

Jornada información COLCIENCIAS

Bogotá , 8 de noviembre de 2016

# LA PREPARACIÓN DE PROPUESTAS HORIZONTE 2020

División de Programas de la UE

CDTI

# LEYENDA URBANA:

Preparar la propuesta “ganadora” = ~~pesadilla~~ ~~lutería~~

- Nuevas reglas
- Formatos confusos
- Mucha burocracia
- Procesos largos
- ...



# Así que...no perdamos el foco

## ¿Tenemos claro qué queremos hacer?

- ¿Cómo de claro? → detalles
- ¿Todos los socios lo tienen “igual” de claro? → el consorcio y el “common understanding”

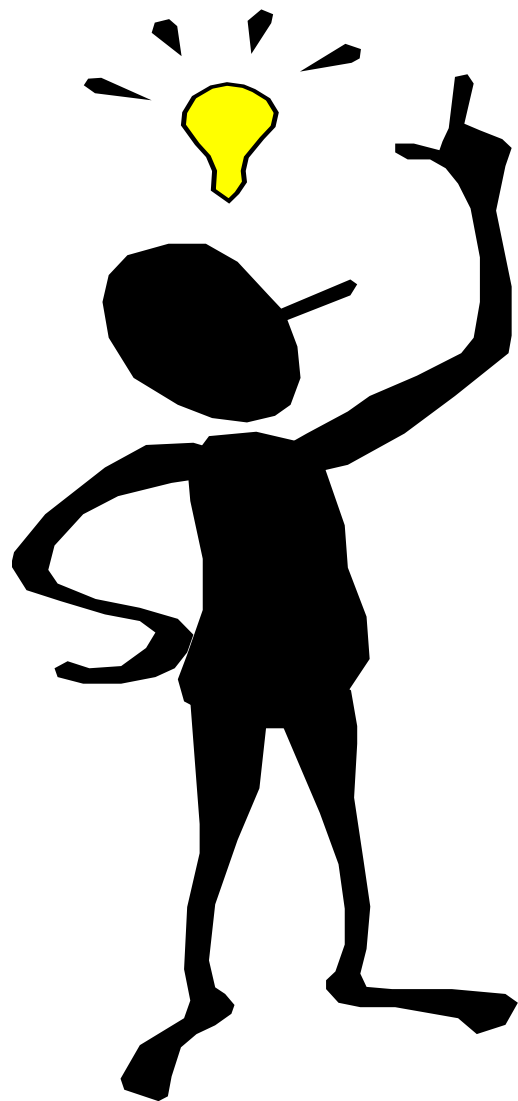
## Innovación

- más allá del estado del arte
- ¿sirve para algo?

## ¿Dónde queremos llegar?

- los resultados y el impacto

.....el siguiente paso es convencer a terceros



**Idea**

# Novedad o... Estado del Arte???

Sólo se financia la  
1ª vez

## Proyectos

[http://cordis.europa.eu/projects/home\\_en.html](http://cordis.europa.eu/projects/home_en.html)

The screenshot shows the CORDIS website header with the European Commission logo and the text 'CORDIS Community Research Infrastructure for Discovered Innovations'. Below the header is a navigation menu with options like 'Home', 'News and Events', 'Programmes', 'Projects and Results', 'Top Stories', 'research\*eu magazines', 'Research Partners', and 'National and Regional'. A 'Browse by:' sidebar lists 'Subject', 'Programme', 'Content type', and 'Country'. The main content area features a heading 'The primary information source for EU-funded projects since 1990' and a search box labeled 'Search projects' with a dropdown for 'Project Acronym' and a search button. To the right, there is a 'Search results' section with a dropdown for 'All results' and another search button.

## Patentes

<http://worldwide.espacenet.com/>

The screenshot shows the Espacenet website header with the European Patent Office logo and the text 'Espacenet Patent search'. Below the header is a navigation menu with options like 'About Espacenet', 'Other EPO online services', 'Search', 'Result list', 'My patents list (0)', 'Query history', 'Settings', and 'Help'. The main content area features a heading 'Espacenet: free access to the database of over 80 million patents' and a search box with a dropdown for 'Smart search' and a search button. To the left, there is a sidebar with sections for 'Maintenance news', 'Scheduled maintenance', 'Espacenet outages - times are CET: Espacenet and OPS on Friday the 31st of Jan at 19:00 to Saturday 1st of Feb. 20:00 Mon-Sun 05:00-c. 05:30', 'News flashes', 'Latest updates', and 'Related links'.

# Y....¿encaja?

## Dónde?

- Topic/Convocatoria/Programa de Trabajo/H2020

## Cómo?



- Instrumento = Type of Action (ELEGIBILIDAD!!!!)

## Cuándo? (...y otros detalles)

- Ficha de la Convocatoria

## La información....en el Portal del Participante

(<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>)

# Portal del participante

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

The screenshot shows the 'Participant Portal' for 'RESEARCH & INNOVATION' by the European Commission. The navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A red arrow points from the 'SUPPORT' menu to a red-bordered box on the right containing a list of links: 'Horizon 2020 Helpdesk', 'Enterprise Europe Network', 'National Contact Points', 'Glossary', 'FAQ', 'IT Helpdesk', 'Other Help Services', 'Terms and Conditions', and 'What's New'. A green-bordered box highlights a central menu with items: 'H2020 Online Manual', 'Reference Documents', 'Beneficiary Register', 'Financial Viability Self-Check', and 'SME Participation'. A blue-bordered box on the left highlights the 'EU Programmes 2014-2020' section, which includes a search bar, updates, and calls. A red-bordered box at the bottom highlights the 'WORK AS AN EXPERT' tile in a row of six tiles: 'WHAT'S NEW?', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'WORK AS AN EXPERT', 'MY PERSONAL AREA', and 'INFORMATION AND SUPPORT'.

# Portal del participante

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

## RESEARCH & INNOVATION

### Frequently Asked Questions (FAQ)


Welcome to the new Participant Portal FAQ section.

Those pages are updated with the answers to the most frequent questions that have been submitted to the [Horizon Helpdesk](#), [IT Helpdesk](#), Call Coordinators and H2020 NCP correspondents.

742  
Results

Enter a keyword or a question

SEARCH

FREE TEXT SEARCH 

Filter by CATEGORY

Participant Portal roles and access rights

Beneficiary registration and validation...

Funding opportunities, calls

Proposals submission and evaluation

Ethics and research integrity

Grant preparation and signature, reporting...

Audits and certificates

Experts evaluators, reviewers, monitors

European research policy

Q. **How do I update the information related to my organisation once I have obtained a Participant Identification Code (PIC)?**

A. Before the organisation is validated (i.e. still in the status "declared"): the data entered during first registration remain editable for the person having registered the organisat...

Q. **I am the Legal Entity Appointed Representative (LEAR) of my organisation and have made an update in the beneficiary register some days ago, but it seems that nothing has been updated.**

A. Your request to change information is being processed by the Validation Services (VS). Modifications of legal information (e.g. legal name, address, VAT number, registration number,...

Q. **I have sent the Legal Entity Appointed Representative (LEAR) appointment documents. When may I receive access to modify the data on the beneficiary register of the Participant Portal?**

A. It may take a few weeks before the appointed LEAR is validated. First the legal entity needs to be validated by the Validation Services. You will receive a confirmation e-mail explai...

Q. **I have an ECAS account for accessing the Participant Portal but how can I acquire roles and access rights for proposals, projects or organisations?**

A. As a general principle, the user who has created the content on the Participant Portal manages access to this content by other users. In other words, there is no centrally controlled...

**How can I change my email address or correct spelling errors in my name in my ECAS**

Horizon 2020 Helpdesk  
Enterprise Europe Network  
National Contact Points  
Glossary  
**FAQ**  
IT Helpdesk  
Other Help Services  
Terms and Conditions  
What's New

its lifecycle



INFORMATION  
AND SUPPORT

OPPORTUNITIES

PARTICIPATE

EXPERT

AREA



# Portal del participante

(A-Z) Sitemap About this site Contact Legal Notice Search English

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/index.html>



## RESEARCH & INNOVATION

### Participant Portal

European Commission Research & Innovation Participant Portal > Funding Opportunities

HOME **FUNDING OPPORTUNITIES** HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

#### EU Programmes 2014-2020

Search Topics

Updates

Calls

- H2020
- Research Fund for Coal & Steel
- COSME
- 3rd Health Programme
- Consumer Programme
- Justice Programme

#### FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities



#### H2020 Simplification Survey



### Funding Opportunities

H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls of the programmes described on this page.



### Horizon 2020

Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. H2020 supports SMEs with a new instrument that runs throughout various funded research and innovation fields, enhances EU international research and Third Country participation, attaches high importance to integrate social sciences and humanities encourages to develop a gender dimension in project.

### Cosme

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.



### Consumer Programme

Calls for

# Portal del participante: Financiación

(A-Z) Sitemap About this site Contact Legal Notice Search English



## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER

#### EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

Justice Programme

## Calls for Proposals



Horizon 2020

Advanced search for topics  
Calls for tenders on TED

- Health, demographic change and wellbeing
- Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy
- Secure, clean and efficient energy
- Smart, green and integrated transport
- Climate action, environment, resource efficiency and raw materials
- Europe in a changing world - inclusive, innovative and reflective societies
- Secure societies - protecting freedom and security of Europe and its citizens
- Spreading excellence and widening participation

Sort by

Call title

Call identifier

Publication date

Filter a call

FILTER

#### FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities



#### Societal Challenges

Greening the Economy

H2020-SC5-2016-2017

Publication date: 14-10-2015

#### Societal Challenges

Earth Observation

H2020-EO-2017

Publication date: 14-10-2015

#### Societal Challenges

Earth Observation

H2020-EO-2016

Publication date: 14-10-2015

#### Industrial Leadership

Industry 2020 in the Circular Economy

H2020-IND-CE-2016-17

Publication date: 14-10-2015

#### Societal Challenges

SMART AND SUSTAINABLE CITIES

H2020-SCC-2016-2017

Publication date: 14-10-2015

#### Societal Challenges

Blue Growth - Demonstrating an ocean of opportunities

H2020-BG-2016-2017

Publication date: 14-10-2015

Convocatoria

NOVEDAD en la información disponible

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

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H2020

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COSME

3rd Health Programme

Consumer Programme

Justice Programme

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

**CALL: GREENING THE ECONOMY** [Call budget overview](#)  
Call Identifier: H2020-SCS-2016-2017  
Publication date: 14-10-2015

Horizon 2020  
> Societal Challenges [H2020 website](#)

Call updates [+ More](#)

- 15-10-2015 15:16:42

There is an error in the numbering of the SME Instrument topic, which should be read in

Topics and submission service

To access the **Submission Service**, please **select the TOPIC** of your interest and then open the Submission Service tab. To access **existing draft proposals**, please login to the portal and select My Proposals from the My Area menu.

