Horizonte Europa
Cómo redactar una propuesta
El apartado de Implementación

HORIZONTE EUROPA
@HorizonteEuropa

11 mayo 2022
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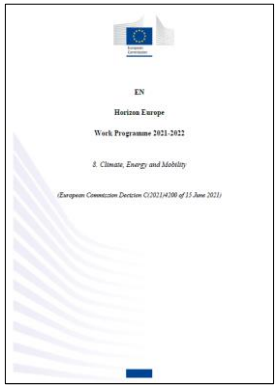
Horizonte Europa Energía
CDTI

Advertencia

- Esta presentación no sustituye la información proporcionada en los documentos y guías oficiales

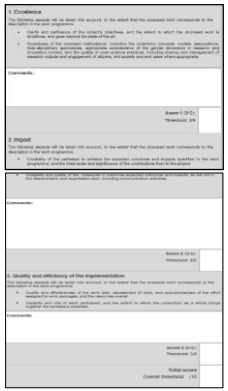
Documentos a tener en cuenta

Workprogramme



Proposal Template

Proposal Evaluation Form



¡Usar la última versión - se van actualizando!

Funding and Tenders Portal – Reference Documents
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents

Criterio de evaluación 3. Calidad y eficiencia de la implementación

Implementation

Quality and effectiveness of the workplan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall

Capacity and role of each participant, and the extent to which the consortium as a whole brings together the necessary expertise

3 – Implementation

3.1 Work plan and resources ([e.g. 14 pages –including tables]

3.1.1 **Overall structure of the work plan**

3.1.2 **Timing** of the different **Work Packages** and their components (**Gantt chart**)

3.1.3 Graphical presentation of the **components** showing how they **inter-relate** (**Pert chart** or similar)

3.1.4 Detailed work description

Table 3.1a “List of Work Packages”

Table 3.1b “Work Package description”

Table 3.1c “List of deliverables”

Table 3.1d “List of milestones”

3.1.5 **Critical risks** relating to project implementation (table 3.1e)

3.1.6 **Effort** assigned to Work Packages. Resources (table 3.1f, table 3.1g, table 3.1h, table 3.1i)

3.2 Capacity of participants and consortium as a whole [e.g. 3 pages]

3.2.1 Description of the **consortium**

3.2.2 Other countries and international organisations

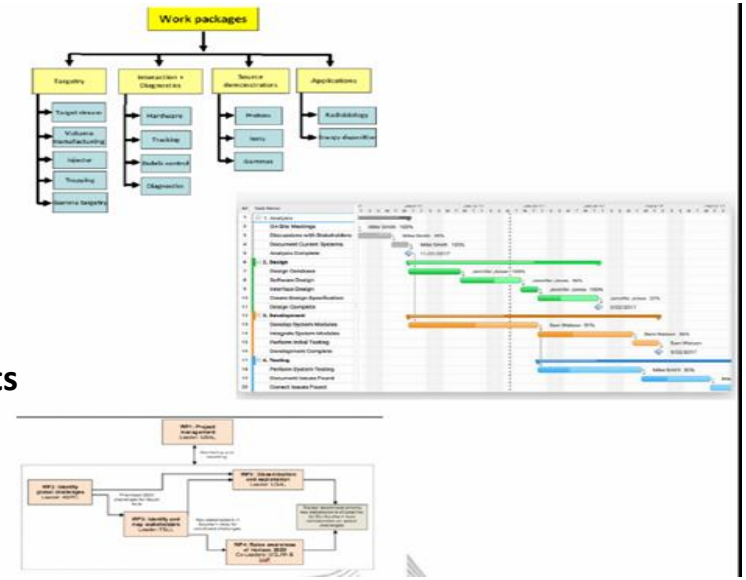
3 – Implementation

3.1 Work plan and resources

3.1.1 Overall structure of the work plan

3.1.2 Timing of the different Work Packages and their components (Gantt chart)

3.1.3 Graphical presentation of the components showing how they inter-relate (Pert chart or similar)



3.1.4 Detailed work description

Table 3.1a "List of Work Packages"
Table 3.1b "Work Package description"
Table 3.1c "List of deliverables"
Table 3.1d "List of milestones"

Table 3.1a: List of work packages

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

3 – Implementation

3.1 Work plan and resources

- ¿Es adecuada la estructura del Workplan?
- ¿Se ha hecho un buena programación de los Paquetes de Trabajo? ¿están claras sus interdependencias y cómo se realimentan?
- ¿Están bien definidos y bien planificados en el tiempo los milestones y los deliverables?
- ¿Se han descrito suficientemente los Paquetes de Trabajo y tareas asociadas para entender bien el trabajo que representan y se han justificado los recursos asignados?

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

Participants involved in each WP and their efforts are shown in table 3.1f. Lead participant and starting and end date of each WP are shown in table 3.1a.)

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants. Deliverables linked to each WP are listed in table 3.1c (no need to repeat the information here).

Table 3.1c: List of Deliverables[2]

Only include deliverables that you consider essential for effective project monitoring.

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

Table 3.1d: List of milestones

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

KEY

Due 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

3.1 Work plan and resources

3.1.5 Critical risks relating to project implementation

- Critical risk => plausible event or issue that could have an adverse impact on the ability of the project to achieve its objectives

- El **plan para la gestión de riesgos** debe incluir:
  - **Mitigation measures** => medidas proactivas para prevenir los riesgos
  - **Contingency measures** => medidas a adoptar en caso de que los riesgos se materialicen, soluciones para contrarrestar, con responsabilidades asignadas a los socios

- Proporcionar un nivel de riesgos según:
  - **Likelihood** => probabilidad de que el riesgo se materialice, incluso después de tener en cuenta las medidas de mitigación
  - **Severity** => la seriedad del riesgo y la importancia de su efecto

Table 3.1e "Critical risks for implementation"

Level of Likelihood/Severity: L (Low), M (Medium), H (High)

Description of risk	Likelihood/ Severity	Work Package (s) involved	Proposed mitigation and contingency measures
	L/M		**Mitigation measure:** **Contingency measure:**
	L/H		

