



EMDESK

Project and Work Management Solutions.

We will start in a few minutes ...

FOCUS ON RESEARCH. DRIVE INNOVATION.





LIVE WEBINAR

EXPERT INSIGHTS

The first and final steps in Horizon Europe
proposal writing

OCTOBER 22, 2021 14:00 - 15:00 (+30 MIN Q&A)



Kimberly ALBEÑO

Client Relationship Specialist at EMDESK

✉ albeno@emdesk.com

in [Connect on LinkedIn with Kim](#)

🐦 twitter.com/emdeskpm

Researchers are crucial in today's world and I want to do my part to help them.



Gabriella LOVÁSZ

Managing Director of @Europamedia

- Connect on [LinkedIn](#)
- Follow on Twitter [@gabocsek](#)
- Email: gabriella.lovasz@europamedia.org



EMDESK is a project and work management solution for research and innovation projects.

It helps large teams across organisations to organise and collaborate in EU funded projects while keeping maximum control and transparency.



HIGH DATA SECURITY
(AES256)



FULL PROJECT
LIFE CICLE



DEVELOPED AND
HOSTED IN GERMANY



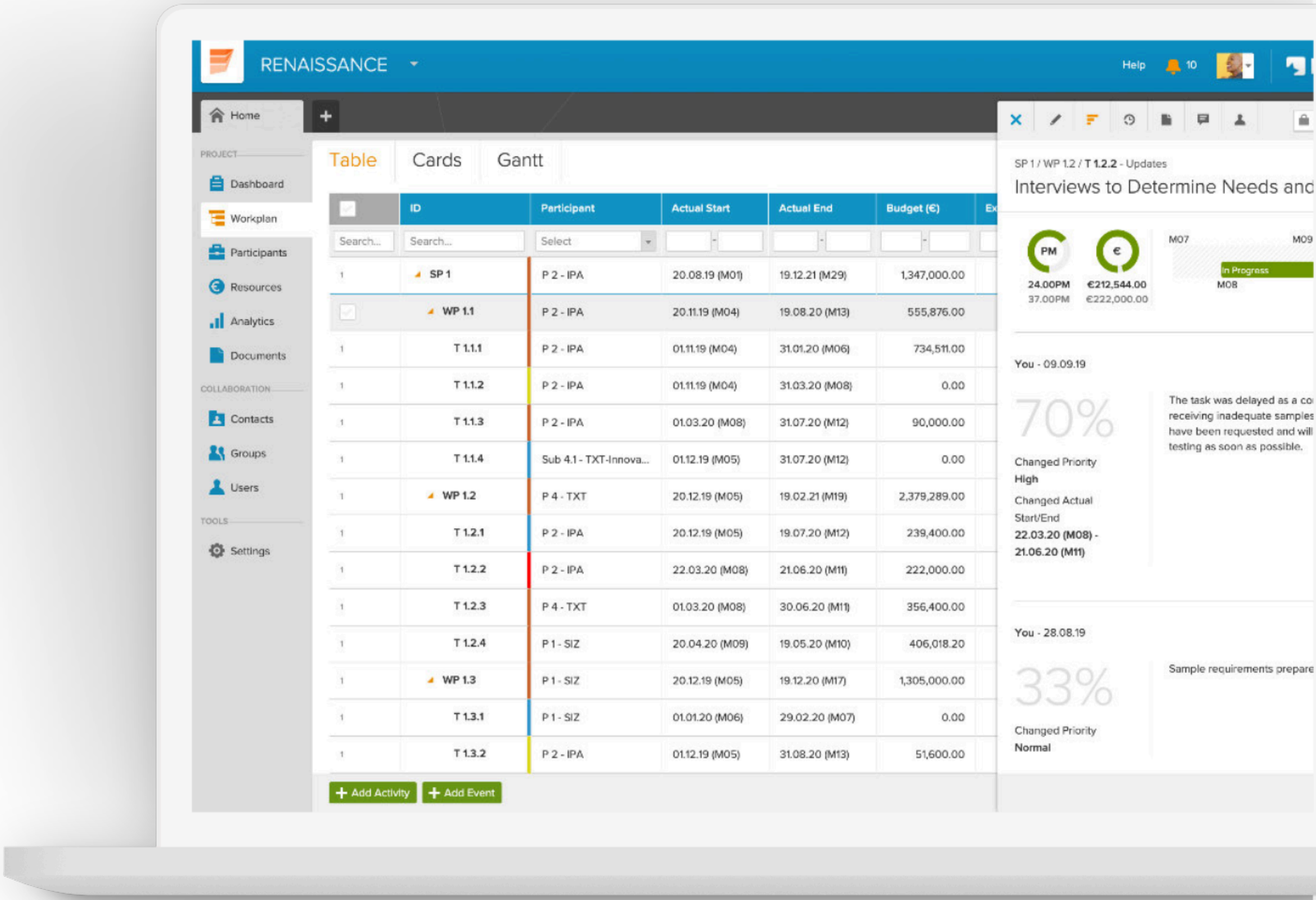
GDPR COMLIANT



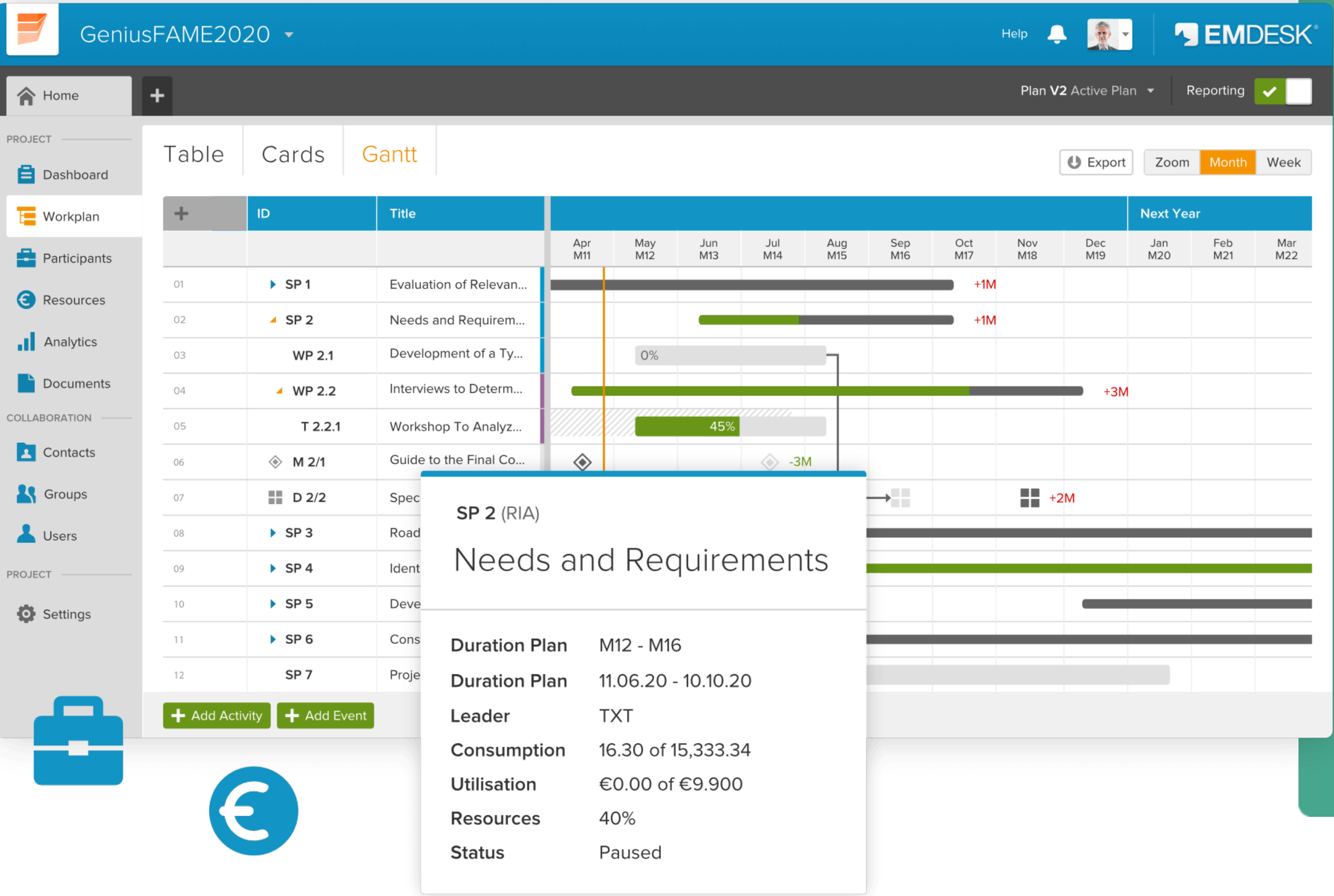
ALL IN ONE
SOLUTION



EU PROJECT
COMPLIANCE (H2020)



An all-in-one solution for the entire lifecycle of projects of any scale and complexity with the flexibility to customise to specific needs.



Plan & Organize

Design and budget projects of any scale

Execute & Report

Gain control by building reports that matter



Collaborate & Communicate

Increase productivity with efficient communication

Control & Analyse

Take control with power analytics

Write & Review

Create documents and collaborate real-time

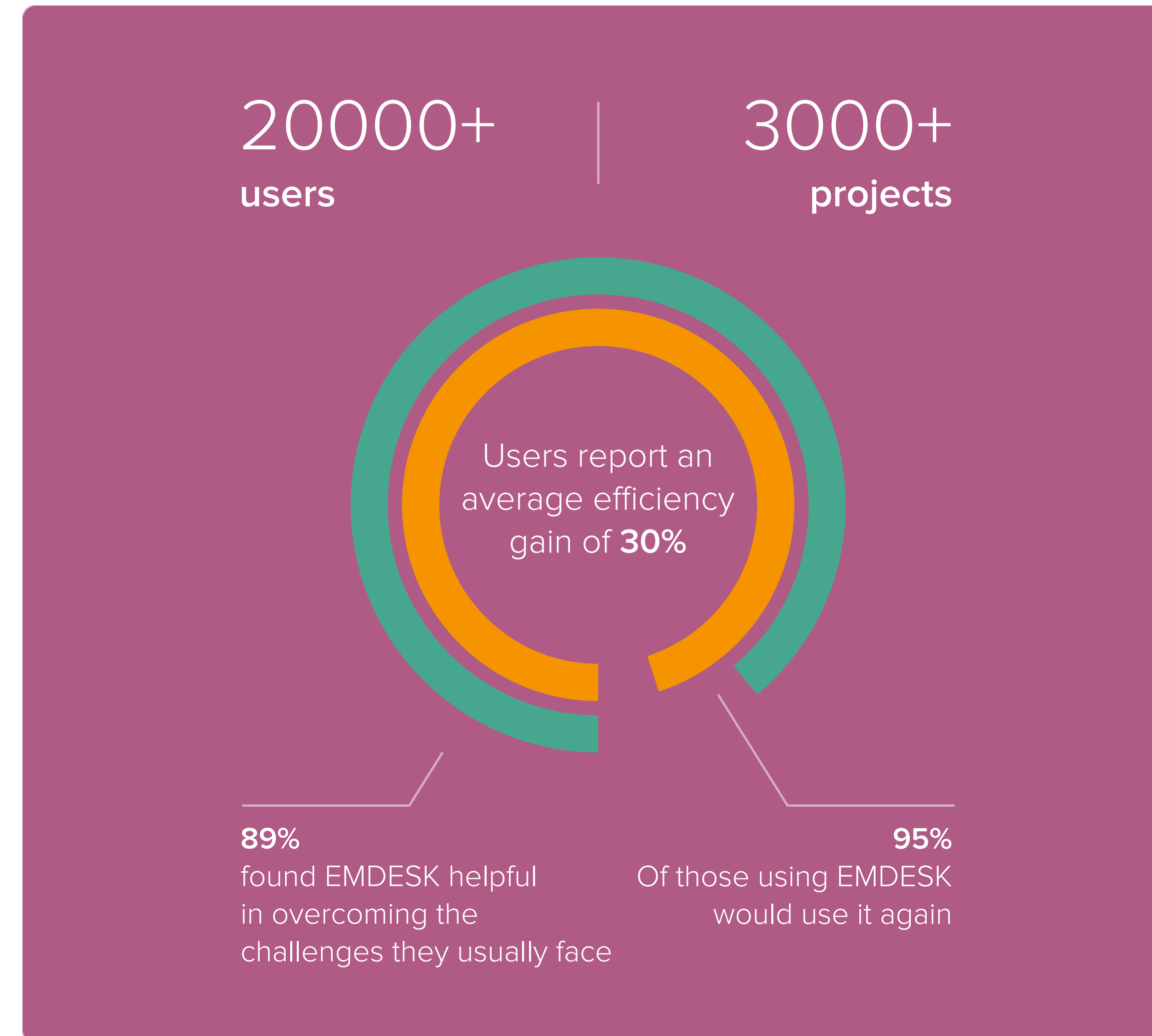
EMDESK - From planning, controlling, reporting, and collaboration. One stop solution you need to work more efficiently with others in real-time.

