



# HORIZON 2020 & HORIZON EUROPE

## PNO INNOVATION TRAINING MODULES

### ONLINE OR IN-HOUSE

#### TRAINING 1

Finances in Horizon 2020 & Horizon Europe

#### TRAINING 2

H2020 Project Manager: full training package

#### TRAINING 3

Horizon Europe: What to expect & how to prepare



## TRAINING 1

# Finances in Horizon 2020 & Horizon Europe



From rules to practice:  
become an expert in H2020  
eligibility rules and financial  
management



Learn how to pinpoint potential  
risks and minimise the  
chances of cost rejections



Follow the Expert training for  
hands-on exercises, valuable  
tools and practical insights

Not sure if your policies and procedures are fully in line with the EC rules? Looking to avoid uncertainty and risks? Involvement of staff with a profound understanding of the H2020 financial rules is key to ensure a solid project administration and prevent potential cost rejections. This module offers participants a dedicated training in H2020 finances, addressing a wide range of topics such as cost eligibility rules, audit preparation and budget management. In addition, it presents a first view on the financial novelties introduced under Horizon Europe.

Finances in Horizon 2020 & Horizon Europe teaches participants how to navigate the Grant Agreement and translate the EU funding rules into their day-to-day financial management.

### TRAINING TOPICS - ESSENTIALS:

- H2020: programme overview and project lifecycle
- Contractual basis: Grant Agreement vs. Consortium Agreement
- From proposal to Annex 2: processing budgets in the Funding & Tenders Portal
- Budget management and transfers
- Action types and forms of cost
- Cost categories and eligibility rules: personnel costs, other direct costs, subcontracting
- Third parties in H2020: differences and risks
- Financial reporting: obligations and practice
- Audits, reviews and checks: what and when
- Common financial errors and how to avoid them
- Examples and best practices in financial management
- Finances in Horizon Europe: new Corporate Model Grant Agreement and novelties

### ADDITIONAL TRAINING TOPICS AVAILABLE ONLY FOR IN-HOUSE TRAININGS (2 DAYS):

- Practical tools and templates for resource monitoring and financial management
- Hands-on training exercises: real-life H2020 case studies
- EC audit simulation: process and caveats

**DURATION:** 1 day (Essentials) / 2 days (Expert)

**TARGET AUDIENCE:** H2020 project managers, research administrators, project advisors, financial controllers, contract managers, researchers, administrative support staff

## TRAINING 2

# H2020 Project Manager: full training package



All essential know-how to successfully manage a project from grant preparation to closure



Understand the key contractual obligations, process flows and Funding & Tenders Portal tools



Valuable tips, tricks and best practices to coordinate an international consortium

Are you certain that you or your staff have the necessary know-how to successfully manage all aspects of a Horizon 2020 project? Do you fully understand all contractual obligations and the project management functionalities of the Funding & Tenders Portal? Do you have the right tools in place to manage a complex international consortium?

Managing a Horizon 2020 project poses many challenges and requires a sound understanding of rules and project management techniques. A well-equipped Project Manager is a vital prerequisite to avoid common pitfalls and deliver impactful project results.

*H2020 Project Manager - Full Training Package* offers participants a thorough all-round training, tailored to the specific needs of H2020 Project Managers. It covers a broad set of subjects: from grant preparation to reporting, from amendments to project communication.

### TRAINING TOPICS:

- H2020: programme overview and project lifecycle
- From proposal to Grant Agreement: mastering the grant preparation process
- Consortium Agreement: overview and tips for a smooth negotiation
- Being the coordinator: GA obligations and how to manage a consortium
- Funding & Tenders Portal: IT-tools, functionalities and integration in project management
- Technical reporting, reviews and deliverables
- Financial reporting and eligibility rules
- Amendments: what, when and how
- Dissemination, communication and exploitation: how to create lasting impact
- EC liaison: keeping your Project Officer happy
- Templates, tools and best practices for effective project management
- Managing a MSCA Innovative Training Network (ITN): obligations and best practices
- EIT Knowledge and Innovation Communities (KICs): overview, differences and practical tips

**DURATION:** 1 day

**TARGET AUDIENCE:** H2020 project managers, project coordinators, principal investigators, research administrators, project advisors, grant advisors, EU liaison officers, public funding managers

## TRAINING 3

# Horizon Europe: what to expect & how to prepare



An in-depth overview of the programme structure, design and key funding opportunities



Get to know all novelties, differences compared to H2020 and the impact for your administration



Learn how to prepare your organisation for the first Horizon Europe calls in 2021

The final preparations for Horizon Europe, the successor of the Horizon 2020 programme, are at full speed. Have you heard of terms like Missions, Strategic Plan and EIC, but are you not sure what they entail? Curious to learn how the programme is taking shape and how it differs from Horizon 2020? Want to make sure that your organisation is fully prepared in time for the first Horizon Europe calls?

