How to submit an excellent proposal: what are we looking for?

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LIFE CET Info Day
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THE EVALUATION PROCESS
5 THINGS TO REMEMBER
1. The process

- **Month 0 = submission deadline**
- **0**
- **Admissible Eligible**
- **External Experts**
- **Award**
- **Informing Applicants**
- **Grant Preparation**
- **Grant Agreement Signature**
- **5 Notification = max. Month 5**
- **9 Month**
2. How does Funding & Tenders Portal work?
Objective:
Launched in 2011, the BUILD UP Skills initiative is supporting the upskilling of building professionals across Europe, to deliver building renovations offering high energy performance as well as new nearly Zero-Energy Buildings (nZEBs). This effort needs to be sustained through the rollout of ambitious training and qualification interventions…

Topic conditions and documents

1. Admissibility conditions: described in section 6 of the call document.
2. Eligible countries: described in section 6 of the call document.
3. Other eligibility conditions: described in section 6 of the call document.

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System and in section 5 of the call document.

For topics LIFE-2024-CET-OSS, LIFE-2024-CET-RENOFAB, LIFE-2024-CET-PDA and LIFE-2024-CET-SAP: proposals must be submitted by at least one applicant from an eligible country.
Soon FAQs and Info Day recordings & ppt will be added!
Mar 14, 2024 4:05:16 PM
Published: 11.05.2023
Deadline: 16.11.2023
Available budget: 99 000 000 EUR

Call LIFE-2023-CET-HEATPUMPS:
Number of proposals submitted (including proposals transferred from or to other calls): 15
Number of ineligible proposals: 0
Number of above-threshold proposals: 9
Total budget requested for above-threshold proposals: EUR 13,456,883,92

Call LIFE-2023-CET-LOCAL:
Number of proposals submitted (including proposals transferred from or to other calls): 43
Number of ineligible proposals: 2
Number of above-threshold proposals: 21
Total budget requested for above-threshold proposals: EUR 34,118,510,93

Call LIFE-2023-CET-OSS:
Number of proposals submitted (including proposals transferred from or to other calls): 36
Number of ineligible proposals: 4
3. Structure of a proposal

**Mandatory annexes:**

**Part A**
Structured administrative information
- Generated by IT system

**Part B**
Narrative technical project description
- Template to be uploaded as PDF, max. 65 pages, font min. Arial 10!

**Part C**
Key Performance Indicators
- To be completed directly online

**Detailed budget table**
- Excel template incl. subcontracting, other direct costs

**Participant information**
- Participant, key staff, previous actions, affiliated entities / associated partners

**Optional Annexes**
Where relevant, e.g. letters of support
3. What is the structure of the proposal?

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Some lessons learnt

• Clear focus, not trying to address too many aspects/areas of work
• Explain clearly the added value of the proposal, what it intends to do & achieve
• How does it build on previous initiatives?
• Ensure that concept and the methodology are clearly outlined
• Ensure and make obvious the alignment of the project’s objectives and concept with the call/topic’s requirements
• Proposed activities need to define a clear starting point (e.g. existing gaps) + explain the context (including policy, market, technological)
• Proposed activities need to credibly lead to concrete achievements and impacts
Some lessons learnt

- Work Packages need to be interrelated
- Avoid redundancies and high-level descriptions
- Clear and targeted stakeholder engagement strategies are essential
- Realistic and clear Gantt chart
- In case of pilots, provide sufficient information (e.g. for buildings, location, type, surface areas, types of systems, etc.) & evidence of the commitment of the pilot sites’ owners => NOT TO BE EXPLAINED IN THE ANNEX BUT IN PART B
4. How to pass the eligibility check?!!!!

**Admissibility**
- Submitted before deadline & electronically
- Complete & using the forms/templates provided
- Readable (no smaller than Arial 10) printable (A4)
- Max 65 pages (including the instructions)

**Eligibility**
- Eligible participants, coordinator from eligible country
- Consortium composition!!!
- Eligible activities i.e. in scope!!!
- Geographic location
5. What are the award criteria?

- Relevance (0/20)
- Impact (0/20) 150%
- Quality (0/20)
- Resources (0/20)

- Total score on 90 with min. 10/20 per criterion and min. 55/90 overall
IMPACTS
Proposals should demonstrate how project results will contribute to the expected impacts. They should:

1. quantify impacts using the provided **topic-specific indicators** - where relevant;

2. propose additional indicators which are specific to the proposed activities (**project-specific**);

3. Address impacts related to **common indicators** for the LIFE-CET subprogramme.
Impacts + Indicators II

**Topic-specific**

Established for every topic in call text

Essential – but not expected that all listed impacts/indicators are addressed

**Project-specific**

Tailored to the impacts of the specific action

Additional Impacts/indicators proposed by applicants

**Common indicators**

Primary + Final energy savings, RES generation, GHG-reduction, Investments

Common to all topics – should be addressed as appropriate
Impacts + Indicators III

- Present **starting point + assumptions**, with clear **links** between **results** and expected impacts;

- Impacts to be quantified for **project duration + 5 years after** project end.

