Ref. Ares(2024)7123147 - 08/10/2024

European Commission

#HorizonEU

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

Twinning Action - Kick-off Meeting

HORIZON-WIDERA-2023-ACCESS-02

EXCOSM
Kick-off meeting
8 October 2024

Project Officer
Monica Hoek
European Research Executive Agency (REA) – Unit C3

Research and Innovation

Outline

- Horizon Europe & Twinning call 2023
- REA - Grant Management
  - Roles distribution
  - Project Lifecycle
  - How to Manage Your Project
- Project Reporting
  - Continuous and Periodic Reporting
  - Reviews
- Financial aspects & Amendments
- Other key aspects
  - Gender Equality Plan (GEP)
  - Open Access (OA)
  - Communication (Comm)
- Useful links

European Research Executive Agency (Brussels)

European Commission

HORIZON EUROPE & TWINNING CALL 2023

European Commission

HORIZON EUROPE

EURATOM

SPECIFIC PROGRAMME: EUROPEAN DEFENCE FUND

Exclusive focus on defence research & development

- Research actions
- Development actions

SPECIFIC PROGRAMME IMPLEMENTING HORIZON EUROPE & EIT*

Exclusive focus on civil applications

PILLAR I
EXCELLENT SCIENCE

- European Research Council
- Marie Sklodowska-Curie
- Research Infrastructures

PILLAR II
GLOBAL CHALLENGES & EUROPEAN INDUSTRIAL COMPETITIVENESS

Clusters

- Health
- Culture, Creativity & Inclusive Society
- Civil Security for Society
- Digital, Industry & Space
- Climate, Energy & Mobility
- Food, Bioeconomy, Natural Resources, Agriculture & Environment

Joint Research Centre

PILLAR III
INNOVATIVE EUROPE

- European Innovation Council
- European innovation ecosystems
- European Institute of Innovation & Technology*

*The European Institute of Innovation & Technology (EIT) is not part of the Specific Programme

WIDENING PARTICIPATION AND STRENGTHENING THE EUROPEAN RESEARCH AREA

- Widening Participation & Spreading Excellence
- Reforming & Enhancing the European R&I system

EURATOM

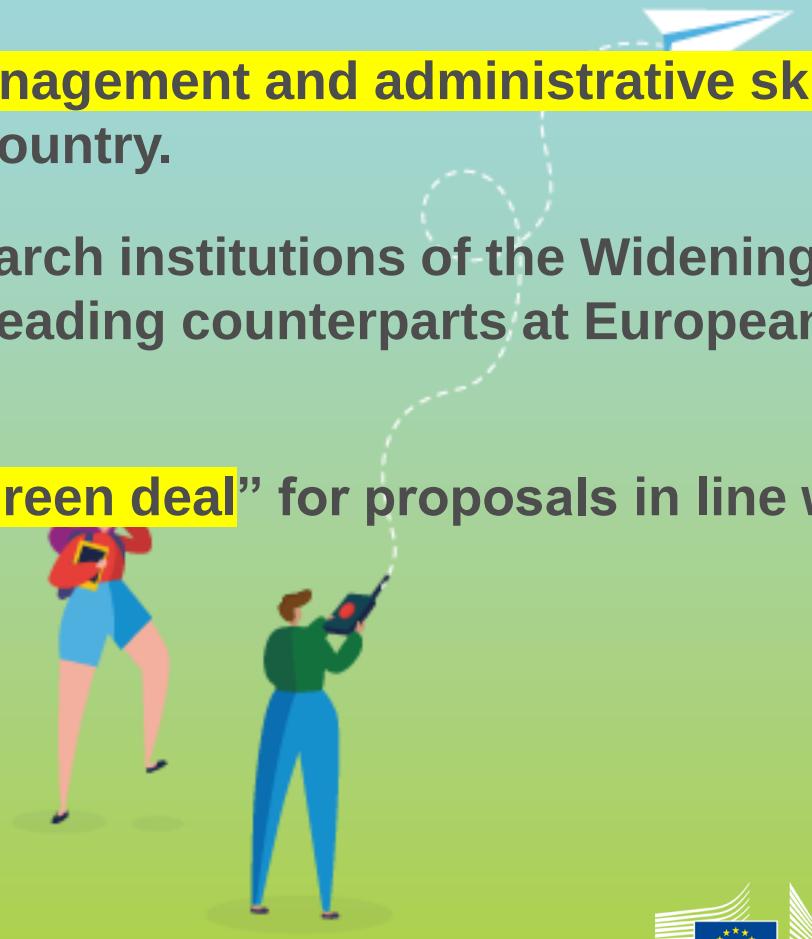
- Fusion
- Fission
- Joint Research Center

