

## Horizon Europe Proposal Writing Camp for Ukraine

**Date: 3-7 July 2023**

**Venue: online**

**Trainer: Manfred Spiesberger, Anneli Roose, Gorazd Weiss  
(Global Service Facility of the EC)**

### Purpose & Approach

- A Proposal Writing Camp (PWC) for Ukraine will be organised with the purpose to provide training on key elements of Horizon Europe proposals (Excellence, Impact, Implementation/work plan) for Ukrainian researchers.
- The PWC will be organised in the frame of the European Commission's Service Facility in support of the Global Approach in Research and Innovation.
- The PWC for Ukraine will be held in online mode. A maximum of 20 participants will be accepted for the PWC. Per day of training the online work will be limited to a maximum of 4 hours.
- The PWC will be split in overview presentations for all 20 participants, and group work in two groups with maximum 10 participants plus one trainer. The trainers will guide and moderate the group work.
- Specific call topics of Horizon Europe will be used as example for drafting proposal parts.

### Preliminary Agenda

**Preliminary Agenda - Day 1** (*In Italics: Group work sections*)

<b>DAY 1- Monday, 3 July 2023</b>	
10.00 - 10.20	<b>Introduction to Camp</b> <ul style="list-style-type: none"> <li>• Explanation about the format and activities of the Camp</li> <li>• Participants tour de table</li> </ul>
10.20 – 11.00	<b>Horizon Europe Overview</b> <ul style="list-style-type: none"> <li>• identification of relevant funding lines and thematic area</li> <li>• Funding and Tenders Portal</li> <li>• Evaluation of proposals</li> </ul>
11.00 – 12.00	<b><i>How to understand a call and decode its content? /Evaluation approach</i></b> <ul style="list-style-type: none"> <li>• <i>Group work on call decoding and/or evaluation (split in 2 groups)</i></li> </ul>

12:00-13:00	BREAK
13.00 – 13.30	<b>Implementation part overview</b> <ul style="list-style-type: none"> <li>• Workplan</li> <li>• Work packages</li> <li>• Deliverables</li> </ul>
13.30 – 14.45	<b>Implementation part</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics (split in 2 groups)</i></li> </ul>
14.45 – 15.00	<b>Recap of Day 1, Q&amp;A session</b>
Homework	Continue the elaboration of Work-Packages and Consortium/competences. Draft to be sent before the next meeting, by Tuesday evening

### Tentative Agenda - Day 2

<b>DAY 2 – Wednesday, 5 July 2023</b>	
10.00 – 10.05	<b>Welcome</b>
10.05 – 10.30	<b>Presentations of the drafted Work Plans and discussion</b> <ul style="list-style-type: none"> <li>• <i>Group work (split in 2 groups)</i></li> </ul>
10.30 – 11.00	<b>Excellence part overview</b> <ul style="list-style-type: none"> <li>• Project rationale, objectives and the European dimension;</li> <li>• Responding to the scope of the call (problem raised in the call), describe solution and expected results</li> <li>• Excellence parts: objectives; relation to Work Programme; concept and methodology; ambition</li> </ul>
11.00 – 12.00	<b>Drafting Excellence</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics (split in 2 groups)</i> <ol style="list-style-type: none"> <li>1.1 Objectives</li> <li>1.2 Relation to the work programme</li> <li>1.3 Concept and methodology</li> <li>1.4 Ambition</li> </ol> </li> </ul>
12.00 – 13.00	BREAK
13.00 – 13.30	<b>Impact part overview</b> <ul style="list-style-type: none"> <li>• Expected Impact, impact types, pathways to impact, indicators</li> <li>• Measures to maximize impact (Communication, Dissemination, Exploitation)</li> </ul>
13.30 – 14.45	<b>Drafting an impact section and measures to maximize impacts:</b> <ul style="list-style-type: none"> <li>• <i>Group work on specific calls/topics (split in 2 groups)</i> <ol style="list-style-type: none"> <li>2.1 Expected impacts</li> <li>2.2a Dissemination and Exploitation of results</li> <li>2.2b Communication</li> </ol> </li> </ul>
14.45 – 15.00	<b>Recap of Day 2, Q&amp;A session</b>
Homework	Continue the elaboration of Excellence & Impact parts. Draft to be sent before the next meeting, by Thursday evening

### Tentative Agenda day 3

<b>DAY 3 – Friday, 7 July 2023</b>	
10.00 – 10.05	<b>Welcome</b>
10.05 – 11.00	<b><i>Presentations of the drafted Excellence &amp; Impact parts and discussion</i></b> <ul style="list-style-type: none"> <li>• <i>Group work (split in 2 groups)</i></li> </ul>
11.00 – 11.30	<b>Horizontal issues in Horizon Europe</b> <ul style="list-style-type: none"> <li>• Ethics; IPR; Open science; RRI</li> </ul> How to integrate these aspects in the proposal
11.30 – 12.00	<b>Budget and eligible costs in Horizon Europe</b> <ul style="list-style-type: none"> <li>• Eligible costs, funding rates, direct/indirect</li> <li>• Tips for preparing a budget</li> </ul>
12.00 – 13.00	<b>BREAK</b>
13.00 – 13.30	<b><i>Drafting a budget for a work package (or a task)</i></b> <ul style="list-style-type: none"> <li>• <i>Group work: Calculate costs for work package or task, including human resources (p-m and rates), consumables; travel; other equipment; Sub-contracting</i></li> </ul>
13.30 – 14.00	<b><i>Presentations of the drafted budgets and discussion</i></b> <ul style="list-style-type: none"> <li>• <i>Group work (split in 2 groups)</i></li> </ul>
14.00 – 15.00	<b>Final discussion and Q&amp;A</b>