

PHASE 1

Identify the funding opportunity and develop the proposal. What is the main problem that is worth investing in? (approximately one month)

1

Meeting to evaluate project idea, fit with the call and competitiveness

2

Brainstorming sessions to identify the right partners and finalise the consortium

5

Set-up basis for work plan

4

Brainstorming sessions to further refine the concept

3

Kick off meeting with all the partners

PHASE 2

conceptualise R&D plan (one month)

1

Develop first concept (1-2 page document)

2

Create a roadmap towards submission

a document which will include role and responsibilities of the coordinator, PNO Group and consortium partners, deadlines for review, work plan and detailed planning

4

We send out standardised work packages templates and other templates (e.g. budget, administrative templates).

3

Follow all recent updates regarding Horizon Europe

Focus on the pillars, budgets and deadlines and discuss with the coordinator any changes or any new development

PHASE 3

Writing the proposal (6 weeks)

1

Start writing the proposal including the Excellence section

2

Provide support for developing the project budget

5

Complete Administrative Part and send for review

4

First draft version of the main proposal

3

First version of the Impact section

CAUTION

Common pitfalls that stop European projects

1. Can't find the right partners
2. Starting too late

PHASE 4

Reviewing of the proposal and submission (6 weeks)

1

Pre-final draft and review rounds

2

Final draft and a final review round

3

Upon consultation with you, we will define the appropriate date for submission

SUBMISSION