Horizon 2020 Information Day,
Chisinau, Moldova
26th August 2014

Practical Aspects

Secure, clean and efficient energy

Presented by:

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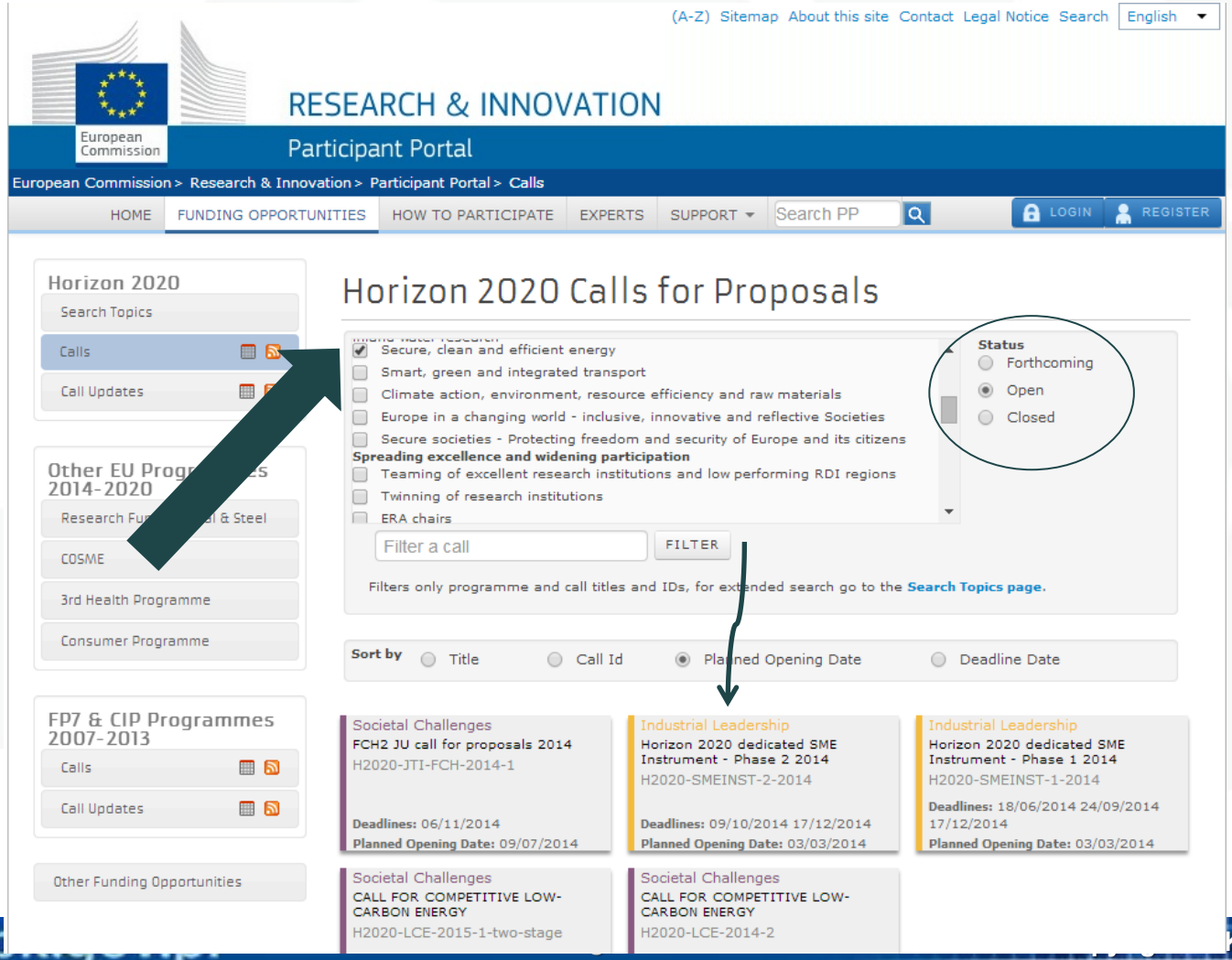
Basics.
Where to find a call/topic

Each and every document can be find at the EC Portal: Participan Portal:
http://ec.europa.eu/research/participants/portal/desktop/en/home.html

Basics.
Where to find a call/topic

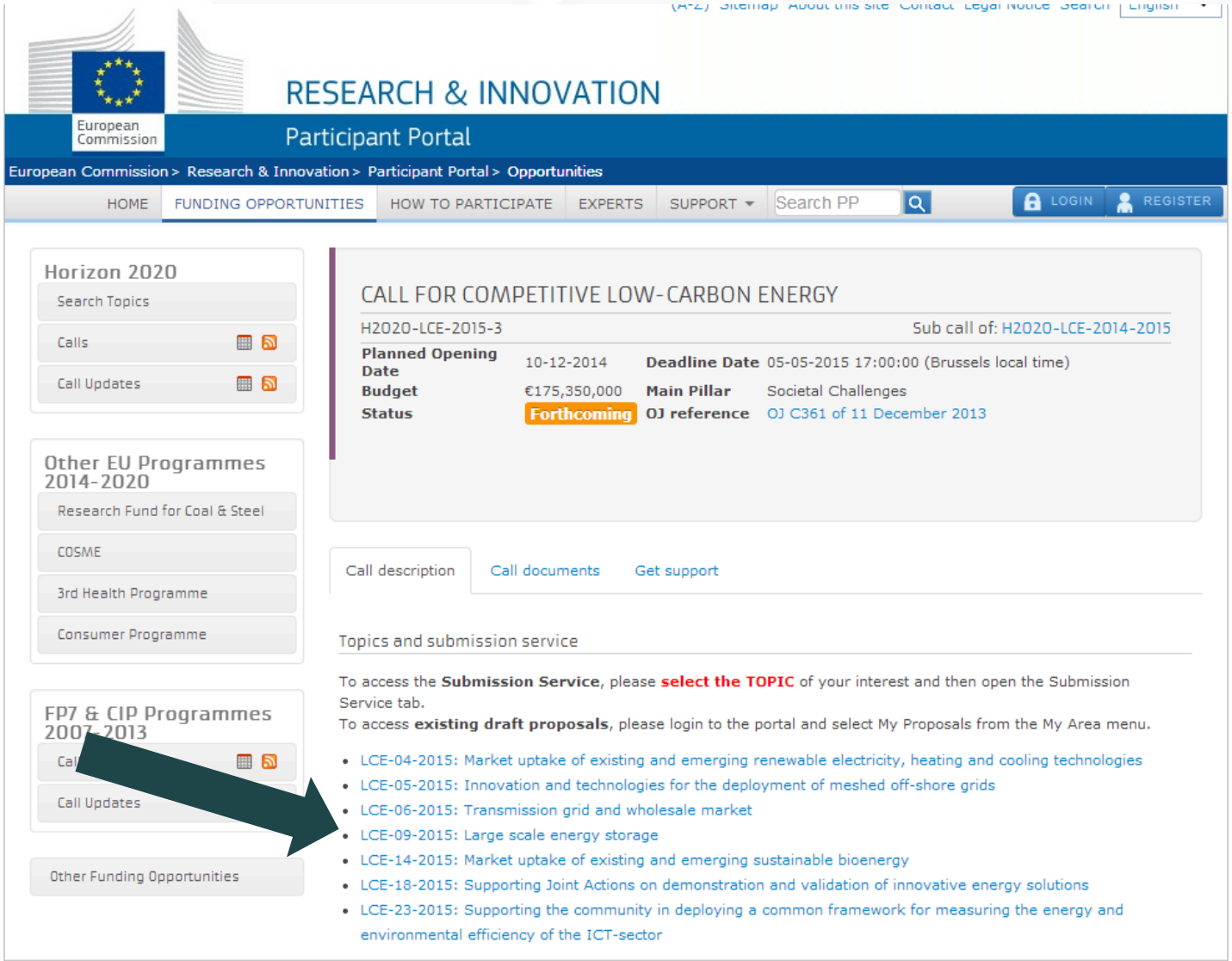
Calls' list

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/index.html



Basics.
Where to find all documents

The needed documents are under the link to each topic, eg.



