



Horizonte Europa

Preparación de una propuesta

Plantilla de la propuesta (Proposal Template)

Structure

The proposal contains two parts:

- **Part A** web-based forms. Information entered through the submission system in the Funding & Tenders Portal.
- **Part B** is the narrative part that includes **three sections**. 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 topic**.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

Application forms (Part A)

Horizon Europe

Application forms (Part A)

Topic:

Type of action:

Type of Model Grant Agreement:

Proposal number:

Proposal acronym:

Table of contents

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

Tablas sobre:

- Participantes
- Researchers Table
- Presupuesto
- Cuestiones éticas
- Cuestiones de seguridad

Researchers table

Application Forms									
Proposal ID XXXXXXXXXX			Acronym XXXXXXXX			Participant short name: XXXX			
<p>Researchers involved in the proposal</p> <p>Include only the researchers involved in the proposal. (See below definition of researcher). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.</p> <p>Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques, instrumentation, software or operational methods. (Frascati Manual 2015)</p> <p>Include also person in charge of the proposal if a researcher</p>									
Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage ¹	Role of researcher (in the project)	Reference Identifier	Type of Identifier
			(Woman) (Man) (Non-binary)			(Category A – Top grade researcher) (Category B – Senior researcher) (Category C – Recognised researcher) (Category D – First stage researcher)	(Leading) (Team member)		(ORCID) (Researcher ID) (Other - specify)

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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This proposal version was submitted by [Name, FAMILY NAME] on [dd/mm/yyyy HH:mm:ss] Brussels Local Time. Issued by the Funding and Tenders Portal Submission Service.

- **¿Para qué? Con fines estadísticos** para la Comisión para seguimiento de la carrera de los investigadores
- **¿Influye en la evaluación?** No, salvo en caso de que sea necesario llegar al criterio de **“Gender balance”** en los **desempates**
- **¿Qué investigadores?** Todo investigador independientemente del tipo de entidad (según Manual de Frascati)

Researchers table

Application Forms
 Proposal ID XXXXXXXXXX Acronym XXXXXXXX Participant short name: XXXX

Researchers involved in the proposal
Include only the researchers involved in the proposal, (see below definition of researchers). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.
 Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, methods/techniques/instrumentation, software or operational methods. (Frascati Manual 2015)
 Include also persons in charge of the proposal if a researcher.

Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage ¹	Role of researcher (in the project)	Reference Identifier	Type of identifier
			(Woman)			(Category A – Top grade researcher)	(Leading)		(ORCID)
			(Man)			(Category B – Senior researcher)	(Team member)		(Researcher id)
			(Non-binary)			(Category C – Recognised researcher)			(Other - specify)
						(Category D – First stage researcher)			

¹ Career stages as defined in Frascati 2015 manual:
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Desempeate por “Gender Balance”

- Se indica el Género de cada investigador: mujer, hombre, no-binario
- El “gender balance” es el 3er criterio de desempate para propuestas con la misma nota
- Los “non-binary” no se cuentan en el criterio de desempate

Ejemplo ficticio

Proposal A => 20 hombres, 80 mujeres, 9 no binarios.

Propuesta A: 20% hombres y 80% mujeres


Proposal B => 60 hombres, 40 mujeres, 3 no binarios.

Propuesta B: 60% hombres y 40% mujeres

La propuesta B está más cerca del 50% => iría en primer lugar

=> **Intentar que la propuesta quede lo más cerca posible del 50%**

Part B Technical description



Proposal template Part B: technical description
(for full proposals: single stage submission procedure and 2nd stage of a two-stage submission procedure)

This template is to be used in a single-stage submission procedure or at the 2nd stage of a two-stage submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

⚠ Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 45 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only indicative.

The page limit will be applied automatically. At the end of this document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

⚠ The following formatting conditions apply:

The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

- Page limits. No excess of pages
- Evaluators will ignore hyperlinks
- Reference Font: Times New Roman or Nimbus Roman Nº 9 L
- Minimum font size: 11 points
- Page size A4, and all margins should be at least 11 mm

Definiciones

DEFINITIONS	
Critical risk	<p>A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.</p> <p>Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.</p> <p>Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect.</p>
Deliverable	<p>A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).</p>
Impacts	<p>Example: <i>The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.</i></p>
Milestone	<p>Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable.</p>
Objectives	<p>The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.</p>
Outcomes	<p>The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project.</p> <p>Example: <i>9 European airports adopt the advanced forecasting system demonstrated during the project.</i></p>
Pathway to impact	<p>Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme topic, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.</p>
Research output	<p>Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.</p>
Results	<p>What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are Intellectual Property, which may, if appropriate, be protected by formal Intellectual</p>

- Critical risk
- Deliverable
- Impacts
- Milestones
- Outcomes
- Pathway to impact
- Research output
- Results

Resumen ejecutivo. Primera impresión del evaluador

** Resumen de 1 página al comienzo de la parte B*



La magnitud
del problema



El equipo



El impacto para el
planeta, la sociedad, ...



Políticas de la UE y
Acuerdos globales

1. Excellence

1.1 Objectives and ambition

1.1.1 Objectives

1.1.2 Progress beyond the state of the art

1.1.3 Position in terms of R&I maturity (TRL)



1.2 Methodology

1.2.1 Overall methodology

1.2.2 Research and innovation activities that will feed into the project

1.2.3 Artificial Intelligence

(if the project involves the use and/or development of AI-based systems and/or techniques)

1.2.4 Interdisciplinary approaches

1.2.5 Integration of Social Sciences and Humanities

(for topics where this is indicated in the Workprogramme)

1.2.6 Gender dimension in the research and innovation content

(mandatory except if otherwise indicated in the WorkProgramme)

1.2.7 Open Science practices

1.2.8 Research data management and management of research outputs

1.2.9 Engagement of citizens, civil society and end users

(aparece en los criterios de evaluación y es una de las "Open Science practices")

1. Excellence

1.2 Methodology

1.2.3 Artificial Intelligence

Evaluators must answer a question on whether the project involves the **use and/or development of AI-based systems and/or techniques**



- ✓ **If the answer is “Yes” => The technical robustness of the AI based systems must be evaluated under the “Excellence” criterion**
- ✓ **Technical robustness refers to** technical aspects of AI systems, including resilience to attack and security, fallback plan and general safety, accuracy, reliability and reproducibility

AI-based systems or techniques should be, or be developed to become:

