Proposal submission & evaluation

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2 main sources of call information (1/2)

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- Annual Work Programme (incl. derogations from ‘standard’ Horizon Europe practices)
- Other guidance documents

Preparation and submission of proposals
Tips & tricks (1/2)

- **Electronic proposal submission** takes time:
  - Get an EU Login account
  - Get a (draft) PIC number (Participant Identification Code) for *all* participating organisations
  - Launch Submission wizard + pre-register your draft proposal
  - List of participants, contact persons, researchers involved in the proposal,…
  - Fill in Administrative Forms (Part A), incl. organisation descriptions and ethics checklist
  - Prepare and upload Technical Description (Part B)
  - Submit your proposal + receive acknowledgement of receipt

→ *Not just uploading a document and submitting a proposal; plan ahead svp.*

Keep in mind the 22 Sept 2022 submission deadline!
Tips & tricks (2/2)

• **Funding & Tender opportunities Portal** = your ‘one stop shop’ to:
  - find the CBE JU Call 2022 topics
  - register your consortium’s organisation(s)
  - submit your proposal (NO submission via the CBE JU website)

• **Timing**
  - Call publication (= topics searchable in the Portal) by 22 June 2022
  - Call opening (= proposals can be submitted via Portal) on 22 June 2022 the earliest
  - Call closure (= deadline to submit proposals via the Portal) by 22 September 2022

• **Overwrite function.** You can submit the proposal as many times as you want. Every submitted version will replace the previous one.

Keep in mind the 22 Sept 2022 submission deadline!
Eligibility & admissibility criteria and check
Tips & tricks

• **Essential** criteria (not ‘nice to haves’)

• Only proposals that pass **ALL** admissibility & eligibility criteria are sent to expert-evaluators.

• **More detailed information** about admissibility & eligibility criteria:
  
  • CBE JU Annual Work Programme 2022, which mainly (but not only) refers to…
  
  • …Annexes A and B of the [General Annexes to the Horizon Europe Work Programme 2021–2022](#)
  
  • The next presentation of this info day (‘Call management rules & conditions’).
2b. Proposal evaluation
Tips & tricks

• One evaluation, 2 sets of expertise
  • Evaluation based on evaluation (sub)criterions mentioned in Annual Work Programme (Excellence, Impact, Implementation)
  • Evaluation of ethics issues (part A – section 4 of the proposal)

  → Provide enough information in your proposal to answer both sets of questions

• Horizon Europe vs. CBE JU specificities
  • Familiarise yourselves with the CBE JU-specific evaluation (sub)criterions and thresholds
  • More info: see ‘How to write a good proposal’ ppt of the 7 June 2022 info day

• Hearings for Flagships
  • Clarifications (not new information) about the business plan can be provided via web conference during the evaluation
  • However, the submitted business plan should be complete
Do you want to be an expert-evaluator?

• CBE JU (and the whole EU research family) are always looking for new, competent experts in diverse fields

• If you would like to be considered for the Call 2022 evaluations, please:
  
  • Create or update your expert profile via https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert
  
  • E-mail experts@cbe.europa.eu by 15 June 2022, mentioning your expert profile number (format EX20XX1234567)
Grant Agreement Preparation (GAP)
Tips & tricks

• Only the highest scoring proposals - considering the budget available for each topic - are selected for funding and invited to GAP (= the ‘main list’).

• Expectations management about timing

  • You’ll receive information about the evaluation outcome max. 5 months after call closure (by +/− 23 Feb 2023).

  • If GAP is successful: the Grant Agreement (GA) should in principle be signed max. 8 months after call closure (by +/− 25 May 2023).

  (The closer we get to this deadline, the lower the chance that reserve list proposals will be ‘promoted’ to the main list)

  • Project start: in principle the earliest on day 1 of the month after GA signature, although some flexibility is possible.

→ Inform your proposal partners about these timings, and take them into account when writing your proposal (e.g. seasonal aspects related to biomass)