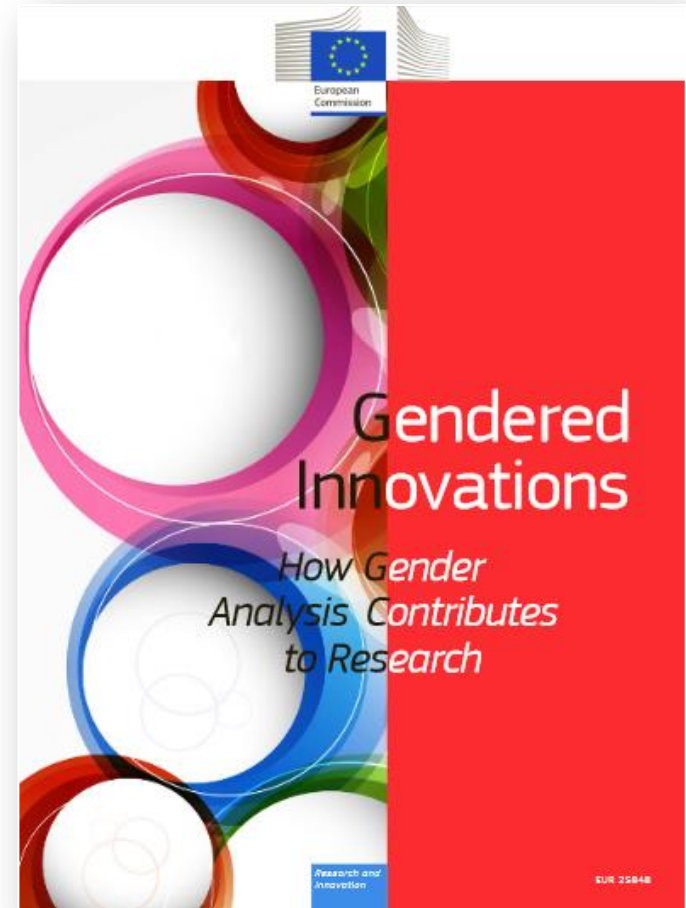
3. Impact

Part B: Impact

The extent of benefits for…

- Science

- Environment

- Society

- Technological progress

- Economy/competitiveness

- …

→ Focus on Europe

→ Focus depends on type of action/Call

Part B: Impact

2.1 Expected impacts

- Be specific! If possible, use quantitative statements

- In relation to the expected impact from the topic description– how can you contribute?

- **You can use a table**

- Explain the impact of the results of the objectives of the project, which goes beyond the topic description

- **Go for scientific advances, innovation potential, competitiveness of Europe**

- Discussion of potential barriers/obstacles, which might influence reaching the objectives. How would you deal with that?

- **Be convincing for evaluators**

Part B: Impact

2.1 Expected impacts

- Who benefits from the results? Impact on the several stakeholders

- Think one step ahead: which further opportunities go beyond the direct impact?

- **For future research?**

- **For market/competitiveness?**

- Concerning EU context: Which EU policies, strategies and objectives do you support?

- Discussion of potential barriers/obstacles, which might influence reaching the objectives. How would you deal with that?

- **Laws, market habits etc.**

- **Be convincing for evaluators**

- Output should be concrete, but realistic

Part B: Impact

- **2.2a Dissemination and exploitation of results**

- Assume that for all targets to be met, Impact can be implemented

- What exploitable results are expected?

- What are potential applications?

- Are the dissemination and exploitation strategies suitable?

- How will the results be made available?

- Timeframe and target groups for dissemination / exploitation?

- What skills do the partners have and how are they used?

- What are the tasks of the project management?

Part B: Impact

Open Access (OA)

Green Open Access

- OA documents server (institutional or disciplinary)
- Publication up to 6 or 12 month later
- Consider copy rights

Gold Open Access

- First publication in OA-journal
- Publication fee (eligible in project budget)
- OA-journals: http://doaj.org

In case you publish you have to use open access.

