

# European Project Accelerator

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## Horizon 2020 – Developing a Successful Proposal

### Monday

9:00 – 10:30	<b>Multiannual Financial Framework 2014/2020</b> <ul style="list-style-type: none"><li>• Role of Horizon 2020 in the implementation of the Europa 2020 strategy</li><li>• Analysis of the three pillars of H2020: Science base, Industrial leadership, Societal challenges</li><li>• Focus on SMEs related funding opportunities</li></ul>
10:30 – 11:00	Break
11:00 – 12:30	<b>Understanding the new rules for participation in Horizon 2020, including international cooperation issues</b> <ul style="list-style-type: none"><li>• New funding schemes and project types</li></ul>
12:30 – 13:30	Break
13:30 – 15:00	<b>Administrative due diligence for the implementation of a project proposal</b>
15:00 – 15:30	Break
16:00 – 17:00	<b>Consortium building, role and responsibilities of the parties</b>

### Course leaders:

#### **Roberta Mancia**

Lawyer and lecturer at European Academy for Education and Social Research

Roberta Mancia has a professional background in legal and financial management of EU Programmes. She has specific competences in legal aspects related to European research legislation policies, programs and management with specific focus on the Knowledge Based Bio Economy (KBBE) sector.



# Designing the Projects Proposal - Budget

## Tuesday

9:00 – 10:30	<b>The European financial contribution</b> <ul style="list-style-type: none"><li>• Financial issues of Horizon 2020 funded projects</li><li>• Main provision in the European financial regulation and in funding agreements</li></ul>
10:30 – 11:00	Break
11:00 – 12:30	<b>General financial provisions</b> <ul style="list-style-type: none"><li>• Identification of eligible costs and non-eligible costs</li><li>• Identification of direct and indirect costs</li><li>• Subcontracting</li><li>• Overheads</li></ul>
12:30 – 13:30	Break
13:30 – 15:00	<b>Budget planning and reporting</b> <b>Financial management of the project: tools and methods</b> <ul style="list-style-type: none"><li>• Accounting Records, Timesheets, Cost Recording</li></ul> <b>Controls and sanctions</b> <ul style="list-style-type: none"><li>• Guarantee Fund</li><li>• Recovery procedures</li><li>• Financial audits certificates</li><li>• Liquidated damages &amp; Financial penalties</li></ul>
15:00 – 15:30	Break
15:30 – 17:00	<b>Practical Session</b>

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# Designing the Projects Proposal

## Wednesday

09:00 – 10:30	<b>Contractual issues of Horizon 2020 Projects</b> Analysis of Grant Agreement, Consortium Agreement, Confidentiality Agreements
10:30 – 11:00	Break
11:00 – 12:30	<b>Intellectual property right management in Horizon 2020</b>
12:30 – 13:30	Break
13:30 – 15:00	<b>10 Steps for successful H2020 proposal writing and submission</b>
15:00 – 15:30	Break
15:30 – 17:00	<b>Methodology on preparing an effective H2020 Proposal Summary</b>

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### Nikolaos Floratos

Expert in Project Management of EU Projects and e-Accessibility services, Cyberall Access Ltd

Nikolaos Floratos delivers mainly the 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.



# Designing the Projects Proposal – Work in groups

## Thursday

9:00 – 10:30	<ul style="list-style-type: none"><li>• Recapitulation</li><li>• Discussion on participants project ideas, tips &amp; hints, feedback from EC expert</li></ul>
10:30 – 11:00	Break
11:00 – 12:30	<b>Scrutinize and Familiarise with the H2020 evaluation criteria</b>
12:30 – 13:30	Break
13:30 – 15:00	<b>Scrutinize and Familiarise with the H2020 evaluation criteria</b> (Classwork in Groups- Hands on Practice)
15:00 – 15:30	Break
15:30 – 17:00	<ul style="list-style-type: none"><li>• Get familiar with part B/Template of an H2020 application form</li><li>• Map H2020 evaluation criteria within the application form</li></ul>

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# Project Evaluation and Quality Assurance of EU Funded Projects

## Friday

9:00 – 10:30

- Recapitulation

Hints and methods for effective dissemination and exploitation within H2020

10:30 – 11:00

Break

11:00 – 12:30

### Five thinking hats in PE and QA of European funded projects:

- Proposal evaluator's Hat (usually an EC expert)
- Project Reviewer's Hat (usually an EC expert)
- Devil's Advocate Hat (usually a proactive quality manager)
- Internal Evaluator's Hat (usually a partner)

External Evaluator's Hat (usually a specialised consultant)

12:30 – 13:30

Break

13:30 – 15:00

Wear different hats and evaluate a specific H2020 proposal by formulating appropriate questions and answers (Classwork in Groups- Hands on Practice)

15:00 – 15:30

Break

15:30 – 17:00

- Cont. Classwork in Groups- Hands on Practice
- Presentation of findings – Discussion on the evaluation comments

Course/Seminar evaluation

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# Brokerage Event (TBC)

## Saturday

09:00 – 11:00 **Presentation by the Institution representatives**

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11:00 – 11:30 Coffee Break

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11:30 – 12:00 **Presentation by the Institution representatives**

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12:00 – 12:30 **Presentation by the Institution representatives**

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12:30 – 13:00 **European Projects Association and the concept of the European Projects Accelerator**

**Katarina Sipic**, Secretary General of European Projects Association

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13:00 – 14:00 Lunch

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