TECHNOLOGICKÉ
CENTRUM AV ČR

# CSA PROPOSAL TEMPLATE AND MOST FREQUENT MISTAKES

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# STRUCTURE OF THE PROPOSAL

The proposal contains two parts:

- **Part A** of the proposal is generated by the IT system
  - based on the information entered by the participants through the submission system
  - participants can update the information at any time before final submission

- **Part B** of the proposal is the narrative part
  - includes three sections that each correspond to an evaluation criterion
  - needs to be uploaded as a PDF document following the templates downloaded in the submission system for the specific call or topic
  - templates for a specific call may slightly differ

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# PROPOSAL TEMPLATE – PART A

## Part A – Administrative forms

- Generated by IT system based on filled in information
  1. General information (acronym, project title, duration, free keywords, abstract, resubmission, declarations)
  2. Participants (list of participating organisations + their details)
  3. Budget
  4. Ethics (if any of the 9 ethics issues apply, need to complete the ethics self-assessment) and security (3 issues)
  5. Other questions (clinical studies / trials / investigations)

## MAIN CHANGES

- Researchers´ table
- Role of participating institution
- Self-declaration on GEP

NEW

- Moved from Part B:
  - Ethics self-assessment
  - Security questionnaire
  - Information on participants previous activities related to the call

B » A

- Removed completely:
  - Description of legal entity
  - CV of the main person in charge

Del,

# PART A – TABLE OF CONTENTS

## Table of contents

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

### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

Read more

# PART A – GENERAL INFORMATION + PARTICIPANTS

## 1 - General information

?

Fields marked * are mandatory to fill.

| | | | |
|---|---|---|---|
| Topic | | Type of Action | HORIZON-CSA |
| Call | | Type of Model Grant Agreement | HORIZON-AG |

Acronym *

Proposal title * Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months 36

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

**Abstract ***

?

xxxx

Remaining characters 1996

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? * Yes No ?

## Administrative forms

Table Of Contents | Validate Form

### Role of participating organisation in the project

| | |
|---|---|
| Project management | ☑ |
| Communication, dissemination and engagement | ☑ |
| Provision of research and technology infrastructure | ☐ |
| Co-definition of research and market needs | ☐ |
| Civil society representative | ☐ |
| Policy maker or regulator, incl. standardisation body | ☐ |
| Research performer | ☐ |
| Technology developer | ☐ |
| Testing/validation of approaches and ideas | ☐ |
| Prototyping and demonstration | ☐ |
| IPR management incl. technology transfer | ☐ |
| Public procurer of results | ☐ |

# PART A – RESEARCHERS INVOLVED - NEW

Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

## Researchers involved in the proposal

| Title | First Name | Last Name | Gender | Nationality | E-mail | Career Stage[1] | Role of researcher (in the project) | Reference Identifier | Type of identifier | Add |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | Remove |

[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).

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Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

# PART A – INFORMATION ON MAIN CONTACT

**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 | Add |
|---|---|---|
| *Publication* | *Brochure on SEWP (in Czech), author: Anna Vosečková*<br>*https://www.h2020.cz/files/OS2003815-TCAV-brozura-Sireni-excelence-H2020-web-final.pdf*<br>*3rd updated and final edition – September 2020*<br>*Brochure of 82 pages describes in detail all SEWP instruments in H2020 and includes statistical information on the outcomes of all SEWP calls as well as short description of each successful Czech project.* | |

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 | Add |
|---|---|---|
| *NCP_WIDE.NET project (GA 639034) – H2020* | *Contributor to several tasks* | |
| *EECALink project (GA 223359) – FP7* | *Leader of WP5 – Communication*<br>*EECALINK: Promotion and facilitation of international cooperation with Eastern European and Central Asian countries)* | Remove |

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

| Name of infrastructure of equipment | Short description | Add |
|---|---|---|
| *Meeting rooms in Prague with all relevant euipemen* | *Capacity 30 and 80 people* | |
| *Meeting rooms in Brussels* | *On demand* | Remove |

# PART A – GENDER EQUALITY PLAN - NEW

Administrative forms

Table Of Contents | Validate Form | Save | Save&Close

## Gender Equality Plan

?

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below? ○ Yes ◉ No

**Minimum requirements (building blocks) for a GEP**

**Public GEP:** formal document published on the institutions website and signed by the top management, addressing the following issues:

- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel and students and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Minimum areas** to be **covered** and addressed via concrete measures and targets:
  - 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.

