

support

universidade de aveiro



theoria poiesis praxis

research

# Boas práticas & (algumas) dicas na preparação de uma Candidatura ao Horizonte 2020

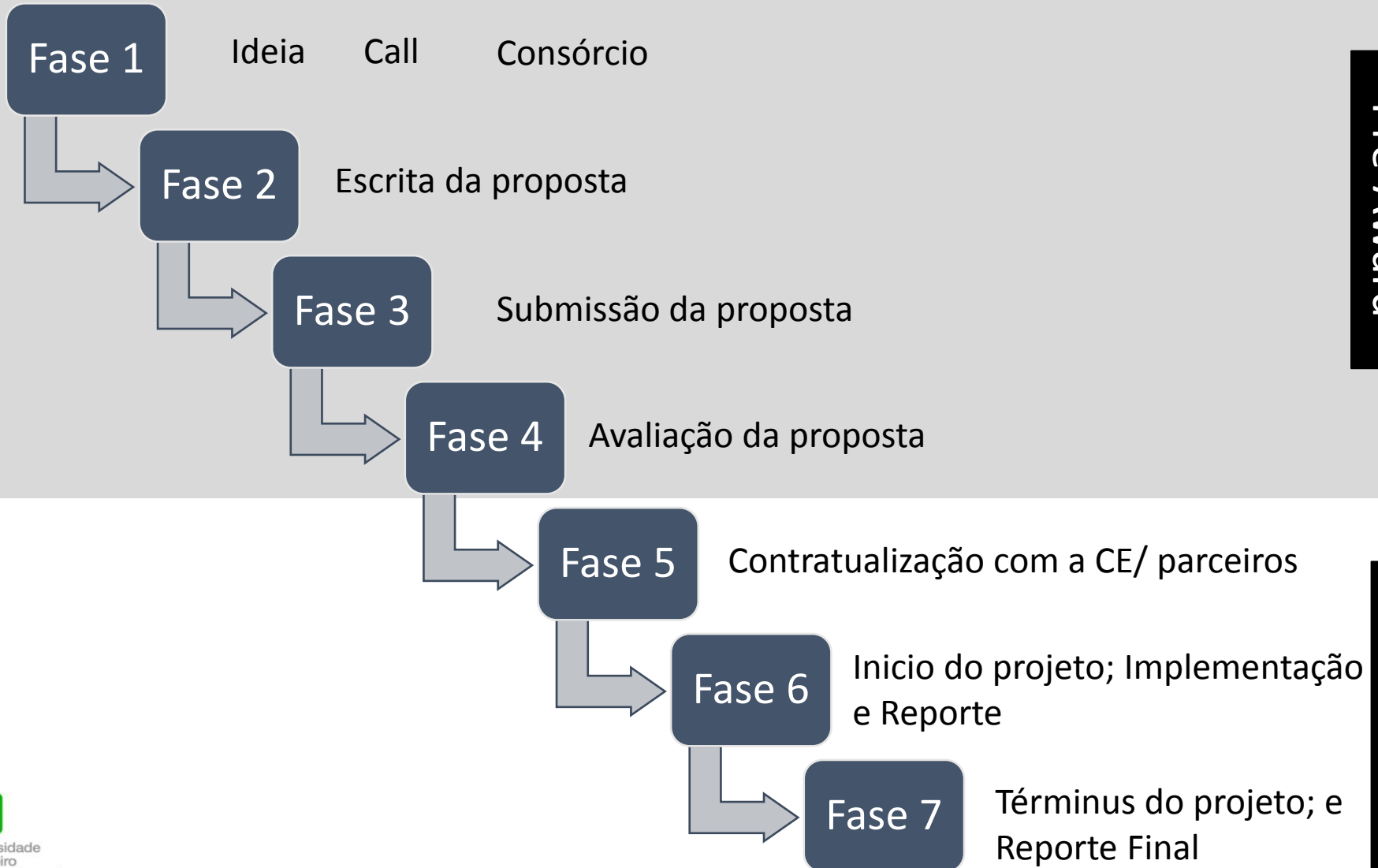
**Tatiana Costa**

**Gabinete de Apoio à Investigação**

Vice Reitoria para a Investigação e Escola Doutoral

Universidade de Aveiro

23 Novembro 2017



Pre-Award

Post-Award



## Fase 1 PASSO 1



### Eu Quero...

- fundos para desenvolver o meu grupo de investigação
- Fundos para suportar a minha equipa de investigação
- ser parceiro num projeto europeu
- liderar um consórcio europeu
- Fazer networking
- Aproximar-me de parceiros industriais
- Desenvolver uma tecnologia ou desenvolver um produto
- Desenvolver as *soft skills* da minha equipa, através de períodos em ambiente industrial ou vice-versa
- Reconhecimento internacional
- etc

# é o H2020 a melhor opção?



porque...