**Impacts to be reported as “project end” value**

- Impacts directly **achieved** by the project activity and within the project duration.
- Impacts directly triggered **within** the project duration but accruing only after project end.
- Impacts indirectly triggered/encouraged + replicated outside the immediate scope and target area but due to activities **within** the project duration.

**Impacts to be reported as “beyond 5 years” value**

- Impacts triggered/replicated outside the project duration and accruing **until 5 years after** the project end.
Impacts + Indicators IV

The LIFE KPI-webtool

- 11 LIFE-CET indicators* – KPIs 1-5 mirrored as common LIFE-CET-indicators under each topic
- Application Form Part C
- Part C should not contradict Part B
- If selected: Projects will be asked to report impacts in a specific LIFE KPI webtool

* (1) Primary Energy Savings; (2) Final Energy Savings; (3) Renewable Energy Generation; (4) GHG Emissions; (5) Investments in sustainable Energy; (6) Legislation and Policy; (7) Market Introduction; (8) Implementation sites; (9) Skills; (10) Communication; (11) Employment
7 TIPS TO SUCCEED
1. Start early ... start now!

Call opening: 18 April 2024

Submission deadline: 19 September 2024
2. Read the relevant information

- **LIFE Clean Energy Transition Call Document LIFE-2023-CET**, topic description, eligibility and admissibility conditions, list of countries, financial & operational capacity, evaluation criteria and procedure, scoring and thresholds, etc.

- **Submission forms and templates**: essential forms and guides to draw up and submit your proposal

- **Info session recordings and presentations** (following the Info Day)

- **Portal Online Manual** (for processes)

- **Portal FAQ for your topic of interest**
3. Choose your idea, structure it well & stick to it!

**Ask yourself** if you have:

- a project idea/ objective that is **in scope** of one of the topics?
- a clear **understanding** of the current (research or market) situation and your starting point?
- a clear idea of how to translate the objective **into a concrete activity**?
- a clear idea of the **target group(s)**?
- a clear path to **make a difference** – what impact do you want to have?
4. Build a good consortium

- Be **consistent** – consortium needs to match objectives & target groups

- **Complementarity** – combine diverse competences and backgrounds, but following a **logic**

- Each partner needs to have a **relevant expertise** and a **relevant role**

- **Specific role** must be reflected also in the allocation of resources; no random shares of the budget

- **Involve partners** in the preparation – agree on a plan for input; avoid surprises after submission

- ! Do **not** cover the EU map or extend the consortium artificially
5. Create a budget

• Define your budget 'bottom-up'

• First describe the tasks – then allocate resources - then calculate the budget

• Check consistency regularly while advancing:
  • appropriate weight of resources across work packages and tasks
  • appropriate resources across partners.

Translate person-months into EUR

Estimate efforts needed (person-months of work)

Define tasks
6. When writing your proposal...

...create a thread:

• **Fine-tune** your project idea and make it match your target group

• Define the **delta** of your project – what will change through your project?

• Think about your **methodology** – define the main **working steps** and the interlinkages between them

• **Communication & dissemination**: what, for whom, how, how often, for what purpose you do it?
7. Final polishing

• Check the completeness of the proposal

• Check consistency of your description of activities and budget

• Ask an 'informed outsider' for critical reading and feedback

• If you have the chance, have a native speaker check the English
Information sources and support

• **LIFE Info Days!**

• **LIFE CET mailbox:** CINEA-LIFE-CET@ec.europa.eu

Project databases

• **EU Funding & Tender Portal - LIFE Funded Projects**

• **CORDIS for H2020**

• **Information portals:** BUILD UP, ManagEnergy

• **CINEA Clean Energy newsletter** (Register for updates and success stories)
When completing and submitting your application form we encourage you to contact and request support from your LIFE National Contact Point!
Work as an expert!

We need experts for:

- Assessing applications for EU funding (including prizes and tenders),
- Monitoring of EU funded projects and contracts,
- Giving your advice on specific issues.

Experts act in their individual capacity to assist the EU services with the implementation of EU funding & tenders managed through the Portal.

Do you have an extensive professional experience & proven domain-knowledge?

**Register as expert**

As a new expert, you will be first requested to create your EU login account and register your profile.

Registered experts can update the profile via the 'My Expert Area' once signed in.

Find out more about the evaluation and monitoring objectives and scope in the terms of reference.

If you need further guidance, access the key steps for experts.

Calls for expressions of interest for experts
Keep in touch with us

https://cinea.ec.europa.eu/life_en

LIFE Programme
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30 years of bringing green ideas to LIFE
Thank you

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