

TETRA

Public Funding Masterclass

Webinar 5 – Horizon Europe



Your speakers



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Agenda

Introduction to Horizon Europe

- Vision, overview and budget
- Work programme, clusters and funding schemes
- Key means for finding information and support

The Funding and Tenders Portal

- Getting started with an EU account and PIC number
- Searching for suitable calls for proposals
- Looking for partners and consortia

The Horizon Europe Proposal

- Part A & Part B
- Budget
- Take away tips



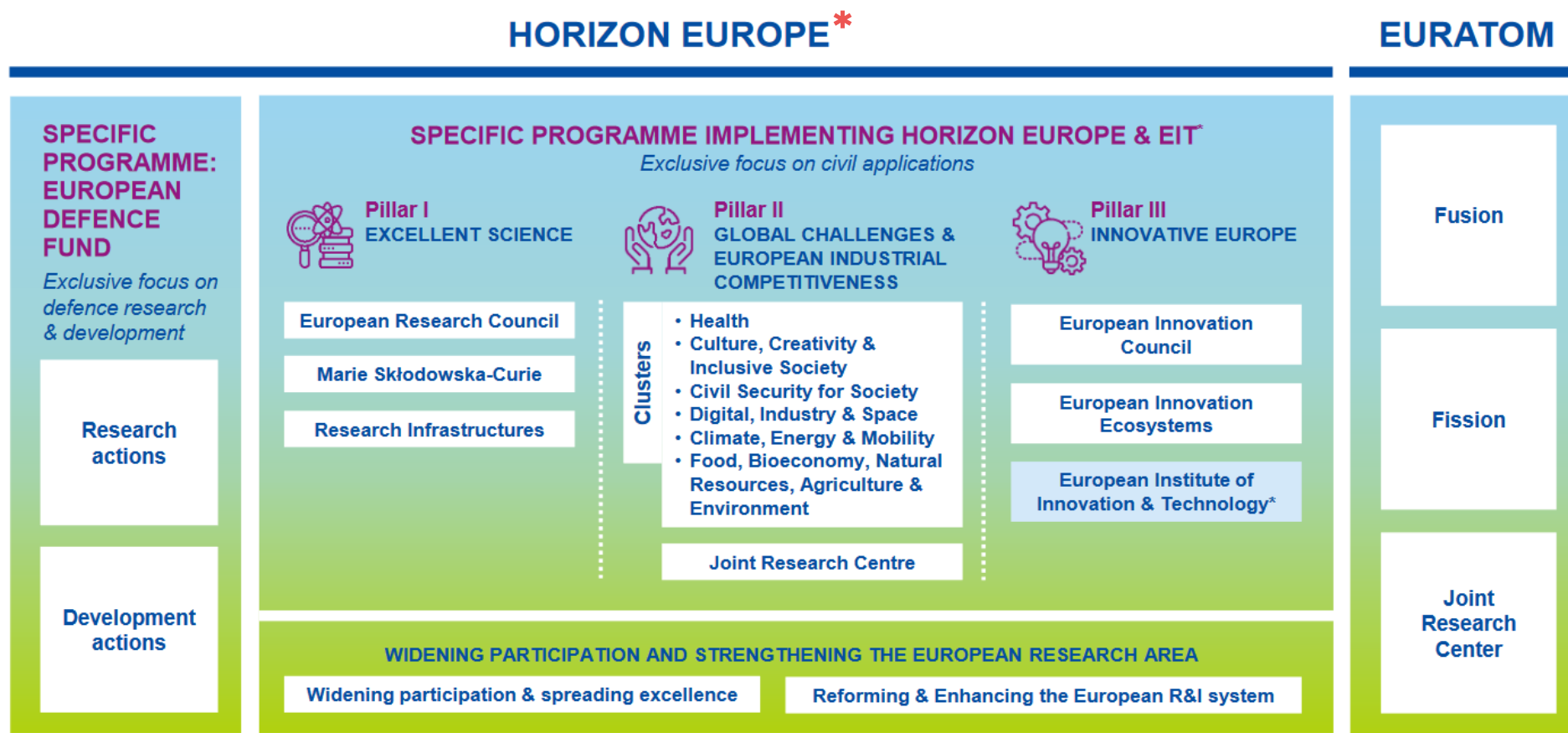
Introduction to Horizon Europe

The vision of Horizon Europe

The EU's key funding programme for Research and Innovation*

- Tackles climate change
- Helps to achieve the UN's Sustainable Development Goals
- Boosts the EU's competitiveness and growth
- Facilitates collaboration and strengthens the impact of research and innovation in developing, supporting and implementing EU policies while tackling global challenges
