



TUTORIAL

Project Idea & Initial Preparations

www.fitforhealth.eu



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Proposal Preparation

How do I find suitable funding opportunities?

- **Horizon 2020** offers a large **variety of funding** opportunities. The specific areas that will be funded are **announced** in the work programme through **calls for proposals**. Make sure your proposal **fully fits the call description and topics** within the work programme.
- All calls can be **found** in the [Participant Portal](#). Each call gives you **specific information** on the questions that are **to be addressed** in a proposal.



Proposal Preparation

How do I find suitable funding opportunities?

- Several Research **Participant Portal RSS feeds** allow you to always **keep track** of the most relevant call information, e.g. [RSS Feed - Recently published H2020 calls](#) or [RSS Feed - Latest H2020 call updates](#).
- **Horizon 2020** is built around **three pillars** that offer various possibilities to participate:
 - I. **EXCELLENT SCIENCE** – including **grants for individual researchers** from the European Research Council (ERC) and Marie Skłodowska-Curie fellowships
 - II. **INDUSTRIAL LEADERSHIP** – including **special funding opportunities for SMEs**
 - III. **SOCIETAL CHALLENGES** – including the **broad challenge 1 ‘Health, Demographic Change and Wellbeing’**

Proposal Preparation

How do I find suitable funding opportunities?

Please note



The **work programmes** are designed as **two-year programmes**.

Exception: The ERC is a **one-year work programme**.

Proposal Preparation

How much funding do I receive?

There are different types of action being funded under Horizon 2020

- Funding rate for *Research and Innovation Actions*: 100% of direct costs
- Funding rate for *Innovation Actions*: 70% of direct costs (except for non-profit entities, where a rate of 100% will apply)
- Funding rate for measures to support *Frontier Research (ERC)* and *Marie-Skłodowska-Curie-Actions* for all legal entities: 100% of direct costs
- **Indirect Costs (= Overheads)** will be covered by a single flat rate of 25% of the direct eligible costs



Proposal Preparation

How much funding do I receive?

Please note



The **funding rate for the SME Instrument is 100% of direct costs** in the challenge 'Health, Demographic Change and Wellbeing'.

Proposal Preparation

What costs will be reimbursed ('eligible costs')?

In order to be **eligible** for reimbursement, **costs** need to meet the following criteria:

- must be **actually incurred** by the **beneficiary** (i.e. not estimated, budgeted or imputed)
- must be **incurred in the actual project period** (exceptions: travel costs for kick-off meeting, costs relating to the submission of the final report up to 60 days after end of action)
- must be **indicated in the estimated budget**
- must be **incurred in connection with the action and necessary for its implementation**
- must be **identifiable and verifiable**



Monthly Budget			
PROJECTED MONTHLY INCOME		Income 1	€ 2,500.00
		Extra income	€ 500.00
		Total monthly income	€ 3,000.00
ACTUAL MONTHLY INCOME		Income 1	€ 2,500.00
		Extra income	€ 500.00
		Total monthly income	€ 3,000.00
		Projected Cost	Actual Cost
			Difference
HOUSING			
Mortgage or rent	€ 1,500.00	€ 1,400.00	€ 100.00
Phone	€ 60.00	€ 100.00	€ (40.00)
Electricity	€ 50.00	€ 60.00	€ (10.00)
Gas	€ 200.00	€ 180.00	€ 20.00
Water and sewer	€ 50.00	€ 48.00	€ 2.00
Cable			€ -
Waste removal			€ -
Maintenance or repairs			€ -
			1,788.00

Proposal Preparation

What costs will be reimbursed ('eligible costs')?

Plus

- must be recorded in the beneficiary's accounts in accordance with national accounting standards and with the usual cost accounting practices
- must comply with the applicable national law on taxes, labour and social security

And

- must be reasonable and justified and must comply with the principle of sound financial management (in particular regarding economy and efficiency)



Proposal Preparation

When can I submit a proposal?

- **Project proposals** can be submitted within an **official ‘Call for Proposals’**. A **call** is considered **open until the deadline** stated in the call.
- The **submission deadlines** are **specific to each call**.
- Most of the **Horizon 2020** calls are **divided into topics**. Calls for the **specific topics** are expected to be **published once or twice a year**.

Proposal Preparation

When can I submit a proposal?

- **Horizon 2020 calls** are based on a **one-stage** or a **two-stage submission procedure**:
 - **1-stage calls**: A full proposal is submitted by the given deadline.
 - **2-stage calls**: For two-stage submission schemes, a short outline proposal is submitted by the first given deadline and evaluated (**Stage 1**).

If the **proposal passes the first-stage evaluation**, applicants will be invited to **submit a full proposal** by the second given deadline (**Stage 2**).

The **full proposal** must be **consistent with the short outline proposal** and **may not differ substantially**.



Proposal Preparation

When can I submit a proposal?

- **Each call clearly defines the topics** under which proposals can be submitted. When entering a call page on the Participant Portal, you will see the list of all the topics that belong to this call.
- **Details on the specific challenge, the scope and the expected impact** can be found on the call and topic pages together with **admission and evaluation criteria** foreseen for the type of project.

Proposal Preparation

When can I submit a proposal?

- After the call opens, there is a **period of at least three months until the submission deadline.**
- **Some calls are continuously open**, meaning you can **submit a proposal at any time** – though there may be **‘intermediate cut-off dates’** for your proposal to be evaluated.
- An **overview of scheduled calls, topics and indicative budgets** can be found in the respective [work programmes](#) and on the ‘Funding Opportunities’ site of the [Participant Portal](#).

Proposal Preparation

When can I submit a proposal?

Our advice



Start early with preparing your project!

Time is very short in case there are **only three months** from the publication of a call until the **submission deadline**.

Proposal Preparation

What should I consider when forming a consortium?

The **most important criteria** are **excellent qualifications and experience of your partners** in their field of research.

- Just like the project itself, the **consortium needs to demonstrate its European dimension**. Try to **avoid strong geographic asymmetries**, i.e. the majority of partners coming from one particular country.
However, **don't just add partners for reasons of regional coverage**.
- The **individual partners** need to have **clearly defined roles and tasks within the project**. Their **expertise and skills** should be **crucial and complementary** rather than additive.



Proposal Preparation

What should I consider when forming a consortium?

- Depending on the **challenges** and **requirements** of the project, a **successful team** should consist of **partners from different backgrounds** (academia, industry, user groups) to **maximize impact**.
- Where **relevant, cross cutting aspects**, such as **gender dimensions** or the **integration of social sciences** and **humanities** should be taken into account.

Proposal Preparation

What should I consider when forming a consortium?

Our advice



In most cases, the **formally required minimum number of partners** is **not enough to fully address and investigate the topic**. Always take the requirements of your project idea as a guiding principle!

Consider involving partners from 'Third Countries', i.e. countries that are not EU Member States or Associated countries. A [list of countries](#) eligible for funding is available on the Participant Portal.

Proposal Preparation

How do I find partners?

- Often **consortia start** with a **core group of partners** that know each other from previous collaboration(s).
- There are a number of [partner search services](#) listed at the Participant Portal to help you identify a potential partner with particular competences, facilities or experience.
- Several **specific European partner search database**, such as the ***Fit for Health 2.0 database***, offer the possibility to enter and publish your project idea together with a partner search profile: <http://www.fitforhealth.eu/>



Find Your Partners

Search the Fit for Health 2.0 database for expertise profiles of SMEs and research institutes interested in becoming involved in Horizon 2020 research projects.

Proposal Preparation

How do I find partners?

- In addition, **international partnering events** offer a perfect opportunity to **present your expertise and project ideas** to interested parties and to potential cooperation partners.
- The **Fit for Health 2.0 experts** are **well connected** within the **global health research community** and are **ready to support your partner search in the best possible way**.

Proposal Preparation

How do I find partners?

Our advice



Do not build ‘artificial partnerships’ just to meet formal criteria. Select partners who are truly dedicated, and **make sure** that all partners have the **necessary expertise and support from their organizations** from the start.

We encourage you to **make use of the Fit for Health 2.0 services**, the **partner search data base** and the **annual partnering events!**