



# TRAINING PROGRAM

## H2020 PROJECT MANAGEMENT AND COORDINATION

# + CONTENT & OBJECTIVES

Managing an H2020 project for the first time can be a daunting task, requiring a great deal of specialized knowledge. It's not just another project to manage, but with our long history in the field, we can teach you what you need to stay in control.

With decades of experience in the public funding arena, more than a hundred completed projects and 16 H2020 projects currently underway, Martel offers the ideal support infrastructure for your bid. From start to finish, our experts are there to advise, assist, and collaborate as your R&D&I project moves through the system.

## WHY WOULD YOU NEED TO ATTEND?

"H2020 Project Management and Coordination" is a one-day comprehensive, hands-on and interactive learning opportunity for participants who are current or would-be EU project managers and need to master the administrative and financial management tools, improving reports' quality.

## FOR WHOM?

Researchers, innovators, and R&D&I players such as academics, SMEs and startups interested in submitting an excellent H2020 proposal.

## WHAT BENEFITS IN ATTENDING?

Over the course of the day, you will learn how to:

- + To plan your project and workplan to present your project, taking into account evaluation criteria and system
- + Understand the stakes and requirements of the evaluation procedure
- + Negotiate your contract with the European Commission
- + Observe the obligations related to the signing of this contract and set up the correct administrative and budgetary monitoring tools for your project
- + Optimise the coordination of your project by mastering the administrative and financial management
- + Learn the full scope of rules and obligations related to the management of a project funded under Horizon 2020
- + Be prepared for audits and controls



## MASTER TRAINER

The training will be conducted by master trainer Dr. Monique Calisti, Managing Director and Head of Media at Martel Innovate. She is specialized in EU funding and has in-depth know-how and experience of national and international grant programmes, including support to innovative SMEs and startups. She is currently involved in several EC projects and she helps innovative ICT players to grab their EU chance!



# TRAINING PLAN

TRAINING MORNING NOON AFTERNOON

## Module 1: Introduction to EC projects' structure

- + How an EC project is typically structured

## Module 2: The legal framework

- + Grant Agreement preparation, Consortium agreement, Key roles (subcontractors) and Third parties

## Module 3: Accounting/Financial and Time reporting

- + Type of costs: lump sum or real cost basis? Budget flexibility and Financial Management.
- + Costs claims and recording, budget execution

## Coffee break

## Module 4: Deliverables and milestones

- + The proposal's excellence section: how your proposal makes a difference

## Module 5: KPIs and Risk Management

- + Monitoring progress and risks appropriately

## Module 6: Quality Assurance and Data Management

- + Ensuring top outcome and properly managing data

## Lunch break

## Module 7: Use of the ECAS portal

- + Project management, admin, legal and financial matters

## Module 8: Audits by the European Commission

- + Project management, admin, legal and financial matters

## Module 9: Open Calls Preparation and Management

- + Cascade funding mechanism
- + Open call preparation
- + Open Call promotion
- + Evaluation
- + Contractual and financial aspects

## Q&A Session

## Recap and conclusions



FOR CUSTOMISED OR DEDICATED TRAINING

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