



Procedura di registrazione sul participant portal



Documentazione

- Bando di gara
'Call for proposal'
- Programma di Lavoro
'Work programme'
- Manuale H2020
'H2020 Manual Online'
- Regole di Partecipazione
'Rules for the participation'
- Contratto tipo
'Model Grant Agreement'

**Doc.
ESSENZIALI**





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

Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission




<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



Identifying yourself

[Contact](#) | [Privacy Statement](#)
English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission


[IntraComm](#) > [Authentication Service](#) > [Where Are You From?](#)

Where are you from?


Welcome to the European Commission Authentication Service ([ECAS](#)).

Choose the institution or body for which you want to log in. Choose **"External"** if you don't work for a European institution or body. Choose **"W+7"** if you have a special external account composed of w and 7 digits.

If you aren't sure, select the **"I don't know?"** option for help.



European Commission
European Commission, Executive Agencies.



External
Partners, Researchers, Citizens.





W+7

I have an account w + 7 digits.
Special external accounts.

?

I don't know?
More information about this screen.

[show all](#)
[Institutions](#)
[Regulatory Agencies](#)
[Joint Undertakings](#)
[Other](#)



Strumenti: Participant portal

Contact | Privacy Statement | English (en) ▼

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

[Login](#)
[New password](#)
[Sign Up](#)
[Help](#)

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

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

Enter the code *

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

[Sign up](#)

* Required fields

Last update: 19/06/2013 (3.2.6-m) | 8 ms | [▲ Top](#)



European
Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

Search PP



ELENA GIGLIO

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area



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- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission





RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ELENA GIGLIO

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

Important notice: Before being able to assign LSIGNs, each organisation must first explicitly accept the extended mandate of the LEAR for Horizon 2020.

The details of this process and the templates to be completed and sent are described here: [Extra task for appointed representatives \(LEARs\) under H2020](#)

My Organisations

H2020 ONLINE MANUAL

HOW TO

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND

VO

View Organisation

MO

Modify Organisation

OP

View Proposal

OR

View Roles

VP

View Project

CO

Contact Organisation

Show 10 entries

Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA	999514191	IT03929151003	VALIDATED	CO

Showing 1 to 1 of 1 entries.

PREVIOUS 1 NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.

Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete.

The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

-- Enter your country -- 

Close

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Registration overview

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Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?

Does it have a Business Registration Number?

Does it have a website?

☒ Yes ☐ No

☒ Yes ☐ No

☒ Yes ☐ No

Test Giglio srl

Italy

IT209209309338

02392044

www.bip.it

Close

Next >

WELCOME

ORGANISATION

ADDRESS

CONTACT

PROGRAMME

SUBMIT

DONE

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Is it a non-profit organisation?

☐ Yes ☒ No

Is it a public body?

☐ Yes ☒ No

Is it a NGO?

☐ Yes ☒ No

Business Name

Business Registration Number

02392044

Registration Date *

Registration Authority *

Establishment/Registration Country *

Italy

Region/County

-- Please select --

Legal Name

Test Giglio srl

Official Language *

- Select a language -

VAT number

☒ Yes ☐ No IT209209309338

NACE code

-- Please Select --

Legal Form *

ASSOCIAZIONE

The Registration Date is the date when your organisation was established or registered as such - for example, with the Chamber of Commerce in your country.

Tips: The Registration Number, the Registration Authority, and the Registration Date are usually provided in the same document. Enter 01-01-1900 if not applicable".

Close

Save Draft

Delete Draft

Next >

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County



Country *



Phones

Main Phone *



Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close

Save Draft

Delete Draft

< Back

Next >

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title

Ms

Position in the organisation

CEO

Department

HR

Professional E-mail *

giglio@apre.it

Gender *

☐ Male ☒ Female

Last Name *

GIGLIO

First Name *

Elena

Address

Use the existing Legal Person's address?

Yes

No

Street Name and Number *

via san giacomo



P.O. Box

Postal Code

CEDEX (France only)

City *

Enter the CEDEX code (only applicable for France).

Close

Save Draft

Delete Draft

< Back

Next >

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done), or
- finish your registration and receive the Participant Identification Code

Programme-Specific Information

You can now fill in programme specific information (as H2020 categories, for instance) required for your participation by selecting the relevant programme below. After this step you will be returned here in order to finish registration and obtain your PIC

Programme :

Select a Programme from the list

If you don't need to define a specific programme you can also finish the registration at this point and obtain a PIC, or you can come back later if you saved your draft

[Finish your registration](#)

[< Back](#)

[Save Draft](#)

[Delete Draft](#)

[Close](#)

LEGAL STATUS

ENTERPRISE

FP7 ICM

PROGRAMME

SUBMIT

DONE

Research

Please answer the following questions about the legal status of your organisation. The information you provide here will determine the next questions.

