

EU Funding for SMEs, Horizon 2020 – Developing a Proposal, Evaluating and Disseminating your European Projects



20 - 28 March 2014

Science14 Atrium

Rue de La Science 14b,
Brussels



EPA Brokerage Event focus on Western Balkans EU Funding for SMEs (H2020 & COSME programmes)

20 March 2014

- Analysing present calls for proposals (H2020 & COSME)
- European Projects corner
- Networking with the representatives of Western Balkans regions to the European Union



Horizon 2020 – Developing a Successful Proposal

21 – 22 March 2014

Project Evaluation and Quality Assurance of European Funded Projects

25 – 26 March 2014

Effective Dissemination and Exploitation of European Funded Projects

27 – 28 March 2014

Benefits:

- Participating in the **EPA Brokerage Event focus on Western Balkans – EU Funding for SMEs** to develop new European projects and partnerships
- Full access to the **European Projects Intelligence System my-europa.eu** – a comprehensive web based platform for European Projects Development (www.my-europa.eu)
- Three training courses on **Horizon 2020 – Developing a Successful Proposal, Project Evaluation and Dissemination of EU Funded Projects** organised by European Academy for Education and Social Research in the framework of Master in Technologies for the Development of European Projects

In collaboration with...



EPA Brokerage Event focus on Western Balkans – EU Funding for SMEs 20 March 2014

The EPA South East Europe Committee is organising a brokerage event aimed to give you the opportunity to share projects ideas and find new partners from Western Balkans.

The event includes a round table on **EU Funding for SMEs (Horizon 2020 & COSME programme)** and the opportunity to meet and network with the representatives of Western Balkans regions to the EU on the following calls for proposals:

- **COSME – “Transfer for Business, Boosting the Investment-Readiness of SMEs and Small Midcaps, Networking of SMEs”**
- **COSME – “Enterprise Europe Network 2015/2020”**
- **H2020 – “Support the growth of ICT innovative Creative Industries SMEs”**
- **H2020 – “ICT Innovation for Manufacturing SMEs”**

Time: 15:00 – 17:00

Venue: Science14 Atrium, Rue de La Science 14b (Brussels)

Training courses – Master in Technologies for the Development of European Projects

Horizon 2020 – Developing a Successful Proposal

(21 – 22 March 2014)

- Role of Horizon 2020 in the implementation of the Europa 2020 strategy
- Relation between Horizon 2020 and COSME Programme
- New funding schemes and project types
- Analysis of new eligibility and participation rules in Horizon 2020
- How to build up a successful consortium under Horizon 2020
- Budget Preparation & Cost planning of Horizon 2020 projects
- IPR Management
- Practical session on H2020

Project Evaluation and Quality Assurance of EU Funded Projects

(25 – 26 March 2014)

- The role of the 5 different actors involved in the Project Evaluation:(1) Proposal Evaluator (usually an EC expert); (2) Project Reviewer (usually an EC expert); (3) Proactive Quality Manager;(4) Internal Evaluator (usually a partner); (5) External Evaluator (usually a specialised consultant)
- Evaluation and Quality Assessment Approach – practical steps: evaluation planning; monitoring; collecting evidence; documenting; analysis/interpretation; reflecting and moving forward
- Prepare an Evaluation and Quality Assessment Plan (EQAP) for European funded project - (Class work in groups)
- Analysing and reporting evaluation and quality assessment results (class work in groups)

Effective Dissemination and Exploitation of EU Funded Projects

(27 – 28 March 2014)

- Understanding and applying effective dissemination and exploitation practices
- Analysing best dissemination practices from awarded or highly recognised European projects
- When and how to prepare a Dissemination Action Plan and an Exploitation Action Plan for projects
- Familiarisation on easy to use tools and practices to support dissemination
- My Europa platform (www.my-europa.eu) & EuropaNews (www.news-europa.eu) – innovative tools for the dissemination of European projects
- Understanding Brussels – meeting the experts and exchanging experiences

Daily class schedule: 09:00 – 13:00 and 14:00 – 17:00

Venue: Science14 Atrium, Rue de La Science 14b (Brussels)

Application form

Personal Data and Address

Ms. Mr.

