Negotiate your interests in a consortium Horizon Europe skills training Session 3.

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European Research Funding Advisor
Corvinus University Budapest | Centre for Horizon Europe
February 8, 2021
dr. Borbála Schenk

- Advisor specialized in European research funding framework programmes (H2020, Horizon Europe)
- Proposal writing, development and quality assurance experience in various EU funding schemes (Widening Participation, Societal Challenges, MSCA ITN, MSCA RISE, FET-Open, Science with and for Society, COST, Erasmus+)
- In 2020 contributed to 3 winning projects and 1 with reserve list status, record of multiple impact sections with maximum scores
- Since 2018 trainings on research management and proposal writing in 5 countries for researchers and research managers
- Board-member of the European Association of Research Managers and Administrators, responsible for liaising with the European Commission
- Core Group Member of ERION network, a Europe-wide community for professionals in Research Ethics, Research Integrity and GDPR issues.
- Lawyer by degree, 15+ years of experience in research and university environments, having held management, lecturing and editorial positions

http://bschenk.hu
Tasks and questions ➔ slido.com

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Preparation for Horizon Europe Module II. Skills training (February 1 – 16)

- Finding partners for Horizon Europe projects (February 1-2)
- Pitching your research idea (February 3-4)
- Negotiate your interests in a consortium (February 8-9)
- Navigate your way through the Consortium Agreement and the Grant Agreement (February 10-11)
- Dissemination, exploitation and communication in Horizon Europe (February 15-16)
Negotiate your interests in a consortium throughout the project lifecycle

1. PARTNER SEARCH
2. JOINING A CONSORTIUM
3. PROPOSAL PREPARATION
4. GRANT PREPARATION
5. PROJECT IMPLEMENTATION
6. AFTER THE PROJECT

Balance of top-down and bottom-up approaches
1. Joining a consortium

**Tasks**
- Identifying in the project (which WP, which Task)
- Negotiating the allocated budget

**Strategic interests**
- Securing a role adequate to your expertise and interest
- Assuring budget is adequate to the tasks

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**Checklist**
- ........
- ........
- ........
- ........
- ........

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**Dear Professor...**

please find attached the allocated budget to Corvinus University for the GREENFROG project.

We look forward to your reply.

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**What I want to do**

**What I can do**

**What I cannot let happen**
Adequate budget for the tasks in the project

Table 3.4b: Work package description

<table>
<thead>
<tr>
<th>Work package number</th>
<th>Lead beneficiary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work package title</td>
<td></td>
</tr>
<tr>
<td>Participant number</td>
<td></td>
</tr>
<tr>
<td>Short name of participant</td>
<td></td>
</tr>
<tr>
<td>Person multiplier participant</td>
<td></td>
</tr>
<tr>
<td>Start month</td>
<td>End month</td>
</tr>
</tbody>
</table>

Table 3.4c: Summary of staff effort

Please indicate the number of person-months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

<table>
<thead>
<tr>
<th>WPn</th>
<th>WPn+1</th>
<th>WPn+2</th>
<th>Total Person-Months per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Number/Short Name</td>
<td></td>
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<tr>
<td>Participant/Number/ Short Name</td>
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</tr>
<tr>
<td>Participant Number/ Short Name</td>
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<tr>
<td>Total Person Months</td>
<td></td>
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</tbody>
</table>

Table 3.4d: ‘Other direct cost’ items (travel, equipment, other goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for ‘travel’, ‘equipment’, and ‘goods and services’ exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

<table>
<thead>
<tr>
<th>Participant Number/Short Name</th>
<th>Cost (£)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other goods and services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tr>
</tbody>
</table>

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2. Preparing the proposal

**Tasks**
- Contribute to the proposal preparation (WP, feedback)
- Provide administrative information
- Negotiating the allocated budget
- Management procedure