A participant organisation can only be registered for the 7th Framework Programme if it is a 'Legal Entity' - any Natural Person, or any Legal Person created under the national law of its place of establishment or under Community or international law, which has a legal personality and which may, acting on its name, exercise rights and be subject to obligations.

For Horizon 2020 participation, an entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.


Enter the Research legal status of the organisation

Is it a Non-Profit Organisation? ☐ Yes ☒ No

Is it a Public Body? ☐ Yes ☒ No

Is it a higher or secondary education establishment? ☐ Yes ☒ No

Is it a Research Organisation? ☐ Yes ☒ No

Is it a Small Medium Enterprise (SME)? ☐ Yes ☐ No 

Close

< Back

Save Draft

Next >

LEGAL STATUS

ENTERPRISE

FP7 ICM

PROGRAMME

SUBMIT

DONE

Research

Please answer the following questions about the legal status of your organisation. The information you provide here will determine the next questions.

A participant organisation can only be registered for the 7th Framework Programme if it is a 'Legal Entity' - any Natural Person, or any Legal Person created under the national law of its place of establishment or under Community or international law, which has a legal personality and which may, acting on its name, exercise rights and be subject to obligations.

For Horizon 2020 participation, a legal entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

Important Notice. Please read carefully!



You have declared your organisation as a Small and/or Medium-sized Enterprise (SME)

Please be aware that in order to participate in some specific actions under Horizon 2020 (like the "SME instrument"), a self-assessment of the declared SME status is mandatory. You can either perform the SME self-assessment now or skip this step, if you consider this will not be necessary in your case (as in the Education, Audio-visual and Culture programmes). You can also complete this self-assessment later on, when updating your organisation's data.

In all Horizon 2020 calls where being an SME is an eligibility requirement, or where special rules apply to SMEs, the lack of self-assessment or validation result may block your submission.

[Start the SME Self-Assessment](#)[Skip the SME Self-Assessment and complete your registration](#)[Close](#)[< Back](#)[Save Draft](#)[Next >](#)



Validazione status “PMI”

Welcome **Elena GIGLIO**, you can edit Test Giglio srl 934208553

2

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="07-11-2012"/>
PIC	934208553
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 type="radio"/> Yes <input checked="" 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="Test Giglio srl"/>
Business Name	<input type="text" value="Test Giglio srl"/>
Official Language *	<input type="text" value="Italian"/> <input type="button" value="v"/>
Establishment/Registration Country *	<input type="text" value="Italy"/> <input type="button" value="v"/>
Legal Form *	<input type="text" value="IMPRESA INDIVIDUALE"/> <input type="button" value="v"/>
VAT number	<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="text" value="IT209209309338"/>
Business Registration Number	<input type="text" value="02392044"/>
Registration Date *	<input type="text" value="07-11-2012"/>
Registration Authority *	<input type="text" value="07-12-2012"/>
NACE code	<input type="text" value="Accommodation and food service"/> <input type="button" value="v"/>

1

Research and Innovation (R&I)

Update your data

Reset filter

Quit

Welcome **Elena GIGLIO**, you can edit Test Giglio srl **934208553**

[Messages](#) [Documents](#) [Organisation](#) [Legal Address](#) [Contact Person](#) [LEAR](#) [Legal Status](#) [Enterprise Data](#) [FP7 ICM](#) [Certification Data](#) [Balance Sheet](#) [IBBA](#)

Please enter your organisation's enterprise data based on the legal documents of the organisation. More information can be found at [SME page](#) of the Participant Portal and in the [SME definition](#) page.

