SOILdarity
rooted in science, seed of excellence

D3.4 - Research excellence training programme on how to develop international proposals for getting funds at EU level

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Technical References

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Project Coordinator	FCIENCIAS.ID - ASSOCIACAO PARA A INVESTIGACAO E DESENVOLVIMENTO DE CIENCIAS (FC.ID)
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Table of contents

Technical References 2

Table of contents 3

Summary 4

Spelling Guidelines 4

Disclaimer 4

1. Deliverable 3.4 5

1.1 Aim and expected output 5
1.2 Roles and responsibilities 5
1.3 Target Audience 5

2. Virtual Training Programme 6

2.1. Course structure 6
2.2. Location, Delivery date, duration 7
2.3. Supporting tools and material 8
2.4 Experts for the course 9

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Summary

This document describes how the research excellence training programme on how to develop international proposals for getting funds at EU level will be implemented. The course is aimed at providing participants with comprehensive knowledge to effectively identify and address potential funding sources for research and innovation at EU level. This document specifies the segments of the courses, the dates when each module will take place, the target audience, and who will be responsible for the organisation.
The course will mainly provide the audience with practical knowledge on how to write proposal plans, to broaden the networking efforts, strengthen the consortium design and building. IT offers practical tools and approaches to the writing proposal phase, business plan, elements of budget planning, drafting and finalisation, funding and procurement schemes, exploitation, dissemination, science-policy communication, strategic positioning, soft skills.

Spelling Guidelines

Standardised British spelling should be used in the document. Generic terms are spelled in lower case, specific terms and proper names are spelled with initial capitals.

Disclaimer

This publication reflects the author's view only and the European Commission (EC) is not responsible for any use that may be made of the information it contains.

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1. Deliverable 3.4

1.1 Aim and expected output

Designing and developing project proposals in order to get research grants is one of the most relevant activities researchers are required to carry out to enhance their own research initiatives and careers, as well as to fully comply with the needs and mission of the modern higher education institutions.
The objective of this document is to set up a course of actions to improve the capacities of the researchers within FC.ID and CIÊNCIAS to identify, prepare and finalise project proposals addressing EU's funding instruments.
The course is included in the activities of the task 3.1 - assessment of the cross-cutting needs and research excellence tools to improve skills in research management, whose key objective is to provide FC.ID and CIÊNCIAS researchers with a fundamental set of tools to conduce new excellent research in the future.

1.2 Roles and responsibilities

EUKNOW will coordinate a set of 4 virtual training sessions, which will be held in March and April 2022 (M19-M20 of the project). Each session will be made up by 4 modules.
EUKNOW will prepare, present and share the material supporting the training. The material will be released after each module.

1.3 Target Audience

FC.ID and CIÊNCIAS' researchers, ESRs and students are the main target audience of the training programme, especially young researchers who need to improve their knowledge and skills on how to get access to research funds. About 20 attendees from FC.ID and CIÊNCIAS will take part in the training activities. They will be selected among those researchers, ESRs and students who have an adequate background and knowledge of the research topic addressed by SOILdarity.

Requirements: Adequate knowledge of the scientific domains revolving around soil science, agricultural sciences, environmental sciences, agricultural engineering.

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2. Virtual Training Programme

2.1. Course structure

The course is designed to address the main challenge of the task, i.e. to strengthen the competencies of the coordinator and increasing its research capacities. As the research capacities of the researchers in modern high education institutions also rely on the ability to access to external resources and funds to pursue research activities and results, the programme of the course will provide practical knowledge on how to approach to EU funds for research and Innovation. The novel framework programme of the European Union for research and innovation, Horizon Europe, has been launched in 2021. Therefore, most of the modules of the course focuses on Horizon Europe.
The course methodology is based on a knowledge transfer framework which is made up of both theoretical and practical modules.

Approximately 50% of the training will use a "face-to-face" approach. The training activities will focus on the most relevant aspects in the preparation of the documents to address the Horizon Europe calls for proposals: EU policies, Work Programmes, identification of the calls and key information, consortium building, proposal writing, submission and follow-up, etc.
To this end, the trainers will use presentations and send slides and other documentation that will then be uploaded to a shared folder. All participants will get access to the shared folder.

