



POAT

PROGETTO OPERATIVO DI ASSISTENZA TECNICA
ALLE REGIONI DELL'OBIETTIVO CONVERGENZA

Presentare un progetto :
dalla lettura del bando
all'invio della proposta dal
Portale dei Partecipanti

Pro-Loco Comiso, 17 Aprile 2015

Formez^{PA}

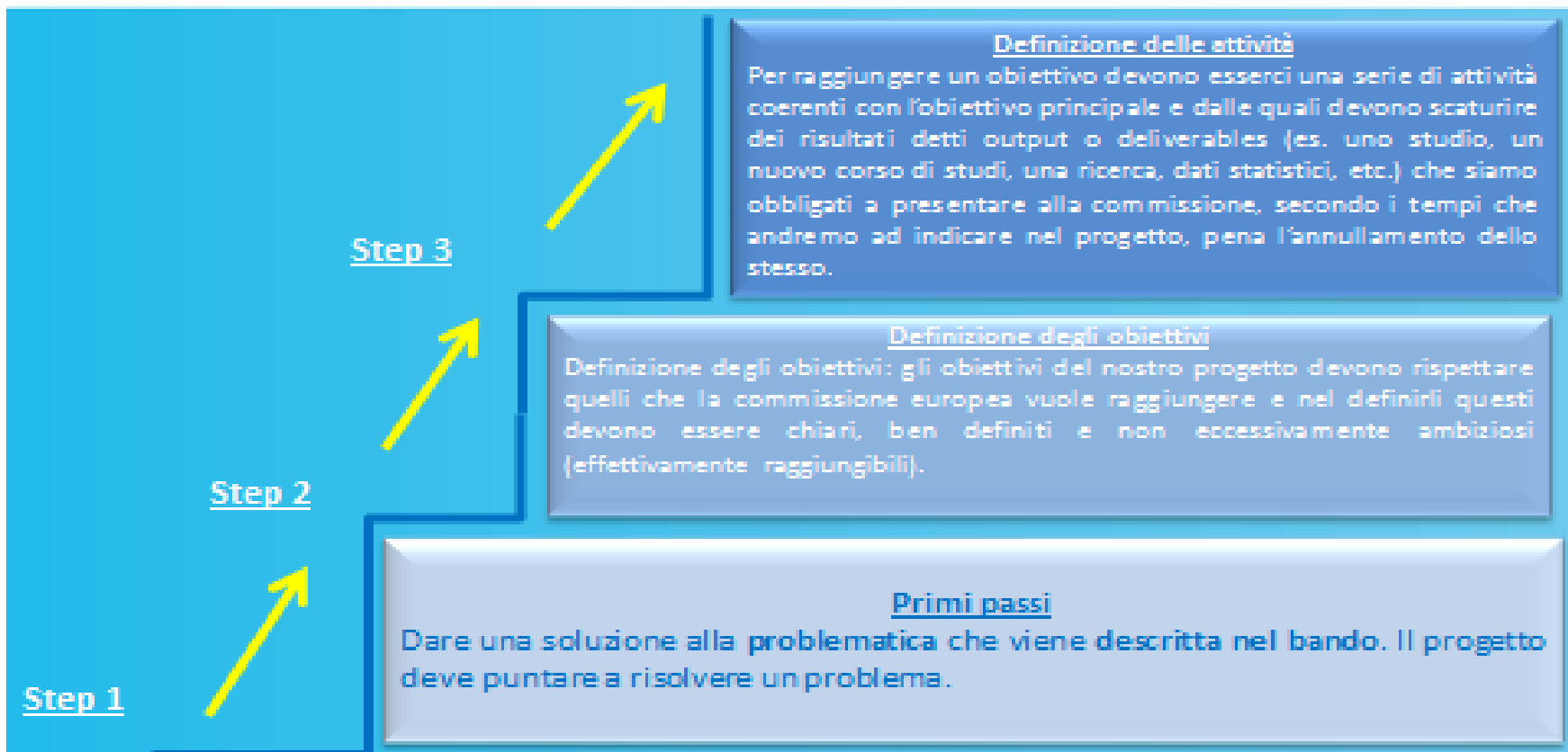


Primi passi nella progettazione europea...