☐ Not SME ☒ SME effective as of

[Provide self-declaration](#)

Enterprise data provided

Select year

I declared my organisation on as ☐ Not SME ☒ SME

There is no self-assessment for this year

Financial year end date	Annual turnover in EUR < 50M	Annual balance sheet in EUR < 43M	Number of employees <250	Autonomous
<input type="text" value="04-11-2014"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Perform an SME Self Assessment

- ☐ Based on the most recent self-assessment you submitted
- ☒ Perform a totally new self-assessment
- ☐ Resume Draft

Research and Innovation (R&I) F

[Update your data](#)

[Reset filter](#)

[Quit](#)

SME self-assessment wizard

The objective of this questionnaire is to determine whether your organisation qualifies as a small and medium sized enterprise as defined in the EU Recommendation 2003/361/EC

Before starting the online questionnaire it is strongly recommended that you:

- Carefully read through both the SME recommendation and the [SME user guide](#)
- Prepare the relevant financial documents of the last closed accounting period (Balance Sheet, Profit and Loss Accounts, Staff Headcount) of your organisation and any organisation that might be directly or indirectly related to it.

Once you have completed the SME self-assessment wizard, a statement summarising the data and result of the SME assessment will be issued and transmitted to the relevant EC services.

Please note that the Commission reserves the right to perform ex-post checks on organisations declared as an 'SME' on the basis of this questionnaire. Your organisation therefore be required in that case to submit the financial documents justifying the figures introduced in the questionnaire.

Once you have read and understood the SME Recommendation and collected the relevant financial documents, you will be ready to start the SME questionnaire.

Most types of corporate structures can be easily encoded in the system. Please contact our helpdesk if your organisation's corporate structure is not supported by the wizard.

If you encounter any difficulty while going through the steps of the SME self-assessment, please contact the following helpdesks:

- For IT related matters, please submit your question to the [Participant Portal IT helpdesk](#)
- All other queries can be addressed to the Research Enquiry Service "[Horizon 2020 helpdesk](#)"

The SME Self Assessment Wizards's User manual is available at this link [SME Self Assessment User Manual](#)



Come e dove sottomettere il tuo progetto?

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

Excellent Science

☐ European Research Council

☐ Future and Emerging Technologies

☐ Marie Skłodowska-Curie actions

☐ Research infrastructures

Industrial Leadership

☐ Leadership in enabling and industrial technologies (LEIT)

☐ Access to risk finance

☐ Innovation in SMEs

SME **FILTER**

Status

☐ Forthcoming

☒ Open

☐ Closed

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

Sort by ☐ Title ☐ Call Id ☐ Planned Opening Date ☐ Deadline Date

Industrial Leadership

Horizon 2020 dedicated SME Instrument - Phase 2 2015

H2020-SMEINST-2-2015

Deadlines: 18/03/2015 17/06/2015 17/09/2015

Opening Date: 18/12/2014

Industrial Leadership

Horizon 2020 dedicated SME Instrument - Phase 1 2015

H2020-SMEINST-1-2015

Deadlines: 18/03/2015 17/06/2015 17/09/2015

Opening Date: 18/12/2014

Industrial Leadership

Enhancing SME innovation by providing better access to finance

H2020-INNOV-SME

Deadlines: 29/04/2015

Opening Date: 25/06/2014

In addition to the search facilities, the full list of H2020 calls can be found [here](#).

Horizon 2020 dedicated SME Instrument - Phase 1 2015

H2020-SMEINST-1-2015	Sub call of: H2020-SMEInst-2014-2015
Opening Date	18-12-2014
Publication date	11-12-2013
Deadline Date	16-12-2015 17:00:00 (Brussels local time)
Cut-off date(s)	18-03-2015 17:00:00 (Brussels local time)
	17-06-2015 17:00:00 (Brussels local time)
	17-09-2015 17:00:00 (Brussels local time)
Total Call Budget	€26,557,000
Status	Open
Main Pillar	Industrial Leadership
OJ reference	OJ C361/9 of 11 December 2013
Topic:	Small business innovation research for Transport
	IT-1-2015-1

Topic Description Topic Conditions & Documents

Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **"Start Submission"** button. You will then be asked to confirm your choice of the type of action, the topic for the call, as these cannot be changed subsequently in the submission system. Upon confirmation you will be linked to the correct entry point.

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

Type of Action **SME instrument phase 1 (SME-1)** **START SUBMISSION**

Topic Small business innovation research for Transport - IT-1-2015-1

Guidance on proposal submission: **H2020 ONLINE MANUAL**

IT Guidance: **HOW TO**

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 Area menu.

