

## Proposal and Application

### General Tips on how to Apply

Calls may be published with a fixed deadline or with the option of continuous delivery. There are one-stage and two-stage application procedures. Please note the deadline of your individual call.

The application will be electronically submitted via › Participant Portal (PP)

(<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>) (closes by the end of 2018) and the › Funding and Tender Opportunities Portal (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>) (from Autumn 2018). Please post your documents in the electronic submission system well ahead of time! Shortly before the end of the deadline, technical difficulties might occur.

Important › documents (<http://www.horizont2020.de/antrag-dokumente.htm>) :

- ▶ Work Programme
- ▶ Standard Proposal Template
- ▶ Commented Proposal Template for SC5
- ▶ Annotated Model Grant Agreement
- ▶ Self-Evaluation

Please be aware of three basic › evaluation criteria

([http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#h2020-call\\_ptef-pt](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-call_ptef-pt)) in Horizon 2020 applications:

- ▶ Excellence
- ▶ Impact
- ▶ Quality and Efficiency of the Implementation

### How to Use the Electronic Submission System:

1. Identify the topic in the work programme  
All work programmes in thematic order › here
2. Search for calls in the › Participant Portal and on the › Funding and Tender Opportunities Portal.
3. Choose and click on SubCall, topic description, call documents, and the submission service will appear.

If you have any questions, please do not hesitate to contact your › contact person in the EU Network for Universities in Saxony-Anhalt

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### Further Links:

› Ethics (<http://www.euhoerschulnetz-sachsen-anhalt.de/Ethics.html>)

› Management (<http://www.euhoerschulnetz-sachsen-anhalt.de/Altes+Design/Service/Projektmanagement.html>)

› Charts (<http://www.euhoerschulnetz-sachsen-anhalt.de/Charts.html>)

› IP (<http://www.euhoerschulnetz-sachsen-anhalt.de/IPR+%28Geistiges+Eigentum%29.html>)

› Dissemination (<http://www.euhoerschulnetz-sachsen-anhalt.de/Dissemination+and+Communication.html>)

› **Gender** (<http://www.euhochschulnetz-sachsen-anhalt.de/Gender.html>)

› **Budget Calculator (xls)** ([http://www.uni-magdeburg.de/unimagdeburg\\_media/CalculatorSME.xls](http://www.uni-magdeburg.de/unimagdeburg_media/CalculatorSME.xls))

#### **Futher Information:**

› **Regional Innovation Scoreboard 2014 (European Commission)** (<http://www.kooperation-international.de/dokumente-abkommen/dokumente/detail/info/europaeischer-regionaler-innovationsanzeiger-2016/>)

#### **Participant Identification Codes (PICs)**

› Burg Giebichenstein University of Art and Design Halle  
**PIC: 962718308**

› University of Applied Police Sciences Saxony-Anhalt  
**PIC: 960836314**

› Anhalt University of Applied Sciences  
**PIC: 959536417**

› Harz University of Applied Sciences  
**PIC: 989910027**

› Magdeburg-Stendal University of Applied Sciences  
**PIC: 999877747**

› HoMe: Merseburg University of Applied Sciences  
**PIC: 971916430**

› Martin Luther University Halle-Wittenberg  
**PIC: 999871539**

› Otto von Guericke University Magdeburg  
**PIC: 999873285**

#### **Consultation at National Contact Points (NCP)**

› National Contact Points (NCP) Germany