Horizon 2020

Search Topics

Calls

Call Updates

Other EU Programmes 2014-2020

Research Fun al

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls

Call Updates

Other Funding Opportunities

CALL FOR COMPETITIVE LOW-CARBON ENERGY

H2020-LCE-2015-3 Sub call of: H2020-LCE-2014-2015

Planned Opening date	10-12-2014		
Publication ate	11-12-2013	**Deadline Date**	05-05-2015 17:00:00 (Brussels local time)
Total Call Bu t	€175,350,000	**Main Pillar**	Societal Challenges
Status	Forthcoming	**OJ reference**	OJ C361 of 11 December 2013

Topic: Large sca nergy storage **LCE-09-2015**

Topic Description | Topic Conditions & Documents | Submission Service

Specific challenge: The high penetration rates of variable renewable energy resources entail the need for large scale energy storage to balance the production and consumption of high quantities of electricity and during longer time periods. Demonstration activities in this topic will aim to progress large scale energy storage and reduce the barriers associated with new storage concepts. An important market uptake challenge is to reduce the barriers (technological, economic, regulatory, environmental, social and other acceptance, etc.) associated with the deployment of existing or new storage concepts.

Scope: Activities should focus on storage systems that reached already TRL 5 and bring them to TRL 6-7 (please see part G of the General Annexes). This would include anticipation of potential market and regulatory issues with due consideration to the environmental and socioeconomic aspects and improved models to demonstrate energy storage systems.

Activities should pursue direct electricity or indirect storage (electricity with other energy vectors). The activities must

Horizon 2020

Search Topics

Calls

Call Updates

Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

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Topic: Large scale energy storage **LCE-09-2015**

Topic Description | Topic Conditions & Documents | Submission Service

Please read carefully all provisions below before the preparation of your application

1. List of countries and applicable rules for funding: described in part A of the General Annexes of the General Work Programme.

2. Eligibility and admissibility conditions: described in part B and C of the General Annexes of the General Work Programme

3. Evaluation

3.1 Evaluation criteria and procedure, scoring and threshold: described in part H of the General Annexes of

Other Funding Opportunities

3. Evaluation

3.1 Evaluation criteria and procedure, scoring and threshold: described in part H of the General Annexes of the General Work Programme

3.2 Guide to the submission and evaluation process

4. Proposal page limits and layout: Please refer to Part B of the standard proposal template.

5. Indicative timetable for evaluation and grant agreement:
Information on the outcome of one-stage evaluation: maximum 5 months from the final date for submission.
Signature of grant agreements: maximum 3 months from the date of informing successful applicants.

6. Provisions, proposal templates and evaluation forms for the type(s) of action(s) under this topic:

Innovation Action:

[Specific provisions and funding rates]
[Standard proposal template (administrative forms and structure of technical annex)]
[Standard evaluation form]
[Annotated Model Grant Agreement - General]

7. Additional provisions:

Horizon 2020 budget flexibility
Classified information
Technology readiness levels (TRL) – where a topic description refers to TRL, these definitions apply.
Financial support to Third Parties – where a topic description foresees financial support to Third Parties, these provisions apply.

8. Open access must be granted to all scientific publications resulting from Horizon 2020 actions, and proposals must refer to measures envisaged. Where relevant, proposals should also provide information on how the participants will manage the research data generated and/or collected during the project, such as details on what types of data the project will generate, whether and how this data will be exploited or made accessible for verification and re-use, and how it will be curated and preserved.

Additional documents

You can **download** the same documents as **one zip file** from the call page

Additional documents

You can **download** the same documents as **one zip file** from the call page

- Legal basis - Specific Programme H2020 en
- WP H2020 - 1. Introduction en
- WP H2020 - draft corrigendum en
- WP H2020 - 10. Secure, clean and efficient energy en
- Legal basis - Framework Programme H2020 en
- Legal basis - Rules for Participation en
- WP H2020 - 19. General Annexes en

Extra Info en

Read the Work Programme Carefuly

EE 11 – 2014/2015- New ICT-based solutions for energy efficiency

Scope: The focus should be on the creation of innovative IT ecosystems that would develop services and applications making use of information generated by energy consumers (e.g. through social networks) or captured from sensors (e.g. smart meters, smart plugs, social media) and micro-generation. These applications range from Apps for smart phones and tablets to serious games to empower consumers stimulate collaboration and enable full participation in the market. The proposed solutions should be deployed and validated in real life conditions in publicly owned buildings (including administrative offices, social housing) and buildings in public use or of public interest. Validation should provide socio-economic evidence for ICT investment in the field and include detailed plans for sustainability and large-scale uptake beyond the project's life time.

Specific attention should be given to development and testing of 'cleanweb' solutions, which not only bring opportunities for consumers, but also represent a promising investment field.

Pay special attention to all the "keywords" and "indicators". You should include them in the application form, refer to them.

Financing (PROJECT's TYPES)

Specified in the Work Programme for each open topic

Research and Innovation Actions (RIA)

Innovation Actions (IA)

Coordination and support actions (CSA)

ERA-Net Cofound

SME Instrument

There are specific guidelines for the preparation of each type of project. Templates are available for each topic.

(ALWAYS use the forms for the certain call/topic)

Structure of the proposal

Principles for the preparation - "Templates": for each financing instrument

Proposal submission scheme

I. Single stage evaluation (full version of proposal submission - 70 pages)

II. Two stage evaluation:

* **1’st stage**: submission of an shortened version of the project - limit of 15 pages (unless otherwise provided in the description of the call/topic)

* **2’nd stage**: submission of the full version of the project by consortia that have been qualified after assessing the version submitted in first stage

HORIZON 2020: assessment criteria

Before you start writing, refer to the evaluation criteria;

For each financing instrument different criteria;

Self-evaluation form

Form 1: Research and innovation actions
Innovation actions

Form 2: Coordination & support actions

You have to know criteria well!!

HORIZON 2020: assessment criteria

Before you start writing, read and refer to the evaluation criteria

Ratings range 0-5
Ratings half allowed

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.

The thresholds for the assessment of the full version of the project:
For each criterion - 3 p.
For all the criteria for full version - 10 p.
[ATTENTION: this may vary – eg. EE2 and EE18]

Assessment criteria for: Research and Innovation Actions (RIA)

1. Excellence

Note: The following aspects will be taken into account, to the extent that the proposed work corresponds to the topic description in the work programme:

- **Clarity and pertinence of the objectives;**
- Credibility of the proposed approach;
- **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).**

Score 1:
Threshold 3/5

Single stage or stage 2 – all criteria

*Stage 1 (**shortened version) - threshold** –* **4/5 points.**

Assessment criteria for: Research and Innovation Actions (RIA)

2. Impact

Note: The following aspects will be taken into account, to the extent to which the outputs of the project should contribute at the European and/or International level:

- **The expected impacts listed in the work programme under the relevant topic;**
- Enhancing innovation capacity and integration of new knowledge;
- Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets, and where relevant, by delivering such innovations to the markets;
- Any other environmental and socially important impacts;
- Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant.

Score 2:
Threshold 3/5

Single stage or stage 2 – all criteria

*Stage 1 (**shortened version) - threshold** –* **4/5 points.**

Assessment criteria for: Research and Innovation Actions (RIA)

3. Quality and efficiency of the implementation*

Note: The following aspects will be taken into account:

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- Complementarity of the participants within the consortium (when relevant);
- Appropriateness of the management structures and procedures, including risk and innovation management.

Applies only to the full version!

Score 3:
Threshold 3/5

Total score (1+2+3)
Threshold 10/15

* The evaluators are required to assess the project whether it has or doesn't have the operational capacity to perform the work described.