**Strategic interests**
- Make sure your interest and expertise is adequately reflected in the proposal
- Make sure you implement the tasks you have the expertise for
- Assuring your budget is adequate to the tasks
- Management structure, IPR – make sure it reflects your interests
- Prove to be a reliable partner in the proposal preparaton phase

*Follow your proposal: Horizon 2020 actions (i.e. projects) must be implemented in accordance with the assessed proposal. The grant agreement must not differ from the proposal. This is without prejudice to corrections needed:
- as a result of an ethical review or security scrutiny
- to ensure the project conforms to the applicable rules, e.g. legal and financial rules
- to remove clerical errors or clear inconsistencies
- when, under exceptional circumstances, a participant is removed from a consortium during grant preparation.*
Dear Partner,
please find attached the proposal for the GREENFROG project. Please provide feedback till 15th February 1PM.
Best regards,
... Coordinator

Checklist
- ......
- ......
- ......
- ......

What I want to do
What I can do
What I cannot let happen
3. Grant preparation phase

**Tasks**
- Submitting the required administrative information
- Negotiating the Consortium Agreement

**Strategic interests**
- Indicate if any changes needed
- Fulfill admin tasks on time
- Active participation in CA preparations

**Diagram**

- PROPOSAL → GA ANNEX I. + CONSORTIUM AGREEMENT
- BUDGET → GA ANNEX II.
4. Project implementation phase

Tasks
- Completing tasks, producing deliverables
- Participate in the day-to-day operation of the project
- Participate in communication and dissemination
- Submit internal reports and report to the EC
- Participate in whatever the EC requires from the Consortium (e.g. Ethics)

Strategic interests
- Submit reports on time and be precise
- Inform the coordinator in time about foreseen changes (tasks, deliverables, deadlines, budget if necessary)
- Instead of making mistakes, ask questions
- Participate in meetings

Joint technical responsibility
Individual financial responsibility

Cooperate and communicate
EU payments in H2020 projects

H2020 and Horizon Europe funding: cost reimbursement

- Pre-financing – the start of the project
- Interim payments – reporting periods
- Final payment – final report

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2. Grant implementation phase – your personal risk assessment

<table>
<thead>
<tr>
<th>What can go wrong?</th>
<th>What should I do?</th>
</tr>
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<tbody>
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</table>
5. Closing the project and beyond

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Strategic interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of final report</td>
<td>Submit report on time</td>
</tr>
<tr>
<td>Final meeting</td>
<td>Cooperate in exploitation activities</td>
</tr>
<tr>
<td>Follow-up on exploitation</td>
<td>Negotiate new projects</td>
</tr>
</tbody>
</table>
Negotiate your interests in a consortium throughout the project lifecycle

1. PARTNER SEARCH
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Balance of top-down and bottom-up approaches
Practical tips for negotiations

1. Be confident. Even if you are a partner with a smaller budget share, you bring value to the consortium and you are a partner of equal standing.
2. Your institution is behind you, make sure you consider its interests as well.
3. Even if you are in good personal terms with the Coordinator or the beneficiaries, the rules have to be negotiated, agreed on written down and kept.
4. Make well thought-through decisions as they will have an effect for several years on several people.
5. You are not alone. Ask for the assistance of the research support staff.

What I want to do:

What I can do:

What I cannot let happen:
KUTATÁSMENEDZSMENT IRODA
CORVINUS HORIZONT EURÓPA KÖZPONT / CORVINUS CENTRE FOR HORIZON EUROPE

Kutatási, konzorciális pályázatokat támogató csoport:
Célunk, hogy a Corvinus ki tudja használni a HE lehetőségeit és a kutatási témák, ötletek nemzetközi szintű kutatásokká formálódjanak

Dr. Cser Erika
Szakmai koordinátor

Fekete Judit
Horizon Információs Pont

Dr. Schenk Borbála
jogász, európai unió
kutatástudományi tanácsadó
(szerződéses partner)

horizon@uni-corvinus.hu
I wish you success in Horizon Europe and thank you for your attention and participation!

Your opinion matters. Please send me your feedback on the course via slido