

# Proposal Writing

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[www.h2020.md](http://www.h2020.md)



# What do you need for a good Proposal?

## ➔ A good project idea

- Scientific Excellence / High Innovation Potential
- The Project has to serve the needs of the European Community / European Policies (Impact)
- The Project has to match the requirements of the Topic / Work Programme

## ➔ An excellent consortium

## ➔ A well written proposal

- The proposal has to convince the evaluators
- The proposal has to follow the rules/guidelines





# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER



## Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

### Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

### Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW?

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

WORK AS AN EXPERT

MY PERSONAL AREA

INFORMATION AND SUPPORT

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

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This project is supported by the European Commission under the Financial support to the participation of the Republic of Moldova in the EU programme Horizon 2020 action  
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Work Programme (use the latest version!)  
Topics and background Information

Proposal Template (specific for call and funding scheme)

Rules for Participation

(Annotated) Model Grant Agreement  
(Details on rules for participation and financing)

Guide for Proposal Submission and Evaluation

Model for Consortium Agreement

Ethics Checklist

Political Background Papers



**HORIZON 2020**  
**WORK PROGRAMME 2014 – 2015**

*Table of Contents*  
*and*

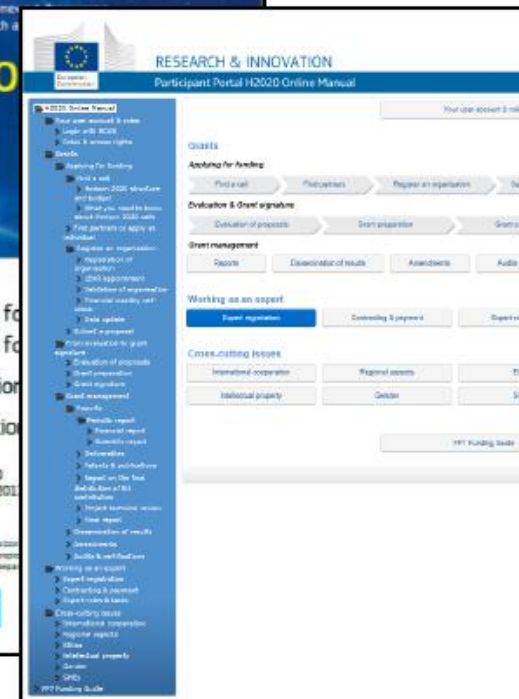
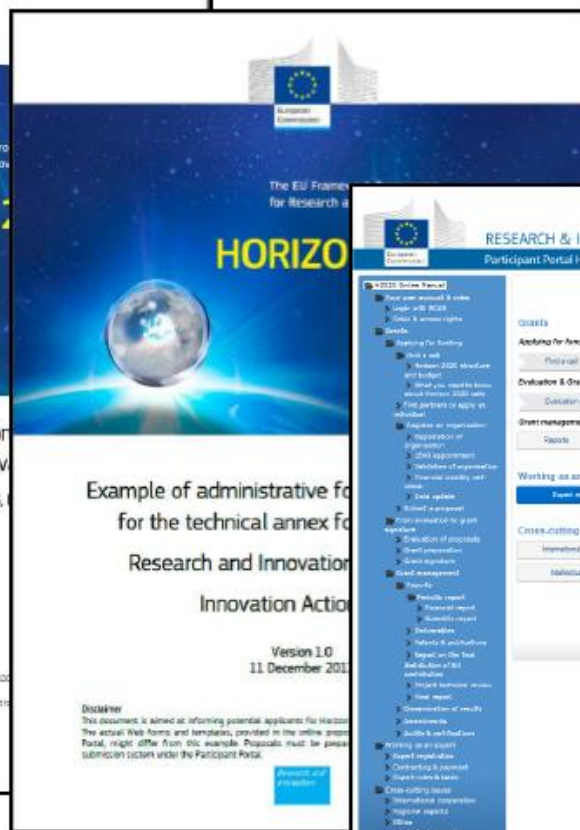
**HORIZON 2020**  
**WORK PROGRAMME 2014 – 2015**

*18. General Annexes*

**Important Notice on the First Horizon 2020 Work Programme**

This Work Programme covers 2014 and 2015. Due to the launching phase of Horizon 2020, parts of the Work Programme that relate to 2015 (topics, dates, budget) are provided at this stage on an indicative basis only. Such Work Programme parts will be decided during 2014.