Europa  
benefícios  
colaboração  
internacionalização  
produção científica  
prazo  
Horizonte2020  
redes  
longo

INOVAÇÃO

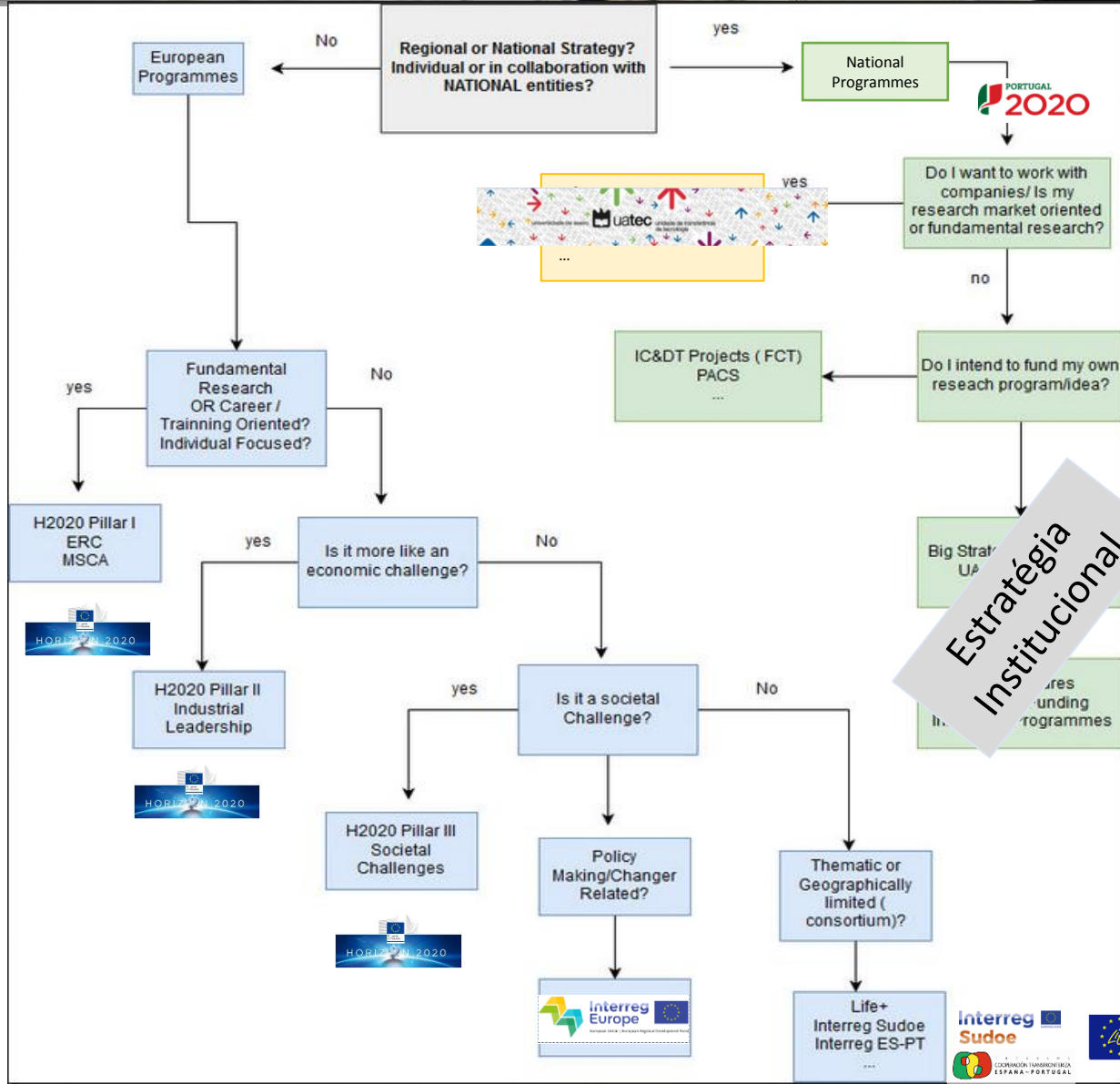


## **UMA abordagem equilibrada entre investigação e inovação**

não apenas limitada ao desenvolvimento de novos produtos e serviços com base em estudos científicos e avanços tecnológicos

mas também incorporando aspetos como o uso de tecnologias existentes em novas aplicações e bem como melhorias contínuas

