Fit for Health 2.0

Support to SMEs & Researchers in FP7 and Horizon 2020 health-oriented projects

TUTORIAL
Proposal Preparation, Submission & Evaluation

www.fitforhealth.eu

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Proposal Preparation

What documents are relevant for preparing a proposal and where do I find them?

- The **two-year work programmes** contain **research and innovation topics** as well as **topics of other activities/actions**, corresponding **funding instruments** and an **overview of the contents** and **deadlines** of the scheduled calls. Read carefully to find out what is expected.
- All **Horizon 2020 calls** are published on the **Participant Portal** of the European Commission together with **detailed information** on the **submission deadline**, the **submission procedure** and the **relevant documents**: http://ec.europa.eu/research/participants/portal.

Proposal Preparation

What documents are relevant for preparing a proposal and where do I find them?

Learn more about **how to prepare a successful proposal** and find **reference documents** on the „**How to participate**“ site of the Participant Portal. A number of **manuals, supporting documents and tools** guide you through the procedure:

- **H2020 Online Manual**: Step-by-step guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- **Reference documents**: Library of proposal templates, evaluation forms, legal documents, guidance notes, etc.
- **PIC search tool**: helps you find already registered organisations / PICs
- **Financial Viability Self-Check tool**: lets you simulate the financial viability check of your organisation
- In addition, you will find specific guidance for **SME participation**.

Proposal Preparation

What documents are relevant for preparing a proposal and where do I find them?

Our advice

Always use the **English version** of the **EU documents** even if they are available in several languages.

This ensures **avoiding translation** and **interpretation errors**.

Proposal Preparation

What are the components of a proposal?

- The **format and components** of the proposal are **compulsory**. Make sure to **strictly** follow the **given structure**.

- The proposal itself consists of **two main parts**
  - The **Administrative Forms** contain general information on the project (title, abstract, keywords), the consortium (basic administrative data, contact persons, declarations) and the budget overview.
  - The **Technical Annex** contains the detailed description of the planned research and innovation project. The structure is based on the evaluation criteria and given in the 'proposal template' of the respective instrument.

Proposal Preparation

What are the components of a proposal?

- Further **mandatory or optional annexes** (e.g. supporting documents for ethics issues) can be **required by the call and the given topic**, as shown in the submission system.

- Besides the description of the scientific and technical contents of the project, it is just as **important to address project management issues**, a **detailed time** and **cost plan** as well as the **exploitation and dissemination of results**.

Proposal Preparation

What are the components of a proposal?

Please note

All parts of the proposal are **equally important**!

A proposal that **demonstrates research objectives** and **methods extremely well** has **little chances of success** if the **project management structure** is **not elaborated** and **convincing**, or if the **exploitation planning** is **not described sufficiently**.

Find **templates**, examples and guidance notes on the Participant Portal.

Proposal Preparation

General comments:

- **Strictly adhere to all formal standard admissibility criteria** (i.e. electronically submitted on time, complete, readable, accessible, printable, etc.)

- Proposals that **do not meet the basic admission criteria** will **not be taken into account** and **are excluded from evaluation**!

Proposal Preparation

What are the key evaluation criteria? If not stated otherwise:

- The **specific aspects** to be considered in each case **depend on** the **type of action**. However, experts will generally evaluate on the basis of the criteria **'excellence'**, **'impact'** and **'quality and efficiency of the implementation'**.

  - **Scientific-technological excellence** and **relevance** for the goals set out in the work programme under the relevant topic
  - **Expected impacts** based on the **progress, exploitation and dissemination of results**
  - **Quality and efficiency** of the **implementation** and the **management** of the project: **Complementarity of consortium**, **qualification of partners**, **appropriateness of management structures** and **procedures**, **risk and innovation management**, etc.

Proposal Preparation

What are the key evaluation criteria?

Please note

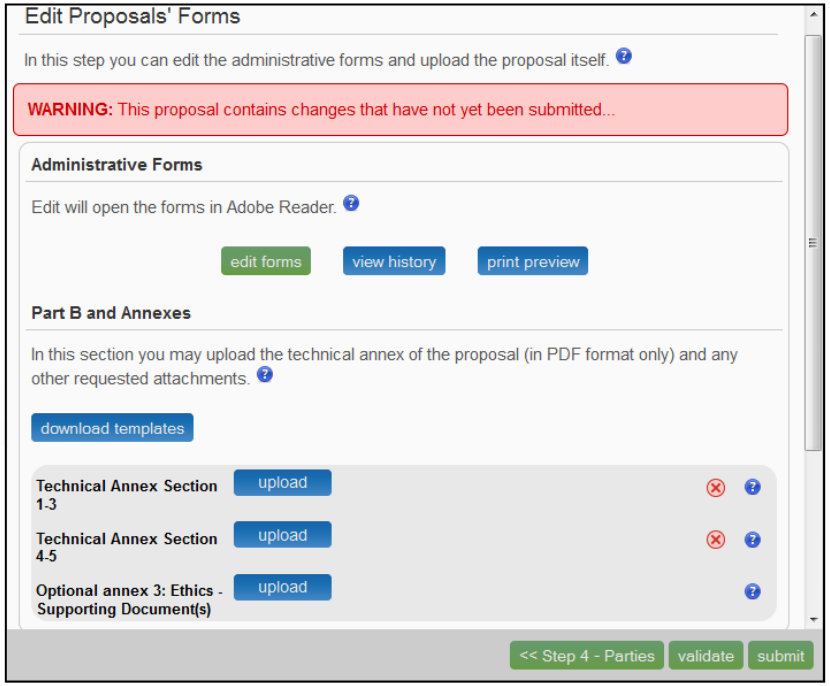
The **standard admissibility conditions** are set out in the **General Annex B** of the **main work programme**.