Partendo dall'IDEA
PROGETTUALE è consigliabile
verificare l'idea con il punto di
contatto nazionale

Agenzia per la Promozione della
Ricerca Europea
APRE





Vincoli

Localizzazione

sono cioè legati a contesti particolari

Transnazionalità

devono coinvolgere partner di diversi Paesi

Temporalità

devono stare all'interno di un range di tempo predefinito (es. da minimo di un anno ad un massimo di tre)

Gestionale

devono prevedere attività di management (es. fare in modo che i partner comunichino e rispettino le scadenze)



Riepilogo le fasi principali

- ✓ **Definizione degli obiettivi**
- ✓ **Attività e risultati**
- ✓ **Tempi**
- ✓ **Luoghi**
- ✓ **Partner e strutture di management**

Formulazione

Individuato il bando comincia la compilazione del Form

Ogni formulario online ha modalità diverse di presentazione della proposta

On-line

Cartaceo

Fare attenzione alla modalità di invio del progetto!!!!

Formulazione

Evitare di presentare un progetto già proposto altrove o uno concluso cui si vuole dar continuità, almeno che non si inseriscano determinati servizi aggiuntivi a quello precedente.

La Commissione NON finanzia due volte lo stesso identico progetto

Valutazione finanziaria

In genere per gli enti pubblici non viene effettuata una valutazione finanziaria prima dell'assegnazione dei fondi, cosa che invece si verifica per gli enti privati, dove solitamente vengono richiesti i bilanci certificati e si controlla che non vi siano pendenze.



Valutazione

Una volta inviato, il progetto viene valutato dalla Commissione che da un voto a tutte le voci (obiettivi, attività, etc.).

Alla fine ogni progetto avrà un punteggio e sarà inserito in una graduatoria.

Aggiudicazione del progetto

Aggiudicato il progetto, la Commissione trasferisce il finanziamento in tranche al coordinatore che deve dividere la quota dovuta ai diversi partner.
Da quel momento in poi ciascun partner diventa responsabile della quota ricevuta.

Valutazione e audit

Per controllare l'operato e le spese, la commissione si serve di un monitoraggio che prevede la consegna dei risultati descritti nel progetto, attraverso l'invio di report (relazioni periodiche) che determinano o meno la continuità del progetto e del finanziamento da parte della commissione stessa.

Oltre ai report la commissione svolge tutta una serie di valutazioni (audit) durante la vita del progetto e addirittura fino a 5 anni dopo la chiusura del progetto. Può quindi mandare dei supervisori per valutare cosa è stato fatto a livello scientifico o per controllare ricevute e costi di spese.

5 regole chiave per la gestione di un progetto europeo

1. Condivisione

Siate preparati a condividere le vostre idee con altri. Non è necessario mostrare i propri segreti industriali, ma siate pronti a rendere partecipi anche altri soggetti delle vostre idee e della vostra cultura aziendale.

2. Impegno

Date al progetto le migliori risorse che merita. Non consideratelo un'attività marginale, ma come uno dei vostri migliori clienti o attività principali

5 regole chiave per la gestione di un progetto europeo

3. Pianificazione

Una buona pianificazione è il 50% del risultato.

Considerate quali sono i tempi di un progetto europeo:

- 6 mesi per preparare una domanda;
- 2 mesi per conoscere i risultati;
- 4 mesi di negoziazione.

In genere non si parte prima di un anno dal momento in cui si inizia a considerare l'idea di presentare una proposta.

5 regole chiave per la gestione di un progetto europeo

4. Esecuzione

Eseguite con precisione le attività che vi sono assegnate.
Applicate un'efficiente gestione di progetto per ottenere i migliori risultati.

5. Investimento

Un finanziamento a fondo perduto, seppur con una buona intensità di aiuto, non copre la totalità dei costi.

Investite sul progetto, consideratelo parte della vostra strategia aziendale, assegnategli le migliori risorse.



