



#InvestEUresearch

Horizon 2020 Work Programme for Research & Innovation 2018-2020

Horizon 2020 – Proposal Writing: Part A and Part B

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Research and
Innovation

Overview

1. Proposal elements
2. Excellence
3. Impact
4. Implementation
5. Ethics
6. Open access & open Data
7. Proposal submission
8. Final Hints and Tips

12 facts you need to know about Horizon 2020 proposal preparation

Funding opportunities published in the Funding & Tenders opportunities Portal

1

2

Proposal submission in response to „calls for proposals“ only

3

Typically calls open annually

4

Calls open at different times

12 facts you need to know about Horizon 2020 proposal preparation

Calls are open for at least 3 months

5

6

Calls describe in detail what is expected from the applicants

Call template defines structure for proposal

7

8

Proposals consist of an administrative and descriptive part

12 facts you need to know about Horizon 2020 proposal preparation

Proposal structure is oriented towards evaluation criteria

10

One-stage or two-stage proposal submission

Online proposal submission only

12

Time to grant max.8 months

9

11

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 **Funding & Tenders opportunities Portal “Participant Register”** page:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate>

- 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.

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

PART A: administrative forms (General)

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

European Commission - Research - Participants
Proposal Submission Forms
Directorate-General for Research and Innovation

Proposal ID _____ Acronym _____

1 - General information

Topic	Type of action
Call identifier	Acronym
Proposal title* <small>Max 200 characters (with spaces). Must be understandable for non-specialists in your field.</small>	
Duration in months <small>Estimated duration of the project in full months.</small>	
Fixed keyword 1	<input type="button" value="Add"/>
Free keywords <small>Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).</small>	

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- their relevance to the work programme.

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programmes?

Please give the proposal reference or contract number.

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PART A: administrative forms (MSCA-IF)

Proposals must be submitted electronically using the [Funding & tender opportunities Portal](#)

Part A: administrative details

Section 1 – General Information

Section 2 – Administrative data of participating organisations (supervisor(s), researcher)

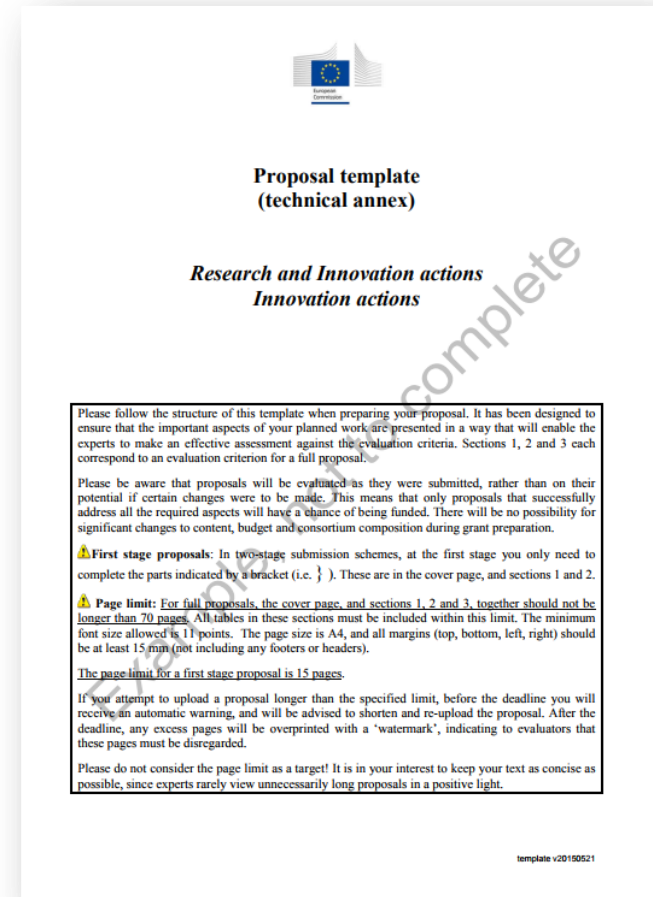
Section 3 – Budget: information on the duration (person-months) to calculate the total requested EU contribution.

Section 4 – Ethics: identifies any ethical aspects of the proposed work. Even if there are no issues, you must simply confirm that none of the ethical issues apply to the proposal.