Status  Forthcoming  Open  Closed

Sort by  (Planned) opening date  Deadline  Topic title  Topic Identifier

Topic: [SCS-01-2016-2017:Exploiting the added value of climate services](#) **Forthcoming**  
Publication date: 14 October 2015

Types of action:	RIA Research and Innovation action		
DeadlineModel:	single-stage		
Opening date:	8 November 2016	Deadline:	7 March 2017 17:00:00
Types of action:	IA Innovation action		
DeadlineModel:	two-stage		
Opening date:	10 November 2015	Deadline:	8 March 2016 17:00:00
		2nd stage Deadline:	6 September 2016 17:00:00

Time Zone : (Brussels time)

Topic: [SCS-02-2017:Integrated European regional modelling and climate prediction system](#) **Forthcoming**  
Publication date: 14 October 2015

Types of action:	RIA Research and Innovation action		
DeadlineModel:	single-stage		
Opening date:	8 November 2016	Deadline:	7 March 2017 17:00:00

Time Zone : (Brussels time)

División  
Programas de la UE

# “Topic”

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal' interface. The main content area is titled 'TOPIC : Exploiting the added value of climate services' and is highlighted with a red border. It lists two types of actions with their respective identifiers, publication dates, deadline models, planned opening dates, and deadlines. The first action is an RIA Research and Innovation action with a single-stage deadline model, planned opening on 08-11-2016, and a deadline of 07-03-2017 17:00:00. The second action is an IA Innovation action with a two-stage deadline model, planned opening on 10-11-2015, and a deadline of 08-03-2016 17:00:00, with a 2nd stage deadline of 06-09-2016 17:00:00. The time zone is specified as (Brussels time). Below the topic details, there is a section for 'Horizon 2020 > Societal Challenges' with a call number H2020-SC5-2016-2017 and a link to the H2020 website. The 'Topic Description' section states that the project results are expected to contribute to societal challenges. The 'Topic conditions and documents' section advises users to read all provisions carefully before preparing an application. The 'Submission Service' section indicates that the submission system is planned to be opened on the date stated on the topic header. The 'Get support' section provides a link to the H2020 Online Manual, which is an online guide on the procedures from proposal submission to managing a grant.

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

**EU Programmes 2014-2020**

Search Topics

Updates

Cells

H2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

Justice Programme

**FP7 & CIP Programmes 2007-2013**

Calls

Other Funding Opportunities

**TOPIC : Exploiting the added value of climate services** [Call budget overview](#)

**Topic Identifier:** SC5-01-2016-2017  
**Publication date:** 14-10-2015

**Types of action:** RIA Research and Innovation action  
**DeadlineModel:** single-stage  
**Planned opening date:** 08-11-2016  
**Deadline:** 07-03-2017 17:00:00

**Types of action:** IA Innovation action  
**DeadlineModel:** two-stage  
**Planned opening date:** 10-11-2015  
**Deadline:** 08-03-2016 17:00:00  
**2nd stage Deadline:** 06-09-2016 17:00:00

Time Zone : (Brussels time)

Horizon 2020  
> Societal Challenges  
Call : H2020-SC5-2016-2017 [H2020 website](#)

**Topic Description** [+ More](#)

**Expected Impact:**

a) The project results are expected to contribute to:

**Topic conditions and documents** [+ More](#)

Please read carefully all provisions below before the preparation of your application.

**Submission Service**

The submission system is planned to be opened on the date stated on the topic header.

**Get support** [+ More](#)

**H2020 Online Manual** your online guide on the procedures from proposal submission to managing your grant.

**NOVEDAD en la información disponible**

- › Roles & access rights
- › Terms and Conditions of Use
- Grants
  - Applying for funding
    - Find a call
      - › Horizon 2020 structure and budget
      - › What you need to know about Horizon 2020 calls
    - › Find partners or apply as individual
  - Register in the Beneficiary Register
    - › Registration of your organisation
    - › LEAR appointment
    - › Validation of potential beneficiaries
    - › Financial viability check
    - › Data update
    - › Certifications
  - Submit a proposal
    - › Get prepared
    - › Electronic proposal submission
  - From evaluation to grant signature
    - › Eligibility check
  - Evaluation of proposals
    - › Eligibility and evaluation criteria
    - › Evaluation process and results
  - Grant preparation
    - › Enter & submit grant data
    - › Ethics review
    - › Security scrutiny

## Grants

### Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

### Evaluation & Grant signature

Eligibility check

Evaluation of proposals

Grant preparation

Grant signature

### Grant management

Keeping records

Amendments

Reports & payment requests

Deliverables

Dissemination & exploitation

Communication

Checks, audits, reviews & investigations

### Working as an expert

Expert registration

Contracting & payment

Expert roles & tasks

### Cross-cutting priorities & issues

International cooperation

Social Sciences & Humanities

Open access & Data management

Ethics

Gender

SMEs

ERA-NETs

Links to regional policy

Intellectual property

Innovation procurement

Financial instruments

Prizes

**H2020 ONLINE MANUAL**

# ¿Qué tengo que tener en cuenta?



La idea debe ajustarse al topic del WP

Título

El proyecto ha de cubrir todo lo descrito en el topic (retos, alcance, impacto, utilizando el instrumento indicado)

Reto específico

Tener en todas las indicaciones (duración, terceros países, presupuesto)

Alcance

Cumplir los impactos esperados: para la sociedad, para la industria, para los políticos, ...)

Impacto esperado

Redacción homogénea siguiendo el orden indicado en la guía del solicitante

Instrument

Considerar en todo momento los criterios de evaluación

o

## ISIB-6-2015: Converting CO<sub>2</sub> into chemicals

**Specific challenge:** The CO<sub>2</sub> originating from the use of fossil resources continues to accumulate in the atmosphere, accelerating climate change with disrupting impacts on the biosphere. The chemical industry which heavily relies on these non-renewable and scarce fossil resources is looking for sustainable alternative resources to deliver the chemicals our society needs without the related environmental burden. While there are important scientific and technological challenges hindering the exploitation of CO<sub>2</sub> as a chemical feedstock, it offers great potential to couple environmental protection and economic growth.

**Scope:** Proposals should address innovative technologies to use CO<sub>2</sub> from the atmosphere or captured in industrial processes as a direct feedstock for chemical production beyond algal biorefinery concepts. One or several routes that involve the conversion of CO<sub>2</sub> into valuable chemicals should be explored, such as (photo) catalytic or biochemical/enzymatic or other novel process technologies. Examples include the use of microbial electrosynthesis, the use of photosystems from plants outside the plant cells - or to construct artificial carbon fixation pathways that are more efficient than naturally occurring ones. The Technology Readiness Levels covered by the projects should range from 3 to 5; please see part G of the general Annexes.

The Commission considers that proposals requesting a contribution from the EU in the range of EUR 5.5 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

### Expected impact:

- Scientific and technological breakthroughs for the conversion of CO<sub>2</sub> into chemicals which can lead to the design of industrial processes with zero or even negative greenhouse gas emissions;
- Providing at the long term real opportunity for regions where the biomass availability is less plentiful, as is the case in Europe.

Considering the rather front-edge character of the proposed field, the impact is expected to be in the medium to long term.

**Type of action:** Research and innovation actions

# A tener en cuenta.....NO SOLO el “topic”



## **IMPORTANTE.-**

Información **relevante**, además del “topic”, en:

- **Introducción** del Programa de Trabajo
- **Introducción** de las “calls” y de los bloques (“sub-calls”)
- **“Call-conditions”** al final de cada convocatoria

## **Algún ejemplo.....Reto Social 5 – WP 2016-2017**

- Introducción del bloque **WATER**
- Introducción del bloque **RAW MATERIALS**
- **“Nature Based Solutions for Sustainable Cities”** y condiciones de elegibilidad

# Si no encaja...buscar otras opciones

**HORIZONTE 2020**

77.28

## Ciencia excelente

24.441



1. El Consejo Europeo de Investigación (CEI)
2. Las Tecnología Futuras y Emergentes (FET)
3. Las acciones Marie Sklodowska Curie
4. Las infraestructuras de investigación

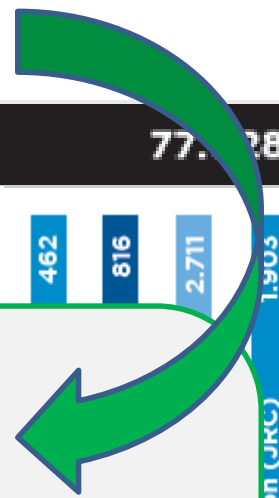
## Liderazgo Industrial

1. Liderazgo en tecnologías facilitadoras e industriales
  - 1.1 Tecnologías de la información y la comunicación
  - 1.2 Nanotecnologías, 1.3 Materiales avanzados y 1.4 Transformación avanzadas
  - 1.4 Biotecnología
  - 1.6 Espacio
2. Acceso a la financiación de riesgo
3. Innovación en las PYME

## Retos sociales

- |  |       |
|--|-------|
| 1. Salud, cambio demográfico y bienestar   | 7.472 |
| 2. Seguridad alimentaria, agricultura y silvicultura sostenibles, investigación marina, marítima y fluvial y bioeconomía | 3.851 |
| 3. Energía segura, limpia y eficiente  | 5.931 |
| 4. Transporte inteligente, ecológico e integrado   | 6.339 |
| 5. Acción por el clima, medio ambiente, eficiencia de recursos y materias primas   | 3.081 |
| 6. Sociedades inclusivas, innovadoras y reflexivas   | 1.309 |
| 7. Sociedades seguras  | 1.695 |

- JTIs
- ERANETs
- Otros Programas
  - Internacionales
  - Nacionales
- .....