- **Technically robust, accurate and reproducible**, and able to deal with and inform about possible failures, inaccuracies and errors, proportionate to the assessed risk posed by the AI-based system or technique
- **Socially robust**, in that they duly consider the context and environment in which they operate
- **Reliable and function as intended**, minimizing unintentional and unexpected harm, preventing unacceptable harm and safeguarding the physical and mental integrity of humans
- Able to provide a suitable explanation of its **decision-making process**, whenever an AI-based system can have a significant impact on people’s lives

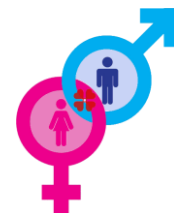
1. Excellence

1.2 Methodology

1.2.6 Gender dimension in the research and innovation content

(mandatory except if otherwise indicated in the WorkProgramme)

- Describe how the gender dimension (i.e. sex and/or gender analysis) is taken into account in the **research and innovation content** => how the findings of the project affect women and men differently
- **Sex** => refers to biological characteristics
- **Gender** => refers to social/cultural factors
- If you do not consider such gender dimension to be relevant in your project => provide a justification
- This question does not relate to gender balance in the teams in charge of carrying out the project



Example

- **Values, motivation and needs of women**

Sales of an energy-efficient smart heating solution (thermostat) increased after incorporating a design agency to investigate this.

Women valued air quality control and the aesthetics of the thermostat design

Gender dimension. Manuales y guías

- [Guía práctica](#) para la inclusión de la perspectiva de género en los contenidos de la Investigación (Fundación CIREM)
- Manual “[El Género en la Investigación](#)” (Yellow Window Management Consultants. Traducido por el MCIN)
- [Universidad de Stanford](#) (web)



1. Excellence

1.2 Methodology

1.2.7 Open Science practices

- Describe how appropriate **open science practices** are implemented as an integral part of the methodology
- Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering its objectives
- If you believe none of these open science practices apply to your project => you have to provide a justification





Open Science practices

What?	How?	Mandatory in all calls/recommended
Early and open sharing of research	Preregistration, registered reports, preprints, etc.	Recommended
Research output management	Data management plan (DMP)	Mandatory
Measures to ensure reproducibility of research outputs	Information on outputs/tools/instruments and access to data/results for validation of publications	Mandatory
Open access to research outputs through deposition in trusted repositories	<ul style="list-style-type: none"> Open access to publications Open access to data Open access to software, models, algorithms, workflows etc. 	<ul style="list-style-type: none"> Mandatory for peer-reviewed publications Mandatory for research data but with exceptions ('as open as possible...') Recommended for other research outputs
Participation in open peer-review	Publishing in open peer-reviewed journals or platforms	Recommended
Involving all relevant knowledge actors	Involvement of citizens, civil society and end-users in co-creation of content (e.g. crowd-sourcing, etc.)	Recommended

- Open Science practices listed in the template for proposals (section Excellence>Methodology)
- Non-exhaustive list
- Mandatory in all calls: Model Grant Agreement or call requirement; all the rest recommended



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MÁS VÍDEOS

Info Days 2021 HORIZON EUROPE
THE EU RESEARCH & INNOVATION PROGRAMME

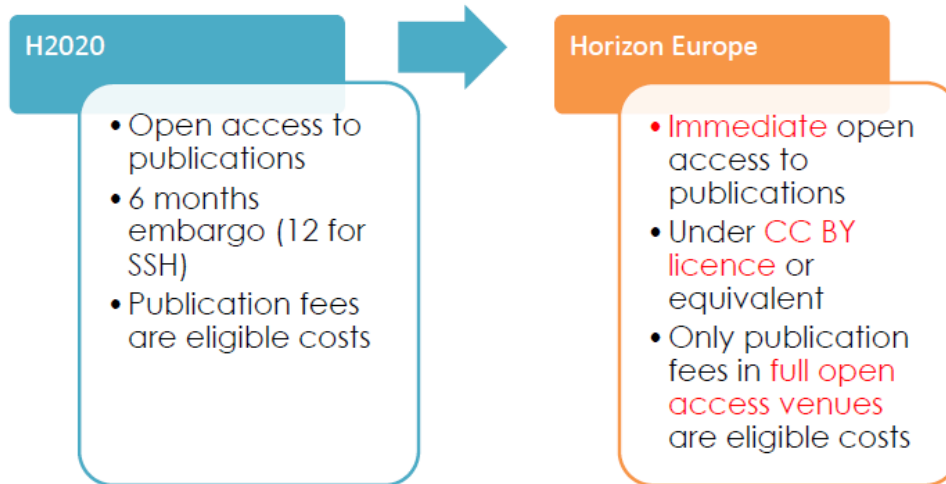


European Commission

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YouTube

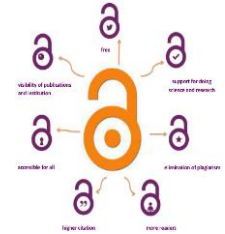
Open Access to scientific publications (1/3)



Open Access to scientific publications (2/3)

Beneficiaries must ensure **OA to peer-reviewed scientific publications** relating to their results. In particular, **they must ensure**:

- at the latest upon publication, **deposition** of the AAM* or VoR* in a trusted repository + **immediate open access via the repository** under **CC BY** or equivalent (CC BY-NC/CC BY-ND* are allowed for long-text formats)
- **information** via the repository about any research output/tools/instruments needed to **validate the conclusions of the scientific publication**



Trusted repository: new term for HE; explained in the Annotated Grant Agreement; seek assistance from your library to assess whether a repository is trusted

* AAM: Author Accepted Manuscript

* VoR: Version of Record

* CC BY-NC: Creative Commons BY Non Commercial

* CC BY-ND: Creative Commons BY Non Derivative

Open Access to scientific publications (3/3)

Plataforma “Open Research Europe”

- An **open access publishing venue** for EU-funded research
- **Swift publication times** and **transparent** processes (e.g. open peer-review)
No cost to **authors/beneficiaries** (publication fees paid by the Commission)
- **Optional: no obligation** to publish there: but if you do, you comply with Horizon Europe policy



<https://open-research-europe.ec.europa.eu/>

1 – Excellence

1.2 Methodology

1.2.8 Research data management and management of research outputs

Applicants generating/collecting data and/or other research outputs during the project => must provide maximum 1 page on how the data/research outputs will be managed in line with the **FAIR** principles (**F**indable, **A**ccessible, **I**nteroperable, **R**eusable). Address the following:

- **Types of data/research outputs** (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with and provenance of existing data
- **Findability of data/research outputs:** types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used
- **Accessibility of data/research outputs:** IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes
- **Interoperability of data/research outputs:** standards, formats and vocabularies for data and metadata
- **Reusability of data/research outputs:** licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/Interpretation/re-use
- **Curation and storage/preservation costs:** person/team responsible for data management and quality assurance



Research data management

Beneficiaries **must manage the digital research data** generated in the project **in line with the FAIR principles** and:

- establish and regularly update a **Data Management Plan (DMP)** for generated (and/or collected) data by month 6 of the project
- as soon as possible and within the deadlines set out in the DMP, **deposit the data in a trusted repository** (federated in the “European Open Science Cloud” if required in the call conditions) + **ensure Open Access under CC BY, CC 0 or equivalent, following the principle “as open as possible as closed as necessary”**
- provide information via the repository about any research output/tools/instruments needed to **re-use or validate the data**

Metadata must be open under CC 0 or equivalent (to the extent legitimate interests or constraints are safeguarded), **in line with the FAIR principles** and provide information about the licensing terms and persistent identifiers, amongst others.



Data Management Plan (DMP)

¿Qué es un Plan de Gestión de Datos?

- Cómo se van a gestionar los datos de investigación recopilados o generados
- Cómo se producen, recopilan, procesan, comparten y archivan los datos
- También aborda aspectos presupuestarios, éticos, legales y de seguridad
- Deliverable a los 6 meses, revised towards the end of the project's lifetime


Plantilla y herramientas:

- Template => Project Reporting Templates in the Reference Documents of the Funding Portal
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>
- Herramienta DPMonline, desarrollada por el Digital Curation Centre (DCC)
dpmonline.dcc.ac.uk
- Herramienta PGDonline, desarrollada por el consorcio Madroño (y basada en DPMonline)
<https://pgd.consorciomadrono.es/>




Repositorios de datos y Punto de contacto para Open Science

- Repositorio más habitual en la disciplina

-  => re3data.org registro internacional de repositorios de datos de investigación

-  => www.zenodo.org repositorio de datos multidisciplinar

-  EUROPEAN OPEN SCIENCE CLOUD => si en las condiciones de la convocatoria se requiere que el repositorio esté “federado en la EOSC” buscar en <https://marketplace.eosc-portal.eu/>

-  OpenAIRE => <https://www.openaire.eu/>

Te ayuda a dar acceso abierto a los datos y a las publicaciones

“Open Access Desk” en España => Pilar Rico, Jefa de la Unidad de Acceso Abierto, Repositorios y Revistas. FECYT <https://www.openaire.eu/contact-noads>



2 – Impact

2.1 Project's pathways towards Impacts

- 2.1.1 Expected outcomes and impacts
- 2.1.2 Scale and significance of the contribution of the project
- 2.1.3 Requirements and potential barriers

2.2 Measures to maximise impact

- 2.2.1 Dissemination activities
- 2.2.2 Communication activities
- 2.2.3 Exploitation of results
- 2.2.4 Management of Intellectual Property

2.3 Summary (Impact Canvas)



2.1.1 Expected Outcomes and Impacts - ¿dónde están?

Outcomes=>
en cada uno
de los topics

HORIZON-CL5-2021-D3-02-01: Demonstration of wave energy devices to increase experience in real sea condition

Specific conditions	
<i>Expected EU contribution per project</i>	The Commission estimates that an EU contribution of around EUR 15.00 million would allow these outcomes to be addressed appropriately. Nonetheless, this does not preclude submission and selection of a proposal requesting different amounts.
<i>Indicative budget</i>	The total indicative budget for the topic is EUR 15.00 million.
<i>Type of Action</i>	Innovation Actions
<i>Admissibility conditions</i>	The conditions are described in General Annex A. The following exceptions apply: The page limit of the application is 70 pages.
<i>Legal and financial set-up of the Grant Agreements</i>	The rules are described in General Annex G. The following exceptions apply: The granting authority may object to a transfer of ownership or the exclusive licensing of results under certain conditions.

Expected Outcome: Project results are expected to contribute to all of the following expected outcomes:

- Demonstrated performance and reliability of wave energy devices producing comparable and public results using international metrics
- Improved knowledge on how to operate wave energy devices, their availability maintainability and to increase the impact it is expected that projects are sharing project data.
- Reduction of the LCOE in line with the SET Plan targets (actions should clearly justify estimated LCOE at project start and end, using a recognised calculation methodology).
- Reinforced industrial supply chain in Europe.
- Attraction of private investors to the sector and reduction of the cost of their investment by presented evidences and credible key performance indicators.

Scope: The action is expected to:

- Demonstrate wave energy devices in real sea conditions for long periods of time (12-24 months) providing invaluable learnings regarding performance, reliability, availability, maintainability, survivability and environmental impact.

Destination – Sustainable, secure and competitive energy supply

The **expected impact**, in line with the Strategic Plan, is to contribute to “*More efficient, clean, sustainable, secure and competitive energy supply through new solutions for smart grids and energy systems based on more performant renewable energy solutions*”, notably through

- Fostering European global leadership in affordable, secure and sustainable **renewable energy technologies** and services by improving their competitiveness in global value chains and their position in growth markets, notably through the diversification of the renewable services and technology portfolio (more detailed information below).
- Ensuring cost-effective uninterrupted and affordable supply of energy to households and industries in a scenario of high penetration of variable renewables and other new low carbon energy supply. This includes more efficient approaches to managing **smart and cyber-secure energy grids** and optimisation the interaction between producers, consumers, networks, infrastructures and vectors (more detailed information below).
- Accelerating the development of **Carbon Capture, Use and Storage (CCUS)** as a CO₂ emission mitigation option in electricity generation and industry applications (including also conversion of CO₂ to products) (more detailed information below).

Fostering the European global leadership in affordable, secure and sustainable renewable energy technologies.

The main impacts to be generated by topics targeting the renewable energy technologies and solutions under this Destination are:

- Availability of disruptive renewable energy and renewable fuel technologies and systems in 2050 in order to accelerate the replacement of fossil-based energy technologies.
- Reduced cost and improved efficiency of renewable energy and renewable fuel technologies and their value chains.
- De-risking of renewable energy and fuel technologies with a view to their commercial exploitation and net zero greenhouse gas emissions by 2050.
- Better integration of renewable energy and renewable fuel-based solutions in energy consuming sectors.
- Reinforced European scientific basis and European export potential for renewable energy technologies through international collaboration (notably with Africa in renewable energy technologies and renewable fuels and enhanced collaboration with Mission Innovation countries).
- Enhanced sustainability of renewable energy and renewable fuels value chains, taking fully into account social, economic and environmental aspects in line with the European Green Deal priorities.