- Leading project and work management solution for H2020 projects
- Our customers report an increase in efficiency of more than 30%
- Trusted by 20.000+ users in 3.000+ projects worldwide since 2008
- from small to billion Euro projects involving 150+ organisations (like EU flagships HBP and Graphene)



“Combining a personal service with flexibility and solution-oriented thinking, EMDESK is a highly reliable solution that helps us to manage and monitor all our project activities efficiently.”

Dr. Katarina Boustedt
Head of Administration of the EU FET Graphene Flagship at Chalmers University of Technology



TRUSTED BY EUROPE’S TOP RESEARCH ORGANISATIONS





EM TRAININGS

in collaboration with



present...





**Europa Media/EMDESK
webinar**

The first and final steps in Horizon Europe proposal writing

Speaker:

Gabriella Lovász

Europa Media

14:00 – 15:30 CET // 22 October 2021

Welcome!

- 14:00 – 15:00 | Presentation
- 15:00 – 15:30 | Q&A session



SPEAKER

Gabriella Lovasz

- Contact me on [LinkedIn](#)
- On [Twitter](#) as @gabocsek
- Write to gabriella.lovasz@europamedia.org
- Check other financial webinars on www.europamediatrainings.com





20
YEARS ANNIVERSARY

EMDESK®

EM TRAININGS

First steps



Part A

1. General information

- Abstract
- Declarations

2. Participants

- Administrative data
- Researchers involved in the proposal
- Role of participating organization in the project
- Up to 5 relevant publications, dataset, goods, etc.
- Up to 5 relevant projects or activities
- Description of any significant infrastructure
- Gender Equality Plan

3. Budget

4. Ethics and security issues

5. Other questions (if any)

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	
5	Other questions	

Part A

2. Participants

- Administrative data
- Researchers involved in the proposal
- Role of participating organization in the project
- Up to 5 relevant publications, dataset, goods, etc.
- Up to 5 relevant projects or activities
- Description of any significant infrastructure
- Gender Equality Plan

Allocate adequate attention – ALL partners



Part A

2. Participants: researchers involved in the proposal

Researchers involved in the proposal

Include only the researchers involved in the proposal, (see below definition of 'researcher'). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.

'Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015)'

Include also person in charge of the proposal if a researcher.

Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage ¹	Role of researcher (in the project)	Reference Identifier	Type of identifier
			[Woman]			[Category A – Top grade researcher]	[Leading]		[ORCID]
			[Man]			[Category B – Senior researcher]	[Team member]		[Researcher Id]
			[Non-binary]			[Category C – Recognised researcher]			[Other - specify]
						[Category D – First stage researcher]			

¹ Career stages as defined in Frascati 2015 manual:
 Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'Full professor' or 'Director of research'.
 Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (ISCED level 8). Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.
 Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.
 Category D – First stage researcher: Either doctoral students at the ISCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students' or 'junior researchers' (without a PhD).

Part A

2. Participants: Role in the project

Application Forms		
Proposal ID XXXXXXXXX	Acronym XXXXXXXX	Participant short name: XXXX

<i>Role of participating organisation in the project</i>	
<i>Applicants may select more than one option.</i>	
Project management	<input type="checkbox"/>
Communication, dissemination and engagement	<input type="checkbox"/>
Provision of research and technology infrastructure	<input type="checkbox"/>
Co-definition of research and market needs	<input type="checkbox"/>
Civil society representative	<input type="checkbox"/>
Policy maker or regulator, incl. standardisation body	<input type="checkbox"/>
Research performer	<input type="checkbox"/>
Technology developer	<input type="checkbox"/>
Testing/validation of approaches and ideas	<input type="checkbox"/>
Prototyping and demonstration	<input type="checkbox"/>
IPR management incl. technology transfer	<input type="checkbox"/>
Public procurer of results	<input type="checkbox"/>
Private buyer of results	<input type="checkbox"/>
Finance provider (public or private)	<input type="checkbox"/>
Education and training	<input type="checkbox"/>
Contributions from the social sciences or/and the humanities	<input type="checkbox"/>
Other Specify (50 character limit):	<input type="checkbox"/>

Part A

2. Participants: up to 5 publications, datasets, software, goods, etc.

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description
[Publication] [Dataset] [Software] [Good] [Service] [Other achievement]	Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.

Version of template used

Page 12 of 24

Last saved dd/mm/yyyy HH:mm

This proposal version was submitted by [Name, FAMILY NAME] on [dd/mm/yyyy HH:mm:ss] Brussels Local Time. Issued by the Funding and Tenders Portal Submission Service.

Part A

2. Participants: relevant projects and significant infrastructure

- Up to 5 relevant projects (including projects funded under other programmes)
- Significant infrastructure:
 - Testing site
 - Software
 - IT capacity

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal

Name of Project or Activity	Short description

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work

Name of infrastructure or equipment	Short description

Part A

2. Participants: Gender Equality Plan

Gender equality plan

Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature (applicable on calls with deadlines in 2022 and beyond).

Does the organisation have a Gender Equality Plan (GEP) covering the elements listed below?

☐ Yes

☐ No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.