Section 5 – Call specific questions request declarations related to eligibility and personal data, together with questions on any secondment in Europe.

PART B: research proposal (General)

1. Excellence (science)
2. Impact
3. Quality and Efficiency of the Implementation
4. Members of the Consortium
5. Ethics and Security Issues



PART B: research proposal (MSCA-IF)

DOCUMENT 1 (10-PAGE LIMIT APPLIED)

START PAGE COUNT

1. EXCELLENCE
2. IMPACT
3. IMPLEMENTATION

MAX 10 pages

STOP PAGE COUNT

DOCUMENT 2 (NO OVERALL PAGE LIMIT APPLIED)

4. CV OF THE EXPERIENCED RESEARCHER
5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS
6. ETHICAL ASPECTS
7. LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS (GF only)

Writing the proposal: PART B 1-5 (General)

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

Writing the proposal: PART B (MSCA-IF)

Excellence	Impact	Quality and Efficiency of Implementation
1.1 Quality and credibility of the research / innovation project; level of novelty, appropriate consideration of inter-/multidisciplinary and <i>gender aspects</i>	2.1 Enhancing the future <i>career prospects of the researcher after the fellowship</i>	3.1 Coherence and effectiveness of the <i>work plan, including appropriateness of the allocation of tasks and resources</i>
1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host	2.2 Quality of the proposed measures to <i>exploit and disseminate</i> the project results	3.2 Appropriateness of the allocation of <i>tasks and resources, including risk management</i>
1.3 Quality of the supervision and of the integration in the team/institution	2.3 Quality of the proposed measures to <i>communicate</i> the project activities to different target audiences	3.3 Appropriateness of the institutional environment (infrastructure)
1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship		

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

1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

➤ Introduction, State-of-the-art, Objectives, Overview

- Why is this action now important?
- What current “policy” issues does the proposal try to address? E.g. “European Research Area”, “Europe 2020” Strategy, the “Innovation Union” Flagship Initiative, the “Agenda for New Skills and Jobs” Flagship Initiative, European Charter for Researchers and Code of Conduct for the Recruitment of Researchers” (“Charter & Code”), “The Three Os” etc
- Is there a particular subsection dedicated to the state-of-the-art (up to date and referenced) and the progress beyond-the-state-of-the-art?
- Is the proposed research appropriate and relevant against the state-of-the-art?
- Are the scientific, technological or socio-economic reasons for carrying out research in the field covered by the proposal, clearly described?
- Are the goals/objectives of the project clearly stated?
- Are the research objectives outlined against the background of the state-of-the-art and the expected results? Is their importance obvious?

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

Specific

- must meet the needs (problems) identified

Measurable

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

Achievable

- to all involved partners

Relevant

- must be adequate to the project socio-cultural environment

Timely

- must be reached by the end of the project



Part B: Excellence

1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

➤ Research Methodology and Approach

- Completeness and appropriateness of the research methodology and approach
- Is the methodological approach explained for each objective stated-above?
- Is this approach appropriate and justified in relation to the overall goal of the project?
- In your proposed novel approaches / methods / techniques, have you explained the advantages and disadvantages?

➔ **Methodology is not a work plan**

Part B: Excellence

1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

› Originality and Innovative Aspects of the Planned Research

- Have you shown the potential of the project to shift the knowledge frontier?
- Have you fully explained the contribution that the project is expected to make as advancement beyond-the-state-of-the-art within your field?
- Are there novel concepts, approaches or methods described in the Proposal and shown how they will be implemented?



Part B: Excellence

1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

› Inter/Multidisciplinary (if relevant)

- Are the multi/interdisciplinary and/or intersectoral aspects of the Proposal showcased?
- Explain how your Proposal contributes to potential uses/ applications/ progress also in fields and disciplines beyond that which is “strictly” yours

› Gender Dimension in the Research Content (if relevant)

- Are humans being involved as subjects or end-users in your Proposal? If yes, gender differences may exist and, hence, the gender dimension in the research content must be addressed as an integral part of the proposal
- To properly address gender aspects, please consider what is included on the Participant Portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm



Part B: Excellence

1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

➤ Transfer-of-knowledge to the Researcher

- What type of training activities will be offered to the researcher during the fellowship at the hosting organisation?
- Are the training objectives/ goals in the Proposal explained in detail?
- Is there an explanation provided on how these training objectives can be beneficial to the development of an independent research career?
- Will the researcher receive training activities that he/she did not have before or were not as developed in his/her skillset?
- Is there any inter-sectoral or interdisciplinary transfer of knowledge e.g. through secondments?