3 – Implementation

3.1 Work plan and resources

3.1.5 Critical risks relating to project implementation

Incluir **tipos principales de riesgos:**

- **Técnicos** => asociados a los desarrollos científico/tecnológicos
  - *integration of all components may fail given their diverse TRL*
  - *No agreement in requirements and architecture definition*
  - *not obtaining the expected value in a given parameter*
  - *not passing a certain test*
- **Administrativos** => asociados a temas de gestión
  - *underperformance of partners/partner leaves the consortium*
  - *delay in submission of deliverables*
- **Explotación** => asociados a las vías y actividades de explotación
  - *resultant technology will not be commercially viable*
  - *business model not feasible or not fit for the target market*

- **Other**
  - *Social acceptance of technology and results*
  - *Covid-19, Ukraine war…*

3 – Implementation

3.1 Work plan and resources

3.1.6 Effort assigned to Work Packages. Resources

Table 3.1f "Summary of staff effort"

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

- Overview of Budget distribution

Table 3.1g "Subcontracting costs' items"

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

Subcontracting

- Implementar tareas del proyecto (no core tasks) (no tareas coordinador)
- Sólo partes limitadas del proyecto
- Procedimiento selección => asegurar la mejor relación calidad-precio y evitar conflictos de interés
- No se aplica el 25% de costes indirectos
- Justificar bien la razón para la subcontratación, sobre todo si los costes son elevados

3 – Implementation

3.1 Work plan and resources

3.1.6 Effort assigned to Work Packages. Resources

Table 3.1h "Purchase costs' items"

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

Example

Other Goods, Works and Services (dentro de Purchase costs)

- Pequeños servicios, no cubren tareas del proyecto
- Se les aplica el 25% de costes indirectos
- Ej. alquiler de salas, catering, certificados de auditoría, página web, consumibles y suministros, publicaciones y actividades de diseminación, gastos IPR

- Purchase costs => son los antiguos "Other Direct Costs" de Horizon 2020
- Incluyen => "**travel and subsistence"**, "**equipment"** y "**other goods, works and services"**
- Una tabla por participante cuyos "Purchase costs" > 15% costes personal
- Listar los items por orden de coste, de mayor a menor
- El evaluador valorará si los costes son razonables => explicar y justificar bien cada item

3 – Implementation

3.1 Work plan and resources

3.1.6 Effort assigned to Work Packages. Resources

Table 3.1i "Other costs categories' items" (if aplicable)

Participant Number/Short Name		
	Cost (€)	Justification
Internally invoiced goods and services		
...		

- Una tabla por participante con "Other costs", independientemente del porcentaje sobre los costes de personal

Table 3.1j "In-kind contributions provided by third parties"

Participant Number/Short Name			
Third party name	Category	Cost (€)	Justification
	Select between Seconded personnel Travel and subsistence Equipment Other goods, works and services Internally invoiced goods and services		

- Una tabla por participante que utilice "In-kind contributions"

3 – Implementation

Pequeño resumen de categorías de costes (parte A)

A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries

B. SUBCONTRACTING COSTS

C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services

D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- *[**D.3** Transnational access to research infrastructure unit costs]*
- *[**D.4** Virtual access to research infrastructure unit costs]*
- *[**D.5** PCP/PPI procurement cost]*
- *[**D.6** Euratom Cofund staff mobility costs]*
- *[**D.7** ERC additional funding]*
- *[**D.8** ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]*

E. INDIRECT COSTS

3 – Implementation

3.2 Capacity of participants and consortium as a whole

3.2.1 Description of the consortium

Figure 3.2.1 Partners Distribution (map)

Table 3.2.1 a Participants expertise and role in the project

Partner	Participant expertise relevant to the project	Role in the project

3.2.2 Other countries and international organisations

For countries or international organisations not automatically eligible for funding => explain why the participation of the entity is essential to successfully carry out the project

3 – Implementation

3.2 Capacity of participants and consortium as a whole

3.2.1 Description of the consortium

- Describir el consorcio, la contribución de cada socio
- Indicar cómo los miembros del consorcio reúnen todo el conocimiento necesario y cómo se corresponde con los objetivos del proyecto
- Destacar si los socios han trabajado antes juntos en proyectos o asociaciones / partenariados
- Describir cómo se complementan unos a otros y cómo se cubre toda la cadena de valor
- Explicar expertise en Social Science and Humanities, Open Science practices y Gender aspects
- Explicar cómo los socios tendrán acceso a infraestructuras críticas necesarias para el proyecto
- Incluir descripción de “affiliated entities” y “associated partners”
- Describir la involucración industrial/comercial para asegurar la explotación de los resultados
- Si ha comité asesor, indicar quien lo forma y cuando se requerirá.
- Importante Parte A => Individual members of the consortiym are described under Part A. Varias tablas (slides siguientes)

Fin de la parte B

Algunas cuestiones de la parte A

Researchers table

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] [Man] [Non-binary]			[Category A – Top grade researcher] [Category B – Senior researcher] [Category C – Recognised researcher] [Category D – First stage researcher]	[Leading] [Team member]		[ORCID] [Researcher Id] [Other - specify]

Example, not to complete

[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).