PARTICIPANT PORTAL



HORIZON 2020

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Il Portale dei Partecipanti Ricerca & Innovazione

Lo strumento della DG Ricerca & Innovazione per:

- la gestione delle candidature
- la gestione dell'area personale
- la ricerca delle opportunità finanziarie
- la modalità di partecipazione
- Informazioni e supporto

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RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | SUPPORT | SUPPORT | CONTACT | REGISTER

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- 2014-2020 Horizon 2020 – research and innovation Framework programme
- 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, and health Programme, Consumer Programme

New registered users

- search for funding
- read the 2014-2020 Guide Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | WORK AS AN EXPERT | MY PERSONAL AREA | INFORMATION AND SUPPORT

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Internet Explorer browser window showing the European Commission Authentication Service (ECAS) External Sign Up page. The browser address bar shows the URL: <https://webgate.ec.europa.eu/ecas/external/register.asp>. The page title is "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". The page contains a "Sign Up" form with the following fields:

- Choose a username
- First name *
- Last name *
- E-mail *
- confirm e-mail *
- E-mail language (English, auto)
- Enter the code *

Below the code field, there is a CAPTCHA image showing the numbers "06" and "84" on a blue background with a refresh icon. A checkbox for "Privacy statement" is checked, with the text: "By checking this box, you acknowledge that you have read and understood the privacy statement." A "Sign up" button is located below the form.

At the bottom of the browser window, the Windows taskbar is visible, showing the Start button and several application icons. The system tray shows the date and time: 14:14 26/11/2014.



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EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA - Authentication Services - Login

[Login](#) [Forgot password](#) [Sign Up](#) [Help](#)



(authenticates your identity on European Commission websites)

Participants Portal
requires you to authenticate

Login [not registered yet](#)

Is this selected domain correct?
External (Default)

Username or e-mail address

Password

Remember my password
 Warn me each time an application asks for my identity
 View my ECAS account details after logging in (4)

[Login](#) [Lost your password?](#)

* Required fields

Or log in with your

[Twitter](#)

Last update: 23/02/2014 13:05 (from) | 2 ms | [Top](#)





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European Commission > Research & Innovation > Participant Portal > Home

My Organization
My Projects
My Proposals
My Notifications
My Expert Area

Horizon 2020 Funding
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- read the 2014-2020 Guide Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check out FP7s

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

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RESEARCH & INNOVATION
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Horizon 2020 Calls for Proposals

My Organization(s)
My Proposals(s)
My Projects(s)
My Notifications(s)
My Expert Area

Horizon 2020
Calls

Other EU Programmes 2014-2020
Research Fund for Growth & Jobs
ERDF
ERDF Research Programme
Erasmus Programme

ERDF & ERDF Programmes 2007-2013
Calls
Call notices

Work by: Calls Call for Planned opening date Deadline date

Invited Challenges
Energy Efficiency - 4th call and 42nd round
Horizon 2020 dedicated ERDF instrument - Phase 2 2014
Horizon 2020 dedicated ERDF instrument - Phase 1 2014

In addition to the search results, the full list of recent calls can be found here.

14/05/2014 10:04

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Participant Portal

My Organization
My Proposals
My Applications
My Research Area

My Organization: **ENERGY EFFICIENCY - FGD EES AND SENSE TOWNS**

| Proposal ID | Submission Date | Deadline Date | Proposal Status |
|----------------------|-----------------|---------------|-----------------|
| 100000-40-2010-1-000 | 04-03-2014 | 04-03-2014 | Submitted |

Call Description: High Description: Not Available

Call updates:

- 19-11-2014 12:00:26

4 consultations of Frequently Asked Questions (FAQ) is now available for:

- 2014 Energy Efficient Buildings
- 2014 Best Practices in large industrial systems

New Call update 4

Topic and submission advice

To access the Submission Service, click on the link "Access to the Submission Service" in the menu "My Applications".

- All requests for design design for new highly energy performing buildings
- All requests for technologies for utilization of heat recovery in large industrial systems, considering the energy source from large producers or transformations, district heat and use recovery

2014.03.02 - will be implemented under the FP7 on Energy Efficient Buildings. The activities are expected to be implemented on Technology Readness Level (TRL) 4-7 (phase one part of the General Economic Plan 2014 - 2019 Programme Horizon 2014) by the Italian, clean and efficient energy research community.

2014.03.02 - will be implemented under the FP7 2007-2013. The activities are expected to be implemented on Technology Readness Level (TRL) 4-7 (phase one part of the General Economic Plan 2007-2013).





