



**Università  
degli Studi  
di Palermo**



# HORIZON EUROPE (2021 – 2027)

## Linee guida per la compilazione dei form amministrativi

DIREZIONE GENERALE  
SERVIZIO SPECIALE RICERCA DI ATENEO

Le proposte progettuali Horizon Europe vanno presentate esclusivamente on line sul portale della Commissione Europea 'Funding & tender opportunities', accessibile al link <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

## Modalità di presentazione

Di norma, non è richiesta la firma in calce ad alcun documento di progetto in fase di presentazione (ad eccezione degli schemi ERC grants).

Alcuni Capofila richiedono (ad uso interno del partneriato) la stipula di un Memorandum of Understanding & Non-disclosure Agreement per formalizzare l'impegno reciproco tra le parti. Questo documento andrà firmato dal Prorettore alla Ricerca e alla Terza Missione tramite il Servizio Speciale Ricerca.

La presentazione della proposta progettuale dovrà essere approvata dal Consiglio di Dipartimento a cui afferisce il Responsabile Scientifico del progetto per l'Ateneo.

Per presentare una proposta progettuale, o parteciparvi nel caso in cui si venga invitati come partner di progetto, occorre anzitutto effettuare la registrazione (cliccando in alto a destra su REGISTER)

## La registrazione sul portale



COM European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English EN

Register login

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Horizon Europe (HORIZON) clear filter

 **Horizon Europe**

Horizon Europe is the ambitious EU research & innovation framework programme for 2021-2027 with a budget of €95.5 billion.

Its overarching goals are:

- to strengthen the EU's scientific and technological bases and the European Research Area (ERA);
- to boost Europe's innovation capacity, competitiveness and jobs;
- to deliver on citizen's priorities and sustain our socio-economic model and values.

with a particular focus on creating impact or the European Green Deal, the digital and sustainability transition and recovery from the coronavirus-crisis.

For more information, please see the Horizon Europe web site.

- Find calls for proposals
- Projects & Results
- Programme structure
- Missions areas
- What's new?



Occorre distinguere la registrazione dell'organizzazione (che comporta l'ottenimento di un PIC number univoco) e la registrazione individuale dell'utente (che può essere effettuata da più soggetti afferenti alla stessa organizzazione).

## La registrazione sul portale

### COME REGISTRARSI

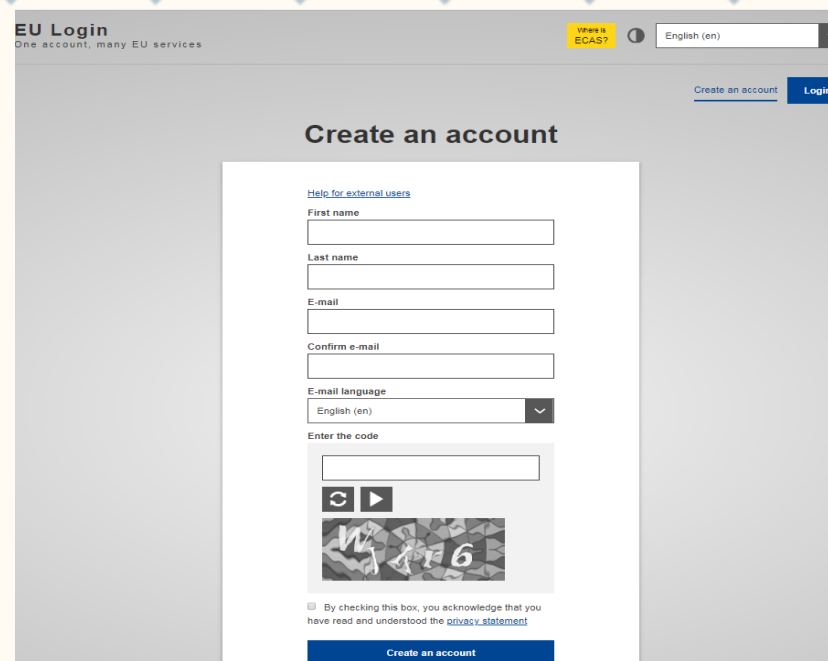
Si ricorda che per ciascun Ateneo vi è un unico PIC number, che dovrà essere utilizzato indipendentemente dalla struttura di Ateneo (Dipartimento) che curerà la gestione operativa del progetto.

Il PIC number dell'Università di Palermo è: 999734284

Cliccando su REGISTER, comparirà la seguente schermata.  
Si dovranno quindi inserire i propri dati e creare un account.  
Si riceveranno le istruzioni all'indirizzo e-mail indicato.

## La registrazione sul portale

COME REGISTRARSI



EU Login  
One account, many EU services

Check ECAS? English (en)

Create an account Login

### Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language  
English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Si potrà a questo punto, in alto a destra, effettuare il LOGIN con le proprie credenziali di accesso

## La registrazione sul portale



CC BY

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English

Register Login

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

Horizon Europe (HORIZON) [clear filter](#)

  
**Horizon Europe**

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- Find calls for proposals
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- What's new?