- Topic: [BG-12-2015-1: Supporting SMEs efforts for the development - deployment and market replication of innovative solutions for blue growth](#)
- Topic: [BIOTEC-5b-2015-1: SME boosting biotechnology-based industrial processes driving competitiveness and sustainability](#)
- Topic: [DRS-17-2015-1: Critical infrastructure protection topic 7: SME instrument topic: Protection of Urban soft targets and critical infrastructures](#)
- Topic: [ICT-37-2015-1: Open Disruptive Innovation Scheme \(implemented through the SME instrument\)](#)
- Topic: [INSO-10-2015-1: SME business model innovation](#)
- Topic: [INSO-9-2015-1: Innovative mobile e-government applications by SMEs](#)
- Topic: [IT-1-2015-1: Small business innovation research for Transport](#)
- Topic: [NMP-25-2015-1: Accelerating the uptake of nanotechnologies, advanced materials or advanced manufacturing and processing technologies by SMEs](#)
- Topic: [PHC-12-2015-1: Clinical research for the validation of biomarkers and/or diagnostic medical devices](#)
- Topic: [SC5-20-2015-1: Boosting the potential of small businesses for eco-innovation and a sustainable supply of raw materials](#)
- Topic: [SFS-08-2015-1: Resource-efficient eco-innovative food production and processing](#)
- Topic: [SIE-01-2015-1: Stimulating the innovation potential of SMEs for a low carbon energy system](#)
- Topic: [Space-SME-2015-1: SME Instrument](#)



Step 3

Create a Draft Proposal

H2020-SMEINST-1-2015

Elena Giglio

IT-1-2015-1

SME-1

WED 18 March 2015 17:00:00
Brussels Local Time

87 days left until closure

Configuration OK

You're using Mozilla 11 on Windows. **Adobe Reader** (version 10.1.0.0) is installed.

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*

Organisations you have been previously associated with. Click to select.

PIC: 986480592
City Mine(d) London
Camden Rd, Highstone Mansions flat 42 84
London, UK
VAT: not applicable

PIC: 989514191
APRE
VIA CAVOUR 71
ROMA, IT
VAT: IT03929151003

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:



H2020-SMEINST-1-2015

Elena Giglio

IT-1-2015-1

SME-1

WED 18 March 2015 17:00:00
Brussels Local Time

87 days left until closure

Configuration OK



You're using Mozilla 11 on Windows. **Adobe Reader** (version 10.1.0.0) is installed.

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

SME WIZARD
obbligatorio per lo
SME instrument!!!

with a star (*) are mandatory.

Errors

The information you have entered is incomplete or invalid. Please review the following error messages:

SME eligibility warning

This call has specific eligibility criteria: each entity, including the coordinating entity/single applicant must be a small and medium-sized enterprise (SME) according to the Beneficiary Register of the European Commission. If your entity does not fulfil this criterion, you will not be able to proceed with the proposal submission. The PIC number you have chosen does not fulfil the SME criterion either because the SME status was not defined in the Beneficiary Register and as a result your entity is not considered an SME (case1), or a previous validation result showed that your entity is not an SME (case 2), or the previous validation was done more than 2 years ago (case3).

- Case 1: Please go to the Participant Portal's [Beneficiary Register](#) page to update the data by filling in the SME self-assessment (questionnaire). Access to this data is given to the person who registered the entity as self-registrant and/or to the Legal Entity Appointed Representative (LEAR) of the entity.
- Case 2: If your entity was validated as 'non-SME', but now you consider that it is an SME, please ask the Legal Entity Appointed Representative (LEAR) of the entity to fill in the SME self-assessment (questionnaire) in the Beneficiary Register.
- Case 3: If your entity was validated as an SME more than 2 years ago, please ask the Legal Entity Appointed Representative (LEAR) of the entity to fill in the SME self-assessment (questionnaire) in the Beneficiary Register.

Access to this data is given to the person who registered the entity as a self-registrant and/or to the Legal Entity Appointed Representative of the organisation: select in the Beneficiary Registry 'Research and Innovation Framework Programmes', Enterprise Data tab, then update or prepare a new self-assessment. Should you need to contact your LEAR, a search functionality is provided on the Beneficiary Register page upon performing a PIC search.

Note: Should the organisation have contradictory data for the same year, it may be subject to ex-post checks by the Validation Services.

Read further [guidance](#) about the registration and data update or contact the IT Helpdesk from the Participant Portal.

