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following the live webinar

"The first and final steps in Horizon Europe proposal writing"

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#	ORIGINAL PARTICIPANT QUESTION	ANSWER BY EUROPA MEDIA
1	In terms of evaluation, are the proposals evaluated on the expertise of the beneficiary or on the expertise of individuals within the team of the beneficiary?	In principle the beneficiaries' profiles, overall expertise and references count, but of course individual researchers add to the overall profile, so I would pay attention to both.
2	Could you please confirm if the following eligibility condition applies for the CSA under the widening and ERA programmes, "At least one independent legal entity established in a Member State and at least two other independent legal entities each established either in a different Member State or an Associated Country"?	The WP states: Applications for Coordination and support actions may be submitted by one or more legal entities, which may be established in a Member State, Associated Country, or in exceptional cases and if provided for in the specific call conditions, in another third country.
3	Do 'Researchers Table' within partners administrative forms in Part A need to be filled for all partners regardless of its type? or is just relevant for research partners like universities or RTOs? What about orcid profiles?	It is relevant for any organisation that has researchers. The table is for those people who conduct research activities in the project.
4	Can you kindly say a little more about the identifier in the publications for the Open Science Practice to ensure we allocate adequate attention for all partners.	Foster Open Science platfrom or OPENAIR has all information you need, but I found a nice article summarising all these: https://www.ouvrirlascience.fr/open-identifiers-for-open-science/
5	Is there a platform or other space where Horizon Europe programme and project managers can offer their support to?	No, not really, LinkedIn groups are used for this purpose
6	What if the researchers change their institution and are no longer participating in the project? Does it affect the proposal?	In case this change happens after submission of the proposal and before you sign the GA, you change the name in the GAP process. In case this happens through project implementation, you need to assign an adequate new person and report on the change to the Commission in the reporting period.
7	About part A participants detais - some partners sometimes only add projects for example of the team and not of the institution, I normally recommend the use of the host institution details, what is your opinion?	This really depends on the project topic. If all team projects are relevant to the proposed actions, use those. In case not, then extending the list to other references of the institution is advisable if the expertise generated by that project can be used also within the proposed action.
8	If the identifier can be ORCID - how do we highlight the reference identifier if most of our publications are Open Access, but each expert has in excess of 70 Open Access references?	ORCID you include for the researcher, publications - you have to select the best relevant ones.

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9	"Researchers involved" of part A: do SME's or non-research organisations fill in the people who will work on the project/proposal or leave it blank?	No, you can leave it blank for them.
10	How is the category of researcher determined? Which relevant scientific basis preform that selection or classification. Thank you.	The proposal template includes all explanations.
11	For Research involved in the proposal: you recommend to add the name of the person (not researcher) in the list and then also explain it 3.2 part that the in the Partner team members, that person will have the role of Ethics, Innovation or Gender, etc... ?	Not necessarily, I recommend including them into 3.2 for sure. In PartA it is your decision, as EC uses this table for statistical reasons on researchers. Evaluators may check it though and use the additional names to see the full spectrum of expertise.
12	For proposals with the same score, the gender balance criteria to establish the priority order is based in the gender of the people included in researchers table in part A?	yes
13	Are the 5 relevant publications per researcher or per organization?	Per organisations
14	The section requesting up to 5 publications, mentions that they need to be relevant to the CALL TOPIC (contrary to the section where we need ti list the projects, which need to be relevant to the proposal). What exactly to they mean by "relevant to the topic"?	Link the publications to the research tasks you do in the project.
15	One more question regarding gender equality plan. Is that the document adopted by participating institutions (which means, each institution should have it as a legal document), or is that the document which can be adopted by the consortium?	GEPs are for an organisation - obligatory for public universities and research organisations from 2022.
16	Does only the LP needs to have the GEP or all the consortium, so also the other partners?	All public universities and research organisations from 2022 need to have a GEP.
17	In the participants section, the publications and projects to be added should be from the host institution or can be from applicant (e.g, projects secured while affiliated to a previous institution)?	Publications are linked to the authors - so does not matter if they published it while working for a different organisation in the past.