**atividades mais perto do mercado enfatizam um uso o mais amplo possível do conhecimento gerado pelas atividades financiadas até à exploração comercial desse conhecimento**



**Estratégia Institucional**





Fase 1 **PASSO 2**

Selecionar a *call*





# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search



LOGIN



REGISTER

### EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

European Statistics

Hercule III Programme

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

Union Civil Protection Mechanism

### FP7 & CIP Programmes

Participant Portal Grant Management Services may experience issues with Legal Entity and Bank Account validations on Monday, 25.09.2017, from 20:00 until 21:30 (CET). We apologise for any inconvenience this may cause.

## Calls for Proposals



Horizon 2020

Advanced search for topics  
Calls for tenders on TED

- Excellent Science
  - European Research Council (ERC)
  - Future and Emerging Technologies (FET)
  - Marie-Sklodowska-Curie Actions
  - Research Infrastructures
- Industrial Leadership
  - Leadership in enabling and industrial technologies (LEIT)
  - Information and Communication Technologies

Status  Calls with forthcoming topics  Calls with open topics  Calls with only closed topics

Sort by  Call title  Call identifier  Publication date

Filter a call

FILTER

**Excellent Science**  
Call for proposals for ERC Proof of Concept Grant  
ERC-2018-PoC

Publication date:06 September 2017

**Science with and for Society**  
EU Prize for Women Innovators 2018  
H2020-SWFS-Prize-2017-35

Publication date:05 September 2017

**Excellent Science**  
Call for proposals for ERC Synergy Grant  
ERC-2018-SyG

Publication date:24 July 2017

**Excellent Science**  
Call for proposals for ERC Starting Grant  
ERC-2018-STG

Publication date:24 July 2017

**Societal Challenges**  
H2020-JTI-IMI2-2017-12-two-stage  
H2020-JTI-IMI2-2017-12-two-stage

Publication date:19 July 2017

**Societal Challenges**  
H2020-JTI-IMI2-2017-11-single-stage  
H2020-JTI-IMI2-2017-11-single-stage

Publication date:19 July 2017







# HORIZON 2020

The EU Framework Programme for Research and Innovation

European Commission > Horizon 2020 > Find your area

- Home
- What is Horizon 2020?
- Find Your area**
- How to Get funding?
- News, Events & Publications
- Projects



## Find your area

- ▶ Agriculture & Forestry
- ▶ Aquatic Resources
- ▶ Bio-based Industries
- ▶ Biotechnology
- ▶ Energy
- ▶ Environment & Climate Action
- ▶ Food & Healthy Diet
- ▶ Funding Researchers
- ▶ Health
- ▶ ICT Research & Innovation
- ▶ Innovation
- ▶ International Cooperation
- ▶ Key Enabling Technologies
- ▶ Partnerships with Industry and Member States



### #H2020



**Horizon 2020**  
@EU\_H2020

#H2020 is a key tool to promote international cooperation on R&I  
 #InvestEUresearch  
 WP2018-20 provides many opportunities for collaboration between  
 #MissionInnovation

YOUR FEEDBACK

## A estrutura

O Horizonte 2020 está dividido em **3 pilares**, dentro de cada pilar há **vários temas**, para cada tema há um **Programa de Trabalho**, em cada Programa de Trabalho há **várias calls e tópicos** e dentro de cada tópico há **várias ações**

## Programas de trabalho

### Temas

- Desafio (Challenge)
- Âmbito/extensão ( Scope)
- Impacto ( Impact)

### Ações

- Investigação e Inovação (Research & Innovation – RIA)
- Inovação ( Innovation – IA)
- Coordenação e Apoio ( Coordination & Support – CSA)



Fase 1

**PASSO 3**

Perceber a *Call* &  
Relacioná-la com a Ideia





## A estrutura do Tópico I

Identificador e título

Contexto, problemas a resolver, necessidade de intervenção

Exploração e maior detalhe do problema, focus e limites da ação, sem detalhar nas abordagens possíveis

