



# HORIZON EUROPE



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## THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

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MARIA SPULBER,  
AGNES HEGYVARINE NAGY

EUROPEAN RESEARCH EXECUTIVE  
AGENCY (REA C1)

Brokerage Event and Information  
Day of Cluster 2

1<sup>st</sup> June 2026

# Where should I begin?

1. Identify the funding opportunities that match your expertise/interest/experience. Search in the [funding opportunities on the Funding & Tenders Portal](#).
2. Check the details of the Topic(s) either in the Work Programme or on the Funding & Tenders Portal. Read carefully all requirements and make sure to care for them in your proposal. [Topics of the HORIZON-CL2-2026-01 call](#)
3. Contact your [National Contact Points](#) for local information events, and for further tips related to the submission of your proposal.
4. For most projects you need a consortium – so look for the right composition of partners. Check the [evaluation form](#): how will the consortium be assessed? Use the [partner search database](#) of the Portal or check the partner search announcements on the topic page.
5. All related legal and guidance documents that you need for the submission are listed on the topic page, in addition, on the [Reference documents](#) page.
6. All Cluster 2 topics of this call use **lump sum funding** – get familiar with this funding type!

# Call documents are on the Funding & Tenders Portal

## Horizon Europe Cluster 2 Work Programme

- Background, topics and budgets for 2026 and 2027

## General Annexes

- General eligibility and admissibility conditions, award criteria and procedure, scoring and threshold, List of eligible countries

## Submissions forms and templates

- Essential forms and guides to draft and submit your proposal (see specific topic page and the submission system)





## Horizon Europe Programme Guide

- Informs applicants about the specificities of the programme

# Tips for planning

- Check the **budget of the topic** under the [Budget Overview](#) tab of the topic page. It gives you the expected EU contribution per project, and the **number of projects to be funded**.
- Check the **success rate of previous calls** – in the call update section of the previous calls published on the Portal.
- Get the **commitment** of your institution in time!
- **Start planning** your work plan, resources and budget well in time for the **detailed budget table**! Check the formal requirements/template.
- Check the **previously funded EU projects** on the [Projects & Results page](#) of the Portal, or on CORDIS.
- **Resubmitting proposals**: It is possible to resubmit a previously unsuccessful proposal. But, check the new templates, the new topic and modify your proposal according to these new requirements.

# Topic page content

- Check the **success rate of previous calls** – in the call update section of the previous calls published on the Portal. 
- Check the **budget of the topic** under the BUDGET tab of the topic page. It gives you the expected EU contribution per project, and the **number of projects to be funded**. 
- The **submission system opens on 12th May** with the templates to be used. 
- Check **topic Q&As** while the call is open, as further clarifications, guides may be published. 

General information
Topic description
Topic updates
Destination
Conditions and documents
Budget overview
Partner search announc...
Start submission
Topic Q&As
Get support

# Call Horizon-CL2-2026-1 - Topic pages

Get familiar with the topic details including:

Topic description, which includes

- **Scope**
- **Expected outcome** of the topic in relation to the expected impact of the destination

Pay attention to the **language**: e.g. are proposals expected to cover one or all aspects listed?

*Are there any **mandatory elements** (mentioned with “should”) e.g. method to consider, stakeholder groups to involve, regional focus, previous results to build upon?*

*Pay attention to each sentence of the topic description!*

# Call Horizon-CL2-2026-1 – Topic descriptions

- **Are there any legal or financial constraints listed under the topic conditions tab?**
  - Check the **Type of action** (Research & Innovation – RIA, Innovation Action – IA, Coordination and Support Action – CSA)
  - Check the lump sum template
  - Are there additional legal requirements? Financial support to third parties?
- What are the general and/or topic specific **eligibility/admissibility** conditions?
  - E.g. specific consortium composition, mandatory information to be provided
- Do you have the latest **proposal templates from the submission system**?
- Do you have third country participants? Read the **Horizon guidance, country-related funding guide**.
- <sup>7</sup> Do you know how your proposal will be evaluated? Check the updated **evaluation template!**



# Application form - proposal template

The call specific application template is available from the submission system!