WIDENING Programme -> (WIDERA) Twinning Calls

European Commission

TWINNING 2023 CALL

- ✓ Raise the research profile of the institution from the Widening country as well as the research profile of its staff
- ✓ Special focus on strengthening the research management and administrative skills of the coordination institution from the Widening country.
- ✓ Enhance networking activities between the research institutions of the Widening countries acting as coordinators and top-class leading counterparts at European Union level
- ✓ *Novelty*, "Twinning bottom–up" and "Twinning green deal" for proposals in line with the European Green Deal
- ✓ *Novelty*, introduction of lump sums



Note: Only eligible projects are considered

European Commission

Twinning: (1) Bottom-Up and (2) Green Deal
HORIZON-WIDERA-2023-ACCESS-02-01
Call Overview and evaluation results (indicative budget: 113 M EUR (1) and 24 M EUR (2))

Call deadline:
28 September 2023

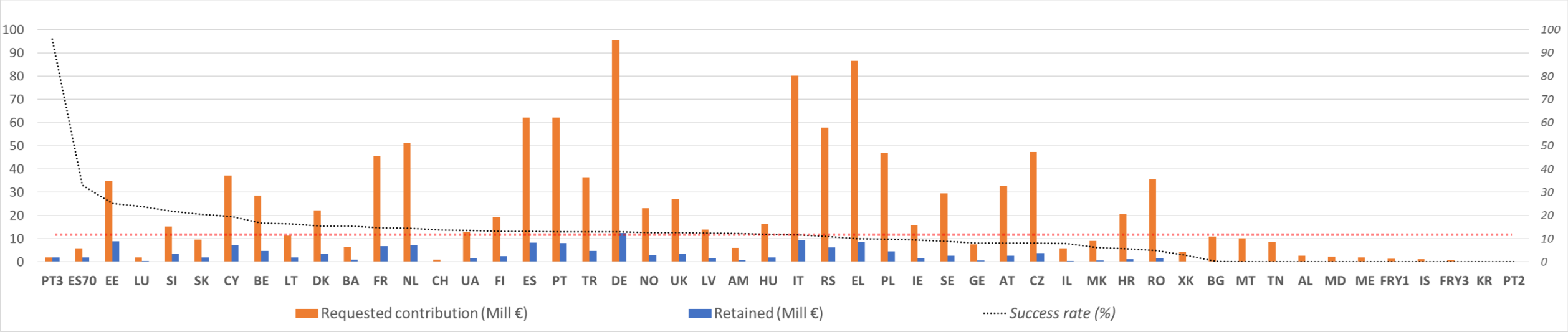
Evaluation:
23 October to 19 December 2023
848 submitted proposals:
- **805 evaluated proposals**
- **43 ineligible/inadmissible proposal**

Results to applicants:
1 February 2024
94 retained proposals (+3 reserve list):
- **76 (+1) proposals to be funded (Bottom-Up)**
- **18 (+2) proposals to be funded (Green Deal)**

European Commission

EU Contributions´ Success Rate

Twinning: (1) Bottom-Up and (2) Green Deal: HORIZON-WIDERA-2023-ACCESS-02



Average success rate (12%)