- Supports the creation and better diffusion of excellent knowledge and technologies
- Creates jobs, fully engages the EU's talent pool, boosts economic growth, promotes industrial competitiveness and optimises investment impact within a strengthened European Research Area

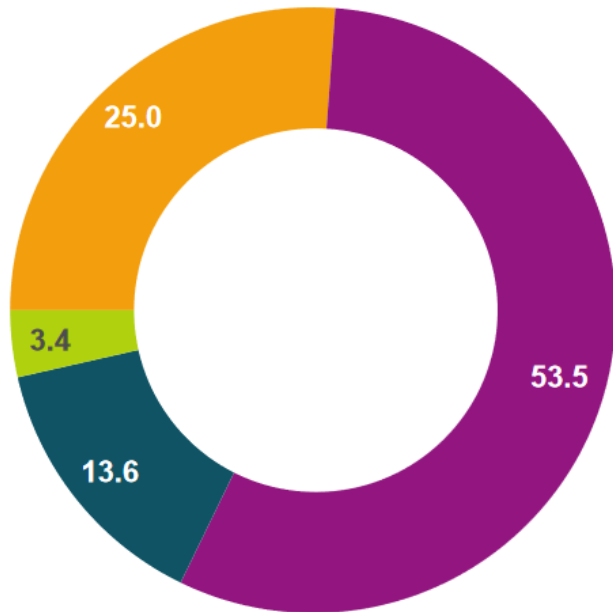
Horizon Europe overview



* The European Institute of Innovation & Technology (EIT) is not part of the Specific Programme

The budget fueling Horizon Europe

€95.5 billion (2021-2027) including €5.4 billion from Next Generation Europe*



Political agreement in Dec 2020

€ billion in current prices

Over 50% of funding for Pillar II

■ Excellent Science ■ Global challenges and European ind. comp. ■ Innovative Europe ■ Widening Part and ERA

Work programmes and clusters

The Work Programmes of Horizon Europe*

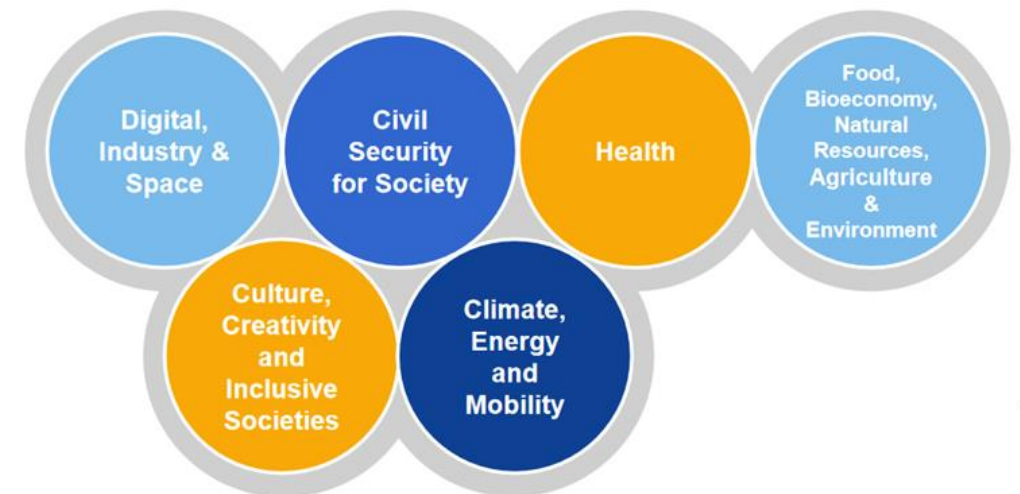
Set out funding opportunities for research and innovation activities typically covering a 2-year period (e.g. 2021 – 2022)

