



Europa Media Trainings Webinar portfolio

2022

Online Webinar Series from proposal development to post project audit

I. Funding landscape series

The EU funding system is complex. We will show you the full picture and help you get started on the right foot.

II. Proposal Writing series

Only the best proposals will get funded. Let's discuss step-by-step how to be successful.

III. Project Management series

Ensure an efficient and effective implementation of your EU project.

IV. Finance series

Solving financial challenges is our thing. From budgeting to cost monitoring, to reporting and audits, we can support you with 100% confidence and references from all over Europe.

V. Special Focus series

Gain key insights on specific aspects of proposals and projects. Dissemination, exploitation, science communication, etc.

I. Proposal Writing series

[Horizon Europe Proposal Writing: Focus Impact \(1-day\) – 420 EUR](#)

Available dates: 24th February, 10th May

Download the agenda [here](#).

[Horizon Europe Proposal Writing \(2 days\) – 790 EUR](#)

Available dates: 17 – 18 March, 13 – 14 June

Download the agenda [here](#).

[GET IT RIGHT SERIES \(3 x 90 minutes\) - 420 EUR](#)

The series of three 90-minute-long webinars to make sure your Horizon Europe proposal is excellent. The webinars focus on Cluster projects, so RIA, IA and CSA actions in Pillar II.

[Session I. - The new proposal templates \(Excellence & Implementation\) \(90 + 30 min\) – 149 EUR](#)

Available dates: 8th February, 5th April

The step-by-step introduction will make sure that all sections will be filled in with proper content. A clear understanding of the proposal template is key to your success.

[Session II. - The new proposal templates \(Impact\) \(90 + 30 min\) – 149 EUR](#)

Available dates: 9th February, 6th April

During this webinar we will introduce all the news on the Horizon Europe proposal templates, what has changed and why – focusing on section Impact.

[Session III. – Budget development \(90 + 30 min\) – 149 EUR](#)

Available dates: 10th February, 7th April

Understand all financial rules, help evaluators with balanced staff effort distribution, plan budget for all key activities – calculate the average weighted PM rate, travel, equipment, subcontracting, etc.

[Understanding your target audience \(45 + 15 min\) – 65 EUR](#)

Available dates: 1st February

Learn to identify your target audience and plan your communication efforts wisely.

[How to set up a communication and dissemination strategy at proposal stage \(45 + 15 min\) – 65 EUR](#)

Available dates: 3rd March

Understanding the whole communication and dissemination cycle.

[Communication KPIs and Reporting tips \(45 + 15 min\) – 65 EUR](#)

Available dates: 29th March

Learn to select the right communication and dissemination KPIs for your project and how they are linked to reporting

II. Project Management series

[Horizon Europe Project Management-Explore how to manage H2020 projects in parallel with Horizon Europe projects – \(2-days\) 790 EUR](#)

Available dates: 22 – 23 March, 15 – 16 June

Download the course agenda [here](#).

III. Finance series

Academy Part III. Budget development and Financial Reporting in Horizon Europe – 420 EUR

Available dates: 24th March, 17th June

Download the course agenda [here](#).

MASTER OF FINANCE SERIES (3 x 90 minutes) – 420 €

Part I. Essentials of the Financial rules in H2020 and Horizon Europe (Master of Finance Series I.) (90 + 30 min) – 149 EUR

Available dates: 15th February, 3rd May

- How to harmonise national accounting protocols with the H2020/HEU Grant Agreement articles
- Budgeting and planning: Why it is the most crucial part?
- What is a cost reimbursement? What is lump sum financing?
- Actual costs and unit costs? Which one should I choose?
- What makes any cost eligible? How to make them eligible?
- Linking a cost to the project? What makes them direct costs?
- Can I report indirect costs? If not, why not?

Part II. Personnel costs calculation in Horizon Europe and Horizon 2020 (Master of Finance Series II.) (90 + 30 min) – 149 EUR

Available dates: 16th February, 4th May

- Who and when can be charged to the project?
- Actual or unit-based personnel costs calculation – so what?
- Project-based remuneration in HEU
- Identifying eligible salary costs
- Calculation routes – monthly or yearly?
- Daily rate calculation in HEU?
- Productive hours – should I accept 1720?
- Calculation methods for productive days from hours
- Freelancers and temporary employees
- Secondment – what is the added value?
- What makes a timesheet bulletproof?

Part III. Third-parties, Subcontractors, and other direct costs in Horizon Europe and Horizon 2020 (Master of Finance Series III.) (90 + 30 min) – 149 EUR

Available dates: 17th February, 5th May

- Third party articles – why, there are more than one?
- Resource needed or service outsourced?
- Subcontractors or Linked third parties?
- Which one should be foreseen? Which one would your office prefer?
- Travel costs – for employees and for other – is there a difference?
- Equipment and other assets – how to calculate your facility costs efficiently?
- Internally invoiced items in H2020 and in Horizon Europe
- Other goods and services – what's in here?
- How about internal cost transfers and charges? Are they eligible?
- Funding rates, receipts, CFS rules and payments – learn them all!
- Guarantee Fund vs Mutual Insurance Mechanism

IV. Special Focus series

[Online European Funding Academy \(5 days\)](#)

Available dates: 17 – 24 March, 13 – 17 June

Download the complete course agenda [here](#).

- Academy Part I Horizon Europe Proposal Writing (2 days) (17 – 18 March, 13 – 14 June)
- Academy Part II Horizon Europe Project Management (2 days) (22 – 23 March, 15 – 16 June)
- Academy Part III Horizon Europe Budget development & Financial Rules (1 day) (24th March, 17th June)