

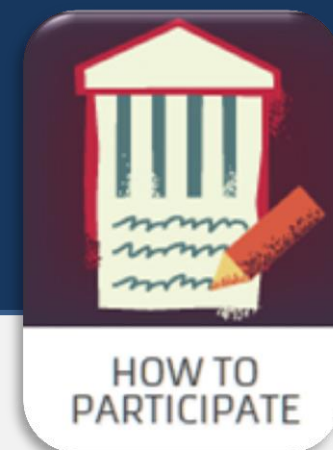


Processo de escrita e submissão de uma proposta em colaboração

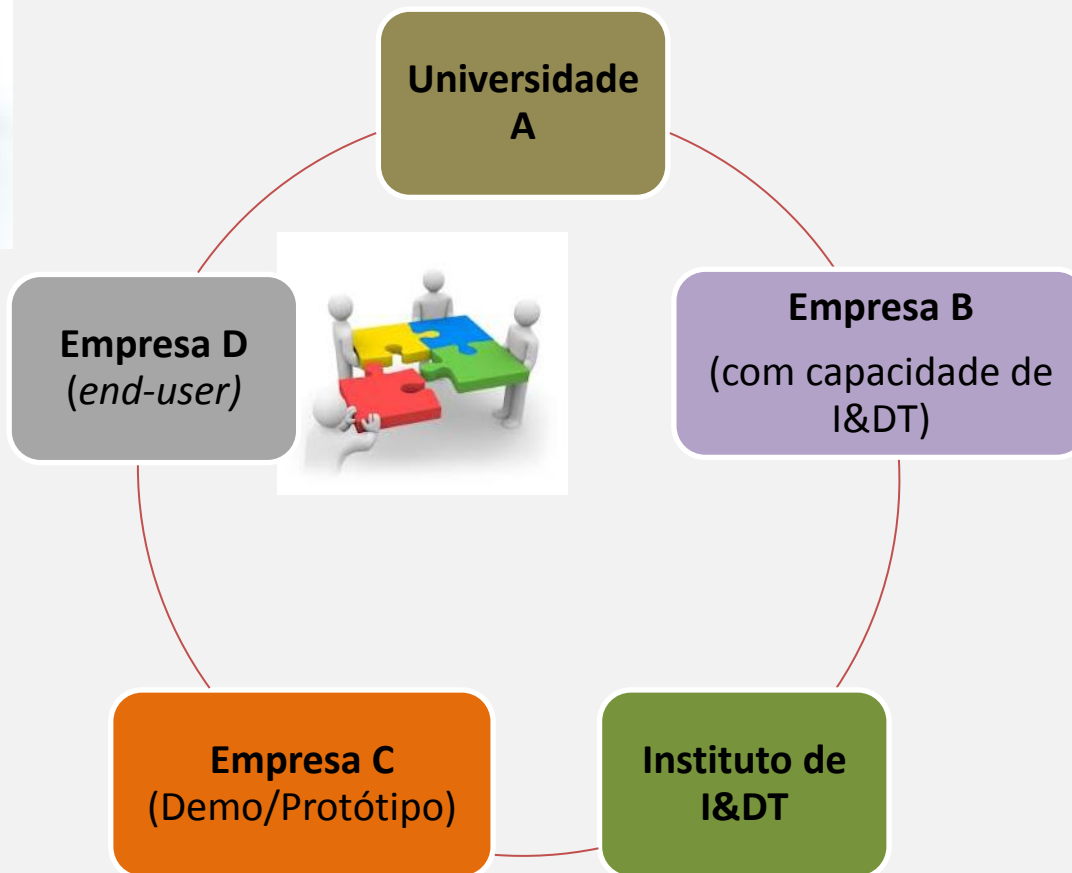
Elisabete Pires
Juliana Monteiro
Eunice Ribeiro

Como construir um consórcio

Elisabete Pires




Networking!



Ferramentas para procura de Parceiros |

- Redes já existentes nos meios académicos e industriais
- Fornecedores, clientes
- Competidores
- Principais atores a nível internacional

Amigos, Colegas e outros

- 
- Eventos de *brokerage*
 - *Conferências*
 - *Workshops* nacionais e internacionais relacionadas com o Horizonte 2020

[Conferências, eventos temáticos](#)

Ferramentas para procura de Parceiros | ex. Saúde

Congressos/conferências



Horizon 2020 Health Open Info Days

Open Info Day - Horizon 2020 'Health, demographic change and wellbeing'
Centre Albert Borschette, rue Froissart 26, 1040 Brussels, Belgium
Friday 22 November 2013

Infodays UE

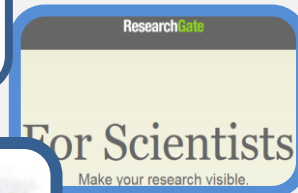


Ferramentas virtuais



SciPort

www.scienceportugal.com



ResearchGate
For Scientists
Make your research visible.

Welcome to HealthCompetence



Redes profissionais



Rede de colaborações

Projetos financiados
(>1000 2007-2013)



2014
LET'S LEADING ENABLING TECHNOLOGIES
 FOR SOCIETAL CHALLENGES

Register here

ABOUT LET'S CONFERENCE PROGRAMME PARTICIPANTS NEWS&MEDIA PRESS ROOM PRACTICAL STAY UPDATED

Vision 5 Tracks Sessions **Let's Match** Poster sessions Company Visits Where Gala Dinner

Let's Match

LET'S Match 2014 is a day of one to one meetings organised by ASTER-SIMPLER as **Enterprise Europe Network** partner, between SMEs, research centres, universities, in order to match technology demand and offer and to find potential partners for Horizon 2020 projects, in particular on the [Work Programme NMP+B](#) Leadership in enabling and industrial technologies - Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing .



International Information day Horizon 2020 Space

Information
 Networking
 Matchmaking

Supported by the
 European Commission

Home Participants How it works TSS Info Agenda Logistical Information Contact Sign in

International Space Information Day

Toulouse, France - 2 July 2014

Registration
 closed since Jun 26, 2014

ORGANISERS

To prepare the second Space call in Horizon 2020 COSMOS, the European Network of National Contact Points for Space, offers you the chance to receive authoritative information and excellent networking opportunities during our International Space Information Day in Toulouse, France on 2 July 2014. This event is part of the Toulouse Space Show 2014 (separate registration needed!).

The venue is the **Pierre Baudis Congress Centre** and the Infoday will take place in **Rooms Ariane 1 & 2 on Level 1**.



H2020 Health European Brokerage Event Partnering for PHC 2015 calls



Round tables and Bilateral Meeting

4th July 2014 | Lyon, France

Home Participants How it works FAQ Pre-program Contact Sign in

Registration
 closed since Jun 23, 2014

ORGANISERS



H2020 Information Day on Research PPPs 21 October 2014

Home > Public Private Partnerships in research > H2020 Information Day for PPPs 21 October 2014

Information Days on the Research PPPs
 on Factories of the Future, Energy-efficient Buildings,
 Green Vehicles and Sustainable Process Industry
 Brussels, 21 October 2014



The National Contact Points for Health, Lyonbiopole, the Chamber of Commerce and Industry of Lyon, member of Enterprise Europe Network, with the support of the Rhône-Alpes Region, organize a European Brokerage Event for the H2020 "Health, demographic change and wellbeing" 2015 calls in Lyon - France on July, 4th 2014.

The purpose of the event is:

- to have the opportunity to meet companies and laboratories to discuss about project ideas. This will take place during pre-arranged bilateral meetings aiming at paving the way for future cooperation and H2020 project proposals.
- to help you understand what is behind and what is expected from Health calls 2015 to be launched in July 2014 (pre-announced deadline for project submission in October 2014).

Bases de dados de projectos

- Brochuras/Catálogos de projectos do 6º e 7º PQ
- [CORDIS](#) – ‘Find a Project’
- Plataformas Tecnológicas
- Ferramentas *on line* de Procura

Bases de dados de projetos

- *Calls* conjuntas [ERA-NET](#)
- ADI – [Bolsa de Tecnologia](#)
- [Enterprise Europe Network](#)
- ...

Outras



Projetos coordenados por PT

FCT Fundação para a Ciência e a Tecnologia
 7th Framework programme
 (2007-2013)
PROJECTS WITH PORTUGUESE COORDINATION
NOVA VERSÃO MAIO 2014
 7ºPQ - Nova versão (05/2014)
 6ºPQ - Versão final (2002-2006)

Brochuras

FP7 - COOPERATION - THEME 2
 Interim Catalogue of Projects
 FP7 - KBBE - 2007 - 1
 FP7 - KBBE - 2007 - 2A
 FP7 - KBBE - 2008 - 2B
 FP7 - KBBE - 2009 - 3
 FP7 - KBBE - 2010 - 4
 FP7 - KBBE - 2011 - 5
 FP7 - KBBE - 2012 - 6
 FP7 - ERANET - 2007 - RTD
 FP7 - ERANET - 2011 - RTD
 FP7 - OCEAN - 2010
 FP7 - OCEAN - 2011
 FP7 - OCEAN - 2012
 FP7 - AFRICA - 2010
 ADHOC - 2007 - 13
 Biotechnologies, Agriculture, Food

Plataformas Tecnológicas

SPIRE
 Sustainable Process Industry through Resource and Energy Efficiency
 GENERATION AWAKE
 HOME > ABOUT US > SPIRE VISION > LIBRARY > CONTACT
Members
 INDUSTRIES RESEARCH ASSOCIATIONS ASSOCIATE
 AkzoNobel ArcelorMittal ARKEMA BASF
 Britech CEMEX CLARIANT CMI

te alguns dados para a Mozilla de modo a melhorar a sua experiência.