Información sobre cada participante

Role of participating organisation in the project *Applicants may select more than one option.*		*Definitions*
Project management	☐	*Click if your organisation will do project management activities (i.e. assigning the tasks, reporting and interface with the EC). These tasks are normally carried out by the coordinator, but other participants can also contribute.*
Communication, dissemination and engagement	☐	*Click if your organisation will be in charge of communication, dissemination and engagement. This can be centralised by one partner or split across the partners.*
Provision of research and technology infrastructure	☐	*Click if your organisation is providing a research facility or research equipment.*
Co-definition of research and market needs	☐	*Click if your organisation will be involved in the co-defining the research and market needs. Usually it is a company that intends to later use the research results, or a NGO that will test the solution. This will help the project further tailor its results to respond to specific needs of the end user.*
Civil society representative	☐	*Click if your organisation belongs to civil society (NGO, association, organisation, consumer group, community group, charity, etc.).*
Policy maker or regulator, incl. standardisation body	☐	*Click if your organisation is a policy maker (local, regional, national, European level), regulator or a standardisation body.*
Research performer	☐	*Click if your organisation is in charge of performing the research during the project.*
Technology developer	☐	*Click if your organisation is in charge of developing the technology during or after the project.*
Testing/validation of approaches and ideas	☐	*Click if your organisation is in charge of testing/validating the approach and ideas.*
Prototyping and demonstration	☐	*Click if your organisation is in charge of developing the prototypes and performing demonstrations.*
IPR management incl. technology transfer	☐	*Click if your organisation is in charge of IPR management including technology transfer at the end of the grant.*
Public procurer of results	☐	*Click if your organisation (public authority, hospital, university, local government, etc) will be using the results afterwards.*
Private buyer of results	☐	*Click if your organisation (from the private sector) will be using the results afterwards.*
Finance provider (public or private)	☐	*Click if your organisation will be providing the financing for the exploitation during or after the end of the project.*
Education and training	☐	*Click if your organisation is in charge of educating and training researchers.*
Contributions from the social sciences or/and the humanities	☐	*Click if your organisation is in charge of contributing to the social sciences or/and the humanities dimension to the research projec.t*
Other Specify (50 character limit):	☐	

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'.

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

Example, not complete

Ethics and Security

Ethics

- To complete the “Ethics issues table”
- If the answer is yes in any of the questions => provide additional information in the “Ethics self-assessment”
- Guidelines

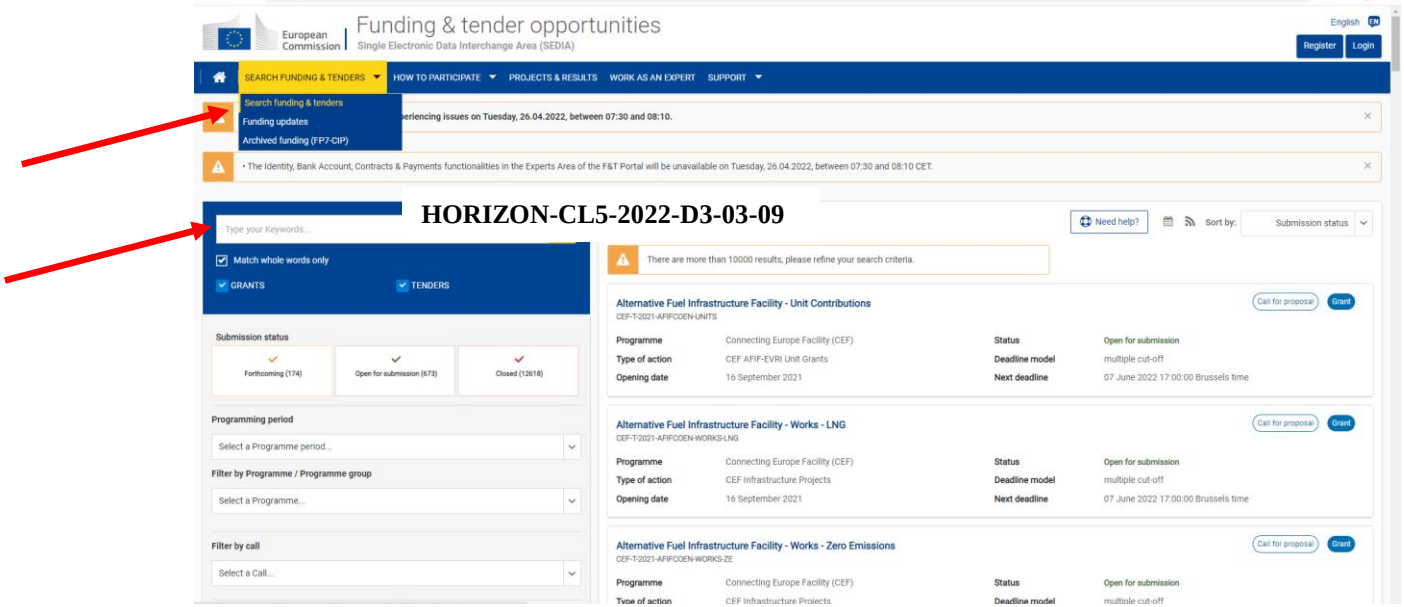
Security Scrutiny

- To complete the “Security issues table”

Aspectos sobre los que te preguntan:

- Whether the proposal uses or generates EU classified information
  - Security of information agreements with third States https://data.consilium.europa.eu/doc/document/ST-15035-2019-INIT/en/pdf
- Potential misuse of results (that could be channeled into crime or terrorism)
- Whether activities involve information or materials subject to national security restrictions

