



HORIZON EUROPE

THE EU
RESEARCH &
INNOVATION
PROGRAMME 2021 – 27

RESEARCH
AND
INNOVATION



PROPOSAL WRITING CAMP

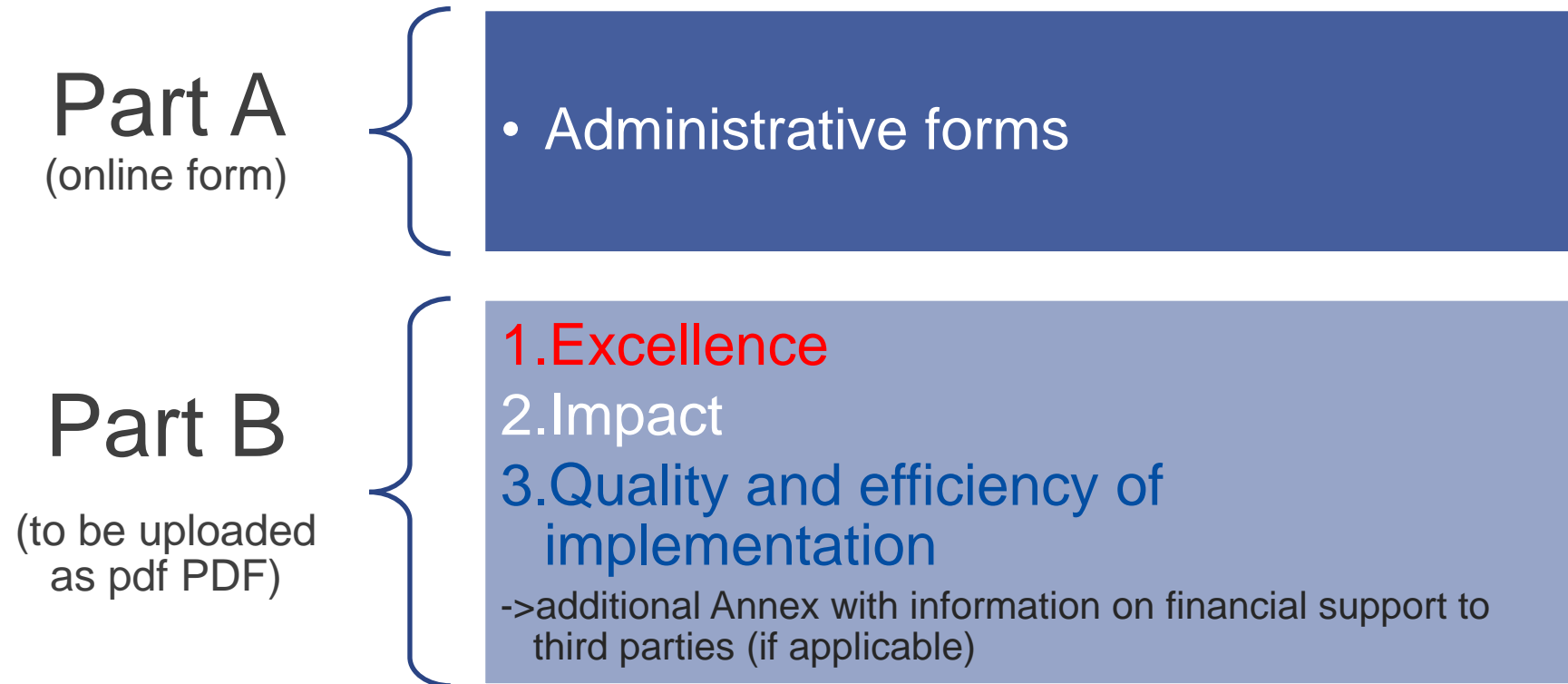
Session 4: Proposal application form - Quality and efficiency of the implementation





1. Work plan principles
2. Group work: Preparation of a workplan

Example: structure of a HORIZON EUROPE - RIA (Research & Innovation Action)



RIA (Part B)

