



IDEALIST FULL PROPOSAL CHECK

Horizon Europe digital topics with deadlines on March 2024

In-person sessions 5th and 6th February 2024

Online sessions between 19th and 23rd February 2024

Following the successful previous Full Proposal Checks events (FPC), IDEAL-IST is organizing two **Full Proposal Check Events for the Horizon Europe Cluster 4 Digital call topics in March 2024**. This time the events will be held in two formats: **in-person** along with the [Research to Reality event](#), in Brussels, on 5th and 6th February 2024, and **online** between the 19th and 23rd February 2024. These events offer proposers a chance to improve the quality of project proposals based on feedbacks from experienced external experts and National Contact Points (NCPs). The event aims at transferring useful knowledge and increase proposers' chances of being funded.

FPC platform

All information can be found at our Full Proposal Check platform:

<https://idealist2024.proposalcheck.eu/>

(N.B.: *the sub-domain changed from last year*)

List of calls/topics covered

For the list of topics covered, see the link below:

<https://idealist2024.proposalcheck.eu/#calltopics>

Proposers

Interested proposers must:

Register their Expression of Interest (EoI) as soon as possible, and

Provide a draft of their proposal before the indicated deadline for each FPC.

Please note that **the registration on the Idealist Full Proposal Check website (sign up) as coordinator is considered as an EoI**. Selected proposals will be confirmed to proposers in due time. This is aimed at giving as much time as possible to proposers to provide the most advanced draft possible, while allowing enough time for experts to provide meaningful feedback.

Feedback to proposers

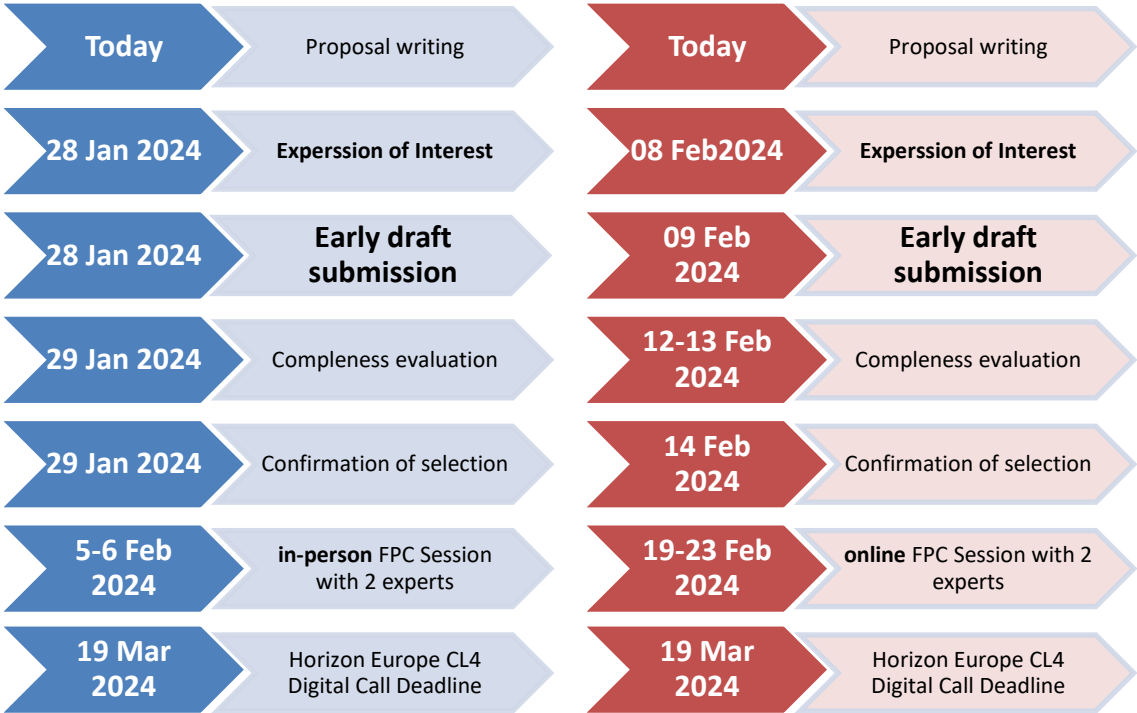
In-person – The feedback sessions of each proposal will take place on a 2-hour face-to-face meeting, in Brussels. Slots will be allocated shortly before the event between organizers, proposers, and experts. *Note that in exceptional circumstances we will allow remote feedback, please check with the organization team.*

Online – We kindly ask proposers to keep their agenda as free as possible from the 19th to the 23rd of February. Similarly, 2-hour feedback sessions will be arranged the week prior between all involved parties. During the registration, proposers should also express their time availabilities.

In both events, if selected, proposers will receive qualified feedback from experienced evaluators during the Full Proposal Check sessions. These sessions generally consist of:

- Evaluators exchanging their view on the proposal (no proposers participation at this stage);
- Max 5 minutes pitch from the coordinators to the expert evaluators;
- Feedback, interactive discussion and Q&A between evaluators and coordinators.

Furthermore, it may be possible to receive additional advice from experienced NCP staff.



Selection of participants

We will follow a case-by-case selection process among FPC applicant proposers. The advanced draft submitted by the FPC applicant proposers will be evaluated based on a completeness assessment. Short-listed candidates will be invited to an FPC session with 2 expert evaluators based on the available places, and will be informed on their selection Within the timeframe indicated above.

Who can attend?

The event will support proposals for **Digital** calls under Horizon Europe, with a deadline on **19th March 2024**. Participation to the event is for the coordinator (*i.e.*, one person, mandatory) plus one representative from a project partner institution (*i.e.*, one optional person, highly recommended to take notes). In exceptional cases, the coordinator may name a proxy to participate. Therefore, this FPC is open to all coordinators of aspiring proposals aimed at the March/2024 deadlines of Cluster 4 Digital.

All participating experts and national contact points have signed a confidentiality declaration. No minutes or report will be shared.

The evaluators do not check the eligibility of the proposers to submit a proposal for the topic. Therefore, it is strongly recommended that the proposers have an abstract of their proposal checked by their local NCP.

The event is free of charge, however, timeslots are limited.

For further questions, please contact your NCP or send an e-mail to:
leonardo.tonetto@luxinnovation.lu

NCP – Your support is needed!

Digital National Contact Points are also welcome to contribute to the FPC. You will help us throughout the events:

1. Register yourself in the FPC platform (as a coordinator). Once that is done, email the organizing team so we can re-assign you the NCP role (internally).
2. Eventually, you will receive proposals for pre-check. Those must be done in due time prior to the submission to experts.
3. You will be assigned a task during the feedback sessions (*e.g.*, moderator, rapporteur), which are essential to each meeting.

In case you have questions, do not hesitate to contact the organizing team.