

# H2020 PROJECT WRITING



- Elaboração dos projetos é estruturada seguindo os 3 critérios de avaliação:
- **Excelência**
- **Implementação**
- **Impacto**
  - O peso dos critérios depende do tipo de projeto
    - Dependendo se foco da chamada é a excelência científica ou a inovação





**H2020 - PART B**  
**EXEMPLO: COORDINATION & SUPPORT**  
**ACTION – CSA - TEMPLATE**



- Title and Contents page + Summary
- Scientific and Technical Objectives
- Innovation (above the state of the art)
- Project Work plan and Methodology
- Deliverables Table
- Contribution to Objectives
- Dissemination and Exploitation of Results
- Project Management
- Consortium + Partners Roles and Background



## 1. Excellence

Your proposal must address a topic set out in the work programme, for this call for proposals.

**⚠** *This section of your proposal will be assessed only to the extent that it is relevant to that topic.*

### 1.1 Objectives

- Describe the specific objectives for the project<sup>1</sup>, which should be clear, measurable, realistic and achievable within the duration of the project. Objectives should be consistent with the expected exploitation and impact of the project (see section 2).


### 1.2 Relation to the work programme

- Indicate the work programme topic to which your proposal relates, and explain how your proposal addresses the specific challenge and scope of that topic, as set out in the work programme.



### 1.3 Concept and approach, quality of the coordination and support measures


- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved;
- Describe any national or international research and innovation activities which will be linked with the project, especially where the outputs from these will feed into the project;
- Describe and explain the overall approach, distinguishing, as appropriate, coordination and support activities;
- Where relevant, describe how sex and/or gender analysis is taken into account in the project's content.

 *Sex and gender refer to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to [http://ec.europa.eu/research/science-society/gendered-innovations/index\\_en.cfm](http://ec.europa.eu/research/science-society/gendered-innovations/index_en.cfm)*



## 2. Impact

### 2.1 Expected impacts

 *Please be specific, and provide only information that applies to the proposal and its objectives. Wherever possible, use quantified indicators and targets.*

- Describe how your project will contribute to the expected impacts set out in the work programme, under the relevant topic;
- Describe any barriers/obstacles, and any framework conditions (such as regulation and standards), that may determine whether and to what extent the expected impacts will be achieved. (This should not include any risk factors concerning implementation, as covered in section 3.2.)



## 2.2 Measures to maximise impact

### a) Dissemination and exploitation of results

- Provide a draft 'plan for disseminating and exploiting the project's results' (unless the work programme topic explicitly states that such a plan is not required). The plan, which should be proportionate to the scale of the project, should contain measures to be implemented both during and after the project;

**⚠** *Dissemination and exploitation measures should address the full range of potential users and uses including research, commercial, investment, social, environmental, policy making, setting standards, skills and educational training.*

**⚠** *The approach to innovation should be as comprehensive as possible, and must be tailored to the specific technical, market and organisational issues to be addressed.*

- Explain how the proposed measures will help to achieve the expected impact of the project. Include a business plan where relevant;
- Where relevant, include information on how the participants will manage the research data generated and/or collected during the project, in particular addressing the following issues<sup>2</sup>:
  - What types of data will the project generate/collect?
  - How will this data be curated and preserved?

**⚠** *You will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, data etc.). These will allow you, collectively and individually, to pursue market opportunities arising from the project's results.*

Outline the strategy for knowledge management and protection. Include measures to provide open access (free on-line access such as the 'green' or 'gold' model) to peer-reviewed scientific publications which might result from the project<sup>3</sup>.







## b) Communication activities

- Describe the proposed communication measures for promoting the project and its findings during the period of the grant. Measures should be proportionate to the scale of the project, with clear objectives. They should be tailored to the needs of various audiences, including groups beyond the project's own community. Where relevant, include measures for public/societal engagement on issues related to the project.



