



#HorizonEU

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

REA.C.1

Info Day Cluster 1 - 17th January 2023

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

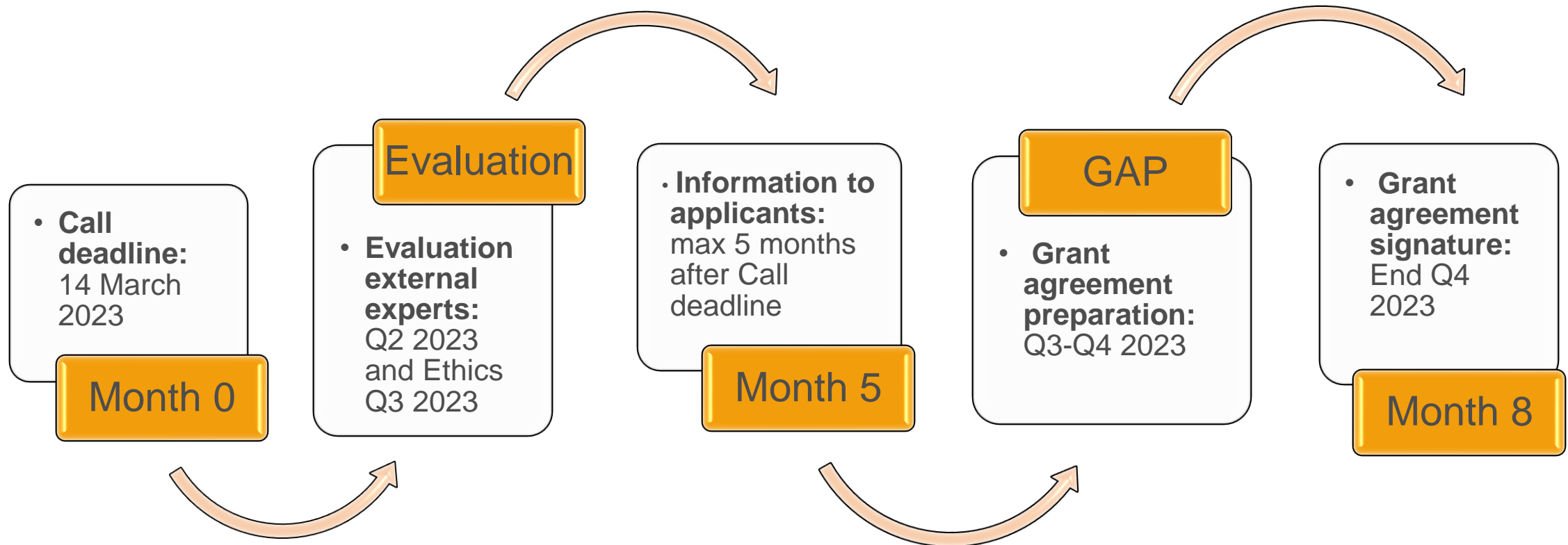


Confidential
process, no
conflicts of interest



Independent
external experts

Timeline



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 principles



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
read 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.



Application form (proposal template)

Standard action grants

The proposal contains two parts:

- **Part A** consists of **web-based forms** generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal. Check out the extended Part A information in advance (especially related to the Participants` data).
- **Part B** is the **narrative part** that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. A strict **page limit** is applied! (CSAs 30 pages, RIA/IA 45 pages)



Lump sum topics

Proposal submission form specificities

Part A:

- Additional declaration related to lump sum costs
- Summary budget table

Part B:

- Higher page limit than the standard calls with a similar type of action for 2023 calls:
CSAs 33 pages, RIA/IA 50 pages.

+ Additional Excel annex, detailed budget table!

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.



Proposal submission and tips



Agnes Hegyvarine Nagy



Topic page

Proposal submission

- The **coordinator**: creates the draft proposal starting from the Topic page after choosing the final type of action.
- Partners will be invited by the coordinators.
- 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, eg. researchers participating, experience, publications.
- **Submit the first version as early as possible**, not later than 48 hours before the deadline to avoid any technical issues. Any new submission overwrites the previous version.

General information

Topic description

Destination

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call updates

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

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.

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: 0 **Add contact**
Agnes HEGYVARINE NAGY - Main contact

Add Partner **Add Associated partner**

SAVE SAVE AND GO TO NEXT STEP NEXT

Eligibility warnings:
For information

The precise topic conditions
are in the topic page!

Affiliated entity:
Previously called linked third
party
Linked to a participant with
related tasks and budget.
No contacts to be added.

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

Download templates
Check the available [guidance](#)

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
- 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-criterion 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!

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 via the How to **Participate** → **Partner search page** using the search criteria.