### LC-SFS-03-2018: Microbiome applications for sustainable food systems

**Specific Challenge:** The EU food system is an important part of the economy and society in Europe. Given the current context of societal, environmental and economic changes, there is need for constant improvement in terms of productivity, quality, safety, market orientation, adaptability, and international competitiveness. Knowledge of the potential of microbial systems, or microbiomes, throughout the food chains, is a promising means to this end. Microbiomes are known to regulate the productivity and health of major food sources such as plants and animals of both terrestrial and aquatic origin, therefore playing a major role in food and nutrition security. They also play a major role in food and feed processing and metabolism in different organisms throughout the evolutionary scale, ultimately influencing human health. A better understanding of the microbiomes associated with the food system<sup>15</sup> would help address a number of key societal challenges including food and nutrition security, health and wellbeing, food waste management, climate change adaptation and mitigation.

**Scope:** Proposals<sup>16</sup> shall focus on concrete microbiome applications which are of benefit to the food system. Building on knowledge already accrued from the isolation and characterization of microbiota associated to food production systems (plants, soils, animals, marine), proposals should look into ways to improve the quantity, quality and safety of the food we produce and consume in Europe. Microbiome applications in the treatment of food waste and alternative uses which promote sustainability and circularity are also included in the scope. Proposals are expected to develop holistic approaches across all stages of the food system from fork to farm including aquatic (marine and fresh water) resources. Activities shall also aim at increasing knowledge and applications derived from the marine microbiome for the development of new products, services or processes for food and health, while contributing to climate change mitigation. The inter-relations among microbiomes from different components across food chains - from soil to plants, animals, the marine and the human gut - and their impact on food and nutrition security and health shall also be considered. International co-operation, transdisciplinary research, and integration of SSH and RRI aspects to ensure long-lasting implementation of the results are encouraged. Activities shall build on existing data and knowledge on the microbiomes associated to food production





## A estrutura do tópico II

Elementos chave a ser atingidos

### *bioeconomy*

and processing systems, including results of EU funded projects in FP7 and Horizon 2020. Activities shall optimise the use of pre-existing databases and research infrastructures (including the distributed and virtual ones) and the opportunities granted by big data management tools, thus ensuring interoperability, standard methods and enhanced networking. The interdisciplinary and cross-sectorial nature of the project should also apply to training activities improving the professional skills and competencies and supporting the creation of new jobs in the food sector and the bioeconomy.

The Commission considers that proposals requesting a contribution from the EU of the order of EUR 10 million would allow this specific challenge to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

Expected Impact: In the framework of SDG goals no 2, 3, 9, 12 and 15, the EU's Bioeconomy Strategy 2012, and the FOOD 2030 SWD<sup>17</sup>, and the Blue Economy communication<sup>18</sup>, proposals should explain how activities included are expected to:

- Use microbiomes to strengthen and future-proof our food system. Raise awareness of the potential behind Microbiomes from terrestrial and aquatic environments in transforming the food system;
- Bring to market new and cost-effective commercial applications to assist different stages and processes throughout the food chains, by 2025;
- Improve overall knowledge of microbiomes from land and seas towards the market needs in areas where applicability and readiness is not visible;
- Improve overall sustainability, including climate change mitigation, and innovation capacity of the food system through the use of microbiome applications and knowledge;
- Move available solutions from TRL 5/6 to TRL 7.

Type of Action: Innovation action

The conditions related to this topic are provided at the end of this call and in the General Annexes.





- ? Que tipo de projeto vou implementar? (*scope*, limitações, objetivos, impacto esperado)
- ? O que vou fazer com os resultados? (exploração, disseminação, transferência de conhecimento)
- ? Com quem? Quem faz o que? (consórcio, tarefas, responsabilidades)
- ? Porque é que o projeto deve ser financiado pela CE? (Valor acrescentado)
- ? Como implementar com sucesso? (recursos, gestão, metodologia)
- ? Quanto vai custar? Qual o financiamento que posso esperar? (plano orçamental e contribuição da CE)
- ? Tenho o apoio da minha organização? (recursos humanos e financeiros)

**Proposta de uma página ( mais ou menos...)**

## Dicas & Boas Práticas (1)

- Ler os últimos documentos da UE relacionados ao seu tópico:

Work programme

(<https://ec.europa.eu/programmes/horizon2020/h2020-sections>)

Europe 2020 strategy

([http://ec.europa.eu/europe2020/index\\_en.htm](http://ec.europa.eu/europe2020/index_en.htm))

EU policies ([http://ec.europa.eu/policies/index\\_en.htm](http://ec.europa.eu/policies/index_en.htm))