Università degli Studi di Palermo

1. Search Funding & Tenders: si potranno cercare i bandi di proprio interesse
2. My Proposal: in caso di invito a partecipare ad un progetto, si userà questa opzione

## La navigazione sul portale

The screenshot shows the top navigation bar of the Horizon Europe portal. The 'SEARCH FUNDING & TENDERS' menu item is circled in orange and labeled with a '1'. The left sidebar menu is also visible, with 'My Proposal(s)' circled in orange and labeled with a '2'. The main content area features a blue header for 'Horizon Europe (HORIZON)', a warning banner about EU Login authentication, and a section titled 'Horizon Europe is the ambitious EU research & innovation framework programme for 2021-2027 with a budget of €95.5 billion.' with a list of links and goals.

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

1. SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

2. My Proposal(s)

Horizon Europe (HORIZON)

Due to a new release of the European Commission Authentication Service (EU Login), you might be prompted to enter your credentials again while working in the Portal during the times of the intervention: on Monday 28.06.2021 from 13:00-13:30 and from 17:00-17:30, and on Tuesday 29.06.2021 from 17:30-18:00. All services will remain available during the time of the interventions.

Horizon Europe is the ambitious EU research & innovation framework programme for 2021-2027 with a budget of €95.5 billion.

Its overarching goals are:

- to strengthen the EU's scientific and technological bases and the European Research Area (ERA);
- to boost Europe's innovation capacity, competitiveness and jobs;
- to deliver on citizen's priorities and sustain our socio-economic model and values.

- Find calls for proposals
- Projects & Results
- Programme structure
- Missions areas
- What's new?

Cliccando su Search Funding & Tenders, si aprirà la pagina in cui sono elencate a destra le varie Call (con lo status 'Forthcoming', ovvero di prossima pubblicazione, 'Open' o 'Closed'). In questo caso si è scelto solo di visualizzare i bandi aperti (status 'Open for submission').

## La navigazione sul portale

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. A navigation menu is visible with options like 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Horizon Europe (HORIZON)' and features a search bar with the placeholder 'Type your Keywords...'. Below the search bar, there are filters for 'Match whole words only' (checked), 'GRANTS' (checked), and 'TENDERS' (unchecked). A 'Submission status' section shows three options: 'Forthcoming', 'Open for submission (375)' (selected with a green checkmark), and 'Closed'. The main content area displays 'Funding and tenders (375)' with a 'Need help?' button and a 'Sort by: Submission status' dropdown. A specific funding opportunity is highlighted: 'Energy Harvesting and Storage Technologies' (Grant), 'Open for submission', 'Programme: Horizon Europe (HORIZON)', 'ID: HORIZON-EIC-2021-TRANSITIONCHALLENGES-01-02', 'Types of action: HORIZON EIC Grants', 'Deadline model: single-stage', 'Opening date: 19 May 2021', and 'Deadline date: 22 September 2021 17:00:00 Brussels time'.



Si sceglie a questo punto di visualizzare e approfondire il bando di proprio interesse.

## La navigazione sul portale



The screenshot displays the user interface of the Horizon Europe portal. On the left, a dark blue sidebar contains navigation links: My Person Profile, My Organisation(s), Grants (with a dropdown arrow), My Proposal(s), My Project(s), and My Formal Notification(s). The main content area is titled "Horizon Europe (HORIZON)" and includes a "clear filter" button. Below the title, the topic is identified as "Safe- and sustainable-by-design polymeric materials (RIA)" with the "TOPIC ID: HORIZON-CL4-2021-RESILIENCE-01-11". A "Grant" button is visible. A table-like structure shows details under the "General information" tab, including the programme name, call title, and type of action. A "See budget overview" button is present next to the call title, and an "Open for submission" button is at the bottom right of the details section.

Horizon Europe (HORIZON) clear filter

Safe- and sustainable-by-design polymeric materials (RIA)  
TOPIC ID: HORIZON-CL4-2021-RESILIENCE-01-11

Grant

General information	General information
Topic description	Programme <b>Horizon Europe Framework Programme (HORIZON)</b>
Destination	Call <a href="#">A DIGITISED, RESOURCE-EFFICIENT AND RESILIENT INDUSTRY 2021 (HORIZON-CL4-2021-RESILIENCE-01)</a> <span>See budget overview</span>
Conditions and documents	Type of action <b>HORIZON-RIA HORIZON Research and Innovation Actions</b>
Partner search	Type of MGA <b>HORIZON Action Grant Budget-Based [HORIZON-AG]</b> <span>Open for submission</span>
Submission service	
Topic related FAQ	

Scegliendo una Call di proprio interesse, le prime informazioni visualizzate sono:

## La Call

- il tipo di azione (RIA-Research & Innovation Action; IA-Innovation Action; CSA - Coordination & Support Action)
- il Deadline Model (single-stage, ovvero sottomissione della proposta completa, oppure two-stage, ovvero sottomissione della proposta in due step, nel primo dei quali è richiesta solo una proposta preliminare)
- la Deadline date, ovvero la data e l'ora entro cui occorre sottomettere elettronicamente la proposta