Impactos => en la
introducción de
cada Destination
(en el
WorkProgramme)

Definiciones

Comunicación:

Promover el proyecto y sus resultados, proporcionando información a **múltiples audiencias** (incluyendo los medios de comunicación y el público en general)

- Posiblemente implicando un intercambio bi-direccional

Diseminación:

Desvelar públicamente los resultados por cualquier medio (incluyendo las publicaciones científicas) a **audiencias especializadas**

Explotación:

Utilizar los resultados en:

- otras actividades de investigación
- desarrollar, crear, fabricar y comercializar un producto o proceso
- crear y proporcionar un servicio
- actividades de estandarización y policy making

Comunicación

Ejemplo ficticio

Category of audience	Target audience	Type of information/ Material	Channels/tools	Objective of the communication	Key Performance Indicator
Scientific community	Universities Research Centres	Reports, presentations	Congress, Conferences, articles	Increase visibility on the new technology	> 1.000 scientists
Manufacturers of XXX	Product developers	Targeted information about technology/product developed	Site visits, Outreach videos	Raise awareness on the new capabilities	> 50 manufacturers
Integrators,,...	xxx	Targeted information about technology/product developed	Site visits, Outreach videos	Raise awareness on the new capabilities	> 10 integrators
Public authorities, Policy makers	Regional, national, European authorities	Summary reports, roadmaps	Presentations, dedicated meetings	Influence over the R&D priorities	> 160 policy makers
Associations	xxxx	Main outcomes, factsheets	Press release, website, Newsletter	Gain visibility among key players	> 6 associations
General Public	Youth Students	Marketing material, flyers, mock-ups, materials for science experiments	Website, Social media (blogs, Twitter, Facebook, LinkedIn, Youtube), entry in Wikipedia, Researchers night/week	Inspirational, education, increase social awareness about XXX	> 60.000 interested parties

Diseminación

Ejemplo ficticio

Mean for dissemination	Event/Journal	Target audience	Key Performance Indicator
Conference/ Workshop		Scientific community in the field of xxx	> 1.000 scientists
Publication		Especialistas en xxx	> 50 manufacturers
Association/ Cluster		Fabricantes de xxx	> 10 integrators
Advisory Board		Usuarios de xxx	> 160 policy makers

Explotación

Ejemplo ficticio

Result	Partners involved	IPR strategy	Exploitation Route/Strategy	Time to market
Platform for xxx		License	Commercial agreement with xxx	1-2 years after the end of the project
New material		Patent	Spin-off company	5 years after the end of the project
Software for xxx		Utility model	Provision of services to xxxxx	At the end of the project
New PV cell			Further integration in PV modules to be manufactured by partner xxx	

2.2.4 Management of Intellectual Property

IPR strategy is an important component of exploitation

- **Identify your own background**
- **Check the Stat of the Art => existing patents** (e.g. via database provided by the European Patent Office: *Espacenet*)
- Specify **the ownership of the results**, who owns what, any transfers? On which conditions?
- Ensure appropriate **IPR Access Rights**
- Is there a **need to protect the results?** If yes, assign cost. Explain how the protection measures will be used to support exploitation

A short reference to the IPR “to be developed in the Consortium Agreement” is not sufficient!!!!

Background

Examples: *prototypes; database rights, licences with the right to sublicense, patents, patents applications*

IPR HELPDESK

helpline@iprhelptdesk.eu

Phone +34 965 90 9692 (Helpline)

ec.europa.eu/ip-helpdesk



Help Line

IPR Access Rights

Grant of minimum Access Rights (*note: additional Access Rights can always be agreed upon!*)

	Obligación de dar acceso a su BACKGROUND	Obligación de dar acceso a sus RESULTADOS
Si es necesario para otro participante de cara a IMPLEMENTAR el proyecto	Royalty-free (unless differently agreed before the signing of the GA)	Royalty-free
Si es necesario para otro participante de cara a EXPLOTAR sus propios resultados	On fair and reasonable conditions	On fair and reasonable conditions

Protection of results

Protection of results

Si los resultados pueden dar lugar a aplicaciones industriales o comerciales, el propietario deberá valorar si es posible, razonable y justificado proteger estos resultados vía cualquier forma de protección válida

El coste asociado a la protección de resultados es un coste elegible



Subject Matter	Patent	Utility Model	Industrial Design	Copyright	Trade Mark	Trade Secret
Invention (e.g. device, process, method)	X	X				X
Software	X	X		X		X
Scientific article				X		
Design of a product			X	X	X	
Name of a technology/product					X	
Know How	X	X				X

3 – Implementation

3.1 Work plan and resources

3.1.1 Overall structure of the work plan

3.1.2 Timing of the different Work Packages and their components (**Gantt chart**)

3.1.3 Graphical presentation of the components showing how they inter-relate (**Pert chart** or similar)

3.1.4 Detailed work description

Table 3.1a “List of Work Packages”

Table 3.1b “Work Package description”

Table 3.1c “List of deliverables”

Table 3.1d “List of milestones”

3.1.5 Critical risks relating to project implementation (table 3.1e)

3.1.6 Effort assigned to Work Packages. Resources (table 3.1f, table 3.1g, table 3.1h, table 3.1i)

3.2 Capacity of participants and consortium as a whole

3.2.1 Description of the consortium

3.2.2 Other countries and international organisations



Presupuesto



Pequeño resumen de categorías de costes (parte A)

A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries

B. SUBCONTRACTING COSTS

C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services

D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- **[D.3 Transnational access to research infrastructure unit costs]**
- **[D.4 Virtual access to research infrastructure unit costs]**
- **[D.5 PCP/PPI procurement cost]**
- **[D.6 Euratom Cofund staff mobility costs]**
- **[D.7 ERC additional funding]**
- **[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]**

E. INDIRECT COSTS

3 – Implementation



3.1 Work plan and resources

3.1.6 Effort assigned to Work Packages. Resources

Table 3.1f “Summary of staff effort”

	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				

Table 3.1g “Subcontracting costs’ items”

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

Subcontracting

- Implementar tareas del proyecto (no core tasks) (no tareas coordinador)
- Sólo partes limitadas del proyecto
- Procedimiento selección => asegurar la mejor relación calidad-precio y evitar conflictos de interés
- No se aplica el 25% de costes indirectos
- Justificar bien la razón para la subcontratación, sobre todo si los costes son elevados