The main Work Programmes cover the following

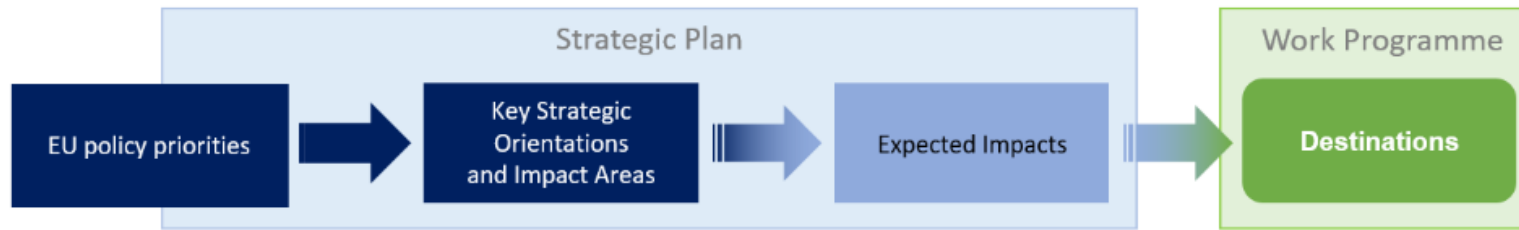
- Marie Skłodowska-Curie actions and research infrastructures (Pillar I)
- All clusters (Pillar II)
- The European innovation ecosystems (Pillar III)
- Widening participation and spreading excellence, and reforming and enhancing the European R&I system

Seperate Work Programmes cover other components of Horizon Europe (ERC, JRC, etc.)

Global Challenges & European Industrial Competitiveness: boosting key technologies and solutions underpinning EU policies & Sustainable Development Goals



Work programme key content*



The **Destination** describes the socio-economic challenges to be addressed and the related **expected impacts** to which R&I activities need to contribute.

Under each destination and packed in packages of **calls for proposals**, one or more **topics** describe the expected outcomes and scope of the R&I activities to be supported.

The **expected outcomes** are the desired effects of a project in the medium term such as the uptake, diffusion, use and/or deployment of the project's results by direct target groups

The **scope** describes the area of R&I that needs to be tackled if the expected outcomes are to be successfully addressed, without prescribing the method to achieve them.

Further details cover specific conditions pertaining to each topic

Calls

Topics

Expected
outcomes

Scope

Typical types of actions and funding schemes*

Research and Innovation Action (RIA)

- Establish new knowledge and/or explore the feasibility of a new or improved technology, product, process, service or solution
- May include basic and applied research, technology development and integration, testing, demonstration and validation on a small-scale prototype in a laboratory or simulated environment

Funding rate: 100%

Innovation Action (IA)

- Produce plans and arrangements or designs for new, altered or improved products, processes or services
- May include prototyping, testing, demonstrating, piloting, large-scale product validation and market replication

Funding rate: 70%
except for non-profit entities

Coordination and Support Action (CSA)

- Contributes to the objectives of the Horizon Europe Programme but is not research and innovation
- Facilitates cooperation and networking, providing support to organizations and initiatives from Member States and Associated Countries

Funding rate: 100%

Is Horizon Europe the right programme for me?

Horizon Europe can provide funding for R&I as well as prestige yet ...