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# SUPPORT & HELPDESK

Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**

Acronym:

Draft ID:

**Support & Helpdesk**

Online Manual | IT How To | IT Helpdesk | FAQ

**Service Desk:**

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

Edit forms | View history | Print preview

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B

BACK TO PARTICIPANTS LIST | VALIDATE

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# CSA PROPOSAL TEMPLATE

## Part B – Technical description

- Narrative part following the templates and uploaded as a PDF document
- Templates for a specific call may slightly differ
- Includes three sections that each correspond to an evaluation criterion
  1. Excellence
  2. Impact
  3. Implementation

1st stage – only 1. + 2.

## MAIN CHANGES

- Page limits reduced
  - RIA + IA full proposal – 45 pages
  - CSA full proposal – 30 pages
  - First stage proposal – 10 pages
- Glossary of terms

where evaluator expects to find it

- Detailed explanations on what exactly should be in each section with recommendations on no. of pages
- Assessment of management structures removed

# 1. EXCELLENCE

8 pages in total

## 1.1. Objectives

2 pages

- Why are they pertinent to the work programme topic?
- Are they measurable and verifiable?
- Are they realistically achievable?
  - Is the project ambitious and competitive?
  - Is the chosen scientific domain promising?

## 1.2. Coordination and/or support measures and methodology

6 pages in total

- Main idea and overall methodology, including the concepts, models and assumptions

4,5 pages

  - How this will enable you to deliver your project's objectives?
  - Refer to any challenges you may have identified in the chosen methodology and how you intend to overcome them
  - Where relevant, include how the project methodology complies with the 'do no significant harm' principle (6 environmental objectives in the EU Taxonomy Regulation = a framework to facilitate sustainable investment)

## 1.2. Methodology (continuation)

- Open science practices - implemented as an integral part of the proposed methodology 1 page
  - approach based on open cooperative work and systematic sharing of knowledge and tools
  - immediate open access to publications is mandatory
- Data management and management of other research outputs 1/2 page
  - how the data/research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable)
  - data types and their expected size
  - Data Management Plan (DMP) – a deliverable in M6

# Open Science across the programme

**Open Science**

**Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Including active engagement of society**

**Mandatory immediate Open Access to publications:** beneficiaries must retain sufficient IPRs to comply with open access requirements;

**Data sharing as 'open as possible, as closed as necessary':** mandatory Data Management Plan for FAIR (Findable, Accessible, Interoperable, Reusable) research data

- Work Programmes may incentivize or oblige to adhere to **open science practices** such as involvement of citizens, or to use the **European Open Science Cloud**
- Assessment of open science practices through the **excellence award criteria** for proposal evaluation. Under **quality of participants** previous experience on open sciences practices will be evaluated positively.
  Dedicated support to **open science policy actions**
  **Open Research Europe** publishing platform