Ciencia con y para la sociedad  
 Difundiendo la excelencia y am...  
 Instituto Europeo de Innovación...  
 Acciones directas no nucleares del Centro Común de Investigación (JIC)



# Antes de formar el consorcio

- Obtención del compromiso institucional
- IPRs y temas legales:

[www.iprhelphdesk.eu](http://www.iprhelphdesk.eu)



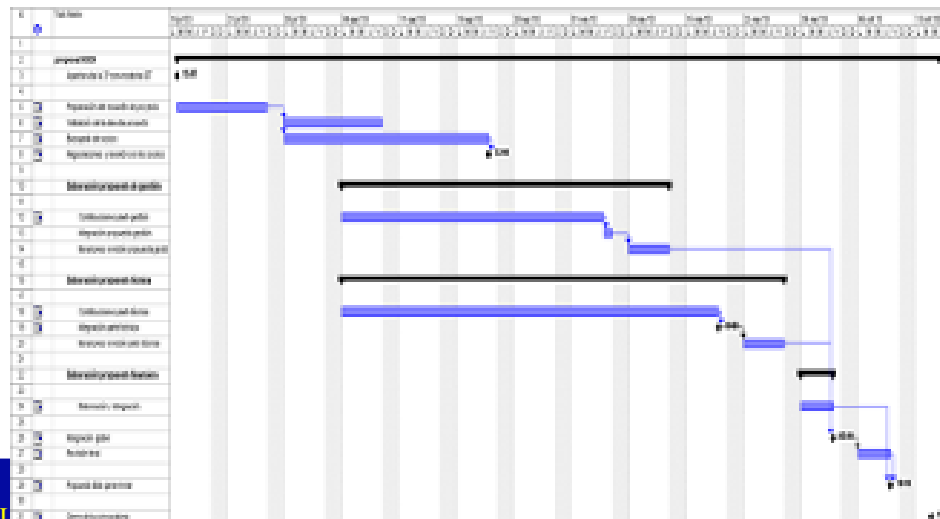
- Acuerdo de confidencialidad y/o exclusividad
- Análisis de la propiedad intelectual que se necesita/quiere compartir
- Análisis de los socios necesarios para llevar a cabo la idea con éxito

.....y una vez formado

# Preparación de la propuesta → Planificación

## “If You Fail to Plan, You Plan to Fail”

- Concienzada
- Con tiempos y responsables → reparto del trabajo según grado de responsabilidad
- Plan(es) de contingencia
- Margen para los desajustes (incluyendo...“**todo**”)



# Fase de Diseño – Planificación



# Consortio



# Perfiles a identificar

## Socios

## Socio Coordinador



- Interlocutor único de la CE - Mejor conocimiento de los temas comunitarios
- Receptor de los fondos y distribución a los socios
- Responsable del control y seguimiento de las actividades del proyecto
- Mejor conocimiento del estado del arte y la globalidad de las tecnologías (?!?)

# Búsqueda consorcio ganador

▪ **Nº SOCIOS**

Amigos/conocidos

Colaboradores habituales

▪ **Nº PAÍSES**

▪ **COMPLEMENTARIEDAD**

▪ **MULTIDISCIPLINARIDAD**

▪ **MULTISECTORIALIDAD**

▪ **“MULTIACTORS” APPROACH**

▪ **REPARTO DE ESFUERZOS**

▪ **REPARTO FINANCIERO**

▪ **PRESUPUESTO**

Búsquedas bibliográficas /  
Participantes proyectos PM  
(u otros programas de colaboración)

Web búsqueda de socios

Plataformas Tecnológicas

Puntos Nacionales de Contacto / Red Internacional

Redes nacionales e internacionales

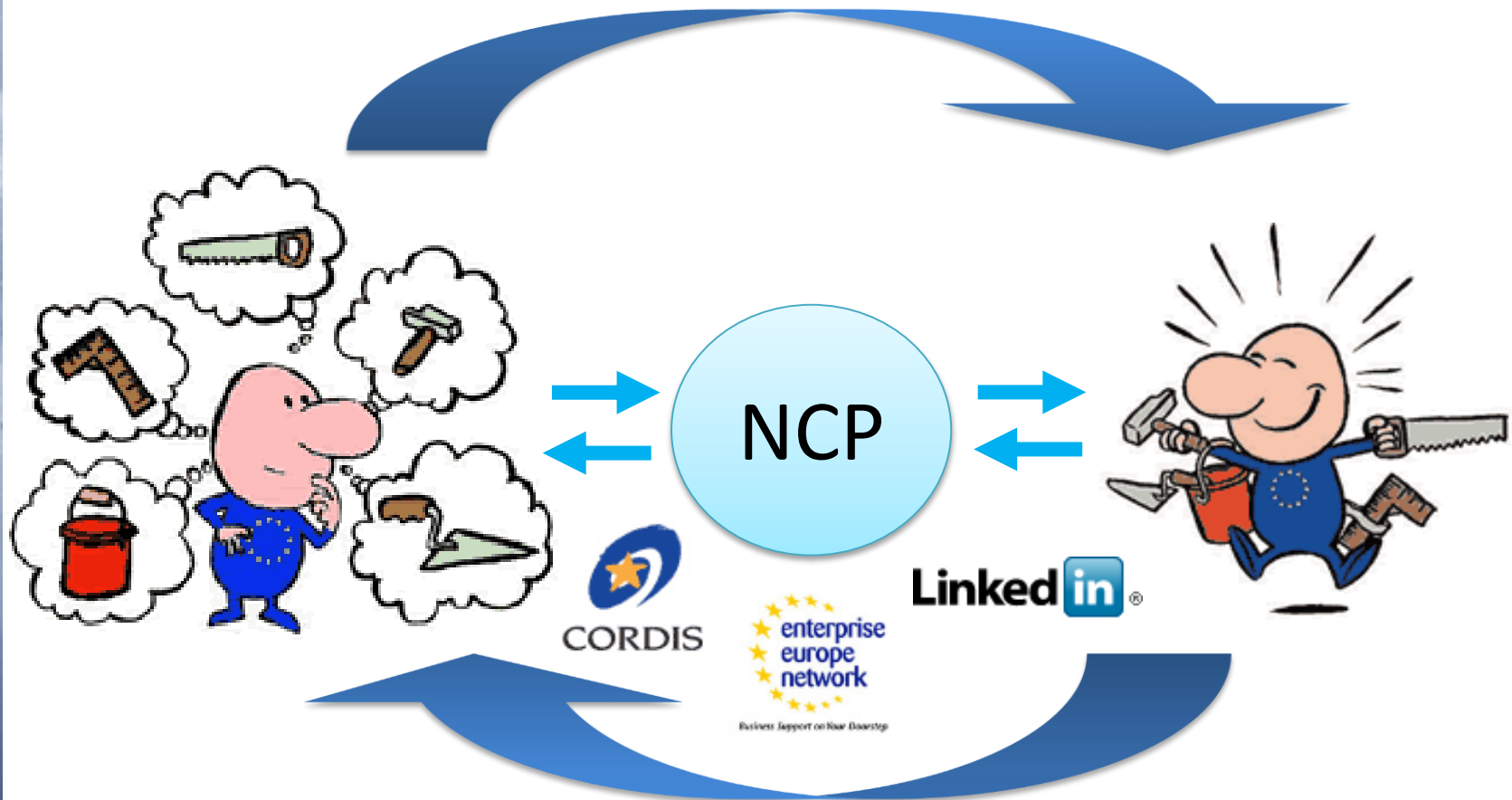
Congresos

Enterprise Europe Network

Jornadas informativas

# NCP = facilitador

[http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)



<http://eshorizonte2020.es/mas-europa/horizonte-2020-en-espana/puntos-nacionales-de-contacto>

# Búsqueda de socios → redes de NCPs

## TEMATICA

## ENLACE

ESPACIO

<http://www.fp7-space.eu>

ICT

<http://www.ideal-ist.eu/>

NMP

<http://www.nmpteam.com>

SALUD

<http://www.fitforhealth.eu/participate.aspx>

BIOECONOMIA

<http://www.bbi-europe.eu/partnerginn-platform>

ENERGIA

<http://www.c-energyplus.eu/>

TRANSPORTE

<http://www.transport-ncps.net>

MEDIOAMBIENTE

<http://www.ncps-care.eu/>

SOC. INCLUSIVAS

<http://www.net4society.eu/public/pss.php>

SEGURIDAD

<http://www.seren-project.eu/>

Red IGLO

<http://www.iglortd.org/partner-search>



# Elaboración y presentación de la propuesta



# Portal del participante: Registro e Información



- H2020 online manual
- Reference Documents
- Beneficiary Register
- Financial Viability Self-Check
- SME Participation

**How to participate** [H2020 ONLINE MANUAL](#)

The first steps to prepare your proposal and apply for EU research funding. Learn how to find a suitable Call for proposals or project partners and how to submit your proposal.

The following guidance services facilitate your participation:

- H2020 Online Manual:** step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project
- Reference documents:** library of legal documents, guidance notes, and additional reference material for H2020 and FP7
- search** for already registered organisations and their PICs
- Financial viability self-check tool** allows you simulating the financial viability check of your organisation
- SME participation:** dedicated H2020 guidance page for SME

**FIND a call** **FIND partners** **CREATE your account** **REGISTER your organisation** **SUBMIT a proposal**

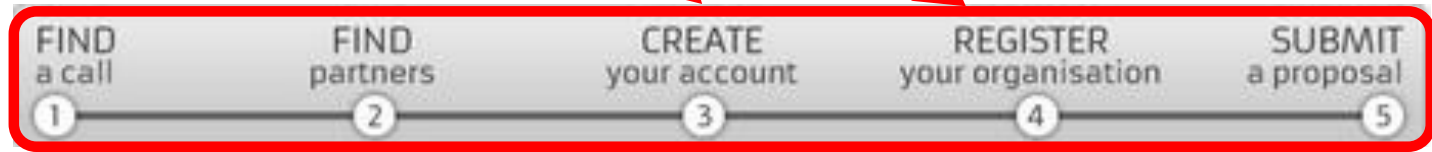
- H2020 online manual
- Reference Documents
- Beneficiary Register
- Financial Viability Self-Check
- SME Participation

**Step 1 - Find a suitable Call for Proposals** [H2020 ONLINE MANUAL](#)

The Commission publishes on the Participant Portal all the Calls of its research and innovation programmes (H2020, and your research calls from previous programmes (FP7 and CIP). In addition you can find information on some additional calls in the **Other Funding Opportunities** section. If you apply for the first time and do not know yet the programme it is useful to read the H2020 Online Manual. It helps you choose the most suitable programme for your area and profile. Besides, you can search according to your research topic with key words and set filters in the call list.

Your National Contact Point can also help you find the most suitable call for your profile. SMEs are in addition supported by the Enterprise Europe Network.

**Step 2 - Find project partners or apply as an individual team or researcher**



To fill in the required forms and submit them electronically to the Commission, you first need to create an account on the Participant Portal clicking on **REGISTER** on the top menu.

**Step 4 - Register your organisation** [H2020 ONLINE MANUAL](#)

The Commission has an **online register of the organisations** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the organisations' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be **registered** and have a 9-digit **Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Check first on the **Organisation Register page** if your organisation is already registered. Only if you do not find your organisation there, you should start its registration by clicking on the Register Organisation button.

**Step 5 - Submit your project proposal to the Commission** [H2020 ONLINE MANUAL](#)

To submit your project proposal, you need to go to the section Electronic Proposal Submission on a specific Topic page that belongs to a call. You need to be logged in with your Participant Portal account to start filling in standard forms and submit your proposal to the Commission.