If you are looking to fund a fast innovation cycle, this may not be the most suitable programme for you! The time from **application to funding can take as much as 8 months** with projects running typically for around 3 years

You will not be working alone during the course of the project! Consortia of many different organizations work on **collaborative R&I** and you may have to manage interests along with Intellectual Property Rights of results

Horizon Europe projects are governed by a **Grant Agreement (GA)** signed with the Commission! The GA has strict implementation requirements with little “wobble” room for pivots, which albeit possible need to be very well justified

They also come with **reporting obligations**, both from a technical and a financial standpoint, including periodic reviews for which the Commission employs external experts to evaluate the progress of the project

Last but not least, the funding of Horizon Europe comes with **administrative requirements** (e.g. declaring hours worked, implementation of cost tracking system) which need to accompany and will take time out of your R&I work

Assess your funding needs and innovation timeframe before you invest in an application!

Key means for further information and support



Horizon Europe Info Days

- Get information and ask questions about the main funding instruments and processes of Horizon Europe
- Learn more about open and forthcoming calls for proposals under your cluster of interest

Find out more about info days [here](#)



National Contact Points

- Guidance, practical information and assistance on all aspects of participation in Horizon Europe
- May include assistance in partner search as well as advice on proposal writing

Find your National Contact Point [here](#)

The Funding & Tenders Portal

The Funding and Tenders Portal

Key entry point for participants in funding programmes managed by the European Commission and other EU bodies*



* Source: [European Commission](#)

- Search calls for proposals or tenders
- Learn more about how you can participate
- Find project partners to work together
- Manage and submit your proposals

... and many more functionalities available [here](#)

Getting your EU login account and PIC number

You need both in order to participate in Horizon Europe proposals

Creating your **EU login account** is a simple process that requires basic contact info - Create one [here](#)

Registering your organization takes place through the Participant Register that gives you a 9-digit **Participant Identification Code (PIC)**

The PIC is a unique identifier used as a reference by the European Commission in any interactions

You can pause and continue the registration process any time you wish

Check what info you need to register in the **Online Manual** [here](#), keeping it at hand during the process

Register your organization and get a PIC [here](#)

Participant 's Register [Need help?](#)

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

Identification

Legal name *	<input type="text" value="Legal name"/>	240
Registration country *	<input type="text" value="Registration country"/>	50
Registration number	<input type="text" value="Registration number"/>	20
VAT number *	<input type="text" value="VAT number"/>	20
Website	<input type="text" value="Website"/>	500

☐ not applicable

... the sooner you complete these basic steps the better!

Searching for calls for proposals

The Portal allows searches on calls for proposals under Horizon Europe









The screenshot displays the Horizon Europe portal search interface. On the left, a sidebar contains a search bar, filters for 'Match whole words only' and 'GRANTS', and a 'Submission status' section with options for 'Forthcoming', 'Open for submission (5)', and 'Closed'. Below this is a 'Programming period' dropdown set to '2021 - 2027 (5)', and a 'Horizon Europe (HORIZON)' section with a 'Programme part' dropdown set to 'Digital, Industry and Space', a 'Mission' dropdown, and a 'Destination' dropdown set to 'A human-centred and ethical development of digital and industrial technologies (5)'. The main area, titled 'Funding and tenders (5)', lists four search results. Each result includes a title, a 'Call for proposal' button, and a 'Grant' button. The results are:

- Internet architecture and decentralised technologies (RIA)**
HORIZON-CL4-2022-HUMAN-01-03
Programme: Horizon Europe (HORIZON)
Type of action: HORIZON Research and Innovation Actions
Opening date: 21 December 2021
Status: Open for submission
Deadline model: single-stage
Deadline date: 05 April 2022 17:00:00 Brussels time
- NGI International Collaboration - USA and Canada (RIA)**
HORIZON-CL4-2022-HUMAN-01-07
Programme: Horizon Europe (HORIZON)
Type of action: HORIZON Research and Innovation Actions
Opening date: 21 December 2021
Status: Open for submission
Deadline model: single-stage
Deadline date: 05 April 2022 17:00:00 Brussels time
- Next Generation Safer Internet: Technologies to identify digital Child Sexual Abuse Material (CSAM) (RIA)**
HORIZON-CL4-2022-HUMAN-01-05
Programme: Horizon Europe (HORIZON)
Type of action: HORIZON Research and Innovation Actions
Opening date: 21 December 2021
Status: Open for submission
Deadline model: single-stage
Deadline date: 05 April 2022 17:00:00 Brussels time
- eXtended Reality Learning - Engage and Interact (IA)**
HORIZON-CL4-2022-HUMAN-01-19
Programme: Horizon Europe (HORIZON)
Type of action: HORIZON Innovation Actions
Opening date: 21 December 2021
Status: Open for submission
Deadline model: single-stage
Deadline date: 05 April 2022 17:00:00 Brussels time