Content-wise, recommended areas to be covered and addressed via concrete measures and targets are:

- work-life balance and organisational culture;
- gender balance in leadership and decision-making;
- gender equality in recruitment and career progression;
- integration of the gender dimension into research and teaching content;
- measures against gender-based violence including sexual harassment.

From project to impact

Strategic Planning and Programming (EC)

STRATEGIC PLAN

WORK PROGRAMME

EU POLICY PRIORITIES	Overall priorities of the European Union (Green Deal, Fit for the Digital Age,...)
KEY STRATEGIC ORIENTATIONS	Set of strategic objectives within the EC policy priorities where R&I investments are expected to make a difference
IMPACT AREAS	Group of expected impacts highlighting the most important transformation to be fostered through R&I
EXPECTED IMPACTS = DESTINATIONS	Wider long term effects on society (including the environment), the economy and science described under a given destination and enabled by the outcomes of R&I investments
EXPECTED OUTCOMES = TOPICS	Expected effects of the projects supported under a given topic, fostered by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project results by target groups.
PROJECT RESULTS	What is generated during the project implementation e.g. know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, prototypes, demonstrators, datasets, trained researchers, new infrastructures, networks, etc.

PROJECT PROPOSALS

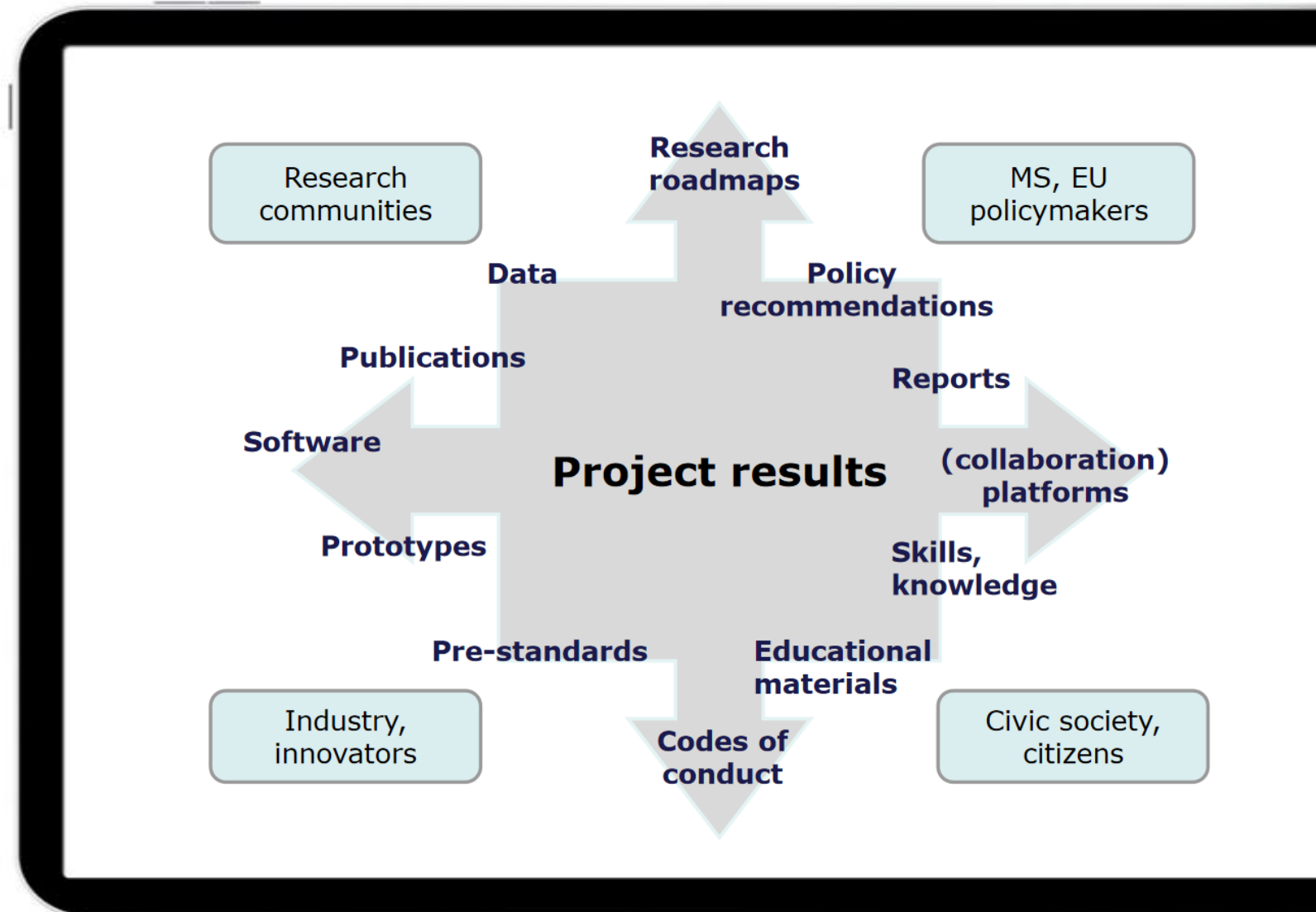
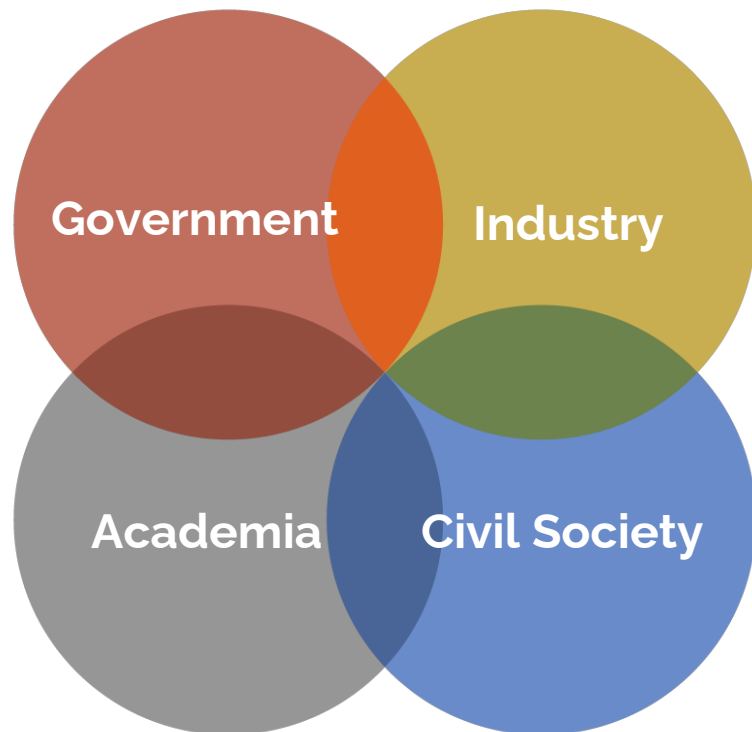
Application process (researchers)

Audience

Quadruple helix – who needs what?