## 3. Implementation

### 3.1 Work plan – Work packages, deliverables and milestones

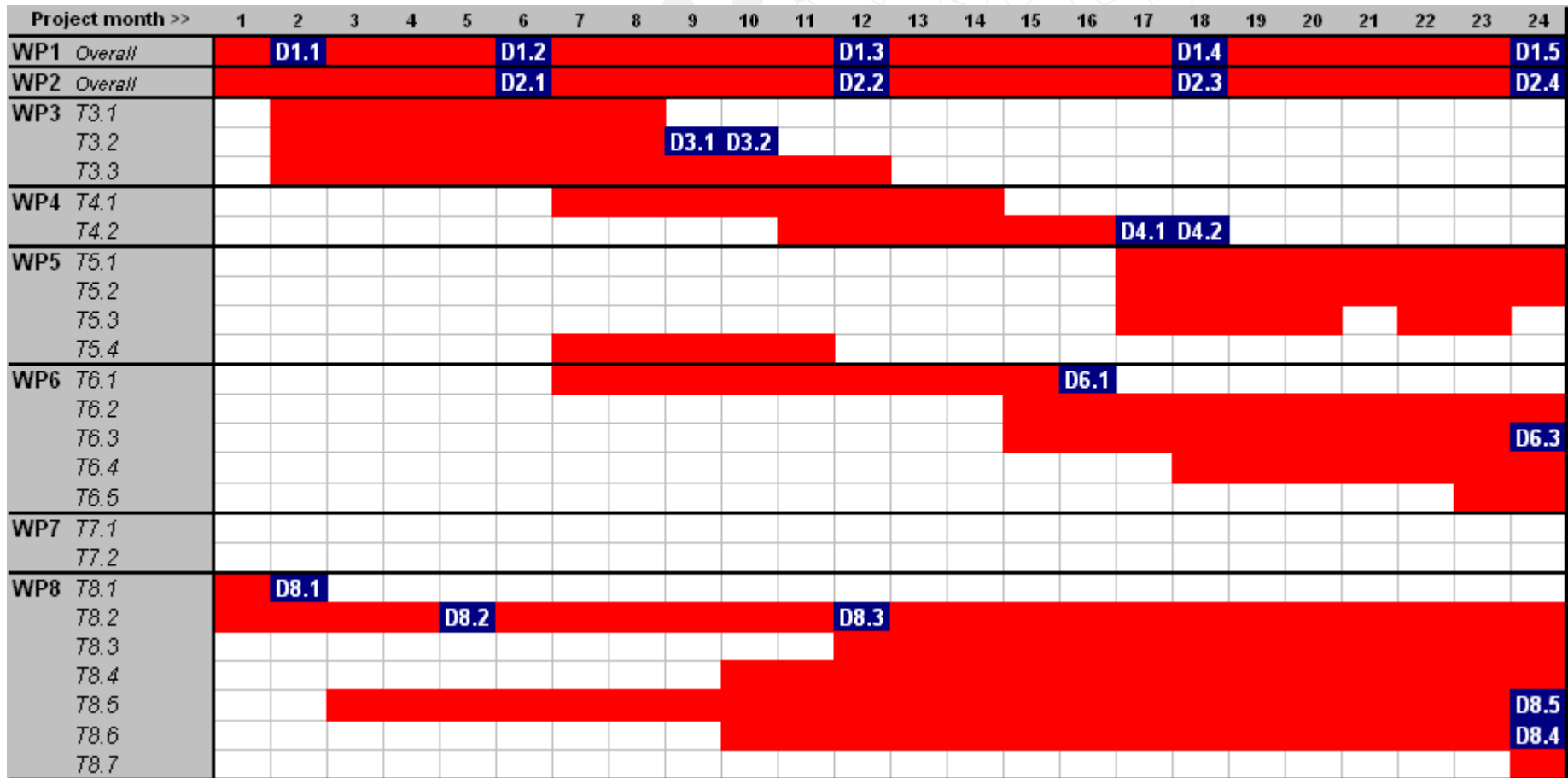
Please provide the following:

- brief presentation of the overall structure of the work plan
- timing of the different work packages and their components (Gantt chart or similar)
- detailed work description, i.e.:
  - a description of each work package (table 3.1a)
  - a list of work packages (table 3.1b);
  - a list of major deliverables (table 3.1c);
- graphical presentation of the components showing how they inter-relate (PERT chart or similar)

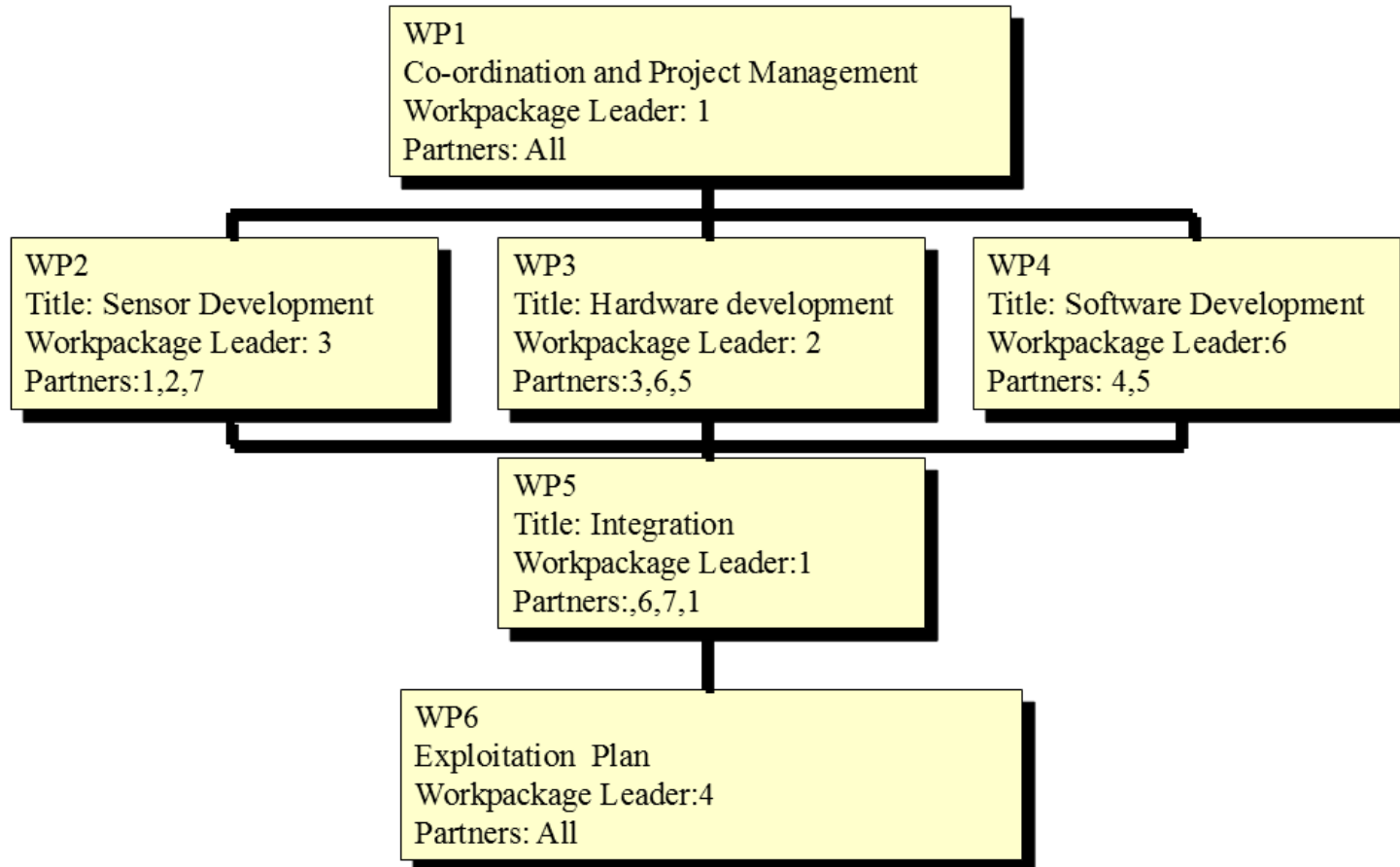


# PART B – Tables - GANTT Chart

## Cronograma de atividades e produtos– exemplo:



## Fluxograma que descreve a relação entre as atividades – exemplo:





**'Work package'** means a major sub-division of the proposed project

**'Deliverable'** means a distinct output of the project, meaningful in terms of the project's overall objectives, and constituted by a report, a document, a technical diagram, a software etc.

**'Milestones'** means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.



**Table 3.1 a: Work package description**

**For each work package:**

<b>Work package number</b>		<b>Start Date or Starting Event</b>					
<b>Work package title</b>							
<b>Participant number</b>							
<b>Short name of participant</b>							
<b>Person/months per participant:</b>							

**Objectives**


**Description of work** (where appropriate, broken down into tasks), lead partner and role of participants

**Deliverables** (brief description and month of delivery)



## 3.2 Management structure and procedures


- Describe the organisational structure and the decision-making (including a list of milestones (table 3.2a));
- Explain why the organisational structure and decision-making mechanisms are appropriate to the complexity and scale of the project;
- Describe, where relevant, how effective innovation management will be addressed in the management structure and work plan;

 *Innovation management is a process which requires an understanding of both market and technical problems, with a goal of successfully implementing appropriate creative ideas. A new or improved product, service or process is its typical output. It also allows a consortium to respond to an external or internal opportunity.*

- Describe any critical risks, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. Please provide a table with critical risks identified and mitigating actions (table 3.2b).



### 3.3 Consortium as a whole

 *The individual members of the consortium are described in a separate section 4. There is no need to repeat that information here.*