On top, there might be **further requirements** defined in the **call specific work programmes**. The work programmes **determine** the **thresholds for the single evaluation criteria** that need to be reached to proceed!

Proposal Submission

Where and how do I submit a proposal?

- In **Horizon 2020**, all **proposals** must be **submitted online**, via the **electronic proposal submission and evaluation system of the Participant Portal**.
- The date and time of receipt of submitted proposals are recorded.
- Details are available on the given call and topic page.



The **H2020 Online Manual** provides a detailed **step-by-step guide** on how to electronically submit the proposal.

Proposal Submission

Where and how do I submit a proposal?

1. **Before submitting** a proposal, **your organisation needs to be registered** and **validated** by the European Commission.
2. **Access** the **proposal submission system** that is provided from the **topic page** after choosing the required action type.
3. As a **proposal coordinator** you can set up the consortium ('Add Partners'), and give access to other contact persons.
4. The **administrative forms** of the proposal have to be filled online. Guidance is provided directly in the form.
5. **Proposal templates** for the **technical annex** can be downloaded from the system. The **technical annex** and **any additional annexes** have to be **uploaded as PDF documents**.
6. For calls with a **specific deadline** you can **submit your proposal several times** before the call deadline, e.g. to make updates or changes.

Proposal Submission

Where and how do I submit a proposal?

Please note

Proposals can be **submitted in any official language of the EU**. However, it is necessary to include an **English version of the abstract** and a **translation of the proposal** for evaluators is desired.

We recommend to **submit your proposal in English** to **avoid translation errors**.

Proposal Submission

What do I need to consider when submitting a proposal?

- **Follow** the **instructions** and respect all **formal admissibility** and **eligibility criteria** (deadlines, templates, number of partners, etc.).
- Proposals that are **submitted too late**, **incomplete** or **fail to comply with other formal requirements** will **not be evaluated** (You won‘t be given a possibility to make improvements!).
- Get in touch with your **National Contact Points** early on.
- We recommend **not to contact the EC** with questions concerning the **status of your proposal** in the first weeks after the submission.

Proposal Submission

What do I need to consider when submitting a proposal?

Our advice

Never plan to submit in the last minutes of the call!

Make an **early submission to check** out the **procedure** and your **proposal**. Make sure to **submit your proposal one day before** the **submission deadline** at the latest. Due to a possible system overload, it might come to technical difficulties.

You are free to **re-submit your documents as many time as you like** before the deadline. **Each submission overwrites** the **previous one**. The system will **always consider** the **most recent uploaded version**.

If in trouble, **immediately call the submission service helpdesk**.

Proposal Evaluation

How does the evaluation procedure of my proposal work?

- After the submission, each proposal is **evaluated by several independent experts (evaluators)**.
- The **proposals are being evaluated by each expert individually** and according to **standard criteria** (individual evaluation).
- Experts who evaluated the same proposal will **discuss the results** of their **individual evaluations in a consensus group**, to agree on a **common position**, including comments and scores.

Proposal Evaluation

How does the evaluation procedure of my proposal work?

- **Exceptions to score calculations** (e.g. arithmetic mean) are **given in the call** or **work programme**.
- For further information, please consult the **Grants Manual section** on **Proposal submission and evaluation**.
- All proposals with a **positive evaluation** are **ranked** and will be **funded according to** their **position in the ranking and the available budget**.

Proposal Evaluation

How does the evaluation procedure of my proposal work?

Our advice

Take the **evaluation criteria** into account when **preparing and drafting your proposal**: **Excellence – Impact – Quality and Efficiency of Implementation!**

For ***Innovation Actions*** and the ***SME Instrument***, the **criterion 'impact'** is always **weighted by 1,5**.

In the case of ***ERC***, **only** the **criterion 'excellence'** is evaluated.

Proposal Evaluation

When and how do I get to know the results?

- The **evaluation procedure** will take up to a **maximum of five months**.
- A description of the **expected evaluation procedure** is published in the **General Annex H** of the **work programme**.
- **Coordinators** and **Participant Contacts** are informed by the **Evaluation Results Letter** of how the proposal did in the evaluation.
- If your **proposal** happens to be on the **reserve list of the ranked proposals** (in case other proposals are withdrawn, excluded or extra funding becomes available), it can take up to **several months until a decision is made** and **until the coordinator is informed**.