The proposal contains 3 mandatory parts for lump sum calls:

- **Part A** consists of **web-based forms** generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal. Check out the extended Part A information in advance (especially related to the **Participants` data**).
- **Part B** is the **narrative part with a page limit** that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a **PDF** document on the basis of the templates downloaded by the applicants in the submission system for the specific call or topic.  
*Check the requirements of the **page limit and font type, margins described in the template!***
- **Lump sum proposals: mandatory detailed budget table** with the distribution per Work Package /Partner/cost type.
- **Reimbursement ceiling for Innovation Actions: 70% or 100%** depending on the organisation type (profit or non-profit) – adjust it in the detailed budget table!

# Additional proposal templates in some topics

To be able to check the additional eligibility criteria, additional **mandatory** templates are required in

- HORIZON-CL2-2026-01-DEMOCRACY-04,
- HORIZON-CL2-2026-01-HERITAGE-07

Additional **optional** information can be uploaded where the topic allows the use of `financial support to third parties` (cascading grant):

- HORIZON-CL2-2026-01-HERITAGE-01, -02, -03, -06, -07

Additional **mandatory** information about the sub-area/options of focus areas to be provided in the Part A:

- HORIZON-CL2-2026-01-DEMOCRACY-06
- HORIZON-CL2-2026-01-HERITAGE-02

# Novelties in 2026 calls` templates

[Watch the webinar](#)

## Modified, simplified proposal and evaluation templates:

Simplification of the **impact section**, section 2.1:

- No need to explain the general scientific, economic and societal impacts
- The project`s pathways to impact section no longer has to provide a detailed indication of the scale and significance of the project`s contributions – quantified estimates should be provided only when possible and relevant
- The overview of the impact explanation, the so called impact canvass, became optional.

**Implementation** section of the proposal:

- Tables 3.1 h (except equipment), i, j are no longer needed in the Part B at proposal submission stage
- All topics of this call require that applicants complete the **lump sum related budget information as a webform, in the Part A**

**New page limits for the Part B of the proposals: RIA/IA lump sum – 45 pages, CSA – 28 pages**



# Proposal submission in practice

- The coordinator creates the draft proposal starting from the **Topic page on the Funding and Tenders Portal, after choosing the type of action.**
- **Partners** will be invited by the coordinator, using the contact persons e-mail address.
- The **coordinator** can edit all sections, while the participants can edit only their own section. Uploading Part B, inviting participants and submitting the proposal is reserved for the coordinator.
- Make sure to **leave sufficient time to prepare the extended Part A** information, not to miss any information that is essential for the evaluation, e.g. researchers participating, experience, publications.
- **Submit the first version as early as possible**, not later than 48 hours before the deadline to avoid any technical issues. Any new submission overwrites the previous version.