Bio-based economy	Energy	Environment	ICT	Production and processes	Transport
EATIP	Biofuels	WssTP	ARTEMIS	ECTP	ACARE
ETPGAH	EU PV TP		euRobotics	ESTEP	ERRAC
Food for Life	TPWind		ETP4HPC	EuMaT	ERTRAC
Forest-based	RHC		ENIAC	FTC	Logistics
Plants	SmartGrids		EPoSS	SusChem	Waterborne
FABRE TP	SNETP		ISI	Nanomedicine	
TP Organics	ZEP		Net!Works	ETP-SMR	
			NEM	Manufature	
			NESSI		
			Photonics 21		
Cross ETP Initiatives					
Nanofutures					
Industrial Safety					
PROSUMER.net					



NMPTeAm



Home | About NMP | NMPTeAm Partners | Country Profiles | FAQs | Links | Contact Us

Partner Search

Events

FP7 Projects

Call Information

Library

Headlines

Partner Search - Partner Offer

Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing in HORIZON 2020

The NMP TeAm Partner Search Facility has been established by the network on NMP NCPs in order to offer best support to its clients. This web service is strictly focused on the open calls for proposals of the key enabling technologies *Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing of HORIZON 2020* and related actions like FET open and ERA-NETS like SIINN and M-ERA.NET.

Login

Username (E-Mail address):

Password:

login

[Registration](#)

[Password lost?](#)

Ideal-ist



Ideal-ist
www.ideal-ist.eu

Your Worldwide ICT
Support Network

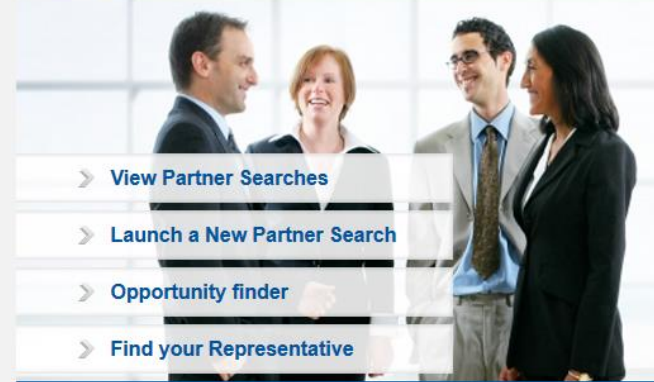
Home

About Ideal-ist

Partner Search

Events & News

Press



➤ [View Partner Searches](#)

➤ [Launch a New Partner Search](#)

➤ [Opportunity finder](#)

➤ [Find your Representative](#)



Bring your research results to the market

Get prepared for Horizon 2020

Join



Publish Your Profile

Present your companies or research institutes, research field and expertise by



Publish Your Partner Search

Are you a coordinator of a research

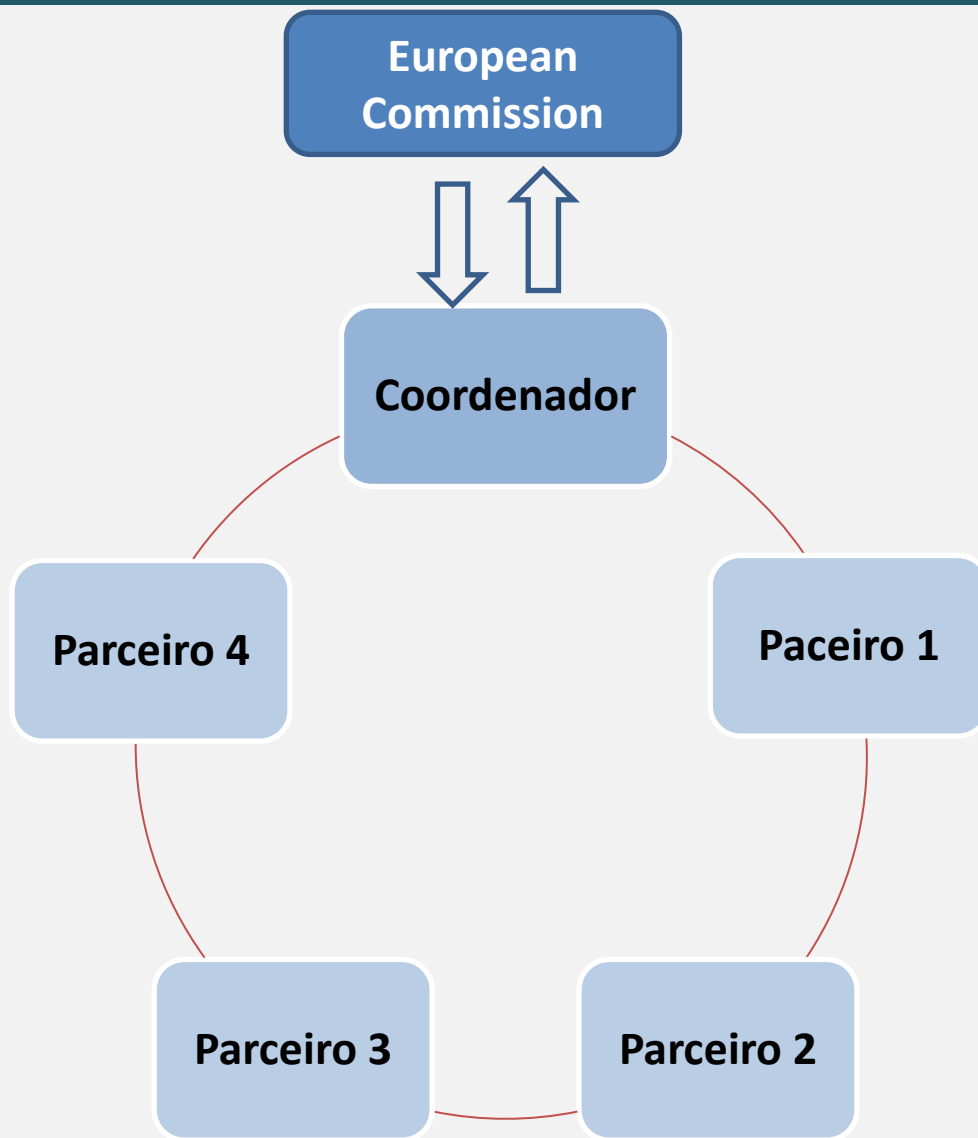


Find Your Partners

Search the Fit for Health 2.0 database for expert profiles of SMEs and research

Fit for Health

Projetos em colaboração | Coordenador ou parceiro?



Coordenador vs. parceiro

Coordenar um projeto dá visibilidade e permite um maior controlo da direção e do orçamento do projeto

- O projeto é estrategicamente importante e/ou a ideia é sua?
- A sua organização tem experiência de gestão de projetos multinacionais?
- Tem um gestor de projeto adequado e experiente?
- A sua instituição está estabelecida há vários anos e é financeiramente estável?
- Já teve participações prévias em projetos europeus?

A coordenação de um projeto é exigente, em termos de tempo e experiência

O coordenador é responsável por uma parte significativa do sucesso do projeto

Comece por ganhar experiência como parceiro



Aspetos a ter em atenção

Confirmar que o Programa, Tema & Tópico estão bem identificados.

Certificar que possui todos os documentos necessários

Certificar o prazo limite de submissão

Decidir qual estratégia de participação: Coordenador ou parceiro?

Caso seja o coordenador:

Certifique que a ideia se enquadra no tópico / programa

Prepare um resumo da proposta (máximo 1 página). Não precisa, nem deve ser extensa. Não divulgar informações críticas

Construa o Consórcio: Procura de parceiros

Resumo de uma proposta (1 página) – Projetos em colaboração

Tópico

- Retirado do programa de trabalhos

Título

- e acrónimos apelativos

Objectivo

- O que está planeado?

Contexto

- Porque é que o está a fazer? **Porquê agora?**

Resultados

- O que é que vai produzir? **O QUÊ?**

Fases

- Quais as fases principais do trabalho?