1. Excellence

1.1 Objectives and ambition

1.2 Methodology

2. Impact

2.1 Project's pathways to impact

2.2 Measures to maximise impact Dissemination Exploitation and Communication

2.3 Summary

3. Quality and efficiency of the implementation

3.1 Work plan and Resources

3.2 Capacity of participants and consortium as a whole

B3. Quality and efficiency of the implementation

3.1 Work plan and Resources (14 pages including all tables / 19 pages for topics using lump sum funding)

3.2 Capacity of participants and consortium as a whole (3 pages)

Award criteria – aspects to be taken into account

- ✓ *Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall*
- ✓ *Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.*

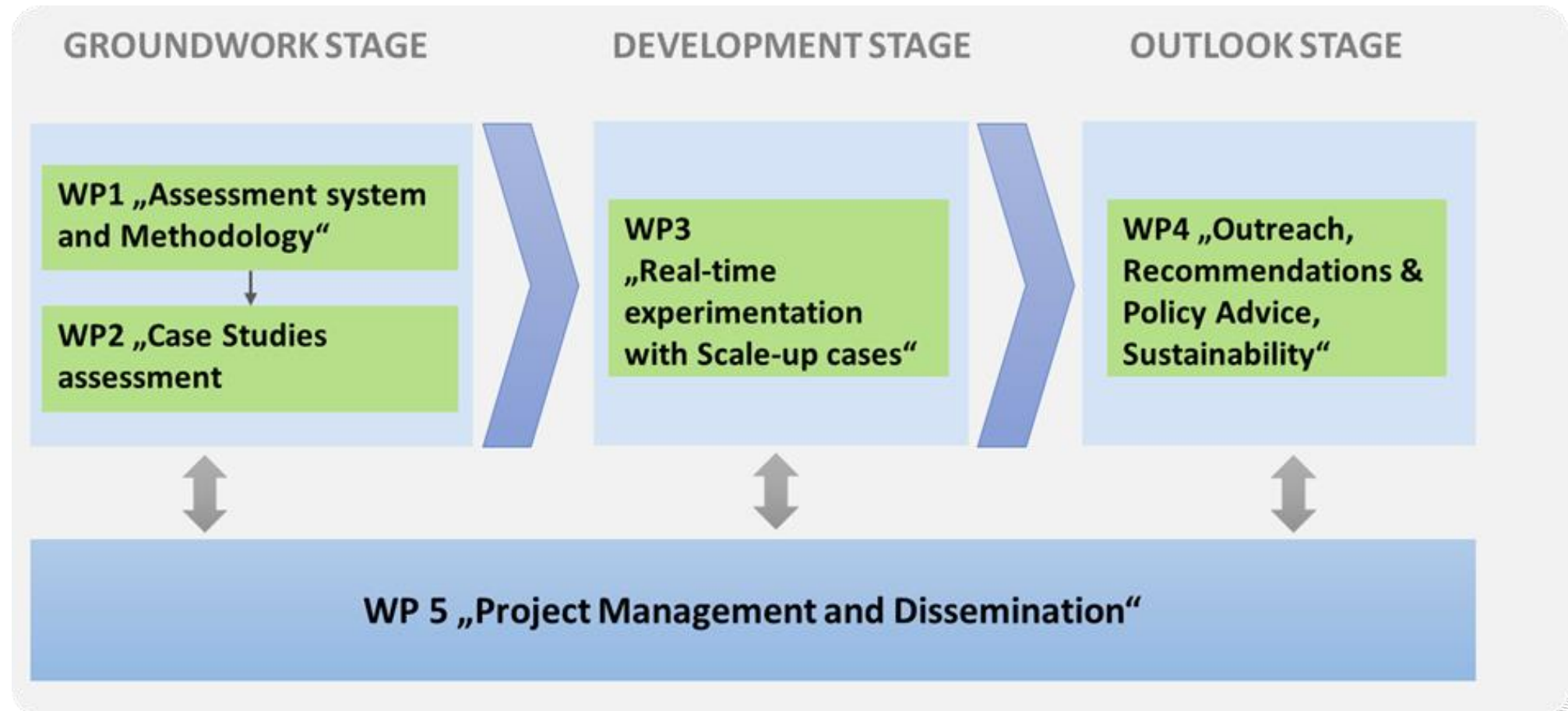
B3.1 Work plan and Resources

Content:

- 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).
- detailed work description, i.e.:
 - a **list of work packages** (tables 3.1a);
 - a **description of each work package** (table 3.1b);
 - a **list of deliverables** (table 3.1c);

B3.1 Work plan and Resources

PERT chart - example:



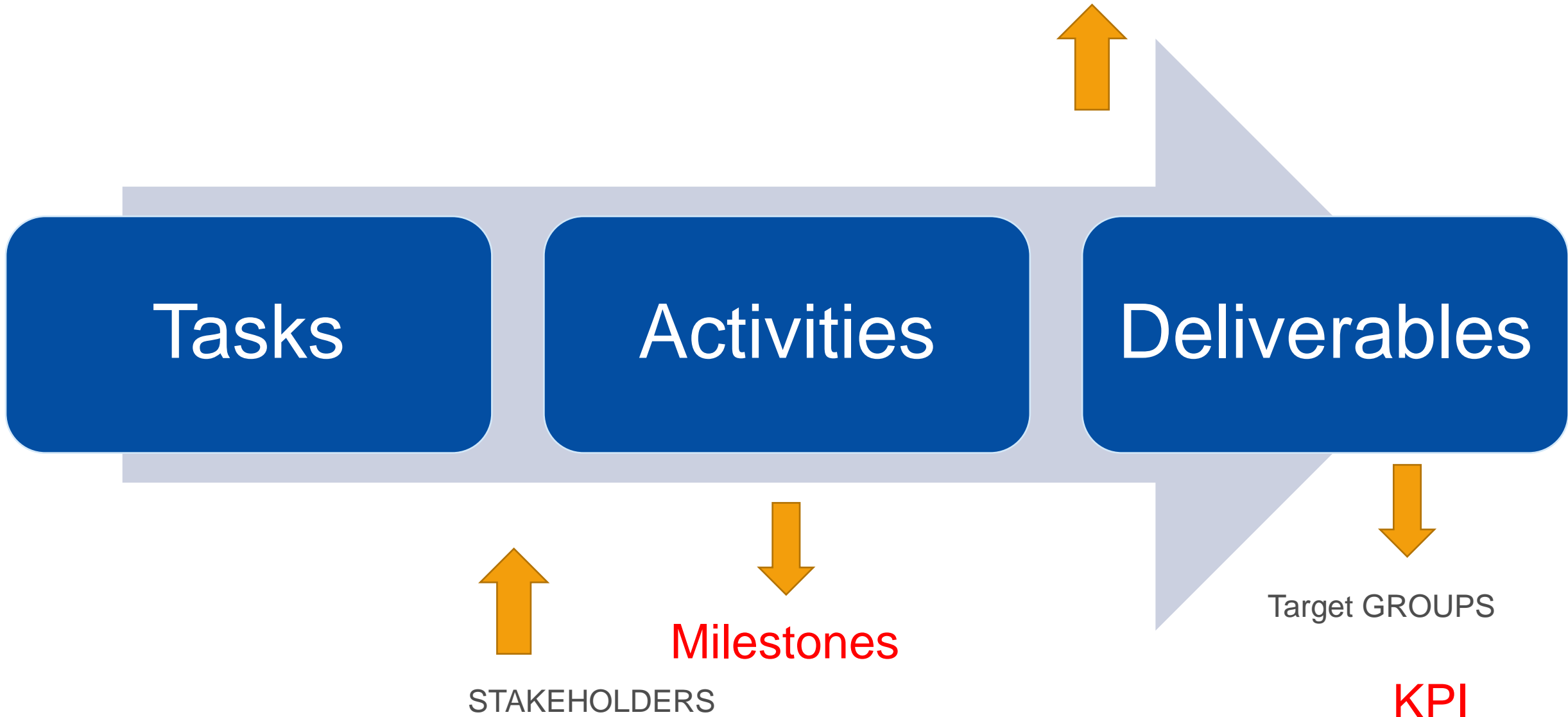
B3.1 Work plan and Resources

GANTT chart - example:



Workpackage

IMPACTS (short, medium, long-term)



B3.1 Work plan and Resources (2)

Content:

- a list of **milestones** (table 3.1d);
- a **list of critical risks**, relating to project implementation, that the stated project's objectives may not be achieved. Detail any **risk mitigation measures**. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);
- a table showing **number of person months required** (table 3.1f);
- a table showing **description and justification of subcontracting costs** for each participant (table 3.1g);
- a table showing **justifications for 'purchase costs'** (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);
- if applicable, a table showing justifications for 'other costs categories' (table 3.1i);
- if applicable, a table showing in-kind contributions from third parties (table 3.1j).

B3.1 Work plan and Resources (2)

Call: [insert call identifier] – [insert call name]

EU Grants: Application form (HE RIA and IA): V3.2 – 15.11.2022

Tables for section 3.1

⚠ Use plain text for the tables in section 3.1. If the proposal is invited to start Grant Agreement preparation, these tables will have to be encoded in the grant management IT tool, where no graphics or special formats are supported.

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

B3.1 Work plan and Resources (2)

Call: [insert call identifier] – [insert call name]

EU Grants: Application form (HE RIA and IA): V3.2 – 15.11.2022

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).
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+0 complete

B3.1 Work plan and Resources (2)

Call: [insert call identifier] – [insert call name]

EU Grants: Application form (HE RIA and IA): V3.2 – 15.11.2022

Table 3.1c: List of Deliverables²

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)

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.

For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

R: Document, report (excluding the periodic and final reports)

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

DATA: Data sets, microdata, etc.

DMP: Data management plan

B3.1 Work plan and Resources (2)

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (HE RIA and IA): V3.2 – 15.11.2022

Table 3.1f: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	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				

B3.2 Capacity of participants and consortium as a whole

- **Describe the consortium.** How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description affiliated entities and associated partners, if any.
- Show how the partners will have **access to critical infrastructure** needed to carry out the project activities.
- Describe how the members **complement one another** (and cover the value chain, where appropriate)
- In what way does each of them contribute to the project? Show that **each has a valid role**, and adequate resources in the project to fulfil that role.

B3.2 Capacity of participants and consortium as a whole (2)

- If applicable, describe the **industrial/commercial involvement in the project to ensure exploitation of the results** and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.2).
- **Other countries and international organisations:** If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.

GROUP WORK

- Outline a structure of work-packages (WPs), related to the call you are interested in /or to the call discussed in the proposal writing camp. Prepare drafts of the work-packages.
- Work in small groups
- Establish the WP draft with
 - WP number & title,
 - objectives,
 - contents / description of work (core part of WP), tasks
 - partners,
 - timing,
 - deliverables.
- Presentation of draft work-packages & analysis in the group

Follow the instructions from the application form

To do: PREPARE A WORKPLAN DESCRIPTION (see template)

Call: [insert call identifier] – [insert call name]

EU Grants: Application form (HE RIA and IA): V3.2 – 15.11.2022

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).
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+0 complete

HOMework

- Continue elaborating the Work-Package (WP) draft/s until the next session on Wednesday.
- Focus on refining WP drafts of
 - **objectives** ,
 - **task descriptions**: contents / description of work, broken down into several tasks (e.g. 4-5 per WP, depending on complexity of a project). This is the core part of a WP, and needs to be detailed.
 - **deliverables** (e.g. specify one per task).
- You may coordinate and do the work jointly with colleagues, who also participate in the Proposal writing Camp.
- Send the drafts of your WP/task descriptions per e-mail on Tuesday afternoon before the next session to the trainers. Certain colleagues will be asked to present briefly the result at the feedback session (Wednesday morning).
- **Follow the instructions in the application form. See chapter 3 Quality and efficiency of the implementation as of page 32 standard application form:**
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-ria-ia_en.pdf

Thank you!

#HorizonEU

<http://ec.europa.eu/horizon-europe>