General information
Topic description
Destination
Conditions and documents
Partner search
Submission service
Topic related FAQ
Get support
Call updates



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

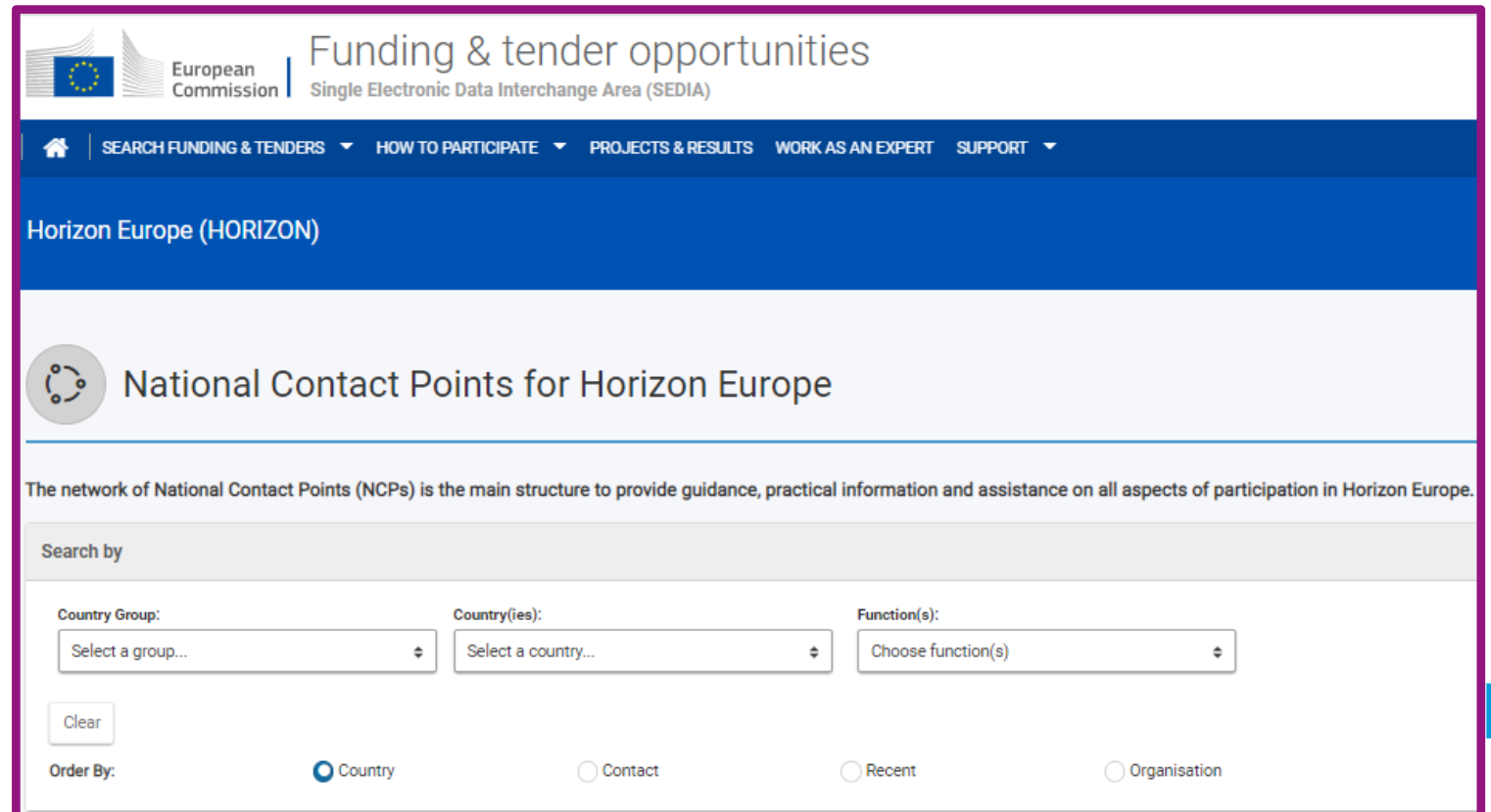


National Contact Points of Horizon Europe

Who are they?

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

Find out who are
NCPs in your country



The screenshot displays the 'Funding & tender opportunities' section of the European Commission's Single Electronic Data Interchange Area (SEDIA). The page features a navigation bar with links to '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 content area is titled 'National Contact Points for Horizon Europe' and includes a descriptive paragraph: '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.' A search section titled 'Search by' contains 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 dropdowns. At the bottom, an 'Order By' section offers four radio button options: 'Country' (selected), 'Contact', 'Recent', and 'Organisation'.

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,...)

Experts

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


 **European Commission**

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

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

Work as an expert

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



Being an expert for the European Com...
Later bekij... Delen
YouTube

In particular, experts assist in:

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


In addition, experts provide opinion and advise on:

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

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

Interested? Please join the database of external experts!

Register as expert

 **European Commission**



For more information...