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14-02-2014

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Energy efficiency - DDF LRB and SRRRE topics

Opening date: 20-03-2014
Publication date: 20-03-2014
Total call budget: 3.177.000.000
Wishes: [View](#)

| | |
|--|--|
| Handling state: Main phase | Deadline state: Final challenges |
| Call reference: EE-0966-07-LL-0100000000 | |

Topic: **Buildings design for more highly energy performing buildings** **06-02-2014**

Topic description: **Topic conditions & documents** **Submission terms**

Please read carefully all provisions below before the preparation of your application:

- List of countries and applicable rules for buildings:** described in part B of the General Annex of the General Work Programme.
- Eligibility and admissibility conditions:** described in part B and C of the General Annex of the General Work Programme.
- Evaluation:**
 - Evaluation criteria and procedure, scoring and thresholds:** described in part D of the General Annex of the General Work Programme.
 - Route to the submission and evaluation process**
- Process/step limits and topics:** Please refer to Part B of the standard proposal template.
- Subjective timetable for evaluation and grant agreement:**
Information on the submission of new stage evaluations: maximum 9 months from the start date for submission.
Signature of grant agreement: maximum 9 months from the date of referring successful applicants.
- Milestones, proposal templates and evaluation forms for the type(s) of activity(ies) under this topic:**
Relevant Annex:
 - Specific processes and funding rules
 - Standard proposal template (administrative forms and division of financial areas)
 - Standard evaluation form
 - Standard Model Grant Agreement
- Additional provisions:**
Revenue share budget flexibility

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DPS
Dipartimento per lo Sviluppo
e la Gestione Economica
delle Infrastrutture e dei Trasporti



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RESEARCH & INNOVATION

Participant Portal

My Area

- My Organisation(s)
- My Proposals(s)
- My Proposals(s)
- My Notifications(s)
- My Expert Area

Horizon 2020

Search Topics

Date: [icon] [icon]

Categories: [icon] [icon]

Other EU Programmes 2014-2020

Research Area Explorer & Search

Topics

Infrastructure Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Date: [icon] [icon]

Categories: [icon] [icon]

View Funding Opportunities

Energy Efficiency - POP ZEB and SPIRE topics

H2020-ES-2015-1-PPP Sub call of H2020-ES-2014-2015

| | | | |
|--------------------|-------------|----------------|---|
| Starting date: | 01-09-2014 | Deadline date: | 01-09-2015 17:00:00 (Brussels local time) |
| Publication date: | 01-10-2014 | Start pillar: | Research Challenges |
| Total call budget: | 417,000,000 | EU estimates: | 01,000 of 01 - November 2017 |
| Status: | Open | | |

Topic: Buildings design for new highly energy performing buildings 01-02-2015

[Topic Description](#) [Topic Conditions & Documents](#) [Submission Service](#)

To access the Electronic Submission Service of the topic, please select the type of action that is most relevant to your proposal from the list below and click on the "Start Submission" button. You will then be asked to confirm your choice of the type of action. The topic for the call, as these cannot be changed subsequently in the submission system. Upon confirmation you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action: Innovation action (1A)

Topic: Buildings design for new highly energy performing buildings 01-2015

[START SUBMISSION](#)

Guidance on proposal submission: [CLICK ONLINE MANUAL](#)

IT Guidance: [CLICK HERE](#)



Submission of Proposals

LOGOUT | **PROPOSAL SCHEME** | **CREATE DRAFT** | PARTIES | DRAFT PROPOSALS

Step 3

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are mandatory.

Your organization

PICT* Short name*

Organizations you have been previously associated with. Click to select.

No. 00000001
 (Organization name shown in Part A)
 No. 00000002
 (Organization name shown in Part A)

Search for your organization PICT:

Your Role

Please select your role in this proposal.

Main contact
 Other person

Your Proposal

When you click on "next" an entry for your proposal will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Amount* Please insert amount in full characters and

Draft Summary (max. 2000 characters)*





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Submission of Proposals - Google Chrome

RESEARCH & INNOVATION
Participant Portal

Step 4
Manage Your Related Parties

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can add the elements on this screen.

Draft proposal tyryyhts created

Dear Natalia Casullo,

You have successfully created draft proposal tyryyhts for the call H2020-EC-2015-1-FPP.

You can continue editing your proposal now or archive it at a later time (before the deadline 2015-02-04 17:00:00 Brussels Local Time) from Participant Portal by accessing the My Proposals tab
(<https://ec.europa.eu/participants-portal/desktop/en/proposals/index.html>).