Part B: Excellence

1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

› Types of Training Activities

- Training-through-research by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organization
- Hands-on training activities for developing scientific skills e.g. new methodologies, techniques, approaches, equipment/instruments, experiences, etc.
- Hands-on training activities for developing non-scientific skills (complementary /transferable/soft skills) e.g. - Research project management, Entrepreneurship and Research Innovation, Presentation skills, communication of research results to the non-specialists/media/wide public, Grant/Proposal Writing for competitive (EU) Funds, Principles of the Peer-review process for Journals, (Advanced) Scientific Writing, Scientific Networking, Team Leadership/Team Management, Task Coordination, Conflict Resolution in Research Teams, Ethics in Research, Training for Gender Issues, Training for Intellectual Property Rights Management and Patenting, Data Protection and Open Access, Interview Skills, Software/computer-Language/Model/ Tool, Language Courses, Teaching Methods (in Higher Education), Tutoring and Mentoring Methods, Techniques for Presentation and Moderation etc.



Part B: Excellence

1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

› Transfer-of-knowledge to the Host

- How the researcher will use his/her previously acquired (old) knowledge/ skills/ experiences/contacts for the benefit of the Host?
- Does the previously acquired (old) knowledge/ skills/ experience of the researcher fills a particular gap that is missing at the Host institution?
- For GF ONLY: explain how the (new) acquired knowledge/skills/experiences/contacts in the Third Country will be transferred (back) to the Host institution in Europe.
- For GF ONLY: remember that you can also contribute to the Outgoing Host e.g. contacts from Europe, knowledge of the European funding mechanisms etc.



Part B: Excellence

1.3 Quality of the supervision and of the integration in the team/institution

› **Qualifications and experience of the supervisor(s)**

- Publication record and main networks/contacts of international collaboration
- Track record of work and previous achievements
- Experiences in training researchers, especially at an advanced level (post-Docs, PhDs) within the Proposal's field
- Participation in grants/ projects, preferably from FP7 and H2020, or other funded projects, patents and any other relevant results
- For GF ONLY: all the above have to be addressed for both Supervisors



Part B: Excellence

1.3 Quality of the supervision and of the integration in the team/institution

› Hosting Arrangements

IMPORTANT!!! Do not describe here the infrastructure of the Host. You should describe the integration of the researcher to his new environment in the premises of the Host. The infrastructure of the Host is covered by Sub-criterion 3.3 (Appropriateness of the institutional environment (infrastructure))

- Outline the nature and quality of the Host(s) as a research group and as a whole
- How the researcher will be integrated (“feel at home”) within the environment of the Host(s)?
- How the researcher will be integrated in what the Host(s) can offer in its different areas of expertise, disciplines and international networking?
- Highlight whether the Host is an endorser of the “European Charter for Researchers and Code of Conduct for the Recruitment of Researchers” (“Charter & Code”)

Part B: Excellence

1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship

- Demonstrate how your research and personal experience – as shown in your CV– can contribute to your professional development as independent/mature researcher
- Explain the new competences and skills that will be acquired during the fellowship and how they relate to the researcher's existing professional experience
- Include a brief description of your major achievements, highlighting any activities reflecting leadership/ independent thinking/ management qualities
- Demonstrate why your already acquired skills/knowledge are a match for the proposed project
- Outline how new knowledge/skills and future development will be possible through this project and particularly how your host will contribute, hence leading to a reinforced and more mature research position

IMPORTANT!!! The fellowships will be awarded to the most talented researchers as shown by the proposed research and their track record (Curriculum Vitae, section 4), in relation to their level of experience

Part B: Excellence

1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship

› Career Development Strategy and Plan

- The proposal should explain the career development strategy of the researcher, which is linked to the training activities described under sub-criterion 1.2
- The proposal should mention the establishment of a personal Career Development Plan (CDP), an actual document listing the career objectives and major accomplishments expected during the fellowship, but not include the CDP in the proposal
- The CDP should be established together with the Supervisor at the beginning of the Fellowship and, hence, it could be added as a Deliverable and a Milestone
- The proposal cannot be penalised for not including the CDP but could be penalized for the quality of the career development strategy



Do's...