## General information

Topic description

Destination

Conditions and documents

Partner search

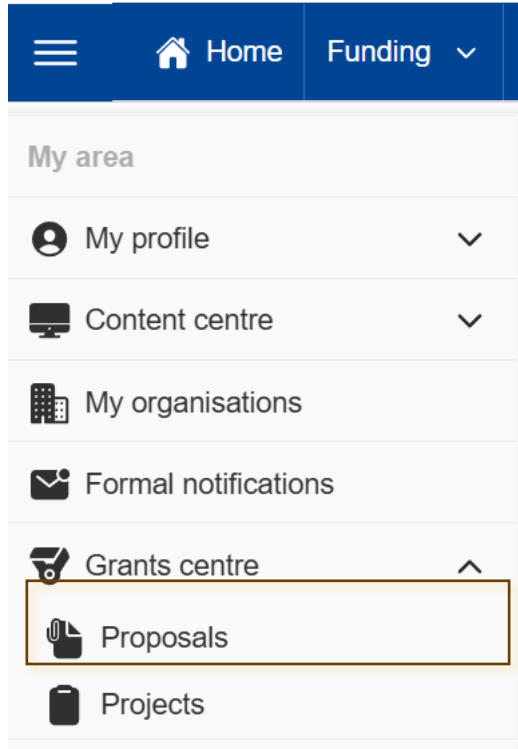
Submission service

Topic related FAQ

Get support

Call updates

# Proposals



- Once the coordinator created a draft proposal, any subsequent access for any contacts happens from: **My Area – Grants centre – Proposals** after login.
- The Legal Entity Appointed Representatives can also see if the PIC number/contact of the entity is used in a proposal.
- Use the [IT HOW TO](#) at any stage, if you need help with the IT applications available on the Portal.

# Submission system – Participants screen



## Participants

**Deadline**  
07 October 2021 17:00:00 Brussels Local Time

**Call data:**  
Call: HORIZON-CL2-2021-TRANSFORMATIONS-01  
Topic: HORIZON-CL2-2021-TRANSFORMATIONS-01-05  
Type of action: HORIZON-RIA  
Type of MGA: HORIZON-AG

⚠️ Topic and type of action can only be changed by creating a new proposal.

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.

⚠️ Call requires at least 3 participant(s) from different EU Member states/Associated Countries

⚠️ Specific eligibility rules apply within the call, especially for topic TRANSFORMATIONS-01-07, please read the "Other eligibility conditions" that are published the topic page.

Number of participants: 1

**Coordinator**

1 Test - Hegyvarine Nagy Agnes **Add Affiliated Entity +**

Contacts: Agnes HEGYVARINE NAGY - Main contact >

Test - Hegyvarine Nagy Agnes  
Brussels, BE  
PIC: 954905831

Change organisation Contact organisation

**Add Partner +** **Add Associated partner +**

SAVE SAVE AND GO TO NEXT STEP NEXT

**Call specific Part B and other templates**

**Download Part B templates**

Download part B templates

**Support & Helpdesk**

Online Manual IT How To

IT Helpdesk FAQ

Service Desk:  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

**Download templates**  
Check the available IT guidance

**Eligibility warnings:**  
Do not cover all eligibility rules of a topic! For more information, refer to the topic page.

**Affiliated entity:**  
Linked to a participant with related tasks and budget.

**Associated partner:**  
No contacts can be added.  
Cannot fill in budget table.  
See definition in the WP General Annex.

# Participants screen in the submission tool

- Choose the **correct PIC number** for all your partners, use the same order as you do in the Part B, and do not miss any of them!
- **Add all Partners, Associated Partners or Affiliated entities and contacts** with their professional e-mails.
- This is the screen where **access rights** are managed. As coordinator add at least one Participant Contact with full access rights per Partner.
- By adding the e-mail and saving the page, contacts receive an invitation to the system.
- In the Part A, the list of participants and related contacts are in read-only mode. To modify the list of participants, PIC numbers and/or contact persons, close the Part A, and make the modifications on the Participants page of the system (see previous screen), then **SAVE** and **REOPEN** the Part A!

# Lump sum information

[Watch the webina!](#)

All topics of the Horizon-2026-01 call use lump sum funding.

Detailed budget figures are needed per **work package, participant and cost type with resource needs**, etc.

Lump sum related information for HORIZON calls:

- Detailed guidance for applicants and experts, information on reporting for projects
- [Webinars](#) with the latest information, Q&A of applicants
- [Dashboard](#) of personnel cost used by experts
- **Innovation Actions:** the maximum rate (70 or 100%) depends on the legal status of the entity, as registered in the Participant Register, and is read-only in the budget calculation.
- Use the comment section for additional explanations!
- Provide consistent data with the other parts of the proposal!