Your organisation

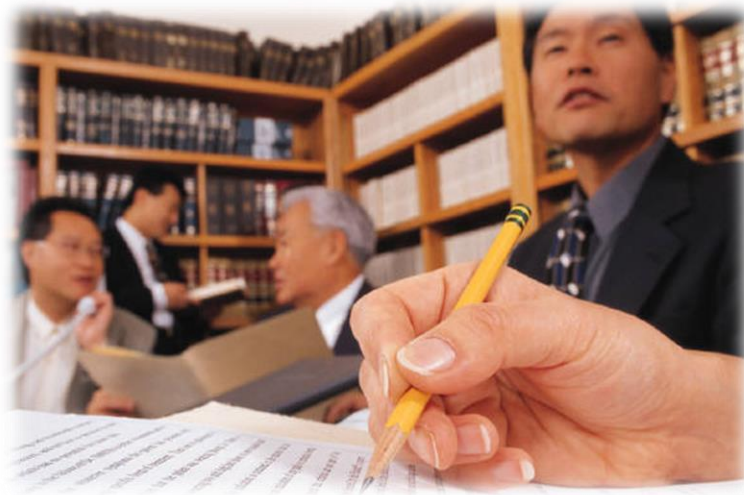
PIC* 934208553 Short name*

Test Ginlio srl





Good Practice in proposal writing





Put yourself in the shoes of the experts!!!!

1) Understand the work programme topic and address its essential spirit

- A proposal fully out of scope is ineligible
- A proposal partially out of scope will score low

2) Respect requirements and instructions in the work programme (e.g. maximum amount of requested EU funding, SME participation) and in Guide for Applicants (e.g. page limits).

3) Proposers need to convince the evaluation experts

- They are under time pressure during both the individual evaluation and the consensus meeting (logistical and financial constraints).
- **Make it easy for them** to find the answers in your proposals to the questions (see Guides for Applicants) they have to answer to assess the proposal against the evaluation criteria.
- They must justify their marks, give them evidence. **Don't let them guess.**
- **Avoid inconsistencies** in the proposal to make a good impression
- Evaluators are instructed to look at the substance, not the presentation, but **a careful presentation helps**



Excellence

Impact

Implementation



Proposal Preparation - Part B: General

GOOD PRACTICE:

- Ensure the proposal can be read by a non-specialist and it is **understandable**
- Respect **page limits**
- **Explain** abbreviations (use a glossary)
- Use **diagrams** and **tables** if relevant and understandable
- Make the content **accurate, verifiable** and professional
- Do not use **jargon**
- Use **summary boxes**



- Does the **planned work** fit with the call for proposals?
- Is the application for the right **funding scheme**?



Concept and objectives

GOOD PRACTICE:

- Address the key questions:
 - **Why?** What problem are you trying to solve?
 - **What is the European added value?**
 - **Is it a European priority?**
 - **Why now?**
 - **Why you?** Best consortium?
 - **Is the project realistic from a scientific viewpoint?** Which risks?
- Start with a **single high level objective** that will help the evaluator to immediately relate the proposal to the topic of the call



What is the evaluator looking for?



- **Quickly understand what the proposal is about**, objective, scope and relevance to the call (Abstract & beginning of first section)
- **Project Idea matches with the call** – refer to the call text and expected impacts listed in the work programme



The state-of-the-art

GOOD PRACTICE:

- Sound **description** of the state-of-the-art in science & knowledge in the specific area
- Mention related **EU-funded work** (previous and current) – describe how the project is different/better
- Indicate **gaps** in the state-of-the-art that prevent the achievement of the objectives targeted by the project
- Indicate how these gaps will be filled
- Clear **methodology**

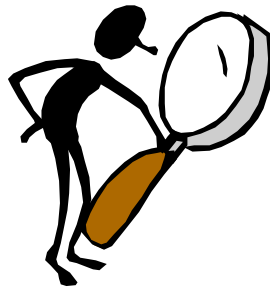




S/T methodology and associated work plan

GOOD PRACTICE:

- **Appropriate number of WPs** depends on the size and complexity of the project
- The proposal should contain **Gantt** and **Pert** charts consistent with the workplan
- **Ensure personpower** effort for each partner
(no **under** or **over-estimations**)



What is the evaluator looking for?

- **Rationale** for the implementation **methodology**
- **Rationale** for the **approach** proposed in the project
- **Assessment** of the **technical risks** and **contingencies**
- **Credible workplan** meeting objectives without being too simplistic or too complex



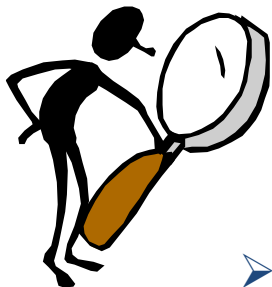
Management structure and procedures

COMMON ERRORS:

- All **management** tasks concentrated on **one partner**
- Management structure **overcomplicated**
- **Advisory Board** is **required** or role should be better clarified



What is the evaluator looking for?