Assessment criteria for: RIA, IA, SME-Instrument

1. **Excellence**
2. **Impact**
3. **Quality and efficiency of the implementation**

Total score (1+2+3)
Threshold 10/15

ATTNETION! For ***Innovation Actions*** and ***SME - Instrument*** – factor for "Impact" is multiplied by **1.5**

Proposal structure

Each proposal is divided into two main parts:
Part A - The administrative forms
Part B - Description of the project

Sections of Part B of the application correspond to the criteria of evaluation

Technical Notes:

- ✓ **A4 page format**
- ✓ **All margins at least 15 mm (**not including any footers or headers).
- ✓ **The minimum font size 11 points**
- ✓ **[Acronym] - must be present on each page of the proposal at the bottom of the page**

Proposal's structure

Part B - Description of the proposal

1. Excellence
2. Impact
3. Implementation

4. The consortium

5. Ethics and Safety

Proposal structure

Part B - Description of the project

1. Excellence
2. Impact
3. Implementation

Sections 1, 2, 3

4. The consortium
5. Ethics and Safety

Title page and sections 1-3: max. 70 pages with tables

Part B – title page

Proposal's title

Partner's list

(same numbering should be used as used in the forms)

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

Structure of the proposal

Develop the proposal's STRUCTURE

Before you start writing the proposal you must:

- **Know what problems/challenges you want to solve (in line with issues indicated in the Work Programme)**
- **Know how to divide the proposal in the correct manner**

Structure of the proposal – basic elements

The project is divided into **Work Packages**, which should correspond to appropriate tables;

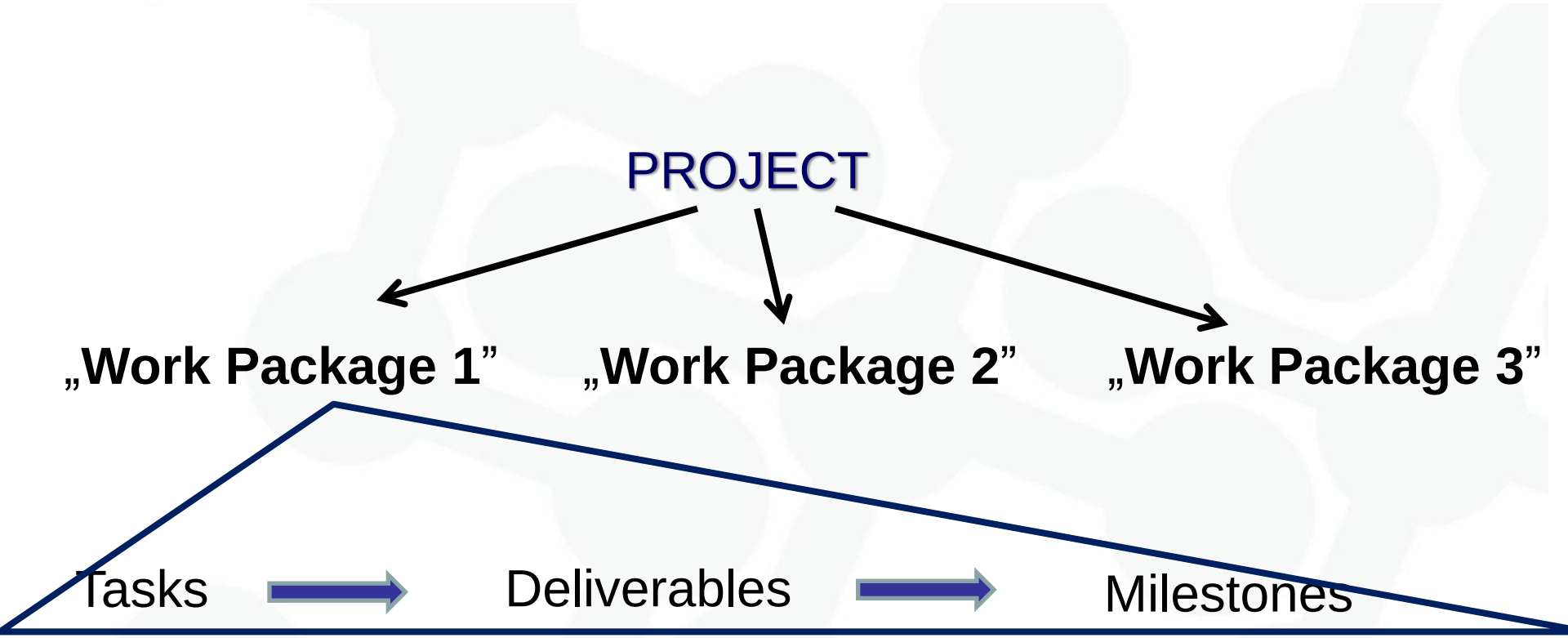
Tasks

Delivarables

Milestones

Each "Work Package" is divided into tasks (Tasks);
Several "Tasks" constitutes an "Delivarable"
Several Deliverables constitutes a "Milestone"

Structure of the proposal – basic elements



When developing the structure of the project:
1. Logically group research tasks into sections - each should be a "Work Package";
2. The activities in each WP are divided into: Tasks - Deliverables - Milestones

Structure of the proposal – formal aspects

Develop the proposal's STRUCTURE

in order to facilitate the understanding of the presented links between elements of the project (tasks, contractors, planned achievements etc.)

description should include:

- **highlight the key issues in each section (substantively and in the same manner)**
- **repetitive layout**
- **repetitive scheme of the paragraphs (the marking of the level of importance)**

Once evaluator reads the project, he or she knows where to look for crucial information, understands the goals and all the planed works of the projects, „feels" that it makes sens

Tasks, Deliverables i Milestones – main elements of Work Package (WP)

Description of work in each WP - divided into Tasks

Tasks – are to be performed on each Work Package. Related merits of Deliverables and Milestones. Usually more detailed than the Deliverables. Determine what will be done in each WP.

Deliverables – tangible results, the result and proof of work resulting from the implementation of Tasks, specific tasks to perform.

Implementation is the basis for checking the implementation of the project on time - as listed in the attached table

Milestones – it is important to achieve a higher level of generality compared to the Deliverables (usually a substantive resulting from the implementation of several Deliverables), turning points in the study whose implementation will achieve PURPOSE.

Implementation Milestones is checked according to the list attached to the project.

The Application Form Part B, Work Package description

Work package number		**Start Date or Starting Event**					
Work package title							
Participant number							
Short name of participant							
Person/months per participant:							

Objectives

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

Deliverables (brief description and month of delivery)

List of Milestones – in a seperate Table

a few Tasks → one Deliverable

a few Deliverables → one Milestone

Examples of Tasks (has to be written in the "Description of work" in WP):

Task1: Identification of the mechanisms of inhibition of cell division as a result of exposure to mercury [contribution to D1]

Task2: Identification of metabolic pathways altered in tomato under the influence of mercury [contribution to D1]

Examples of Deliverables (which lead to the following Milestone):

D1: Mechanisms of mercury toxicity for tomato

D2: Mechanisms of cadmium toxicity for tomato

D3: The mechanisms of arsenic toxicity for tomato

Milestone:

M1: The mechanism of toxicity of metals / metalloids in tomato

Part B - structure

The described research/actions must fully fulfill the "tasks" described in Work Programme (only those will be evaluated)

1. **Excellence**

   1.1 **Objectives**

   1.2 **Relation to the work programme**

   1.3 **Concept and approach**

   1.4 **Ambition**

Assessment criteria for RIA and IA

1. Excellence [max. 5p (threshold: 3p)]

1.1 Clarity and importance of objectives

1.2 Compliance with the Work Programme, appropriate approach to a given problem / challenge;

1.3 Relevance concepts, including aspects of transdisciplinary (where necessary)

1.4 To what extent the project is ambitious, has the potential for innovation, goes beyond existing knowledge (state of the art"), proposes innovative concepts, proposes a novel approach to research.

1.	Excellence
1.1	Objectives
1.2	Relation to the work programme
1.3	Concept and approach
1.4	Ambition

The Application Form, Part B, Section 1 - Excellence

1. Excellence

1.1. Objectives

- Description of the specific objectives of the project, which should be:
- Clearly described,
- Measurable,
- Realistic, achievable during the project,
- Compatible with the problems described in Work Programme,

- What is the concept of the project/proposal built on
- The main idea
- What are the main problems to be solved, and briefly how
- etc...