EC slide

Coordinators' day



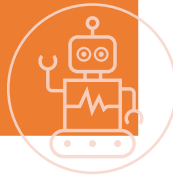
Pathway to impact

Outcome:

Successful deployment of existing scientific and practical knowledge and more bio-based solutions introduced in rural areas

- Training courses for Hub members; Best practices

Project result



- Co-creation workshops for co-developing new solutions with market-based Hub members

Action/Method



- Bio-based innovators, farmers, clusters

Target groups



- Fill in knowledge gaps - lack of skills and awareness on bio-based solutions and business models

Needs



Pathway to impact

Outcome:

Successful deployment of existing scientific and practical knowledge and more bio-based solutions introduced in rural areas

Compendium of good practices; Guide on decision-making; Policy consultancy services

Project result



Design thinking workshops for rural development bodies; Policy sessions

Action/Method



• **Local governments in rural areas, farmer associations, rural development authorities**

Target groups



Need evidence on good practices for incentives, regulations, actions supporting the deployment of bio-based solutions

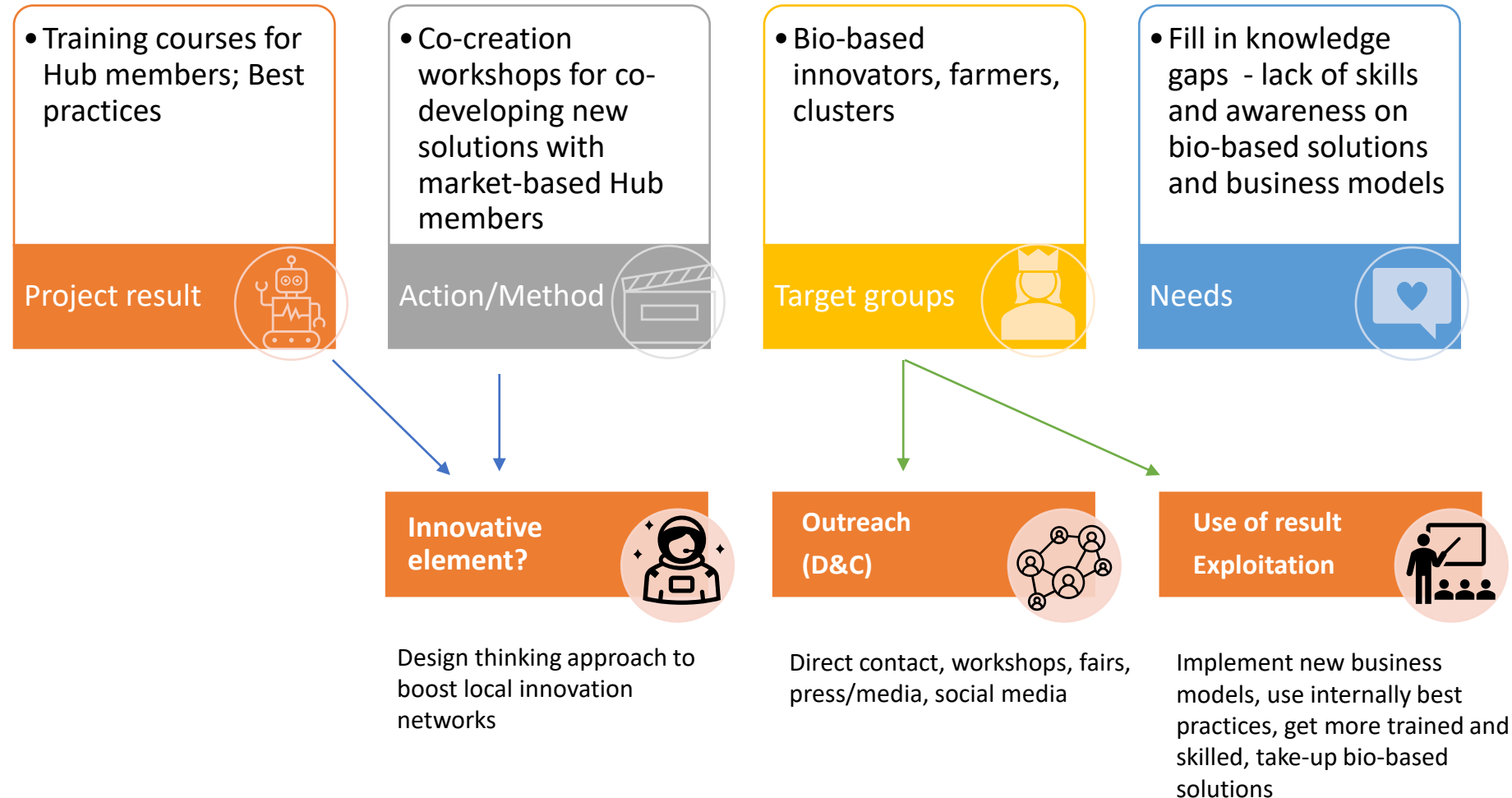
Needs



Pathway to impact

Outcome:

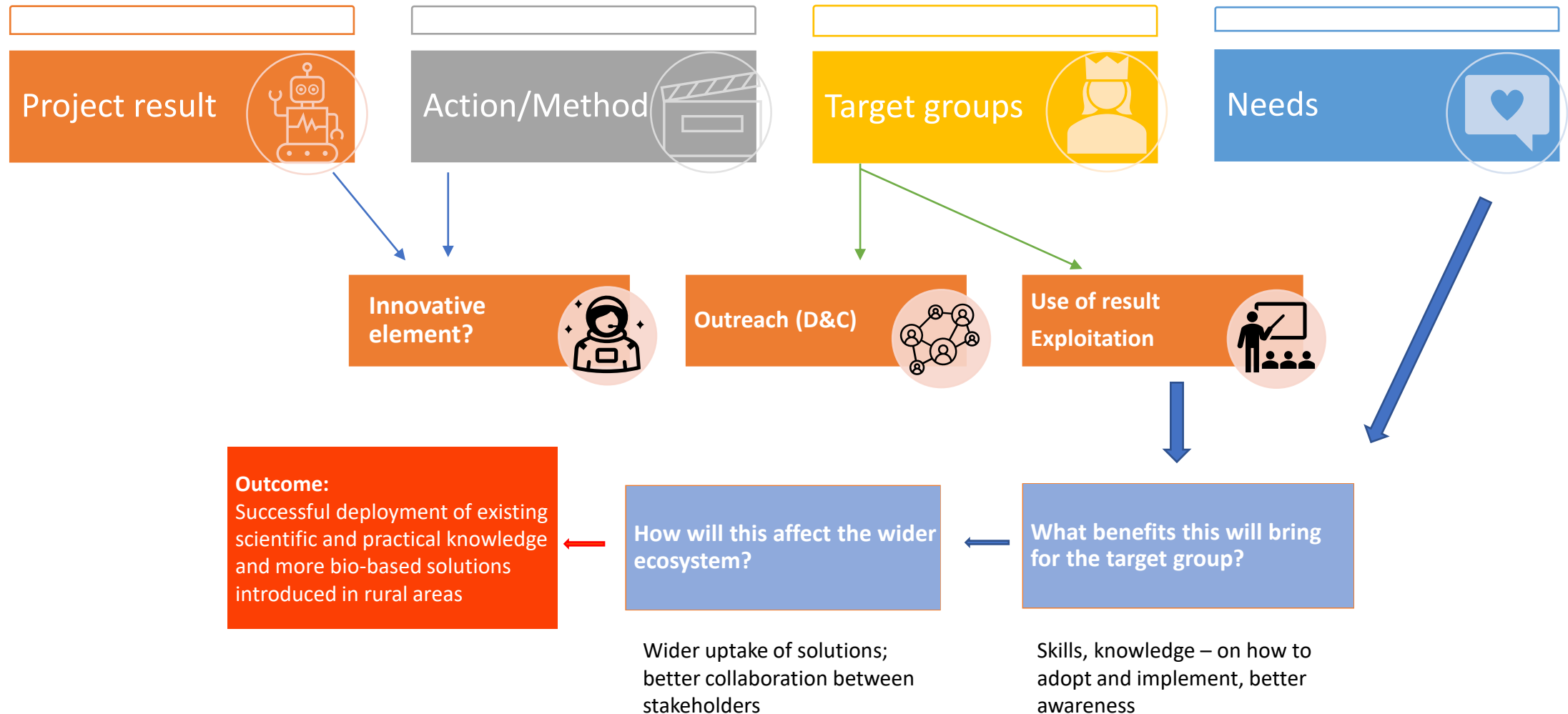
Successful deployment of existing scientific and practical knowledge and more bio-based solutions introduced in rural areas



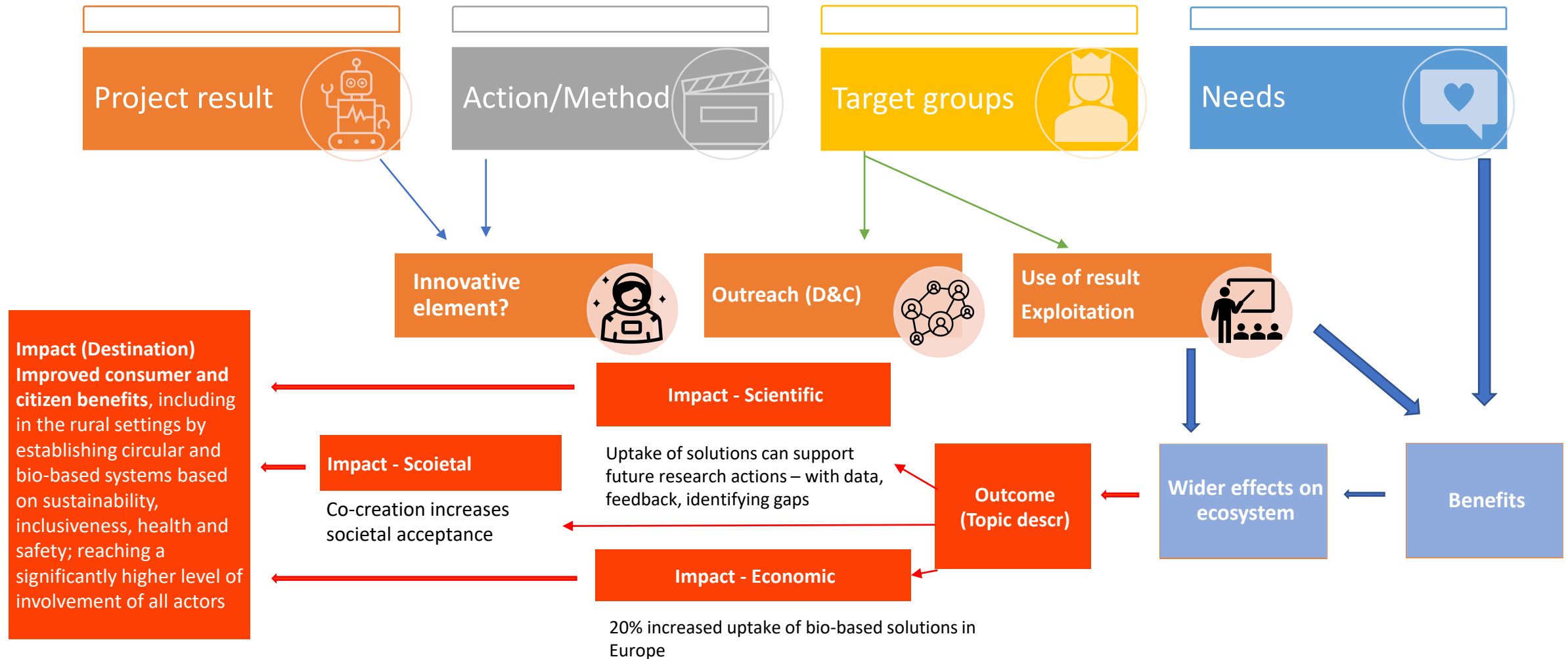
Pathway to impact

Outcome:

