

# Why almost all of the Applicants in SME Instrument fail to receive a grant and How to Succeed

Course leader:  
**NIKOLAOS FLORATOS**



*European Commission Expert in Project Management of EU Projects and e-Accessibility services, Cyberall Access Ltd. Mr. Floratos mainly delivers courses on Successful Planning and Management of European Funded Projects as well as Effective Dissemination and Exploitation of European funded projects. He has also been engaged as expert from the European Commission on evaluating proposals requesting EC funding as well as reviewing EU projects since 2003 and he has managed so far more than seventy EU projects since 1997. He presents the most suitable mix as an EC expert and project manager with teaching experience. He has worked in six European countries and has cooperated and trained hundreds of individuals and organizations in successful proposal writing as well as project management of European funded projects.*

## Day 1

*SME Rituals*

09:00 - 10:30

- Welcome
- SME instrument fully explained, including successful examples

10:30 - 11:00

Coffe Break

11:00 - 12:30

- Identification of suitable SME components and how each participating organisation can get involved

12:30 - 13:30

Lunch Break

13:30 - 15:00

- 10 steps for successful H2020 proposal submission

15:00 - 15:30

Coffe Break

15:30 - 17:00

- 10 steps for successful H2020 proposal submission (cont.)

## Day 2

*How to impress the evaluators with your proposal*

09:00 - 10:30

- Recapitulation
- Work on "Excellence" Evaluation Criterion

10:30 - 11:00

Coffe Break

11:00 - 12:30

- Work on "Impact" Evaluation Criterion

12:30 - 13:30

Lunch Break

# Day 2

13:30 - 15:00

- Work on “Quality and Efficiency” Evaluation Criterion

15:00 - 15:30

Coffe Break

15:30 - 17:00

Work in groups - Hands on Practice:

- Get familiar with part B/Template of an SME instrument application form for both phases 1 and 2
- Map SME instrument evaluation criteria within the application forms for both Phase 1 and Phase 2
- Provide suggestions on how to address each evaluation criterion in specific templates

# Day 3

Writing your own winning application under SME instrument

09:00 - 10:30

- Recapitulation
- Discussion on participants project ideas , tips & hints, feedback from EC expert

10:30 - 11:00

Coffee Break

11:00 - 12:30

- Familiarisation with SME Instrument evaluation protocol and processes as run by the EC
- Evaluate a specific SME instrument proposal by formulating appropriate questions and answers

12:30 - 13:30

Lunch Break

13:30 - 15:00

- Individual or group work in your own SME instrument proposal with the support of an EC Expert/Evaluator

15:00 - 15:30

Coffe Break

15:30 - 17:00

- Individual or group work in your own SME instrument proposal with the support of an EC Expert/Evaluator (Cont.)

Venue: Science14 Atrium, Rue de La Science 14b (Brussels)



for education and social research

## European Academy for Education and social research

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