3 – Implementation

3.1 Work plan and resources

3.1.6 Effort assigned to Work Packages. Resources



Table 3.1h “Purchase costs’ items”

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. Costs)		
Total		



Other Goods, Works and Services (dentro de Purchase costs)

- Pequeños servicios, no cubren tareas del proyecto
- Se les aplica el 25% de costes indirectos
- Ej. alquiler de salas, catering, certificados de auditoría, página web, consumibles y suministros, publicaciones y actividades de diseminación, gastos IPR

- Purchase costs => son los antiguos “Other Direct Costs” de Horizon 2020
- Incluyen => “**travel and subsistence**”, “**equipment**” y “**other goods, works and services**”
- Una tabla por participante cuyos “Purchase costs” > 15% costes personal
- Listar los items por orden de coste, de mayor a menor
- El evaluador valorará si los costes son razonables => explicar y justificar bien cada item

Revisar el topic en el Funding Portal

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SE DIA)

English | Register | Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Search funding & tenders | Funding updates | Archived funding (FP7-CIP)

• The Identity, Bank Account, Contracts & Payments functionalities in the Experts Area of the F&T Portal will be unavailable on Tuesday, 26.04.2022, between 07:30 and 08:10 CET.

Need help? | Sort by: | Submission status

There are more than 10000 results, please refine your search criteria.

HORIZON-CL5-2022-D3-03-09

Match whole words only | GRANTS | TENDERS

Submission status: Forthcoming (174) | Open for submission (873) | Closed (12818)

Programming period: Select a Programme period...

Filter by Programme / Programme group: Select a Programme...

Filter by call: Select a Call...

Alternative Fuel Infrastructure Facility - Unit Contributions	Call for proposal	Grant	
CEP-T-2021-AFIFCOEN-UNITS			
Programme	Connecting Europe Facility (CEF)	Status	Open for submission
Type of action	CEF AFIF-EVRI Unit Grants	Deadline model	multiple cut-off
Opening date	16 September 2021	Next deadline	07 June 2022 17:00:00 Brussels time

Alternative Fuel Infrastructure Facility - Works - LNG	Call for proposal	Grant	
CEP-T-2021-AFIFCOEN-WORKS-LNG			
Programme	Connecting Europe Facility (CEF)	Status	Open for submission
Type of action	CEF Infrastructure Projects	Deadline model	multiple cut-off
Opening date	16 September 2021	Next deadline	07 June 2022 17:00:00 Brussels time

Alternative Fuel Infrastructure Facility - Works - Zero Emissions	Call for proposal	Grant	
CEP-T-2021-AFIFCOEN-WORKS-ZE			
Programme	Connecting Europe Facility (CEF)	Status	Open for submission
Type of action	CEF Infrastructure Projects	Deadline model	multiple cut-off

Revisar el topic en el Funding Portal

The screenshot shows the European Commission Funding & tender opportunities portal. The page title is 'Recycling end of life PV modules' with the topic ID 'HORIZON-CL5-2022-D3-03-09'. A red box highlights the 'General Information' section in the left sidebar, which includes links for 'Topic description', 'Destination', 'Conditions and documents', 'Partner search announcements', 'Submission service', 'Topic related FAQ', and 'Get support'. The main content area displays the following information:

General information		
Programme Horizon Europe Framework Programme (HORIZON)		
Call Sustainable, secure and competitive energy supply (HORIZON-CL5-2022-D3-03)		
Type of action HORIZON-IA HORIZON Innovation Actions		
Type of MGA HORIZON Action Grant Budget-Based (HORIZON-AG)		
Deadline model single-stage	Planned opening date 06 September 2022	Deadline date 10 January 2023 17:00:00 Brussels time

Additional elements visible in the screenshot include a 'Go back' button at the bottom left, a 'See budget overview' button, and a 'Fortcoming' button. The top navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. There are also 'Register' and 'Login' buttons in the top right corner.

Partner Search

Topic FAQs

Otra forma de acceder a las FAQs

The screenshot shows the European Commission's 'Funding & tender opportunities' website. The top navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'SUPPORT' menu is expanded, with 'FAQ' highlighted by a red circle. A red arrow points to the search bar in the FAQ section. The FAQ section is titled 'FAQ - Frequently Asked Questions (323)' and includes a search bar, filter options for 'Grants' and 'Tenders', and a list of questions with answers.

European Commission Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English Register Login

Horizon Europe (HORIZON)

Support overview
Helpdesk & Manuals
FAQ
Support Services

Please notice that there is an issue with the upload of rebuttal letter, the technical team is working to solve this as soon as possible. We apologize for the inconvenience.

FAQ - Frequently Asked Questions (323) Need help?

Search by keyword, question... [Search]

Grants Tenders

Grant category
Select a grant category...

Programming period
Select a programme period...

Programme
Horizon Europe (HORIZON) (323)

These pages are updated with the answers to the most frequent questions that have been submitted to the Research Enquiry Service and Participant Validation, IT Helpdesk, eProcurement Helpdesk, Call Coordinators and H2020 NCP correspondents.

In case of questions related to a call for tenders, there is always a specific timeslot to ask questions and requesting information, clarification must be done exclusively within the call for tenders on eTendering. Read about calls for tenders.

Sort by

- Under HORIZON-HLTH-2021-CORONA-01-01, with respect to mild and moderate COVID-19, is there a concrete definition for the distinct COVID-19 disease phases?
Applicants are welcome to consult the WHO website for the clinical progression scale proposed by the WHO Working Group on the Clinical Characterisation and Management of COVID-19 inf...
- HORIZON-EIC-2021-ICapitalPrize: Are previous participants allowed to participate in the contest?
Yes, with some exceptions. Among the cities that participated in previous contests, only the previous winners as well as the runners-up of the 2020 edition are not eligible to apply...
- HORIZON-EIC-2021-ICapitalPrize: What is the focus of the award, and what will be evaluated in particular?

Programme Guide, Online Manual y “IT How to”

The screenshot shows the 'Reference Documents' page on the Horizon Europe portal. Red arrows indicate the following navigation steps:

- 1:** Points to the 'Reference documents' link in the top navigation menu.
- 2:** Points to the 'Horizon Europe (HORIZON)' filter in the 'Programming period' section.
- 3:** Points to the 'Clear filter' button in the 'Programming period' section.
- 4:** Points to the 'HE Programme Guide' link in the 'Procurement' filter list.
- 5:** Points to the 'Online Manual' link in the 'Procurement' filter list.