European  
Commission

European Commission > Research & Inn

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H2020 Online Manual

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation



H2020

Other EU programmes

FP7

Legal basis ⓘ

Model grant agreement

H2020 Grants Manual

H2020 Prizes Manual

H2020 Experts Manual

Specific guidelines

Work Programmes

2014-15

2016-17

Main WP:

1. Introduction 2016-17 >

2. Future and Emerging Technologies (FETs) 2016-17 >

3. Marie Skłodowska-Curie actions (MSCA) 2016-17 >

4. Research infrastructures (including e-Infrastructures) 2016-17 >

5. Introduction to Leadership in enabling and industrial technologies (LEITs) 2016-17 >

5i. Information and communication technologies (ICT) 2016-17 >

5ii. Nanotechnologies, advanced materials, advanced manufacturing and processing, biotechnology 2016-17 >

5iii. Space 2016-17 >

6. Access to risk finance 2016-17 >

7. Innovation in SMEs 2016-17 >

8. Health, demographic change and wellbeing 2016-17 >

9. Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy 2016-17 >

10. Secure, clean and efficient energy 2016-17 >

11. Smart, green and integrated transport 2016-17 >

12. Climate action, environment, resource efficiency and raw materials 2016-17 >

13. Europe in a changing world - inclusive, innovative and reflective societies 2016-17 >

14. Secure societies - protecting freedom and security of Europe and its citizens 2016-17 >

15. Spreading excellence and widening participation 2016-17 >

16. Science with and for society 2016-17 >

17. Cross-cutting activities (Focus Areas) 2016-17 (NEW) >

18. Fast Track to Innovation Pilot 2016-17 >

19. Dissemination, Exploitation and Evaluation 2016-17 >

General Annexes to the Main WP

General Annexes 2016-17 >

# Programa de Trabajo 2016-17...algunos DETALLES

## Anexos Generales al Programa de Trabajo (\*)

- A. List of Countries Eligible for Funding
- B. Standard Admissibility Conditions and Related Requirements
- C. Standard Eligibility Conditions
- D. Types of Action: Specific Provisions and Funding Rates
- E. Specific Requirements for Innovation Procurement (PCP/PPI) Supported by Horizon 2020 Grants
- F. Model Rules of Contest (ROC) for Prizes
- G. Technology Readiness Levels (TRL)
- H. Evaluation Rules
- I. Budget Flexibility
- J. Actions Involving Classified Information
- K. Actions Involving Financial Support to Third Parties



**IMPORTANTE**  
**Novedades 2016-2017**

(\*)General Annexes to the Main WP 2016-2017.-

[http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf)

# Anexos Generales - Cambios

## A. List of countries, and applicable rules for funding

- Ukraine to be associated **y...Túnez**
- Addition to OCT list of countries and other countries

- Todos los topics están abiertos a la participación de “International Cooperation Partners Countries –ICPC”.
- Algunos topics identifican países y/o regiones de colaboración prioritaria.

## ¡IMPORTANTE!

- **No significa financiación automática** a los terceros países
- Cumplir con **consorcio mínimo elegible** para cada “type of action”

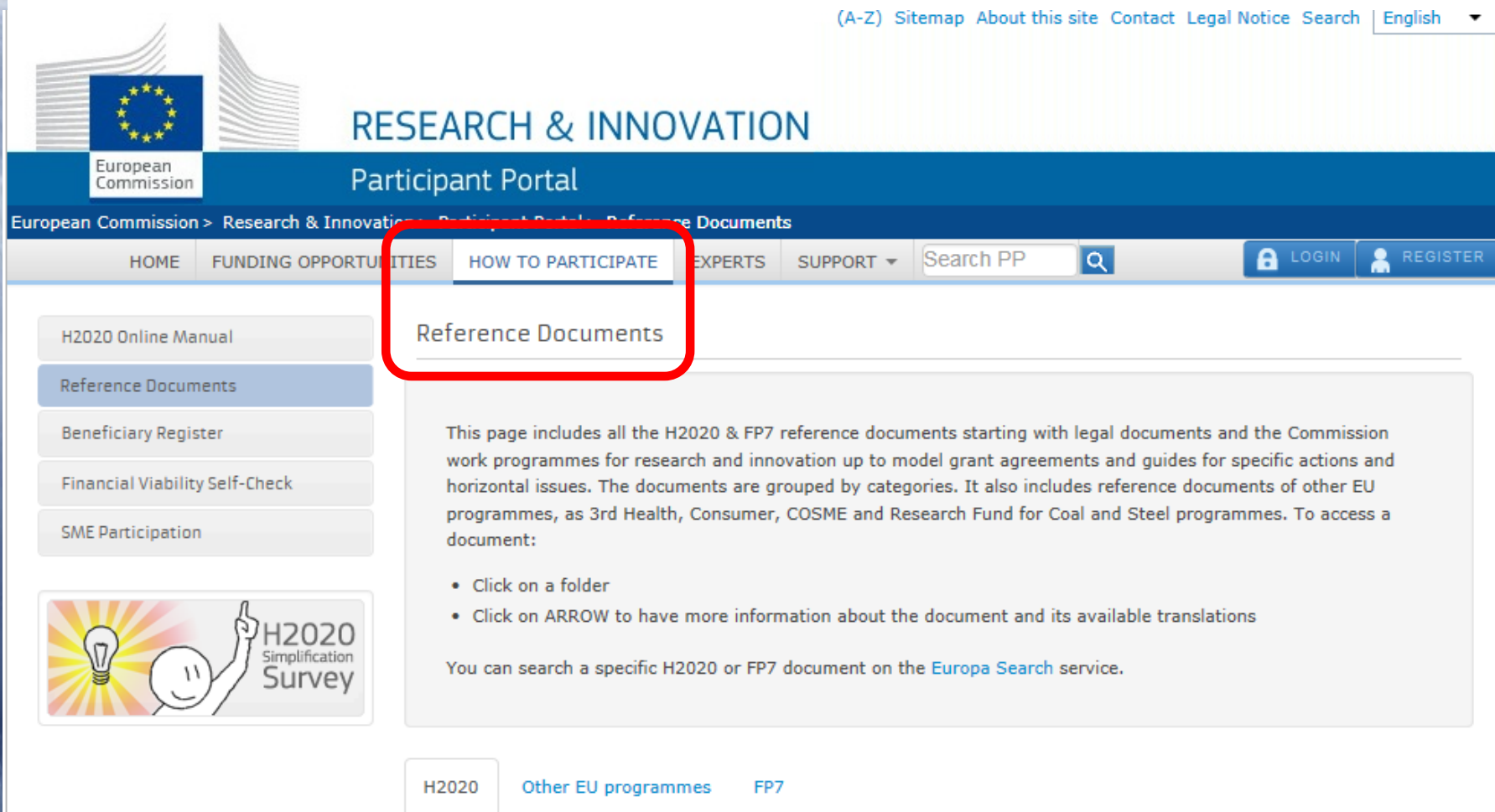
(\*)Anexo A\_WP 2016-2017.-

[http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf)

# Anexos Generales - Cambios

## B. Standard admissibility conditions for grant proposals, and related requirements

- Specify page limits (70, 50 and **10 pages**)



(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

HOME FUNDING OPPORTUNITIES **HOW TO PARTICIPATE** EXPERTS SUPPORT Search PP LOGIN REGISTER

H2020 Online Manual  
Reference Documents  
Beneficiary Register  
Financial Viability Self-Check  
SME Participation

**Reference Documents**

This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission work programmes for research and innovation up to model grant agreements and guides for specific actions and horizontal issues. The documents are grouped by categories. It also includes reference documents of other EU programmes, as 3rd Health, Consumer, COSME and Research Fund for Coal and Steel programmes. To access a document:

- Click on a folder
- Click on ARROW to have more information about the document and its available translations

You can search a specific H2020 or FP7 document on the [Europa Search](#) service.

H2020 Other EU programmes FP7



# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Reference Documents

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LOGIN



REGISTER

H2020 Online Manual

Reference Documents

Beneficiary Register

Financial Viability Self-Check

SME Participation



### Reference Documents

This page includes all the H2020 & FP7 reference documents starting with legal documents and the Commission

- Specific guidelines
    - ERC rules for submission and evaluation
  - Work Programmes
    - 2014-15
    - 2016-17
  - Templates & forms
    - Proposal templates
      - 2014-15
      - 2016-17
    - Proposal evaluation forms
      - 2014-15
      - 2016-17
    - Project reporting templates

## Plantillas «standard»

### IMPORTANTE:

«calls» y/o topics concretos pueden especificar criterios adicionales.

# Plantillas Formularios (Ejm. RIA/IA)

[http://ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/2016-2017/h2020-call-pt-ria-ia-2016-17\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/2016-2017/h2020-call-pt-ria-ia-2016-17_en.pdf)

RIA= Research and Innovation Action  
IA = Innovation Action

**A**

1. General information
2. Participants & contacts
3. Budget
4. Ethics
5. Call-specific questions

**Datos administrativos y financieros**  
**Formato PDF**

**B**

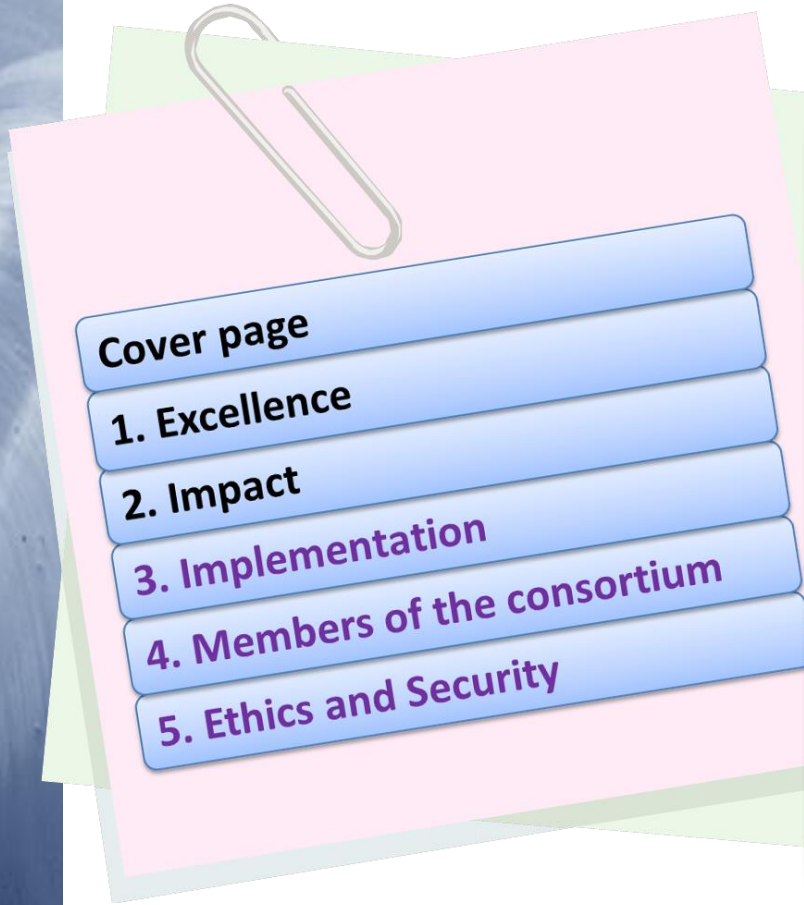
- Cover page
1. Excellence
2. Impact
3. Implementation
4. Members of the consortium
5. Ethics and Security

**Contenido técnico de la propuesta**  
**Formato Word → PDF**



# Formulario B: 1ª y 2ª etapa, Ejemplo RIA/IA(/CSA)

## Formulario B



### First stage

- Page limit  $\leq$  7-10 pages.