1: Excellence

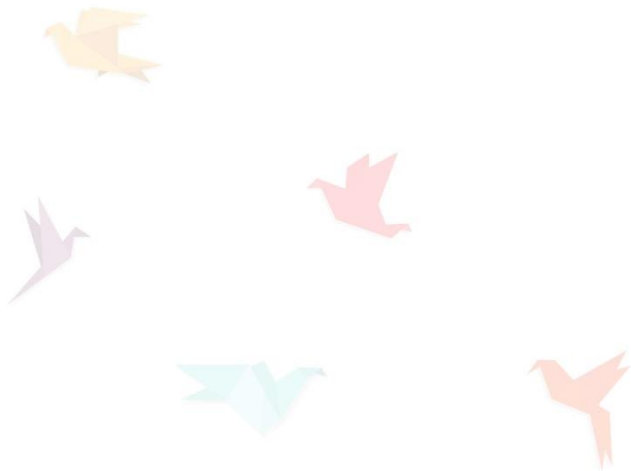
- Be ambitious, but stay realistic.
- Choose appropriate methodology.
- Put effort on describing the state-of-art and proof of concept.
- Create links with previous networks/projects and relevant policies.
- Engage interdisciplinary expertise.
- Bring out the innovation potential.

...and Dont's

1: Excellence

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

3. Impact



Part B: Impact

2.1 Enhancing the future career prospects of the researcher after the fellowship

- How the research project would impact the career prospective of the researcher?
- What is the expected impact of the planned research and training on the career prospects of the experienced researcher after the fellowship
- What added value will bring the fellowship on the future researcher career opportunities?
- Which new competences and skills will be acquired? How should these make the researcher more successful?

What is the difference between sub-criteria 1.4 and 2.1?

- 1.4: applicants should demonstrate how their past personal experience and the proposed research will contribute to their professional development as independent/mature researchers during the fellowship
- 2.1: the proposal should explain the expected impact of the planned research and training on the career prospects of the experienced researcher after the fellowship

Part B: Impact

2.2 Quality of the proposed measures to exploit and disseminate the project results

› Dissemination of the research results

Dissemination means sharing research results with potential users - peers in the research field, industry, other commercial players and policymakers

- How will the new knowledge generated by the action be disseminated?
- How many scientific papers are you planning to prepare/submit at peer-reviewed Journals (international high impact)? Name some target-journals.
- At which international Conferences are you planning to present your work? Name some Conferences pertinent to your field, which you are targeting
- Also: Project Website, Videos, Interviews, Exhibitions, LinkedIn, Academia.edu, ResearchGate, etc.
- Prepare a “Dissemination Strategy” and include it in the Gantt Chart

KEEP IN MIND: Dissemination measures need to be aligned with the intellectual property rights and further interests of the owner

Part B: Impact

2.2 Quality of the proposed measures to exploit and disseminate the project results

➤ **Exploitation of Results and Intellectual Property (IP)**

Exploitation is the use of results for commercial purposes or in public policymaking

- How will the new knowledge and results be commercially exploited?
- How will the new knowledge and results be protected?
- Proper IP management enhances effective exploitation of results
- Also: Trainings, Workshops, Demonstrations, Policy Briefs/Roadmaps etc
- Prepare an "Exploitation/IPR Strategy" (which could be combined with the "Dissemination Strategy")
- Please refer to the document: "EU-IPR-Helpdesk FactSheet: IP Management in Horizon 2020 Marie Skłodowska-Curie Actions", at:
https://www.iprhelpdesk.eu/FS_IP_management_in_MSCA-H2020

Part B: Impact

2.3 Quality of the proposed measures to communicate the project activities to different target audiences

› Communication and Outreach Activities

Communication activities only go in one direction from the sender to the receiver. It mainly refers to articles in newspapers and magazines or on TV and radio channels