- Ler os últimos artigos científicos relacionados ao seu tópico
- Fazer pesquisas em bases de dados de patentes
- Ver listas de projetos aprovados
- Perceber os requisitos legais, administrativos e financeiros do

H2020





Fase 1 **PASSO 4**

Selecionar os  
parceiros/  
Montar o Consórcio





## Factos (I)

- A maior parte das *calls* no H2020 (excepto o ERC) requerem um consórcio de parceiros europeus.
- O tamanho do consórcio varia de acordo com o tipo de ação que financia o projeto e o scope (por norma, é requerido um **mínimo de três entidades legais de Estados membros diferentes ou países associados**)
- Muitas vezes, exigem parceiros com **competências, instalações ou experiências específicas**
- A **colaboração intersectorial** é particularmente encorajada

## Factos (I)

Cada um dos parceiros do projeto pode ter papeis diferentes.

As funções são definidas no plano de trabalho do projeto/ proposta

- Líder do work package
- Líder da task
- Líder da atividade
- Participante da tarefa
- ...

## Mais Importante - Qual o nosso papel?



- ✓ Experiência em participação H2020
- ✓ Responsabilidade e disponibilidade - ser um coordenador é muito exigente.
- ✓ Capacidade operacional - ou seja, condições para implementar o projeto e gerir o financiamento
- ✓ Competências-chave em relação ao scope descrito no tópico



# O que se espera de um parceiro?

**Fator chave**

**Competências**

**Capacidade de implementação**

**Sentido de Organização**

**Serviços de Apoio**

**Espírito de Equipa**

**Profissionalismo**

**Confiança e Respeito entre parceiros**

**Excelência Científica (reputação)**

**Recursos humanos e infraestruturas**

**Respeitar os prazos (documentos, resultados, ...)**

**Compreender as regras administrativas**

**Capacidade de Trabalho em Equipa**

***Easy to work with!***



# Onde encontrar os parceiros?



Home >> Partner Search >> NMP Partnersearch Home

## PARTNER SEARCH

### Login

Username (E-Mail address):

Password:

login

REGISTRATION

PASSWORD LOST?

PARTNER SEARCH HOME

LIST OF PARTNER SEARCHES

LIST OF PARTNER OFFERS

SEARCH FOR PARTNER ENTRIES

SEARCH FOR PARTNER PROFILES

### Links

Get information on how to register and create your own partner searches and partner offers

Find out who is your national NMP NCP

Find partners for all HORIZON 2020 activities on the CORDIS service

Find partners on the Enterprise Europe Network partner search facility

- <https://www.nmp-partnersearch.eu/>

### 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*, related actions like FET open, ERA-NETs like SIINN and M-ERA.NET and inducement prize (Horizon Prize on materials for clean air). **The Partner Search Facility is open now for the NMBP-related call topics within the Horizon 2020 Work Programme 2016/2017.**

On this web-service we discern between

- **Partner Offer** - Researchers who offer their research expertise and who seek for collaboration in possible project consortia and
- **Partner Search** - Researchers or consortia with a definite idea for a project who are looking for further partners to complement the expertise scope of the consortium

In order to get information on the already published entries, please enter: [Search for partner entries](#)

In order to submit your own partner offer or partner search you first have to register.

With the related online forms, you have the opportunity to upload your own partner offer or partner search. The information will appear online as soon as it has been quality checked by the responsible country specific NCP.

The user manual (release 13/10/15) provides detailed information on the use of this service.





# Onde encontrar os parceiros?



CORDIS

<https://cordis.europa.eu/partners/web/guest>

Community Research and Development Information Service

## Research Partners

You can:

- 
- [Query more with an advanced search](#)
- Browse these active profiles and collaboration requests to build your network:
  - 10518 Partner profiles
  - 60 Open Calls for Proposals
  - 5511 Partnership requests
    - 1337 Proposing project
    - 4174 Offering collaboration
  - 384 Groups
- Contact [National Contact Point networks](#) to get further support to find partners in your specific theme
- [View the help pages and video tutorials](#)