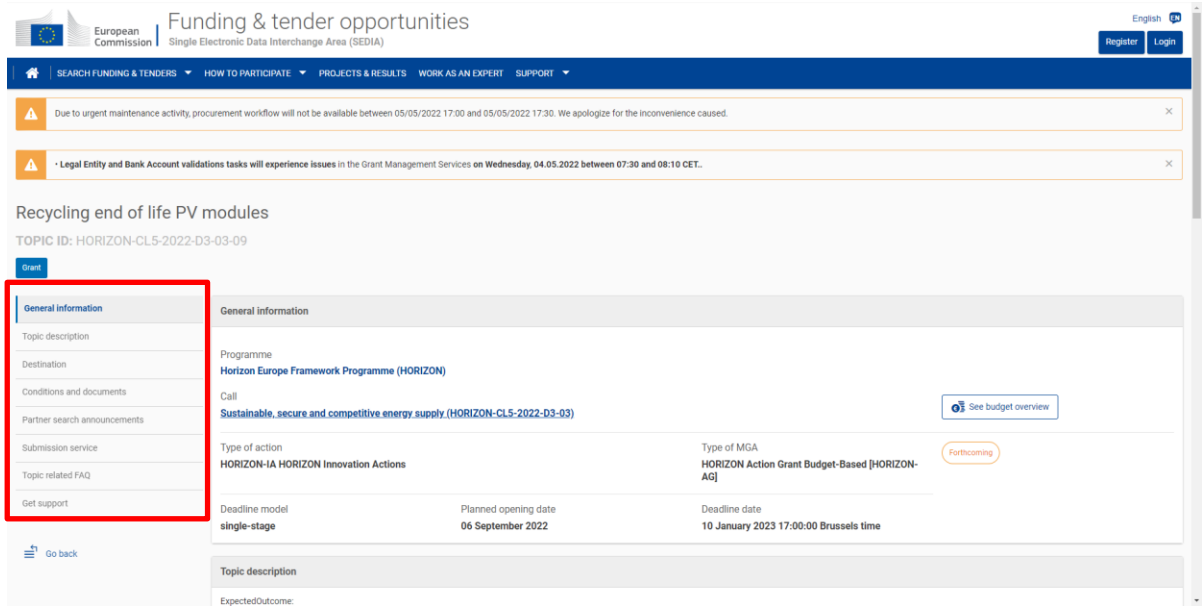
Revisar el topic en el Funding Portal



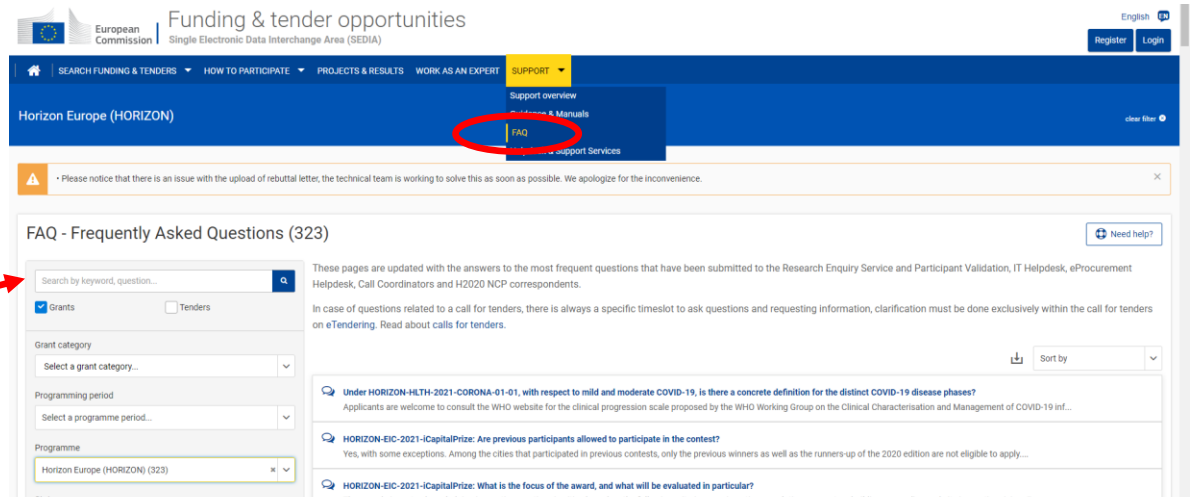
Revisar el topic en el Funding Portal

Partner Search

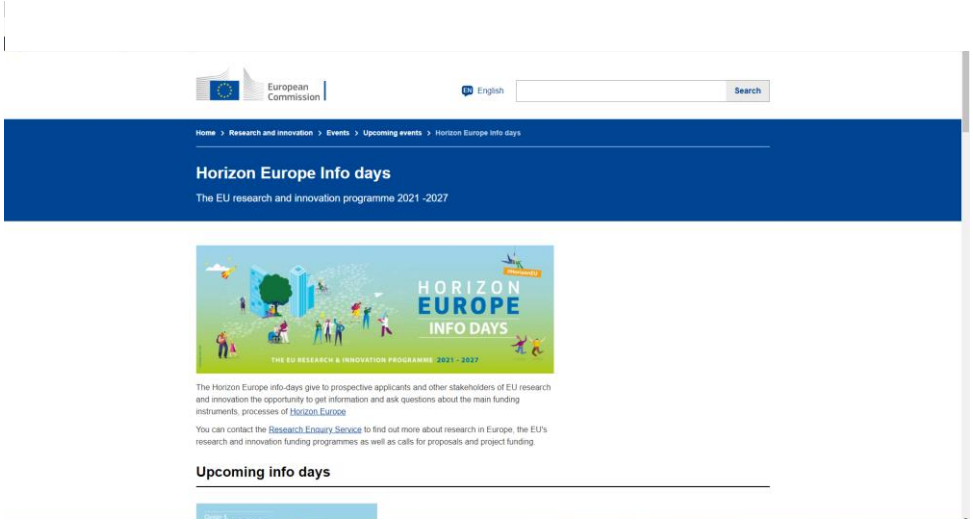
Topic FAQs



Otra forma de acceder a las FAQs



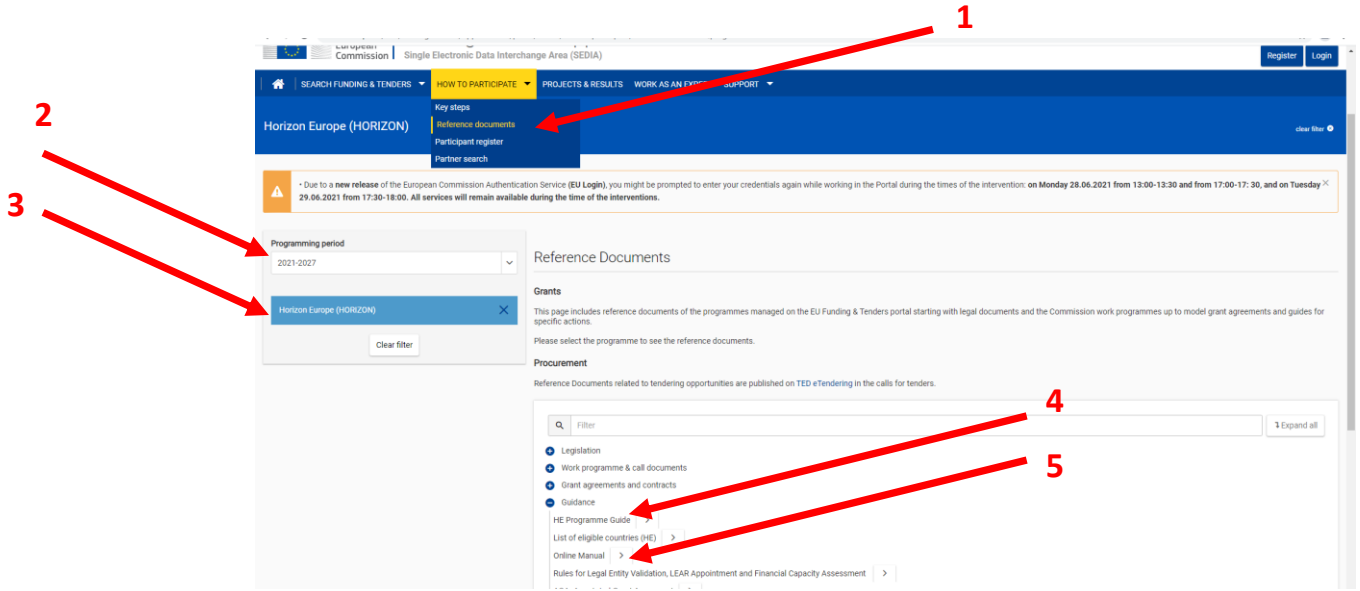
Revisar audio Infoday Comisión (3 febrero 2022)