Outreach activities are meant to engage a large audience and to bring knowledge and expertise on a particular topic to the general public. It implies an interaction between the sender and the receiver and can take several forms such as school presentations, workshops, public talks and lab visits

- How are the action and its results made known to society at large?
- What is the frequency and nature of communication activities?
- Does the proposed communication activities are adequate to create awareness among the general public of the research work performed and its results?
- Does the proposal provide targeted information to multiple audiences (including the media and the public)?
- What is the “measurability of the impact” of the communication activities?
- Prepare a concrete “Communication and Outreach Strategy” and include it in the Gantt Chart

Part B: Impact

2.3 Quality of the proposed measures to communicate the project activities to different target audiences

➤ Possible Activities

- Marie Skłodowska-Curie Ambassadors to promote the research field to students and public audiences
- Workshop Day in areas related to the raising of scientific awareness
- Project Open Doors to students/general public/research institutions or labs
- Public talks, TV-talks, podcasts and articles
- E-Newsletters
- Multimedia releases using all the possibilities offered by the internet
- European Researchers' Night Events
- EC Events-Conferences-Open Days
- Marie Curie Alumni Association activities
- MSCA "Fellow of the Week" on Facebook

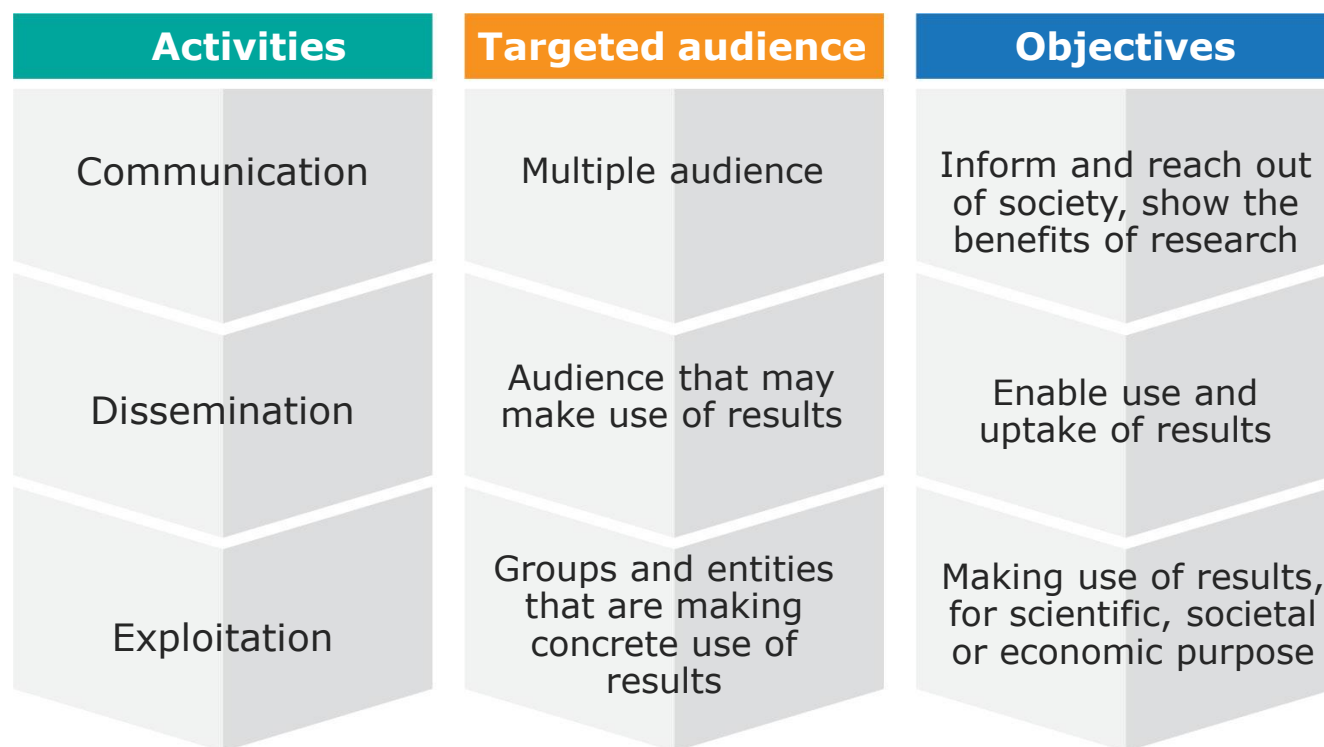
For more details, see the guide on Communicating EU research and innovation guidance for project participants