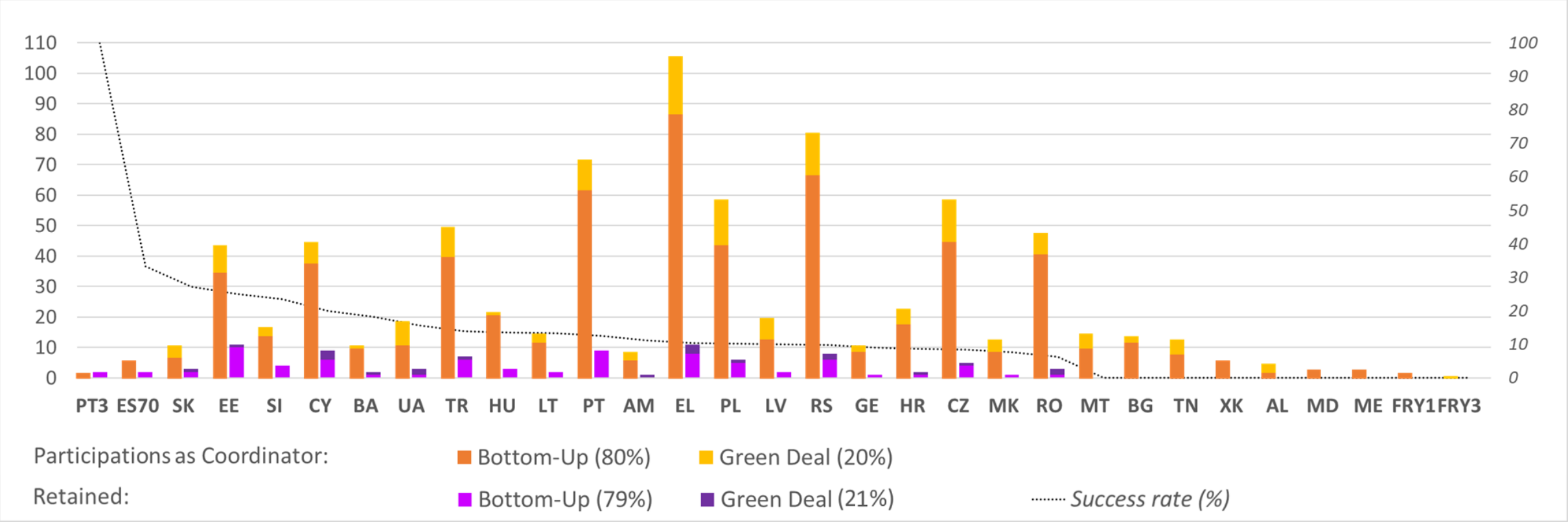
ES70 = Canary Islands (Outermost Region)
FRY1 = Guadeloupe (Outermost Region)
FRY3 = French Guiana (Outermost Region)
PT2 = Açores (Outermost Region)
PT3 = Madeira (Outermost Region)

Total budget of submitted proposals: 1,168 Mio €
Total budget retained: 144 Mio €

Note: Only eligible projects and countries requesting an EU contribution are considered

Coordinators´ Success Rate

Twinning: (1) Bottom-Up and (2) Green Deal: HORIZON-WIDERA-2023-ACCESS-02



Average success rate: 12% (Bottom-Up 12%, Green Deal 12%)

ES70 = Canary Islands (Outermost Region)
FRY1 = Guadeloupe (Outermost Region)
FRY3 = French Guiana (Outermost Region)
PT3 = Madeira (Outermost Region)

Total number of eligible proposals: 805
Total number of retained: 97

Note: Only eligible projects are considered

REA – GRANT MANAGEMENT

European Commission

Roles distribution

DG Research and Innovation

- Definition of Policies
- Drafting the Work Programme

European Research Executive Agency (REA)

- Implementation of calls for proposals
- Grant Management
- Policy Feedback

Coordinator

- Central contact point for REA
- Represents the consortium towards the REA

Project Life Cycle – REA's view

Selection of experts

Evaluation

Grant Agreement Preparation (GAP)