*(European Commission Decision C (2013)8631 of 10 December 2013)*



**There is no Guide for Applicants as in FP7**



### Horizon 2020

[Calls](#)[Search Topics](#)[Call Updates](#)

### FP7 & CIP Programmes

[Calls](#)[Call Updates](#)[COSME](#)[Other Funding Opportunities](#)

## PERSONALISING HEALTH AND CARE

H2020-PHC-2014-two-stage

Sub call of: [H2020-PHC-2014-2015](#)

<b>Publication date</b>	2013-12-11	<b>Deadline Date</b>	2014-03-11 +17:00:00 (Brussels local time)
		<b>Stage 2</b>	2014-08-19 +17:00:00 (Brussels local time)
<b>Budget</b>	€303,000,000	<b>Main Pillar</b>	Societal Challenges
<b>Status</b>	<b>Open</b>	<b>OJ reference</b>	<a href="#">OJ C 361 of 11 December 2013</a>

[Call description](#)[Call documents](#)[Get support](#)[Subscribe to Notifications](#)

Download all documents

*(EN only, incl. the additional docs.)*

[Legal basis - Framework Programme H2020 en](#)

[Legal basis - Rules for Participation en](#)

[Legal basis - Specific Programme H2020 en](#)

[WP H2020 - 1. Introduction en](#)

[WP H2020 - 8. Health, demographic change and wellbeing en](#)

[WP H2020 - 18. General Annexes en](#)

[Part B Proposal template section 1-5 - updated 14\\_01\\_2014 en](#)

[Self Evaluation form en](#)

[Essential information for clinical studies en](#)

[Contact points for topics en](#)

# Submission

- **Electronic submission only**
- **Single Stage Procedure:**
  - Direct submission of a full proposal ( ca 70 pages)
- **Two Stage Procedure:**
  - First Submission of a short proposal (usually 15 pages, in some cases 7 pages)
  - If all thresholds are met in the first stage: Submission of a full proposal
- **Fixed Deadlines**



# Structure of the Proposal

## ➔ Forms

- Title, Acronym, Duration, Key Words, Abstract
- Partner (*Stage 1: only Coordinator*)
- Budget (*Stage 1: only one amount for total Budget, budget breakdown only in stage two*)
- Ethics, Environment, Third Countries (*not in stage 1*)

➔ In collaboration with the administration of your organisation

## ➔ Free text description of the project

along a predefined template (*Technical Annex, Part B*) including some tables and forms





Proposal ID

### 1 - General information

Topic

Call identifier

Proposal title\* Max 200 characters

Duration in months Estimated duration

Fixed keyword 1

Free keywords Enter any word

### Abstract

Short summary (max 2,000 characters) describing the objectives of the proposal, how they will be achieved, their relevance to the work of the management committees and other relevant stakeholders. Do not include any confidential information. Use plain typed text, avoid symbols.

If the proposal is written in a language other than English, please indicate the language in the title field.

Section	Title
1	General information
2	Abstract
3	Budget for the project
4	Ethics issues table
5	Annexes

Remaining characters 2000

### 2 - Address

PIC

Short name

Address

Telephone

Postal code

Country

Website

Legal Status of the applicant

Research and Innovation Organisation

Public body

Non-profit

International organisation

International organisation of European interest

Secondary or Higher education establishment

Research organisation

Small and Medium-sized Enterprises (SMEs)