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

Suggestion: communication, dissemination and exploitation plan

Key points to keep in mind:

- ✓ **Context**
- ✓ **Goals**
- ✓ **Target**
- ✓ **Strategy**
- ✓ **Channels**



Do's and Dont's

2. Impact

- Take into account all the expected impacts described in the topic.
- Expected impacts should be derived and justified on previous results.
- Quantify as much as possible.
- Don't confuse dissemination with communication or exploitation.
- Elaborate a convincing commercialization plan.
- Develop an excellent dissemination plan (with diverse dissemination measures).

4. Implementation



Part B: Implementation

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

➤ Work Plan. Work Packages. Deliverables. Milestones. Gantt Chart

- Is the proposal designed in such a way to achieve the desired impact?
- How the work planning and the resources mobilised will ensure that the research and training objectives are achieved?
- Are the number of person-months planned and requested for the project appropriate in relation to the proposed activities?
- Provide a short description of each Work Package (WP) and mention how many person-months you will allocate and justify why the number is appropriate according to the activities proposed. The idea is to justify why the amount of person-effort proposed is the appropriate one and that it corresponds to what is being proposed to be done
- Gantt Chart: Follow the template's example as pertinent or create your own by using "Gantt Chart makers" (also available on line for free)

Suggestion: Work Breakdown Structure

- Structure the entire work by means of discrete elements (work packages)
- Start your planning with the final objective(s)
- Successively subdivide the project into logical and manageable components in terms of size, duration and responsibility (e.g. tasks, subtasks and work packages)
- Include all steps necessary to achieve the objective(s) of the respective work package

Part B: Implementation

3.2 Appropriateness of the management structure and procedures, including risk management

› Organisation and management structure

- What is the organisation and management structure of the project and communication flow?
- Is there a decision-making process? Who decides for administrative and scientific issues? How often do they meet?
- Is there a progress-monitoring mechanism in place to ensure that the objectives are reached (times of meetings and content etc)?
- Is there going to be an informal “Advisory Committee/ Group” for the project? Such a Group could be consist of the researcher, the supervisor along with max.2-3 other experienced academics and/or experts, whose role will be to advise the researcher and give insight and feedback every 4 or 6 months so as to ensure quality outputs.

Part B: Implementation

3.2 Appropriateness of the management structure and procedures, including risk management

➤ Research and/or Administrative Risks

- Describe any research and/or administrative risks (e.g. data availability, equipment failure, delay of permits, etc.) that might threaten achievement of the objectives, and the contingency plans to be put in place should such risks occur
- Present the risks in a table format and rate them e.g. high-medium-low
- Suggest contingency measures for each risk
- Mention the formulation, in cooperation with your Supervisor, of a “Contingency/Risk Management Plan”. This plan could also be a Milestone and a Deliverable

Part B: Implementation

3.3 Appropriateness of the institutional environment (infrastructure)

- Explain the Host's active contribution to the research and training activities
- Explain the main tasks and commitments of the Host and partners (if applicable)
- Describe the infrastructure, logistics and facilities offered in as far they are necessary for the good implementation of the action
- Will the researcher have access to all necessary equipment and facilities, laboratories, libraries, collections, etc? Highlight the particular infrastructure and facilities pertinent to the project
- Describe their experience in hosting mobile researchers/visiting academics as well as providing structured training programmes for researchers and (junior) scientists (post-Docs, PhDs)
- FOR GF ONLY: also consider the partner organization in third countries for the outgoing phase

Do's

3. Implementation

- Concrete and precise planning.
- Details and Quantification. Use Tables.
- Well-timed tasks and activities.

...and Dont's

3. Implementation

- Don't do "copy-pastes" from other/ previous proposals.
- Don't forget the details - unsubstantiated/ unreferenced content/ figures/ numbers give a negative impression.
- Don't plan vague Deliverables and Milestones.
- Lack of "Plan B" and contingency measures.