## Create or update your profile

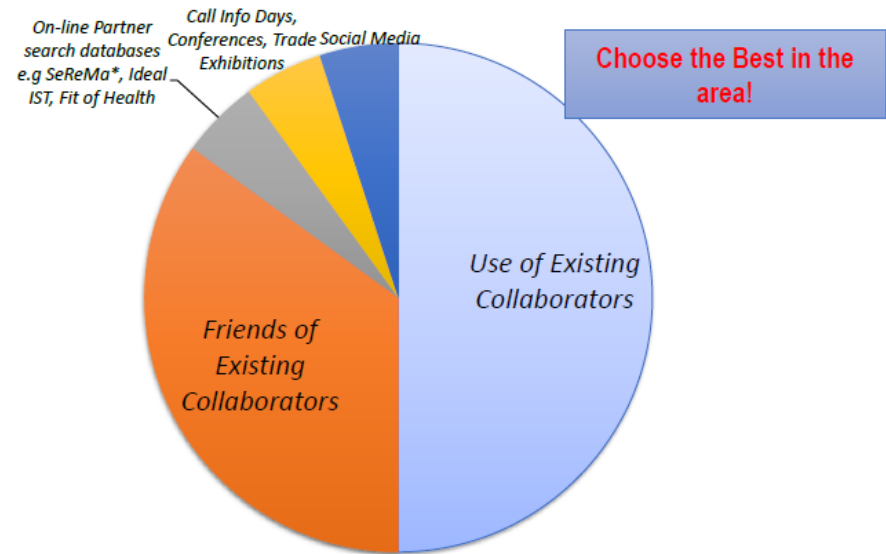
Username: Password: 

[Forgot your username or password?](#)  
[Not yet registered?](#)



## Onde encontrar os parceiros?

- Conferencias científicas
- Contactos pessoais
- Brokerage events e info days
- Redes sociais



\*<http://www.security-research-map.eu/>



## Dicas & Boas Práticas (2)

- Garantir que o consórcio reúne uma rede internacional de principais líderes de opinião, empresas inovadoras e outras partes interessadas importantes ( ex. ONG's, associações)
- Não basta fazer o ✓ → cada parceiro deve trazer algo ao projeto!  
não incluir os amigos/colaboradores apenas porque eles são amigos ou uma colaboração de longa data. **excelência**, o potencial parceiro é TOP na sua área?
- envolver as pessoas com quem trabalha bem → é uma relação a longo prazo!
- o que espera a UE? (ex., incluir uma PME europeia para mostrar que seu projeto pode aumentar o crescimento e a competitividade da indústria europeia de biotecnologia)

**Reunião preparatória/ brainstorming**  
**Verificar se todos os parceiros têm PIC**





## Fase 2 & 3

# Escrita da proposta & Submissão

RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

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

## Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme

Non-registered users	Registered users
<ul style="list-style-type: none"> <li>• search for funding</li> <li>• read the H2020 Online Manual &amp; download the legal documents</li> <li>• check if an organisation is already registered</li> <li>• contact our support services or check our FAQs</li> </ul>	<ul style="list-style-type: none"> <li>• submit your proposal</li> <li>• sign the grant</li> <li>• manage your project throughout its lifecycle</li> <li>• register as expert advising the Commission</li> </ul>





# O formulário

## Part A: administrative data , (online)

- ✓ General information
- ✓ Administrative data
- ✓ Budget
- ✓ Ethical Issues Table



**Proposal Submission Forms**  
Directorate-General for Research and Innovation

Call ID: \_\_\_\_\_ Acronym: \_\_\_\_\_

**- General Information**

Topic: \_\_\_\_\_ Type of action: \_\_\_\_\_  
Call Identifier: \_\_\_\_\_ Acronym: \_\_\_\_\_

Proposal title: \_\_\_\_\_  
(For 200 characters (with spaces). Must be understandable for non-specialists in your field.)

Duration in months: \_\_\_\_\_  
Estimated duration of the project in full months.

Free keyword 1: \_\_\_\_\_  
Free keywords: \_\_\_\_\_  
Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

**Abstract**  
Abstract summary (max 2,000 characters, with spaces) to clearly explain the objectives of the proposal that they will be achieved and their relevance to the work programme. It is used as the short description of the proposal in the proposal process and in communications with the programme management committees and other interested parties. Do not include any confidential information. Use plain text only, avoiding formulae and other special characters. The proposal is written in a language other than English; please include an English version of this abstract in the 'Technical Annex'.

Administrative data: \_\_\_\_\_

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)?

Please give the proposal reference or contract number.