Reporting Monitoring

Payment and closure

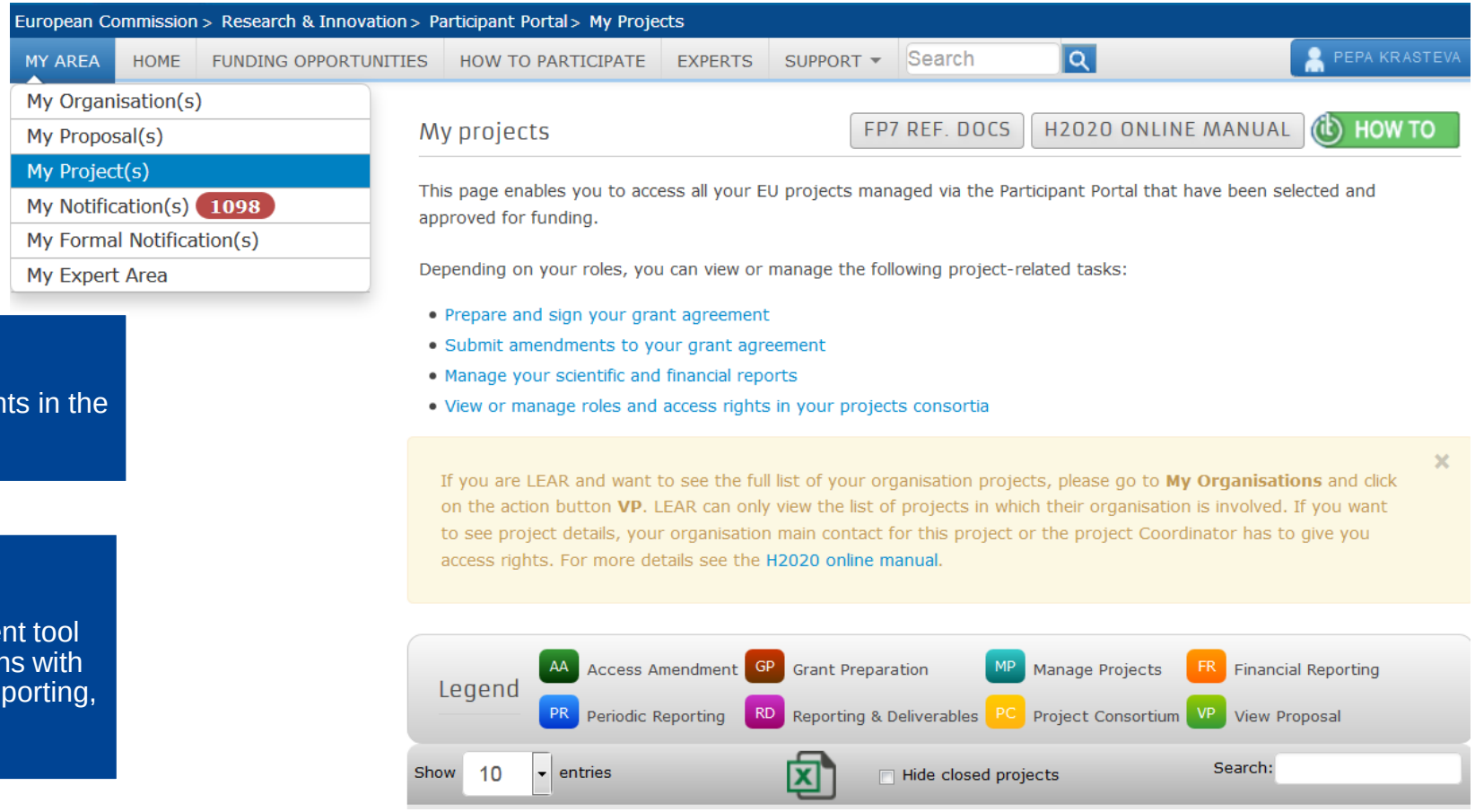
Call for proposals

Project Life Cycle

Funding & Tenders Portal – Guides and Participants Manual

Online Manual - Online Manual - Funding Tenders Opportunities (europa.eu)

Funding & Tenders Portal - Manage Your Project



PC

Project consortium:

to manage roles and access rights in the project

MP

Manage project:

to access the grant management tool (GA documents, communications with PO, amendments, continuous reporting, etc.

IT - HOW TO

European Commission | Funding & tender opportunities
IT How To

Link to IT How To

Search

Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional information

/ IT How to / Getting started

Funding and Tenders Portal

Table of contents

- Funding and Tenders Portal
  - My Person Profile
  - My Organisation(s)
  - Grants
  - Procurement
  - My Audits
  - My Formal Notification(s)
  - My Expert Area
  - Results
  - My Task(s)
- Securing your area in the Portal
- Notifications in the Portal

Getting Started

- How to authenticate with EU Login
- **Funding and Tenders Portal**
- Participant register
- Submission system
- Grant management services system
- Audit management services system

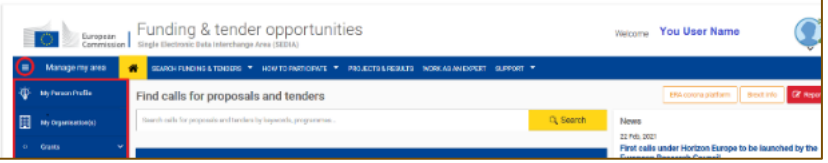
Funding and Tenders Portal

The Funding and Tenders Portal is the single entry point for participants and experts in the funding programmes and tenders managed by the European Commission and other EU bodies. You can browse and search information through the portal without logging in you will need to authenticate with your EU Login. If you do not have an EU Login account, create one now.

After logging in, you will see the **Manage my area** section in the left hand side. This is your personalised area within the Portal from which you have access to the different systems you need in each step within the process of applying for funding.