Short videos related to the use of the Portal and some aspects of the evaluation process

Check the recorded webinars on the **events** page of the **Funding & Tenders Portal**:

- **‘How to prepare a successful proposal in Horizon Europe’** (24 March 2021). See recorded session [here](#).
- **‘A successful proposal for Horizon Europe: Scientific-technical excellence is key, but don’t forget the other aspects’** (21 April 2021). [Recorded session](#)
- **‘The Funding & Tenders Portal for beginners’** (27 May 2021). [Recorded session](#)
- **‘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](#)
- **R&I Days 2021: workshop on ‘Tips and tricks while writing your HE proposal’** (23 June 2021). [Recorded session](#)



Thank you!

HorizonEU

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



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#HorizonEU

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

CRISTINA MARCUZZO

Info Day – Cluster 2

17 January 2023

Research and
Innovation

Ethics compliance in CL2 Horizon Europe



Application: Ethics issues table

Part A – Section 4

4 – Ethics and Security

Ethics issues table


This table should be completed as an essential part of your proposal. Please go through the table and indicate which elements concern your proposal by answering 'Yes' or 'No'. If you answer 'Yes' to any of the questions,


- indicate in the adjacent box at which page in your full proposal further information relating to that ethics issue can be found, and*
- provide additional information on that ethics issue in the Ethics Self-Assessment section.*

For more information on each of the ethics issues and how to address them, including detailed legal references, see the guidelines [How to Complete your Ethics Self-Assessment](#).

1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?		<input type="radio"/> Yes <input type="radio"/> No
If YES:	Will they be directly derived from embryos within this project?	<input type="radio"/> Yes <input type="radio"/> No
	Are they previously established cells lines?	<input type="radio"/> Yes <input type="radio"/> No
	Are the cell lines registered in the European registry for human embryonic stem cell lines?	<input type="radio"/> Yes <input type="radio"/> No
Does this activity involve the use of human embryos?		<input type="radio"/> Yes <input type="radio"/> No
If YES:	Will the activity lead to their destruction?	<input type="radio"/> Yes <input type="radio"/> No
2. HUMANS		Page
Does this activity involve human participants?		<input type="radio"/> Yes <input type="radio"/> No
If YES:	Are they volunteers for nonmedical studies (e.g. social or human sciences research)?	<input type="radio"/> Yes <input type="radio"/> No
	Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input type="radio"/> No
	Are they patients for medical studies?	<input type="radio"/> Yes <input type="radio"/> No
	Are they potentially vulnerable individuals or groups?	<input type="radio"/> Yes <input type="radio"/> No
	Are they children/minors?	<input type="radio"/> Yes <input type="radio"/> No
	Are they other persons unable to give informed consent?	<input type="radio"/> Yes <input type="radio"/> No
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?		<input type="radio"/> Yes <input type="radio"/> No
If YES:	Does it involve invasive techniques?	<input type="radio"/> Yes <input type="radio"/> No
	Does it involve collection of biological samples?	<input type="radio"/> Yes <input type="radio"/> No








EU Grants

How to complete your ethics self-assessment

Version 2.0
13 July 2021



Applicants' Ethics Self-Assessment

Part A – Section 4



Character limit
applies (5,000 per
box) - No ethics
annexes allowed

ETHICS SELF-ASSESSMENT

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines "[How to Complete your Ethics Self-Assessment](#)" and complete the table below.

Ethical dimension of the objectives, methodology and likely impact
<p>Explain in detail the identified issues in relation to:</p> <ul style="list-style-type: none">– objectives of the activities (e.g. study of vulnerable populations, etc.)– methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)– the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)
Compliance with ethical principles and relevant legislations
<p>Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.</p>



Tips for applicants

- Make sure that both the Ethics issues table and the Ethics self-assessment in Part A of the application form **are correctly and exhaustively filled in** (i.e. if « human respondents » are involved in the research, « Humans » should be ticked, etc.). → reference document « How to complete your ethics self-assessment”;
- In the application, ethics-relevant information may be provided in Part B as well, under relevant sections (methodology, WP tables, etc.);
- The resources necessary to comply with ethics may be added to the work packages that give rise to the underlying ethics issues, or to the Management WP. An « Ethics Compliance » task may be added to that WP;
- Flag in the application any ethics monitoring mechanism already foreseen in the consortium (if any, not mandatory), i.e. Ethics Mentor (staff member with relevant expertise) / Ethics Advisor or Ethics Board (independent expert(s) external to the consortium).

Useful reading

- [How-to complete your ethics self-assessment.](#) (All guidance documents are hyperlinked).
- [Ethics and data protection](#)
- [Ethics in Social Science and Humanities](#)
- [Research Ethics in Ethnography/Anthropology Guidance note](#)
- [Research on refugees, asylum seekers and migrants](#)
- [Global code of conduct for research in resource-poor settings](#)
- [Assessment List for Trustworthy Artificial Intelligence](#)
- [Horizon Europe Model Grant Agreement \(MGA\) \(Article 14 and Annex 5\)](#)



Thank you!

HorizonEU

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



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