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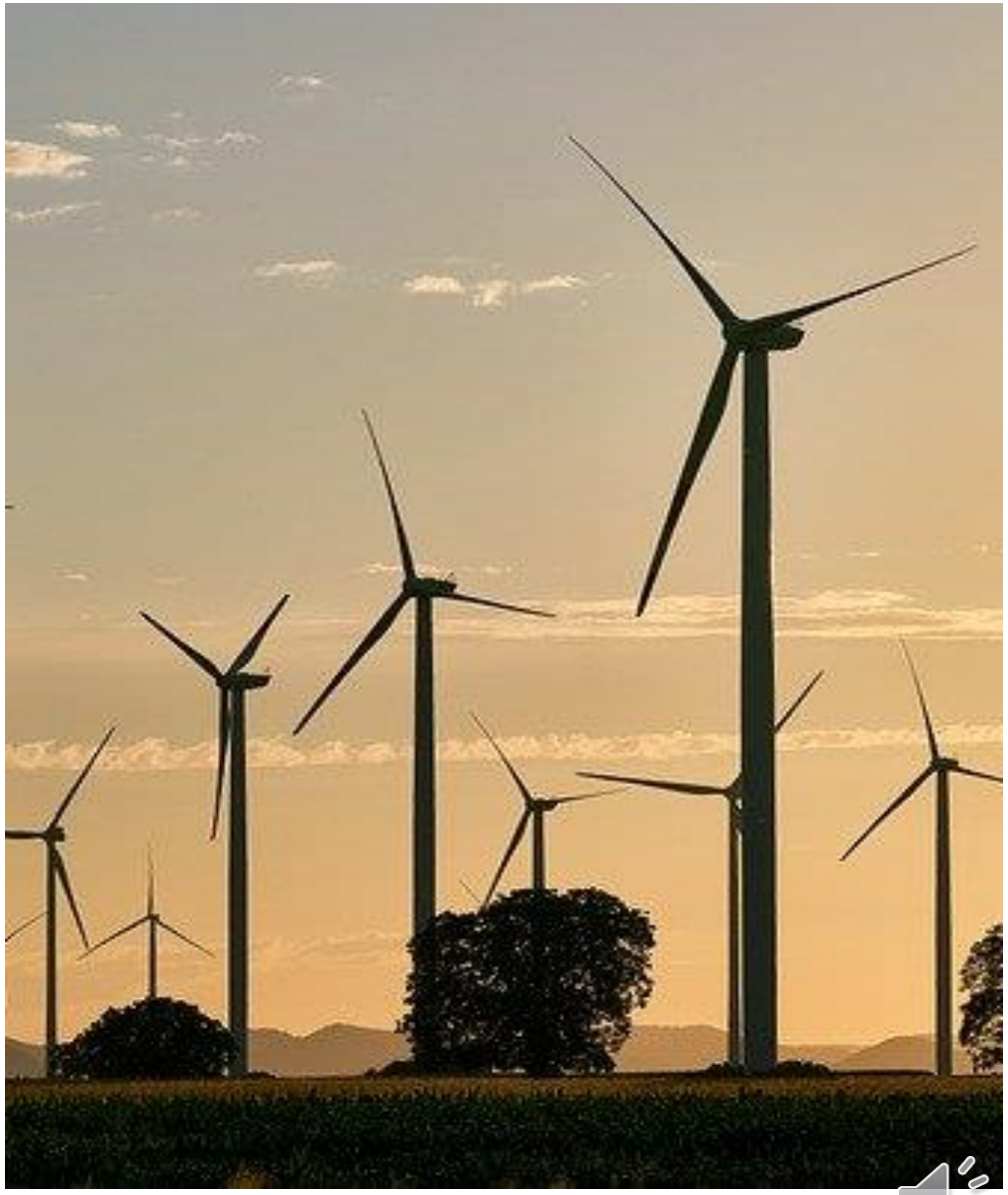
# 2. IMPACT

9 pages in total

- Credibility of the **pathways to achieve the expected outcomes and impacts** specified in the work programme, and the likely scale and significance of the contributions due to the project
- Suitability and quality of the **measures to maximise expected outcomes and impacts**, as set out in the dissemination and exploitation plan, including communication activities
- **Need to take into account**
  - EU strategic plans and priorities
  - Work programmes
    - **Expected impacts for a Destination**
    - **Expected outcomes of the Call**
  - The project itself and its concrete results

NEW TERMINOLOGY



## 2.1 Pathways towards impact

4 pages

- Explain how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project (sequence of logical steps)
  - Project results contribution to (1) the **outcomes** specified in this topic/call, and (2) the **wider impacts (scientific, economic/ technological and societal)**, in the longer term, specified in the respective destination
    - ✓ Specifically for the chosen science field (not R&I in general)
    - ✓ Include such outcomes and impacts where your project would make a significant and direct contribution
    - ✓ Include any potential negative environmental outcome or impact
  - Any requirements and potential barriers to achieving desired outcomes and impacts and measures to overcome them
  - Indication of the scale and significance of the project's contribution to the expected outcomes and impacts
    - ✓ Provide quantified estimates where possible and meaningful
    - ✓ Explain assumptions referring to any relevant studies or statistics
    - ✓ Use only one methodology for calculating your estimates