### Full proposals (stage 2)

- **Cover page + Sections 1, 2 and 3 together** (All tables included within this limit)
  - $\leq$  70 pages RIA/IA
  - $\leq$  (50 pages CSA)
- Min. font size = 11 points.
- Page size = A4
- All margins (top, bottom, left, right)  $\geq$  15 mm (not including any footers or headers).

(“Two Stage” topics: en **negro**, los aspectos que se tienen en cuenta en **Stage 1**)

# Exceso de página

- Validación

Validations

**!** The following warning may affect its eligibility during evaluation:

Eligibility warnings

- The file Doc1.pdf (Technical Annex Section 1-2 (Stage 1)) contains 14 pages, the guide for applicants states that the document should contain no more than 7 pages

Close

After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

- Envío

Eligibility warnings

**!** Your proposal was submitted with the following eligibility warnings:

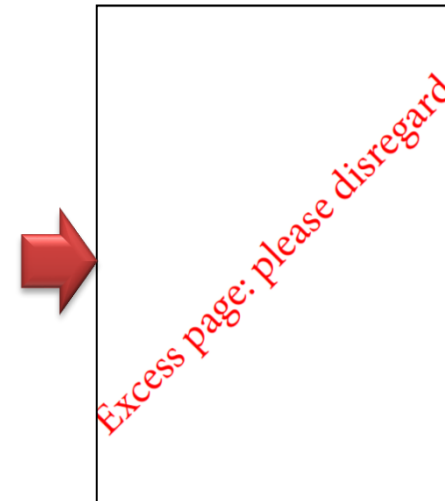
**Eligibility warnings**

- The file Doc1.pdf (Technical Annex Section 1-2 (Stage 1)) contains 14 pages, the guide for applicants states that the document should contain no more than 7 pages

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

1000 characters left

OK



# Technical Annex - Part B (Ej. RIA/IA)

## 1. Excellence.-

- 1.1 Objectives
- 1.2 Relation to the work programme
- 1.3 Concept and methodology
- 1.4 Ambition



**Chequear  
modificaciones  
en los apartados**

## 2. Impact.-

- 2.1 Expected impacts
- 2.2 Measures to maximise impact
  - a) Dissemination and exploitation of results
  - b) Communication activities

## 3. Implementation

- 3.1 Work plan — Work packages, deliverables
- 3.2 Management structure, milestones and procedures
- 3.3 Consortium as a whole
- 3.4 Resources to be committed

## 4. Members of the consortium

## 5. Ethics and Security

(En **negro**, los aspectos que se completan en **1st Stage**)

# Instrumentos ("Types of Action")\*

**Research & Innovation Actions** 100%

**Innovation Actions** 70%\*\*

\* \*\*Except for "non-profit" organizations → 100%

**Coordination & Support Actions** 100%

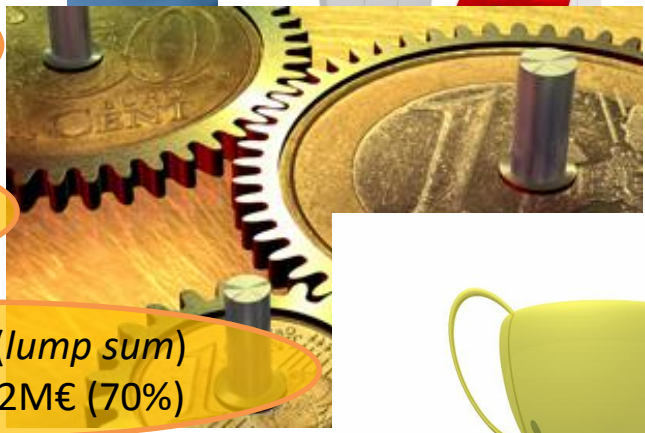
**ERA-Net CoFund** 33%

**PCP & PPI** 90-35%

**SME Instrument**  
 Fase I: 50 k€ (lump sum)  
 Fase II: 0,5 – 2M€ (70%)

**Fast Track to Innovation (2015)**  
 Max.: 3M€ (70%)

**Prizes** 0,5M€



\* [http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf)

# Instrumentos ("Types of Action")

Type of Action	Description	Elegibility
RIA	<p>“.....activities aiming to <b>establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution.</b> .....they may include basic and applied research, <b>technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment.</b> Projects may contain ..... <u>limited demonstration or pilot activities...</u>”</p>	<p><b>At least 3 <u>legal entities</u></b> (independent of each other), <b>from 3 <u>different</u></b> EU member state or H2020 associated country.</p>
IA	<p>“.....activities directly aiming at <b>producing plans and arrangements or designs for new, altered or improved products, processes or services.</b> For this purpose they may include <b>prototyping, testing, demonstrating, piloting, large-scale product validation and market replication.</b> Projects may include <u>limited research and development activities</u>”</p>	
CSA	<p>“.....<b>accompanying measures</b> such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogues and..... and <b>may also include complementary activities of strategic planning, networking and coordination between programmes in different countries.</b></p>	<p><b>At least 1 <u>legal entity</u></b> from 1 EU Member State or H2020 associated country.</p>

**+...otros (ver Annex C y D)**

# H2020 – Tasas de cofinanciación

	Actividades	Tipo de Participantes	
<b>Costes Indirectos</b> (% costes directos, sin subcontratación)			<b>25%</b>
<b>% Financiación</b>	Research and Innovation Actions <b>(RIAs)</b> + Coordination and Support Actions <b>(CSAs)</b>	Universidades/ Centros Investigación/ Otros «non profit»	<b>100%</b>
		Empresas (grandes)	<b>100%</b>
		PYME	<b>100%</b>
	Innovation Actions <b>(IAs)</b>	Universidades/ Centros Investigación/ Otros «non profit»	<b>100%</b>
		Empresas (grandes)	<b>70%</b>
		PYME	<b>70%</b>

# Anexos Generales - Cambios

## G. Technology readiness levels (TRL) *Disaggregated*

- **TRL 1** – basic principles observed
  - **TRL 2** – technology concept
  - **TRL 3** – experimental
  - **TRL 4** – technology
  - **TRL 5** – technology
  - **TRL 6** – technology (industrially relevant)
  - **TRL 7** – technology (industrially relevant) in environment
  - **TRL 8** – technology (industrially relevant) in environment (case of key enabling technologies)
  - **TRL 9** – technology (industrially relevant) in environment (case of key enabling technologies)
  - **TRL 10** – technology (industrially relevant) in environment (case of key enabling technologies)
- TRLs → Interpretarlos en el contexto del topic**
- difieren por sectores y tecnologías**
- Procesos vs Producto vs Servicios...**

# Anexos Generales - Cambios

H.

- For the evaluation of first-stage proposals under a two-stage submission procedure, only the criteria 'excellence' and 'impact' will be evaluated. Within these criteria, only the aspects in bold will be considered. The threshold for both individual criteria will be 4. The overall threshold, applying to the sum of the two individual scores, will be set at the level such that the total requested budget of proposals admitted to stage 2 is as close as possible to three times the available budget. The actual level will therefore depend on

Part 20 - Page 39 of 44

*HORIZON 2020 – WORK PROGRAMME 2016-2017*  
General Annexes

the volume of proposals received. The threshold is expected to normally be set at 8 or 8.5.

- **Dynamic threshold** for first stage passing proposals



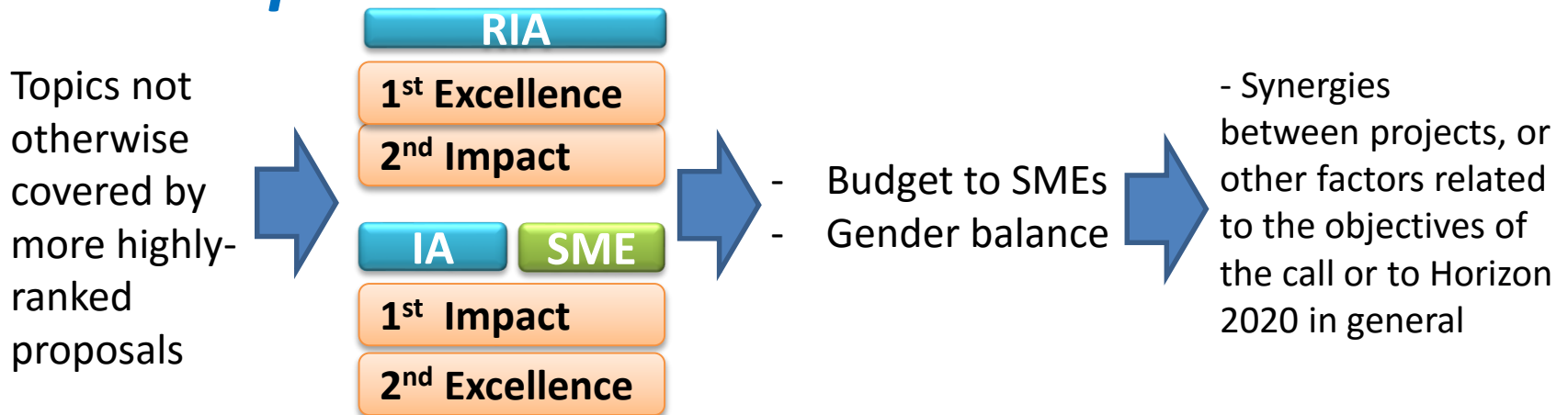
# Criterios Evaluación: umbrales y pesos<sup>(\*)</sup>

Criterios de selección	Umbral mín/máx.; peso <sup>(1)</sup>			
	RIA	IA	SME Instr.	
			Fase1	Fase2
1. Excellence	3/5; 1			
2. Impact*	3/5; 1	3/5; <b>1,5</b>		
3. Implementation	3/5; 1		3/5; 1	

<sup>(1)</sup>“Two-stage” submission → 1<sup>st</sup> stage:

- Only the criteria ‘excellence’ and “impact” will be evaluated
- The threshold for both individual criteria will be 4.

## «ex-aequo»



(\*)Anexo H\_WP 2016-2017.-

# Del IMPACTO

## Criterio de Evaluación VII PM

Potential impact through the development, dissemination and use of the project results:

- Contribution, at the European and/or international level , to [the expected impacts listed in the work programme](#) under relevant topic activity.
- [Appropriateness of measures for the dissemination and/or exploitation](#) of project results, and [management of intellectual property](#).