In corrispondenza della Topic Description, si hanno informazioni sull'effetto (outcome) che il progetto dovrà generare, il TRL (technology readiness level), la Destination e le Key Strategic Orientations

## La Call

**My Person Profile**

**My Organisation(s)**

**Grants**

**My Proposal(s)**

**My Project(s)**

**My Formal Notification(s)**

**General information**

- Topic description
- Destination
- Conditions and documents
- Partner search
- Submission service
- Topic related FAQ
- Get support
- Call updates

[Go back to search results](#)

**Topic description**

ExpectedOutcome:

The way plastics are currently made, used and discarded, fails to capture the economic, environmental and societal benefits of a more sustainable approach. Europe produces 25 million tons of plastic waste annually, less than 30% is recycled. Moreover, plastic production, use and disposal may result in the release of chemicals, which may give rise to health and environmental problems. The development of a common understanding and the transition to safe- and sustainable-by-design materials, including plastics, is a societal urgency.

Projects are expected to contribute to the following outcomes:

- Recyclable-by-design polymers with inherent recyclability properties for polymers where nowadays recyclability challenge is high;
- Safer (lower toxicity) plastics, with less reliance on potentially harmful additives;
- Reduced environmental footprint associated with the end-of-life phase of the polymers due to increased recyclability and /or reduced reliance on potentially harmful additives, compared with existing products for similar applications;
- Contribute to the development of safe- and sustainable-by-design criteria and guiding principles and apply them to polymers;
- Identification of priorities for substitution of plastic additives;
- New technologies and business opportunities for recycling industry across EU.

Scope:

Thanks to their versatility, polymeric materials are used in a wide range of applications from consumer goods and construction to aerospace. The proposals should focus on:

- The design and development of new recyclable polymer systems substituting/improving nowadays difficult to recycle polymers e.g. PVC, thermosets or multicomponent (multilayer or blend) polymers;
- The design and development of safer plastics with less reliance on potentially harmful additives, e.g. plasticizers. The approach should allow to decrease their health and environmental impact and improve the purity of the secondary raw material and thus the quality of recycled plastic without compromising the material optimal properties and functionality;
- Carrying out an inventory of additives detected in plastics and their function and toxicity;

# Technology Readiness Level

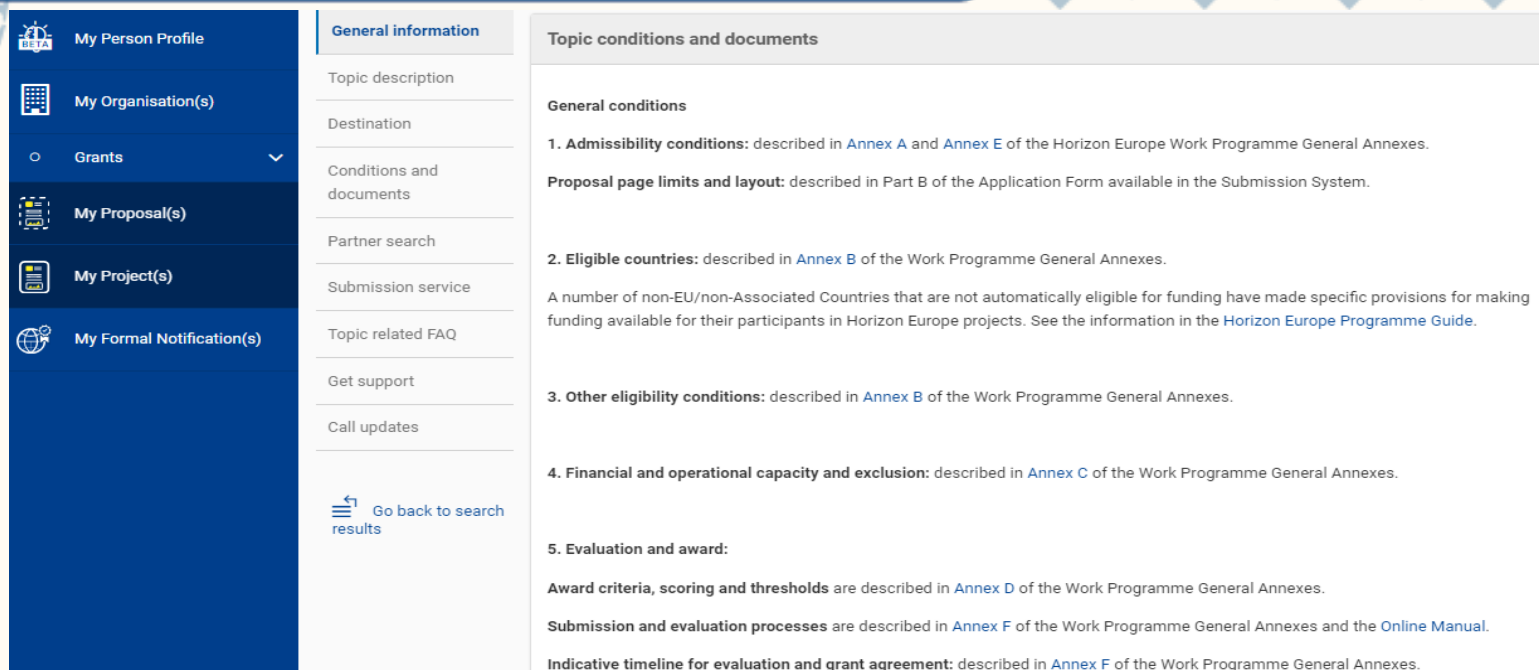
Alcune call specificano il livello di maturità tecnologica da cui si parte e il target da raggiungere alla fine del progetto

