

How to write a good proposal

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Get prepared to submit a proposal...

Study the
call documentation

Select your
partners

Plan your project
and prepare the
**Technical
Description**
(Template Part B)

Horizon Europe + CBE requirements

Horizon Europe (HE) conditions

HE Programme Guide

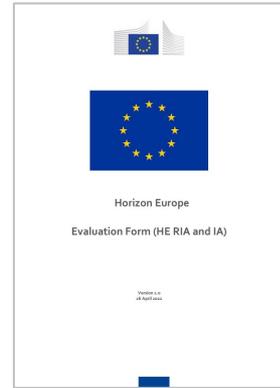
HE Online Manual

HE General Annexes

HE Annotated Model Grant Agreement



Evaluation criteria



Annual Work Programme 2024

- Topics
- **Specific requirements**
- Budget



Part A

Part B

Proposal structure



Topic - Proposal - Evaluation

Topic

Scope

Expected
outcomes

Proposal – Part B

1. Excellence

- 1.1 Objectives and ambition
- 1.2 Methodology

2. Impact

- 2.1 Project's pathways towards impact
- 2.2 Measures to maximise impact

3. Implementation

- 3.1 Work plan and resources
- 3.2 Capacity of participants and consortium as a whole

Evaluation



1. Excellence



Proposal – Part B

Excellence

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Are the **objectives**

- *clear?*
- *pertinent to the topic?*
- *measurable and verifiable?*

Tip! Provide quantified targets whenever possible and meaningful.

Is the **state-of-the-art** well presented? Is it clear to what extent the proposal goes **beyond** the state-of-the-art?



Is the proposed work **ambitious** enough to be innovative, but not so ambitious that it is unrealistic?

Is the initial and targeted Technology Readiness Level (**TRL**) properly described and realistically achievable within the proposed project?

! The targeted TRL of a topic is required for at least the **core** technology, process or product developed.

1. Excellence



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CBE specific requirements

Does the proposal show that the proposed **methodology** is appropriate and effective for achieving the objectives (incl. overcoming challenges)?

If **AI**-based systems/techniques are used, is their **robustness** demonstrated?



- Do No Significant Harm principle
- Feedstock 
- Ex-ante environmental performance assessment 

1. Excellence



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CBE specific requirements

Are **relevant initiatives** identified (incl. BBI/CBE projects) and, when meaningful, appropriate interactions considered?

In case of R&I activities with a relevant **gender dimension**: Has it been considered in the proposal?



- Digital technologies 
- Cross-disciplinary aspects and Social Sciences and Humanities (SSH)
- Multi-actor approach 
(IA incl. Flag, selected RIA and CSA)

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Does the proposal demonstrate **open science** practices?

⚠ In HE, 'open science' is more than 'open access': It is an approach to science based on open, cooperative work and sharing of knowledge and tools as early and widely as possible.

CBE specific requirement

include publication of LC(S)A output
(IA incl. IA-Flagship topics)



Does the proposal provide details on **data management** in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable)?

⚠ In the grant, there will be mandatory deliverables "Data Management Plan".



2. Impact



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Is it clear which **unique contributions** would be made to:

- the **outcomes** specified in the topic text?
 - ✓ scientific
- the wider **impacts** beyond the immediate scope and duration of the project?
 - ✓ economic / technological
 - ✓ societal

Is it clear which **target groups** will benefit?

Have the **scale** and **significance** of the contribution been indicated?

Tip! Provide quantified estimates whenever possible and meaningful.

Have relevant **requirements** and potential **barriers** to outcome and impact been determined?

Have appropriate **mitigating measures**, within or beyond the project, been described?

⚠ ≠ *management risks (3.1 Work plan and resources)*

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⚠ First sketch of the Dissemination, Exploitation and Communication plan = **admissibility criterion**
(In the grant, there will be mandatory D&E&C deliverables.)



Is the plan to **disseminate** results to candidate user audiences appropriate?

Tip! Provide quantified targets.

Are actions included to **communicate** project activities and results to multiple audiences (beyond project's community)?

Is the strategy to **exploit** the project's results appropriate? (incl. management of IPR)

⚠ Include a preliminary overview of relevant IPR, both within and outside the consortium.

CBE specific requirements

- Economic viability check (*RIA*)
- Business Case + Model (*IA incl. IA-Flag*)
- Business Plan (*separate Annex; IA-Flag*)

3. Implementation



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Does the **work plan** have a good and clear structure?



Have the different **work packages** (WP) been scheduled and linked appropriately?
Are their inter-dependencies clear?

Are **milestones** and **deliverables** well defined and appropriately timed?

Are the WPs and associated tasks **sufficiently described** to provide a good understanding of the work involved and justify the proposed resources to be allocated?

- Table 3.1a List of work packages
- Table 3.1b Work package descriptions
- Table 3.1c List of deliverables
- Table 3.1d List of milestones
- Table 3.1e Critical risks for implementation
- Table 3.1f-j Staff effort, Different costs, Contributions

3. Implementation



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Are the described organisational **structure** and decision-making **mechanisms** appropriate to the scale and complexity of the project?



Are the **management procedures**, including quality management and conflict resolution, appropriate to the scale and complexity of the project?

Are critical **internal and external risks** related to project implementation described with appropriate mitigation measures and severity/probability estimates?



- Table 3.1a List of work packages
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CBE specific requirements

- Ex-post environmental performance assessment
(*RIA, IA: LCA and IA-Flag: LCSA*)
- Recommendations to stakeholders
(*IA incl. IA-Flag*)

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Does the consortium bring together the necessary **expertise** for the project?

Has the **complementarity** of the participants been convincingly described?

Does **each partner** have a valid role and adequate resources (both effort and budget) to fulfil that role?

⚠ If a participant requesting funding is based in a **third country** not eligible for funding: Is clearly explained why participation by this entity is essential to carry out the project?

Build a strong consortium

Match elements of Topic (Scope) and Part B (Excellence) to individual partners in the consortium.

- Are there any **competence** gaps in the consortium?



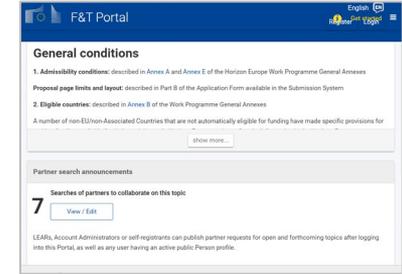
Use the **networking opportunities** offered by the Funding & Tenders Portal, CBE and BIC



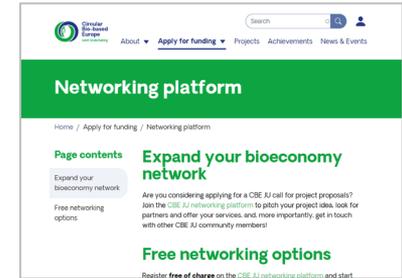
During proposal writing:

- Significant level of upfront **commitment** from all partners is crucial, as costs are not eligible before project start.
- High level of **confidence** between partners is key.
- Talk early about handling of **IPR** – these will need to be confirmed formally in the Consortium Agreement before signature of the Grant Agreement.

ec.europa.eu/info/funding-tenders/opportunities/portal



cbe.europa.eu/networking-platform



biconsortium.eu



Aim for total “Topic eclipse”



Topic⁺ = Topic text + HE requirements + CBE specific requirements

! every single word in
• topic text counts

! every single
• requirement counts

Thank you for your attention!



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