## Criterio de Evaluación H2020\*

The following aspects will be taken into account, to the extent to which the outputs of the project should contribute at the European and/or International level:

- The [expected impacts listed in the work programme](#) under the relevant topic;
- [Any substantial impacts](#) not mentioned in the work programme, that would [enhance innovation capacity, create new market opportunities, strengthen competitiveness and growth of companies, address issues related to climate change or the environment, or bring other important benefits for society](#);
- [Quality of the proposed measures](#) to:
  - [Exploit and disseminate](#) the project results ([including management of IPR](#)), and to [manage research data](#) where relevant.
  - [Communicate](#) the project activities [to different target audiences](#)

(\*)Annex H to the Main WP 2016-2017.-

# A tener en cuenta ....

## Guidance for evaluators of Horizon 2020 proposals

Version 1.1 of 26 September 2014

*The below information serves as guidance both for applicants and evaluating experts. The questions are frequently asked about Horizon 2020 proposals.*

1. How should **innovation** be addressed and evaluated in proposals?
2. How should the **social sciences and humanities (SSH)** be addressed and evaluated in proposals ?
3. How should responsible **research and innovation (RRI)** be addressed and evaluated in proposals?
4. How should **public engagement** be addressed and evaluated in proposals?
5. How should the **gender dimension** be addressed and evaluated in proposals?
6. How should **trans-disciplinarity** be addressed and evaluated in proposals?
7. How will **international cooperation** be addressed and evaluated in proposals?
8. How will **communication activities** be addressed and evaluated in proposals?

# Gender equality in H2020

- “**Human resources**: balance between women and men in the research **teams** who will implement your project” **(y líderes de paquetes de trabajo y tareas).**
- “**Content**: analysing and taking into account the possible differences between men and women, boys and girls, or males and females, in the research and innovation **content** of your project”
- **Gender dimension.-**  
**Participant Portal H2020 – Online Manual** →  
**Cross-cutting Issues** → **Gender**

# SSH in H2020

- **SSH = Social Sciences and Humanities**
- “Many topics **invite contributions from the SSH**, often **in collaboration with non-SSH disciplines** such as natural and physical sciences, health sciences or technology.”
- **SSH dimension.-**  
[Participant Portal H2020 – Online Manual](#) →  
Cross-cutting Issues → [Social Sciences and Humanities](#)

# Open Access en H2020 – Definición

## Qué se entiende por OA?

Providing on-line access free of charge to the end-user,

- **to peer-reviewed scientific publications**

Es obligatorio para los beneficiarios de H2020 **depositar en abierto todas las publicaciones científicas** que se elaboren en el marco de la investigación financiada por este programa.

- **to research data\***

En H2020 la CE ha lanzado un **piloto** que afecta a 6 áreas de conocimiento para **el depósito en abierto de los datos de investigación producidos** en el marco de los proyectos.

\* 'Research data' refers to information, in particular facts or numbers, collected to be examined and considered and as a basis for reasoning, discussion, or calculation. In a research context, examples of data include statistics, results of experiments, measurements, observations resulting from fieldwork, survey results, interview recordings and images. The **focus is on research data** that is available **in digital form**.



# “Pilot on Open Research Data” en H2020

## Total or partial opting out of the Pilot Action.-

Projects may **at any stage** opt out of the Pilot for a variety of reasons, namely:

- if participation ...is incompatible with the **Horizon 2020 obligation to protect results** if they can reasonably be expected **to be commercially or industrially exploited** (Art.27 – H2020 Grant Agreement);
- if participation ...is incompatible with the **need for confidentiality** in connection with **security issues** (Art.36 y 37 – H2020 Grant Agreement);
- if participation ...is incompatible with **existing rules** concerning the **protection of personal data** (Art.39 – H2020 Grant Agreement);
- if participation ...**would jeopardise** the **achievement of the main aim** of the action;
- if the project **will not generate / collect any research data**;
- if there are **other legitimate reason** to not take part in the Pilot (at proposal stage – free text box provided).



At the proposal **submission stage**, the information provided **part of the evaluation**.

# Ethics

“all research activities carried out under the **Horizon 2020** Framework Programme are conducted in compliance with fundamental ethical principles.”

## Ethics issues table

1. **Human embryos and fetuses**
2. **Humans**
3. **Human cells/tissues**
4. **Personal data**
5. **Animals**
6. **Third countries**
7. **Environment & Health and Safety**
8. **Dual use**
9. **Misuse**
10. **Other ethics issues**



# Ethics

“all research activities carried out under the **Horizon 2020** Framework Programme are conducted in compliance with fundamental ethical principles.”

## Reference documents

IMPORTANT NOTE: In case of general and domain-specific guidance documents, although some of the documents refer to FP7 they remain valid for Horizon 2020 programme.

### Horizon 2020 Legislation

- [Legal basis - Horizon 2020 Rules for Participation: Ethics Reviews \(Article 14\)](#)
- [Horizon 2020 - Regulation of Establishment: Ethical principles \(Article 19\)](#)
- [Model Grant Agreement: Ethics \(Article 34\)](#)
- [Statements by the Commission on human embryonic stem cell research](#)
- [Guide for proposal submission and evaluation](#)
- [Charter of Fundamental Rights of the European Union](#)
- [European Code of Conduct for Research Integrity](#)

### General guidance documents

- [How to complete your ethics self-assessment](#)
- [Ethics in "Science with and for society"](#)
- [Ethics for Researchers](#)
- [European Textbook on Ethics in Research \(2010\)](#)
- [A comprehensive strategy on how to minimize research misconduct and the use of research in EU funded research](#)

### Domain-specific guidance notes

- [Guidance Note for Researchers and Funding Organisations for Social Sciences and Humanities](#)
- [Guidance Note - Ethics and Funding for Biomedical Research](#)
- [Research on Human embryos, foetus](#)
- [Ethics for Clinical Trials on Medicinal Products Conducted with Paediatric Population](#)
- [Privacy](#)
- [Informed Consent](#)
- [Research on Animals](#)

[Participant Portal H2020 – Online Manual](#) →  
[Cross-cutting Issues](#) → [Ethics](#)

[Data protection and privacy ethical guidelines](#)

# Technical Annex - Part A (Ej. RIA/IA)

Proposal ID

Acronym

## 4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve <a href="#">Human Embryonic Stem Cells (hESCs)</a> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

# Horizon 2020 – «Cross-cutting issues»

- International Cooperation
- Social and economic science and humanities
- Climate change and sustainable development

- At least, **60% of overall Horizon 2020 budget** should be related to **sustainable development**
- **35% to climate-related expenditure**

- SME involvement in research and innovation and the broader private sector participation, (including the ***SME instrument***)

# Climate Action and Sustainable Development\*

## Climate action? Se incluyen:

- **mitigación** (reducción de las emisiones de gases de efecto invernadero)
- **adaptación** al cambio climático y sus impactos, **incrementando/mejorando la “resiliencia”** a fenómenos como inundaciones, sequías y otros eventos extremos.
- contribuir a **entender** las causas del cambio climático

## Sustainable development?

- **Desarrollo** que **cumple con** las necesidades del **presente sin comprometer** que las generaciones **futuras** puedan llegar a cubrir sus propias necesidades **y dentro de los límites de nuestro planeta.**
- Tiene/cubre tres dimensiones: **económica, social y medioambiental/natural.**
- Significa también **mejorar la eficiencia de los recursos** en su **uso** y su **obtención**, (aspecto importante en muchos de los 17 SDGs).

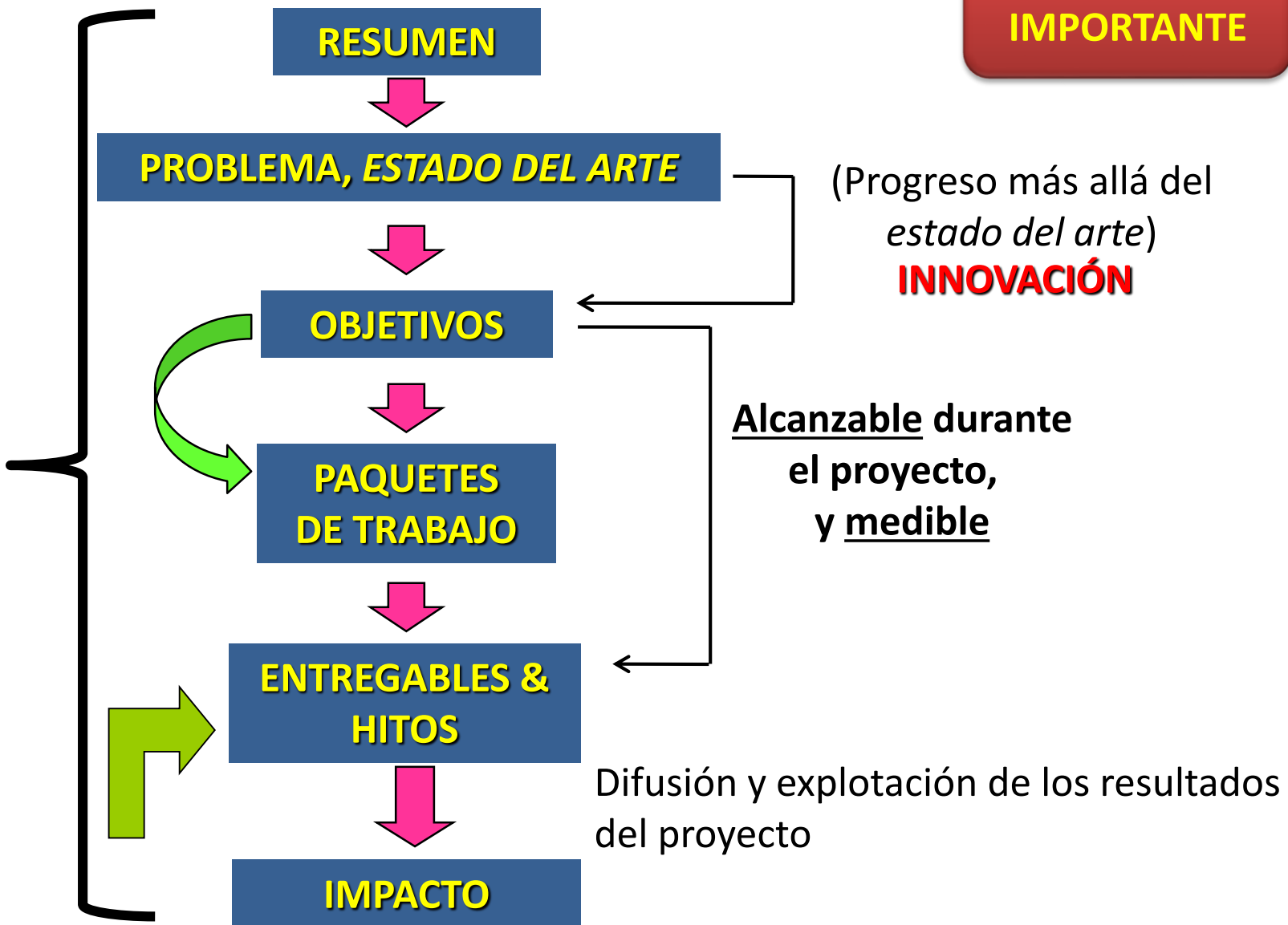
**PARA IR ACABANDO!!!**

**RECOPILANDO TODA LA INFORMACIÓN  
MOSTRADA, CON ALGUNOS CONSEJOS  
FINALES...**

# Coherencia (en todo)

**MUY IMPORTANTE**

**C  
O  
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A**



# Algunas Recomendaciones

1. Elegir el instrumento de financiación adecuado → **está identificado en cada “topic”**
2. ¡No la “fastidiamos” con el envío! → **online, ir enviando borradores y dar al botón de “submit” ... a tiempo**
3. Cada medio punto.....¡CUENTA! → **toques finales que diferencian las propuestas de calidad**
4. Necesitamos puntuaciones altas en todos los criterios y....ponerse en el lugar del Evaluador
5. Usar toda la ayuda disponible – Peer Review → **revisión por un compañero + self-evaluation form**
6. Coherencia → **a lo largo de todos los apartados del documento (desde los Objetivos y Actividades al Impacto a la Implementación).**