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18	Can you tell us if private organisations also have to have a gender equality plan from 2022? even if we do not have researchers?	No, private organisations do not need to have a GEP.
19	Gender Equality Plan. We are a private research institute (NGO/academic). Is it mandatory for us? Thanks!	No, private organisations do not need to have a GEP. But it is recommended if you are a research performing organisation.
20	We are new a startup SMEs, can we be the coordinator and what Financial capacity exemptions are there for new startup SMEs?	You can be a coordinator if you have the necessary administrative and financial capacity. Also scientific!
21	One question on budgeting - for projects under HE, what is the number of hours/days that makes a person-month? Does it vary between different institutions or should it be calculated using the productive days (215/12) given by Commission?	One person month is normally 21 days with 8 hours/day - but this may be different from country to country and / or institution by institution. For the budget planning purposes you may use 143 hours as a standard for a person month.
22	We have seen in our company that with large consortium is difficult to be in the 45 pages.. Any suggestion on this? I guess being creative might be a potential answer.. Straight-to-the-point sentences and graphics.	Yes, I do not have another recipe. Concise, comprehensive, examples, some tables - yes.
23	What is requested for the first step of a two step Horizon Call? It is written a 10 pages document but no more information were provided.	10 pages concept yes, 1.1, 1,2 and 2.1 sections can be included here.
24	Are the ethical part and costs justification included in the 45 pages?	Cost justification - yes, ethical assessment is part of PartA, outside the 45 pages.
25	What exactly do we need to insert in the Remaining purchase cost (<15% of direct costs)? I struggled with that in a HE proposal two months ago and I would love to have it clarified.	In case you justify some major cost items only and not all purchase costs, then you will have remaining costs. In case you justify all purchase costs planned in the budget with details, then no remaining will be filled in.
26	Where are project management aspects considered now? In H2020 there was a specific section for this.	This section is taken out in Horizon Europe. Some management aspects can be included in short under the Management work package description.
27	IP strategy or IPR management?	This is a sub-section in 2.2 section. An important one!
28	What are the most common mistakes made?	Mistake is to think that only a technology can be scaling up. Mistake is to pay little attention to cross-cutting issues. Mistake is to be general rather than specific.
29	What budget is expected in percentage for D/C/E?	There is no thumb rule. Depending on the importance of these activities you can put 10-20% of staff effort for these actions.

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30	Why not add the software in the first part along with the publications given it is an option on the drop-down menu and you suggest to include this in the infrastructure? Thanks!	No, definitely include to the achievements if this is your achievement. If you need to have a software for implementation and you have it, this is part of the infrastructure (but you are not the developer of this software).
31	In section 2.2 & 2.3 we identify KPIs and the impact KPIs usually end up in % as per you slide i.e. 20%, should we provide the explanation on how we came up with that long-term KPI? And if yes, in which section?	Yes, explain how that % is calculated. In section 2.1 - linked to impact pathways or the scale and significance section.
32	Gender equality plan: does this have to be a separate document or can it be part of your wider HR policy?	Has to be a separate document.
33	Exploitation of Results should be analysed in RIAs as the IAs?	In both projects, also in CSAs there is exploitation.
34	What would be the most important to follow in this project application: HORIZON-CL2-2022-HERITAGE-01-04: Traditional crafts for the future: a new approach? Can we focus on regional project: The Pannonian Region, and only build consortium with those countries there and the one bordering on this region, sharing the similar tradition with building with clay? Do we need to address the whole Europe countries to build the partnership?	Sorry, this is consultancy related section, I cannot check the call now to answer specifically.
35	Would it be appropriate to have a project coordinator with high managerial skills in international research (other H2020 leadings) and not an academic profile?	It could be, but you will be in a better position to have both. Depending on the project one or the other may be more relevant.
36	What is the best way to add references in a proposal? Is it recommended to add the link to the OA publication?	Official academic reference method should be used, DOI does not have to be added to the references e.g.
37	Are the applications already open for applications? Also, can the participants in the project be from Africa, Europe and USA or is it strictly for Africa-Europe participants?	Many calls are open, yes. Go to Funding and Tenders portal. Many countries in the world are eligible to get EU funding - check the list in the General Annexes to Work Programmes.
38	Purchase costs table - there is a line "remaining 15%." How to fill that in exactly? Or do you recommend, as you said you do, to add ALL cost items and delete this "remaining 15%" line?	See answer above