Academic Sector

Nace code

### 3 - Budget for the project

Participant	Country	Days per month
Total		

### 4 - Ethics issues table

Proposal ID

Acronym

Section	Question	Yes	No	Page
<b>1. HUMAN EMBRYOS/FOETUSES</b>				
	Does your research involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/>	<input type="radio"/>	
	Does your research involve the use of human embryos?	<input type="radio"/>	<input type="radio"/>	
	Does your research involve the use of human foetal tissues / cells?	<input type="radio"/>	<input type="radio"/>	
<b>2. HUMANS</b>				
	Does your research involve human participants?	<input type="radio"/>	<input type="radio"/>	
	Does your research involve physical interventions on the study participants?	<input type="radio"/>	<input type="radio"/>	
	Does it involve invasive techniques?	<input type="radio"/>	<input type="radio"/>	
<b>3. HUMAN CELLS / TISSUES</b>				
	Does your research involve human cells or tissues? If your research involves human embryos/foetuses, please also complete the section "Human Embryos/Foetuses" [Box 1].	<input type="radio"/>	<input type="radio"/>	
<b>4. PROTECTION OF PERSONAL DATA</b>				
	Does your research involve personal data collection and/or processing?	<input type="radio"/>	<input type="radio"/>	
	Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/>	<input type="radio"/>	
<b>5. ANIMALS</b>				
	Does your research involve animals?	<input type="radio"/>	<input type="radio"/>	

Section	Title
1	General information
2	Abstract
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4	Ethics issues table
5	Annexes



# Abstract

- **Should enable the scientific officer to select the right evaluators**  
(together with the key words)
- **Should provide the reader (*Evaluator*) with a clear idea about**
  - **Objectives / aims** of the planned project and **how** they shall be met
  - **Relate** to the **Topic**
  - **Significance** of results
- **Should**
  - Be easy to read and understand
  - Convince the evaluators – make them curious



# Structure of the proposal

## COVER PAGE

**Title of Proposal**

**List of participants**

<b>Participant No *</b>	<b>Participant organisation name</b>	<b>Country</b>
1 (Coordinator)		
2		
3		

1<sup>st</sup> stage

\* Please use the same participant numbering as that used in the administrative proposal forms.

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# Technical Annex

## Structure

- ★ 1. Excellence
- ★ 2. Impact (*even more important than in FP7*)
- ★ 3. Implementation
- Section 4: Members of the consortium
- Section 5: Ethics and Security

} *Not in 1st stage*

★ *Evaluation Criteria*



# Structure of the proposal

## 1. Excellence

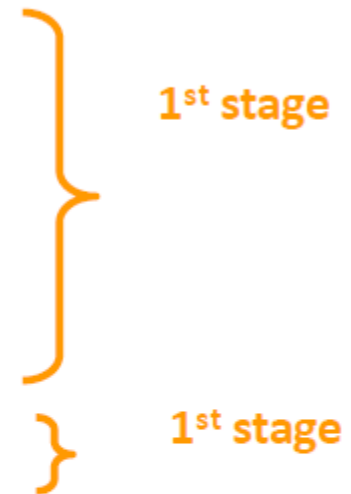
- 1.1 Objectives
- 1.2 Relation to the work programme (Topic)
- 1.3 Concept and approach
- 1.4 Ambition

## 2. Impact

- 2.1 Expected impacts
- 2.2 Measures to maximize impact
  - a) Dissemination and exploitation of results
  - b) Communication activities

## 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



# Structure of the proposal

## Section 4: Members of the consortium

4.1. Participants (applicants)

4.2 Third parties involved in the project (including use of third party resources)

## Section 5: **Ethics** and Security

### 5.1 Ethics

- submit an ethics self-assessment
- provide the documents that you need under national law(if you already have them), e.g.:
  - » an ethics committee opinion;
  - » the document notifying activities raising ethical issues or authorizing such activities

### 5.2 Security



# Resurse utile

- **Informații generale H2020**

[www.h2020.md](http://www.h2020.md)

- **Apeluri H2020**

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>

- **Programe de lucru /Reguli financiare**

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

- **Reguli de participare**

[http://ec.europa.eu/research/participants/portal/doc/call/h2020/common/1595113-h2020-rules-participation\\_oj\\_en.pdf](http://ec.europa.eu/research/participants/portal/doc/call/h2020/common/1595113-h2020-rules-participation_oj_en.pdf)

- **Anexe generale**

[http://ec.europa.eu/research/participants/portal/doc/call/h2020/common/1617621-part\\_19\\_general\\_annexes\\_v.2.0\\_en.pdf](http://ec.europa.eu/research/participants/portal/doc/call/h2020/common/1617621-part_19_general_annexes_v.2.0_en.pdf)