An email containing this information has been sent to the email address nataliaformez@gmail.com (which is associated with your ECAS account natalia).

[Continue with this proposal](#) [Go to My Proposals](#)

Configuration unsuccessful

Using Chrome 38 on Windows. Adobe Reader is not installed or not enabled. Linux fonts are not installed. All PDF forms will be disabled.

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e le Attività Produttive



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Submission of Proposals - Google Chrome
<https://ec.europa.eu/eusf/management/participants/submissions/management/management/parties?pid=349-2153230000&prevPageType=Topic&prevPage=66-62-2013>

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES SAVE PROPOSALS

Step 4

Manage Your Related Parties

H2020-EE-2013-LPPP

Name Contact
 04-01-2013
 IT
 04 February 2013 17:00:00
 04
 Stop all all issues

Acronym Contact
 Acronym
 Description

Configuration unconfirmed

You're using Chrome 30 on Windows. **Adobe Reader is not installed or not enabled.** Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please contact the User Guide.

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1 [Add Partner](#)

Consortium eligibility
 Call requires at least 3 participants from different EU member states or associated countries, currently you have 1

| | | | | | |
|--|--------------------------|-------------------------|-----------------------|---------------------|------------------------|
| | NataliaCristoforo | Contact | Share | Add | Remove |
| | Role: Coordinator | Name: contact | | | |
| | PCP: 349-2153230000 | | | | |

[Save changes](#)

Windows taskbar: 15:39 26/11/2014

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Submission of Proposals | Google Chrome | <https://ed.europa.eu/Accesso/Europa/FON/Procedure/SubmitProposalForm/submitProposalForm?projectId=CEP-210730000&submit=ST-34073000-2779&MyVirtualeTopicID=64&7C&306&LangIt>

Step 5

Edit Proposal

H2020-RI-2015-1-0119

- Admin: Admin
- 44 33.376
- € 14
- 04 February 2015 14:00 - Brussels local time
- 78 Add all unit issues

Acronym: [0] [9] [3] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] [26] [27] [28] [29] [30] [31] [32] [33] [34] [35] [36] [37] [38] [39] [40] [41] [42] [43] [44] [45] [46] [47] [48] [49] [50] [51] [52] [53] [54] [55] [56] [57] [58] [59] [60] [61] [62] [63] [64] [65] [66] [67] [68] [69] [70] [71] [72] [73] [74] [75] [76] [77] [78] [79] [80] [81] [82] [83] [84] [85] [86] [87] [88] [89] [90] [91] [92] [93] [94] [95] [96] [97] [98] [99]

Acronym: xxxxxxx

Configuration warnings

You're using Chrome 38 on Windows. Adobe Reader is not installed or not enabled. Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the User Guide.

Edit Proposal's Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted.

Administrative Forms

Click will open the forms in a new window.

[Link forms] [view details] [print preview]

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested annexes.

[download template]

| | | | |
|---|----------|----------|--------|
| Technical Annex Section 3.3 | [upload] | [cancel] | [help] |
| Technical Annex Section 4.5 | [upload] | [cancel] | [help] |
| Optional annex 3: Ethics - Supporting Document(s) | [upload] | [cancel] | [help] |



Browser window showing an email from the European Commission. The email subject is "Europa / Research / Participant Portal notification". The content of the email is as follows:

Dear Proposal Participant,
 You have successfully created a draft proposal in the Participant Portal Submission System.

| | |
|-------------------|--|
| Proposal acronym | Scyphite |
| Draft proposal ID | SEP-21020009 (a final Proposal ID will be assigned as soon as the proposal is submitted) |
| Call | H000-ES-2015-1-PPP |
| Type of action | IA |
| Type | EE-ES-2015 |
| Call closure | 2015-02-04 17:00:00 |
| Your ECAS ID | Available |

You can review, edit and submit your proposal at any time from [My Proposals tab](#) (<https://ec.europa.eu/research/participants/portal/desktop/en/proposal/myProposals.html>) or the [Participant Portal](#).

