

eLearning EU Proposal Writing Lab

- A SKILLS ACADEMY Training / Skills International
- Course presenter: Mag. Andrea Maria Fenz



1.1 Project Start-Ups

You may have heard the old saying that you get only one chance to make a first impression.

In the world of European Programmes writing your proposal is that crucial first step. It is not an easy thing to state your project's premise in an economic and convincing manner with just the right amount of technical detail so as not to seem confusing to the layman. Maintaining the clarity of your overview while giving a solid foundation in the underlying science can be especially daunting. Knowing what to say and when to say it is can be a deciding factor for your proposal's acceptance.

Applications for funding, registering your organization, finding the right international project partners are all things that, when done correctly, can immensely improve your chances of success. We know about success. With our expertise, we have been working with people like you to turn their ideas into reality.

1.2 Target Group

You need to draft a project and write a competitive proposal that will be co-funded by the European Union? → Project Development and Proposal Writing is right for you.

This course is relevant to individuals who are appointed as proposal writers to develop and implement EU-funded projects in programmes like **Horizon 2020**, European Structural and Investment Funds **ESIF**, **Erasmus+** , **IPAI** and **External Cooperation Programmes**.

The programme targets

- new-comers to the world of EU projects, experienced managers of European projects
- representatives of authorities, schools, enterprises

1.3 Your Benefits

Upon completion of the course trainees will be able to draft EU proposals from the idea to the submission of the application. Based on case studies and practical examples you will be taught the following topics:

1. How to structure a project?
2. Partner search and management organisation
3. The one page summary
4. Defining measurable objectives, deliverables and milestones
5. The work plan and work package description
6. Cost and finance planning
7. Dissemination and exploitation
8. Defining impact and securing sustainability of project results
9. The submission and evaluation procedures
10. What are the success criteria for the most common EU funding programmes?



1.4 Training Programme

The training is based on modules that are grouped in units.

The European Union

- European Funding Programmes

How to get funding: Step by Step - From the Idea the Proposal

- Setting up the Proposal Writing Plan
- The Main Building Blocks of a Winning Application: From the one page summary to the project description
- **Workshop: The One Page Summary.**
The proposal abstract is the first step to get the project started and attract partners.

Start up and Objectives

- A successful project starts with measurable objectives.
- **Workshop: Setting Project Objectives**

- **Workshop: Root Cause Analysis**
 - Step 1 : *Identify and group factors that have caused the problem*
 - Step 2 : *Identify those factors which are impacting the situation most*
 - Step 3 : *Concentrate your solution on the main impacting factors*
- Management of Work Packages and Project Results
- Logical Framework Matrix: Depending on the type of funding programme and donor, different project planning tools will be applied.
- **Workshop: Draft Work Plan** and **Work Packages** Setup

Legal and Financial Issues

- Finance Management – get familiar with the different types of cost categories and apply them to the practical examples.
- **Workshop: Finance Plan.**
The participants produce their own finance plan for a proposal.

Management Organisation

- Management Structure and Team Management

Dissemination and Exploitation

- What is meant by results such as deliverables, output, outcome, impact, sustainability?
- Dissemination is high on the agenda from the first day to the last.
- **Workshop: Dissemination plan.** Learn how to plan dissemination strategies!
- Exploitation and Sustainability: Why is dissemination so important? What are the key success factors to define the impact and sustainability?
- **Workshop: Measures to maximise impact** tailored to the specific technical, market and organizational issues etc. to be addressed

Quality in Project Environments

- Quality Planning and Control: Characteristics of quality in EU projects, quality of processes in EU projects, quality of projects results and deliverables, monitoring, quality assurance, reviews, audits
- Risk Management
- Evaluation: Learn to see the proposal with the evaluator's eye!

1.5 Your Personal Training Path

The training is supported by a number of online and personal trainer support actions:

Step	How to do
Registration	Register by sending a registration form to training@skills-int.com or use the registration via website www.eustrainings.com
What you need	For the online webinars we use GotoMeeting, so you do not even need an own account. You will need a computer with sound card and head set of speaker boxes or a laptop and Internet access (high speed is preferable) with a browser.
eLearning SKILLS MOODLE	Download the extensive training materials from our SKILLS ACADEMY eLearning platform. You will receive the enrolment key to the eLearning: http://moodle.skills-int.com/
Testing Site	The eLearning platform gives also access to the Moodle Testing Site http://moodle.skills-int.com/ to perform self-assessment, quizzes and tests
Webinar training sessions	Agree on dates and time with trainer for 12 webinar sessions – go through the complete course together with the trainer, containing more than 300 pages. Each session has a duration of about two hours.
Exercises	Upload your exercises on the eLearning portal. If you perform the webinar training sessions with the trainer, the upload of exercises is not required to receive the Certificate of Attendance.

1.6 Your Trainer

Ms. Andrea Fenz is Director of Skills International GmbH, Austria and Skills International L.L.C., former Managing Director of APS – European Programs for Research and Education in Austria. EU funding expert since 1995 when she started as Regional Contact Point Southern Austria for EU programmes in research, innovation, education and regional development. More than 40 European projects were managed successfully together with a hundred national funding contracts.



Seven Awards for Quality in Project Management, mobility and innovation including Erasmus+ Award 2015. Qualified Horizon 2020 consultant listed by Austrian Research Promotion Agency FFG.

1.7 What you Need to Know

Group size Single trainees and groups

Course fees € 220 +20% VAT self-study with online question support
 € 550 + 20% VAT including 12 modules trainer webinars, guided exercises
 € 650+ 20% VAT including trainer modules, training exercises, proposal check and guided feedback

Dates 15 to 20 hours trainer webinars in 10 webinar trainer sessions, each training about 1,5 to 2 hours

Registration

Mag. Andrea Maria Fenz
 Skills International GmbH, Austria
 email: training@skills-int.com
 Telephone: 0043663-5359598
www.skills-int.com
www.eutrainings.com



Services

EUROPEAN PROGRAMMES

- | EU Programmes Information
- | Horizon 2020, Erasmus+, ESI Funds
- | European External Aid Programmes

TRAINING & SEMINARS

- | International trainings
- | In-house training courses
- | eLearning

SKILLS ACADEMY

- | Proposal Development and Writing
- | EU Project Management
- | Language courses: German, English

SUPPORT SERVICES

- | Project and Finance Management
- | Evaluation and Monitoring services
- | IT services, platform development

Are You Looking for Opportunities in European Funding Programmes?

Your Partner in European Projects

With 20 years of experience in European Project Start Ups and Management we know what it takes to move you the front of the line.