- Describe the consortium. How will it match the project's objectives? How do the members complement one another (and cover the value chain, where appropriate)? In what way does each of them contribute to the project? How will they be able to work effectively together?
- If applicable, describe the industrial/commercial involvement in the project to ensure exploitation of the results and explain why this is consistent with and will help to achieve the specific measures which are proposed for exploitation of the results of the project (see section 2.3).
- **Other countries:** If one or more of the participants requesting EU funding is based in a country that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in General Annex A of the work programme [General Annex A of the work programme](#) are automatically eligible for EU funding), explain why the participation of the entity in question is essential to carrying out the project.





### 3.4 Resources to be committed

**⚠** Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person/months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person/months required (table 3.4a);
- a table showing ‘other direct costs’ (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the table in section 3 of the administrative proposal forms).

**Table 3.4a: Summary of staff effort**

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	<u>WPn</u>	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
Participant Number/Short Name				
Participant Number/Short Name				
<b>Total Person/Months</b>				

**Table 3.4b ‘Other direct cost’ items (travel, equipment, infrastructure, goods and services, large research infrastructure)**

Please complete the table below for each participant if the sum of the costs for ‘travel’, ‘equipment’, and ‘goods and services’ exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
<b>Total</b>		

## EXCELÊNCIA

- Clareza dos objetivos
- Solidez do conceito, incluindo considerações transdisciplinares
- Credibilidade da abordagem proposta
- Progresso para além do estado da arte

## IMPACTO

- Impacto expectável evidenciado no Programa de Trabalhos
- Capacidade de inovação e geração de conhecimento novo
- Competitividade e o crescimento
- Disseminar e explorar os resultados (disseminação, comunicação, exploração dos resultados,...)

## IMPLEMENTAÇÃO

- Coerência e efetividade do plano de trabalhos (*workpackages, tasks, orçamento*)
- Competência, experiência e complementaridade dos participantes e do consórcio
- Adequabilidade das estruturas e procedimentos de gestão, gestão de risco e planos de contingência

# Obrigada!

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