## Livello di maturità tecnologica

- TRL 1 — Basic principles observed
- TRL 2 — Technology concept formulated
- TRL 3 — Experimental proof of concept
- TRL 4 — Technology validated in a lab
- TRL 5 — Technology validated in a relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 6 — Technology demonstrated in a relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 7 — System prototype demonstration in an operational environment
- TRL 8 — System complete and qualified
- TRL 9 — Actual system proven in an operational environment (competitive manufacturing in the case of key enabling technologies, or in space)

Cliccando su Topic conditions and documents, si visualizzano i requisiti di eleggibilità e ammissibilità, criteri e tempi di valutazione, la modulistica (Standard application form).

## Condizioni e documenti



The screenshot displays the user interface of the Horizon Europe portal. On the left is a dark blue navigation sidebar with icons and labels for: My Person Profile, My Organisation(s), Grants (with a dropdown arrow), My Proposal(s), My Project(s), and My Formal Notification(s). The main content area is divided into two columns. The left column contains a list of menu items: General information, Topic description, Destination, Conditions and documents, Partner search, Submission service, Topic related FAQ, Get support, and Call updates. At the bottom of this column is a 'Go back to search results' link with a magnifying glass icon. The right column is titled 'Topic conditions and documents' and contains a list of sections: General conditions, 1. Admissibility conditions, Proposal page limits and layout, 2. Eligible countries, 3. Other eligibility conditions, 4. Financial and operational capacity and exclusion, 5. Evaluation and award, Award criteria, scoring and thresholds, Submission and evaluation processes, and Indicative timeline for evaluation and grant agreement. Each section includes a brief description and references to specific Annexes of the Work Programme General Annexes.

**General information**

- Topic description
- Destination
- Conditions and documents
- Partner search
- Submission service
- Topic related FAQ
- Get support
- Call updates

[Go back to search results](#)