The different sections within **Manage my area** are:

1. My Person Profile
2. My Organisation(s)
3. Grants
   a. My Proposal(s)



How to navigate in the Portal

Process description and reference

Key project data

Project Tools

Process time line

Horizon Europe Business Information

ONLINE MANUAL

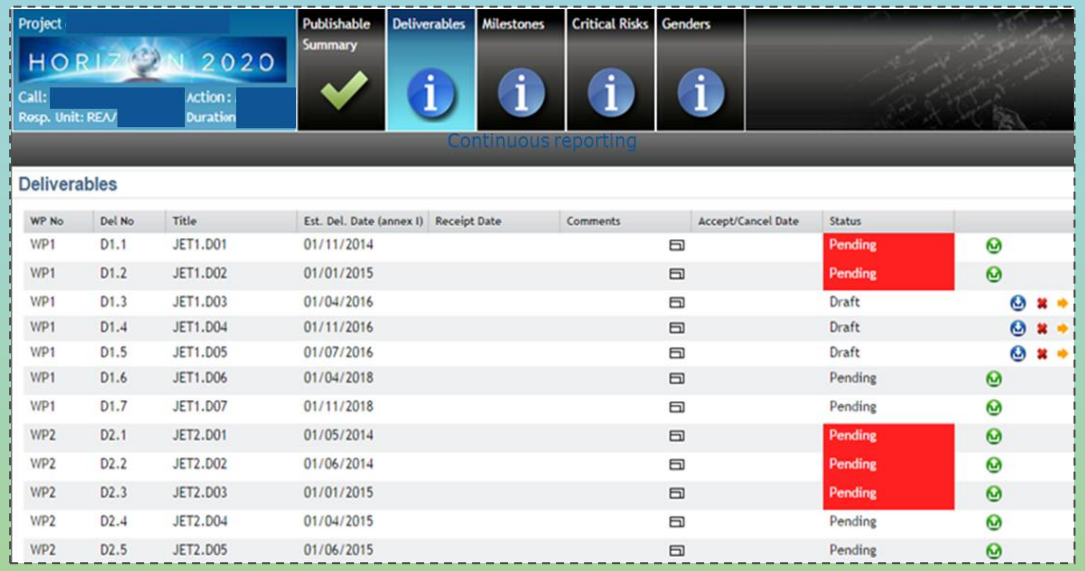
How to use the IT system

HOW TO

PROJECT REPORTING

European Commission

Project Reporting - CONTINUOUS REPORTING



WP No	Del No	Title	Est. Del. Date (annex I)	Receipt Date	Comments	Accept/Cancel Date	Status
WP1	D1.1	JET1.D01	01/11/2014				Pending
WP1	D1.2	JET1.D02	01/01/2015				Pending
WP1	D1.3	JET1.D03	01/04/2016				Draft
WP1	D1.4	JET1.D04	01/11/2016				Draft
WP1	D1.5	JET1.D05	01/07/2016				Draft
WP1	D1.6	JET1.D06	01/04/2018				Pending
WP1	D1.7	JET1.D07	01/11/2018				Pending
WP2	D2.1	JET2.D01	01/05/2014				Pending
WP2	D2.2	JET2.D02	01/06/2014				Pending
WP2	D2.3	JET2.D03	01/01/2015				Pending
WP2	D2.4	JET2.D04	01/04/2015				Pending
WP2	D2.5	JET2.D05	01/06/2015				Pending

Opens at start of project (remains open!)

Regular updating in the system:

- Progress in achieving milestones
- Submitting deliverables on time
- Updates to the publishable summary
- Response to critical risks, publications, communications activities, IPRs

Creates Part A of the Periodic (Technical) Report when this report must be prepared at the end of the Reporting Period (only 1 RP from M1 - M36) (it will be locked for review)

Contact your PO for any important changes or updates

European Commission

PERIODIC REPORTING: REPORTING PERIODS

Mid-Term Review (no payment)

- Progress Report – template will be provided by the PO (due in M17)
- Technical Review Meeting (will take place M18)

Final Formal Reporting (for final payment)

- Template provided in the F&T Portal
- **Technical Report (Part A & B), Status of Work Packages and the Financial Report**
- Review meeting (in M36-39)
- Prompted by email notification at the end of the RP

TIP: 1) Clear, informative, straight to the point, concise! 2) Achievements, problems, corrective actions, deviations

European Commission

Reporting Steps

Number of project **Reporting Periods (RP): 1**
Number of project **Reviews: min. 2**