- **Buscar en la agenda en qué sesión se presentó tu topic**
- **Ir a la presentación de esa sesión**
- **Ir al audio de esa sesión**

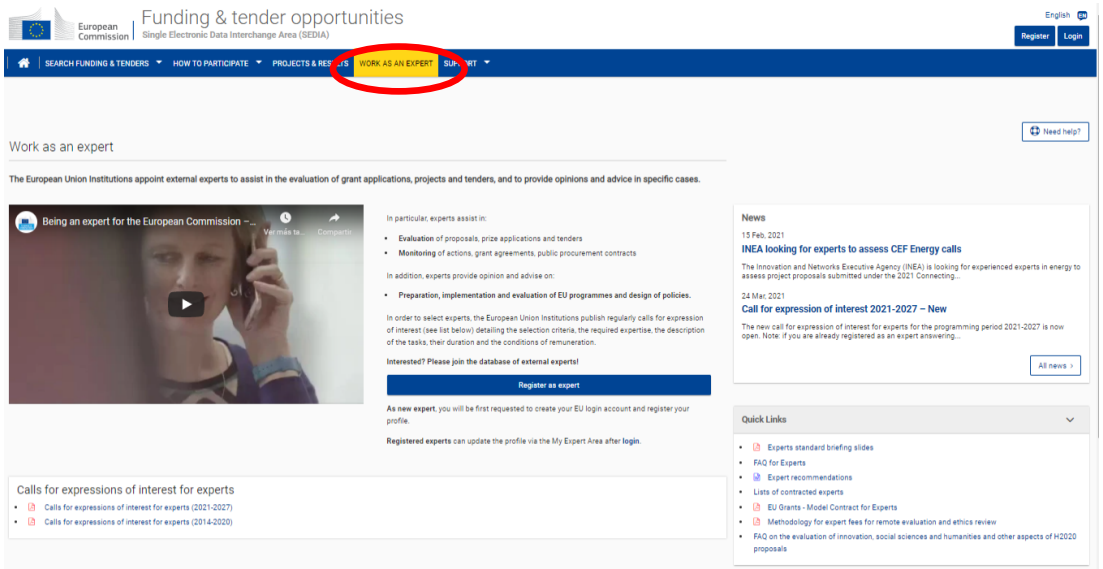
https://ec.europa.eu/info/research-and-innovation/events/upcoming-events/horizon-europe-info-days/

Programme Guide, Online Manual y “IT How to”



[Reference Documents]

Apúntate como Evaluador



Se buscan diferentes perfiles: Científico-técnicos, business, emprendedores, entidades públicas, asociaciones, NGOs…

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert

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CDTI INNOVACIÓN

Información de interés

Webinars European Commission

- How to prepare a successful proposal in Horizon Europe (24 March 2021)
- A successful proposal for Horizon Europe (21 April 2021)
- The Funding & tenders Portal for beginners (27 May 2021)
- Dissemination, Communication and Exploitation (9 June 2021)
- Tips and Tricks while writing your Horizon Europe proposal (23 June 2021)
- New features Funding & Tenders Portal (28 September 2021)
- Avoiding errors in declaring personnel costs in Horizon 2020 grants (30 September 2021)
- Horizon Results Booster (5 October 2021)
- Submission and evaluation, Grant Agreement Preparation, Legal and Financial Aspects (10 December 2021)
- Preparing and submitting a successful proposal (18 January 2022)
- Grant Agreement Preparation, Legal and Financial Aspects (26 January 2022)
- Infoday de la Comisión Clúster 5 – Calls 2022 (3 febrero 2022)
- Cost reporting of other costs (with focus on internal invoicing) (23 March 2022)
- Lump Sum funding: How does it work and what are the next steps? (7 April 2022)