# Fill in the forms

**Funding: Submission Service** Welcome HEGYVARINE NAGY Agnes

**Menu**

- General Info
- Declarations
- Participants**
- Work packages
- Budget calculation sheets
- Depreciation costs
- Lump sum breakdown
- Person months overview
- Ethics
- Security

**Proposal ID:** SEP-211336620  
**Call:** HORIZON-CL2-2026-01  
**Type of action:** HORIZON-RIA  
Culture, Creativity and Inclusive Society 2026  
HORIZON Research and Innovation Actions

**Proposal acronym:** test  
**Topic:** HORIZON-CL2-2026-01-DEMOCRACY-02  
**Type of model grant agreement:** HORIZON-AG-LS  
Understanding the forms of local democracy in low-inco...  
HORIZON Lump Sum Grant

### Participants

Search Text

Order	PIC	Short name	Role	Legal name	Country	<input type="button" value="↻"/>
1	954905831	Test - Hegyvarine Nagy Agnes	Coordinator	Test - Hegyvarine Nagy Agnes	Belgium	<input type="button" value="↓"/>

Items per page:



Showing 1-1 of 1

**Validation Summary**

Complete the list of Participants beforehand, on the Participants screen of the tool (not here in the form).

Then click the arrow to open up all sections related to a participant and complete the information on contacts/researchers/references/role of participant. (The gender equality plan is read-only from the Participant Register here.)

# Work packages

 Funding: Submission Service Welcome  HEGYVARINE NAGY Agnes

- Menu
- General Info
- Declarations
- Participants
- Work packages**
- Budget calculation sheets
- Depreciation costs
- Lump sum breakdown
- Person months overview
- Ethics
- Security



<b>Proposal ID</b>	<b>Call: HORIZON-CL2-2026-01</b>	<b>Type of action: HORIZON-RIA</b>
SEP-211336620	Culture, Creativity and Inclusive Society 2026	HORIZON Research and Innovation Actions
<b>Proposal acronym</b>	<b>Topic: HORIZON-CL2-2026-01-DEMOCRACY-02</b>	<b>Type of model grant agreement: HORIZON-AG-LS</b>
test	Understanding the forms of local democracy in low-inco...	HORIZON Lump Sum Grant

### Work packages

! It is mandatory to add at least one work package.

Search Text

Sort By

Work package number	Work package name	 
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! Validation Summary

As the first step, define the list of work packages by using the green + sign at the right.

# Budget calculation sheet per participant

Funding: Submission Service Welcome HEGYVARINE NAGY Agnes

- Menu
- General Info
- Declarations
- Participants
- Work packages
- Budget calculation sheets**
- Depreciation costs
- Lump sum breakdown
- Person months overview
- Ethics
- Security

Order no.	Participant name	Role	Participant total costs	Total requested EU contrit
1	Test - Hegyvarine Nagy Agnes	Coordinator	0 €	0 €

Order no.	Participant name	Role	PIC
1	Test - Hegyvarine Nagy Agnes	Coordinator	954905831

Participant name	Work package number	Work package name	Work package total costs	Requested EU contribution
Test - Hegyvarine Nagy Agnes	WP1	Management	-	-
Test - Hegyvarine Nagy Agnes	WP2	Dissemination & Exploitation	-	-
Test - Hegyvarine Nagy Agnes	WP3	Pilots period 1	-	-

Items per page: 10   
Showing 1-3 of 3

**Validation Summary**

Complete the budget calculation sheet for each participant and for each work package.

# Fill in the details for each budget category

The screenshot displays the 'Funding: Submission Service' interface. The top navigation bar includes the European Union flag, the text 'Funding: Submission Service', and a user profile for 'HEGYVARINE NAGY Agnes'. A left-hand menu lists various sections: Menu, General Info, Declarations, Participants, Work packages, Budget calculation sheets (highlighted), Depreciation costs, Lump sum breakdown, Person months overview, Ethics, and Security. The main content area shows a summary for 'Test - Hegyvarine Nagy Agnes' with a total budget of 4,746,000 € and a coordinator role. Below this, a table lists budget categories: 'D. Other cost categories' with a sub-item 'D.2 Internally invoiced goods and services (d2) \*' set to 0 €; 'E. Indirect costs' with a sub-item 'E. Indirect costs (e) ? \*' set to 949,200 €; and 'Total costs' with a sub-item 'Total costs (f) ? \*' set to 4,746,000 €. Further down, 'Maximum EU contribution (g) ? \*' is set to 4,746,000 €, and 'Requested EU contribution (h) \*' is set to 0 €. A warning message states: 'Requested EU contribution should be greater than 0.' At the bottom left, a 'Validation Summary' button is visible. At the bottom right, there are 'Save data' and 'Close' buttons.