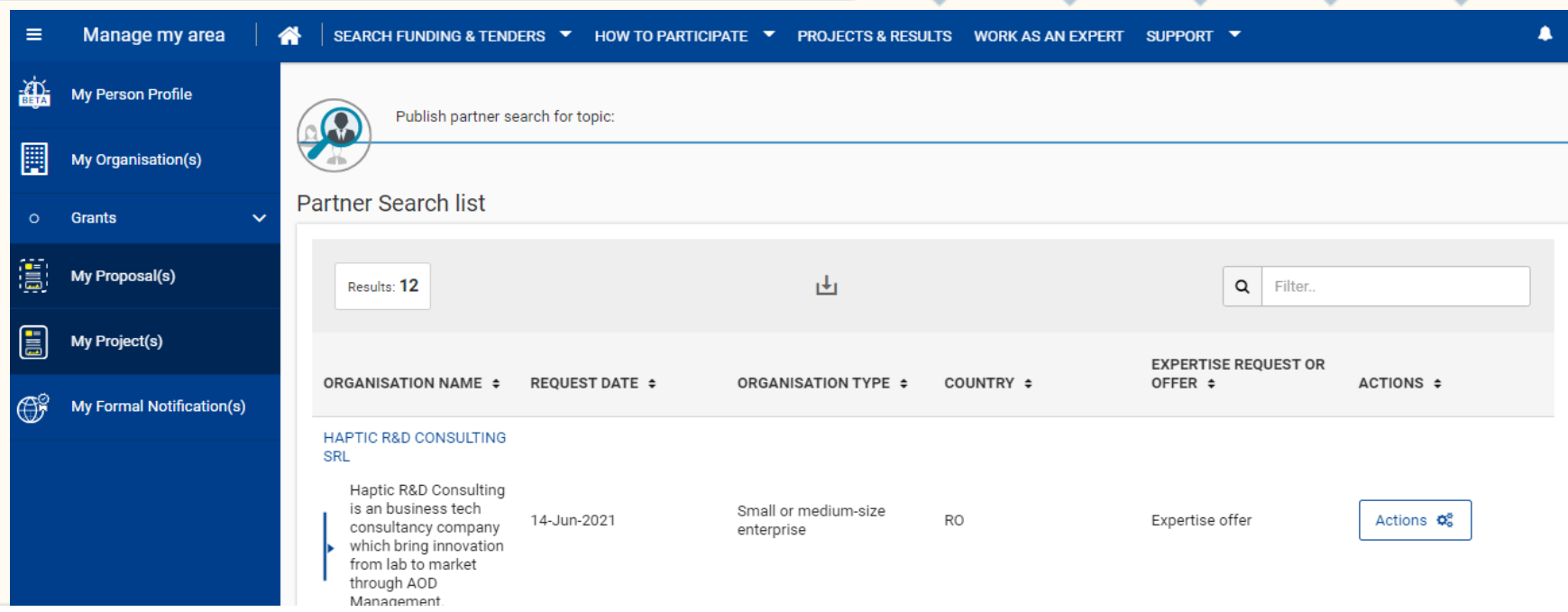
**Topic conditions and documents**

**General conditions**

- 1. Admissibility conditions:** described in [Annex A](#) and [Annex E](#) of the Horizon Europe Work Programme General Annexes.  
**Proposal page limits and layout:** described in Part B of the Application Form available in the Submission System.
- 2. Eligible countries:** described in [Annex B](#) of the Work Programme General Annexes.  
A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in Horizon Europe projects. See the information in the [Horizon Europe Programme Guide](#).
- 3. Other eligibility conditions:** described in [Annex B](#) of the Work Programme General Annexes.
- 4. Financial and operational capacity and exclusion:** described in [Annex C](#) of the Work Programme General Annexes.
- 5. Evaluation and award:**  
**Award criteria, scoring and thresholds** are described in [Annex D](#) of the Work Programme General Annexes.  
**Submission and evaluation processes** are described in [Annex F](#) of the Work Programme General Annexes and the [Online Manual](#).  
**Indicative timeline for evaluation and grant agreement:** described in [Annex F](#) of the Work Programme General Annexes.

Cliccando su Partner Search, si visualizzeranno le informazioni sulle organizzazioni di altri Paesi UE interessate a collaborare su questa Call (opzione che si può utilizzare per la costruzione del partneriato, se si è Capofila).

## La ricerca partner



The screenshot displays the 'Partner Search list' interface. At the top, there is a navigation bar with options: 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left sidebar contains menu items: 'My Person Profile', 'My Organisation(s)', 'Grants', 'My Proposal(s)', 'My Project(s)', and 'My Formal Notification(s)'. The main content area shows a search bar with 'Results: 12' and a 'Filter..' dropdown. Below this is a table with the following columns: 'ORGANISATION NAME', 'REQUEST DATE', 'ORGANISATION TYPE', 'COUNTRY', 'EXPERTISE REQUEST OR OFFER', and 'ACTIONS'. The first row of data is for 'HAPTIC R&D CONSULTING SRL', with a request date of '14-Jun-2021', an organization type of 'Small or medium-size enterprise', and a country of 'RO'. The 'EXPERTISE REQUEST OR OFFER' is 'Expertise offer', and there is an 'Actions' button with a gear icon.

ORGANISATION NAME	REQUEST DATE	ORGANISATION TYPE	COUNTRY	EXPERTISE REQUEST OR OFFER	ACTIONS
HAPTIC R&D CONSULTING SRL Haptic R&D Consulting is an business tech consultancy company which bring innovation from lab to market through AOD Mananement.	14-Jun-2021	Small or medium-size enterprise	RO	Expertise offer	Actions ⚙️

La Standard application form è accessibile nella sezione Topic conditions and Documents in sola visualizzazione.

Per accedere ai moduli editabili dell'Application Form (Part A da compilare on line e Part B per il download), occorrerà procedere attraverso l'icona ' Start submission'

## Sottomettere la proposta

Please select the type of your submission:

- HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission

Se la Call ha lo status 'Open', si può procedere al caricamento e alla sottomissione della proposta 'Start SUBMISSION', e poi cliccare su 'CONFIRM' nella schermata successiva.

## Sottomettere la proposta

### Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed 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 Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

- HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission

1.

### Please confirm your choice

You selected this topic: Safe- and sustainable-by-design polymeric materials (RIA) - HORIZON-CL4-2021-RESILIENCE-01-11

You selected this type of action and model grant agreement: HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Related Call: A DIGITISED, RESOURCE-EFFICIENT AND RESILIENT INDUSTRY 2021

 Your selection cannot be changed subsequently in the submission system.

CANCEL


CONFIRM

2.



In questa sezione si dovrà inserire il PIC number dell'Organizzazione di appartenenza (che potrà già comparire tra le opzioni possibili come in questo caso) associato ad uno Short Name (per noi, UNIPA).

## Sottomettere la proposta



Progress bar: Login (checked), Topic selection (checked), Create proposal (active), Participants, Proposal Forms, Submit.

### Create proposal

**Deadline**  
23 September 2021 17:00:00 Brussels Local Time

**Call data:**

Call: **HORIZON-CL4-2021-RESILIENCE-01**  
Topic: **HORIZON-CL4-2021-RESILIENCE-01-11**  
Type of action: **HORIZON-RIA**  
Type of MGA: **HORIZON-AG**

**⚠** Topic and type of action can only be changed by creating a new proposal.

**Find your organisation**

PIC  Short name

**Search for your organisation**

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

PIC: 999734284 UNIPA PIAZZA MARINA 61 PALERMO,IT VAT: IT00605880822		
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A destra ('Your role') andranno compilati i campi relativi al Main Contact (la persona che sta effettuando la sottomissione), l'Acronimo (max 20 caratteri) e un Summary della proposta progettuale (max 2.000 caratteri); a sinistra, cliccando su Download Part B Templates, si potranno scaricare i template in word per sviluppare la descrizione della parte tecnica del progetto. Infine, cliccando su 'SAVE AND GO TO NEXT STEP' in basso a destra, si procede, dando il proprio consenso alle successive opzioni che compariranno.

## Sottomettere la proposta

**Download Part B templates**

Download part B templates

**Support & Helpdesk**

Online Manual IT How To

IT Helpdesk FAQ

**Service Desk:**

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

**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 Application Form Part A and can also be updated there.

Acronym  20

Short Summary  2000

**SAVE AND GO TO NEXT STEP**

## Sottomettere la proposta

Dear XXXXXXXXXX

You have successfully created a draft proposal **prova** for the call **HORIZON-CL4-2021-RESILIENCE-01**.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of **23 September 2021 17:00:00 (Brussels Local Time)** from the [Funding & Tenders Portal](#) by accessing the [My Proposals](#) tab.

An email containing this information has been sent to this email address: XXXXXXXXXX (which is associated with your EU Login account **nbonosil**).

[Go to My Proposals](#)

[Continue with this proposal](#)

In aggiunta al Main Contact (che per UNIPA sarà il Responsabile Scientifico della proposta) , si possono aggiungere altri Contacts, cliccando sul '+' accanto al comando azzurro 'Contact'.

Si raccomanda, oltre ad un eventuale altro componente del team di ricerca coinvolto nel progetto, di inserire anche il Responsabile del Servizio Speciale Ricerca di Ateneo ([luciano.tropea@unipa.it](mailto:luciano.tropea@unipa.it)), in modo che sia possibile seguire sul portale il prosieguo del progetto.

## Sottomettere la proposta

Participants

**Deadline**  
23 September 2021 17:00:00 Brussels Local Time

**Call data:**  
Call: HORIZON-CL4-2021-RESILIENCE-01  
Topic: HORIZON-CL4-2021-RESILIENCE-01-11  
Type of action: HORIZON-RIA  
Type of MGA: HORIZON-AG

Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: prova  
Draft ID: SEP-210763865

**Download Part B templates**  
Download part B templates

In this step you as coordinator should manage and review the participants of your proposal.  
Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.

Call requires at least 3 participant(s) from different EU Member states, currently you have 1.

Number of participants: 1

**Coordinator**

UNIPA  
UNIVERSITA DEGLI STUDI DI PALERMO  
PALERMO, IT  
PIC: 999734284

Contacts: 0  
XXXXXXX - Main contact

Add contact +

Change organisation Contact organisation

Add Partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

Utilizzando il comando azzurro **Add Partner**, il Capofila inserirà i partner di progetto uno ad uno, inserendo nome ed e-mail del Main Contact ed eventuali additional Contacts.

Il Main Contact dell'organizzazione partner riceverà sulla propria email l'invito a partecipare al progetto e vi accederà attraverso il comando 'My Proposals' nel menu a sinistra del Funding Portal

## Sottomettere la proposta

Participants

**Deadline**  
23 September 2021 17:00:00 Brussels Local Time

**Call data:**  
Call: HORIZON-CL4-2021-RESILIENCE-01  
Topic: HORIZON-CL4-2021-RESILIENCE-01-11  
Type of action: HORIZON-RIA  
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Number of participants: 1