- Concise, complete description of **Management structure** and procedures
 - Well **qualified individuals**
- Convincing description of **internal communication flow** and involvement
- effective **oversight mechanism** including **independence** (Ex. Advisory Board)



Consortium as a whole

GOOD PRACTICE:

- **Detail roles, responsibilities and functions** of the partners
- **Avoid** to include partner just for “**cosmetic**” reasons
- Find partners with **good international track records**



What is the evaluator looking for?

- Concise description on how the consortium has been built
- Description of how the partners will jointly achieve the objectives
 - Demonstration of the complementarity between partners
- Demonstration that the consortium represents a true collaboration

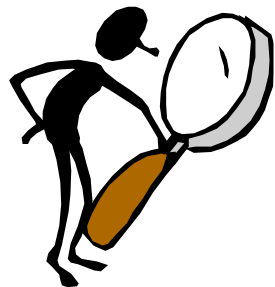




Resources to be committed

GOOD PRACTICE:

- Ensure **well balanced budget**
- **Justify** key items **expenditures** (especially high equipment costs)
- **Justify** **human resources** allocation (person-months)
- **Quality** is more important than **quantity**



What is the evaluator looking for?

- A **well-balanced budget** within the consortium and across countries
 - Properly **justified** key **expenditure** items
- **Limited management** costs (up to max 10%)



Expected impacts listed in the work programme

COMMON ERRORS:

- **Impact is limited** (because lack of information or inappropriate methodology)
- **Objectives are not presented in a clear manner** and this may limit the expected impact



What is the evaluator looking for?

- Description of how the project will **impact at various levels** (Scientific, economic, policy ...)
- Description of the **bigger picture**





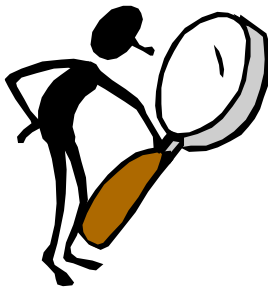
Expected impacts listed in the work programme

GOOD PRACTICE:

- **Demonstrate** how the project will **fill knowledge gaps** at EU level and create/maintain competitive advantage
- Provide **supporting evidence** (figures and **qualitative indicators**)
- Demonstrate **relevance** to European policies



What is the evaluator looking for?



- Description of how the project will **impact at various levels** (Scientific, economic, policy ...)
- Description of the **bigger picture**



Self-evaluation form

Self-evaluation form SME instrument

http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/h2020-call-ef-sme_en.pdf

Self-evaluation form Form 1: Research and innovation actions Innovation actions

http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/h2020-call-ef-ria-ia-csa_en.pdf

Interpretation of the scores

- 0 — The **proposal fails to address the criterion** or cannot be assessed due to missing or incomplete information.
- 1 — **Poor.** The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 2 — **Fair.** The proposal broadly addresses the criterion, but there are significant weaknesses.
- 3 — **Good.** The proposal addresses the criterion well, but a number of shortcomings are present.
- 4 — **Very Good.** The proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5 — **Excellent.** The proposal successfully addresses all relevant aspects of the criterion.
Any shortcomings are minor.



PROCESSO DI VALUTAZIONE PROPOSTE CON STESSO PUNTEGGIO

NELL'ORDINE SI ATTRIBUISCE PRIORITA' A:

1. le proposte che riguardano topic altrimenti non coperti all'interno del WP
2. tra queste, si guarda prima al punteggio del criterio 'excellence', e poi ad 'impact'
 - *(al contrario per Innovation actions & SME instrument)*
3. se c'è ancora parità, al budget destinato alle PMI
4. se c'è ancora parità, al bilanciamento di genere del personale coinvolto
5. se c'è ancora parità, altri fattori (sinergie tra progetti, obiettivi H2020, etc...)



Support/help and useful links

- **Participant Portal**

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

- **ECAS account creation**

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

- **FAQ**

<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html>

- **Helpdesk**

http://ec.europa.eu/research/participants/portal/desktop/en/support/research_enquiry_service.html

- **Unique Registration Facility – User’s Guide**

<https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/index.html>

- **H2020 video: how to apply? new!!**

<http://ec.europa.eu/programmes/horizon2020/en/news/horizon-2020-video-how-apply>

International Cooperation under H2020

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm