



#HorizonEU

# THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

REA.C.1

Information Day 15<sup>th</sup> May 2025

CALL COORDINATION TEAM

Research and  
Innovation



# Key aspects of the evaluation process



# Evaluation process and principles



Fair and equal  
treatment of all  
proposers



Based on the  
criteria announced  
in the Call



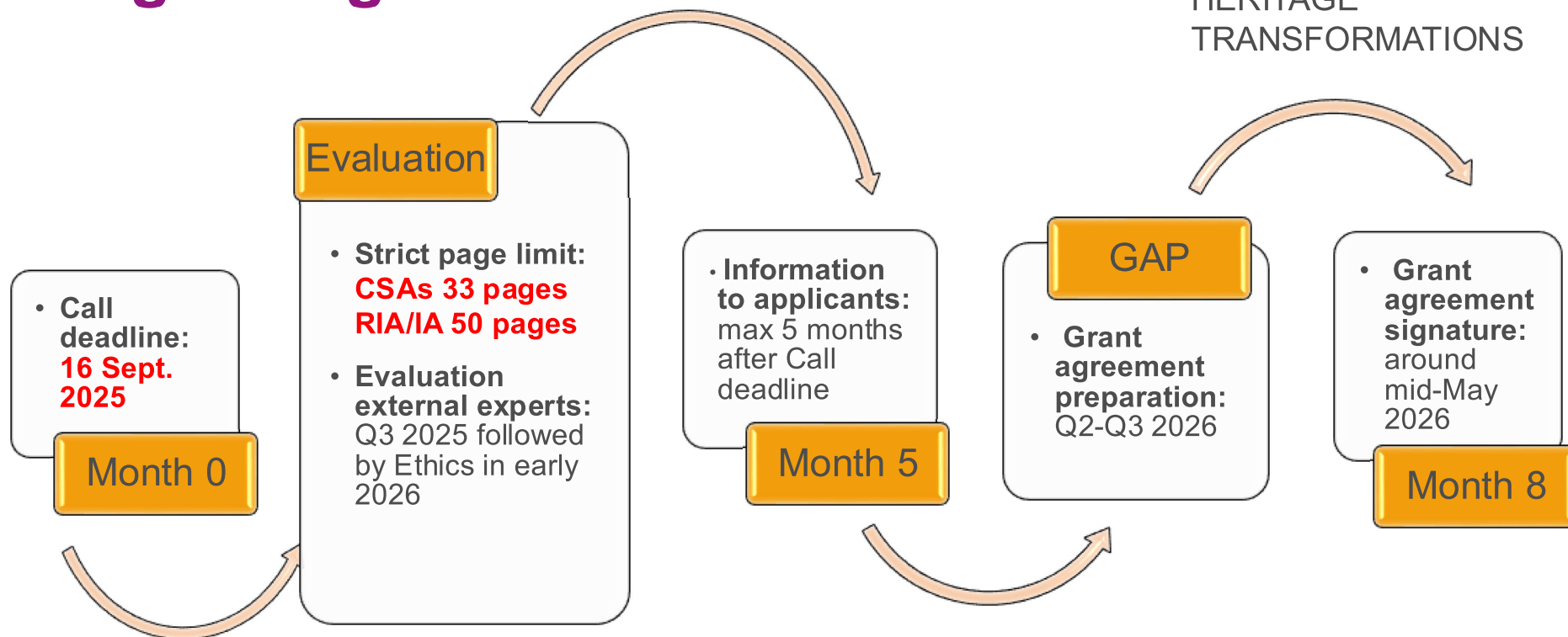
Confidential  
process, no  
conflicts of interest



Independent  
external experts

# Timeline: single-stage calls

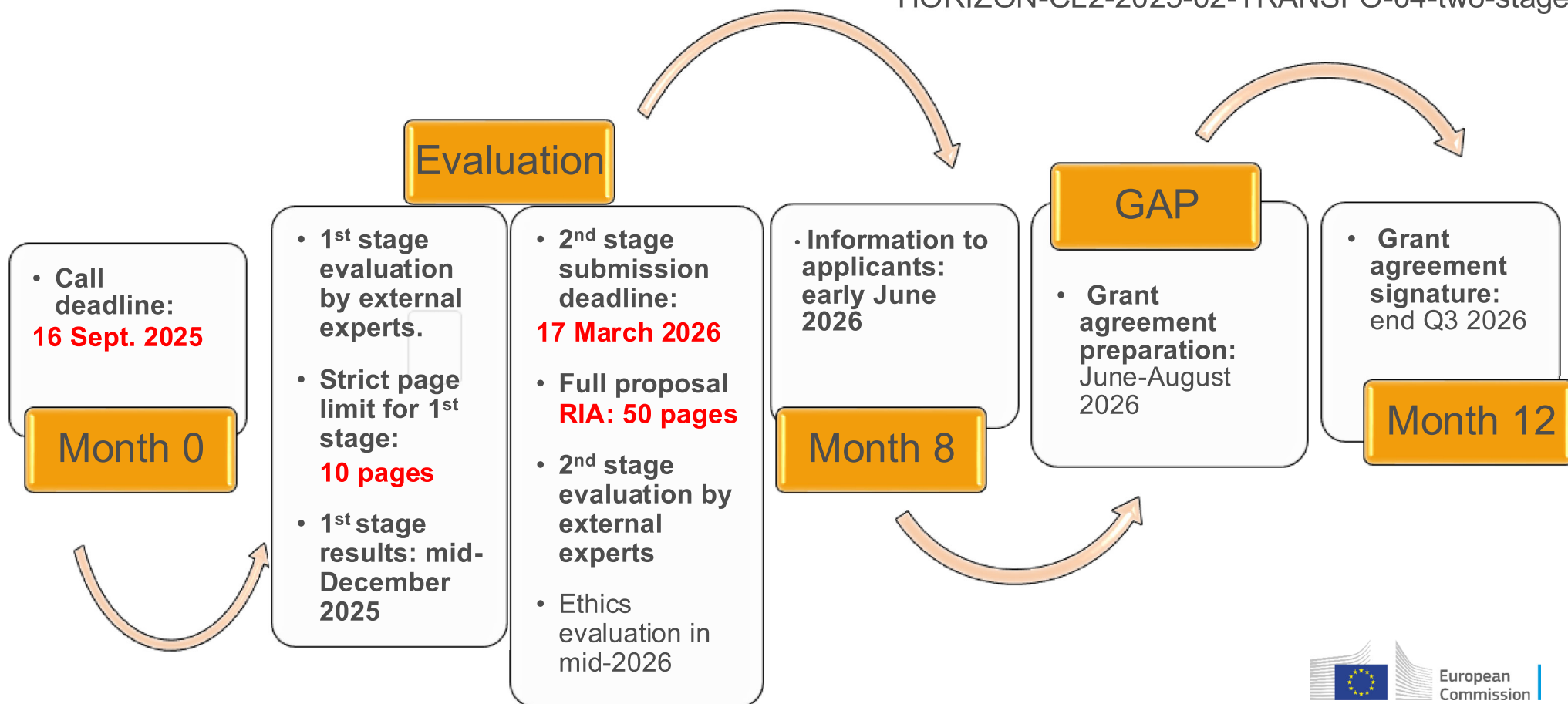
Next call: HORIZON-CL2-2025-01  
Destinations: DEMOCRACY  
HERITAGE  
TRANSFORMATIONS



# Timeline: two-stage calls

Next call: HORIZON-CL2-2025-02-TWO-STAGE

Topics: HORIZON-CL2-2025-02-HERITAGE-02-two-stage  
HORIZON-CL2-2025-02-TRANSFO-04-two-stage



# Key documents on the Funding & Tenders Portal

## Horizon Europe Cluster 2 Work Programme

- Background, topics and budgets ([link](#))

## General Annexes to the Work Programme

- List of countries, eligibility and admissibility conditions, award criteria and procedure, scoring and threshold ([link](#))

## Submissions forms and templates

- Essential forms and guides to draw up and submit your proposal (see relevant topic page)

## Horizon Europe Programme Guide

- Informs applicants about the specificities of the programme ([link to the guide](#))

# Key elements in designing your proposal



Your proposed work must be within the scope of a work programme topic



You need to demonstrate that your idea is ambitious and goes beyond the state of the art



Your scientific methodology must take into account interdisciplinary, gender dimension and open science practices.



You should show how your project could contribute to the outcomes and impacts described in the work programme (the pathway to impact)



You should describe the planned measures to maximise the impact of your project ('plan for the dissemination and exploitation including communication activities')



You should demonstrate the quality of your work plan, resources and participants

# Policy and horizontal considerations



Open Science across the programme



Gender dimension in R&I content



Pathway to impact



Measures to maximise impact



Artificial intelligence

These aspects must normally be considered in all Horizon Europe calls (unless explicitly mentioned in the topic description).

Specific calls may include other aspects to take into account.

For more details  
consult the Horizon  
Europe Programme  
Guide

# Award Criteria

- If admissible and eligible, the proposals will be evaluated and ranked against the following award criteria, depending on the type of action:
  1. **Excellence**
  2. **Impact**
  3. **Quality and efficiency of the implementation**
- Each criterion is subdivided in a set of sub-criteria, which are adapted to the different types of action. (Check the respective evaluation form on the topic page.)
- Each award criterion refers to a specific section of the proposal where applicants need to demonstrate that they have adequately addressed the criterion in question.



# Lump sum topics

## Proposal submission form specificities

The proposal contains two parts:

- **Part A: web-based forms** generated by the IT system based on the information provided by the participants. Make sure that you have all the information at hand to complete the extended Part A (especially related to the Participant data). Part A also includes a **summary budget table**.
- **Part B: narrative part** with three sections that each correspond to an evaluation criterion. Must be uploaded as a PDF document using the call- and topic-specific templates provided. **Higher page limit than the standard calls: CSAs 33 pages, RIA/IA 50 pages. For the first stage of the 2-stage topics: 10 pages.** A strict **page limit** is applied!

**+ Additional Excel annex, detailed budget table!**

+ depending on the call conditions, additional annexes may be added

**Extra check to be done by the applicants:** Consistency of budget totals between Part A, the detailed budget table and Part B!

# Consortium composition – minimum eligibility criterion

## Research and Innovation Actions (RIA), Innovation Actions (IA)

Unless otherwise provided for in the specific call conditions, legal entities forming a consortium are eligible to participate in actions provided that the consortium includes:

- at least one independent legal entity established in a Member State; and
- at least two other independent legal entities, each established in different MSs or ACs.

## Coordination and Support Actions (CSA)

Applications for ‘Coordination and support’ actions may be submitted by one or more legal entities, which may be established in a MS, AC or, in exceptional cases and if provided for in the specific call conditions, in another third country.

# Update on the application and evaluation forms for the 2025 Work Programme

- All references to the Do No Significant Harm (DNSH) principle have been removed from both the application and evaluation forms
- No longer a requirement for participants to demonstrate the robustness of the AI tools used, unless this is required by the topic conditions. Assessment of robustness of AI tool will only be performed when this is specified in the topic description or conditions. All references to AI robustness have been removed from both the application and evaluation forms



# Use of generative AI tools

## In designing proposals

- Applicants:
  - **may use generative AI tools** when preparing proposals;
  - **must be fully transparent** towards the granting authority and disclose which AI tools were used and how they were utilized;
  - must **exercise caution** and careful consideration while using generative AI tools;
  - must **review and validate** thoroughly any AI-generated content to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations;
  - remain **fully responsible for the content of the proposal** (including the parts produced by the AI tool).

More information in the [Living guidelines on the responsible use of generative AI in research](#)

# Changes to the gender criterion for ex-aequo proposals

The gender balance criterium to establish a priority ranking among proposals with the same score (“ex-aequo criteria”) was amended in the General Annexes and concerns now only researchers with **leading role** in the proposal

## General Annexes:

For each group of proposals with the same score, starting with the group achieving the highest score and continuing in descending order:

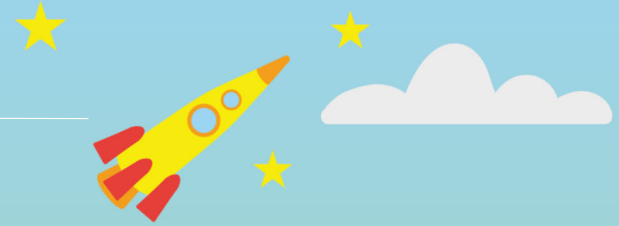
- 1) Proposals that address aspects of the call that have not otherwise been covered by more highly ranked proposals will be considered to have the highest priority.
- 2) The proposals identified under 1), if any, will themselves be prioritised according to the scores they have been awarded for ‘Excellence’. When these scores are equal, priority will be based on scores for ‘Impact’. In the case of ‘Innovation actions’, priority will be given to the score for ‘Impact’, followed by that for ‘Excellence’.
- 3) If necessary, the gender balance among the researchers with a **leading** role named in the researchers table in the proposal, will be used as a factor for prioritisation.
- 4) If necessary, any further prioritisation will be based on geographical diversity, defined as the number of Member States or Associated Countries represented in the proposal, not otherwise receiving funds from projects higher up the ranking list (and if equal in number, then by budget).

# Importance of the ethics self-assessment in Part A

2 HUMANS		YES/ NO		Information to be provided in the proposal	Documents to be kept on file and provided on request
Does your activity involve human participants?		<input type="checkbox"/>	<input type="checkbox"/>	Please provide information in one of the subcategories below	
If YES:	Are they volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	1) Details on recruitment, inclusion and exclusion criteria and informed consent procedures. 2) Details on unexpected findings policy.	1) Copies of ethics approvals (if required by law or practice). 2) Informed consent forms and information sheets.
	Are they healthy volunteers for medical studies?	<input type="checkbox"/>	<input type="checkbox"/>	1) Details of the recruitment, inclusion and exclusion criteria and informed consent procedures. 2) Details on incidental findings policy.	1) Copies of ethics approvals. 2) Informed consent forms and information sheets.
	Are they patients for	<input type="checkbox"/>	<input type="checkbox"/>	1) Details on the	1) Copies of ethics

The most common Ethics Issues under Cluster 2 are usually linked to working with Humans, Data protection, working in non-EU countries, Artificial intelligence, potential misuse of results, etc.

For each Ethics Issue, please consult the **“How to complete your ethics self-assessment”**



# Proposal submission and tips





# Topic page Proposal submission

## General information

Topic description

Destination

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call updates

- **The coordinator: creates the draft proposal.**
- Partners will be invited by the coordinator.
- The **coordinator** can edit all sections, while the participants can edit only their own section. Uploading the Part B, inviting participants and submitting the proposal is reserved for the coordinator.
- Make sure to **leave sufficient time to prepare the extended Part A** information, not to miss any information that is essential for the evaluation, e.g. researchers participating, experience, publications.
- **Submit the first version as early as possible**, no later than 48 hours before the deadline to avoid any technical issues. Any new submission overwrites the previous version.

# Submission system

Progress bar: Login (✓), Topic selection (✓), Create proposal (✓), **Participants** (✎), Proposal Forms (○), Submit (○)

## Participants

**Deadline**  
07 October 2021 17:00:00 Brussels Local Time

**Call data:**  
Call: HORIZON-CL2-2021-TRANSFORMATIONS-01  
Topic: [HORIZON-CL2-2021-TRANSFORMATIONS-01-05](#)  
Type of action: HORIZON-RIA  
Type of MGA: HORIZON-AG  
**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: test  
Draft ID: SEP-210764458

**Download Part B templates**  
[Download part B templates](#)

**Support & Helpdesk**  
[Online Manual](#) [IT How To](#)  
[IT Helpdesk](#) [FAQ](#)  
Service Desk:  
[EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

In this step you as coordinator should manage and review the participants of your proposal.  
Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.

**Warnings:**  
Call requires at least 3 participant(s) from different EU Member states/Associated Countries  
Specific eligibility rules apply within the call, especially for topic TRANSFORMATIONS-01-07, please read the "Other eligibility conditions" that are published the topic page.

Number of participants: 1

**Coordinator**  

1

Test - Hegyvarine Nagy Agnes

[Add Affiliated Entity](#)

Test - Hegyvarine Nagy Agnes  
Brussels, BE  
PIC: 954905831  
[Change organisation](#) [Contact organisation](#)

**Contacts:**  

Agnes HEGYVARINE NAGY - Main contact

[Add contact](#)

[Add Partner](#)

[Add Associated partner](#)

[SAVE](#) [SAVE AND GO TO NEXT STEP](#) [NEXT](#)

Download templates  
Check the available [guidance](#)

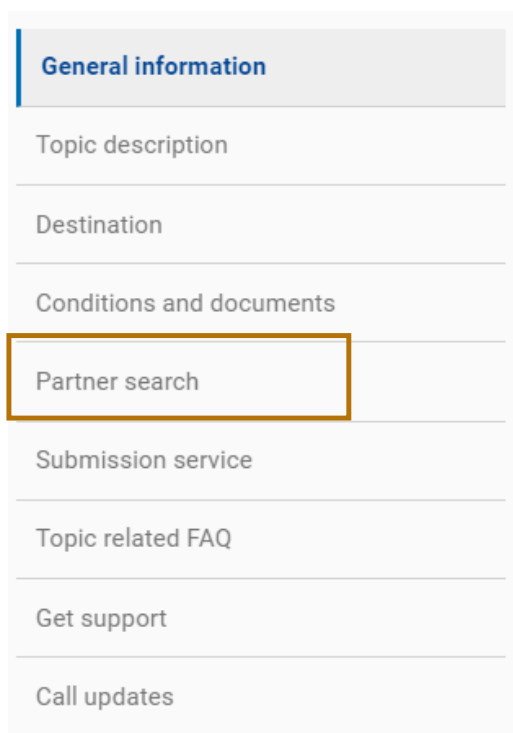
**Eligibility warnings:**  
For information

The precise topic conditions  
are on the topic page!

**Affiliated entity:**  
Linked to a participant with  
related tasks and budget.

**Associated partner:**  
Linked to the proposal,  
cannot fill in budget table.  
No contacts can be added  
here.  
See definition in the WP  
General Annex.

# Partner Search



1. Find partner organisations for specific topics directly on the **topic pages** via the **Partner search announcements**

Complete your **Person Profile** to be able to publish partner searches in your name as a person/researcher (Login – My AREA, left hand side menu) from next year.

2. Or check the database of project partners and person profiles on the **How to Participate → Partner search page** using the search criteria.



# Optimising the chances for success

## Optimise the time available to prepare the proposal

- Last minute preparations are often reflected in a lower quality which largely reduces the chances of success
- Download the templates from the submission system under the correct topic
- Start a draft early + submit on time



## Completeness

- One section missing could make your proposal inadmissible or result in a lower score
- Address each Part A section and all sub-criteria in the Part B

## Be clear and explicit

- Evaluators must judge only what they read and not on the proposal potential. They have limited time

## Consortium

- Check the type of action to meet the minimum eligibility requirements when preparing the partnership

## Page limit

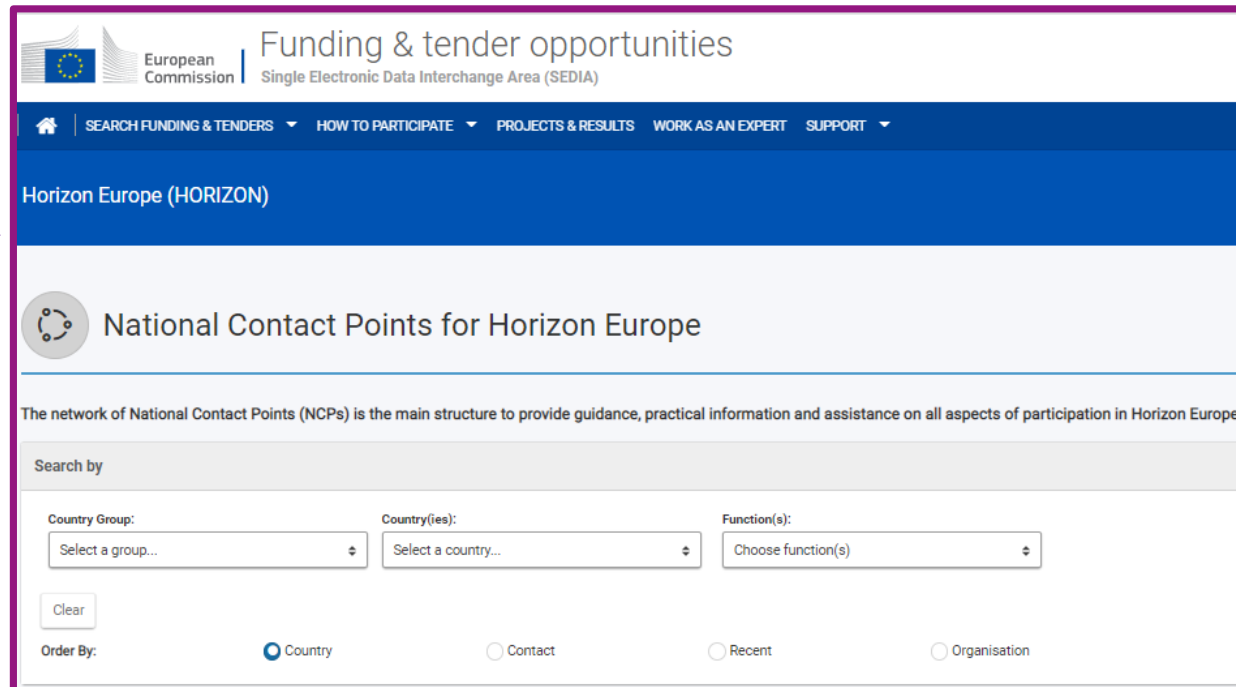
- Keep the page limit for the Part B and the required format/font size!

# National Contact Points of Horizon Europe

## Who are they?

National contact points providing information and advice to applicants and beneficiaries in their own language

Find out who are  
NCPs in your country



The screenshot shows the European Commission's 'Funding & tender opportunities' website. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains links: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below the navigation bar, a blue banner reads 'Horizon Europe (HORIZON)'. The main section is titled 'National Contact Points for Horizon Europe' with a circular icon. A descriptive text states: 'The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in Horizon Europe.' Below this is a 'Search by' section with three dropdown menus: 'Country Group:' (with 'Select a group...' as the placeholder), 'Country(ies):' (with 'Select a country...' as the placeholder), and 'Function(s):' (with 'Choose function(s)' as the placeholder). A 'Clear' button is located below these menus. At the bottom, an 'Order By:' section features four radio buttons: 'Country' (selected), 'Contact', 'Recent', and 'Organisation'. The European Commission logo is visible in the bottom right corner.

# NCP Services

Topics identification

Consortium creation

Proposal preparation

Proposal review

Submission


- Guidance on choosing relevant Horizon Europe topics
- Assistance in partner search
- Training and tailormade assistance on proposal writing
- Distribution of documentation (forms, guidelines, manuals etc.)
- Advice on administrative procedures and contractual issues
- Helping in proposal check (proposal prescreening, events)
- Knowledge of the Funding & Tender Opportunities Portal
- Organizing information activities (info-days, seminars, conferences, newsletters, web sites, brokerage events,...)

Take part in the [brokerage events](#) organised online by the National Contact Points!

**BROKERAGE EVENT on 16<sup>th</sup> May 2025**



# Experts

**Register** in the database of experts, new expertise is always welcome!

 **EU Funding & Tenders Portal**

[Sign in](#) [EN](#)

[Home](#) [Funding](#) [Procurement](#) [Projects & results](#) [News & events](#) [Work as an expert](#) [Guidance & documents](#)

Search...  

[Home](#) > [Work as an expert](#)

## Work as an expert

[View more details](#)

We need experts for:

- Assessing applications for EU funding (including prizes and tenders),
- Monitoring of EU funded projects and contracts,
- Giving your advice on specific issues.

Experts act in their individual capacity to assist the EU services with the implementation of EU funding & tenders managed through the Portal.

Do you have an extensive professional experience & proven domain-knowledge?

[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 'Expert profile' once [signed in](#).


Find out more about the evaluation and monitoring objectives and scope in the [terms of reference](#).


If you need further guidance, access the [key steps for experts](#).

Calls for expressions of interest for experts



Useful links

 [Helpdesk and Support Services](#)

 [FAQ for Experts](#)



## For more information...

### NEW:

- [Horizon Implementation Days](#) about proposal submission and evaluation, grant preparation and grant management
- [Lump sum related information](#) on the dedicated page

[Short videos](#) related to the use of the Portal and some aspects of the evaluation process

Recorded webinars on the [events](#) page of the [Funding & Tenders Portal](#)

- ‘All you need to know on D&E under Horizon Europe’ (9 June 2021). [Recorded session](#)
- ‘Horizon Europe: key changes to the Ethics Appraisal Process’ (18 July 2021). [Recorded session](#)



# Thank you!

## # HorizonEU

<http://ec.europa.eu/horizon-europe>



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