[Reference Documents](#)

Apúntate como Evaluador

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDA)

English | Register | Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | **WORK AS AN EXPERT** | SUBMIT

Work as an expert

Need help?

The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases.

Being an expert for the European Commission

In particular, experts assist in:

- Evaluation of proposals, prize applications and tenders
- Monitoring of actions, grant agreements, public procurement contracts

In addition, experts provide opinion and advise on:

- Preparation, implementation and evaluation of EU programmes and design of policies.

In order to select experts, the European Union Institutions publish regularly calls for expression of interest (see list below) detailing the selection criteria, the required expertise, the description of the tasks, their duration and the conditions of remuneration.

Interested? Please join the database of external experts!

Register as expert

As new expert, you will be first requested to create your EU login account and register your profile.

Registered experts can update the profile via the My Expert Area after login.

Calls for expressions of interest for experts

- Calls for expressions of interest for experts (2021-2027)
- Calls for expressions of interest for experts (2014-2020)

News

15 Feb. 2021

INEA looking for experts to assess CEF Energy calls

The Innovation and Networks Executive Agency (INEA) is looking for experienced experts in energy to assess project proposals submitted under the 2021 Connecting...

24 Mar. 2021

Call for expression of interest 2021-2027 – New

The new call for expression of interest for experts for the programming period 2021-2027 is now open. Note: if you are already registered as an expert answering...

All news >

Quick Links

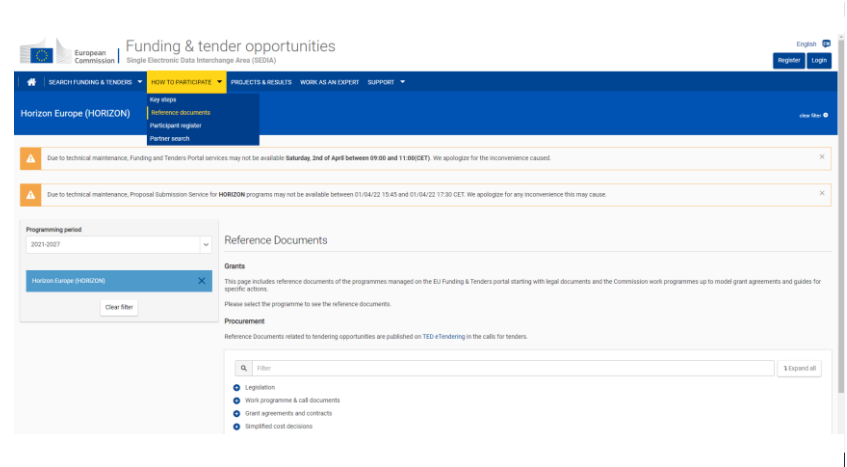
- Experts standard briefing slides
- FAQ for Experts
- Expert recommendations
- Lists of contracted experts
- EU Grants - Model Contract for Experts
- Methodology for expert fees for remote evaluation and ethics review
- FAQ on the evaluation of innovation, social sciences and humanities and other aspects of H2020 proposals

Se **buscan diferentes perfiles**: Científico-técnicos, business, emprendedores, entidades públicas, asociaciones, ONGs...

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

Información de interés

- [Funding and Tenders Portal](#)
- [Work Programme Clúster 5](#)
- [Proposal Template](#)
- [Programme Guide](#)
- [Online Manual](#)
- [IT How to](#)



Información de interés

Webinars European Commission

- [How to prepare a successful proposal in Horizon Europe](#) (24 March 2021)
- [A successful proposal for Horizon Europe](#) (21 April 2021)
- [Tips and Tricks while writing your Horizon Europe proposal](#) (23 June 2021)
- [Recipe for success: Tips and tricks to writing your Horizon Europe proposal](#) (29 September 2022)
- [Dissemination, Communication and Exploitation](#) (9 June 2021)
- [The Funding & tenders Portal for beginners](#) (27 May 2021)
- [New features Funding & Tenders Portal](#) (28 September 2021)
- [The Gender Equality Plan](#) (23 June 2022)
- [Horizon Results Booster](#) (17 November 2022)
- [Submission and evaluation, Grant Agreement Preparation, Legal and Financial Aspects](#) (10 December 2021)
- [Grant Agreement Preparation, Legal and Financial Aspects](#) (26 January 2022)
- [Cost reporting of other costs \(with focus on internal invoicing\)](#) (23 March 2022)
- [Lump Sum funding: How does it work and what are the next steps?](#) (7 April 2022)
- [Lump Sum funding: How to write a proposal?](#) (19 May 2022)
- [Lump Sum funding: How does it work? How to write a proposal?](#) (20 October 2022)
- [Avoiding errors in declaring personnel costs in Horizon 2020 grants](#) (30 November 2022)



Información de interés

Guía del participante – Horizonte Europa

- El proceso de participación
- Elaboración y presentación de una propuesta
- Puesta en marcha, desarrollo, seguimiento y finalización de los proyectos
- Proceso de evaluación de propuestas
- Preparación y firma del acuerdo de subvención del proyecto

<https://www.horizonteeuropa.es/guia-del-participante-horizonte-europa>

Guía del participante
HORIZONTE EUROPA



Información de interés

Webinars CDTI-SOST

Cómo preparar una propuesta exitosa



12 webinarios online

Con experiencias de participantes

(Febrero-Junio 2022)

[Presentaciones y grabaciones](#)

SESIONES

Sesión 1: Cómo completar la Parte A en propuestas de Horizonte Europa

Sesión 2: Excelencia. Concepto, metodología, estado del arte y ambición del proyecto

Sesión 3: Open Science. Plan de gestión de datos

Sesión 4: Dimensión de género en propuestas de HE

Sesión 5: Apartado de Impacto en proyectos de HE

Sesión 6: Impacto. Planes de explotación

Sesión 7: Implementación. Paquetes de trabajo, recursos y descripción del consorcio

Sesión 8: Implementación. Plan de riesgos

Sesión 9: Aspectos éticos en HE

Sesión 10: Aspectos de seguridad en propuestas de HE

Sesión 11: "Lump sum" en propuestas de HE

Sesión 12: Estandarización en proyectos de HE

Información de interés

Infoday Bruselas y Brokerage Event. 15-16 diciembre 2022

- Formato online
- Brokerage Event el día 15 por la tarde

Más información en la [web del Infoday](#)



Información de interés

Infoday nacional Horizonte Europa Energía y Misión de Ciudades

- Formato híbrido: presencial y online
- En CDTI, 11 de enero de 2023



Más información en el [portal español de Horizonte Europa](#)

Más información

Portal español Horizonte Europa

<https://www.horizonteeuropa.es/>

¡ÚNETE A NOSOTROS!