**Coordinator**  
UNIPA  
UNIVERSITA DEGLI STUDI DI PALERMO  
PALERMO, IT  
PIC: 999734284

Contacts: 0  
- Main contact

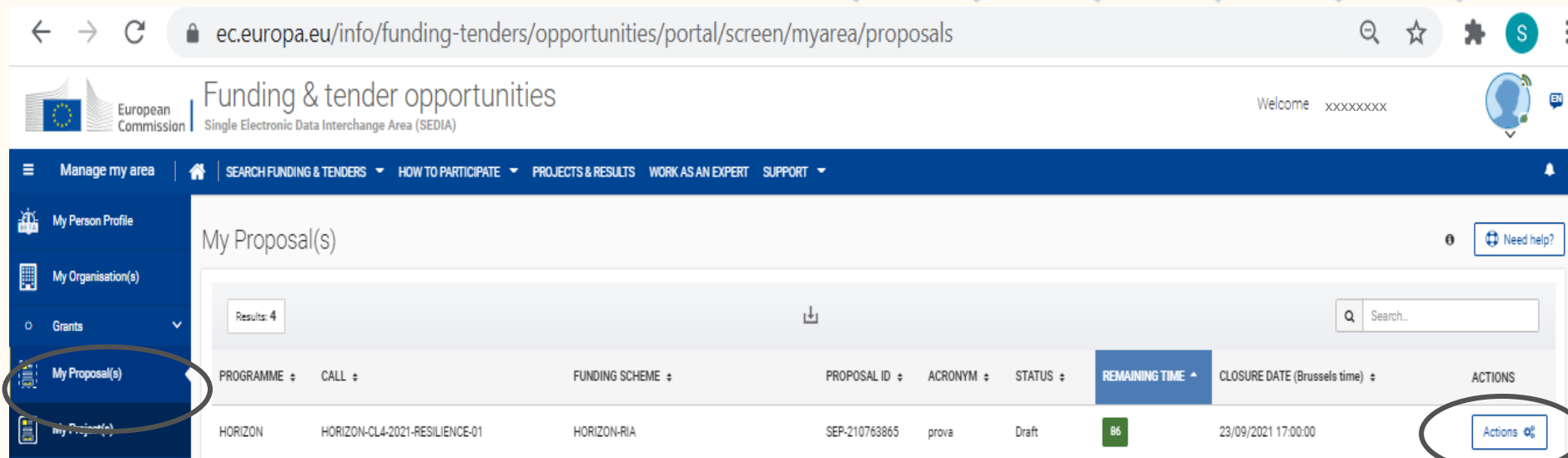
**Add Partner +**

Change organisation Contact organisation

SAVE SAVE AND GO TO NEXT STEP NEXT

Occorre quindi ricordare che, dopo che la proposta è stata creata sul sistema, sia nel caso in cui UNIPA sia Capofila che sia partner del progetto, vi si potrà accedere dalla sezione 'My Proposals' nel menu a sinistra del Funding Portal e poi, in corrispondenza della proposta, cliccare su 'Actions' a destra e scegliere 'Edit Draft' nel menu a tendina.

## Sottomettere la proposta



ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/proposals

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome xxxxxxxx

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | My Organisation(s) | Grants | **My Proposal(s)** | My Proposal(s)

My Proposal(s) | Results: 4 | Search..

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	HORIZON-CL4-2021-RESILIENCE-01	HORIZON-RIA	SEP-210763865	prova	Draft	86	23/09/2021 17:00:00	Actions

Con il comando **Edit Forms**, si apriranno gli Administrative Forms della proposta (Part A); su questa pagina si potrà poi fare l'upload dei file della Part B. Le proposte devono essere presentate utilizzando i template forniti all'interno del sistema di presentazione elettronica (non i template disponibili nella pagina del topic, che sono invece solo a scopo informativo). Devono essere leggibili, accessibili e stampabili e complete in tutte le parti, inclusi gli allegati obbligatori.

## Sottomettere la proposta

The screenshot displays the 'Proposal forms' step in a submission process. At the top, a progress bar shows six steps: Login, Topic selection, Create proposal, Participants, Proposal Forms (current), and Submit. Below the progress bar, the 'Proposal forms' section includes a 'Deadline' of 23 September 2021 17:00:00 Brussels Local Time. A call data box lists: Call: HORIZON-CL4-2021-RESILIENCE-01, Topic: HORIZON-CL4-2021-RESILIENCE-01-11, Type of action: HORIZON-RIA, and Type of MGA: HORIZON-AG. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.' The 'Administrative forms' section contains an 'Edit forms' button (circled in red), 'View history', and 'Print preview'. The 'Part B and Annexes' section has an 'Upload' button for 'Part B' and another for 'Other Annexes' (both circled in red). At the bottom, there are buttons for '< BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'. A 'Download Part B templates' button is also visible.

La Part A (da compilare direttamente online) contiene informazioni amministrative sulle organizzazioni proponenti (coordinatore, beneficiari e soggetti affiliati), il riepilogo del budget richiesto e domande specifiche del bando.

## Part A

- la tabella '*Researchers involved in the proposal*' (stadio di carriera e ruolo nel progetto)
- la tabella '*Role of participating organisation in the project*', con la selezione di una o più opzioni
- le tabelle relative a: pubblicazioni, software, datasets del team di ricerca, progetti gestiti in precedenza e collegati al tema della proposta, infrastrutture di ricerca rilevanti rispetto alla proposta (in precedenza presenti nella Part B dell'Application Form)
- la dichiarazione relativa al *Gender Equality Plan* per Enti pubblici, enti di ricerca, istituti di istruzione superiore, che dovranno dotarsi del piano per i bandi in scadenza dal 2022 in poi
- la sezione descrittiva '*Ethics Self-Assessment*' (in precedenza presente nella Part B dell'Application Form)
- la '*Security issues table*'
- alcune variazioni nella tabella 3 – *Budget for the proposal*
- l'obbligo della modalità '*open research data*'

**NEW**



## Table of contents

### Part A

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	
5	Other questions	

La Part B – Technical Description (da scaricare dal Portal Submission System, completare e ricaricare in formato PDF nel sistema nella sezione ‘Upload’) contiene la descrizione tecnica del progetto.