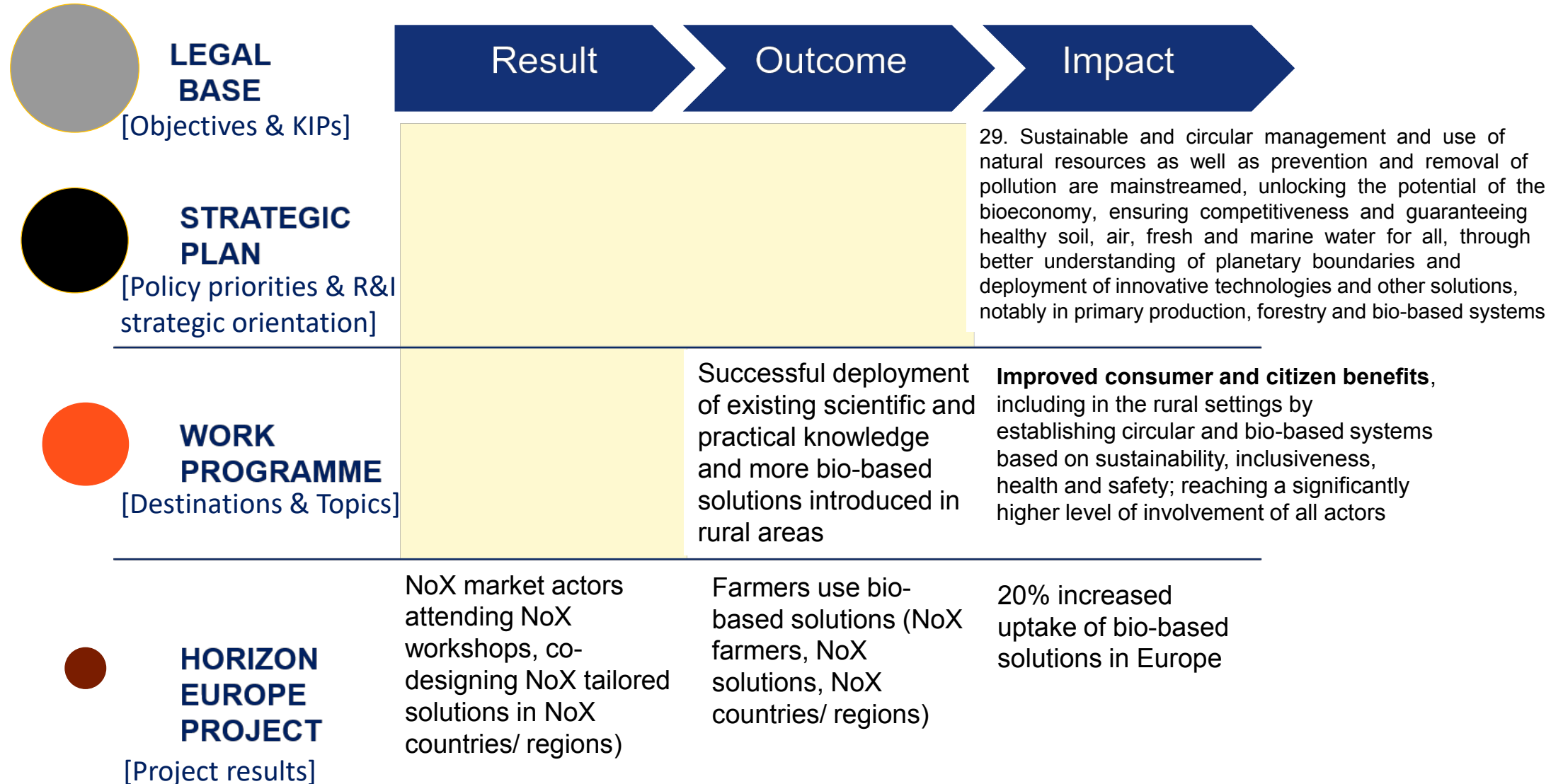
Successful deployment of existing scientific and practical knowledge and more bio-based solutions introduced in rural areas



Pathway to impact



IMPACT IMPLEMENTATION (EC logic)



What is the need we meet?	For which stakeholder group?
Modelling the factors of climate mitigation actions and public health for decision-making	scientific community and policy- and decision-makers



20
YEARS ANNIVERSARY

EMDESK®

EM TRAININGS

Writing the proposal



Part B

THREE KEY SECTIONS:

1. Excellence (19p)
2. Impact (9p)
3. Quality and Efficiency of the Implementation (17p)

THREE MORE (OPTIONAL) SECTIONS:

1. Financial support to third parties
2. Clinical trials
3. Calls flagged as security sensitive

$$19+9+17 = 45$$



Excellence

1.1 Objectives and Ambition (4p)

- Objectives
- Ambition
- R&I Maturity

1.2 Methodology (15p)

- Concept and Methodology
- Past and ongoing projects
- Inter-disciplinary approach
- Social Sciences and Humanities (SSH)
- Gender dimension
- Open Science practices



Excellence

1.1 Objectives and Ambition (4p)

- WHY?
- WHAT?
- WHO?

1.2 Methodology (15p)

- HOW?
- WHO?
- WHEN?
- WHERE?



Impact

2.1 Project's pathways towards impact (4p)

- Unique contribution the project results make towards 1) outcomes and 2) the wider impacts
- Requirements and potential barriers
- Scale and significance

2.2 Measures to maximise impact (2-3p)

- Planned measures
- Strategy for the management of IP

2.3 Summary (1-2p)

- Impact Canvas



Quality and efficiency of the implementation

3.1 Work Plan and Resources (14p)

- Work Plan
- Resources to be committed
- Tables

3.2 Capacity of participants and Consortium as a whole (3p)

- Description of the Consortium
- Other countries and international organisations





20
YEARS ANNIVERSARY

EMDESK®

EM TRAININGS

Final steps



ETHICS SELF-ASSESSMENT

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines "[How to Complete your Ethics Self-Assessment](#)" and complete the table below.