## 2.2 Measures to maximise impact - Dissemination, exploitation and communication

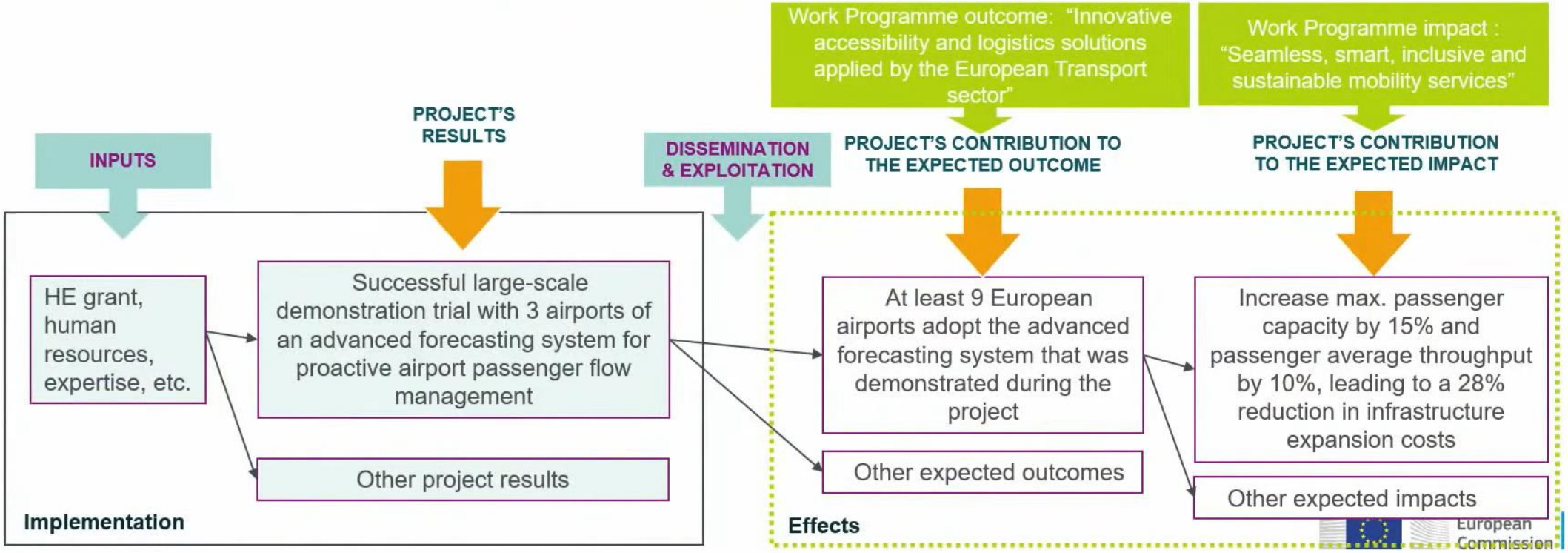
5 pages (including 2.3)

- Planned dissemination, exploitation and communication in the first version of the plan
  - An admissibility condition (unless stated otherwise in the WP
  - More detailed plan to be provided as a mandatory deliverable within the first 6 months
  - Target group(s) addressed (e.g. scientific community, end users, financial actors, public at large)
  - Communication
    - ✓ Duting the whole project duration
    - ✓ Benefits the project will have for citizens
    - ✓ the main messages as well as the tools and channels
- Outline strategy for the management of IP and foreseen protection measures (patents, design rights, copyrights, trade secrets, etc.) and how these would be used to support exploitation
  - need to sign an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.)

# Describing the impact of your proposal

**Project's pathway towards impact**

**…by thinking about the specific contribution the project can make to the expected outcomes and impacts set out in the Work Programme.**



## 2.3. Summary NEW

| Specific needs | Expected results | D & E & C measures |
|---|---|---|
| *What are the specific needs that triggered this project?* | *What do you expect to generate by the end of the project?* | *What dissemination, exploitation and communication measures will you apply to the results?* |

| Targeted groups | Outcomes | Impacts |
|---|---|---|
| *Who will use or further up-take the results of the project? Who will benefit from the results of the project?* | *What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?* | *What are the expected wider scientific, economic and societal effects of the project contributing to the expected impacts outlined in the respective destination in the work programme?* |

# 3. IMPLEMENTATION

13 pages in total

- 3.1 Work plan and resources

10 pages including tables

- Brief presentation of the overall structure of the work plan
- Timing of the different work packages and their components (Gantt chart or similar)
- Graphical presentation of the components showing how they inter-relate (Pert chart or similar)
- Tables for section 3.1

## 3.1 Work plan and resources (continued)

- detailed work description
  - 3.1a: List of work packages
  - 3.1b: Work package description
  - 3.1c: List of Deliverables
  - 3.1d: List of Milestones
  - 3.1e: Critical risks for implementation
  - 3.1f: Summary of staff effort
  - 3.1g: Subcontracting costs items
  - 3.1h: Purchase costs items
  - 3.1i: Other costs categories items
  - 3.1j: In-kind contributions provided by third parties

## 3.2 Capacity of participants and consortium as a whole)

3 pages

- Describe the consortium - how does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge
- Describe how members complement one another and contribute to the project and that each has a valid role and adequate resources
- expertise in social sciences and humanities, open science practices, and gender aspects of R&I should be mentioned
- describe affiliated entities and associated partners
- access to critical infrastructure

- ***Not valid statement in the template:***
  - *The individual members of the consortium are described in a separate section under Part A. There is no need to repeat that information here.*

## New features in the Horizon Europe proposal

### NEW FIELDS IN PART A

- Researchers table – needed to follow up researchers careers (HE indicator)
- Role of participating organisation
- Self-declaration on gender equality plan

No description of organisation
No CV of the main contact

### FIELDS MOVED FROM PART B TO PART A

- Ethics self-assessment
- Security questionnaire (**NEW!** in all HE proposals)
- Information on participants' previous activities related to the call

### NEW IN PART B

- Glossary of terms.
- Consistency on the use of terminology is ensured in all project phases (from WP to proposal and reporting)
- Extensive explanations on what exactly should be included in each section.