*Horizon Europe: what to expect and how to prepare* guides participants through the Horizon Europe design process and key programme elements. It provides the latest insights on the changes and novelties in terms of funding instruments, implementation rules and finances. It highlights the most important tools and resources to allow organisations and their administration to prepare for the new programme.

### TRAINING TOPICS:

- From MFF to Strategic Plan and Work Programme: how the new programme is shaped
- Horizon Europe: pillar structure and funding instruments
- Evolution or revolution: what is changing and what is not
- Missions, Clusters, EIC, European Partnerships and other key novelties
- Implementation Strategy: changes in proposal submission & project management
- The new Corporate Model Grant Agreement
- Finances: novelties, simplified forms of costs, and impact for your administration
- Organising for success: tools and resources to prepare your organisation for Horizon Europe

**DURATION:** 1 day

**TARGET AUDIENCE:** EU project managers, project coordinators, principal investigators, research administrators, project advisors, grant advisors, EU liaison officers, public funding managers, business developers, policy officers, financial controllers, contract managers, researchers, managers

## In-house trainings - Tailored to your needs

On request, in-house trainings at your premises can be offered. In addition, our trainings can be combined or personalised. They can for instance be adapted to focus on the most relevant funding instrument for your organisation (e.g. EIC, EIT, MSCA ITN, ERC).

## Make use of over 30 years of experience in EU grant management

Based on over 30 years of experience in the fields of EU grants, projects and innovation, PNO Innovation offers a wide range of expertise such as finance, legal, fiscal, administrative, innovation and project management. We work for SMEs, large industries, universities, consortia, RTOs, NGOs and public bodies in many different sectors. Building on these attributes, grant and project management has become one of our core competences. Our team of expert trainers offers a unique combination of know-how and extensive practical experience, gained in a variety of different roles such as H2020 project manager, EU project advisor and external auditor.

## EAGER TO PARTICIPATE IN ONE OF OUR TRAININGS? REGISTER NOW FOR OUR ONLINE TRAININGS:

[REGISTRATION FORM »](#)

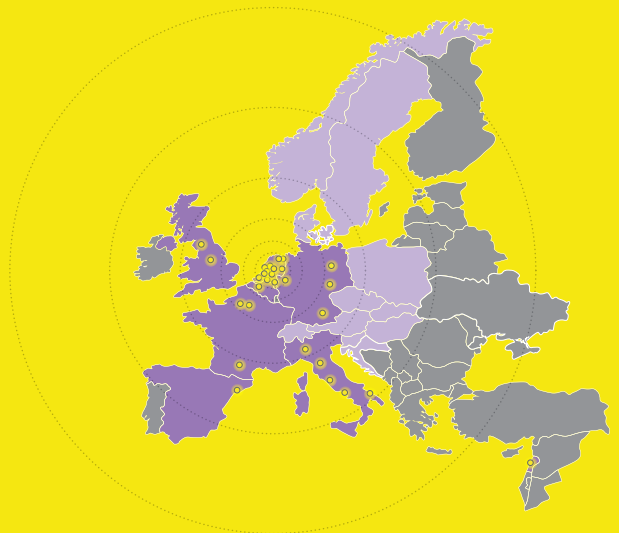
Contact us for more information on our different options and pricing for in-house and personalised trainings:

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## PNO Innovation - Experts in EU grants and funding

In addition to these training modules, PNO Innovation offers several other services, including:

### AUDIT SUPPORT SERVICES

Wondering how audit-proof your organisation actually is? In need of support to face an upcoming EC audit? Our compliance experts pinpoint potential risks through an audit readiness assessment or can provide support during the preparation and execution of an actual audit.

### EU PROPOSAL DEVELOPMENT, WRITING AND PROOF-READING

Looking for suitable project partners or funding opportunities? Do you need assistance to develop a high-quality proposal and boost your chances of success? PNO Innovation has an excellent track record in securing Research & Innovation grants in many different sectors and funding instruments, including Horizon 2020.

*Contact us for more information on our additional grant services.*