Part B: Section 4 - CV of the experienced researcher

- The CV is fundamental to the evaluation of the whole Proposal and is assessed throughout the 3 evaluation criteria

As mentioned earlier: The evaluators are advised to take into account the information in the CV when assessing the three evaluation criteria and also take into account the researcher's track record in relation to his/her level of experience

- Follow the given Template and provide a list of achievements reflecting your track record
- Ensure that what you write here, in terms of sequence of where you have been and when, matches what you have stated in Part A (Section 2...Place of Activity in past 5 years)
- It should be presented in a professional / scientific style, no photos, no emphatic statements, etc.
- Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the evaluators

5. 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 <u>Human Embryonic Stem Cells (hESCs)</u> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they previously established cells lines?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Can you confirm that your research will not destroy those embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. HUMANS	Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve physical interventions on the study participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does it involve collection of biological samples?	<input type="radio"/> Yes <input checked="" type="radio"/> 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)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are they available commercially?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are they obtained within this project?	<input type="radio"/> Yes <input checked="" type="radio"/> 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](#)¹, 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

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!



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)!

Main ethics issues

1. Human embryos and fetuses
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)



6. Open access and open data in Horizon 2020 projects



Open access and open data in Horizon 2020 projects

Open Science: approach in Horizon 2020

The Europe 2020 strategy for a smart, sustainable and inclusive economy underlines the central role of knowledge and innovation in generating growth

Broader access to scientific publications and data therefore helps to:

- build on previous research results (improved quality of results)
- encourage collaboration and avoid duplication of effort (greater efficiency)
- speed up innovation (faster progress to market means faster growth)
- involve citizens and society (improved transparency of the scientific process).

This is why the EU wants to improve free access to scientific information and to boost the benefits of public investment in research funded under Horizon 2020

Open access to publications and open data

Open access to scientific publications (OA): providing online access to scientific information that is free of charge to the end-user and reusable.

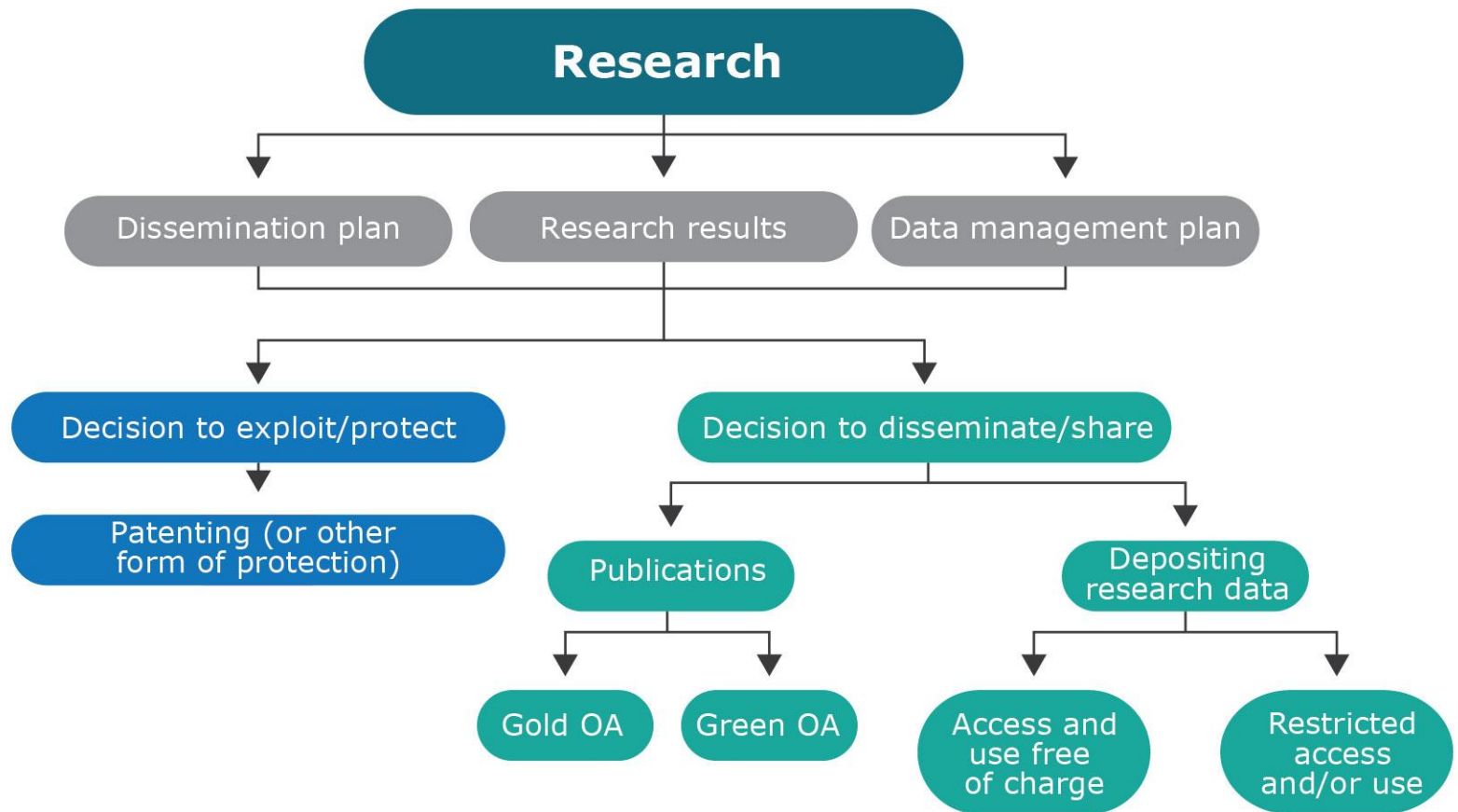
'Scientific' refers to all academic disciplines.