## Part B – Technical description

Limiti di pagina si applicano alle proposte a seconda delle diverse tipologie di progetto. Il limite per una proposta completa (novità rispetto a H2020) è generalmente di 45 pagine.

Fanno eccezione le CSA - azioni di coordinamento e supporto (limite di 30 pagine) e le azioni di cofinanziamento (70 pagine).

Il limite di pagine per la proposta in prima fase è invece di 10 pagine.

Nel caso in cui una proposta dovesse superare i limiti illustrati, il proponente troverà visualizzato un avviso automatico e un invito a inviare nuovamente una versione della proposta conforme. Le pagine in eccesso verranno automaticamente rese invisibili e non verranno prese in considerazione dai valutatori.



## Part B – Technical description



- un glossario con la definizione dei principali termini usati
- dettagli in ogni sezione sugli aspetti da sviluppare
- un focus specifico sulla dimensione di genere nella proposta, sull'eventuale integrazione con le discipline socio-umanistiche, sull'implementazione di pratiche di 'open science' e sul 'research data management' (elementi che concorrono al criterio di valutazione dell'eccellenza della proposta)
- una tabella di sintesi degli elementi chiave dell'impatto previsto dal progetto

**NEW**

La prima pagina del file Part B – Technical Description reca le istruzioni per la compilazione ('Structure of the Proposal').

## Part B – Technical description

The proposal contains two parts:

- **Part A** of the proposal is generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal. The participants can update the information in the submission system at any time before final submission.
- **Part B** of the proposal is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic. The templates for a specific call may slightly differ from the example provided in this document.

The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal. The submission process consists of 6 steps:

- Step 1: Logging in the Portal
- Step 2: Select the call, topic and type of action in the Portal
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details.
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal

## Part B – Technical description

### Proposal template Part B: technical description

*(for full proposals: single stage submission procedure and 2<sup>nd</sup> stage of a two-stage submission procedure)*

This template is to be used in a single-stage submission procedure or at the 2<sup>nd</sup> stage of a two-stage submission procedure.

The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Sections 1, 2 and 3 each correspond to an evaluation criterion.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, **budget** and consortium composition during grant preparation.

**⚠ Page limit:** The title, list of participants and sections 1, 2 and 3, together, should not be longer than 45 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. The number of pages included in each section of this template is only indicative.

The page limit will be applied automatically. **At the end of this document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked.**

If you attempt to upload a proposal longer than the specified limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible and will not be taken into consideration by the experts. The proposal is a self-contained document. Experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long proposals in a positive light.

**⚠** The following formatting conditions apply.

The reference font for the body text of proposals is Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.

Text elements other than the body text, such as headers, foot/end notes, captions, formula's, may deviate, but must be legible.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Table of contents (1/2)

## Part B – Technical description

1. Excellence
  - 1.1 Objectives and ambition *(4 pagine)*
  - 1.2 Methodology *(15 pagine)*
2. Impact
  - 2.1 Project's pathways towards impact *(4 pagine)*
  - 2.2 Measures to maximise impact - Dissemination, exploitation and communication *(5 pagine incl. sezione 2.3 Summary)*
3. Quality and efficiency of the implementation
  - 3.1 Work plan and resources *(14 pagine incluse le tabelle)*
  - 3.2 Capacity of participants and consortium as a whole *(3 pagine)*

## Table of contents (2/2)

### Part B – Technical description

Table 3.1a: List of work packages

Table 3.1b: Work package description

Table 3.1c: List of Deliverables

Table 3.1d: List of milestones

Table 3.1e: Critical risks for implementation

Table 3.1f: Summary of staff effort

Table 3.1g: 'Subcontracting costs' items

Table 3.1h: 'Purchase costs' items (*travel and subsistence, equipment and other goods, works and services*), if the purchase costs exceeds 15% of the personnel costs for that participant)

Table 3.1i: 'Other costs categories' items (e.g. internally invoiced goods and services)

Table 3.1j: 'In-kind contributions' provided by third parties



## Validazione e invio



Dopo la compilazione, anche parziale o non definitiva, di ciascuna delle sezioni dell'Application form (Part A), cliccare sul comando **SAVE** in alto a destra o **SAVE & CLOSE** se si chiude la sessione di accesso al sistema.

Nella sezione 'Validation results' si potrà verificare se le informazioni inserite sono complete e corrette.

Una volta compilate on line, salvate e validate le Administrative Forms, e fatto l'upload dei file del Part B - Technical Description in formato .pdf, si verificherà la completezza della proposta con il tasto **VALIDATE** e si procederà al **SUBMIT**.

Il sistema invierà una mail a conferma dell'avvenuta sottomissione della proposta progettuale.





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