Objectives should be consistent with the expected exploitation and impact of the project

The Application Form, Part B, Section 1 - Excellence

1.1. Objectives,

Division into sub-chapters is decided by the person writing the project, but should be logically and technically justified, usually depends on:

- The complexity of the subject (single-multiple-multi-threaded);
- The way how the threads are combined.

It is necessary to maintain the adopted **structure / division into sections / threads** - throughout all the project in all sections, for the transparency and clarity of the whole project's overview

Purpose of the research

Build model → Improve the system that diagnoses disaster risks

- Where is the problem/challenge?
- We do not know whether and to what extent the target performs tasks of open topic
- We do not know whether the concept is innovative
- There are no references to a topic in an open call

Problem: xxxxx

The reference to what currently is missing → We solve it by building a model YYYY → This will lead to a better xxxxxx system

- We point to a gap in knowledge, the scientific and technical problem
- We refer to the description of the subject
- We show initially what will be our contribution to the generation of new knowledge
- We write **HOW** we will solve the problem
- We refer to MEASURABLE form - specific tasks, which can be verified, we can refer to the Milestones (eg. write on which page in the project there is described, or if it is not too much of them - mention them - and then repeat)

Purpose of the research

Clearly state the PROBLEM, which is going to be solved by the project

Write why it's not been solved so far;

AVOID:

general statements (that there would be something new, better, more modern, etc... - form must be verifiable, confirmed with a concrete solution;

Write why such a solution, possibly support it by the reference to the literature of the subject

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to the Milestones (eg. write on which page in the project there is described, or if it is not too much of them - mention them - and then repeat)

The Application Form, Part B, Section 1 - Excellence

1.1. Objectives

1.1.1 Concept of the project. Main ideas

Description divided into substantive paragraphs;
You should name them – and the names used here should be used throughout all of the project, in different places these issues will be developed in different ways) - knowledge of the evaluator has to grow, he can not be confused;

Graphic side, eg.:

Start of the Paragraph 1 indicating the content xxxxxxxxxxxxxxx
Text of the paragraph hhhhhhhhhhhh

Start of the Paragraph 2 indicating the content yyyyyyyyyyy
Text of the paragraph hhhhhhhhhhhh

Important :
Permanent system of graphic signs, used throughout the project;
Names of the key problems that are "skeleton" of substantion of the project;

The Application Form, Part B, Section 1 - Excellence

1.2 Relation to the Work Programme

I. Show topics in the Work Programme, to which the project refers to

II. Explain how the project solves the described problems

III. Explain to what extent the project solves the full range of issues raised in the open call/topic (in the description of topics)

It should provide information directly to the evaluators that the project corresponds fully to the call of the competition, and implements **all issues**

or a **selected part** - then you have to justify why you chose some of the issues and why those!!!!

The Application Form, Part B, Section 1 - Excellence

1.3 Concept and approach

I. Describe the general concept of the project, experimental approach to its implementation;
- Main ideas;
- Models and assumptions used;
- Indicate on a multidisciplinary approach.

II. Define to what extent the project is near to its application (where is it situated from "the idea of this application"), if the proposed solutions are close to the market.

III. Describe any relationships with national or international activities in the field of science and innovation - which will be linked with the project. Especially in cases, where the outcome is relevant to the project/proposal.

The Application Form, Part B, Section 1 - Excellence

1.3 Concept and approach

IV. Describe and explain the overall approach and methodology, distinguishing, as appropriate, activities indicated in the relevant section of the Work Programme, e.g. :

- for research,
- demonstration,
- piloting,
- first market replication,
- etc;

V. Where relevant, describe how sex and/or gender analysis is taken into account in the project's content.

The Application Form, Part B, Section 1 - Excellence

1.4 Ambition

I. Describe the improvement your proposal would provide **beyond the state-of-the-art**, and explain why your proposed work is ambitious.

- Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.

It is worth to use the names of issues (structure) introduced at the beginning of the project – to allow the evaluator to „connect" easily all the elements of a comprehensive project.

(You have to show that you know the state-of-the-art., „prove it")

II. Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

The Application Form, Part B, Section 2 - Impact

2. Impact

2.1 Expected impacts

2.2 Measures to maximise impact

* Dissemination and exploitation of results

* Communication activities

Assessment criteria

2. Impact [max 5p (threshold 3p.)]

- Is the indication "Impact" of the Work Programme implemented?
- Enhancing innovation capacity and integration of new knowledge;
- Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets, and where relevant, by delivering such innovations to the markets;
- Any other environmental and socially important impacts;
- Effectiveness of the proposed measures to exploit and disseminate the project results (including management of IPR), to communicate the project, and to manage research data where relevant.

The following aspects will be taken into account, the extent to which the outputs of the project should contribute at the European and/or International level
Remember to look for the specific criteria listed under your call/topic in the participant portal

The Application Form, Part B, Section 2 - Impact

2. Impact

It is important to give specifics, concrete data, not general expressions; to be precise, where possible to identify specific targets and to use measurable quantitative indicators and targets.

2.1 Expected impacts

I. Describe how your project will contribute to the expected impacts set out in the work programme, under the relevant topic;

II. Describe how your project is:

- improving innovation capacity and the integration of new knowledge (strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets;
- any other environmental and socially important impacts (if not already covered above).

The Application Form, Part B, Section 2 - Impact

2. Impact

2.1 Expected impacts

III. Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved

This should not include any risk factors concerning implementation (as covered in section 3.2).

2.1
It is worth to use names of issues (structure) introduced at the beginning of the project - to allow evaluator to "submit" easily all the elements of a comprehensive program.
Use the particulars, data, measurable way
Do not use general statements without cover, always explain - WHY sth would be better, in what way innovative…

2. Impact

2.2 Measures to maximise impact

(a) Dissemination and exploitation of results

I. Provide a draft ‘plan for the dissemination and exploitation of the project's results’ (unless the Work Programme topic explicitly states that such a plan is not required).

II. For innovation actions describe a credible path to deliver the innovations to the market.

III. This plan should be:

- proportionate to the scale of the project,
- contain measures to be implemented both during and after the project.

2. Impact

2.2 Measures to maximise impact

(a) Dissemination and exploitation of results

I. Dissemination and exploitation measures should address the full range of potential users and uses including:
   - research,
   - commercial,
   - investment,
   - social,
   - environmental,
   - policy
   - other influencers,
   - education, etc.

II. The approach to innovation should be as comprehensive as possible,

III. Must be tailored to the specific technical, market and organisational issues to be addressed

The Application Form, Part B, Section 2 - Impact

2. Impact

2.2 Measures to maximise impact

(a) Dissemination and exploitation of results

I. Explain how the proposed measures will help to achieve the expected impact of the project. (Include a business plan where relevant)

II. Where relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues

- What types of data will the project generate/collect?
- What standards will be used?
- How will this data be exploited and/or shared/made accessible for verification and re-use? If data cannot be made available, explain why.
- How will this data be curated and preserved?

The Application Form, Part B, Section 2 - Impact

2. Impact

2.2 Measures to maximise impact

(a) Dissemination and exploitation of results

I. You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.).
II. Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project's results.,

The Application Form, Part B, Section 2 - Impact

2. Impact

2.2 Measures to maximise impact

(a) Dissemination and exploitation of results

Outline the strategy for knowledge management and protection. Include measures to provide open access (free on-line access, such as the ‘green’ or ‘gold’ model) to peer-reviewed scientific publications which might result from the project

Open access publishing (also called 'gold' open access) means that an article is immediately provided in open access mode by the scientific publisher. The associated costs are usually shifted away from readers, and instead (for example) to the university or research institute to which the researcher is affiliated, or to the funding agency supporting the research.
Self-archiving (also called 'green' open access) means that the published article or the final peer-reviewed manuscript is archived by the researcher - or a representative - in an online repository before, after or alongside its publication. Access to this article is often - but not necessarily - delayed (‘embargo period’), as some scientific publishers may wish to recoup their investment by selling subscriptions and charging pay-per-download/view fees during an exclusivity period.

The Application Form, Part B, Section 2 - Impact

What should I do exactly, how?

- Describe the plan for dissemination of the results of the project
- Describe knowledge management and intellectual property
- Describe the use of the results
- How the methods used to increase the relevance of the project

- You should take into account the different means of communication with the public
- Actions should be addressed to different audiences (eg. politicians, interest groups, media, society...)

The Application Form, Part B, Section 2 - Impact

Dissemination and transfer of knowledge in many forms and by various means

Dissemination actions to:

- Society
- Administration
- Opinion leaders and regulatory authorities

***GOAL*: stimulation of the flow of information**

Dissemination:

It requires careful planning, which will cause that the action will:

- Fit for the goals
- Induce the desired effect (Impact)
- Spread over time and comprehensive
- Dissemination is more than a traditional academic dissemination of the results of other researchers
- Use of the results is a common practice in the business sector

Levels of dissemination

Dissemination for Awareness –	**to raise awareness**
Dissemination for Understanding –	**direct benefit from the knowledge on the results of the project**
Dissemination for Action –	**action to make changes**

Target audience

Policy-makers
Decision-makers
Professionals
Practitioners from the public
Private sector
Not-for-profit sector
General public

Governments, patients, consumers, farmers, culture heritage organisations, tourism industry, publishers, entertainment industry

Dissemination – examples of actions

Established forms of research dissemination	Emerging forms of communication and interaction with the target audiences
•Journals •Books •Academic conferences •Workshops •Protocols •Proposals for laws and regulations	•Online repositories of research results for general public •New modes of research training •Web-based discussions and a variety of special events, confesrnces and symposia designed to bring together those who produce knowledge with those who need it •Broadcasts •Audiovisual communications (films) •Trade fairs

The Application Form, Part B, Section 2 - Impact

2. Impact

2.2 Measures to maximise impact

(b) Communication activities

I. Describe the proposed communication measures for promoting the project and its findings during the period of the grant.

II. Measures should be proportionate to the scale of the project, with clear objectives.

III. They should be tailored to the needs of various audiences, including groups beyond the project's own community.

IV. Where relevant, include measures for public/societal engagement on issues related to the project.

Dissemination: Publications

Issues to consider

Right to publish and display the results

Copyright

Patent

The procedure for the use of data

Objection procedure, the maximum delay

Doctoral dissertations

3. Implementation

3.1 Work plan – Work packages, deliverables and milestones;

3.2 Management structure and procedures;

3.3 Consortium as a whole;

3.4 Resources to be committed;

Assessment criteria

3. Quality and efficiency of the implementation (Implementation)

[max: 5p. (threshold 3p.)]

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
- Complementarity of the participants within the consortium (when relevant);
- Appropriateness of the management structures and procedures, including risk and innovation management;

Experts will also be asked to assess the operational capacity of applicants to carry out the proposed work.

3. Implementation

3.1 Work plan – Work packages, deliverables and milestones

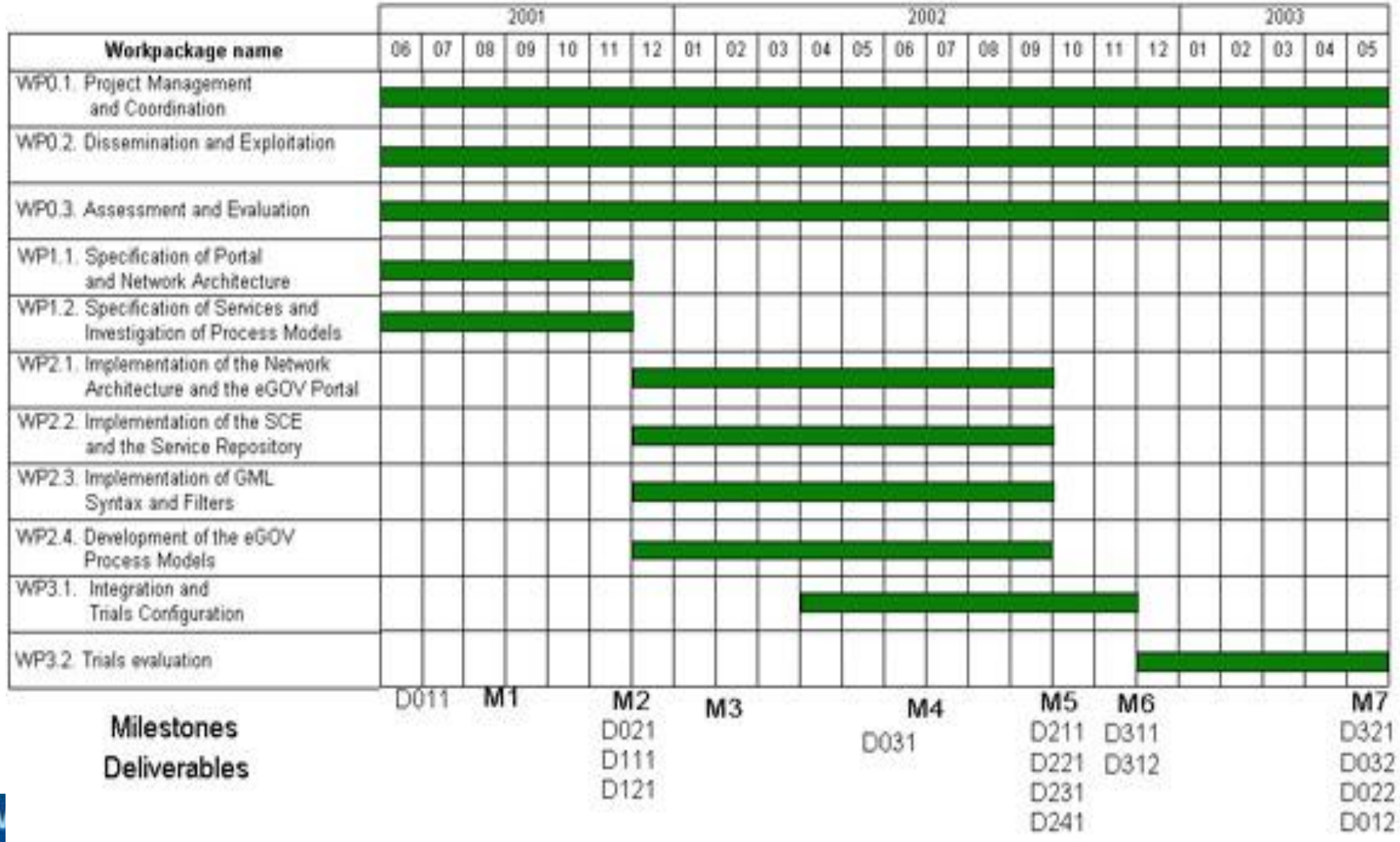
I. You should provide the following:

i. brief presentation of the overall structure of the work plan (short);

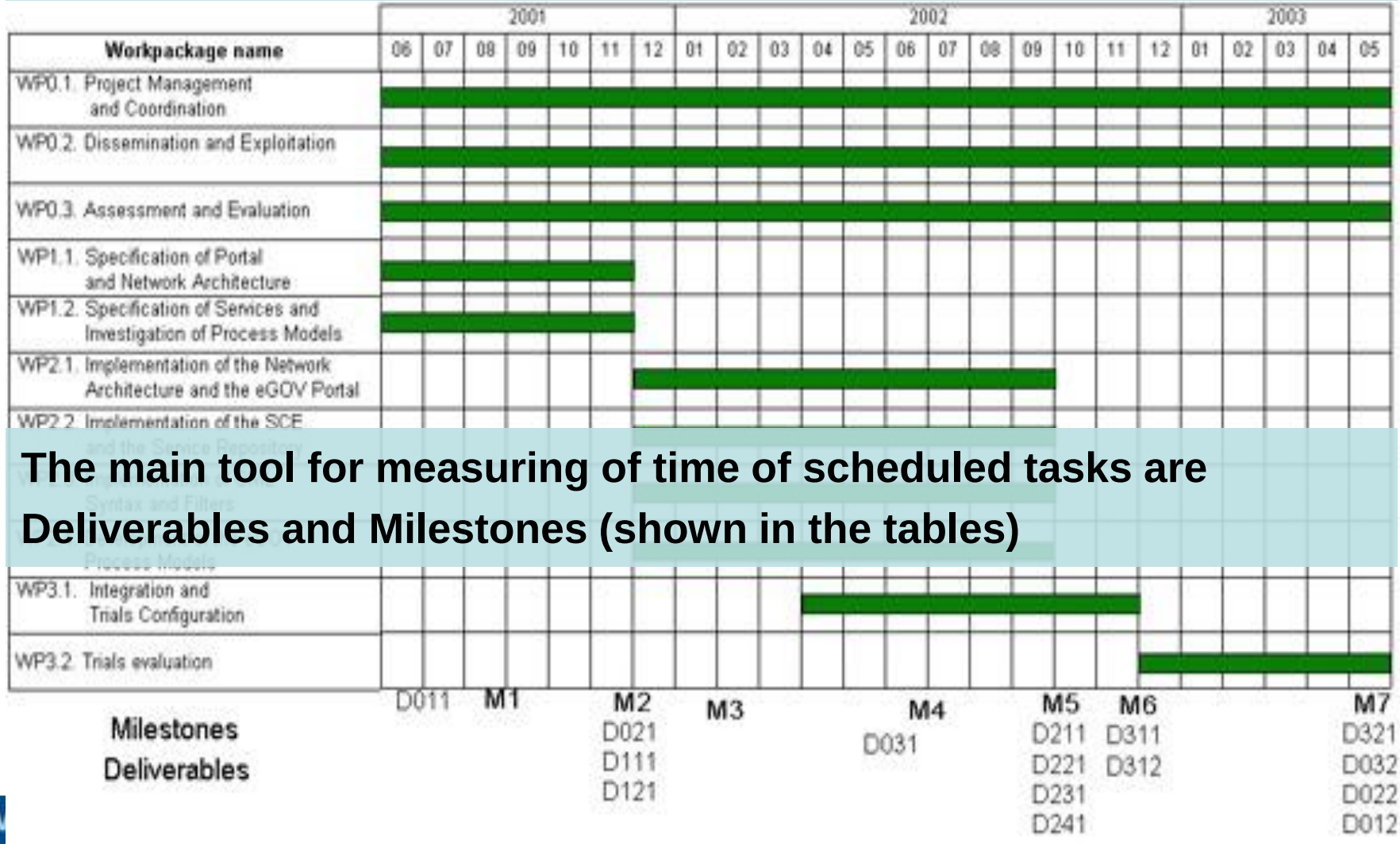
ii. timing of the different work packages and their components (Gantt chart or similar);

Wykres Gantt'a

Show the timing of the different WPs and their components, *for example*:



It happens that in the smaller projects also Tasks and time information are included in the Gantt Chart. But this is not necessary - it depends on the project description, presentation of what and when will it be done.



The main tool for measuring of time of scheduled tasks are Deliverables and Milestones (shown in the tables)

3. Implementation

3.1 Work plan – Work packages, deliverables and milestones

I. You should provide the following:

   i. brief presentation of the overall structure of the work plan (short);

   ii. timing of the different work packages and their components (Gantt chart or similar);

II. Detailed work description, i.e.:

   i. a description of each work package (table 3.1a);

   ii. a list of work packages (table 3.1b);

   iii. a list of major deliverables (table 3.1c);

Table 3.1a: Work package description **For each work package:**

Work package number		**Start Date or Starting Event**					
Work package title							
Participant number							
Short name of participant							
Person/months per participant:							

Objectives

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

Deliverables (brief description and month of delivery)

Milestones's list – it's seperate Table

Table 3.1a: Work package description **For each work package:**

Work package number		**Start Date or Starting Event**					
Work package title							
Participant number							
Short name of participant							
Person/months per participant:							

Number of WP's appropriate to the size of the project, and planned tasks

Objectives

Prepare a description of the **Work Packages** [in tables]

Refer to them in different places of project description, so that the evaluator can easily took control over the complicated structure of the project

o tasks), lead partner and role of

Types and number of work packages (WP)

- Depending on the concept of dividing the project into parts
- Research and demonstration / sometimes both components (depending on the specific of actions)
- Logically grouped and divided work
- Increased number of partners requires more skills (and time) of connecting of tasks and WP's

- 1 WP for Management
- 1 WP for Dissemination & Exploitation

- Interactions and dependencies are due to delivery dates of Deliverables and accompanying Milestones

Number of WP depends on the number of tasks; project size, number of partners.

On average:

the small / medium: 6-10 (the number of partners 5-10)

integrating large 10-20 (with the number of partners around 30)

Tab 1.3d

Krajow
PROGRA

Work package number		Start date or starting event					
Work package title							
Activity Type[29]							
Participant number	1						
Participant short name							
Person-months per participant:							

Objectives

i) To define a protocol, obtain ethical approval and establish analytical procedures for the study.
ii) To assess the relationship between exposure to MeHg in pregnant women and neuro-development in the child at age 6 years.

Description of work (☞ *possibly broken down into tasks), and role of participants*

This work package will be under the supervision of the co-ordinator of WP I:2:3. WP QC/QA and WP Ethics will be involved.

Task. 5. Analyses of samples from the first cohort (IJS)

We will analyse T-Hg, MeHg, Pb, Cd, Ni, Ca, Fe, Zn and Se in the biological samples form the child (hair and/or blood) and foods. Samples of fish, local fruits, vegetables, herbs, honey, wild game, mushrooms and other foods will be analysed for the presence of metals and essential nutrients, including n-3- and n-6 PUFAs. The work will be reviewed by the WP QC/QA.

⇨.....

Tab 1.3d

Krajow PROGRA

Work package number		Start date or starting event					
Work package title							
Activity Type[29]							
Participant number	1						
Participant short name							
Person-months per participant:							

Objectives

i) To define a protocol, obtain ethical approval and establish analytical procedures for the study.
ii) To assess the relationship between exposure to MeHg in pregnant women and neuro-development in the child at age 6 years.

Description of work (☞ *possibly broken down into tasks), and role of participants*

This work package will be under the supervision of the co-ordinator of WP I:2:3. WP QC/QA and WP Ethics will be involved.

Task 1: xxxxxxxxxxxxxxx

Deliverables (☞ *brief description and month of delivery)*

Deliverables

D I:3.1 Protocol for the study and procedures of measurements (R, CO). **Month 4**.
D I:3.2 Approval by the local ethical committee (R, CO). **Month 5**.
D I:3.3 Preliminary report on the examinations of children at age 6 in the first cohort (R, CO). **Month 18**.

Other tabels

Milestones – naming, eg.:

M1-1: <*milestone name*>; Month 6

Table 1.3 c List of milestones

Milestone number	Milestone name	Work package(s) involved	Expected date [1]	Means of verification [2]

Na przykład:

Milestones[14] and expected result

M I:3.1 Agreement on methods for examinations, testing , sampling and analyses. **Month 3**.
M I:3.2 Review of the local committee approval by WP Ethics. **Month 3**.
M I:3.3 Start of examination of children (age 6) in the first cohort. **Month 6**.
M I:3.4 Start of recruitment and examination of pregnant women and newborns in the second cohort. **Month 6**.
M I:3.5 Start of analyses of samples from the first cohort of children. **Month 8**.
M I:3.6 Completion of examinations of children at age 6 in the first cohort. **Month 18**.

The Application Form, Part B, Section 3 - Implementation

Table 3.1b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total months		

Table 3.1c: List of Deliverables[5]

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date

Deliverable's numbers – in the order of their implementation;
You should use the numbering convention <WPnumber>.<number of deliverable within that WP>, eg.: WP1: **D1.1, D1.2**; WP2: **D2.1, D2.2, D2.3**;

Type:
R – Document, report (excluding the periodic and final reports)
DEM – Demonstrator, pilot, prototype, plan designs
DEC – Websites, patents filing, press & media actions, videos, etc.
OTHER – Software, technical diagram, etc.

Dissemination level:
PU – Public, fully open, e.g. web
CO – Confidential, restricted under conditions set out in Model Grant Agreement
CI – Classified, specific information (as referred to in Commision Decision 2001/844/EC);

Delivery date: Measured in months from the project start date (eg.: month 1);

To the REPORT: verify in the order of execution: Tasks, Deliverables, Milestones - demonstrate whether the realization is within the time limit

3. Implementation

3.1 Work plan – Work packages, deliverables and milestones

I. You should provide the following:

   i. brief presentation of the overall structure of the work plan (short);

   ii. timing of the different work packages and their components (Gantt chart or similar);

   iii. Detailed work description, i.e.:

      i. a description of each work package (table 3.1a);

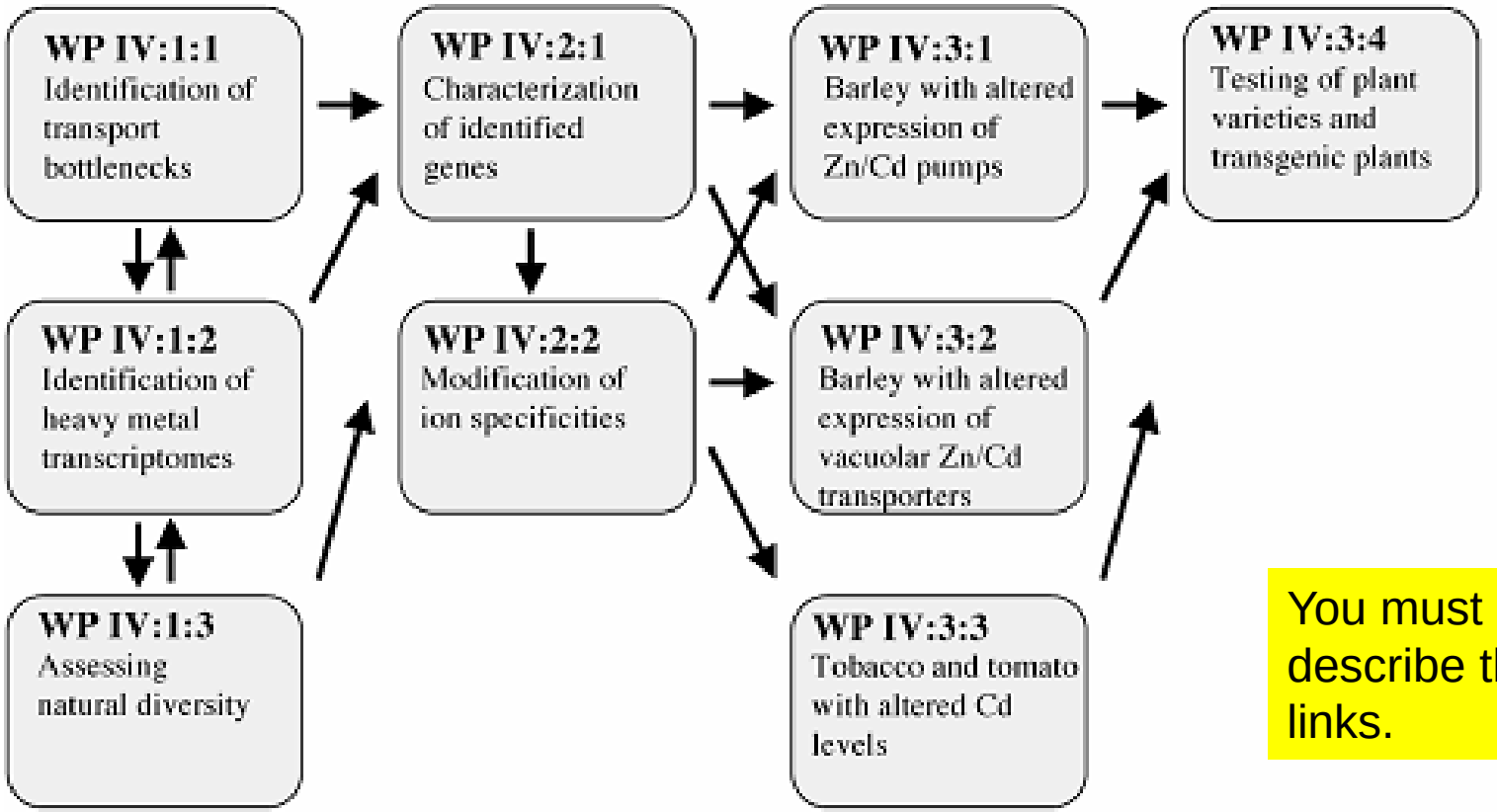
      ii. a list of work packages (table 3.1b);

      iii. a list of major deliverables (table 3.1c);

      iv. graphical presentation of the components showing how they inter-relate (Pert chart or similar).

PERT Diagram
(Program Evaluation and Review Technique)

Provide a graphical presentation of the components showing their interdependencies, *for example*:



You must describe these links.

3. Implementation

3.1 Work plan – Work packages, deliverables and milestones

- You should provide a detailed description, with the logical link between the individual elements, stages of implementation;
- You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, including by the Commission.
- You are advised to include a distinct work package on ‘management’ (see section 3.2 of the Application Form, Part B) and to give due visibility in the work plan to ‘dissemination and exploitation’ and ‘communication activities’, either with distinct tasks or distinct work packages.

3. Implementation

3.1 Work plan – Work packages, deliverables and milestones

- If your project is taking part in the Pilot on Open Research Data4, you must include a 'data management plan' as a distinct deliverable within the first 6 months of the project. A template for such a plan is given in the guidelines on data management in the H2020 Online Manual. This deliverable will evolve during the lifetime of the project in order to present the status of the project's reflections on data management.
- Presentation of "Dissemiantion and exploitation" and "Communication activities" in the form of separate "Tasks" in one / several WP or as a separate WP;

3. Implementation

3.2 Management structure and procedures

I. Describe the organisational structure and the decision-making process (including a list of Milestones (Table 3.2a);

Table 3.2a: List of milestones

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

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.

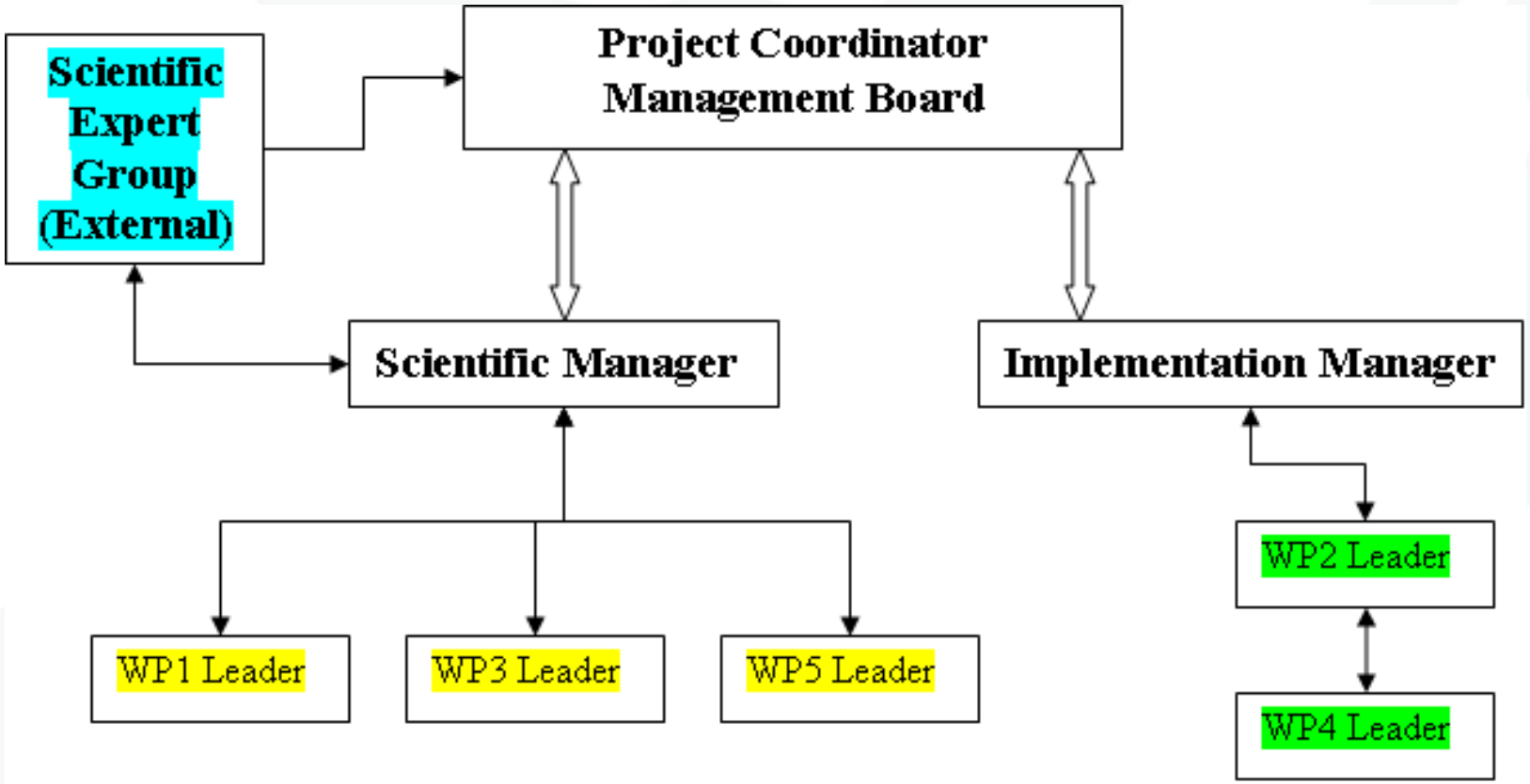
3. Implementation

3.2 Management structure and procedures

I. Describe the organisational structure and the decision-making (including a list of Milestones (tabela 3.2a);

II. Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project; Describe that structure. You may add scheme.

Managment structure - example



Remember: you must also DESCRIBE this structure

3. Implementation

3.2 Management structure and procedures

I. Opisać strukturę organizacyjną i system podejmowania decyzji (z włączeniem listy Milestones (tabela 3.2a);

II. Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project; Describe that structure. You may add scheme.

III. Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan;

3. Implementation

3.2 Management structure and procedures

I. Describe the organisational structure and the decision-making (including a list of Milestones (tabela 3.2a);

II. Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project; Describe that structure. You may add scheme.

III. Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan;

IV. 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);

The Application Form, Part B, Section 3 - Implementation

The methods to provide a description of the risks and of proceedings:

• You should prepare a description of the hazzards to the individual tasks, for example. "main risk is to .....", depending on the type of work mention which WPs are the most risky.

• Conduct the risk analysis for each WP - at the end off the table, write what activities are the most hazzardous, because there is place for a detailed description of activities

- for what reason
- how it can be prevented
- what actions are planned against foreseeable hazzards

The Application Form, Part B, Section 3 - Implementation

Table 3.2b: Critical risks for implementation

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

3. Implementation

3.3 Consortium as a whole

The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.

I. Describe the consortium;

- How will it match the project's objectives?
- How do the members **complement** one another (and cover the value chain, where appropriate)?
- In what way does each of them **contribute** to the project?
- How will they be able to work effectively **together**?,

II. If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project.;

3. Implementation

3.4 Resources to be committed

Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person/months, shown in the detailed work package descriptions.

I. Please provide the following informations:

- A table showing number of person/months required – table 3.4a;
- a table showing 'other direct costs' (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms);

Table 3.4a: Summary of staff effort

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
ParticipantNumber/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

Please indicate the number of person/months over the whole duration of the planned work,
For each work package, for each participant (in apprioriate column and row), and in totals (last rows and columns).
Identify the work-package leader for each WP by showing the relevant person-month figure in **bold**.

Table 3.4b: 'Other direct cost' items (travel, equipment, other goods and services, large research infrastructure)

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

You should complete the table below for each participant if the sum of the costs for' travel', 'equipment', and 'goods and services' exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

3. IMPLEMENTATION

3.4 Resources to be commited

- financial resources - the main expense items,
- explain the necessity of the cost, a reference to the tasks described in the Work Plan - to justify the amount by planned activities
- description of the use of all resources, including those that complement the EC funding
- financial plan must **be consistent with the implementation of tasks in the project**

The degree of detail of description should be imposed onto the partners by the coordinator, so that all of them have prepared it the same way (according to the same scheme)

4. Members of the consortium [is not covered by the page limit]

4.1 Participants (applicants)

Provide for each participant, the following (if available):

- a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;
- a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed research and/or innovation activities,
- list of up to 5 relevant publications, and/or products, services (including widely-used datasets or software), or other achievements relevant to the call content,
- a list of up to 5 relevant previous projects or activities, connected to the subject of this proposal
- a description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work;
- any other supporting documents specified in the work programme for this call.

The Application Form, Part B, Section 4 - Members of the consortium

Roles of partners (example)

Partner 01 (shorten name)
Name Surname; Institution

Objectives:
The partner will do xxxx

Previous experience:
yyyyyy

Workplan and deliverables:

Work package Nº	*Deliverable Nº*	*Title*	*Delivery date*	*Nature*	*Dissemination level*	*Partners involved*	*Person months P01*
WP1	D1.1	Xxxxxx	33	D	RE	01; 02	2
WP2	D2.1	*Yyyyyyy*	18	P	RE	01	9

The Application Form, Part B, Section 4 - Members of the consortium

Quality of the management

The **Project Co-ordinator** (Participant P1) is responsible for:

- overall management, co-ordination and financial affairs;
- production of an overall project workplan;
- progress monitoring against milestones;
- approval of changes to agreed workpackages (in consultation with Commission);
- gathering interim reports from individual partners or WPCs as appropriate;
- preparation of reviews of project's progress for the Commission and liaison with the Commission as required;
- chairing the PMC;
- organisation of the (bi)-annual scientific meetings.

eg.: describe the scope of the duties of coordinator,

range of tasks of particular elements of the management structure,

way of monitoring of the progress of work (eg. mid-term review, etc.)

4. Members of the consortium [is not covered by the page limit]

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

You will need to complete, for each participant the table as shown below (or simply state "No third parties involved", if applicable)

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
If yes, please describe and justify the tasks to be subcontracted	
Does the participant envisage that part of its work is performed by linked third parties[7]	Y/N
If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
If yes, please describe the third party and their contributions	

Third party: affiliated entity or has a legal link to a participant implying a collaboration not limited to the action (Article 14 of the Model Grant Agreement)

The information provided here will be used to judge the operational capacity. – 4.1 and 4.2

5. Ethics and Security [*is not covered by the page limit.*]

5.1 Ethics

Should be filled in - only if you have declared any ethics issues in the “ethical issue table” in the administrative proposal forms,

In such a case you must submit an ethics self-assessment, which:

I. describes how the proposal meets the national legal and ethical requirements of the country or countries where the tasks raising ethical issues are to be carried out,

II. explains in detail how you intend to address the issues in the ethical issues table, in particular as regards:

- research objectives (e.g. study of vulnerable populations, dual use, etc.)
- research methodology (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
- the potential impact of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use , etc.).

5. Ethics and Security

5.1 Ethics

III. 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 authorising such activities;

  If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).
- If you plan to request these documents specifically for the project you are proposing, your request must contain an explicit reference to the project title.

5.2 Security

Please indicate if your project will involve:

- activities or results raising security issues: (YES / NO)

- activities or results raising security issues (details in „General Annexes): (YES / NO)

How to increase your chances of success?

When writing the proposal

Do not write continuous text – use paragraphs!

Point out the key issues

- Very important is the graphic design, the division and arrangement of paragraphs,
- Important information **bolded**
- The link between all parts of the project (activities, the role of partners in the implementation)
- Include references to pages with extended information on a certain topic

How to increase your chances of success?

Worth to remember

1. **Understand what the European Commission intends with the call.**

2. Choose your partners carefully, and understand your partners‘ perspectives.

3. Evaluator assess's only what is in the project

*he or she **can not** "fill in" the missing information with his knowledge*

Only that what is written will be evaluated. You **can not** leave something to guess - eg.: that we all know that and that...

Q&A

Thank you.

Krzysztof Frais