The 2 main routes to open access are:

- **Self-archiving / 'green' open access** – the author, or a representative, archives (deposits) the published article or the final peer-reviewed manuscript in an online repository before, at the same time as, or after publication. Some publishers request that open access be granted only after an embargo period has elapsed.
- **Open access publishing / 'gold' open access** – an article is immediately published in open access mode. In this model, the payment of publication costs is shifted away from subscribing readers.

Open access to research data refers to the right to access and reuse digital research data under the terms and conditions set out in the Grant Agreement.

Open access to publications and open data



7. Final Hints and Tips



Common Mistakes and Errors

- › Proposal written as Scientific Paper
- › Objectives and “state-of-the-art” are elaborate and in-depth, but Implementation/ Methodology, “beyond-the-state-of-the-art” and Impact are under-developed
- › Unclear Aims and Objectives
- › Over-ambitious
- › Not enhancing training/ career
- › CV not properly presented or...not matching Part A...
- › Off page limits...! Template/ structure not followed!
- › Essential parts disregarded
- › Not-final...Wrong draft submitted...!

Some Final Hints and Tips (1/2)

- › Evaluators don't have too much time... Keep it simple and concise
- › Always revisit the Criteria-questions... Stay within "Scope"
- › No duplications of previous works/projects, but... building on them
- › Clear language and organised content
- › Explain abbreviations / Use Glossary
- › Use tables and diagrams (relevant and easily understandable)
- › Use Structure and Table-of-Contents from Templates... Use Headings and subheadings from Templates...

Some Final Hints and Tips (2/2)

- › Use Margins / Font Size / Numbering / Limits set in Templates!
- › Accurate, Verifiable and Professional content (references where needed)
- › Part B matching Part A data...!
- › Consider Cross-Cutting Issues: Gender, Open Data, Ethics, Societal aspects
- › No “emphatic” statements and claims that are unsubstantiated
- › Consistent in English used throughout. NO jargon or slang
- › Write for the “non-specialist” – educate the Evaluator to understand what you want to do and why it’s worth the funding... !
- › No typos, no inconsistencies, no obvious cut-&paste, no numbers which don’t add up, no missing pages...

8. Proposal Submission



Reference Documents

- Proposal template 2017-2018:
http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-call_ptef-pt-2018-20
- Gender Dimension:
http://ec.europa.eu/research/swafs/gendered-innovations/index_en.cfm
- 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/communication_en.htm

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