Project lifetime: Reporting Periods

M1 M18 M36

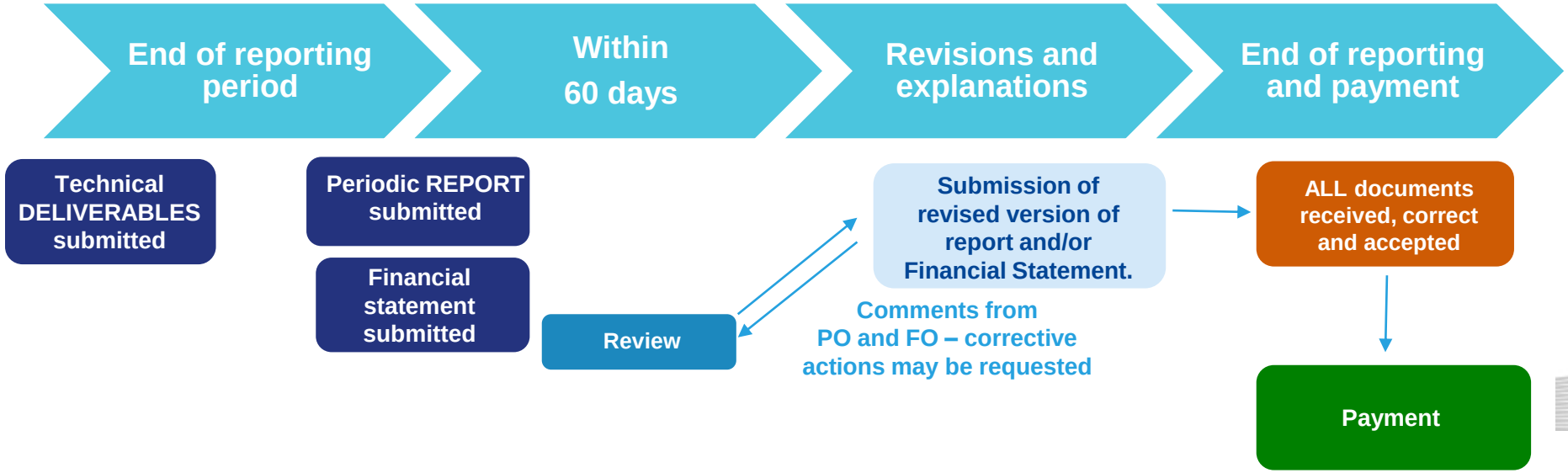
…2024 **1 reporting period (!)** …2027

+60d Reports

Technical Review (M18)

Final Review (M39)

Reporting exercise workflow:



European Commission

Technical Review

Reviews are planned at the **end** of each reporting **period** (2-3 months after) and ***ad hoc***

Usually, the Review takes place after the submission of the report and deliverables

ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS

Present the **work carried out**, the main **achievements** and the **use of resources**

Participation of the **coordinator and WP leaders**

REA can be **assisted by** external **reviewers/monitors**

European Commission

Tips

- ✓ Discuss any problems/changes within the Consortium and with the PO well in advance
- ✓ **Keep the Project Officer informed**
- ✓ When in doubt, ask questions, we are here to support!
- ✓ Do not hide problems
- ✓ Always include an executive summary at the beginning of the deliverables
- ✓ Keep deliverables concise and to-the-point
- ✓ Do not overload your reports with information that is not requested (if you want to provide additional information, put it in an annex) **AVOID DUPLICATION !**
- ✓ **Deviations**: Please explain this section well in the Periodic Report Part B
- ✓ Prepare the Progress Report and Periodic Report carefully and on time for your Review
- ✓ Consortium Agreement is required (responsibility of Consortium, no input from REA)

FINANCIAL ASPECTS & AMENDMENTS

European Commission

Lump sum grants - costs

- The **overall lump sum** is fixed in the Grant Agreement
- The **breakdown of lump sum shares** per beneficiary and per work package is in Annex 2 of the grant agreement
- The **actual costs** incurred ***are not relevant*** for the granting authority
- Payment does not depend on costs incurred: lump sum contribution paid for **the work packages *completed* and *approved by REA* for the Reporting Period**.
- It is only possible to declare and have *partial* payment for *partially* completed work packages at the final payment (for projects with an interim payment, the payment is only for completed work packages)

See Article 6 of the HE/AGA – Eligible and ineligible contributions (6.1 and 6.2)

European Commission

Lump sum grants - Budget flexibility

- **Budget flexibility** which exists in HE actual cost grants, i.e. transfers between participants and categories without an amendment, does not apply.
- For lump sum grants, the consortium is required to **implement the project as agreed in the Description of Action (DoA)**, but the *actual distribution* of funds is a *decision of the consortium* and is not visible to us.
- If the consortium wants **to reflect budget transfers** in the grant agreement budget table, an amendment is required.
- If the **budget transfers is between work packages**, this is only possible if:
  - The work packages are *not* already completed and declared in a financial statement
  - The transfer is *justified* on the grounds of technical and scientific reasons.

