

# Recordando: Partes de la propuesta.

# Plantilla de propuesta y Formulario de evaluación

Horizon Europe Programme  
Standard Application Form (RIA, IA)

Application form (Part A)  
Project proposal – Technical description (Part B)



Horizon Europe

Evaluation Form (RIA IA)

Horizon Europe Programme  
Standard Application Form (CSA)

Application form (Part A)  
Project proposal – Technical description (Part B)



Horizon Europe

Evaluation Form (CSA)

Horizon Europe Programme  
Standard Application Form (HE RIA, IA stage 1)

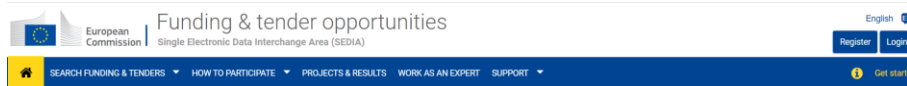
Application form (Part A)  
Project proposal – Technical description (Part B)



Horizon Europe

Evaluation Form (HE 1<sup>st</sup> stage RIA, IA and  
CSA)

# Para comenzar...



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

## STRUCTURE OF THE PROPOSAL



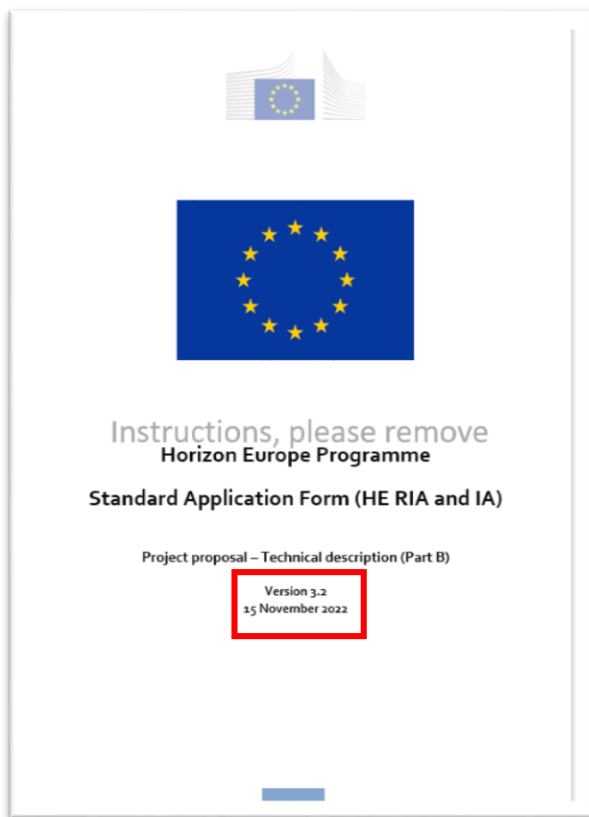
The proposal contains two parts:

- **Part A** of the proposal is **generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal.** The participants can update the information in the submission system at any time before final submission.
- **Part B** of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal
- Step 2: Select the call, topic and type of action in the Portal
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details.
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal

# Solicitud de una propuesta



## La propuesta contiene dos partes

- **Parte A - ADMINISTRATIVA** (formularios web). Basada en la información introducida por el participante a través del sistema del Funding & Tenders Portal
- **Parte B - NARRATIVA** (documento PDF según plantilla que se puede descargar) Incluye 3 secciones, que se corresponden con los criterios de evaluación

## PILOTOS

- **BLIND EVALUATION**
- **LUMP-SUM**

## Novedad: Se reduce el límite de páginas:

### Convocatorias en 1 etapa:

- RIA/IA: máximo 45 páginas
- CSA: máximo 30 páginas

### Convocatorias en 2 etapas:

- 1ª etapa: máximo 10 páginas
- 2ª etapa: máximo 45 páginas

**LUMP SUM:  
IA/RIA 50 PÁG  
CSA. 33 PÁG**

## Principales novedades en la Parte A

- **Nuevos campos:**
  - ✓ Tabla de investigadores (indicando género)
  - ✓ Auto-declaración plan de igualdad de género
- **Campos trasladados desde la parte B:**
  - ✓ Auto-evaluación ética
  - ✓ Cuestionario de seguridad (todas propuestas)

## Plantilla propuestas RIAs e IAs

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/template/af/af\\_he-ria-ia\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/template/af/af_he-ria-ia_en.pdf)

# Plantilla propuestas RIAs e IAs

## La parte A: Adm.

### Nuevos campos en la parte A

- Tabla de investigadores (+género investigadores)
- Papel organización participante
- Autodeclaración plan de igualdad de género

### Campos trasladados de B->A

- Autoevaluación ética
- Cuestionario de seguridad (NUEVO todas propuestas)
- Info participantes actividades anteriores relacionadas conv.

Formularios web

## Parte B: narrativa (45 pág)

Título + Tabla participantes

Excelencia

Impacto

Calidad y Eficiencia de la Implementación

Extensión estándar:

1. Apoyo financiero a terceras partes
2. Ensayos clínicos
3. Conv. sensibles seguridad

PDF

## Criterios de Evaluación

Excelencia

Impacto

Calidad y Eficiencia de la Implementación

# Sección de excelencia



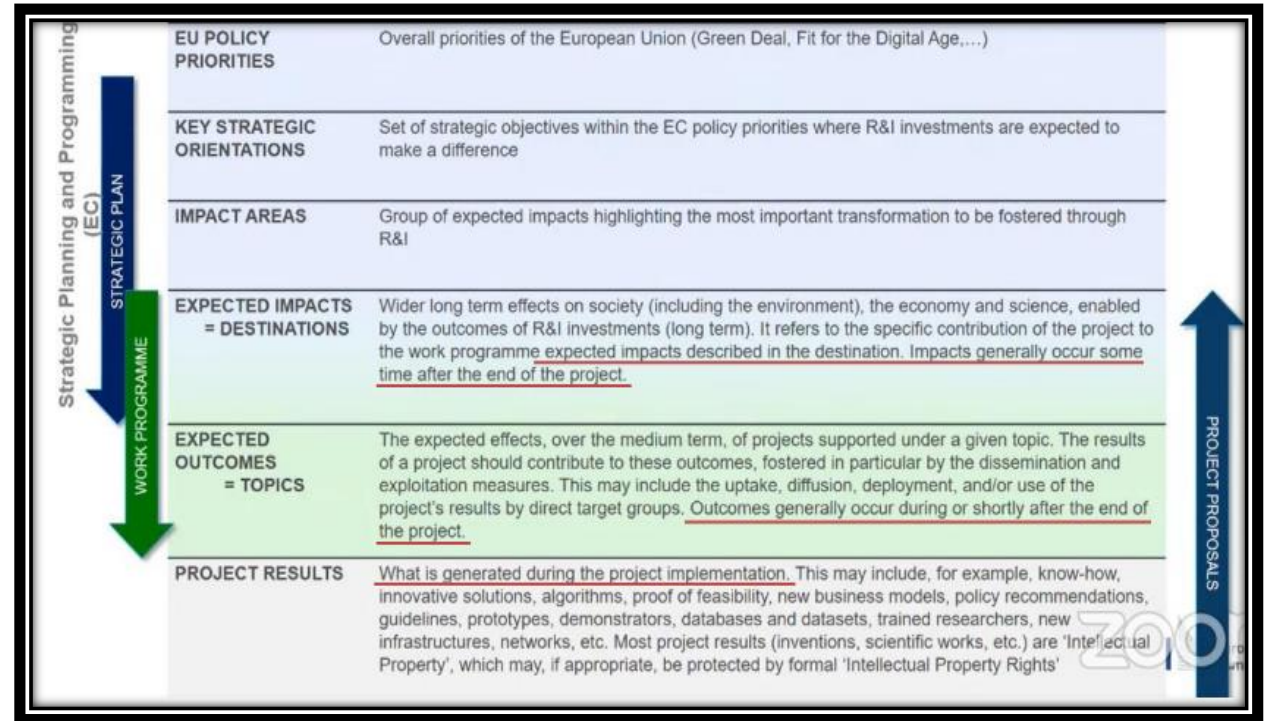
- 1. Excellence
  - 1.1. Objectives and ambition
  - 1.2. Methodology

1.1. Objectives and ambition

- Description
- Why are they pertinent
- Measurable/ Verifiable
- Achivable

**GO BEYOND THE STATE OF THE ART**

TRLs



# Sección de excelencia

## 1. Excellence

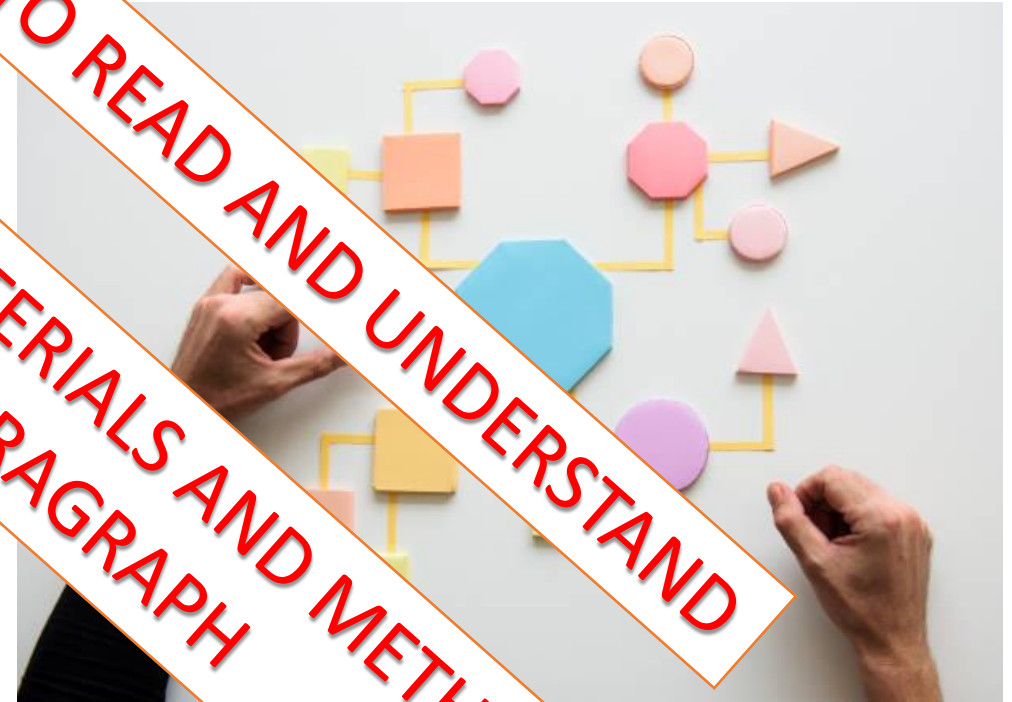
### 1.1. Objectives and ambition

### 1.2. Methodology

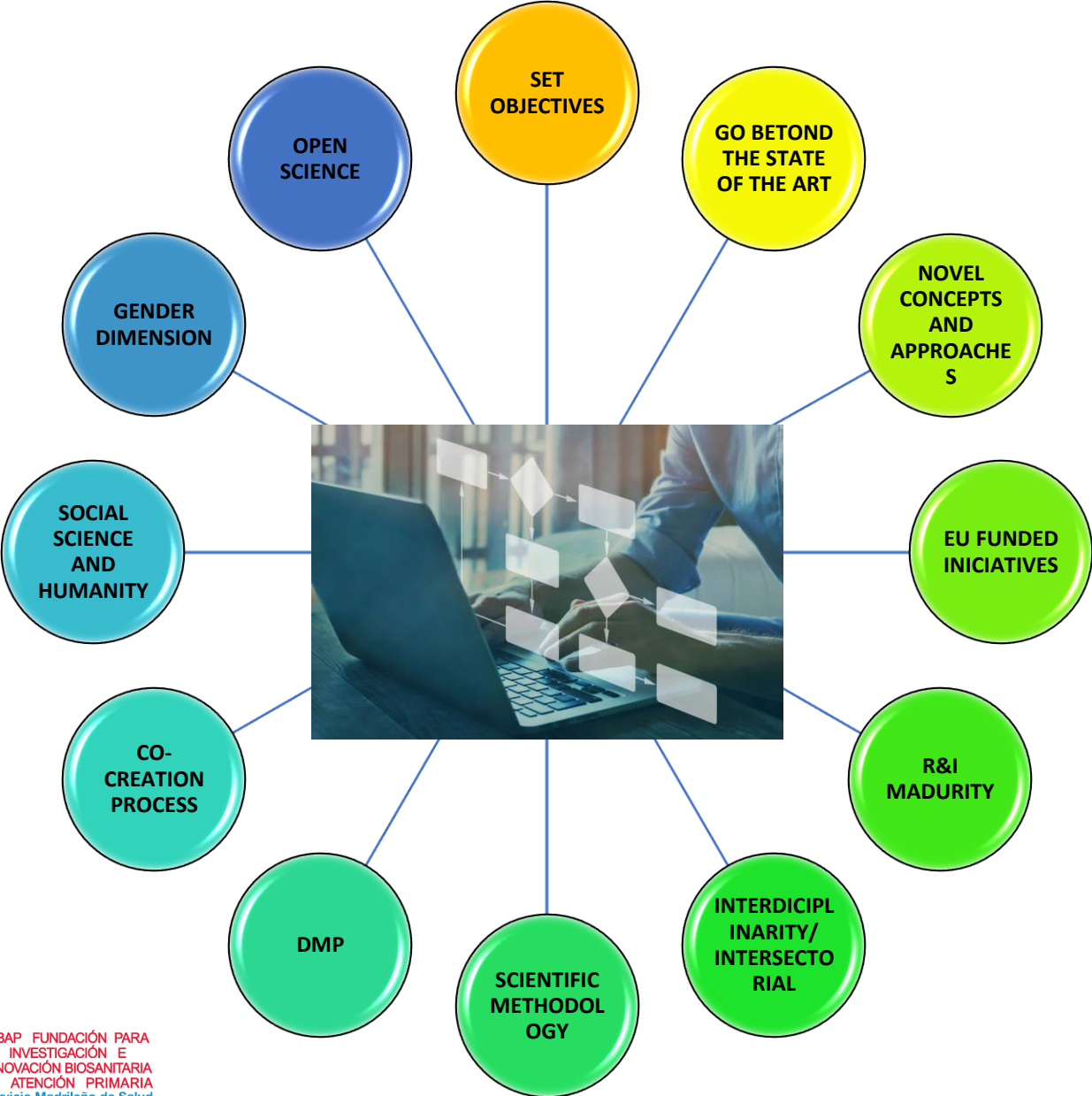
#### 1.2. Methodology

- Concepts
- Assupmtions
- How this will contribute your objectives
- Challenges you will face

EASY TO READ AND UNDERSTAND  
NOT A MATERIALS AND METHODS  
PARAGRAPH



# Conceptos clave para los evaluadores en la sección de excelencia





# Sección de impacto



## 2. Impact

### 2.1. Project's pathways towards impact

2.2. Measures to maximise impact-  
Dissemination, Exploitation &  
Communication

2.3. Summary

### 2.1. Project's pathways towards impact:

#### A) EFFECTS OF YOUR PROJECT:

- TOPIC OUTCOMES → WIDER IMPACT
  - ✓ SHORT TERM
  - ✓ MEDIUM TERM
  - ✓ LONG TERM
  
- TARGET GROUP
- DIFFERENT IMPACT AREAS
  - ✓ SCIENTIFIC
  - ✓ ECONOMIC/TECHNOLOGICAL
  - ✓ SOCIETAL

# Sección de impacto



## 2. Impact

### 2.1. Project's pathways towards impact

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Communication

2.3. Summary

**ESTIMATION MUST RELATE TO  
YOUR PROJECT ONLY**

### 2.1. Project's pathways to

#### **B) SCALE AND SIGNIFICANCE:**

BASELINES, BENCHMARKS AND ASS  
TIMELINE → STEPS TO ACHIVE A CERTA

TARGET GROUPS:

WHO WILL USE ?

WHY? HOW?

BE SPECIFIC AND IDENTIFY INDICATOR TO  
MEASURE THE PROJECT IMPACT

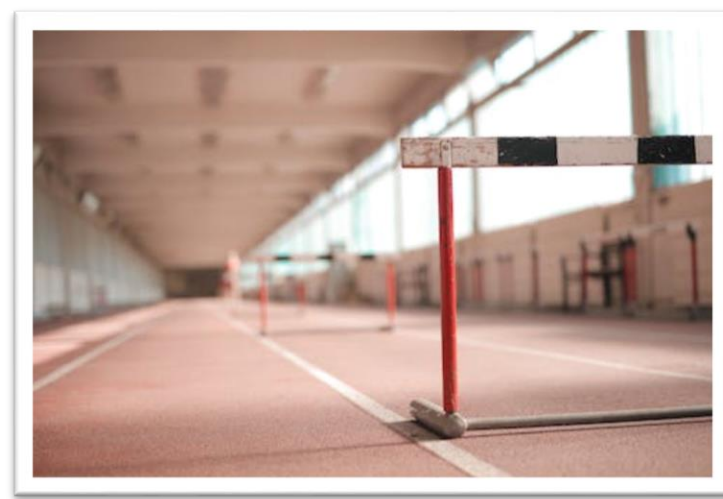
# Sección de impacto

## 2. Impact

### 2.1. Project's pathways towards impact

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2.3. Summary



## 2.1. Project's pathways towards impact

### C) REQUIREMENTS AND POTENTIAL BARRIERS

- IDENTIFY
  - EVALUATE
  - PREVENT
- RISKS AND BARRIERS**
- NOT INCLUDE THE CRITICAL RISKS INHERENT TO THE MANAGEMENT OF THE PROJECT ITSELF

# Sección de impacto

## 2. Impact

### 2.1. Project's pathways towards impact

### 2.2. Measures to maximise impact- Dissemination, Exploitation & Communication

### 2.3. Summary



## 2.2. Measures to maximise impact- Dissemination, Exploitation & Communication

### INVOLVE POTENTIAL END-USERS AND STAKEHOLDERS

- DISSEMINATION, EXPLOITATION AND COMMUNICATION DRAFT PLAN.
- ACTIVITIES
- TARGET GROUP
- GENERATE POLICY MEASURES
- INTELLECTUAL PROPERTY
  - ✓ IP STRATEGY
  - ✓ IP ASSETS

**ADMISIBILITY  
CONDITION**

# Sección de impacto

SUMMARY

## KEY ELEMENT OF THE IMPACT SECTION

SPECIFIC NEEDS	EXPECTED RESULTS	D & E & C MEASURES
<p>What are the specific needs that triggered this project?</p> <p><b>Example 1:</b> Most airports use process flow-control models based on static mathematical values limiting the optimal management of passenger flow and hampering the accurate use of the available resources to the actual demand of passengers.</p> <p><b>Example 2:</b> Electronic components need to get smaller and lighter to match the expectations of the end-users. At the same time there is a problem of sourcing of raw materials that has an environmental impact.</p>	<p>What do you expect to generate by the end of the project?</p> <p><b>Example 1:</b> <b>Successful large-scale demonstrator:</b> Trial at 3 airports of an advanced forecasting system for proactive airport passenger flow management.</p> <p><b>Example 2:</b> <b>Electronic model:</b> Novel algorithm for proactive airport passenger flow management.</p> <p><b>Example 2:</b> Publication of a scientific discovery on transparent electronics.</p> <p><b>New products:</b> more sustainable electronic circuits.</p> <p><b>Three PhD students trained.</b></p>	<p>What dissemination, exploitation and communication measures will you apply to the results?</p> <p><b>Example 1:</b> <b>Exploitation:</b> Patenting the algorithmic model.</p> <p><b>Dissemination towards the scientific community and airports:</b> Scientific publication with the results of the large-scale demonstration.</p> <p><b>Communication towards citizens:</b> An event in a shopping mall to show how the outcomes of the action are relevant to our everyday lives.</p> <p><b>Example 2:</b> <b>Exploitation of the new product:</b> Patenting the new product; Licensing to major electronic companies.</p> <p><b>Dissemination towards the scientific community and industry:</b> Participating at conferences; Developing a platform of material propositions for industry; Participation at EC project portfolios to disseminate the results as part of a group and maximize the visibility vis-à-vis the industry.</p>
TARGET GROUPS	OUTCOMES	IMPACTS
<p>Who will use or further up-take the results of the project? Who will benefit from the results of the project?</p> <p><b>Example 1:</b> <b>9 European airports:</b> Schiphol, Brussels airport, etc.</p> <p><b>The European Union aviation safety agency.</b></p> <p><b>Air passengers (indirect).</b></p> <p><b>Example 2:</b> <b>End-users:</b> consumers of electronic devices.</p> <p><b>Major electronic companies:</b> Samsung, Apple, etc.</p> <p><b>Scientific community (field of transparent electronics).</b></p>	<p>What change do you expect to see after the dissemination and exploitation of project results in the target groups??</p> <p><b>Example 1:</b> <b>Up-take by airports:</b> 9 European airports adopt the advanced forecasting system demonstrated during the project.</p> <p><b>Example 2:</b> <b>High use of the scientific discovery published</b> (measured with the relative rate of citation index of project publications).</p> <p><b>A major electronic company</b> (Samsung or Apple) <b>exploits/uses the new product</b> in their manufacturing.</p>	<p>What are the expected wider scientific, economic and societal impacts of the project contributing to the expected societal benefits due to the respective dissemination in the work domain?</p> <p><b>Example 1:</b> <b>Scientific:</b> New breakthrough scientific discovery on passenger flow management.</p> <p><b>Economic:</b> Increase airport efficiency. Size: 15% increase of maximum passenger capacity in European airports, less than a 28% reduction in infrastructure expansion.</p> <p><b>Example 2:</b> <b>Scientific:</b> New breakthrough scientific discovery transparent electronics.</p> <p><b>Economic/Technological:</b> A new market for high enabled electronic devices.</p> <p><b>Societal:</b> Lower climate impact of electronics manufacturing (including through material sourcing and waste management).</p>

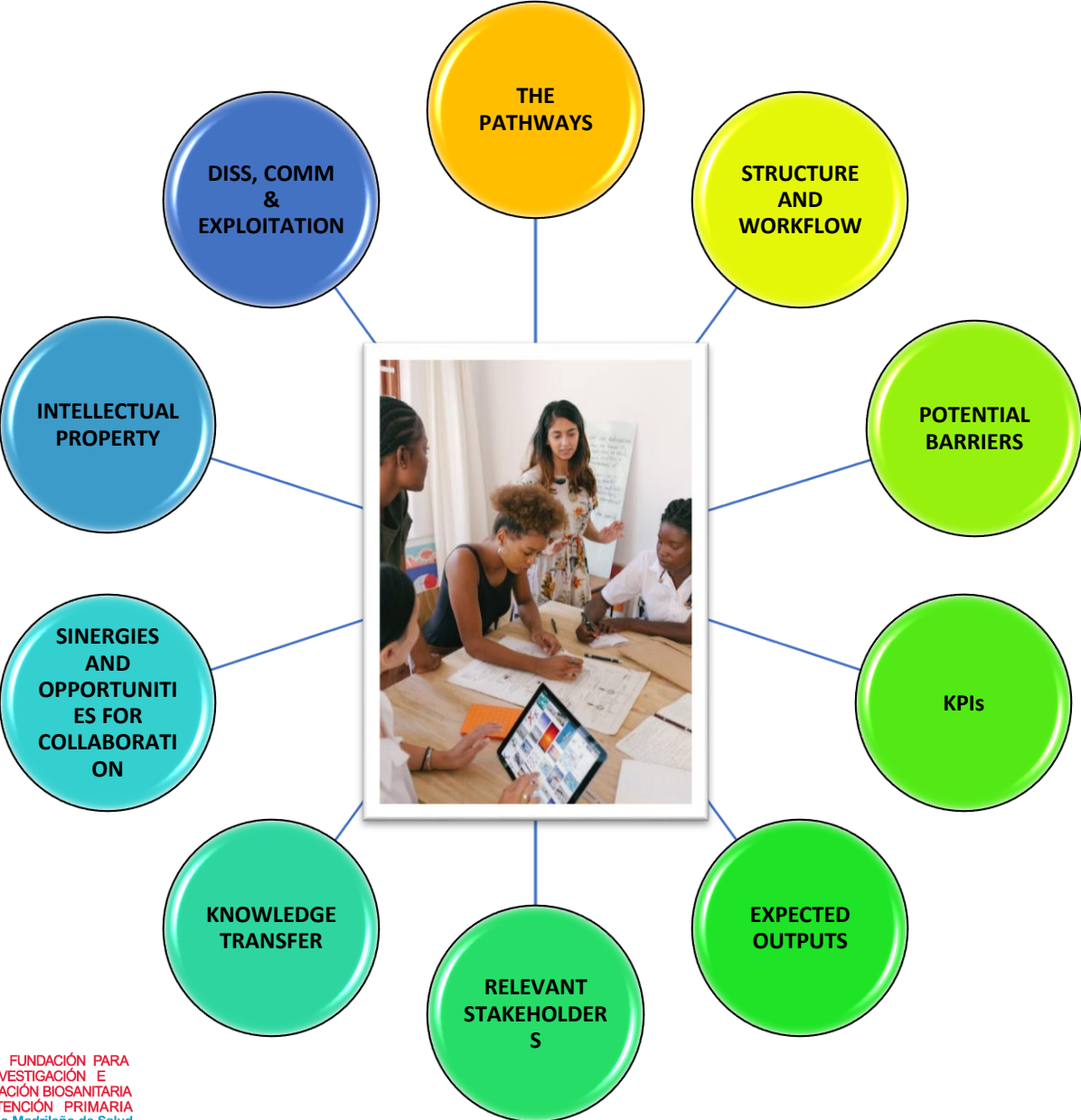
VISUALIZACIÓN Y COHERENCIA CON LAS SECCIONES ANTERIORES. NO SIMPLEMENTE UN RESUMEN. SIRVE PARA COMPLEMENTAR

- 2. Impact
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  - 2.2. Measures to maximise impact- Dissemination, Exploitation & Communication
  - 2.3. Summary

2.3. Summary

IDENTIFY KEY ELEMENTS OF YOUR PROJECT IMPACT PATHWAY AND MEASURES TO MAXIMIZE ITS IMPACT

# Conceptos clave para los evaluadores en la sección de impacto



# Sección de implementación

## 3. Quality and Efficiency of The Implementation

### 3.1. Work plan and resources

### 3.2. Capacity of the participants and consortium as a whole

LUMP SUM SE INCORPORA EN ESTA SECCIÓN

### 3.1. Work plan and resources

#### QUALITY AND EFFECTIVENESS OF YOUR WORK PLAN

- STRUCTURE OF THE WORK PLAN
- GANTT CHART (TIMING)
- PERT CHART (INTERRELATION)
- DETAILES WORK DESCRIPTION:
  - ✓ WPs (LIST AND DESCRIPTION)
  - ✓ DELIVERABLES
  - ✓ MILESTONES
  - ✓ CRITICAL RISKS
  - ✓ PMs REQUIRED
  - ✓ COST JUSTIFICATION

# Sección de implementación



## 3. Quality and Efficiency of The Implementation

### 3.1. Work plan and resources

### 3.2. Capacity of the participants and consortium as a whole



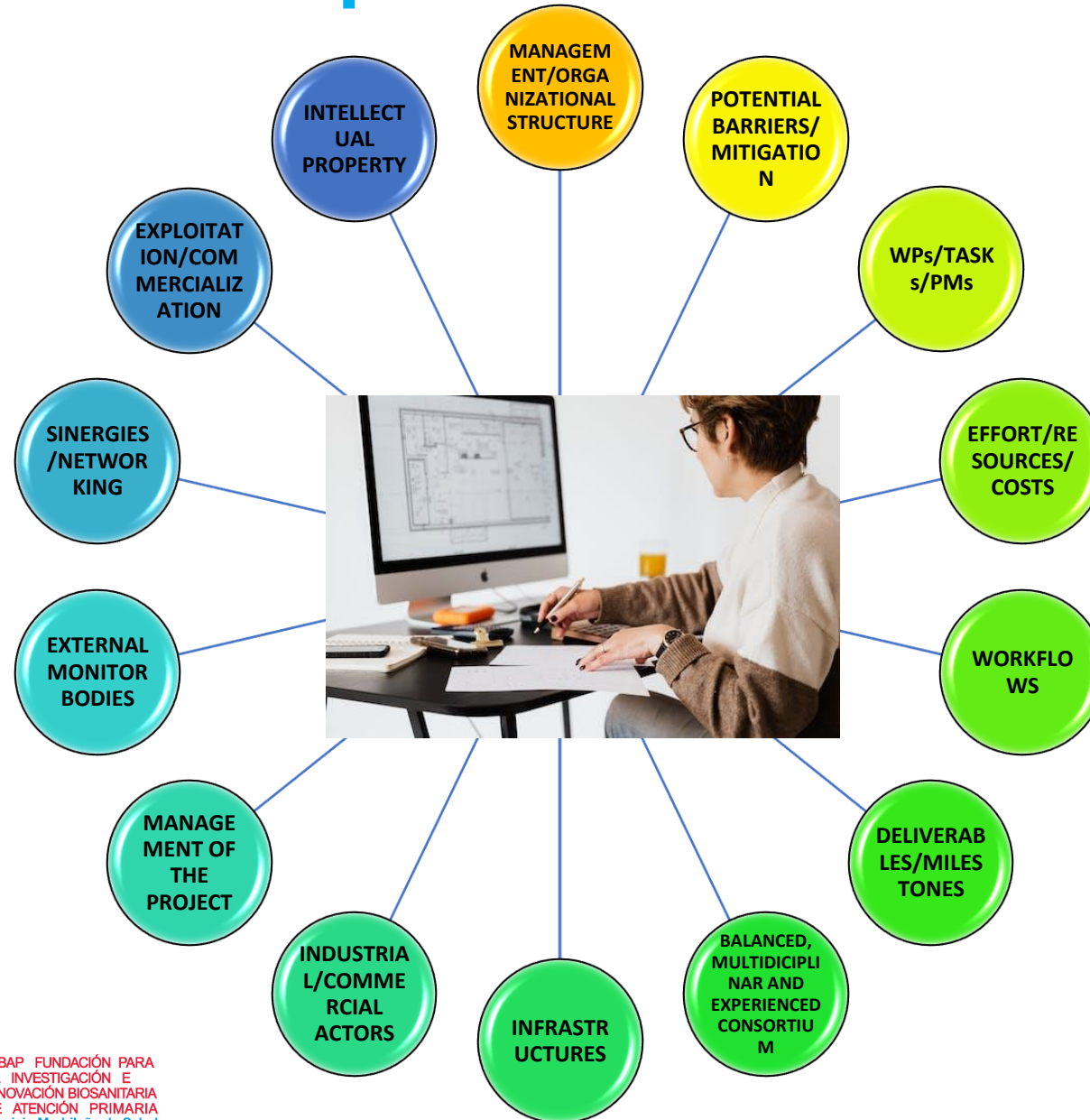
### 3.2. Capacity of the participants and consortium as a whole

#### **NOT REPEAT INFORMATION FROM PART A**

- DESCRIBE THE CONSORTIUM:
  - ✓ MATCH PROJECT OBJECTIVES
  - ✓ INTER-DISCIPLINARITY
  - ✓ SSC&H
- CRITICAL INFRASTRUCTURE
- HOW MEMBER COMPLEMENT EACH OTHER
- EXPLAIN “OTHER COUNTRIES OR INTERNATIONAL PARTICIPATION”



# Conceptos clave para los evaluadores en la sección de Implementación



# Algunos consejos de los NCPs



## WHAT YOUR NCP SAYS ON THE STRUCTURE OF THE PROPOSAL

### Some first practical and basic tips:

- DO NOT EXCEED the page limit (unless stated otherwise); Excess pages will be automatically made invisible, and will not be taken into consideration by the evaluators.
- Do not change the structure or order of the template proposal.
- Answer to all the section within the template proposal (they are not there for fun!)
- Make your proposal easy-to-read. Do not use (too) long sentences and help the evaluator with graphic elements.
- It is possible to emphasize important messages in bold, but don't overdo it.
- Do not wait until the end to submit! It is highly recommended to submit your proposals as early as possible and at least 48 hours before the deadline. This will avoid technical problems (system requirements, local configuration settings, system congestion, etc.). Note that you can submit the proposal as many times as you want. Every submitted version will replace the previous one.