 @HorizonteEuropa

 Canal de Telegram

 RSS **1**

 ESHorizonte2020

¡SÍGUENOS EN TWITTER!

2



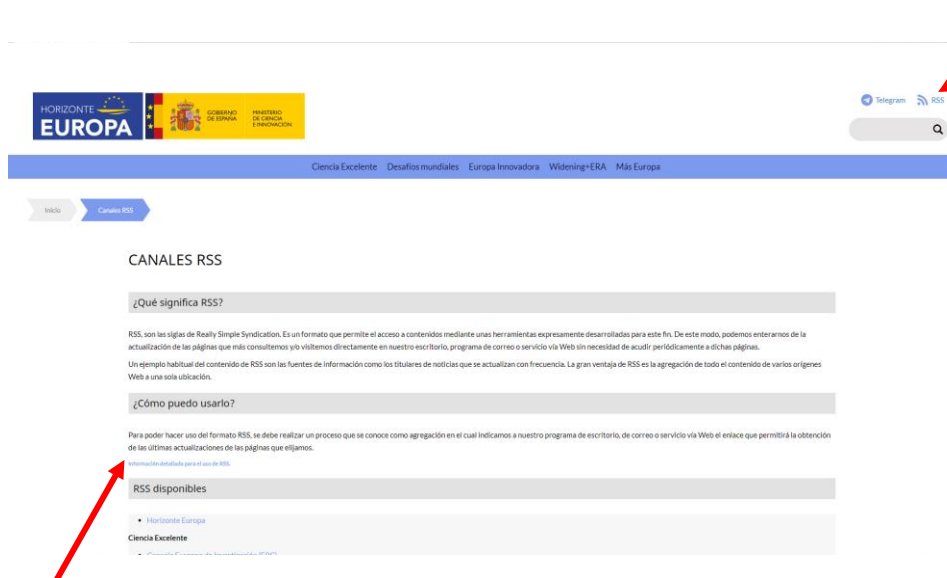
@HE_Energia_CDTI



Horizonte Europa Clúster 5 Energía. CDTI

https://twitter.com/HE_Energia_CDTI

Canales RSS en www.horizonteeuropa.es (1/6)



The screenshot shows the website's header with the 'HORIZONTE EUROPA' logo and navigation links: 'Ciencia Excelente', 'Desafíos mundiales', 'Europa Innovadora', 'Widening ERA', and 'Más Europa'. Below the header, there is a 'Inicio' button and a 'Canales RSS' button. The main content area is titled 'CANALES RSS' and contains the following text:

¿Qué significa RSS?

RSS, son las siglas de Really Simple Syndication. Es un formato que permite el acceso a contenidos mediante unas herramientas expresamente desarrolladas para este fin. De este modo, podemos enterarnos de la actualización de las páginas que más consultamos y/o visitamos directamente en nuestro escritorio, programa de correo o servicio vía Web sin necesidad de acudir periódicamente a dichas páginas.

Un ejemplo habitual del contenido de RSS son las fuentes de información como los titulares de noticias que se actualizan con frecuencia. La gran ventaja de RSS es la agregación de todo el contenido de varios orígenes Web a una sola suscripción.

¿Cómo puedo usarlo?

Para poder hacer uso del formato RSS, se debe realizar un proceso que se conoce como agregación en el cual indicamos a nuestro programa de escritorio, de correo o servicio vía Web el enlace que permitirá la obtención de las últimas actualizaciones de las páginas que elegimos.

Información detallada para el uso de RSS.

RSS disponibles

- [Horizonte Europa](#)
- [Ciencia Excelente](#)

Cómo usarlo

Canales RSS en www.horizonteeuropa.es (2/6)

RSS disponibles

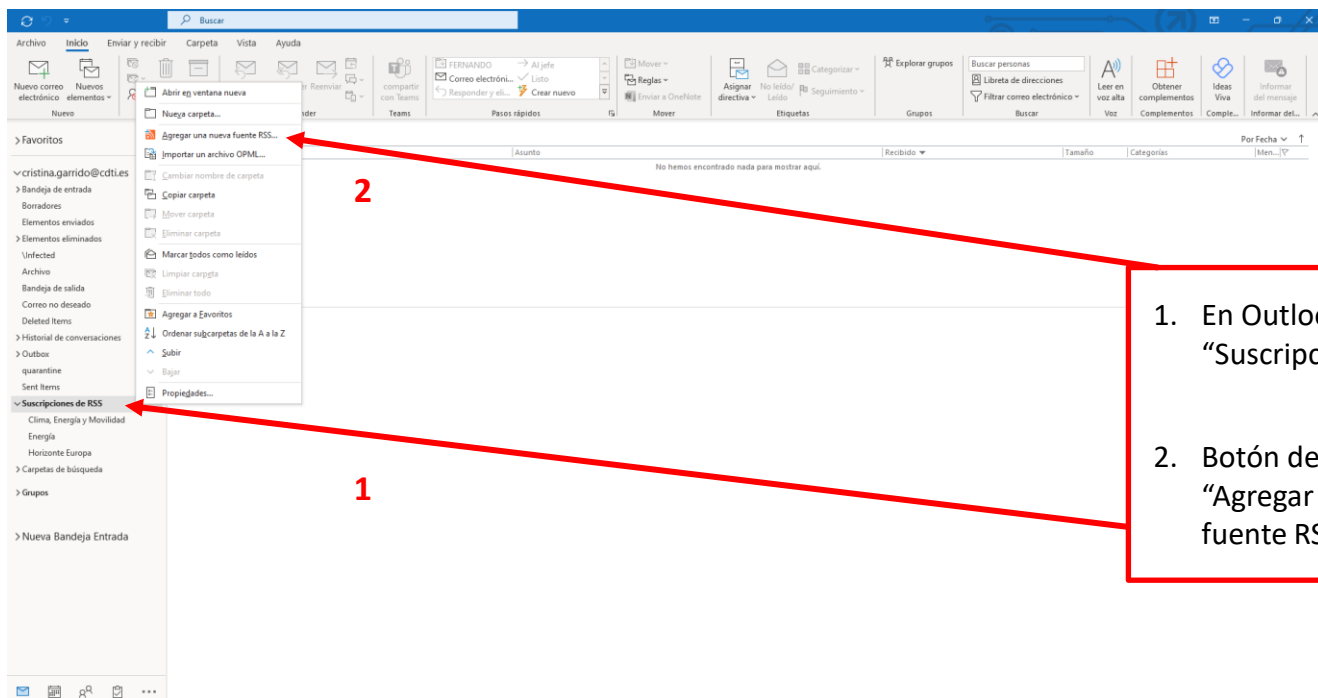
- Horizonte Europa
- Ciencia Excelente**
 - Consejo Europeo de Investigación (ERC)
 - Acciones Marie Skłodowska-Curie (MSCA)
 - Infraestructuras de Investigación
- Desafíos Mundiales**
 - Salud
 - Cultura, Creatividad y Sociedad Inclusiva
 - Seguridad Civil para la Sociedad
 - Ciberseguridad
 - Mundo Digital, Industria y Espacio
 - Digital
 - Datos y tecnologías de computación
 - Tecnologías emergentes
 - Tecnologías digitales centradas en el humano
 - Industria
 - Espacio
 - Clima, Energía y Movilidad
 - Clima
 - Energía
 - Más
- Alimentación
- Centro Científico