With kind regards,
 European Commission - Participant Portal Submission System team

This email has been autogenerated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the SEP Helpdesk (+32 (0) 29 5000 or OIGI.ACT.SEP@ECSupport.ec.europa.eu)

At the bottom of the browser window, there is a taskbar with icons for various applications and a system tray showing the date and time as 11:48 on 26/11/2014.



RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA

- [My Organisation\(s\)](#)
- [My Proposals\(s\)](#)
- [My Projects\(s\)](#)
- [My Notifications\(s\)](#)
- [My Expert Area](#)

My Proposals

[CLICK ONLINE MANUAL](#)

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to Funding Opportunities, to the page of the call or topic that you want to apply for, and enter the electronic submission system.

SEARCHING
NEW DRAFT
NEW DRAFT
NEW SUBMITTED
GRANTS AWARDED
FOLLOWING

Filter
SEARCH
Filter

| ANNOUNCEMENT | CALL | FUNDING SCHEME | PROPOSAL NO. | ACRONYM | STATUS | REMARKS | ACTIONS |
|------------------|--------------|----------------|----------------|---------|--------|---------|---|
| FP7-2007-2-5-1-1 | 2007-2-5-1-1 | FP7 | 2007-2-5-1-1-1 | Example | Draft | | EDIT DELETE |
| FP7-2007-2-5-1-1 | 2007-2-5-1-1 | FP7 | 2007-2-5-1-1-2 | Example | Draft | | EDIT DELETE |

Showing 2 of 2 entries



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2007-2013
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Ministero delle Politiche Regionali



Ministero dello Sviluppo Economico



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Submission of Proposals - Google Chrome
https://ec.europa.eu/regionalfundsubmissions/forms/viewingwithformId=660-CEP-210230000&label=CT-3897304-1372&MyVvYt0UkxT0gR0T&v&v=7C&v=00M&Lang=it

LOGOUT FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL

Step 5

Edit Proposal

H2020-EE-2015-1-PPP

Admin: GUIDO
ES: GUIDO
IN
February 2015 11:00:00
04
7%
Acronym: (0) (P) (C) (E) (S)
Acronym: Testsystem

Configuration unobtrusive

You're using Chrome 38 on Windows. Adobe Reader is not installed or not enabled. Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

For more information, please consult the User Guide.

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted.

Administrative Forms

Edit will open the forms and will refresh.

EDIT FORMS **VIEW PARTIES** **EDIT PROFILE**

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Download Annexes

| | | | |
|---|---------------|--|--|
| Technical Annex Section 5.3 | Upload | | |
| Technical Annex Section 4.5 | Upload | | |
| Optional annex 3: Ethics - Supporting Document(s) | Upload | | |

Go Back **Finalize** **Submit** **Cancel**

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Submission of Proposals - Google Chrome

https://ec.europa.eu/competition/funding/submit-proposal/submit-proposal.html?projectId=SEP-210229004¬ice=07_7552928_54&appVersion=1.4.0&appType=0&from=0&lang=it

ORGANIZAZIONE - FUNDING SCHEME - CREATE DRAFT - PARTIES - EDIT PROPOSAL

Step 5

Edit Proposal

HD20-00-2015-1-PPP

Task number: [field]
 ID: 16.2015
 IVA: [field]
 February 2015 17:00:00
 Status: [field]
 [field]

Acronym: [field] [field] [field]
 Acronym: [field]
 Source: [field]

Configuration ununiforme

You're using Chrome 33 on Windows. Adobe Reader is not installed or not enabled. Under these conditions, all PDF forms will have to be downloaded on your computer in order to be edited.

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Edit Proposals' Forms

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Administrative Forms

Edit will open the forms in Adobe Reader.

[button: edit forms] [button: view history] [button: edit preview]

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

[button: download template]

| | | | | | |
|---|------------------|--|------------------|-----------------|--------------|
| Technical Annex Section 3.3 | [button: upload] | Part B Template HD20-15-PPP_sections_3-5.pdf | [button: delete] | [status: green] | [icon: help] |
| Technical Annex Section 4.5 | [button: upload] | Part B Template HD20-15-PPP_sections_4-5.pdf | [button: delete] | [status: green] | [icon: help] |
| Optional annex 3: Evidence - Supporting Documents | [button: upload] | | | | |

[button: edit forms & preview] [button: submit]

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International Activities Office
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Internazionale.poa@formez.it
06/8489.2238

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