- Start by entering suitable **keywords** (e.g. Next Generation Internet)
- Alternatively, search by selecting **Horizon Europe** and/or a **cluster** (e.g. Digital, Industry & Space)
- Refine your search results with **additional filters** (e.g. open vs forthcoming calls, destinations, etc.)
- Use the available links to get to the specific calls and **topics** you want

The Horizon Europe work programmes and their calls are also available in pdf [here](#)

What you will find on a topic's page

-  **General information** (such as type of action, deadline, available budget, etc.)
-  **Topic and destination description** including details on its scope, expected outcomes and impacts
-  **Topic conditions and documents** such as eligibility and evaluation criteria and templates of the application forms
-  **Partner search announcements** including partners looking to join a consortium and consortia looking for specific expertise
-  **FAQ** with questions from (potential) applicants as well as answers from the European Commission on issues revolving around the topic
-  **Call and topic updates** featuring the latest information and updates on the specific topic and its broader call
-  **Start submission function** providing you with access to the electronic proposal submission system to start your proposal
-  **Links to support services** you can use when preparing your proposal (e.g. Online Manual, Enterprise Europe Network, etc.)

... in essence, key info for deciding whether this is the topic for you and start working!

So how do I use this info to find the right topic?

Finding the right topic is key – here are a few questions to ask yourself

Do you have the expertise or an idea for a solution to:

- Address (part of) the scope and expected outcomes of the topic (read the work programme carefully!)
- Build and go beyond state of the art and what has been done so far in the field (do your research!)
- Deliver results that have European-wide relevance in a feasible manner (in terms of budget and timeframe)

Will the project serve your actual interests:

- In line with the strategic objectives or application sectors of your organization
- Fueling improvement or growth (e.g. by improving competitiveness of your products or opening up a new market)
- Expanding your innovation network and giving you access to important ecosystems of customers or stakeholders

Keep in mind that there may be no such thing as the perfect topic!

Looking for partners and consortia

Start with a slide deck pitching your organisation and what you can bring to the topic, from special expertise over to specific techs, s/w or other solutions

Your own innovation network

- Ask your existing innovation network and previous collaborators if they already work on the topic
- Can be faster and easier both to get into a consortium or potentially form a new one.
- Building and expanding on already trusted collaborations is typically appreciated by the Commission

Topic-specific partner search announcements

- Give the dedicated function of The Funding and Tenders Portal a try
- Can be easier to find partners offering specific expertise and looking to join a consortium
- Finding existing consortia requesting for partners may not be as easy

Enterprise Europe Network (EEN)

- Brokerage and matchmaking events bring together organisations looking for partners for their projects.
- Can support your partner search with dedicated services as well
- Find relevant events [here](#)

The Horizon Europe Proposal

Overview

A Horizon Europe proposal is comprised of two main parts

Part A: Application forms

- General and administrative information
- Partner teams, role, achievements & projects
- Budget of the project, ethics and security

Part B: Technical description

- Excellence
- Impact
- Implementation

You can find a general template [here](#) but always remember to check the template of your topic*!