Check https://www.openaire.eu/

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Suggestion: communication, dissemination and exploitation plan

Activities	Targeted audience	Objectives
Communication	Multiple audience	Inform and reach out of society, show the benefits of research
Dissemination	Audience that may make use of results	Enable use and uptake of results
Exploitation	Groups and entities that are making concrete use of results	Making use of results, for scientific, societal or economic purpose

Key points to keep in mind:
Context – Goals – Target – Strategy - Channels

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Part B: Impact

2.2b Communication activities

What can be done to promote your project and your results?

- Name concrete target groups and targets
- Consistency with the Draft Plan for D & E
- Decent Management, clear responsibilities, reasonable ressources
- Suitable devices and medium

Examples for Communication Activities

- Logo, website, fact sheet, presentations, press release, newsletter, social media...

- Simple Language & Pictures

- Media/journalists

- Material without copyright for distribution?

- Use of opportunities for representation

- Use press contacts of European Commission

- Coordination of activities of the partners

- Think about target groups

- Specify concrete objectives

→ **Communication strategy**

- Horizon 2020 guidance:

http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

Do's and Dont's

2. Impact

› 2.1 Expected impacts

› 2.2 Measures to maximise impact

› Dissemination and exploitation of results

› Communication activities

› Quantify as much as possible.

› Use financial figures and develop a business model and/or business plan.

› Elaborate a convincing commercialization plan.

› Take into account all the expected impacts described in the topic.

› Expected impacts should be derived and justified on previous results.

› Plan a good cooperation with end users from the beginning of the project.

› Involve policy makers, SMEs and industry in the proposal or plan a sustainable cooperation with them.

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Do's and Dont's

- Describe industrial uptake of research results in details.

- Develop an excellent dissemination plan (with diverse dissemination measures).

- Address adequately and clearly explain dissemination of project results.

- Don´t miss concrete market details: potential market volumes, which markets, specific products, prices, etc. Don´t copy proposal´s parts (mainly IPR management) from your previous project proposals.

- Don´t repeat (or copy) required impact from the call instead of development of your own proposal content.

- Don´t confuse dissemination with communication or exploitation.

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4. Implementation

Part B: 3. Implementation – 3.1. Work Plan – Work packages, deliverables

- Structure of the project and the stages, and the should present the interaction and description of all work packages

- Key questions:

- **What should be done?**

- **What is it needed what for? Why**

- **When should it be done?**

- **How much from what?**

- Consistency with excellence & impact!

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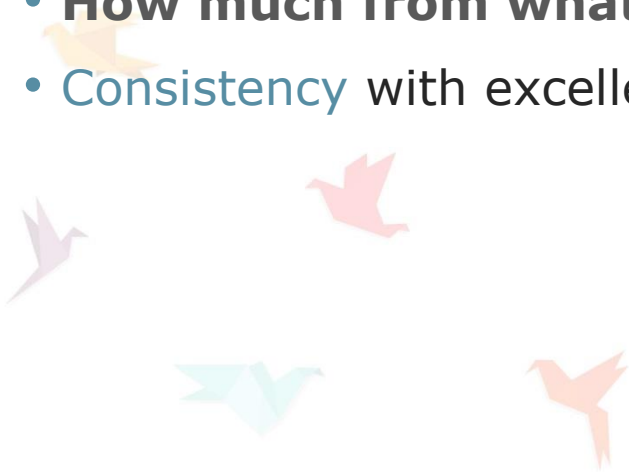
Part B: 3. Implementation –
3.1. Work Plan – Work packages, deliverables

Please provide the following:

- brief presentation of the overall structure of the work plan
- timing of the different work packages and their components (Gantt chart or similar);
- detailed work description, i.e.:
  - a description of each work package (table 3.1a);
  - a list of work packages (table 3.1b);
  - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (Pert chart or similar).

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Suggestions for a good workplan

- Give full details

- Base your account on the logical structure of the project

- Include details of the resources to be allocated to each work package.

- The number of work packages should be proportionate to the scale and complexity of the project

- You should give enough detail in each work package to justify the proposed resources to be allocated
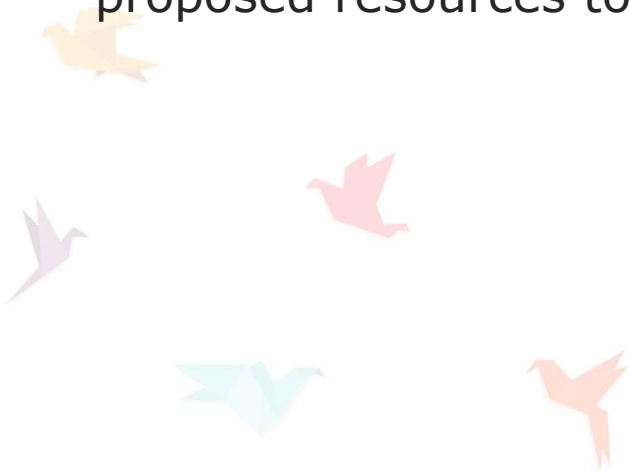
Suggestions for a good workplan

> a distinct work package on 'management' (see section 3.2)

> visibility in the work plan to 'dissemination and exploitation' and 'communication activities', either with distinct tasks or distinct work packages

> include an updated (or confirmed) 'plan for the dissemination and exploitation of results' in both the periodic and final reports

> Include a 'data management plan' as a distinct deliverable within the first 6 months of the project. (mandatory for innovation actions)

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Work Plan

Table 3.1a: Work package description

For each work package:

Work package number		Lead beneficiary						
Work package title								
Participant number								
Short name of participant								
Person months per participant:								
Start month			End month					

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Gantt Chart: work in time

M: Meeting;
SC: Steering Committee
D: Deliverables

WP	Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
WP1	Coordination and Project Management	WP LEADER APRE																																			
	Task 1.1 Consortium Management	M					SC						M						SC						M						SC						M
	Task 1.2 Technical Management			D																																	
	Task 1.3 Project Administration																		D																		D
WP2	Creation of the framework	WP LEADER WEcR																																			
	Task 2.1 Review on barriers and opportunities for the development of bio-based value chains				D																																
	Task 2.2 Stakeholders (quadruple helix) interests' and motivations' identification					D																															
	Task 2.3 Mapping bio-based products (applications) based on stakeholders' interests							D																													
	Task 2.4 Guidelines for the design of the BIOVoices MML approach									D																											
WP3	Bio-based Community building	WP LEADER CE																																			
	Task 3.1 Classification of stakeholders groups		D																																		
	Task 3.2 Creation of the stakeholders' database																																				D
	Task 3.3 Focus group with the initial												D																								
	Task 3.4 BIOVoices methodological approach for MML to foster bio-based value chains														D																						
WP4	Creation of the on line BIOVoices social platform and on line mutual learning activities	WP LEADER FVA																																			
	Task 4.1 Design and implementation of a sustainable BIOVoices multi-stakeholder on line social platform						D																											D			
	Task 4.2 Population of the BIOVoices multi-stakeholder on line platform with contents												D																								D
	Task 4.3 Animation of the multi-stakeholders Platform																								D												D
	Task 4.4 Social Media innovative engagement and animation																		D						D												D
WP5	BIOVoices Mobilisation and Mutual Learning Events	WP LEADER PEDAL																																			
	Task 5.1 BIOVoices European MML																								D												D
	Task 5.2 BIOVoices National MML																																				
	Task 5.3 BIOVoices Local/Regional MML																																				
	Task 5.4 Action Plan to raise citizen's awareness and foster collaboration among stakeholders																																	D			
WP6	BIOVoices Dissemination, Communication and Exploitation	WP LEADER LOBA																																			
	Task 6.1: Strategy for Impact, Dissemination and Communication				D																																
	Task 6.2: Execution of the Dissemination and Communication Plan		D	D									D												D												D
	Task 6.3 Exploitation and Sustainability					D																															D
	Task 6.4 BIOVoices final event																																				D

Pert Diagram: WPs interrelations
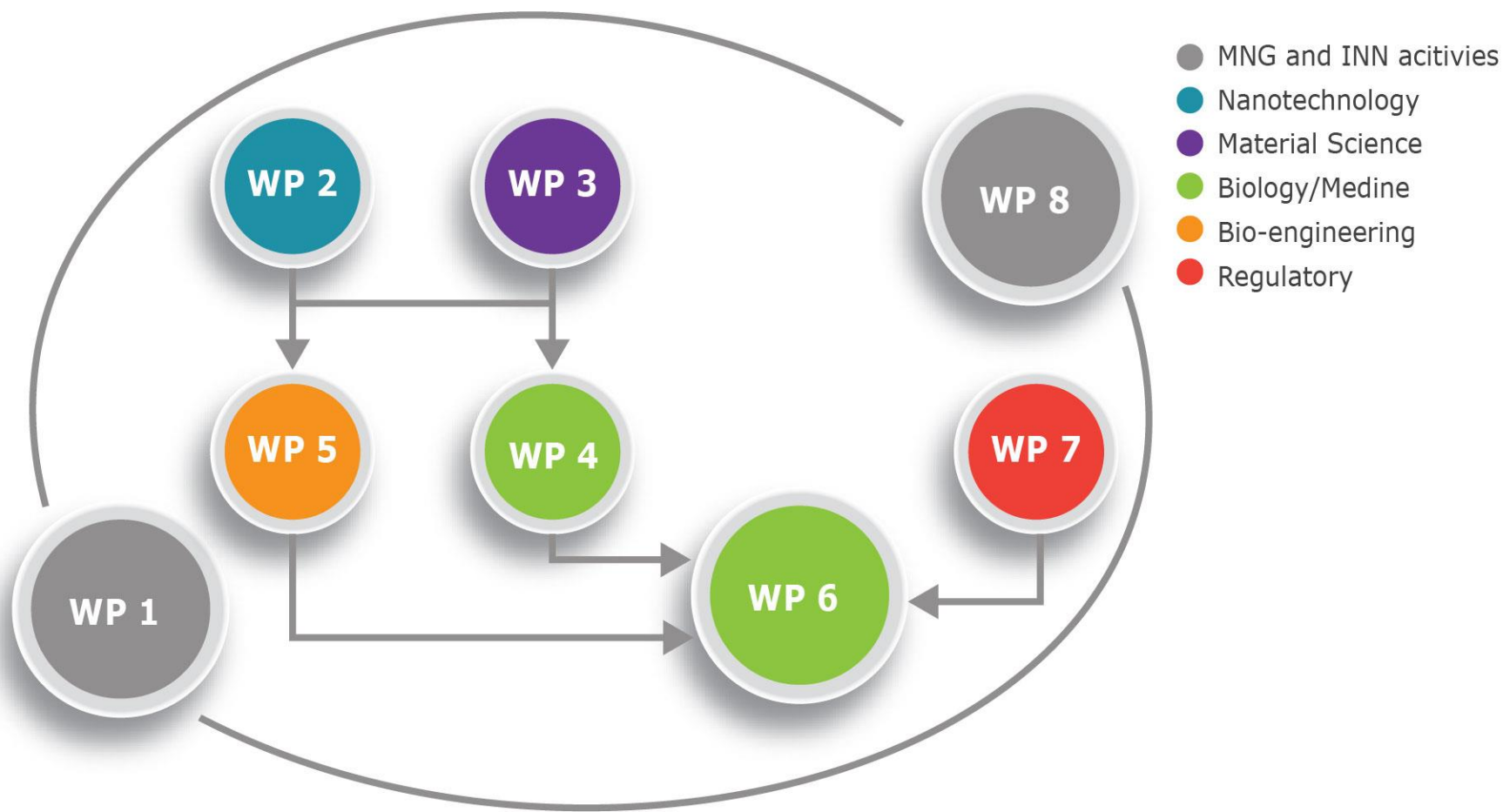
Suggestion: Work Breakdown Structure

- Decomposition of a project into smaller components. It defines and groups a project's discrete work elements in a way that helps organize and define the total work scope of the project

- WBS is developed by starting with the end objective and successively subdividing it into manageable components in terms of size, duration and responsibility (e.g. tasks, subtasks and work packages) which include all steps necessary to achieve the objective

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Suggestion: Milestones

- Are control points where decisions are needed with regard to the next stage of the project.

- For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work.

- Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

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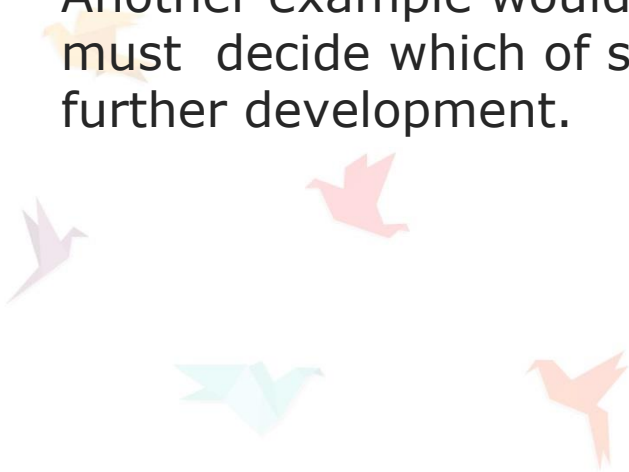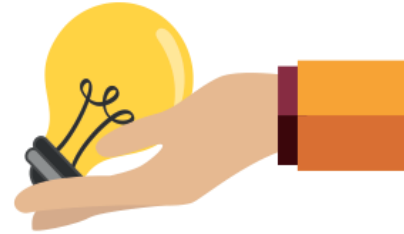
Part B, 3. Implementation –
3.2 Management structure, milestones and procedures

- **Key questions:**

- How is the project managed? What kind of project management experiences are already available? Who is responsible?

- What is the decision making structure? Who is deciding with whom about what and how? Who has a vote or a veto? Does a risk or conflict management exist? What is the mitigation procedure in critical situations?

- How is the internal communication structure?

- If relevant: How is innovation management addressed?

- What kind of quality management measures exist?

- What kind of structures allow the exploitation and dissemination of results?

Part B, 3. Implementation –
3.2 Management structure, milestones and procedures

- What harms the project implementation?
- What kind of measures can reduce risks? Is there a Plan B?
- Name an appropriate amount of risks
- ➤ Answer to possible concerns of evaluators!

Table 3.2b: Critical risks for implementation

Description of risk (indicate level of likelihood: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

Do's and Dont's

3. Implementation

› 3.1 Work plan – work packages, deliverables

› 3.2 Management structure, milestones and procedures

› 3.3 Consortium as a whole

› 3.4 Resources to be committed

- Concrete and precise planning.

- Details and Quantification. Use Tables.

- Well-timed tasks and activities with well-balanced allocation to partners.

- Well-balanced and justified resources and budget.

- Consortium with partners who complement and synergize well in expertise and tasks.
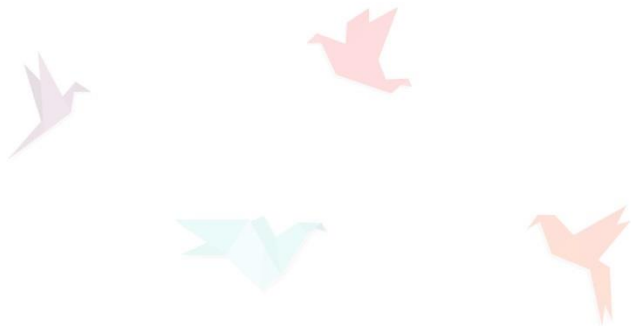
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Do's and Dont's

3. Implementation

› 3.1 Work plan – work packages, deliverables

› 3.2 Management structure, milestones and procedures

› 3.3 Consortium as a whole

› 3.4 Resources to be committed

- Don't do "copy-pastes" from other/ previous proposals.

- Don't forget the details - unsubstantiated/ unreferenced content/ figures/ numbers are causing a negative impression.

- Don't take beneficiaries/ Partners who are "joyriders" with no significant role and tasks.

- Don't plan vague Deliverables and Milestones. Lack of "Plan B" and contingency measures.

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5. Consortium

Part B, 3. Implementation – 3.3 Consortium as a whole

- How does the consortium as a whole reach the objectives?
- Complementarity of partners?
- Are you covering all objectives and impact of the topic?
- What does every single partner contribute to this? Does everyone have an appropriate and relevant role in the consortium?
- Do you have partners from third countries?

- Overview of competences of every partner organisation e.g. via a matrix of responsibilities
- Individual members are described in part 4 of the proposal

Why this specific partner?

Key qualifications

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General but important tips

- **Researchers must sell the concept to the evaluators**
- **Have the evaluator and the evaluation criteria at the forefront** when writing the proposal
- **Select the best partners and have an experienced coordinator**

A competitive Consortium is well balanced in terms of Skills, complementarity and work allocation

- The content of a H2020 research proposal is scientific, political, economic, and social, plus it includes a comprehensive project management section
- **Make friends.** EU research is all about being out there, building relationships
- **Avoid general statements.**
- **Treat each section as if it is the most important section**
- **Writing style.** Text should be written in simple plain English. Sentences should be short. Use diagrams an tables to explain concepts. Use quotations to support arguments, and put them in *italics*. **If there is an important sentence in the middle of a paragraph highlight it so the evaluator concentrates on it.**

Strategy for Newcomers

- **Challenges**
- Learning the Rules, Procedures and Secrets (unwritten rules)
- Competing with established networks and experience
- **How to Start**
- Mapping: Who's Who in EU Research (your niche)
- Visibility via Networking (Networks, Conferences, Evaluation)
- Minor Partner to Work-package Leader to Coordinator

Key words
- Transdisciplinarity
- Multi-stakeholder approach
- Innovative
- SME

6. Ethics
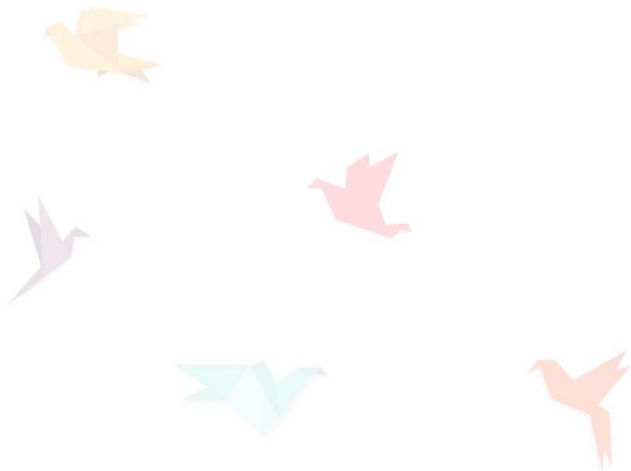
Already checked in the A-Forms

Proposal ID   **Acronym**

4 - Ethics issues table   Not required for stage 1

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	● Yes ○ No	
Will they be directly derived from embryos within this project?	○ Yes ● No	
Are they previously established cells lines?	○ Yes ● No	
Does your research involve the use of human embryos?	● Yes ○ No	
Can you confirm that your research will not destroy those embryos?	○ Yes ● No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ● No	
2. HUMANS		**Page**
Does your research involve human participants?	● Yes ○ No	
Are they volunteers for social or human sciences research?	○ Yes ● No	
Are they persons unable to give informed consent?	○ Yes ● No	
Are they vulnerable individuals or groups?	○ Yes ● No	
Are they children/minors?	○ Yes ● No	
Are they patients?	○ Yes ● No	
Are they healthy volunteers for medical studies?	○ Yes ● No	
Does your research involve physical interventions on the study participants?	● Yes ○ No	
Does it involve invasive techniques?	○ Yes ● No	
Does it involve collection of biological samples?	○ Yes ● No	
If your research involves processing of genetic information, see also section 4.		
3. HUMAN CELLS / TISSUES		**Page**
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	● Yes ○ No	
Are they available commercially?	○ Yes ● No	
Are they obtained within this project?	○ Yes ● No	

5 - Call specific questions

Declarations on stage-2 changes

The full stage-2 proposal must be consistent with the short outline proposal submitted to the stage-1- in particular with respect to the proposal characteristics addressing the concepts of excellence and impact.

Are there substantial differences compared to the stage-1 proposal?	○ Yes ● No

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020[†], which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020.	○ Yes ● No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	☐
- to allow the protection of results (e.g. patenting)	☐
- incompatibility with the need for confidentiality linked to security	☐
- incompatibility with privacy/data protection	☐
- achievement of the project's main aim would be jeopardised	☐
- other legitimate reasons	☐

Please specify the reason:

Remaining characters   300

European Commission

Importance of Research Ethics in Horizon 2020

- Research ethics is crucial for all scientific domains (NOT only in Life Sciences). For example:

- Data protection & Privacy

- Dual use issues

- Environmental risks and safety issues

- Research integrity aspects

- In Horizon 2020, all proposals considered for funding will be submitted to an Ethics Review procedure.