Consórcio

- Quem vai fazer o trabalho? **QUEM?**

Duração e Custo

- Meses/ anos. **QUANTO?**



Ciclo de vida da preparação de uma proposta

Time To Grant (RIA) - ~8 meses



Inverter o calendário

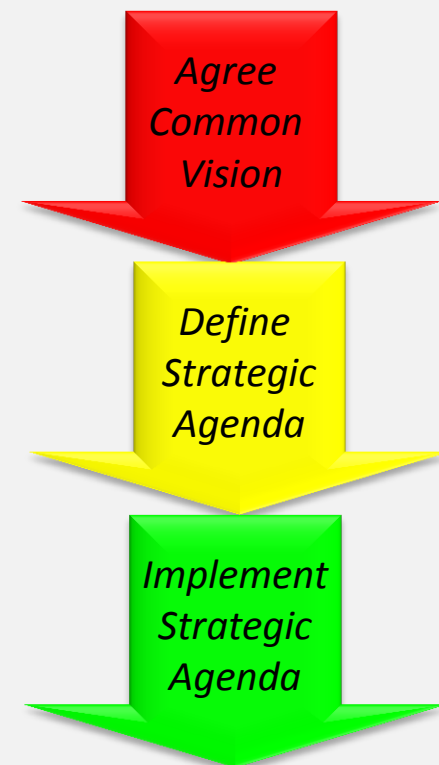
- (1 semana antes) Submeter a proposta
 - (2 semanas antes) Ter o trabalho administrativo preparado
 - (1 mês antes) Ter a parte técnica/orçamento pronto
 - (3 meses antes) Organizar um *pre-meeting*
 - (3/4 meses antes) Identificar os parceiros
 - (4/6 meses antes) Identificar a *Call*
- (valores indicativos)



Participe nas Plataformas Tecnológicas Europeias



Plataformas Tecnológicas lideradas pela indústria, com acompanhamento da CE, que têm como principal objectivo estabelecer **Agendas Estratégicas de Investigação** em sectores industriais estrategicamente importantes



- Home
- News and Events
- Programmes
- Projects and Results
- Top Stories
- research*eu magazines
- Research Partners
- National and Regional



- Home
- Understand ETPs
- Individual ETPs**
- Related EC initiatives
- Contact us
- Useful links

Individual ETPs

Bio-based economy	Energy	Environment	ICT	Production and processes	Transport
EATIP	Biofuels	WssTP	ARTEMIS	ECTP	ACARE
ETPGAH	EU PV TP		euRobotics	ESTEP	ERRAC
Food for Life	TPWind		ETP4HPC	EuMaT	ERTRAC
Forest-based	RHC		ENIAC	FTC	Logistics
Plants	SmartGrids		EPoSS	SusChem	Waterborne
FABRE TP	SNETP		ISI	Nanomedicine	
TP Organics	ZEP		Net!Works	ETP-SMR	
			NEM	Manufuture	
			NESSI		
			Photonics 21		



Possível estratégia

Participar ativamente nas Plataformas, PPP e respectivas associações:

- Conhecer e ser conhecido
- Formar e/ou fortalecer redes europeias
- Defender ideias e interesses próprios
- Influenciar as prioridades europeias para a agenda de atividades de I&DT a financiar pelo H2020
- Formar consórcios naturais para concorrer com propostas ganhadoras em temas com interesse

...ou limitar-se a esperar pelos anúncios de concursos e concorrer com muito menores hipóteses de sucesso

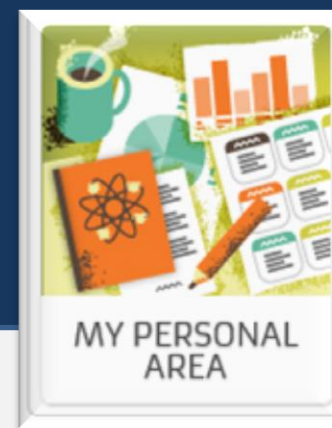


Possível estratégia ... com o apoio dos NCP

- Procure as principais **políticas europeias** relacionadas com a sua área de trabalho
- Esteja atento e **permaneça permanentemente informado** sobre as previsões de lançamento de concursos
- Apenas **propostas com ideias excelentes e inovadoras**, a serem **implementadas por um bom consórcio**, terão hipóteses de ser vencedoras
- **Escrever propostas de sucesso** é um trabalho que implica aprendizagem e perseverança

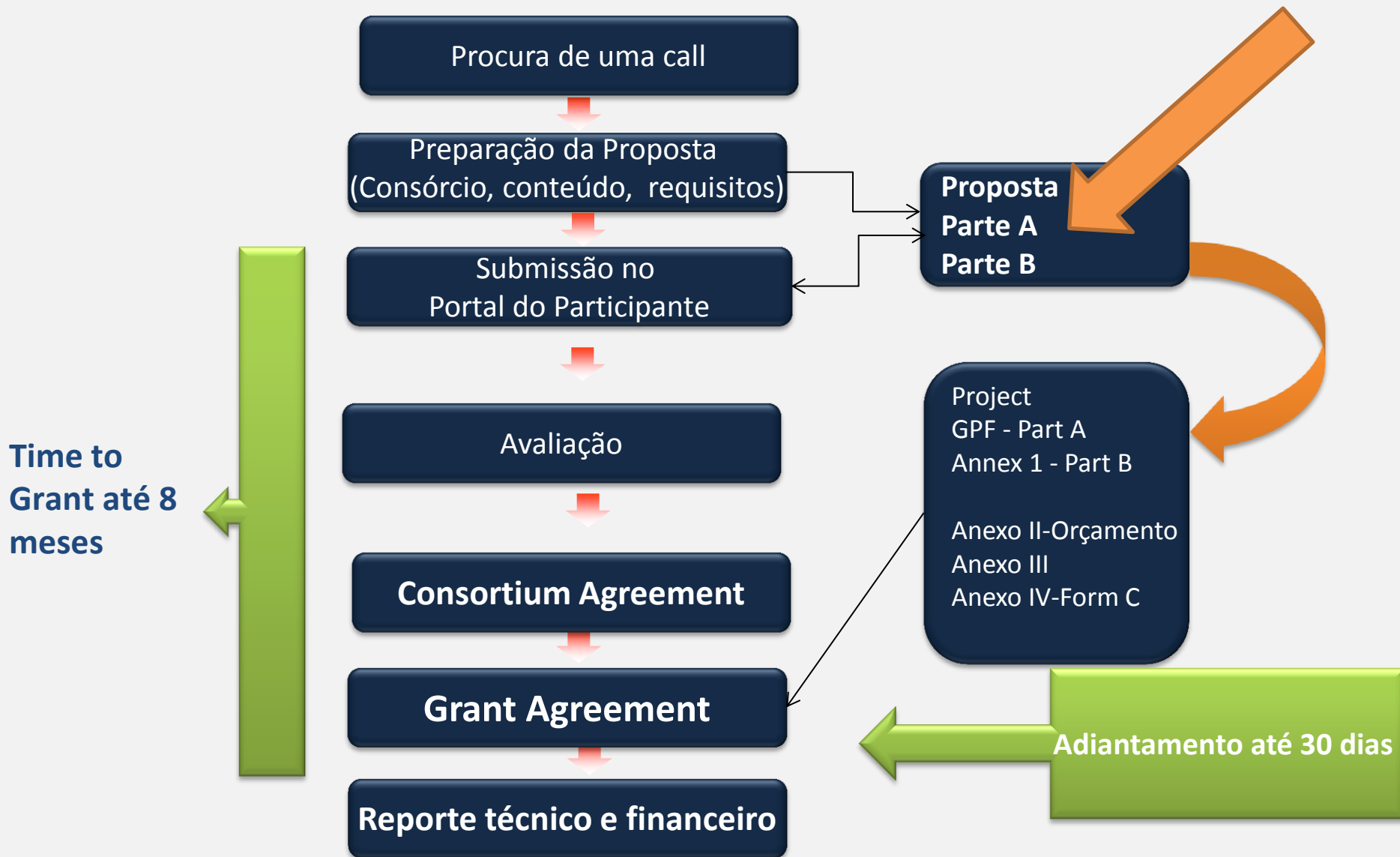
Parte A da proposta

Juliana Monteiro



- Quando e como começar
- Como encontrar uma *call* para concorrer
- Como iniciar a submissão de uma proposta ao H2020
- Editar o formulário administrativo A
- Pessoas de contacto
- Orçamento
- Uma viagem pelo Portal do H2020 (*online*)

Ciclo de vida de um projeto



Etapas de um projeto

Como criar a proposta?

- Quando e como começar
- Como encontrar uma *call* para concorrer
- Como iniciar a submissão de uma proposta ao H2020
- Editar o formulário administrativo A
- Pessoas de contacto
- Orçamento
- Uma viagem pelo Portal do H2020 (*online*)



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER

Horizon 2020

Search Topics

Calls

Call Updates

Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls

Call Updates

Other Funding Opportunities

Horizon 2020 Calls for Proposals

Access to risk finance
 Innovation in SMEs
Societal Challenges
 Health, demographic change and wellbeing
 Food security, sustainable agriculture and forestry, marine and maritime and inland water research
 Secure, clean and efficient energy
 Smart, green and integrated transport
 Climate action, environment, resource efficiency and raw materials
 Europe in a changing world - inclusive, innovative and reflective Societies

Filter a call

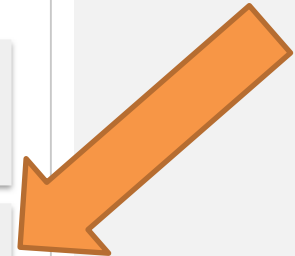
Filters only programme and call titles and IDs, for extended search go to the [Search Topics page](#).

Status

Forthcoming
 Open
 Closed

Sort by Title Call Id Planned Opening Date Deadline Date

Industrial Leadership BIOTECHNOLOGY H2020-LEIT-BIO-2015-1 Deadlines: 26/03/2015 Opening Date: 21/10/2014	Industrial Leadership Call for Nanotechnologies, Advanced Materials and Production H2020-NMP-ERA-NET-2015 Deadlines: 26/03/2015 Opening Date: 21/10/2014	Industrial Leadership Call for Nanotechnologies, Advanced Materials and Production H2020-NMP-CSA-2015 Deadlines: 26/03/2015 Opening Date: 21/10/2014
Industrial Leadership Call for Nanotechnologies, Advanced Materials and Production H2020-NMP-PILOTS-2015 Deadlines: 26/03/2015 Opening Date: 21/10/2014	Industrial Leadership Call for Nanotechnologies, Advanced Materials and Production H2020-NMP-2015-two-stage Deadlines: 26/03/2015 Opening Date: 21/10/2014	Industrial Leadership Call for Factories of the Future H2020-FoF-2015 Deadlines: 04/02/2015 Opening Date: 21/10/2014
Industrial Leadership Call for Energy-efficient Buildings H2020-EeB-2015 Deadlines: 04/02/2015 Opening Date: 21/10/2014	Industrial Leadership Call for SPIRE - Sustainable Process Industries H2020-SPIRE-2015 Deadlines: 04/02/2015 Opening Date: 21/10/2014	Industrial Leadership EU-Brazil Research and Development Cooperation in Advanced Cyber Infrastructure H2020-EUB-2015 Deadlines: 21/04/2015 Opening Date: 14/10/2014
Industrial Leadership ICT 2015 - Information and Communications Technologies H2020-ICT-2015 Deadlines: 14/04/2015 Opening Date: 14/10/2014	Excellent Science Call for proposals for ERC Starting Grant ERC-2015-STG Deadlines: 03/02/2015 Opening Date: 06/10/2014	Excellent Science FET-Open - Novel ideas for radically new technologies - Coordinat ... H2020-FETOPEN-2015-CSA Deadlines: 31/03/2015 Opening Date: 30/09/2014





RESEARCH & INNOVATION

Participant Portal



European Commission > Research & Innovation > Participant Portal > Opportunities

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER

Horizon 2020

Search Topics

Calls



Call Updates



Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls



Call Updates



Other Funding Opportunities

CALL FOR FACTORIES OF THE FUTURE

H2020-FoF-2015

Sub call of: [H2020-FoF-2014-2015](#)

Opening Date	22-10-2014	Deadline Date	04-02-2015 17:00:00 (Brussels local time)
Budget	€143,170,000	Main Pillar	Industrial Leadership
Status	Open	OJ reference	OJ C 361 of 11 December 2013

Call description

[Call documents](#)

[Get support](#)

Call updates

- [22-10-2014 16:04:49](#)

The submission session is now available for: FoF-08-2015(RIA-CSA), FoF-09-2015(IA-CSA), FoF-10-2015(RIA), FoF-11-2015(IA), FoF-12-2015(IA), FoF-13-2015(RIA), FoF-14-2015(RIA)

[More Call updates +](#)

Topics and submission service

To access the **Submission Service**, please **select the TOPIC** of your interest and then open the Submission Service tab.

To access **existing draft proposals**, please login to the portal and select My Proposals from the My menu.

- [FoF-08-2015: ICT-enabled modelling, simulation, analytics and forecasting technologies](#)
- [FoF-09-2015: ICT Innovation for Manufacturing SMEs \(I4MS\)](#)
- [FoF-10-2015: Manufacturing of custom made parts for personalised products](#)
- [FoF-11-2015: Flexible production systems based on integrated tools for rapid reconfiguration of machinery and robots](#)
- [FoF-12-2015: Industrial technologies for advanced joining and assembly processes for multi-materials](#)
- [FoF-13-2015: Re-use and remanufacturing technologies and equipment for sustainable product lifecycle management](#)
- [FoF-14-2015: Integrated design and management of production machinery and processes](#)





RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

Horizon 2020

Search Topics

Calls

Call Updates

Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls

Call Updates

Other Funding Opportunities

Call for Factories of the Future

H2020-FoF-2015		Sub call of: H2020-FoF-2014-2015	
Opening Date	22-10-2014	Deadline Date	04-02-2015 17:00:00 (Brussels local time)
Publication date	11-12-2013	Main Pillar	Industrial Leadership
Total Call Budget	€143,170,000	OJ reference	OJ C 361 of 11 December 2013
Status	Open	Topic:	ICT-enabled modelling, simulation, analytics and forecasting technologies
		FoF-08-2015	

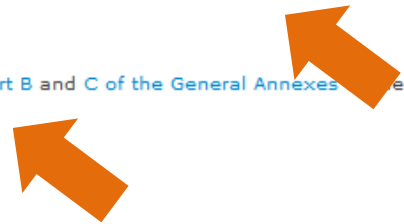
Topic Description Topic Conditions & Documents Submission Service

Please read carefully all provisions below before the preparation of your application.

- List of countries and applicable rules for funding:** described in [part A of the General Annexes](#) of the General Work Programme.
- Eligibility and admissibility conditions:** described in [part B and C of the General Annexes](#) of the General Work Programme.
- Evaluation**
 - Evaluation criteria and procedure, scoring and threshold:** described in [part H of the General Annexes](#) of the General Work Programme, with the following exceptions:

The threshold for the criteria Excellence and Impact will be 4. The overall threshold, applying to the sum of the three individual scores, will be 12.

In case of equal overall scores in the ranked list, the priority order of proposals will be established in



Preparação da proposta | Submeter a proposta



(A-Z) Sitemap About this site Contact Legal Notice Search English



RESEARCH & INNOVATION

European Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER

Horizon 2020

Search Topics

Calls



Call Updates



Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls



Call Updates



Other Funding Opportunities

Call for Factories of the Future

H2020-FoF-2015

Sub call of: H2020-FoF-2014-2015

Opening Date 22-10-2014

Publication date 11-12-2013

Total Call Budget €143,170,000

Status Open

Deadline Date 04-02-2015 17:00:00 (Brussels local time)

Main Pillar Industrial Leadership

OJ reference OJ C 361 of 11 December 2013

Topic: ICT-enabled modelling, simulation, analytics and forecasting technologies

FoF-08-2015

[Topic Description](#)

[Topic Conditions & Documents](#)

[Submission Service](#)

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

Research and Innovation act

START SUBMISSION



HORIZON 2020

RESEARCH ON EUROPA

CORDIS

OLAF

Preparação da proposta | Submeter a proposta



https://ecas.ec.europa.eu/cas/login?domain=external&loginRequestId=ECAS_LR-3736726-WIOMsJOyCoF1JGI76vjikvfjy9e57zhlbwJ5WTyX9RHi30VV1vAOht9DsZy

Contact | Privacy Statement English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

Login New password Sign Up Help



(authenticates your identity on European Commission websites)

Participants Portal

requires you to authenticate

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

▶ [More options...](#)


- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in


Login! [Lost your password?](#)


Step 3


Create a Draft Proposal

H2020-FoF-2015

 Juliana Monteiro


 FoF-08-2015


 RIA

 WED 04 February 2015 17:00:00
Brussels Local Time

 93 days left until closure

Configuration unconfirmed

 You're using Firefox 33 on Windows. **Adobe Reader (11,0,9,29) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.


 For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* 

Short name* 

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

Contact person


Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*
Character count:

cancel 





Preparação da proposta | Documentos orientadores (I)



Horizon 2020 Funding
Starting from 1/1/2014


Proposal Submission Service User Manual

02/06/2014




European Commission

EC Proposal Submission Service – User's Guide (02-06-2014) **Page 1 of 85**




Commission European



European Commission

The EU Framework Programme for Research and Innovation

HORIZON 2020




Grants Manual - Section on: Proposal submission and evaluation

(sections III.5, III.6, IV.1, IV.2, IV.3, IV.5)

Version 1.1
23 May 2014

Disclaimer:
This document is aimed at assisting applicants and beneficiaries for Horizon 2020 funding; its purpose is to explain the Horizon 2020 framework programme and the procedures to be followed. This is only a first draft (containing – at the moment – only some sections); it is still under discussion and will be completed over the months to come.




http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf



Step

Create a

H2020-Fo

Julia

FoF-

RIA

WED 04 February 2015 17:00:00
Brussels Local Time

93 days left until closure

Configuration unconfirmed

You're using Firefox 33 on Windows. **Adobe Reader (11,0,9,29) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the [User Guide](#).

PIC search

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")



Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count:

next >>



Step
Create a

PIC search

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Search results for **fundação para a ciencia Tecnologia**

- | | | |
|--|---|---|
| <p>INSTITUTO COLOMBIANO PARA EL DESARROLLO DE LA CIENCIA Y LA TECNOLOGIA - COLCIENCIAS</p> <p>CARRERA 7 B BIS 132-28 BOGOTA, CO</p> <p>PIC 999564437 <input type="button" value="use"/></p> | <p>FUNDACION PARA EL DESARROLLO DE LA CIENCIA Y LA TECNOLOGIA EN EXTREMADURA</p> <p>C/ Manuel Fernandez Mejías s/n 2ª planta BADAJOZ, ES</p> <p>PIC 999948848 <input type="button" value="use"/></p> | <p>INSTITUTO PEDRO NUNES, ASSOCIACAO PARA A INOVACAO E DESENVOLVIMENTO EM CIENCIA E TECNOLOGIA</p> <p>RUA PEDRO NUNES COIMBRA, PT</p> <p>PIC 999578502 <input type="button" value="use"/></p> |
| <p>FUNDACION ESPANOLA PARA LA CIENCIA Y LA TECNOLOGIA</p> <p>Calle Pedro Teixeira 8, Planta 2 MADRID, ES</p> <p>PIC 999421944 <input type="button" value="use"/></p> | <p>FUNDAÇÃO PARA A CIENCIA E A TECNOLOGIA</p> <p>Avenida Dom Carlos I 126 LISBOA, PT</p> <p>PIC 999543970 <input type="button" value="use"/></p> | <p>Fundação da Universidade Federal do Paraná para o Desenvolvimento da Ciência, da Tecnologia e da Cultura - FUNPAR</p> <p>JOÃO NEGRÃO 280 CURITIBA, BR</p> <p>PIC 997828719 <input type="button" value="use"/></p> |
| <p>SECRETARIA PARA LA TECNOLOGIA, LA CIENCIA Y LA INNOVACION PRODUCTIVA</p> <p>Cordoba Ave 851 4th Floor BUENOS AIRES, AR</p> <p>PIC 999829150 <input type="button" value="use"/></p> | <p>FUNDACION PARA LA INNOVACION Y TRANSFERENCIA DE TECNOLOGIA</p> <p>Calle JULIÁN ÁLVAREZ 1218 Buenos Aires , AR</p> <p>PIC 995687929 <input type="button" value="use"/></p> | <p>Fundação de Ciências, Aplicações e Tecnologia Espaciais</p> <p>avenida Dr João Guilhermino 429 São Jose dos Campos, BR</p> <p>PIC 997683801 <input type="button" value="use"/></p> |

More results were found. You can:

- refine your search above
- view the complete search results [here](#)

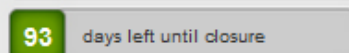
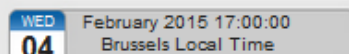
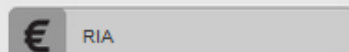
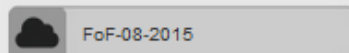
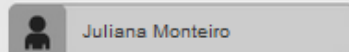
[Click here](#) to register your organisation for a Participant Identification Code (PIC)



Step 3


Create a Draft Proposal

H2020-FoF-2015



Configuration unconfirmed


 You're using Firefox 33 on Windows. **Adobe Reader (11,0,9,29) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.


 For more information, please consult the [User Guide](#).

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* 

Short name* 

999543970 FCT Avenida Dom Carlos I 126 LISBOA, PT VAT:PT503904040

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

- Main contact
- Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count: ...



Step 3

Create a Draft Proposal

Create a Draft Proposal

H2020-FoF-2015

Juliana Monteiro

FoF-08-2015

RIA

WED 04 February 2015 17:00
Brussels Local Time

93 days left until closure

Configuration unconfirmed

You're using Firefox 3 Windows. Adobe Reader (11,0,9,29) is installed but your browser is not configured properly (an unsupported plugin is displaying PDFs). Under these conditions, all PDF forms will have to be downloaded to your computer in order to be edited.

For more information, consult the [User Guide](#)

cancel

Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Call, topic, type of action; Participant Identification (PIC) code of your Organisation, Acronym, Short Summary, Panels and Keywords. (Step3) and the list of participating organisations (Step4) - can be used by the services in charge for the planning of evaluations.
2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data. The 'Short summary' information is then copied to the "Abstract" field in the administrative form and can be modified there.

If you do not wish any of your pre-registration data to be available to the European Commission/service in charge prior to call closure then please send an email to the Participant Portal Service Desk (address available at the foot of the screen and in the User Guide).

Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

"*Regulation (EC) No 45/2001* of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.01.2001, p. 1).



Step 4

Manage Your Related Parties

H2020-FoF-2015

Juliana Monteiro

FoF-08-2015

RIA

WED 04 February 2015 17:00:00
Brussels Local Time

93 days left un

Acronym ID

Contact

Acronym

teste

Configuration unconfirmed

You're using Windows. A (11,0,9,29) is your browser configured p unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the [User Guide](#).

Parties

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.

Number of participants:

Add Partner ?

1 Coordinator

Contact ?

FCT

Juliana Monteiro - Main contact

FUNDACAO PARA A CIENCIA E A TECNOLOGIA
Avenida Dom Carlos I 126, 1249-074 LISBOA, PT
PIC: 999543970

Draft proposal teste created

Dear Juliana Monteiro,

You have successfully created draft proposal **teste** for the call **H2020-FoF-2015**.

You can continue editing your proposal now or access it at a later time (before the deadline **2015-02-04 17:00:00 Brussels Local Time**) from [Participant Portal](#) by accessing the [My Proposals](#) tab (<https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html>).

An email containing this information has been sent to the email address juliana.monteiro@fct.pt (which is associated with your ECAS account *nmonjuli*).

Continue with this proposal

Go to My Proposals



Step 5

Edit Proposal

H2020-FoF-2015



Juliana Monteiro



FoF-08-2015



RIA



WED February 2015 17:00:00
04 Brussels Local Time

93

days left until closure

Acronym ID PIC

Contact

Acronym

teste

Configuration unconfirmed



You're using Firefox 33 on Windows. **Adobe Reader (11.0.9.29) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.



For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

view history

print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

download templates

Technical Annex Section
1-3

upload



Technical Annex Section
4-5

upload



Optional annex 3: Ethics -
Supporting Document(s)

upload



Editar a Parte Administrativa A

- Quando e como começar
- Como encontrar uma *call* para concorrer
- Como iniciar a submissão de uma proposta ao H2020
- Editar o formulário administrativo A
- Pessoas de contacto
- Orçamento
- Uma viagem pelo Portal do H2020 (*online*)

Step 5

Edit Proposal

H2020-FoF-2015

Juliana Monteiro

FoF-08-2015

RIA

WED 04 February 2015 17:00:00
Brussels Local Time

93 days left until closure


Acronym ID PIC


Contact

Acronym

teste

Configuration unconfirmed

 You're using Firefox 33 on Windows. **Adobe Reader (11,0,9,29) is installed**, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

 For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

view history

print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

download templates

Technical Annex Section 1-3

upload



Technical Annex Section 4-5

upload



Optional annex 3: Ethics - Supporting Document(s)

upload



<< Step 4 - Parties




validate

submit

Prenchimento parte amministrativa A



European Commission - Research - Participants
Proposal Submission Forms

Horizon 2020

Call: H2020-FoF-2015






Topic: FoF-08-2015

Type of action: RIA

Proposal number: SEP-210227524

Proposal acronym: teste

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

[How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.



Dados da Instituição

Dados importados através do PIC, anteriormente introduzidos

2 - Administrative data of participating organisations

PIC	Legal name
999885604	SZENT ISTVAN EGYETEM

Short name: SZENT ISTVAN EGYETEM

Address of the organisation

Street Pater Karoly utca 1
 Town GODOLLO
 Postcode 2100
 Country Hungary
 Webpage <http://www.szie.hu>

Legal Status of your organisation

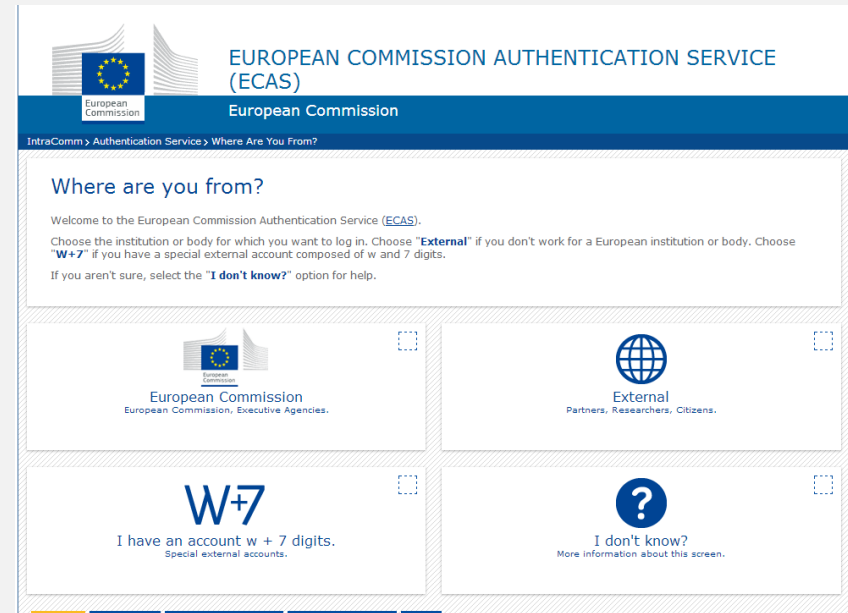
Research and Innovation legal statuses

Public body	yes	Legal person	yes
Non-profit	no		
International organisation	no		
International organisation of European interest	no		
Secondary or Higher education establishment	yes		
Research organisation	no		
Small and Medium-sized Enterprises (SMEs)	no		

Nace code 853 -

Caso não tenha o PIC:

<https://webgate.ec.europa.eu/cas/wayf?caller=%2Fcas%2Fcim%2Fexternal%2Fregister.cgi>





Editar dados da Instituição

Welcome [redacted] you can edit [redacted]

[redacted]

Messages Documents Organisation Legal Address Contact Person LEAR Legal Status Enterprise Data FP7 ICM Certification Data Balance Sheet IBBA

Organisation Data

Please enter the data for the organisation.

Effective Date:	<input type="text" value="09-07-1993"/>
PIC	[redacted]
Is the organisation a Legal Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No, I am a Natural Person.
Is it a Non-Profit Organisation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is it a Public Body?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it a NGO?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Legal Name	<input type="text" value="[redacted]"/>
Business Name	<input type="text" value="[redacted]"/>
Official Language *	<input type="text" value="Portuguese"/>
Establishment/Registration Country *	<input type="text" value="Portugal"/>
Legal Form	<input type="text" value="-- Please Select --"/>
VAT number	<input type="text" value="[redacted]"/> Yes No
Business Registration Number	<input type="text" value="[redacted]"/>
Registration Date *	<input type="text" value="09-07-1993"/>
Registration Authority *	<input type="text" value="LISBOA"/>
NACE code	<input type="text" value="Sports activities and amusemen"/>

Research and Innovation (R&I) F

User manual

Editar dados da Instituição



Welcome [redacted], you can edit [redacted].

[redacted]

Messages Documents Organisation **Legal Address** Contact Person LEAR Legal Status Enterprise Data FP7 ICM Certification Data Balance Sheet IBBA

Legal Status

Please answer the following questions about the legal status of your organisation - the type of information you will be prompted to provide over the next steps will be based on these answers.

<input checked="" type="checkbox"/> Non Profit	09-07-1993	Effective Date i
<input type="checkbox"/> Public body	09-07-1993	Effective Date i
<input type="checkbox"/> International organisation	09-07-1993	Effective Date i
<input type="checkbox"/> International organisation of European interest		
<input type="checkbox"/> Higher or secondary education establishment	09-07-1993	Effective Date i
<input type="checkbox"/> Research organisation	09-07-1993	Effective Date i
<input type="checkbox"/> Is it a large infrastructure organisation i	28-05-2014	Effective Date i
<input type="checkbox"/> Is it a Civil society organisation?	28-05-2014	Effective Date i

Research and Innovation (R&I) F [Update your data](#) [Reset filter](#) [Quit](#)

User manual

- Quando e como começar
- Como encontrar uma *call* para concorrer
- Como iniciar a submissão de uma proposta ao H2020
- Editar o formulário administrativo A
- Pessoas de contacto
- Orçamento
- Uma viagem pelo Portal do H2020 (*online*)

Pessoas de Contacto

European Commission - Research - Participants
Proposal Submission Forms

Research Executive Agency Table Of Contents Validate Form Save And Close

Proposal ID SEP-111470351 Acronym ssdfdf Go to ▾

Contact address of the Host Institution and contact person

The name and e-mail of Host Institution contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of Host Institution, please go back to Step 4 of the submission wizard and save the changes. Please note that the submission is blocked without a contact person and e-mail address for the Host Institution.

Organisation Legal Name Baird Consulting SCS

First name* Charles Last name* van Dyke

E-Mail* cvd@cvd.com

Position in org.

Department

Street Same as organisation address

Town Postcode

Country

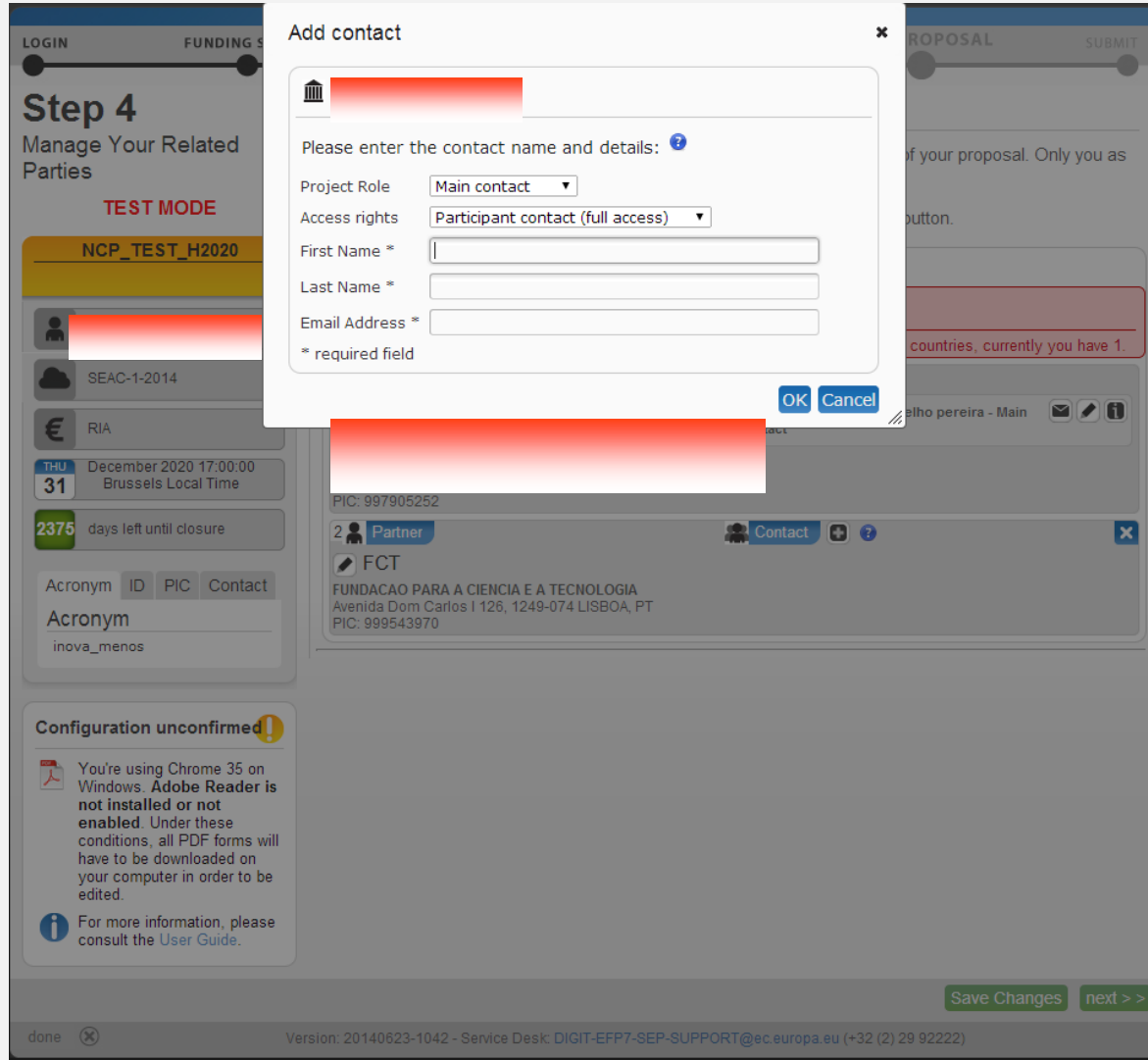
Phone Phone2/Mobile

Other contact persons ?

First Name	Last Name	E-mail	Phone
Lazaros	Bountouroglou	lazaros.bountouroglou@ext.ec.europa.eu	

- Adicionar o contato principal
- Introduzir detalhes do contato principal, Investigador/PI, etc.
- Todos os contactos são listados com o nº de telefone e e-mail.

Adicionar Pessoas de Contacto (step 4 parties)



Add contact

Please enter the contact name and details: ?

Project Role:

Access rights:

First Name *

Last Name *

Email Address *

* required field

Step 4
Manage Your Related Parties

TEST MODE

NCP_TEST_H2020

SEAC-1-2014

RIA

December 2020 17:00:00
Brussels Local Time

2375 days left until closure

Acronym ID PIC Contact

Acronym
inova_menos

Configuration unconfirmed !

You're using Chrome 35 on Windows. Adobe Reader is not installed or not enabled. Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the User Guide.

Save Changes next >>

done

Version: 20140623-1042 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Editar a Parte Administrativa A - Orçamento -

- Quando e como começar
- Como encontrar uma *call* para concorrer
- Como iniciar a submissão de uma proposta ao H2020
- Editar o formulário administrativo A
- Pessoas de contacto
- Orçamento
- Uma viagem pelo Portal do H2020 (*online*)

Orçamento

Ponto 3. da parte A

Explicação de cada tipo de custo

3 - Budget for the proposal

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F+G)	(I) Reimbursement rate (%)	(J) Max. grant / € (=H*I)	(K) Requested grant / €
		?	?	?	?	?	?	?	?	?	?	?
NYIREGYHAZI FOIS	HU	0	0	0	0	0	0	0	100	0	0	
Total		0	0	0	0	0	0	0		0	0	

3 - Budget for the proposal

(B) Other direct costs/€

Please enter other direct costs necessary to carry out the project. Use one row for each beneficiary. Include costs of linked third parties, if any, in the beneficiary's budget. The various possible types of other direct costs are indicated below:

- travel costs and related subsistence allowances
- costs of equipment, infrastructure, or other assets (depreciation costs, costs of renting or leasing, in-kind contributions against payment or free of charge; full purchase costs are possible only if this option is specifically included in the work programme/call for proposals to which you respond)
- costs of other goods and services (e.g., direct costs for consumables and supplies, publications, conferences, patents, certificates on financial statements, certificates on methodology, translations, in-kind contributions against payment or free of charge)
- capitalised and operating costs of large research infrastructures (only for entities that comply with the criteria, see Article 6.2.D.4 of the [Annotated Model Grant Agreement](#))

Deductible VAT (ineligible cost), indirect costs (F), or special unit costs (G) must not be included here. For details on the types of 'other direct costs', their calculation, and the conditions for their eligibility please refer to Article 6.1 (general) and Article 6.2.D (specific) of the [Annotated Model Grant Agreement](#).

There are additional conditions for in-kind contributions of equipment, infrastructure, other assets, goods or other services. For details see Article 11 (in-kind contributions against payment) and Articles 6.4 and 12 (in-kind contributions free of charge) of the [Annotated Model Grant Agreement](#). In-kind contributions and the legal entities making them must be described in the proposal (section 4.2 of the technical annex).

This tool tip is designed to help you fill in the budget table in the proposal submission forms. It does not replace the relevant legal basis and documentation (Financial Regulation, Rules for Participation, Model Grant Agreement) which must be consulted in case of doubt.

Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(D) Direct costs of providing financial support to third parties/€	(E) Costs of in-kind contributions not used on the beneficiary's premises/€	(F) Indirect Costs / € (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs / €	(H) Total estimated eligible costs / € (=A+B+C+D+F+G)	(I) Reimbursement rate (%)	(J) Max. grant / € (=H*I)	(K) Requested grant / €
		?	?	?	?	?	?	?	?	?	?	
NYIREGYHAZI FOIS	HU	0	0	0	0	0	0	0	100	0	0	
Total		0	0	0	0	0	0	0		0	0	

Recursos (ponto 3.4 – Implementação)



- na parte B -

Custos Com pessoal – Pessoas-Mês

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
ParticipantNumber/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

Outros Custos

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

- ✓ Quando e como começar
- ✓ Como encontrar uma *call* para concorrer
- ✓ Como iniciar a submissão de uma proposta ao H2020
- ✓ Editar o formulário administrativo A
- ✓ Pessoas de contacto
- ✓ Orçamento
- ✓ Uma viagem pelo Portal do H2020 (*online*) – iniciar submissão de uma proposta H2020



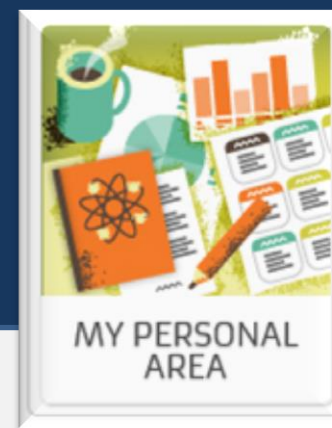
☐ Iniciar submissão de uma proposta H2020

- Projeto colaborativo RIA/IA -

<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>

Parte B da proposta

Eunice Ribeiro



Step 5

Edit Proposal

H2020-FoF-2015

Juliana Monteiro

FoF-08-2015

RIA

WED 04 February 2015 17:00:00
Brussels Local Time

93 days left until closure

Acronym ID PIC

Contact

Acronym

teste

Configuration unconfirmed



You're using Firefox 33 on Windows. Adobe Reader (11,0,9,29) is installed, but your browser is not configured properly (another unsupported plugin is used to display PDFs). Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.



For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

view history

print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

download templates

Technical Annex Section 1-3

upload



Technical Annex Section 4-5

upload



Optional annex 3: Ethics - Supporting Document(s)

upload



<< Step 4 - Parties

validate

submit



Step 5

Edit Proposal

TEST MODE

NCP_TEST_H2020

Eunice Ribeiro

SEAC-1-2014

RIA

THU 31 December 2020 17:00:00 Brussels Local Time

2249 days left until closure

Acronym	ID	PIC	Contact
Acronym			
MAIN			

Configuration unconfirmed

You're using Firefox 33 on Windows. **Adobe Reader (11,0,8,4) is installed**, but your browser is not configured properly (another unsupported plugin is used to

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal has not yet been submitted.

Administrative Forms

Edit will open the form

Part B and Annexes

In this section you may other requested attach

- [download templates](#)
- Technical Annex Section 1-3 [upload](#) ✖ ?
- Technical Annex Section 4-5 [upload](#) ✖ ?
- Optional annex 3: Ethics - Supporting Document(s) [upload](#) ?

Opening templates.zip

You have chosen to open

templates.zip

which is: WinRAR.ZIP archive
from: https://ec.europa.eu

What should Firefox do with this file?

Open with WinRAR.ZIP (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Preparação da proposta | Estrutura da Parte B



Proposal template (technical annex)

Research and Innovation actions Innovation actions

Please follow the structure of this template 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 for a full proposal.

⚠ First stage proposals: In two-stage submission schemes, at the first stage you only need to complete the parts indicated by a bracket (i.e.). These are in the cover page, and sections 1 and 2.

⚠ Page limit: For full proposals, the cover page, and sections 1, 2 and 3, together should not be longer than 70 pages. All tables in these sections must be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

The page limit for a first stage proposal is 15 pages.

If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

COVER PAGE

Title of Proposal

List of participants

Participant No *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

* Please use the same participant numbering as that used in the administrative proposal forms.

Table of Contents

Conteúdos a elaborar para a pré-proposta (1ª fase de um processo em 2 fases) indicados por chavetas

Respeitar limite de páginas, excedentes ficarão marcadas com *watermark* e são desconsideradas na avaliação

1. Excellence

Your proposal must address a work programme topic 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 project¹, 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

- Describe and explain the overall concept underpinning the project. Describe the main ideas, models or assumptions involved. Identify any trans-disciplinary considerations;
- Describe the positioning of the project e.g. where it is situated in the spectrum from 'idea to application', or from 'lab to market'. Refer to Technology Readiness Levels where relevant. (See [General Annex G of the work programme](#));
- 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 and methodology, distinguishing, as appropriate, activities indicated in the relevant section of the work programme, e.g. for research, demonstration, piloting, first market replication, etc;
- 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

1.4 Ambition

- Describe the advance your proposal would provide beyond the state-of-the-art, and the extent the proposed work is ambitious. Your answer could refer to the ground-breaking nature of the objectives, concepts involved, issues and problems to be addressed, and approaches and methods to be used.
- Describe the innovation potential which the proposal represents. Where relevant, refer to products and services already available on the market. Please refer to the results of any patent search carried out.

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
 - improving innovation capacity and the integration of new knowledge (strengthening the competitiveness and growth of companies by developing innovations meeting the needs of European and global markets; and, where relevant, by delivering such innovations to the markets;
 - any other environmental and socially important impacts (if not already covered above).
- 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 the dissemination and exploitation of the project's results' (unless the work programme topic explicitly states that such a plan is not required). For innovation actions describe a credible path to deliver the innovations to the market. 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:²
 - What types of data will the project generate/collect?
 - What standards will be used?

¹ The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documentation.

² For further guidance on research data management, please refer to the H2020 Online Manual on the Participant Portal.

Limite de páginas

Excelência

- 1.1 Objectives
- 1.2 Relation to the work programme
- 1.3 Concept and approach
- 1.4 Ambition

Impacto

- 2.1 Expected impacts
- 2.2 Measures to maximise impact
 - a) Dissemination and exploitation of results
 - b) Communication activities

Implementação

- 3.1 Work plan — Work packages, deliverables and milestones
- 3.2 Management structure and procedures
- 3.3 Consortium as a whole
- 3.4 Resources to be committed

Section 4: Members of the consortium

4.1. Participants (applicants)

4.2. Third parties involved in the project (including use of third party resources)

Section 5: Ethics and Security



Preparação da proposta | Secção 1 - Ponto 1.1 - Objetivos

- **Objetivos estratégicos** -> Políticas Europeias, Programa de Trabalho
- **Objetivos gerais** -> longo prazo (... melhorar, potenciar, promover, etc)
- **Objetivos específicos** -> curto prazo (... testar, desenvolver novos conhecimentos, etc)



Informação sobre políticas europeias:

[Europa website;](#)

["White Papers" e "Green Papers";](#)

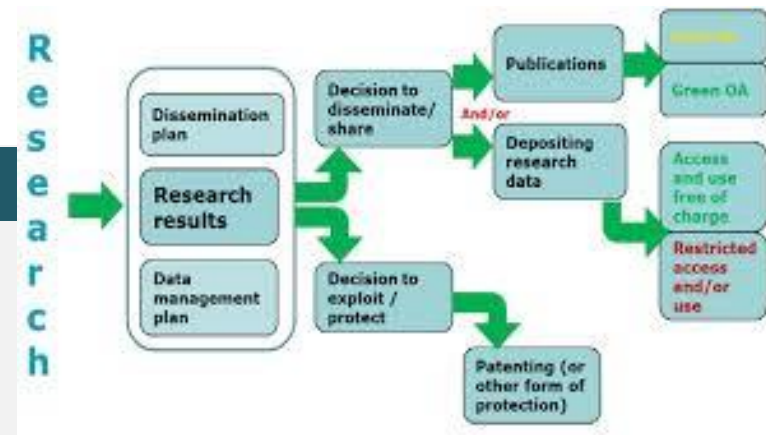
[OCDE – Organização para a Cooperação e Desenvolvimento Económico;](#)

[IPTS – Instituto de Estudos de Prospectiva Tecnológica](#)

Preparação da proposta | Secção 2 – Disseminação

Estratégia de disseminação:

- **Plano consistente**, no qual devem ser apresentados os diferentes **canais de divulgação e comunicação** do projeto, a respectiva calendarização e os parceiros imputados às ações de promoção e divulgação dos resultados do projeto
- As atividades de disseminação devem **começar no início** e não no fim do projeto! (para potenciar os resultados)
- **Plano de exploração dos resultados para maximizar o impacto do projeto**, aproximando os seus resultados das necessidades do mercado e da sociedade



HORIZON 2020

WORK PROGRAMME 2014 – 2015

17. Communication, Dissemination and Exploitation

Important Notice on the First Horizon 2020 Work Programme

This Work Programme covers 2014 and 2015. Due to the launching phase of Horizon 2020, parts of the Work Programme that relate to 2015 (topics, dates, budget) are provided at this stage on an indicative basis only. Such Work Programme parts will be decided during 2014.

(European Commission Decision C (2013)8631 of 10 December 2013)

“A guide to successful communications”

http://ec.europa.eu/research/conferences/2004/cer2004/pdf/rtd_2004_guide_success_communication.pdf

“Use & Diffuse Manual”: <http://www.useanddiffuse.eu/default.aspx?articleID=18836&heading>

Preparação da proposta | Secção 3 – tabelas (I)

Table 3.1a: Work package description

For each work package:

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

Objectives

SMART

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

Papéis e Responsabilidades

Deliverables (brief description and month of delivery)

Obrigações contratuais

Table 3.1b: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
				Total months		

Preparação da proposta | Secção 3 – tabelas (II)

Table 3.1c: List of Deliverables²

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>. <number of deliverable within that WP>.

For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- OTHER: Software, technical diagram, etc.

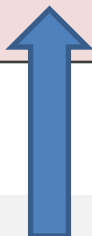
Dissemination level:

Use one of the following codes:

- PU= Public, fully open, e.g. web
- CO= Confidential, restricted under conditions set out in Model Grant Agreement
- CI= Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date

Measured in months from the project start date (month 1)



Pontos de decisão

Table 3.2a: List of milestones

Milestone number	Milestone name	Related work package(s)	Estimated date	Means of verification

KEY

Estimated date

Measured in months from the project start date (month 1)

Means of verification

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype that is 'up and running'; software released and validated by a user group; field survey complete and data quality validated.

Table 3.2b: Critical risks for implementation

Description of risk	Work package(s) involved	Proposed risk-mitigation measures

Necessidade de equilíbrio



Preparação da proposta | Secção 5 – Aspectos éticos (Parte A + Parte B)

Directorate-General for Research and Innovation

Proposal ID **SEP-210133336** Acronym **PHC31**

4. PROTECTION OF PERSONAL DATA ⁱⁱ		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS ⁱⁱⁱ		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. NON-EU COUNTRIES		Page
Does your research involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU? If you consider importing data, please also complete the section "Protection of Personal Data" [Box 4].	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries? If you consider exporting data, please also complete the section "Protection of Personal Data" [Box 4].	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If your research involves low and/or lower middle income countries , are benefits-sharing measures foreseen?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. ENVIRONMENT PROTECTION <small>vi Directive 2001/18/EC - vii Directive 2009/41/EC - viii Regulation EC No 1946/2003 - ix Directive 2009/56/EC x Council Directive 92/43/EEC - xi Council Directive 79/409/EEC - xii Council Regulation EC No 3330/97</small>		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE ^{xiii}		Page
Does your research have the potential for military applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

European Commission - Research - Participants
Proposal Submission Forms

Directorate-General for Research and Innovation

Proposal ID **SEP-210133336** Acronym **PHC31**

9. MISUSE		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and if any ethics issues apply, I have attached the required documents.

⇒ Descrever na Parte B os potenciais aspectos éticos da investigação proposta

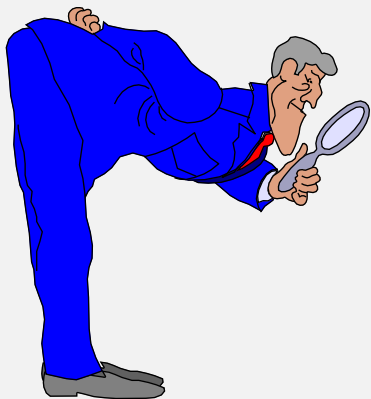
⇒ Descreva de que forma tenciona abordar essas questões nas propostas



Preparação da proposta | Fontes de informação – enquadramento complementar

- **Horizon 2020:** http://ec.europa.eu/research/horizon2020/index_en.cfm
- **Europa FP7 website:** http://ec.europa.eu/research/fp7/index_en.cfm
- **European Research Area:** http://ec.europa.eu/research/era/index_en.htm
- **ESFRI – European Strategy Forum on Research Infrastructures:**
http://ec.europa.eu/research/infrastructures/index_en.cfm?pg=esfri
- **SME TechWeb:** http://ec.europa.eu/research/sme-techweb/index_en.cfm
- **European Union documents:** http://europa.eu/documentation/official-docs/index_en.htm
- **European policies:** http://ec.europa.eu/policies/index_en.htm
- **Europe 2020:** http://ec.europa.eu/europe2020/index_en.htm
- **Innovation Union:** http://ec.europa.eu/research/innovation-union/index_en.cfm
- **White Papers:** http://europa.eu/documentation/official-docs/white-papers/index_en.htm
- **Green Papers:** http://europa.eu/documentation/official-docs/green-papers/index_en.htm

O que os avaliadores procuram nas propostas



- ✓ **Se tem soluções para o problema**

- ✓ **Se é inovadora**

Comprovação de que as inovações reclamadas são verdadeiramente novas e progresso indiscutível para além do estado da arte

- ✓ **Se é viável nas metas propostas**

Objectivos concretizáveis; viabilidade dentro do orçamento solicitado e período de tempo estabelecido; progresso para além do estado da arte; identificação de riscos/medidas de controlo

- ✓ **Se reúne as competência no consórcio**

- ✓ **Se tem dimensão Europeia**

Impacto para a comunidade europeia (investigadores, indústria, utilizadores-finais,...)

- ✓ **Se está bem orçamentada**

Recursos necessários; impactos esperados vs. Utilização dos recursos

O que os avaliadores procuram nas propostas (II)

EXCELÊNCIA

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

Resposta às perguntas:

Qual o problema que a proposta está a pretender resolver?

Porquê resolver o problema agora?

O que traz de novo?

Qual a importância e dimensão europeia do problema?

- Salientar a **ideia-chave** do projeto
- Definir claramente quais os objetivos e resultados esperados
- Realçar o estado da arte (referências bibliográficas, projetos desenvolvidos, patentes submetidas) e evidenciar claramente o que irá ser obtido de novo
- Mostrar que o plano de trabalho cobre todos os requisitos gerais e específicos do tópico
- Assegurar que os *work packages* estão bem estruturados, bem integrados, e com um nível de detalhe semelhante
- Análise de riscos e respectivo plano de contingência

O que os avaliadores procuram nas propostas (III)

Impacto

- Impacto expectável evidenciado no Programa de Trabalhos
- Aumento da capacidade de inovação e a integração de novo conhecimento
- Fortalecimento da competitividade e o crescimento das empresas através do desenvolvimento de inovação que vá ao encontro às necessidades dos mercados Europeu e global
- Medidas para disseminar e explorar os resultados (disseminação, comunicação, exploração dos resultados,...), envolvimento dos utilizadores finais da I&I

Resposta às perguntas:

Quais os resultados do projeto?

Quem quer os resultados (*lead users*)

Porque querem os resultados?

Como é que os utilizadores finais saberão dos resultados?

Quais os futuros desenvolvimentos/passos necessários?

- Ligar os objectivos do projecto aos impactos listados no tópico (ex.: via **tabelas**)
- Responder às **necessidades** explicitadas no tópico e noutros documentos da UE relevantes para o tema
- Mostrar que o projecto é único e avança o Estado-da-arte
- Apontar **sinergias** da ligação do projecto a iniciativas/projetos passadas/em curso
- Assegurar uma **estratégia de disseminação** sustentada por um plano consistente e inovador - apresentar os diferentes canais de divulgação e comunicação do projecto
- Estar atento à **relação custo/benefício** do projecto

O que os avaliadores procuram nas propostas (IV)

Implementação

- Coerência e eficiência do plano de trabalhos (incluindo a descrição dos work packages) ... alocação de tarefas, recursos
 - Competência, experiência e complementaridade dos participantes e do consórcio
 - Adequabilidade das estruturas e procedimentos de gestão ... gestão de risco e planos de contingência
- Adequar a estrutura de gestão e os procedimentos à complexidade do projecto – deve ficar claro **quem faz o quê**
 - Demonstrar claramente porque é que esta é a equipa certa para alcançar os objectivos propostos e quais as valências que a tornam a equipa ideal para desenvolver o projecto - **um coordenador experiente é uma mais-valia**
 - Assegurar complementaridade e equilíbrio (geográfico, academia/empresa) no consórcio - **se possível referir colaborações prévias**
 - Referir como flui a informação, como são tomadas decisões e resolvidos conflitos
 - Adequar a distribuição do orçamento aos recursos comprometidos (esforço humano, equipamento, deslocações) – **incluir as devidas justificações**
 - Garantir uma boa gestão dos direitos de propriedade intelectual e das questões éticas

Considerações finais

**A MAIORIA DOS PROJECTOS FALHA NÃO POR AQUILO QUE DIZ....
...MAS POR AQUILO QUE DEIXA DE DIZER**

A proposta deve ser 100% relevante para o tema abordado no tópico

- Seguir exactamente todas as **orientações dos documentos**
- Escolher um **acrónimo que faça sentido e título apelativo (baseado no impacto)**
 - **“Título = SLOGAN | Acrónimo – Brand”**
 - **Ex (7PQ): PLACES: Platform of Local Authorities and Communicators Engaged in Science**
- Investir numa **apresentação visualmente atraente** – utilize gráficos e esquemas
- Tornar o **texto claro, simples, bem estruturado e fácil de ler** - parágrafos curtos, *'bullet points'*, itálico, sublinhado, tabelas
- Em caso de dúvidas: **VERIFIQUE e VERIFIQUE novamente**

Ajude os avaliadores a facilmente compreender o conteúdo da sua proposta com factos e números!!