Work packages that have been **completed & paid cannot be amended**.

European Commission

Amendments

Type of amendments:

- Change of the coordinator's **bank account** for payments
- Addition / removal of a **beneficiary or affiliated entity**
- Change of **Annex1** (description of the action)
- Change of **duration**, reporting **periods**
- Change of **Annex 2**: Estimated budget

Requested by both Consortium or REA

Prepared electronically in the Participant Portal

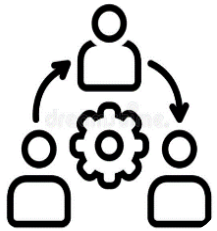
Coordinator submits and signs amendments on behalf of the beneficiaries

Amendment requests **cannot be modified** (if modifications are needed, the requesting party has to withdraw and submit a new one)

Requests containing several changes to the GA will be considered as a package, **partial approval is not possible**. Requests will be agreed or rejected by the REA as a whole. There is no tacit approval of amendments

Contact REA PO Project Officer before initiating an amendment!

Legal issues – Not accepted changes (TWIN)



Consortium composition

Coordinator Widening country + minimum 2 research institutions from two different Member States or Associated Countries.

NO CHANGE OF THE MINIMUM REQUIRED COMPOSITION IS ACCEPTED

Coordinator

Research institution from the Widening country

NO CHANGE OF THE COORDINATOR IS ACCEPTED

OTHER KEY ASPECTS

European Commission

GENDER EQUALITY PLANS

Mandatory

- Public bodies (including e.g. ministries, research funding organisations, municipalities, as well as public-for-profit organisations such as certain museums)
- Research organisations (both public and private)
- Higher education establishments (both public and private).

Not concerned

- Private-for-profit organisations
- SMEs
- Non governmental organisations (NGOs)
- Civil society organisations (CSOs)

Who?

Entities receiving EU funding - COO, beneficiaries, affiliated entities from:

- EU member states
- Associated countries

Entity cannot be in consortium if no declaration of GEP

European Commission

MANDATORY OPEN SCIENCE: DATA MANAGEMENT

- Responsible research data management (RDM) in line with the **FAIR principles**
- Data management plan (DMP) **compulsory deliverable**
- **Deposit data** in a TRUSTED **repository**
- Provide information via the repository about any research output/tools/instruments needed to re-use or validate the data

For Exceptions (see Horizon Europe Annotated Model Grant Agreement):

- Against the beneficiary's legitimate interests, commercial exploitation;
- Other constraints (e.g., trade secret, data protection)
- **'As open as possible as closed as necessary'!**

See Article 6 of the HE/AGA – Eligible and ineligible contributions (6.1 and 6.2)

European Commission

COMMUNICATION

European Commission

COMMUNICATION, DISSEMINATION & EXPLOITATION

WHAT IS THE DIFFERENCE AND WHY THEY ALL MATTER

Communication

Inform, promote and communicate activities and results

For whom

Citizens, stakeholders and the media

How

- ✓ Having a well-designed strategy
- ✓ Conveying clear messages
- ✓ Using the right channels

When

From the start until the end of the action

Why

- ✓ Engage with stakeholders
- ✓ Attract the best experts
- ✓ Raise awareness of how public money is spent
- ✓ Show the success of European collaboration

It is a legal obligation!
Article 17 of Horizon Europe Grant Agreement

Dissemination

Make knowledge and results publicly available free-of-charge

For whom

For those who can learn and benefit from the results, such as: scientists, industry, public authorities, policymakers, civil society

How

Publishing results in:

- ✓ Scientific magazines
- ✓ Scientific and/or targeted conferences
- ✓ Databases

When

- ✓ Anytime, as soon as results become available
- ✓ Up to four years after the end of the project

Why

- ✓ Maximise the impact of the action
- ✓ Allow other researchers to go a step forward
- ✓ Contribute to the advancement of world class knowledge
- ✓ Make scientific results a common good

It is a legal obligation!
Article 17 of Horizon Europe Grant Agreement

Exploitation

Make concrete use of results for commercial, societal and political purposes

For whom

For those who can take the results forward or invest in them, such as: researchers, stakeholders, industry (also SMEs), public authorities, policymakers, civil society

How

- ✓ Creating roadmaps, prototypes, software
- ✓ Sharing knowledge, skills, data

When

- ✓ Towards the end of the action and beyond, as soon as exploitable results are available
- ✓ Up to four years after the end of the project

Why

- ✓ Lead to new legislation or recommendations
- ✓ For the benefit of innovation, the economy and society
- ✓ Help to tackle a problem and respond to an existing demand

It is a legal obligation!
Annex 5: Specific Rules and Article 16 of Horizon Europe Grant Agreement

European Commission

Check the dedicated webpage: **Communicating about your EU-funded project**

Article 17 of the Horizon Europe grant agreement: Obligation to promote the action and its results

Beneficiaries must promote the action and its results by providing targeted information to multiple audiences in a strategic and effective manner (including to the public).