Part B: Template

1

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

Welcome Apostolos Tsolakis (n007cm4f)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | My Organisation(s) | Grants | My Proposal(s) | My Project(s) | My Formal Notification(s)

eXtended Reality Technologies (RIA)

TOPIC ID: HORIZON-CL4-2022-HUMAN-01-14

Grant

General information

Topic updates

Topic description

Destination

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call updates

General information

Programme
Horizon Europe Framework Programme (HORIZON)

Call
[A HUMAN-CENTRED AND ETHICAL DEVELOPMENT OF DIGITAL AND INDUSTRIAL TECHNOLOGIES 2022 \(HORIZON-CL4-2022-HUMAN-01\)](#) [See budget overview](#)

Type of action
HORIZON-RIA HORIZON Research and Innovation Actions

Type of MGA
HORIZON Action Grant Budget-Based [HORIZON-AG] [Open for submission](#)

Deadline model
single-stage

Opening date
21 December 2021

Deadline date
05 April 2022 17:00:00 Brussels time

Topic updates

Start submission

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

Please select the type of your submission:

☒ HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission

Need help?

22

3

Create proposal

Deadline
05 April 2022 17:00:00 Brussels Local Time

5 days left until closure

Call data:

Call: **HORIZON-CL4-2022-HUMAN-01**
Topic: **HORIZON-CL4-2022-HUMAN-01-14**
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.

Download Part B templates

[Download part B templates](#)

Support & Helpdesk

4

Part B: Template

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (HE RIA/IA): V1.2 – 25.05.2021



Proposal template Part B: technical description

(for full proposals: single stage submission procedure and 2nd stage of a two-stage submission procedure)

This template is to be used in a single-stage submission procedure or at the 2nd stage of a two-stage submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

⚠ Page limit: The title, list of participants and sections 1, 2 and 3, together, should not be longer than 45 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only indicative.

The page limit will be applied automatically. At the end of this document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (HE RIA/IA): V1.2 – 25.05.2021

1. Excellence

Excellence – aspects to be taken into account.

- Clarity and pertinence of the project's objectives, and the extent to which the proposed work is ambitious, and goes beyond the state of the art.
- Soundness of the proposed methodology, including the underlying concepts, models, assumptions, interdisciplinary approaches, appropriate consideration of the gender dimension in research and innovation content, and the quality of open science practices, including sharing and management of research outputs and engagement of citizens, civil society and end users where appropriate.

⚠ The following aspects will be taken into account only to the extent that the proposed work is within the scope of the work programme topic.

1.1 Objectives and ambition [e.g. 4 pages]

- Briefly describe the objectives of your proposed work. Why are they pertinent to the work programme topic? Are they measurable and verifiable? Are they realistically achievable?
- Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious. Indicate any exceptional ground-breaking R&I, novel concepts and approaches, new products, services or business and organisational models. Where relevant, illustrate the advance by referring to products and services already available on the market. Refer to any patent or publication search carried out.
- Describe where the proposed work is positioned in terms of R&I maturity (i.e. where it is situated in the spectrum from 'idea to application', or from 'lab to market'). Where applicable, provide an indication of the Technology Readiness Level, if possible distinguishing the start and by the end of the project.

⚠ Please bear in mind that advances beyond the state of the art must be interpreted in the light of the positioning of the project. Expectations will not be the same for RIAs at lower TRL, compared with Innovation Actions at high TRLs.

Part A: Application forms

The info required for Part A is submitted through online forms

1 – General information

- Acronym, title, duration & keywords
- Abstract & declarations

2 – Participants

- Organisation & main contact persons
- Researchers involved in the proposal
- Role of participant in the project
- Relevant publications, services, projects, etc.
- Significant infrastructure and/or equipment
- Gender equality plan (GEP)*

3 – Budget for the proposal

4 – Ethics and Security

5 – Other questions

As a partner you will contribute to “2 – Participants”

- Prepare a standard admin form based on the template and adjust it to each proposal
- Make a repository of key publications as well as solutions and projects that you can feature here

What do I put in my standard admin form?