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# RECOMMENDATIONS 1

- SWOT analysis is the basis of a good proposal (be self-critical and especially weaknesses and threats should be well elaborated)
- Choose a limited no. of weaknesses and/or threats as objectives and bear in mind that they must correspond to the Work Programme / Destination / Call
- Make reference to relevant important EU documents and strategies (not only to national ones)
- Objectives should be reflected in Work Packages, Tasks and Deliverables
- Work plan must have logic sequences
- Do not forget to include all obligatory WPs (Management, CDE, Research)
- Roles and responsibilities of people involved in management should be clearly described
- Text should be clear and brief, structured in short paragraphs, simple sentences, avoiding buzzwords and too much abbreviations

# RECOMMENDATIONS 2

- Describe in detail interactions with national/regional authorities, research funders, research bodies, stakeholders and private sector
- Communication: detailed information is needed (list all stakeholders groups and link them with appropriate communication channel), kick off meeting (WP Management) combine with press conference + lab visit etc. (WP C&E&D)
- Figures should be backed up by statistical data with reference to their source
- Define long-term sustainability and continuation of partnership
- All three parts of the proposal (Excellence, Impact, Implementation) should be balanced
- National and regional RIS3 strategies and use of ESI Funds should be mentioned
- Updated English version of your institution website with direct link to participation in EU and international projects (for evaluators ☺)

# FEEDBACK FROM ONGOING PROJECTS (H2020) – SOME BEST PRACTICES

- Facilitated scientist-to-scientist meetings,
- Industry - research collaboration model,
- Project specific trans-disciplinary research orientation,
- Advanced partner offering two doctoral candidate positions,
- New PhD study programs at universities in widening countries,
- Increased visibility and authority of the coordinating institution,
- Achievements in the field of research,
- Initiation of an affiliation model with researchers from the ''advanced'' partners,
- Institutional reforms (various magnitude),
- Increased KPIs,
- Improved knowledge transfer, …

HorizonEU

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# PŘÍPRAVA PROJEKTŮ TWINNING – POHLED HODNOTITELŮ

- Představení nejčastějších chyb, kterých se z pohledu hodnotitelů žadatelé dopouštějí
- Workshop 06/2019
- Prezentace v PDF na webu H2020

# PŘÍPRAVA PROJEKTŮ ERA CHAIRS – POHLED HODNOTITELŮ

- Představení nejčastějších chyb, kterých se z pohledu hodnotitelů žadatelé dopouštějí
- Workshop 10/2019
- Prezentace v PDF na webu H2020

# ARTICLE IN NCP BULLETIN

- Title: Most frequent mistakes in ERA Chairs proposals and what to be aware of
- Author: Anna Vosečková
- Released in September 2019
- Pages 5 - 13

# ARTICLE IN NCP BULLETIN

- Title: Most frequent mistakes in TWINNING proposals: What to be aware of
- Author: Anna Vosečková
- Released in November 2018
- Full version on the project website

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# INFORMATION SOURCES 1

## Horizon Europe Programme Guide

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf

## FTOP - HORIZON Reference Documents

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON

## Cordis | EU research results

https://cordis.europa.eu/projects/en

## WIDERA Work Programme 2021-2022

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-11-widening-participation-and-strengthening-the-european-research-area_horizon-2021-2022_en.pdf

# INFORMATION SOURCES 2

## BROŽURA SEWP V H2020

- 3. aktualizace  brožury edice Vademecum H2020 Šíření excelence a rozšiřování účasti (SEWP) vychází z dokumentů EK platných k srpnu 2020

## EUROPEAN COMMISSION´S WEBINARS

- EC Workshop „Recipe for success: Tips and Tricks while writing your Horizon Europe proposal“, 23 June 2021 during R&I Days

  https://www.youtube.com/watch?v=OyG7UcjkFBs

- EC Webinar „How to prepare a successful proposal in Horizon Europe“, 24 March 2021

  https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210324.htm

- Webinar on Dissemination & Exploitation in Horizon Europe

  https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210609.htm

# OTÁZKY?

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