# O formulário

## Part B: Technical Description ( word template available @ participants portal; upload pdf)

### Excellence

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

### 2. Impact

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

### 3. Implementation

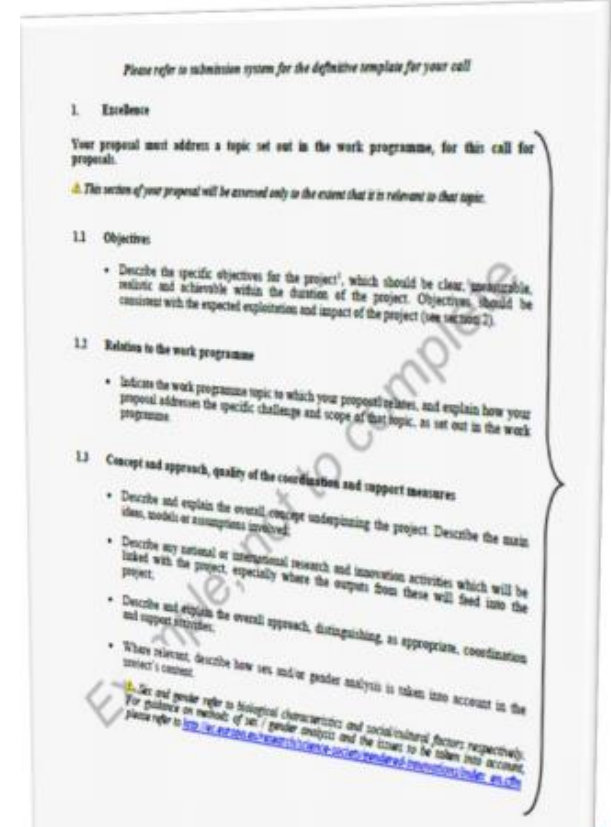
- 3.1 Work plan —Work packages, deliverables and milestones
- 3.2 Management structure and procedures
- 3.3 Consortium as a whole
- 3.4 Resources to be committed

### 4. Members of the consortium

- 4.1 Participants (applicants)
- 4.2 Third parties involved in the project (including use of third party resources)

### 5. Ethics and Security

- 5.1 Ethics
- 5.2 Security





## A escrita...

É ciência & arte combinadas...!



<http://www.smarthustle.com/sales-balance-science-art/>



## A escrita...10 erros comuns

1. Proposta difícil de ler e pouco apelativa
2. Linguagem pouco clara e complexa
3. Falta de detalhe para compreender aspetos chave
4. Plano de trabalho confuso e pouco detalhado
5. Inconsistências entre secções
6. Estado da Arte pouco explorado
7. Sobreposição nas competências dos parceiros
8. Recursos mal justificados
9. Falta de detalhe no impacto potencial
10. Falta de evidencias/ suporte para hipóteses apresentadas



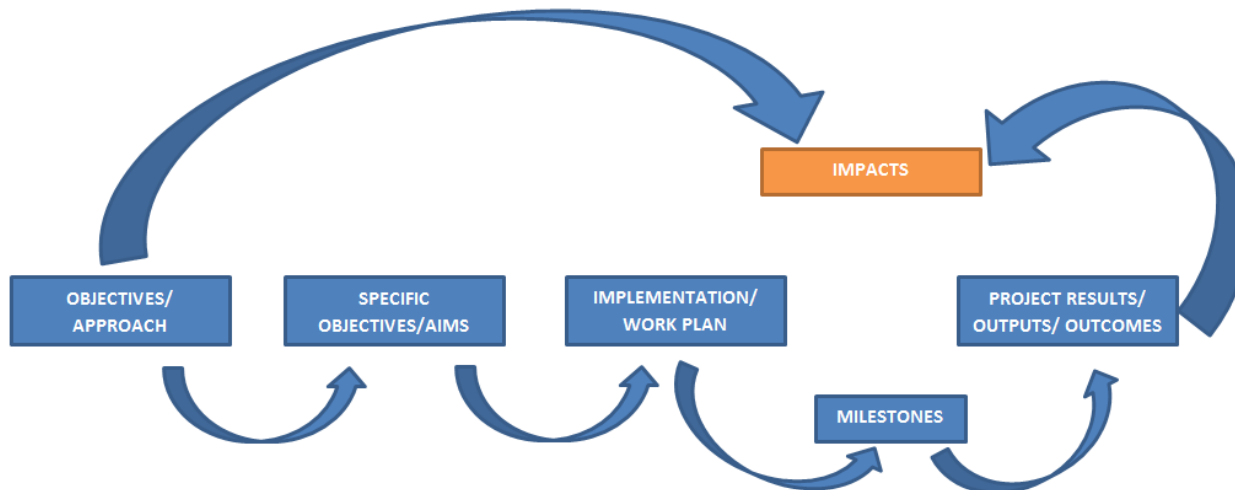
## Dicas & Boas Práticas (3)