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU / national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for **activities performed in a non-EU countries**, they should also be allowed in at least one EU Member State.

Major cost items

Table 3.1g: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
Total		

- Analysis (and justification) of the budget
- More detailed breakdowns may be expected – number of meetings, number of personnel, number of trips, and so on.
- Remember that the costs need to be 'justified', and therefore explained clearly.

3.2 Capacity of participants and consortium as a whole

(3p)

Describe the consortium. How does it match the project's objectives, and bring together the necessary **disciplinary** and **inter-disciplinary knowledge**. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description affiliated entities and associated partners, if any.

☐ Show how the partners will have access to critical infrastructure needed to carry out the project activities.

☐ Describe how the members **complement one another** (and cover the value chain, where appropriate). In what way does each of them contribute to the project? Show that each has a valid role, and adequate resources in the project to fulfil that role.

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 (see section 2.2).

Other countries and international organisations: If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.

NEW!

Reporting : results table new

Project pathway to impact: Results table with drop down menu

Table 3.1 Results										
Name	Result type	Key results (KER) Does this result have a high potential?	Description of high potential*	Expected time to impact* When do you expect the result to be exploited or used?	Audience or target group*	Webpage of the result*	Horizon Results platform* Do you intend to publish this result on the Horizon Results Platform?	Steps undertaken towards exploitation**	Market maturity** The state of the market targeted by this result	Indicate if you have used any support service from the European Commission*
[Free text]	POL: Policy recommendation, guidance, awareness raising, advocacy	High policy or regulatory potential [Multiple choice]	[Free text] (max. 200 characters)	1 to 2 years	Policy-makers and authorities, national	[URL or N/A]	[Yes/No]	Pilot, demonstration or testing [Multiple choice]	Market creating: not existing but potential for the creation of a new market	Choose an item. [Multiple choice]

SERV, PROC, BUS, DSG, or METH.

Identification of KER, the type of potential, link with other results (publications, datasets, IPR and standards)

*Questions only asked for KER
** Questions only asked for KR + only if 'Result type' is: SCI, PROD,

Reporting: Results Ownership List new

in Horizon Europe

Table 3.2 Results ownership List						
Single or Joint ownership of result Indicate the number of owners	Result owner(s)	Owner country of establishment	Will the owner(s) exploit the result?	If relevant, in which form will the result be made available to other consortium member(s) and/or third party(ies)	Does the exploitation of the results require access to background of one or several consortium members? (*) If yes a compulsory question opens below	Does the exploitation of the results require access to third party IPR? ** If yes a compulsory question opens below
[1,2,...]	<p>[Entity or Individual]</p> <p>Entity: Drop down option with project partners + 'Other'. 'Other' opens a field asking for name, address, country, and an identifier such as VAT number.</p> <p>Individual: Drop down option with 'researchers in project (pre-filled)' + 'Other'. 'Other' opens a field asking for name, address, country, and an identifier like ORCID, Researcher Id.</p>	Pre-field for project partners	Yes/No	Choose an item.	Yes/No	Yes/no/not known

New obligation under HE, it was identified as being an obstacle for the uptake of research results

Reporting: Dissemination and Communication activities

in Horizon Europe

3.2 Dissemination activities

Table 3.8: Dissemination activities – (mentioned in the proposal and new ones)

Activity name	What? Type of dissemination activity	Who? Target audience reached	Why? Description of the objective(s) with reference to a specific project output	Status of the dissemination activity
	Meetings	Policy-makers and authorities, international	200 characters max	Choose an item.

Instead of a text in part B, the Dissemination and Communication are now in a table.
In a semi-structured format for dissemination in order to extract data

3.3 Communication activities

Communication activity (short label, as described in the DEC plan)	Description of implemented activity (free text)	Target audience (Who?)	Communication channel (How?)	Outcome of the activity (IMPACT**)	Status of the communication activity
		Choose an item.	Choose an item.	(free text)	Choose an item.

** We would advise to give clear guidance of what we expect. It would be very specific Key performance indicators similar to what is suggested by DG COMM for our corporate communication <https://myintracomm.ec.europa.eu/corp/comm/Evaluation/SiteAssets/Pages/Do-You-Need-Methodological-Guidance/Communication%20Network%20Indicators%20.pdf>



VISIT

europamediatrainings.com

for more

and  **EMDESK®**



info@europamediatrainings.com

Thank you

for your attention

Gabriella Lovasz

gabriella.lovasz@europamedia.org



FOLLOW US!

@EuropaMedia

@gabocsek

© Europa Media

It is strictly prohibited to use or distribute the content and design of this presentation without Europa Media's prior consent.



Q&A SESSION

PLEASE USE THE Q&A PANEL TO SUBMIT YOUR QUESTIONS.



BE THE FIRST TO LEARN ABOUT

OUR NEXT EXPERT SESSIONS, OUR
EXPERT ARTICLES, NEWS ON EU
PROJECT MANAGEMENT

 [linkedin.com/company/emdesk](https://www.linkedin.com/company/emdesk)

 twitter.com/emdeskpm





REGISTER FOR EMDESK ACADEMY

Free webinars, articles and whitepapers from experts with insights and in-depth knowledge on various aspects of EU funded Project Management, H2020, and Horizon Europe throughout the year.

emdesk.com/academy



REGISTER ON OUR PRODUCT DEMO PAGE
WWW.EMDESK.COM/PRODUCT/DEMO

WEBINAR: LIVE DEMO SESSION - A FULL WALKTHROUGH OF EMDESK

REGISTER FOR OUR UPCOMING WEBINAR
OCTOBER 29TH, 2021 @ 11:00 (CEST)



THANKS FOR YOUR ATTENTION

The webinar recording and slides are published in the EMDESK Academy.

**CONTACT US.
WE ARE HAPPY TO ASSIST YOU.**

General Requests - contact@emdesk.com
Technical Support - support@emdesk.com

Visit www.emdesk.com for further information