Más información

Portal español Horizonte Europa
https://www.horizonteeuropa.es/

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RSS 1
ESHorizonte2020

2

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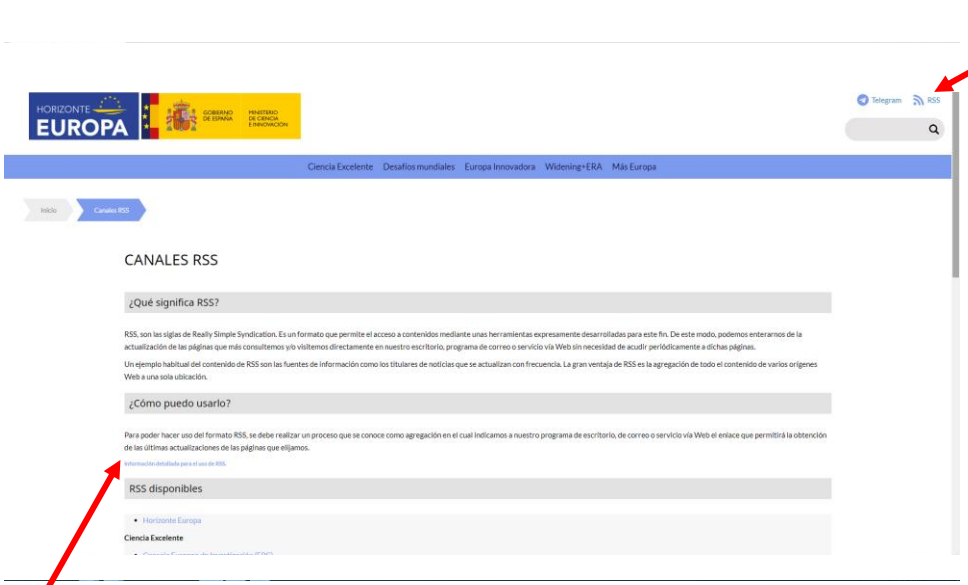
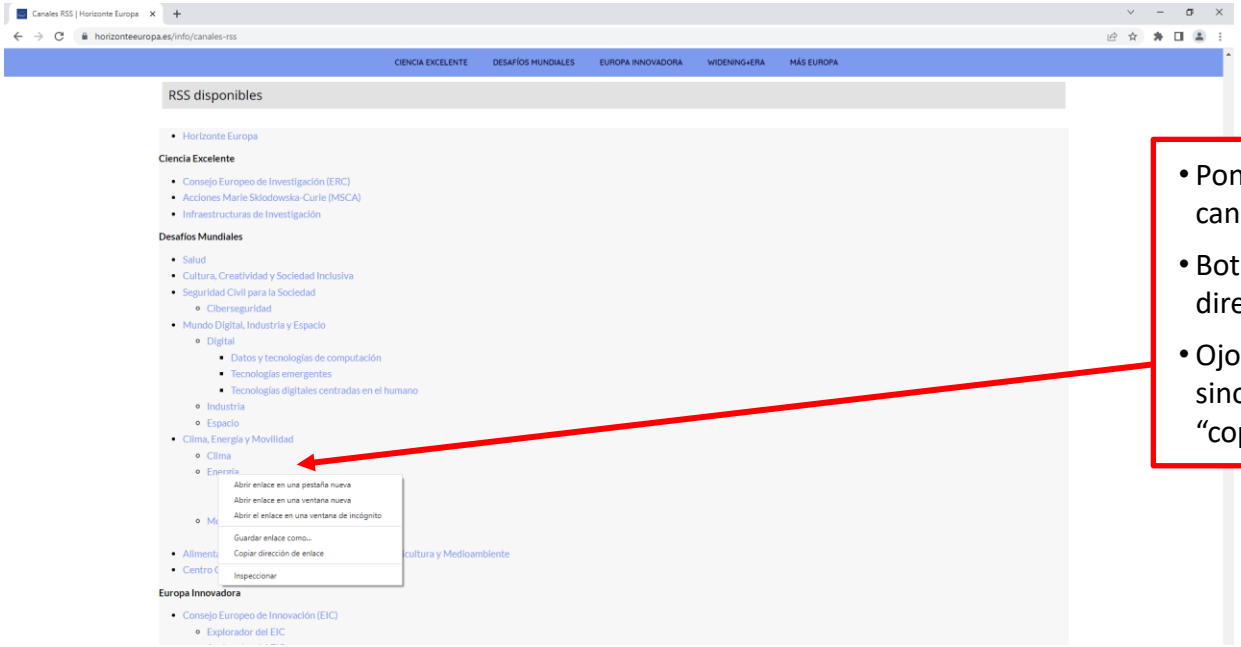
Horizonte Europa Clúster 5 Energía. CDTI
https://twitter.com/HE_Energia_CDTI

Canales RSS en www.horizonteeuropa.es (1/6)



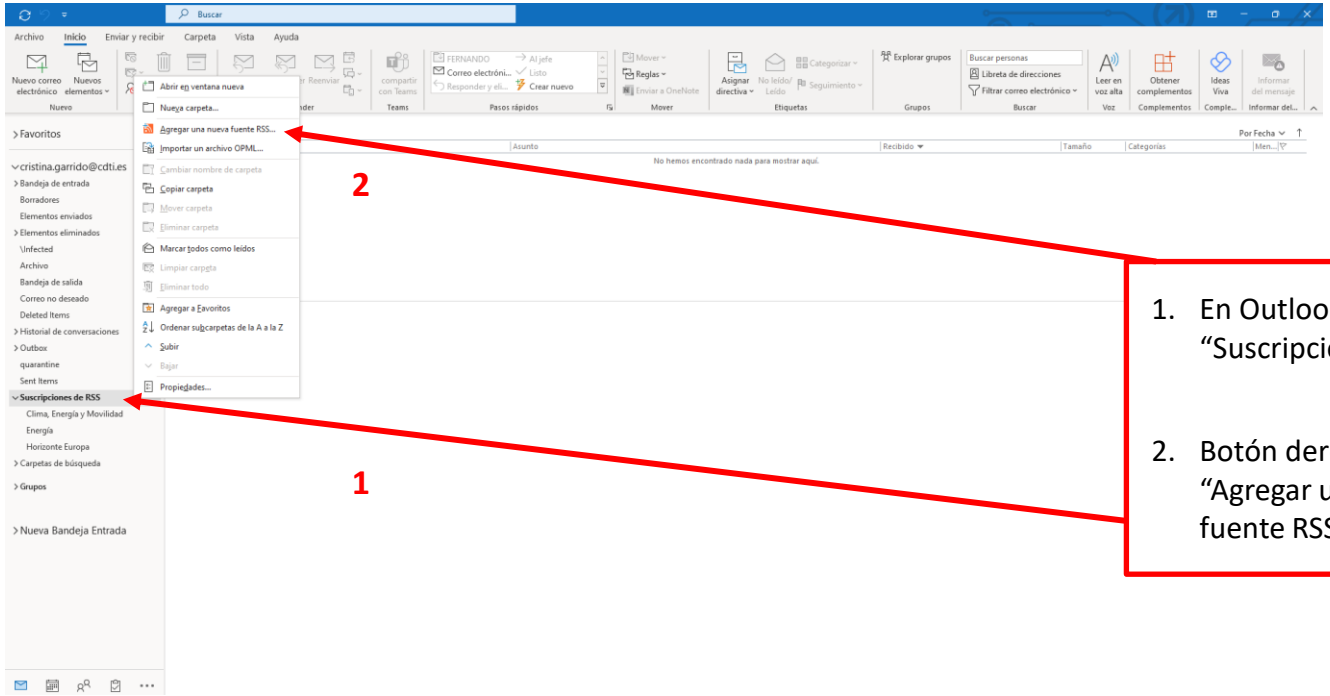
Cómo usarlo

Canales RSS en www.horizonteeuropa.es (2/6)



