



Training for Preparation of Applications for Horizon Europe Projects

Agenda

Dates: from 11 to 14 May 2023

Venue: Conference room “Princess Milica” at Hotel Hilton

Address: 2 Bulevar Svetog Petra Cetinjskog, 81000 Podgorica, Montenegro

Contact: Milica Bozovic: +382 67 073 009 / milica.bozovic@ntpark.me

Day 1: Thursday, 11 May 2023

1 day main topic: How to write successful project proposal

Lecturer: Professor Goran Stojanovic

9:30 - 10:00	Registration of participants
10:00 - 11:00	Horizon Europe programme, Funding and tender portal, Presentations of some interesting calls 2023/24 and suggestions for participants
11:00 - 11:45	Application procedure - Fulfilling online administrative form (A-form) of proposal
11:45 - 12:00	Coffee break
12:00 - 13:00	<u>How to write section 1. Excellence</u> (Objectives, Exercise - writing objectives by attendees)
13:00 - 14:00	Lunch break
14:00 - 14:45	How to write section 1. Excellence (Methodology, SOTA, Beyond SOTA)
14:45 - 15:30	<u>How to write section 1. Excellence</u> (Open Science, Data management and Gender aspects)
15:30 - 15:45	Evaluation Summary Report - example, Presentation of a successful project
15:45 - 16:00	Discussion, Q&A

Day 2: Friday, 12 May 2023

II day main topic: How to write Impact section in details, How to find inspiration for project ideas

Lecturer: Professor Goran Stojanovic

9:30 - 10:00	Registration of participants
10:00 - 11:00	Pathways towards impacts (Difference between Outcomes and Wider impacts)
11:00 - 11:15	Measurable indicators in Impact section
11:15 - 11:45	Exercise for attendees - describing one Outcome or one Impact including KPIs
11:45 - 12:00	Coffee break
12:00 - 12:20	Scale and significance
12:20 - 12:40	Barriers for Impact achievements
12:40 - 13:00	Dissemination, Communication and Exploitation (DCE)
13:00 - 14:00	Lunch break
14:00 - 14:30	Exercise for participants - to describe of DCE channels and indicators
14:30 - 15:00	Impact summary table
15:00 - 15:30	How to generate ideas for project proposals, Examples
15:30 - 16:00	Discussion, Q&A

Day 3: Saturday, 13 May 2023

III day main topic: How to write Implementation section in details, How to create a budget of the project

Lecturer: Professor Goran Stojanovic

9:30 - 10:00	Registration of participants
10:00 - 11:00	How to describe tasks within work packages, How to delegate WP leadership and task leadership, How to connect description of activities/tasks with budget
11:00 - 11:15	How to connect titles of tasks with titles of Deliverables, fulfilling Deliverables table
11:15 - 11:45	List of Milestones, Exercise for attendees to create lists of Deliverables and Milestones
11:45 - 12:00	Coffee break
12:00 - 12:30	Critical risks for project implementation, Mitigation measures, Exercise for attendees to create a list of some potential project risks
12:30 - 13:00	How to describe the consortium as a whole
13:00 - 14:00	Lunch break
14:00 - 14:30	How to create the budget of the project proposal
14:30 - 15:00	How to fulfil budget tables in the B part of the project proposal
15:00 - 16:00	Discussion, Q&A

Day 4: Sunday, 14 May 2023

IV day main topic: Short boot camp - writing a part of the project proposals by attendees

Lecturer: Professor Goran Stojanovic

8:30 - 9:00	Registration of participants
9:00 - 9:30	Selecting the concrete open call - for example Twinning
9:30 - 10:00	Reading the main rules of the call, Generating ideas by the attendees
10:00 - 10:45	Writing work plan - Titles of work packages, titles of tasks, selecting partners for the project
10:45 - 11:00	Coffee break
11:00 - 11:45	Writing project objectives and KPIs
11:45 - 12:15	Writing some expected outcomes and wider impacts
12:15 - 13:00	Writing Deliverables, Connecting the work plan with the project budget
13:00 - 13:30	Discussion, Q&A
13:30 - 14:00	Closing event - awarding of certificates
14:00 - 15:00	Lunch