- **Only proposals that comply with ethical principles and legislation may receive funding!**

European Commission

How to complete your Ethics Self-Assessment

- Guide with information and advice on how to address ethics in research / Horizon 2020

- For ALL applicants (NOT only medical research)

- Fill-in the Ethics issues table in Part A of the submission system

- All ethics issues should be addressed in your proposal part B (specific section)!

European Commission

Main ethics issues

1. Human embryos and foetuses
2. Human beings
3. Human cells/tissues
4. Personal data
5. Animals
6. Non-EU Countries
7. Environment & Health and Safety
8. Dual use
9. Exclusive focus on civil applications
10. Potential misuse of research results
11. Other issues (Ethics integrity)

European Commission
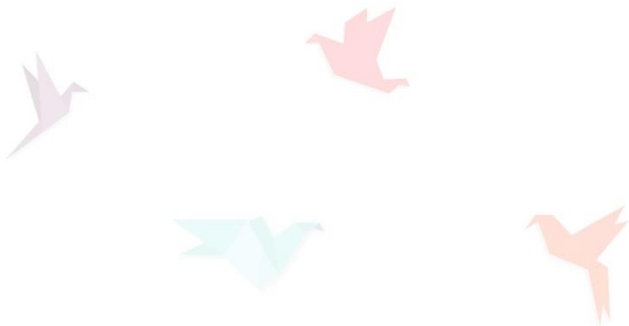
7. Proposal Submission

TIPs

› Do not submit at the **last minute**!

› Do not hesitate to submit **several versions**.

› **Strictly** respect the **templates** and length limitations.

› **Check** the completeness and quality of your forms and files.

› Take time to **familiarize** yourself with the proceedings.

› Read all the **documents** provided by the EC

European
Commission
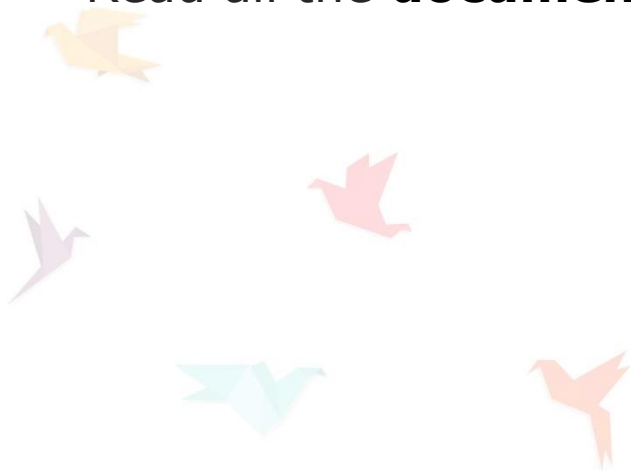
Electronic proposal submission system

Access to the electronic proposal submission system
Create a proposal through the link on the topic page

You need your EU Login

STEP 1 - Create a draft proposal

- **EU Login**
- **Funding Scheme**

STEP 2 - Manage your partners

STEP 3 - Edit your proposal

STEP 4 – Submit your proposal

You still may...

– Re-edit the proposal

- Download the e-receipt

- Withdraw the proposal from this step

Participant Portal – "My AREA" (by EU Login)

How to manage "My Proposal(s)"

To edit a draft or submitted proposals, delete or withdraw them once they are in a draft or submitted state...

...To create new proposals, always start from the **topic page**!

Reference Documents

- Proposal template 2017-2018:
  http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/pt/2016-2017/h2020-call-pt-ria-ia-2017-18_en.pdf

- Gender Dimension:
  http://ec.europa.eu/research/science-society/gendered-innovations/index_en.cfm

- Guidance available on the Participant Portal Horizon 2020 Online Manual (Ethics section):
  http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

- Dissemination of the results: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm

- Ethics in Horizon 2020: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

- Guides on dissemination and communication:
  http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm

- http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm

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Participant Portal www

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