Organisation

- PIC number, legal and short name

Department(s) carrying out the work

- Name, street, town, postcode and country

Main contact person

- Title, gender, first / last name, e-mail, phone
- Position in organisation, department details
- Organisation website

Other contact persons

- First and last name, e-mail, phone

Researchers involved in the proposal*

- First /last name, gender, nationality, e-mail
- Career stage & role (leading / team member)
- Identifier (ORCID or similar)

Role of participant in the project

- Standard check list completed depending on the agreed role in a specific proposal

Relevant achievements

- List of up to 5 relevant publications, products, services, datasets, s/w or other
- Description (500 characters max), including key elements, qualitative impact and DOI or another persistent identifier

Relevant projects or activities

- List of up to 5 relevant projects or activities
- Description (500 characters max), highlighting their relevance to the specific proposal

Significant infrastructure and/or equipment

- List and brief description (300 characters max) of any equipment or infrastructure critical for implementation

Gender equality plan (GEP)

- Yes or no, based on the minimum requirements (building blocks) for a GEP as set out by the Commission

Part A: Funding & Tenders Portal

< Participants & contacts Budget >

Table of contents Validate form Save form Save & exit form

Administrative forms

Organisation data

PIC 999568608 **Legal name** Q-PLAN INTERNATIONAL ADVISORS PC

Short name: QPL

Address

Street 11 EL VENIZELOU STR

Town KALAMARIA, THESSALONIKI

Postcode 551 33

Country Greece

Webpage http://www.qplan-intl.gr

Specific Legal Statuses

Legal person yes

Public body no

Non-profit no

International organisation no

Secondary or Higher education establishment no

Research organisation no

SME Data

Based on the below details from the Participant Registry the organisation is an SME (small- and medium-sized enterprise) for the call.

SME self-declared status 31/12/2020 - yes

SME self-assessment 31/12/2020 - yes

SME validation 16/09/2008 - yes

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only: Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title Mr Gender ☐ Woman ☒ Man ☐ Non Binary

First name* Kostas Last name* GIAGTZOGLOU

E-Mail* giagtzoglou@qplan-intl.gr

Position in org. Head of Research and Innovation Projects

Department INTERNATIONAL PROJECTS AND STUDIES ☐ Same as organisation name

☒ Same as proposing organisation's address

Street 11 EL VENIZELOU STR

Town KALAMARIA, THESSALONIKI Post code 551 33

Country Greece

Website https://qplan-intl.gr/

Phone +302310411191 Phone 2 +302310411191

Other contact persons

First Name	Last Name	E-mail	Phone

Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage	Role of researcher (in the project)	Reference Identifier	Type of identifier	Add
Dr	Apostolos	Apostolos Tsolakis	Man	Greece	tsolakis@qplan-intl.gr	Category B Senior re	Leading	0000-0003-2606-1402	Orcid ID	Remove
										Remove
										Remove

Administrative forms

Role of participating organisation in the project

Project management ☒

Communication, dissemination and engagement ☒

Provision of research and technology infrastructure ☐

Co-definition of research and market needs ☒

Civil society representative ☐

Policy maker or regulator, incl. standardisation body ☐

Research performer ☒

Technology developer ☐

Testing/validation of approaches and ideas ☐

Prototyping and demonstration ☐

IPR management incl. technology transfer ☒

Public procurer of results ☐

Private buyer of results ☐

Finance provider (public or private) ☐

Education and training ☐

Contributions from the social sciences or/and the humanities ☒

Other ☐
If yes, please specify: (Maximum number of characters allowed: 50)

Part A: Funding & Tenders Portal

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)	Add
Service		
Service		Remove
Service		Remove
Publication		Remove
Publication		Remove

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of infrastructure of equipment	Short description (Max 300 characters)	Add

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)	Add
ARtwin	ARtwin (H2020 GA No 856994, ongoing, https://artwin-project.eu/) provides the European Industry and Construction 4.0 ecosystem with a system able to continuously maintain a Digital Twin that is as close as possible to the factory / construction site allowing for the deployment of a wide range of advanced digital services. Q-PLAN coordinates the project, leading its business modelling and planning activities as well as the design and implementation of its innovation and IPR management strategy.	
Ageing@Work	Ageing@Work (H2020 GA No 826299, ongoing, https://www.ageingatwork-project.eu/) develops a personalized ICT system to support ageing workers into designing fit-for-purpose work environments, based on advanced dynamically adapted virtual models, AR/VR solutions and computational intelligence. Q-PLAN serves as Exploitation Manager and is responsible for business modelling and planning aiming to connect the project's solutions with the needs and opportunities of the Industry 4.0 market.	Remove