First name: _____ Surname: _____

Place of birth: _____ Date of birth: ____/____/____

Nationality: _____ Passport / ID card number: _____

Address: _____

City: _____ Country: _____ Zip code: _____

Telephone: _____ Mobile phone: _____

E-mail: _____

Organisation: _____ Position: _____

Website: _____

Invoicing details:

Organisation: _____

Address: _____

City: _____ Country: _____ Zip code: _____

VAT Number: _____

Please indicate your choice among the following options:

EPA Brokerage event (free of charge)

- Focus on Western Balkans - EU Funding for SMEs (H2020 & COSME) (20 March 2014)

Training courses – Master in Technologies for the Development of European Projects

- Horizon 2020 – Developing a Successful Proposal (21 - 22 March 2014; 11 - 12 April 2014)
- Project Evaluation and Quality Assurance of EU Funded Projects (25 - 26 March 2014)
- Effective Dissemination and Exploitation of EU Funded Projects (27 - 28 March 2014)

Training courses fee:

- 2-Days Training standard fee EUR 500
- 50% Discount for EPA Premium Organisation Member** on standard fee
- 25% Discount for EPA Basic Organisation and Expert Member** on standard fee

Method of Payment:

Please fill the application form and send it to master@academy-europa.eu or fax us at **0035315261085**. Upon registration applicants will receive a pro-forma invoice with all accounting details.

General Terms & Conditions

1. The following terms and conditions regard the contractual relationship between participant and the European Academy for Education and Social Research Ltd.
2. The application form should be sent via e-mail or fax in order to book a course.
3. By applying for the course, the attendant will receive the European Projects Association individual membership that gives the access to My Europa network (www.my-europa.eu) that is a web-based lifelong eLearning platform designed to develop European projects and counts more than 4700 members among organisations, experts, young professionals and students.
4. The payment of the course fee is payable immediately upon receipt of the pro-forma invoice by bank transfer; cash or cheques will not be accepted. The full payment must be done within four working days after receiving the pro-forma invoice. The invoice will be sent once full payment has been received.
5. The course fee does not cover travel, accommodation and other costs such as health insurance.
6. The Cancellation has to be submitted in written form and sent to master@academy-europa.eu or by fax 0035315261085. Cancellation by the participant will be subject to cancellation charges as follows:
 - 30 days or more before the start of single course: the fee will be reimbursed with the exception of EUR 100 charged for administration costs;
 - two weeks to 30 days before the start of the course: 50% of the total fee will be reimbursed;
 - No refunds will be made if the cancellation is made less than two weeks before the start of the course, but a substitute participant can be accepted.
7. The European Academy for Education and Social Research Ltd has the right to change speakers and to modify the course program if and where necessary while maintaining the overall nature of the course.
8. Course fees are reimbursed in case of a course cancellation due to force majeure or due to speakers' preventions.
9. The course documents are protected by intellectual property rights and may not be duplicated, processed, amended, circulated or published in any other way without the written consent of the European Academy for Education and Social Research Ltd. The European Academy for Education and Social Research Ltd reserves all rights.
10. The courses are prepared and presented by qualified speakers. The European Academy for Education and Social Research Ltd accepts no liability for the correctness of completeness of the course documentation, as well as, the presentations of the speakers.
11. The participants that will attend the single course in e-learning are not permitted to share, distribute, sell or transfer their password to other individuals. The European Academy for Education and Social Research Ltd will send to the attendants of eLearning course an additional statement where they will declare under civil and penal responsibility that they will not share their password.
12. The European Academy for Education and Social Research Ltd may take photos, audio and video recordings. The material will be used for the course in e-Learning and may also be used for promotional purposes. The participants agree that photos, audios and videos may be taken for promotional reasons and they should sign a written statement if they do not want their images to be taken during the course, otherwise their consent will be implied. The participants, moreover, are not allowed to make audio and video recordings during the course.
13. All personal information provided will be kept confidential and will not be redistributed to third parties.
14. Any disputes arise out of the agreement between participants and European Academy for Education and Social Research Ltd shall be governed in accordance with the Irish law and the place of exclusive jurisdiction shall be Dublin, Ireland.
15. The European Academy for Education and Social Research Ltd is not linked to the European Commission and all courses and the web-based platform www.my-europa.eu are being developed without any financial contribution of European Institutions to demonstrate that great things can be done just by researching, cooperating, learning, sharing and having good common purposes.

Please send this application form to master@academy-europa.eu or by fax to 00353 1 5261085. If you have any queries regarding the application, please do not hesitate to contact the Admissions office by telephoning 00353 1 254 2906 or sending a fax to 00353 1 5261085 or e-mail to master@academy-europa.eu

With my signature I confirm my registration and accept the General Terms and Conditions enclosed.

Place and Date: _____

(Authorized Signature)