- Europa Innovadora**
- Consejo Europeo de Innovación (EIC)
- Explorador del EIC

Context menu options:
Abrir enlace en una pestaña nueva
Abrir enlace en una ventana nueva
Abrir el enlace en una ventana de incógnita
Guardar enlace como...
Copiar dirección de enlace
Inspeccionar

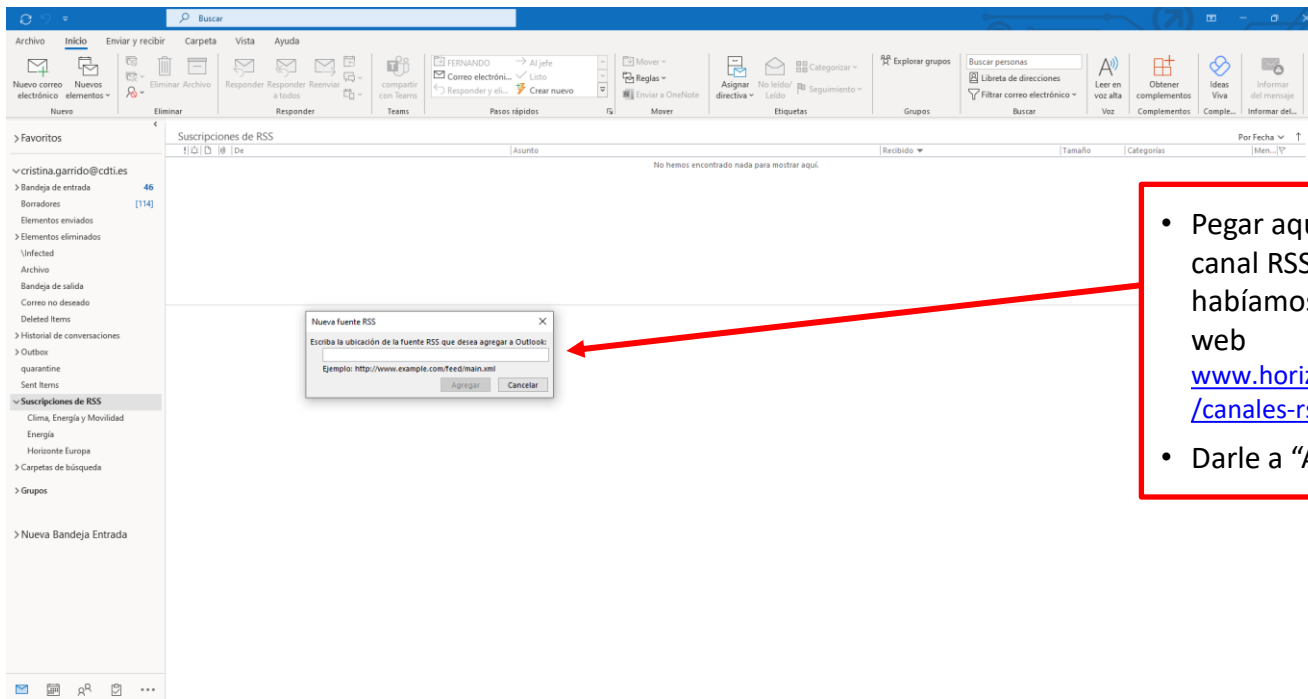
- Poner el ratón sobre el canal de tu interés
- Botón derecho y “copiar dirección de enlace”
- Ojo!: no pinchar en el canal, sino botón derecho y “copiar dirección de enlace”

Canales RSS en www.horizonteeuropa.es (3/6)



1. En Outlook, ir a "Suscripciones de RSS"
2. Botón derecho e ir a "Agregar una nueva fuente RSS"

Canales RSS en www.horizonteeuropa.es (4/6)



- Pegar aquí el enlace del canal RSS de Energía que habíamos copiado en la web www.horizonteeuropa.es/info/canales-rss
- Darle a “Agregar” y listo

Canales RSS en www.horizonteeuropa.es (5/6)

• Pinchar en este símbolo +

Feedly

- Si no te funcionan las suscripciones de RSS de Outlook
- En Internet ir a un lector de noticias gratuito, por ejemplo **Feedly**

- Pegar aquí el enlace del canal RSS de Energía que habíamos copiado en la web www.horizonteeuropa.es/info/canales-rss

Canales RSS en www.horizonteeuropa.es (6/6)

The screenshot shows a Feedly interface for an RSS feed titled "Energía". The left sidebar contains navigation options like "Today", "Read Later", and "Manage Leo", along with a list of feeds including "Horizon Europe", "Clima, Energía y Movilidad", "Energía", and "Horizonte Europa". The main content area displays three articles:

- YESTERDAY**
Jomada Pacto Verde: financiación europea para la transición ecológica
by Horizonte Europa / 20h
EVENTO
- MAR 14**
Infoday Partneriado Hidrógeno Limpio
by Horizonte Europa / 25d
EVENTO
- MAR 10**
Jomada online Horizonte Europa "Clean Hydrogen Partnership"
by Horizonte Europa / 28d
EVENTO

At the bottom of the feed, there is a "MARK ALL AS READ" button and a note "Reviewed 3 articles".

[Feedly](#)

Para cualquier consulta

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Cristina Garrido
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Mantente informado a través del Portal español de Horizonte Europa

www.horizonteeuropa.es