The other 50% of the training will be based on a practical "challenge-oriented" approach: Participants will be divided in 4 groups which will be asked to produce web searches, exercises, simulations, draft proposal ideas and presentations addressing actual calls for proposals. They will be followed by the trainers who will play a coaching role. At the end of the training the groups will report their work and discuss about potential follow-ups during an oral presentation.

Module 1: Identification and selection of the most suitable funding opportunity

- The funding portal: the place where to look for
- Funding and procurement schemes
- Structure of Horizon Europe and work programmes
- Call text analysis: verify that the call matches your research interests
- Key information you need to extract, and key elements of a concept note

➢ *Practical part: draft a concept note addressing a specific call for proposal*

Module 2: Consortium design and building

- Which partner do you need to build up a strong consortium: elements of consortium design;
- Where to find the right partners: networking and partnership building
- Database search, sources of information about funded projects

➢ *Practical part: Review of the concept note and identification of the most suitable partners*

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Module 3: The template, practical tools and approaches to the writing proposal phase

- Preparation of a writing proposal plan, science-policy communication, strategic positioning, soft skills
- Practical tools and approaches to the writing proposal phase,
- Part A of the proposal
- Part B of the proposal
- Business plan and exploitation routes

➢ *Practical part: Draft of the Work Plan and preliminary allocation of resources*

Module 4: Budget, finalisation, evaluation and follow-up

- Drafting and finalisation,
- Elements of budget planning
- The submission process
- Evaluation
- Follow-up and Grant Agreement

➢ *Practical part: Assess the feasibility of the work plan and evaluate potential steps forward*

At the end of training modules, the hosts will animate a question and answer (Q&A) session, which will be used to gather feedback from participants regarding other key points and aspects, revolving around the research and innovation funding schemes of the European Union, they would like to explore further.

2.2. Location, Delivery date, duration

Location: the programme will be made up of 4 web-based video conferences that uses the internet to connect the host, i.e. who holds the course, to the audience of viewers and listeners. Hosts will show themselves speaking, share their computer screens for slideshows, and invite guests from other locations to co-host the seminars. The virtual activities will be animated through the supporting tools and material described in section 2.3.

Delivery Dates:	1st module	17 March 2022
	2nd module	24 March 2022
	3rd module	31 March 2022
	4th module	14 April 2022
Duration:	12 hours	Face-to-face
	12 hours	Practical-part

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2.3. Supporting tools and material

Typology/Tool	**Website**	**Description**
Online Meeting-Tools		
Zoom-Meeting	https://zoom.us/	Zoom is a cloud-based service which offers Meetings and Webinars and provides content sharing and video conferencing capability. You do not need a Zoom account to attend a Zoom meeting, only the host is required to have an account to enable the scheduling of meetings.
File-Sharing-Tools		
Google drive	https://www.google.com/drive/	Platform to store and share documents. It works seamlessly with Microsoft Office.
We transfer	https://wetransfer.com/	WeTransfer is a cloud-based online platform designed to allow you to transfer different types of files for free to other users on the Internet. Tool used to share large files up to 2GB for free. No account needed. But only allows a maximum of 20 recipients.
Collaboration-Tools		
Mind mup	https://www.mindmup.com/	Free online mind mapping tool.
Survey Monkey	https://www.surveymonkey.com/	Free online survey tool to capture the voices and opinions of the people who matter most to you.
Mural	https://mural.co/	Sticky notes & text Effortlessly add thoughts, ideas, and feedback for further action.
Miro	https://miro.com/	Online collaborative whiteboarding platform to bring teams together, anytime, anywhere. Brainstoming, mindmaping, strategy and planning

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2.4 Experts for the course

EUKNOW will be the main host of the training course. EUKNOW team of trainers will be made up of the following members.

Giuseppe Saija (Male) is the Director of EUKNOW. Giuseppe is an experienced coach and has a wide experience in training on the management of research and innovation processes. He has been training researchers and administrative staff of several private and public research entities since the launch the European R&I Framework Programme 6.

Gabriele Quattrocchi (Male) is an EU funding consultant and R&I project advisor since 2017. He has actively worked to support private and public entities in the management of the administrative burden resulting from their participation in H2020 projects.

Zusepe Elias Zidda (Male) works as a project manager for EU Research and Innovation projects. He works with multidisciplinary teams, has experience in organizing workshops, webinars and trainings for Research and Innovation projects.

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