- **Escolher um acrónimo que faça sentido e título apelativo (baseado no impacto)** “Título = SLOGAN | Acrónimo – Brand
  - **Investir num *abstract* e num *pitch* apelativos, que reforcem a inovação e o impacto do projecto**
  - **Investir numa apresentação eficaz e visualmente atraente**
    - Apresente factos e números
      - Utilize gráficos, esquemas e tabelas
        - Parágrafos curtos
          - ‘bullets’, itálico, sublinhado
            - Usar e abusar do acrónimo do projeto
- Tratar cada seção como se fosse a seção mais importante.
- Manter a coerência entre as diferentes partes da proposta





# Dicas & Boas Práticas (3)





## Dicas & Boas Práticas (3)

- Garantir que os objetivos propostos e o plano de trabalho abordam os desafios da call.
- Ser realista quanto aos objetivos e mostrar como são atingidos
- Seguir exatamente a estrutura fornecida nos templates
- Ser o mais conciso e preciso possível. Evitar declarações gerais.
- Escolher estrategicamente o consórcio (excelente e apropriado para as tarefas)
- Ter os critérios de avaliação à mão enquanto se escreve a proposta.
- Adequar o discurso à audiência
- Vender a sua ideia, contar uma narrativa



## Dicas & Boas Práticas (3)

- Atenção a assuntos como Responsible Research and Innovation (RRI) - [public engagement](#), [open access](#), [gender](#), [ethics](#), [science education](#)
- Atenção a assuntos relacionados com Propriedade Intelectual – devem ser abordados e negociados na fase de preparação das propostas . Cuidado com os regulamentos e práticas internos de cada instituição
- **Contactar a estrutura de apoio da v/ instituição e/ou o GPPQ!**

Fase 4

Avaliação

**STANDARD CRITERIA**

**EXCELLENCE**

**IMPACT**

**QUALITY &  
EFFICIENCY  
OF THE ACTION**

**ERC** frontier Research actions → only "EXCELLENCE"

**Innovation actions** → higher weighting for "IMPACT"

# A DICA e o LEMBRETE

**Não deixes para amanhã o que podes  
fazer hoje**



**Existem estruturas que podem ajudar –  
contacta-as ( com tempo...)**

## Apoio do GAI

- Apoio administrativo – informação geral sobre as oportunidades , documentos oficiais, recolha de assinaturas
- **Revisão e validação de orçamentos (obrigatório!!!)**
- Esclarecimentos e articulação com autoridades de gestão
- Verificação de elegibilidade; condições de participação
- *Networking* e procura de parceiros
- Aconselhamento estratégico
- apoio avançado – edição, revisão, escrita ( de partes específicas!) das propostas ( coerência, ideias, estilo linguístico, clareza do texto, alinhamento e enquadramento com as *calls*, equipa, etc)





## Vice Reitor para a Investigação e Escola Doutoral

**Prof. Dr. José Fernando Mendes** - [jfmendes@ua.pt](mailto:jfmendes@ua.pt)

**Luísa Fernandes Sal** - [luisa.fernandes@ua.pt](mailto:luisa.fernandes@ua.pt)

Phone: (+351) 234370848, ext. 52113

Fax: (+351) 234370089

**Tatiana Lima Costa** - [tatiana.costa@ua.pt](mailto:tatiana.costa@ua.pt)

Phone: (+351) 234247190, ext. 22016

Fax: (+351) 234370089

**Vera Fernandes** - [verafernandes@ua.pt](mailto:verafernandes@ua.pt)

Phone: (+351) 234401571, ext. 22098

Fax: (+351) 234370089



# Obrigada!





## Links úteis e Referências (1)

### Horizon 2020 Online Manual

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)

### Proposal Submission Service User Manual

[http://ec.europa.eu/research/participants/data/support/sep\\_usermanual.pdf](http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf)

### Guide on proposal submission and evaluation

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/pse/h2020-guide-pse\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf)

### Other H2020 reference documents

(rules for participation, guides for applicants, proposal templates, evaluation forms, etc)

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

### NCP network

[http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.h](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.h)





## Links úteis e Referências (2)

- Apresentações e outros documentos relevantes da Comissão Europeia, disponíveis publicamente na web
- Outras fontes e apresentações disponíveis on-line relacionadas H2020