Communicate your project

A comprehensive communication strategy is crucial to promote your project and its results. Your plan should define clear objectives adapted to a range of target audiences. It should be proportionate to the scale of your project.

Go digital:

- Website, videos
- Social media (your account and your institution's)
- Newsletters
- Factsheets

Build networks:

- Events (i.e. conferences, symposia)
- Project & experts meetings
- Reach out to the media

Acknowledge EU funding

Article 17.2 of the Horizon Europe grant agreement: Visibility - European flag and funding statement

Funded by the European Union

eu-emblem-rules_en.pdf (europa.eu)

Multilingual EU funding statement

EU funding on social media example

Why use social media to communicate about your EU-funded project?

Social media allows you to:

- ✓ Instantly communicate from the outset of your project at low-cost
- ✓ Make connections, build networks, and find like-minded partners
- ✓ Speak directly with citizens to inform and engage them
- ✓ React directly to what is happening in research and beyond
- ✓ Manage your reputation on a daily basis
- ✓ Disseminate your research widely to enable the take-up and use of results
- ✓ Meet your Horizon Europe grant agreement communication and dissemination obligations

Mention the below to stay involved in the conversation!

#HorizonEU #ResearchImpactEU #EUInnovation

@REA_research @EUgreenresearch @HorizonEU

@European Research Executive Agency

@EU Science, Research and Innovation

@EU Science and Innovation

@EU_Science

@EC_REA

European Research Executive Agency

EUROPEAN COMMISSION TOOLS
TO SUPPORT COMMUNICATION, DISSEMINATION AND EXPLOITATION

Research and Innovation success stories

A collection of the most recent success stories from EU-funded Research & Innovation.

Horizon Dashboard

An intuitive and interactive knowledge platform where you can extract statistics and data on EU Research and Innovation programmes – sorting by topics, countries, organisations, sectors, as well as individual projects and beneficiaries!

CORDIS

Multilingual articles and publications that highlight research results, based on an open repository of EU project information.

Horizon Results Booster

A service free of charge in case you would like to apply to benefit from one of these services:

1. Portfolio Dissemination & Exploitation Strategy
2. Business plan development
3. Go-to-Market Support

Horizon Magazine

The latest news and features about thought-provokingscience and innovative research projects funded by the EU.

Innovation Radar

A data-driven method focused on the identification of high potential innovations and the key innovators behind them in EU-funded Research and Innovation projects.

Horizon Impact Award

An annual prize to recognise and celebrate outstanding projects that have used their results to provide value for society. The award enables individuals or teams to showcase their best practices and achievements, and inspire beneficiaries of research and innovation funding to maximise the impact of their research!

Horizon Results Platform

A public platform that hosts and promotes research results thereby widening exploitation opportunities. It helps to bridge the gap between research results and generating value for economy and society. You can create your own page to showcase your results, find collaboration opportunities and get inspired by the results of others!

- Communication
- Dissemination
- Exploitation

Keep in touch

- Contact your PO
- Funding & Tenders Opportunities portal
- Research Enquiry Service

USEFUL LINKS

- Horizon Europe Online Manual
- Horizon Europe Programme Guide
- Horizon Europe Annotated Model Grant Agreement
- Lump Sum Model Grant Agreement
- Lump sum funding in Horizon Europe Guidance
- Horizon Europe WIDERA Work Programme 2023-2025
- Periodic Report template
- Horizon Europe Template for the data management plan, available in the Reference Documents (Reference Documents (europa.eu)) on the Portal.

- https://openscience.eu/ and https://open-research-europe.ec.europa.eu
- Communicating about your EU-funded project
- https://horizon-magazine.eu
- https://cordis.europa.eu/

European Commission

Keep in touch

ec.europa.eu/
rea.ec.europa.eu/

europeancommission

European Commission
@European Research Executive Agency

@EuropeanCommission

@EU_Commission
@REA_research

EUTube

@EuropeanCommission

EU Spotify

European Commission

Thank you!

HorizonEU

http://ec.europa.eu/horizon-europe

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