



IPN formação efmc



ENTIDADE FORMADORA CERTIFICADA

HORIZON EUROPE - FROM THE PROPOSAL TO THE PROJECT COMPLETION

ONLINE TRAINING

CHRONOGRAM

Synchronous training
Zoom Sessions: 20.0 hours

31 of March

1, 4, 5 and 6 of April, 2022

Sessions occurs in the schedule 9:00 – 13:00

Dedicated slots to one-on-one meetings
Zoom Sessions: 2.0 hours

TARGET AUDIENCE AND MINIMUM REQUIREMENTS

R&D community (researchers, research managers),
Private companies and public bodies. Participants
should have a basic knowledge of spoken and written
English language, computer and internet access.

Trainees min. 10 - max. 15

INSCRIPTIONS

On the link <https://forms.gle/JLXtBRw1PNkyG5cD9>

CERTIFIED TRAINING

IPN is a certified training entity by DGERT (2376-2016).
At the end of this training course, all participants
will receive a Training Certificate*

* To be approved in this training course, the participants
must have a minimum 95% attendance.

INVESTMENT VALUE

22.0 Total Hours

Early Birds (deadline 9th March)

General Public: **1192€+IVA**

IPN Incubated Companies: **10% Discount**

Regular inscriptions (10th March – 25th March)

General Public: **1490€+IVA**

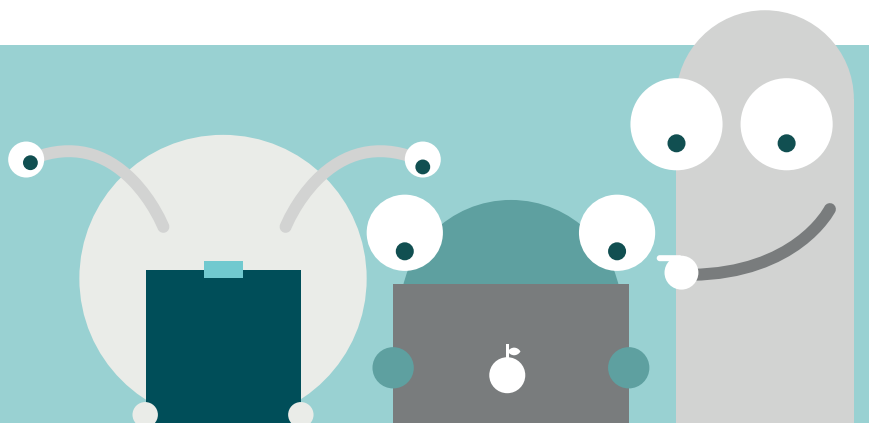
IPN Incubated Companies: **10% discount**

WHAT ARE YOU GOING TO LEARN?

- How to make a strategical approach to proposal writing, minding the need or technology, and comparing correctly your own idea with the call;
- To acknowledge the basic structure of the call, identifying the partners you need, and the steps you should take in order to succeed;
- How to successfully write the proposal using the proper methodology, and producing clear objectives, outcomes & impacts;
- How to observe good practices drafting the consortium agreement;
- How to plan ahead the Coordination and Management of project activities, using typical set up of tools and structured approaches;
- How to ensure correct project execution: planification, supervision and control of project tasks;
- How to recognize the key features of successful partnerships, correctly setting milestones, deliverables, and setting up useful communication tools;
- How to produce a well-designed communication & dissemination plan, and organize the record keeping;
- How to properly manage Horizon Europe Projects in a financial perspective, acknowledging eligibility rules, cost categories, and accounting rules;
- How to manage payments and amendments to your project;
- How to correctly implement continuous and periodical reports;
- How the projects are assessed and audited by European Commission;
- How to access and navigate the EC participant portal website.

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CONTENTS

March 31

Strategic approach to Proposal Writing and preparation of the application

MODULE 1 (2 hours)

- Ideation – Identify the need or the technology – comparing the idea with the call and the evaluation criteria
- Call search
- Work program
- Call Structure
- Roadmap by platform (entity registration; user registration; document submission; role of LEAR)
- Selection of partners

MODULE 2 (2 hours)

- Application preparation steps
- Application structure (templates, Part A, Part B, extensions)

In the afternoon: one-on-one meetings

April 1

How to successfully write the 3 template part B sections

MODULE 3 (4 hours)

- Excellence: Objectives and Methodology
- Outcomes & Impact
- Communication, Dissemination and Exploitation
- Implementation and workplan
- Ethics
- Drafting the Consortium Agreement
- Submission of the proposal on the portal

In the afternoon: one-on-one meetings

April 4

Post-award phase: smooth Project Management and technical aspects of the implementation

MODULE 4 (1,5 hours)

- Coordination / Management of the action: typical set up of tools and approaches
- Project execution Plan: planification, undertake, supervision and control related with the full range of Project tasks.
- Key features of successful partnerships: useful communication tools

MODULE 5 (2,5 hours)

- Implementation of the technical activities: Gantt chart, Deliverables, Milestones, Critical risks
- Implementation of the communication and dissemination plan: Open Science; Research Data Management; Other dissemination activities
- Implementation of the exploitation plan: Use of results; IPR management, Horizon Results Platform
- Record Keeping

In the afternoon: one-on-one meetings

April 5

Administrative and financial management

MODULE 6 (4 hours)

- Communication and dissemination rules
- Financial management:
- Cost categories,
- Eligibility rules;
- Project internal accounting organization
- Payments arrangements
- Amendments

In the afternoon: one-on-one meetings

April 6

Technical And financial Reporting

MODULE 7 (4 hours)

- General overview of the reporting process:
- Continuous report: Gender /Ethics and security, deliverables, milestones and critical risks.
- Periodic Report: technical reporting mechanism, financial statement; existing deviations
- Audits/CFS;
- EC Assessment
- EC Participant Portal: how to navigate around the website

In the afternoon: one-on-one meetings



TRAINERS

MARCO LIVIANTONI (IT)

- ▶ Senior expert in EU policies and programs, with more than 15 years of on-field experience as EU strategy expert, proposal writer, and coordinator of EU projects. Graduated in law at the University of Perugia in 2002.
- ▶ Large experience as a trainer in Administrative and Financial Management of Horizon 2020 grants; Proposal Writing: Project Cycle Management (PCM) and Goal Oriented Project Planning (GOPP) - Logical Framework Approach.
- ▶ Since 2018 he is a senior expert at EFMC, in charge of Horizon programs consultancy, training on proposal writing, financial management, financial audit simulation and audit management.

LOLA IBÁÑEZ DE ALDECOA (ES)

- ▶ Bachelor degrees in Law and Business.
- ▶ She is a senior project advisor with more than 12 years of experience working with project granted with European public funds.
- ▶ Her area of expertise is management, administration and financial control of the project covering the whole process, from the Grant Agreement negotiation to the project closure.