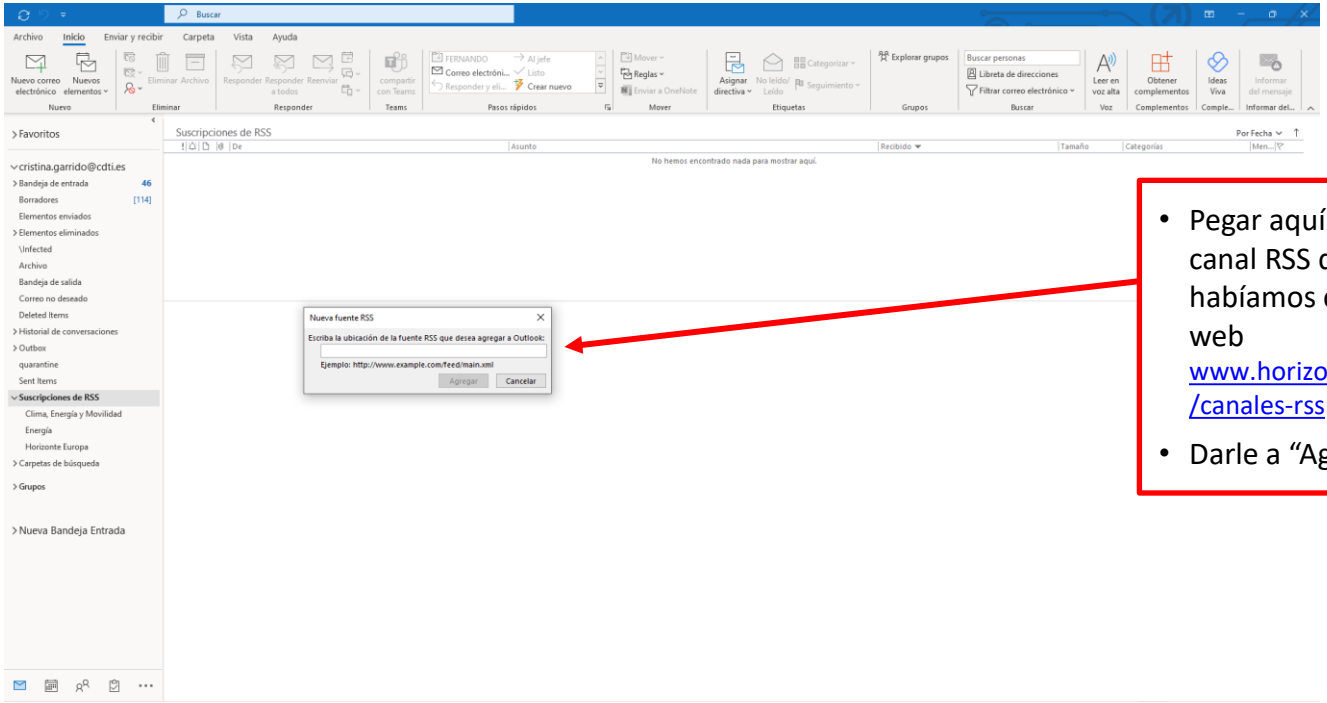
- Poner el ratón sobre el canal de tu interés
- Botón derecho y “copiar dirección de enlace”
- Ojo!: no pinchar en el canal, sino botón derecho y “copiar dirección de enlace”

Canales RSS en www.horizonteeuropa.es (3/6)



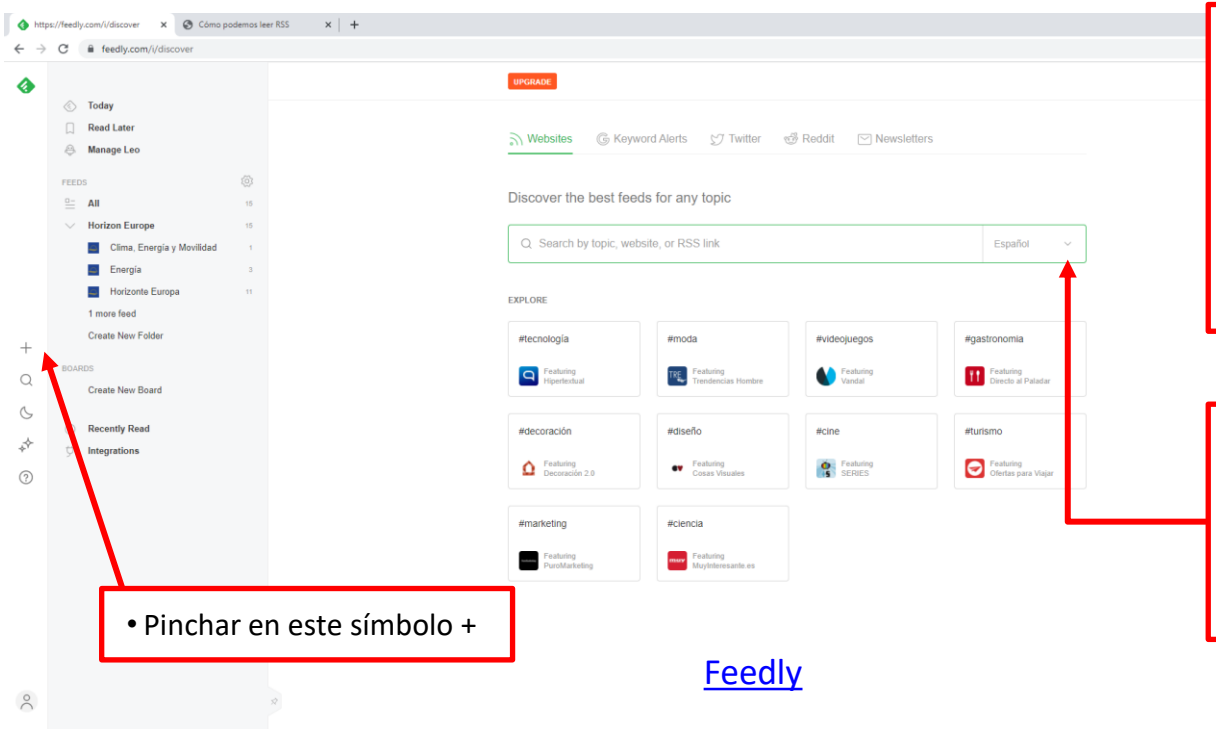
1. En Outlook, ir a “Suscripciones de RSS”
2. Botón derecho e ir a “Agregar una nueva fuente RSS”

Canales RSS en www.horizonteeuropa.es (4/6)



- Pegar aquí el enlace del canal RSS de Energía que habíamos copiado en la web www.horizonteeuropa.es/info/canales-rss
- Darle a “Agregar” y listo

Canales RSS en www.horizonteeuropa.es (5/6)



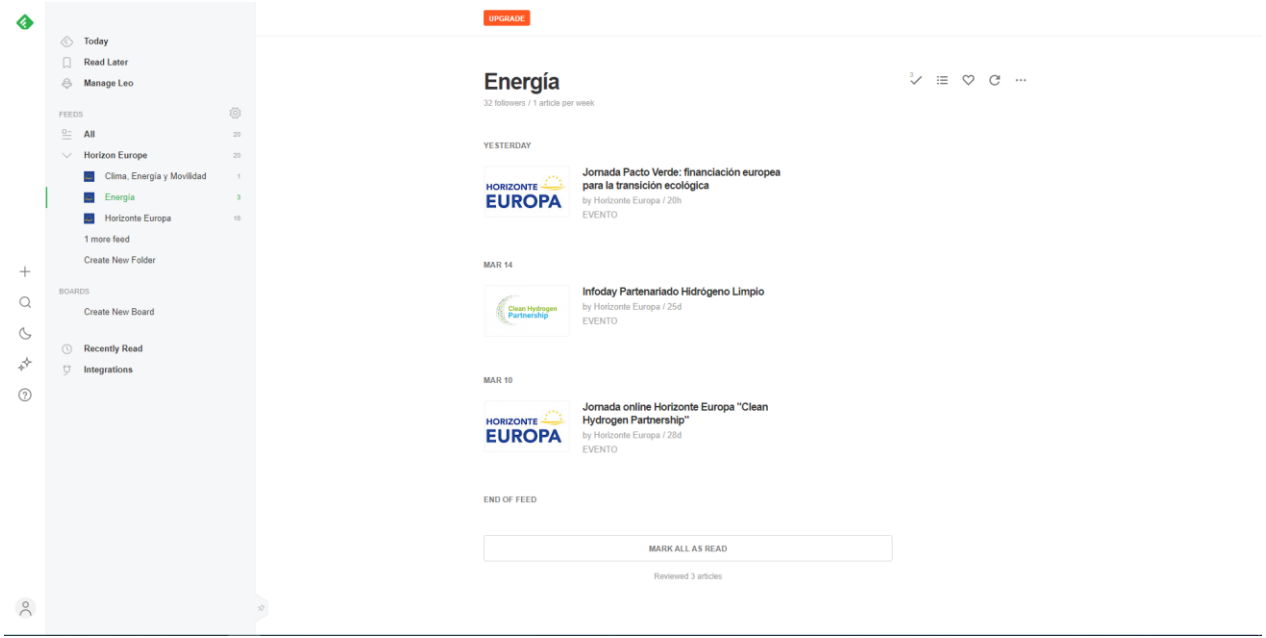
- Si no te funcionan las suscripciones de RSS de Outlook
- En Internet ir a un lector de noticias gratuito, por ejemplo **Feedly**

- Pegar aquí el enlace del canal RSS de Energía que habíamos copiado en la web www.horizonteeuropa.es/info/canales-rss

- Pinchar en este símbolo +

Feedly

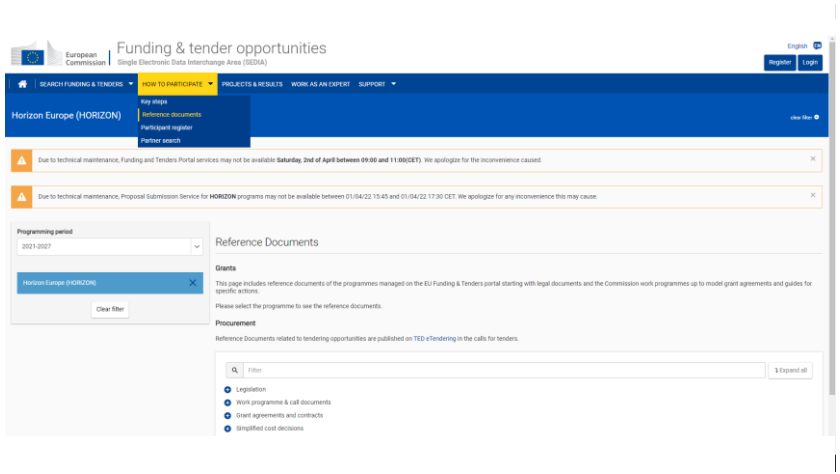
Canales RSS en www.horizonteeuropa.es (6/6)



Feedly

Información de interés

- Funding and Tenders Portal
- Work Programme Clúster 5
- Proposal Template
- Programme Guide
- Online Manual
- IT How to



Infoday CDTI y Taller preparación propuestas
Online, 11 mayo

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Mantente informado a través del Portal español de Horizonte Europa

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Conclusiones

- 3 elementos principales => Work Plan, Resources, Consortium description
- Recursos valiosos => FAQs, Programme Guide, Online Manual, Guía “IT How to”
- Mantente informado => Canales RSS del Portal HorizonteEuropa y @HE_Energía_CDTI