Y ..... ante cualquier duda



**PREGUNTAR siempre.**

# 1. Elegir el esquema de financiación adecuado, ¡está .....en cada “topic”!

## PHC 2 – 2015: Understanding diseases: systems medicine

**Specific challenge:** The development of new, evidence-based treatments relies on an improved understanding of the often very complex pathophysiology of diseases. Systems (bio) medicine approaches have the potential to tackle this complexity through the integration of a variety of biological and medical research data and computational modelling. A European collaborative approach is required to assemble the necessary multidisciplinary expertise (e.g. biology, medicine, mathematics, computational technologies) for implementing systems (bio) medicine approaches.

**Scope:** Proposals should focus on phenotypes in multifactorial development/optimisation and/or of biomedical and clinical data to computational and mathematical validated in well-phenotyped patients potential thoroughly investigated.

The Commission considers that proposals requesting a contribution from the EU of between EUR 4 and 6 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

**Expected impact:** This will provide:

- Leverage of existing investments in Europe in the field of systems bio
- New directions for better disease detection, prognosis and therapy dev
- Systems medicine tools and approaches tailored for medical research and practice, which represent an improvement over established practice.

**Type of action:** Research and Innovation actions

**Type of action:** Research and Innovation actions





# 2. ¡No fastidiarla con el envío !

¡Envío temprano de borradores!



LOC LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

## Step 6

Ed Submit

**H2020-PHC-2014-two-stage**

M G

PHC-01-2014

€ RIA

TUE 11 March 2014 17:00:00 Brussels Local Time

57 days left until closure

Acronym ID PIC Contact

Acronym  
TRYING

**Configuration unconfirmed!**

You're using Chrome 31 on Windows. **Adobe Reader is not installed or not enabled.** Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the [User Guide](#).

**Your proposal has been successfully submitted**

Your proposal was submitted on: **13 January 2014 at 18:36:27 (Brussels Local Time)** as part of the **H2020-PHC-2014-two-stage** call, before the deadline of **11 March 2014 at 17:00:00 (Brussels Local Time)**. Your project ID is **633012-1**. This number is important and will be used as future reference during the evaluation process.

### Revisit your Proposal

You may edit your proposal and re-submit at any time before the deadline of **11 March 2014 at 17:00:00 (Brussels Local Time)** by clicking the "re-edit proposal" button.

A digitally signed and time-stamped version of your submitted proposal can be viewed/down-loaded. Note: this can take from a few seconds to several hours depending upon system load.

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

re-edit proposal

download

withdraw proposal

<< back

Envío online  
Y darle al botón de  
Submit...

**¡A tiempo!**



### 3. ¡Cada medio punto cuenta! (I)

## Los toques finales que diferencian el trabajo de calidad

### General

- Comunicación: fluida, recíproca, dirigida (cada socio lo que necesita saber) -> Herramientas
- Consultoría: ayuda, pero no lo hace todo
- Reunión del núcleo duro recomendable
- Experiencia evaluador
- Respetar límites de páginas impuestos en la guía del proponente



### 3. ¡Cada medio punto cuenta! (II)

#### Los toques finales que diferencian el trabajo de calidad

##### En contenido

- Descripción considerando criterios de evaluación
- Aspectos éticos\* + Aspectos de género y de sexo\*

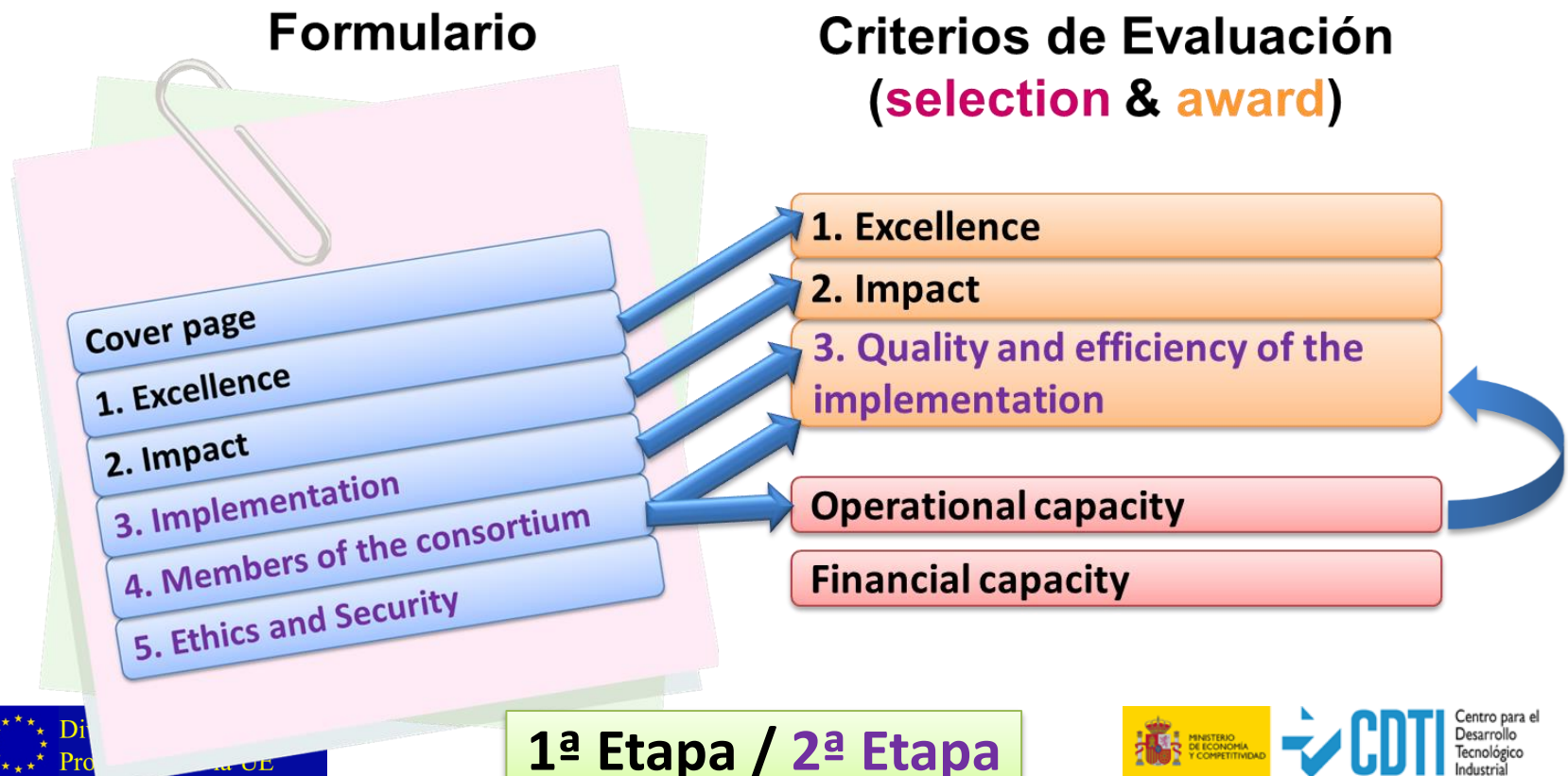
##### En presentación

- Lenguaje claro. Inglés “Europeo”
- Uso de negrita, subrayado, cursiva (no abuso)
- Diagramas, tablas-resumen, son muy útiles
- Contenidos bien organizados -> seguir guías
- Sin frases hechas vacías de contenido (referencias), sin inconsistencias, sin corta-pegas, sin cifras que no aportan nada, sin páginas perdidas...

# 4. Conseguir buenas puntuaciones en cada criterio consistentemente y iponerse en el lugar del evaluador!



1. Dividir el esfuerzo sobre todos los criterios de evaluación. No menospreciar ninguna parte de la propuesta



## 4. Conseguir buenas puntuaciones en cada criterio consistentemente y ponerse en el lugar del evaluador!

1. Dividir el esfuerzo sobre todos los criterios de evaluación. No menospreciar ninguna parte de la propuesta
2. Facilitar que los evaluadores nos pongan puntuaciones altas
  - No ser más parco de lo necesario: utilizar el espacio disponible
  - El evaluador no asume nada, pero tampoco es tonto
  - Tampoco escribir demasiado ni ser repetitivo
  - No dejar que ellos se imaginen que nuestra propuesta es buena, hay que dejarlo claro y por escrito

# Finalmente:

En cuanto esté disponible:



Propuesta + criterios de evaluación → colega experimentado ...¡con antelación suficiente!

¿Qué es lo que no entiende? ¿Qué hay que explicarle ...?

**Self-evaluation form**  
**Form 1: Research and innovation actions Innovation actions**  
**Form 2: Coordination & support actions**



[http://ec.europa.eu/research/participants/data/ref/h2020/call\\_ptef/ef/h2020-call-ef-ria-ia-csa\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/h2020-call-ef-ria-ia-csa_en.pdf)

Self-evaluation form

Research and innovation actions  
Innovation actions

This form is made available to applicants who may themselves wish to arrange an evaluation of their proposal (e.g. by an impartial colleague) prior to final editing, submission and deadline. The aim is to help applicants identify areas to improve their proposals.

The forms used by the aspects for their evaluation reports will be broadly similar, although the detail and layout may differ.

These forms are based on the standard criteria, scores and thresholds. Check whether special reference apply to the 'scope of interest to you'. The definitive evaluation schemes are given in the work programme.

A self-evaluation, if carried out, is not to be submitted to the Commission, and has no bearing whatsoever on the content of the application.

**Scoring**

Scores must be in the range 0-5. Half marks may be given. Evaluators will be asked to score proposals at their own discretion, rather than on their personal list of review changes were to be made. When an evaluator identifies significant shortcomings, he or she must reflect this by recording a lower score for the criterion concerned.

**Interpretation of the scores**

0 – The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 – Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2 – Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.

3 – Good. The proposal addresses the criterion well, but a number of shortcomings are present.

4 – Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

5 – Excellent. The proposal successfully addresses all relevant aspects of the criterion.

Any shortcomings are noted.

**Thresholds**

The threshold for individual criteria is 3. The overall threshold, applying to the sum of the three individual criteria, is 10.

**Two-stage submission schemes**

The scheme below is applicable to a full proposal. For the evaluation of first-stage proposals under a two-stage submission procedure, only the criteria 'excellence' and 'impact' will be evaluated. Within these criteria, only the aspects in bold will be considered. The threshold for both individual criteria will be 4.

**Thresholds**

For two-stage schemes and the 5302 instrument (lines 1 and 2), to determine the ranking, the score for the criterion 'impact' will be given a weight of 1.1.

1. Excellence

Note: The following aspects will be taken into account to the extent that the proposed work corresponds to the topic description in the work programme:

- Clarity and precision of the objectives;
- Feasibility of the proposed approach;
- Soundness of the concepts, including trans-disciplinary considerations, where relevant;
- Clarity that proposed work is ambitious, has innovation potential, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches).

Score 1  
Threshold 1/3

Comments:

2. Impact

Note: The following aspects will be taken into account to the extent to which the project should contribute to the European and/or International level:

- The expected impacts listed in the work programme under the relevant topic;
- Enhancing innovation capacity and integration of new knowledge;
- Strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets, and relevant to addressing such innovations to the market;
- Any other environmental and socially important aspects;
- Effectiveness of the proposed activities to exploit and disseminate the project results, including management of IPR, to commercialise the project, and to manage research data where relevant.

Score 2  
Threshold 2/3

Comments:

3. Quality and efficiency of the implementation\*

Note: The following aspects will be taken into account:

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources;
- Complementarity of the participants within the consortium (where relevant);
- Appropriateness of the management structure and procedures, including risk and innovation management.

Score 3  
Threshold 3/3

Comments:

Total score (1+2+3)  
Threshold 10/12

\* Experts will also be asked to assess the operational capacity of applicants to carry out the proposed work.

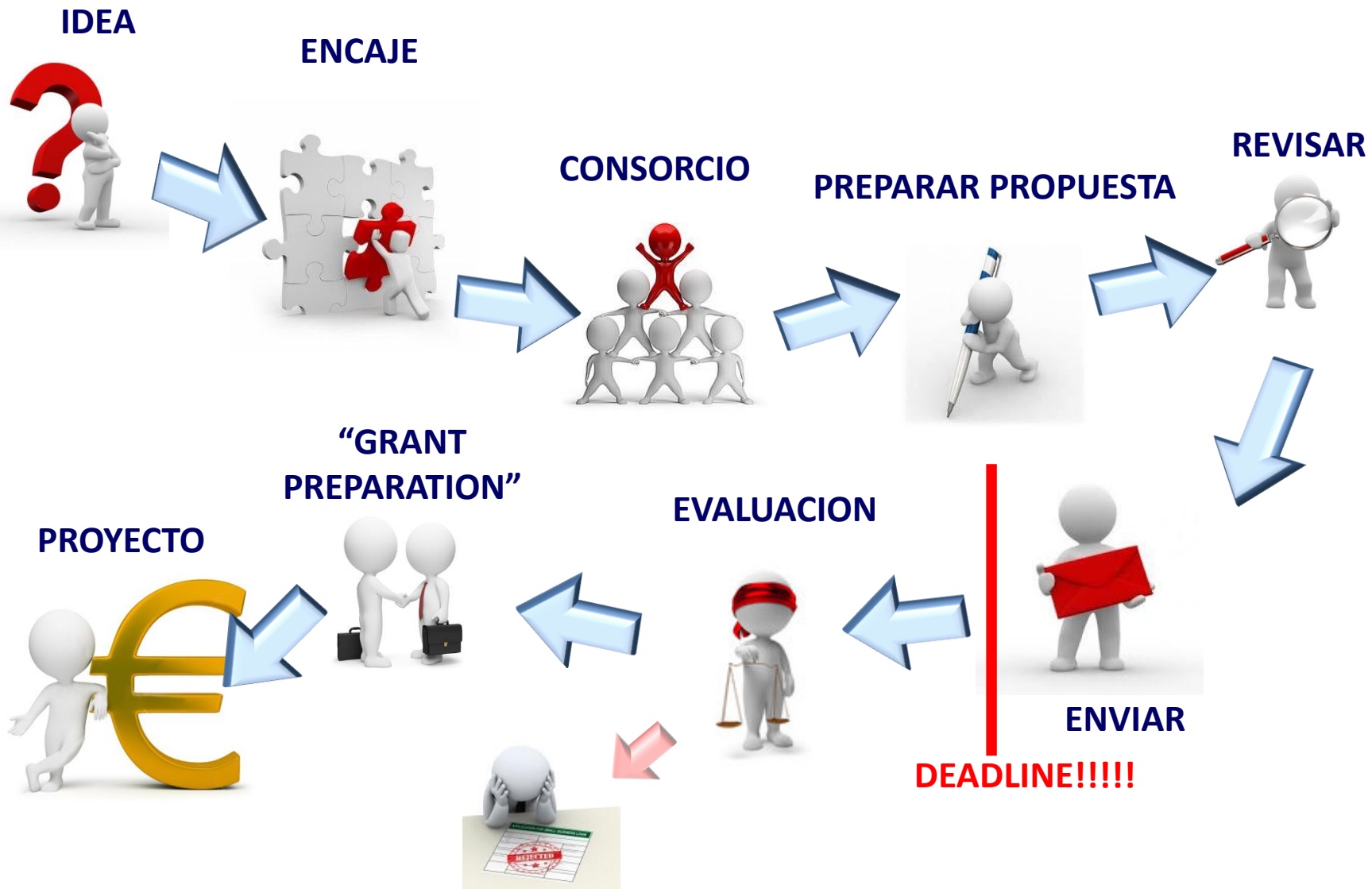
→ Re-escribirla siguiendo sus recomendaciones

## 5. ¡Asegurar que el Workplan refleja que hemos prometido en el resto de la propuesta!

Por ejemplo:

- **Excelencia** = esfuerzo real en investigación de calidad
- **Calidad en la implementación** = liderazgos evidentes en los *Workpackages* y responsabilidades claramente asignadas y controladas + plan de trabajo adecuado y bien organizado.
- **Fuerte impacto** = importantes esfuerzos de explotación y de difusión

# Apoyo.....en todas las fases





# Participación como experto

<http://ec.europa.eu/research/participants/portal/desktop/en/experts/index.html>



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' website. The header includes the European Commission logo and navigation links: HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE, EXPERTS, and SUPPORT. A search bar labeled 'Search PP' and buttons for 'LOGIN' and 'REGISTER' are also present.

**News**

H2020 call for expression for interest for experts (11/2013)  
New calls for expression of interest for individual experts and for organisations to suggest experts were just published in OJ C342 of 22 November 2013. European Commission will soon need experts to evaluate first Horizon 2020 proposals. Don't forget to tick the H2020 box in the registration platform and update your expertise.

**Quick Links**

- [FAQ for Experts](#)
- [Expert recommendations](#)
- [Guidance on the evaluation of innovation, social sciences and humanities and other aspects of H2020 proposals](#)

**Logistics for Brussels**

- [Map of evaluation area](#)
- [Info on hotels](#)
- [Metro map](#)
- [From airport to Brussels](#)

**Experts** H2020 ONLINE MANUAL

Join the database of independent experts for European research and innovation.

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, monitoring of projects, and evaluation of programmes, and design of policy.

**New experts**

**Who can be an expert?**

You have a chance of being selected as an expert if you:

- have high-level of expertise in the relevant fields of research and innovation ([see call](#) for details on types of expertise).
- can be available for occasional, short-term assignments

[REGISTER AS EXPERT](#)

**What do expert assignments involve?**

Experts, as peer reviewers, assist in the:

- **evaluation** of proposals
- **monitoring** of actions

In addition, experts assist in the :

- **preparation, implementation or evaluation of programmes and design of policies.** This includes the Horizon 2020 Advisory Groups.

Assignments mainly concern research and innovation, falling within the Horizon 2020 programme designed to address the challenges Europe is facing through funding excellent science, technology and innovation.

Take a look at the most recently [funded projects](#).

In order to access the expert registration form, you are first asked to login with a valid Participant Portal (ECAS) account. If you do not have it yet, it easy to [create your Portal \(ECAS\) account](#).

**Registered experts**

- Registered experts can complete or **update their profile** at any time by [logging-in](#) to their Portal account (ECAS) and accessing **My Expert Area**.
- Your profile is only available to the Commission for consideration once it is complete and valid.



# Información (ii)



## Portales y Guías H2020

- [Horizon 2020](#)
- [esHorizonte2020](#)
- [Guía del participante en Horizonte 2020](#)
- [Portal del Participante](#)
- [H2020 Online Manual](#)

## Gender

- [Fact sheet: Gender Equality in Horizon 2020](#)
- [Gender Equality in Horizon 2020](#)

## Ethics

- [Template for Ethics Issues Table](#)
- [Ethics Self-assessment](#)

## SSH dimension

- [Guidelines for evaluators of SSH contributions](#)
- [Integration of Social Sciences and Humanities in Horizon 2020: Participants, Budget and Disciplines](#)

# Información (iii)



## IPR

- [IPR HelpDesk FactSheets](#)
  - [Intellectual property management in open innovation](#)
  - [Open access to publications and data in Horizon 2020: FAQ](#), (Mayo 2014)
  - [The Plan for the Exploitation and Dissemination of Results in Horizon 2020](#), (Julio 2015)

## Open Access

- [Guidelines on Open Access to Scientific Publications and Research Data](#)
- [Guidelines on Data Management](#)
- [PA GO DA - PLAN de Gestión de DATos](#)

## Impact

- [Impact & Innovation in H2020. IP Management & Exploitation](#)

## Communication

- [Communicating EU research and innovation guidance for project participants](#)

# DISCLAIMER



*In no circumstance the content of these slices can substitute the information provided in the official call documents and guidelines as available from the Participant Portal.*

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



# H2020 & CDTI

## SERVICIO DE VALOR AÑADIDO PARA GRUPOS DE INVESTIGACIÓN, EMPRESAS, ADMINISTRACIONES Y USUARIOS

[Guía del participante H2020](#)

ESHORIZONTE2020  
Portal español del Programa Marco de Investigación e Innovación de la Unión Europea