

Get prepared

Before you start writing your proposal, get prepared as follows:

1. CALL AND TOPIC SPECIFIC DOCUMENTS

Choose your call and the relevant topic, and then **read carefully the related documents or templates** that are available on the given call and topic page on the Funding Opportunities page of the Participant Portal: general documents are listed on the Call Documents page, while topic specific documents are available on each topic's page under "Topic Conditions and Documents".

The submission system helps detecting basic eligibility problems, e.g. issues related to the number of required partners or the place of establishment of organisations, but the eligibility rules cannot be fully automated; therefore the users' awareness about those rules is required. The **respective eligibility conditions** are referred to on the topic page (see the [Work Programme, Annex D "Specific provisions and funding rates"](#) or the [Work Programme for ERC calls](#)).

In order to allow an early preparation of the proposal, the standard administrative forms (with a watermark) and requirements for the technical annex are available amongst the topic's documents. It is important however to use the definitive versions for a particular call or topic, which are available only in the submission system.

2. SELECT YOUR PARTNERS FOR THE PROJECT

Most calls require the participation of several participants in the proposal. **Partner search** is facilitated by [National Contact Points](#) or by the [partner search web page](#). Read more about [Partner Search](#) in the H2020 Online manual.

Not all calls require the participation of several partners; please read the above mentioned eligibility conditions or the respective information package on the Topic Conditions page of the respective call.

Non-EU countries or so-called Third Countries have also a lot of [opportunities for cooperation](#) in H2020.

3. PLAN YOUR PROJECT

Planning of the work (work packages, deliverables, milestones)

Please read the requirements for the technical annex (see template on the call/topic conditions page), in which the proposed work has to be described in detail. Read carefully the evaluation criteria of the call/topic.

For most types of action the technical annex must give a detailed description of the project idea and **work plan**, which:

- divides the planned work into **work packages**,
- assigns the related responsibilities and resources within the consortium,
- sets out a project time schedule, main **milestones and deliverables**,
- describes the project management structure,
- describes the communication and exploitation plans.

Additional annexes or supporting documents may be required, e.g. consortium description, supporting documents for ethics issues.

Please refer to the specific call page for more detailed information. For each action type the template for the submission of a proposal can be found on the [Reference Documents](#) page of the Participant Portal, but the actual templates to be used will always be available in the system available for the given topic and action type.

Budget

Please check the required budget table included in the administrative forms of the proposal, which is specific for the given type of action. The budget table categories may vary per type of action. Some of the required budgetary details may need to be outlined in more detail in the technical annex of your proposal.

The [Rules for Participation](#) provide information about the standard budgetary conditions. The [annotated grant agreement\(s\)](#) provide detailed explanations on the budgetary items.

Most significant **new budgetary rules** in Horizon 2020:

- **Personnel costs**
 - Wider acceptance of average personnel costs (now under unit costs).
 - Acceptance of supplementary payments for non-profit organisations, up to €8,000/year/person.
 - Simpler participation for SMEs - new unit cost system for SME owners and physical persons without a salary.

- No time records for researchers working exclusively on the project.
- **Indirect cost:** Unique flat rate of 25%