Gender Equality Plan

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

☐ Yes ☒ No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas to be covered** and addressed via concrete measures and targets are:
 - o work-life balance and organisational culture;
 - o gender balance in leadership and decision-making;
 - o gender equality in recruitment and career progression;
 - o integration of the gender dimension into research and teaching content;
 - o measures against gender-based violence including sexual harassment.

Part B: Technical description

Part B is prepared offline and submitted as pdf

1 – Excellence

- Objectives and ambition
- Methodology

2 – Impact

- Project's pathways towards impact
- Measures to maximise impact

3 – Quality and efficiency of the implementation

- Work plan and resources
- Capacity of participants and consortium as a whole

As a partner you will typically need to:

- Set out the objectives of your R&I work in the context of the proposal in a way that is pertinent to the topic
- Describe the work you will carry out in the work plan and the approach you will follow in the methodology
- Summarise the state-of-the-art in your field and outline how you will go beyond it in the ambition
- Provide and agree on an estimation of the resources required to carry out your R&I work

How to approach the input requested from me?

Objectives

- Briefly describe the objectives of your work
- Align them to the topic using relevant terms
- Quantify targets with a realistic manner

Ambition

- Describe the SotA in a way that highlights gaps and challenges in the current landscape
- Introduce your ambition going beyond the SotA highlighting how you address gaps / challenges

Methodology

- Describe how you will approach key aspects of your work using a narrative and referencing methods and frameworks you will employ
- Acknowledge key challenges you may face explaining how your approach is suitable for meeting them

Expected Impact

- You may be required to provide indicators of the scale and significance of the impacts relevant to your work
- Indicators need to be quantified, and providing relevant baselines or benchmarks can enhance their credibility

Measures to maximise impact

- You may be also required to provide a few details regarding your organization, its networks and dissemination channels

Work plan

- Describe the process that you will follow to carry out the R&I following the logical structure of the project, along with any tools to be employed along the way
- Indicate the objectives and the deliverables of the work

Capacity of participants and consortium

- Provide concise relevant information regarding the main expertise as well as the capacities that your organization brings into the proposal

29 Typically, your input should not be more than a couple of pages throughout!

Budget

The budget feeds into Part A and Part B (effort)

A. Personnel costs

- Average monthly rate x person months of partner

B. Subcontracting costs

C. Purchase costs

- C.1 Travel and subsistence
- C.2 Equipment
- C.3 Other goods, works and services

D. Other cost categories

E. Indirect Costs

- Fixed rate of 25% x (A + C)

While working on your budget:

- You may be required to provide an average monthly rate that will be used to estimate your budget

- Remember that this is only an estimation and most probably it will deviate during implementation

- Internal changes from one budget category to another can take place in case that the proposed project is approved and implemented

- Keep in mind that the proposal has specific budget constraints, and your work may need to adjust to these

What do I look out for when drafting my input?

Here are 7 pointers for you to take away

1. Tailor your idea / solution to the **scope** as well as the **expected outcomes** of the topic
2. There are **page limits**, so keep it to the point ... no one wants to read walls of text anyway
3. Be **specific** with **quantified indicators** when possible, striking a balance between ambition and feasibility
4. Use figures and tables to infuse your **text with visual elements** (e.g. flow charts, architecture designs)
5. Align early on your **expected contribution and timeline** ... then stick to them for a smooth collaborative experience
6. Always **work on the template** of the proposal from the get-go, adjusting your text to the specs of each section
7. **Be agile:** sprint to develop a first version of your input and then improve based on available time and advances

Thank you for your time!

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&

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Q-PLAN INTERNATIONAL



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