

## 1-Day Grant Writing Workshop Agenda

**Summary and objectives:** The goal of this workshop is to give attendees the necessary skills to successfully compete for grant funding in Europe. This workshop will provide practical insights and strategies to help attendees achieve this goal.

### Section 1: Understanding funders (09:00 – 10:15)

- What funders are looking for
- Introduction to Horizon Europe
- Grant review process

This introductory section introduces the goals of funding agencies and how to select the most appropriate grants. We then introduce the various Horizon Europe grants that are available along with strategies in choosing the most appropriate one. Lastly, we discuss the review process that is used in evaluating proposals.

*Break (10:15 – 10:30)*

### Section 2: Identifying an important and feasible research question (10:30 – 12:00)

- Choosing a relevant research question
- Writing an effective aim
- Evaluating feasibility
- Obtaining preliminary data

This section reviews how to select a topic that will be valuable to the field and have broader impacts for future research and/or the society. We then discuss how to write an effective aim to address the question along with assessing its feasibility. Lastly, we highlight the importance of obtaining preliminary data to ensure that the aim is appropriate.

*Lunch (12:00 – 13:00)*

### Section 3: Preparing impactful Horizon Europe proposals: Excellence (13:00 – 14:15)

- Objectives and ambition
- Methodology
- Advice for writing an impactful Excellence Section

This module goes through the first section on a Horizon Europe proposal, Excellence. We first discuss how to describe the project's objectives and ambition to illustrate it is beyond state of the art. We then review innovation and Technology Readiness Level of the proposal. Next, we review how to structure an impactful methodology that establishes confidence and trust with reviewers, including data management that aligns with FAIR principles. Lastly, we give advice to improve the readability of this section.

*Break (14:15 – 14:25)*

## Section 4: Preparing impactful Horizon Europe proposals: Impact (14:25 – 15:40)

- Pathways Towards Impact
- Measures to Maximise Impact
- Summary Canvas

The module reviews the second section of the proposal, Impact, that demonstrates the value and commercial and/or societal impact of the project. We first discuss Pathways Towards Impact, including expected outcomes and impact, key impact pathways, and barriers/assumptions. Then, we move on to the Measures to Maximise Impact that illustrates concrete plans for sharing the project's outcomes. Finally, we discuss constructing the Summary Canvas that provides a visual snapshot of the projects pathways to impact, target audiences, and key impact pathways.

Break (15:40 – 15:50)

## Section 5: Preparing impactful Horizon Europe proposals: Implementation (15:50 – 16:50)

The last module introduces the final section of the proposal, Implementation. Here, the proposal shares the work plan, roles and expertise, budgeting, resources, and risk mitigation. We also review how to discuss ethics, sex and gender equality considerations and open science practices that aligns with EU objectives. Finally, we highlight tips to improve writing clarity and impact.

Final Q&A (16:50 – 17:00)