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39	You mentioned for the other direct costs table you can just justify all the costs, rather than just those that are greater than the 15% of personnel - so does that mean you can just delete the 'remaining purchase costs below 15%' row in the table? And just keep the format the same as in the H2020 table where you list all travel, equipment and other goods and services?	See answer above
40	So if a person moves to another institution they can no longer be part of the project? One needs a new person from the existing partner; one cannot change the partner?	If a person leaves the organisation that is part of the project and moves to an institution that is not a partner in the project then the person needs a specific agreement with the old institution or indeed, cannot work on the project as participation is linked with the legal entity being a partner.
41	Role of the organisation is now a check list - so not possible to give details or is that only in Part B-section 3.3?	It will be part of 3.2 section, yes.
42	Under excellence section soundness of the concept and methodology has been an important evaluation criteria. Is there any change on this? How much importance could be given to concept and methods section, for example in comparison to ambition.	It is still one of the key evaluation aspects - this is still highly important. Section 1 overall is important. So 1.1 objectives and ambition is also your key section - same importance as 1.2 I would say.
43	Do publications listed in Part A necessarily have to be open access? I know it is recommended, but is it mandatory?	No, not mandatory of course.
44	Can you please explain bit more on where more focus should be in writing, for example, results-outcome-impact or higher level (e.g. strategic impacts).	Results-outcomes-impact logic is more important than the strategic impact. But both needs to be described.
45	Writing a proposal seems to be a huge task. How can I estimate the resources needed to complete the workload on time? Thank you in advance.	This has to be a joint work from all partners. You need around 6 months - but many people will work on filling in all sections. As a coordinator you work more of course, so your team needs around full 2-3 PMs - not only one person - but the coordinating team.
46	How to resolve the situation when the complex AI-technology development task require additional part time specialists which could not be envisaged during the planning? Situation 1: Can be resolved within the task budget Situation 2: Can not be resolved within the task budget	This depends on a lot of things, so both could be true.

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47	How do you see the Gender Equality Plan (GEP) for SMEs/companies? I mean, when we could expect it will become "mandatory" for HE proposals?	No, SMEs do not need to have a GEP. Public universities or research organisations will have it mandators from 2022.
48	If a consultancy company is added as a partner for project administrative and financial management, will that be considered as a weakness? Is it preferable to have the consultant in sub-contracting?	You cannot have them as sub-contractors, that is worse. As partners they still have to work on cost reimbursement basis. Is it a weakness? It depends on the specific project and coordinating organisation involved - not necessarily, but in some cases it may be a weakness.
49	Is there a recommended number of deliverables? in total?	Based on common sense - for a 3-year medium-sized project normally you have around 20 deliverables.
50	How detailed or specific should be IPR management section be, given the page limits?	As specific as possible.
51	Probably you already explain, if is it like that sorry, but where all templates and explanation might be found?	Funding and Tenders Portal - Reference documents section https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON
52	BUDGET: what does it mean the columns Maximum EU contribution; Requested EU contribution; Max grant amount; total estimated income. How to distinguish?	You may ask for less than the MAX possible - e.g. if your organisation has an operating grant based on which you cannot ask for the 25% overhead or, private companies sometimes asking for less EU funding for specific reasons.
53	Can you comment on the evaluation rating, please? Which one would you say is the most important section? 3) What do evaluators see as strong KPIs? Meaning What do evaluators prefer to see in the KPIS section, numbers, percentages?	Sections are equally important, scientific idea still will be the key issue. KPI - there is no difference between numbers or percentages - depends on the topic and KPI.
54	How many deliverables per WP considered sufficient? Can it be delivered annually as intermediate and final reports?	Intermediate and final reports are not deliverables. Deliverables are tools to check your progress, build on them in other tasks, so not necessarily logical to have them yearly scheduled. Quite the opposite.