Category	Value
<b>D. Other cost categories</b>	
D.2 Internally invoiced goods and services (d2) *	0 €
<b>E. Indirect costs</b>	
E. Indirect costs (e) ? *	949,200 €
<b>Total costs</b>	
Total costs (f) ? *	4,746,000 €
Maximum EU contribution (g) ? *	4,746,000 €
Requested EU contribution (h) *	0 €

The form contains exactly the same information as the Excel template for lump sum.

Use the Validation button (see left bottom corner) to see further issues detected in the form.

# Depreciation costs

Funding: Submission Service Welcome HEGYVARINE NAGY Agnes

### Depreciation costs

*The resulting amount is NOT automatically transferred to the 'Budget Calculation Sheets'. You must add it manually under the cost category 'C.2 Equipment' in the appropriate work package of the beneficiary concerned.*

Search Text   Sort By

Participant short name	Work package	Resource type	Charged depreciation costs per invest
Test - Hegyvarine Nagy Agnes	Dissemination & Exploitation	Equipment	600 €

**Participant short name \***

**Work package \***

**Resource type**

**Short name of investment**

**Date of purchase (real or planned date of purchase)**

**Purchase cost \***   €

**% used for the project \***



**% of useful life of the equipment in the project**

**Comments**

**Charged depreciation costs per investment**  
600 €

If there are any depreciation costs, you have to add them separately here, under the Depreciation costs section.

# Lump sum breakdown, Person-months overview

 Funding: Submission Service Welcome HEGYVARINE NAGY Agnes 

- Menu
- General Info
- Declarations
- Participants
- Work packages
- Budget calculation sheets
- Depreciation costs
- Lump sum breakdown**
- Person months overview
- Ethics
- Security

**Proposal ID** SEP-211336620    **Call:** HORIZON-CL2-2026-01    **Type of action:** HORIZON-RIA  
Culture, Creativity and Inclusive Society 2026    HORIZON Research and Innovation Actions

**Proposal acronym** test    **Topic:** HORIZON-CL2-2026-01-DEMOCRACY-02    **Type of model grant agreement:** HORIZON-AG-LS  
Understanding the forms of local democracy in low-inco...    HORIZON Lump Sum Grant

### Lump sum breakdown

BENEFICIARIES \ WORK PACKAGES	WP1	WP2	WP3	Total	Percentage
Test - Hegyvarine Nagy Agnes	470,000	552,000	2,311,110	3,333,110	100%
Total	470,000	552,000	2,311,110	3,333,110	100%
Percentage	14.1%	16.56%	69.34%	100%	

Items per page: 10 ◀ ◻ 1 ▶ ▶▶

Showing 1–1 of 1

Validation Summary Discard changes Save data Close

Read-only summary tables based on the previous inputs of the users:

Lump sum breakdown and PM overview

# Lump sum in practice

Strong correlation between: **Reporting periods, Pre-financing and interim payments and Completion of work packages**

## Payment rules:

- One pre-financing payment
- Interim payments at the end of each reporting period
- Final payment of the balance

## Pre-financing:

- 80% of the lump sum for projects with one reporting period
- 160% of the average EU funding per reporting period for projects with two or more reporting periods

## Payments depend on **completion of activities**:

- **Work packages are accepted and paid when activities are completed**
- Splitting long-lasting work packages along reporting periods allows for payment during the project

Importance of correlation between:

- Work packages and deliverables
- Distribution of work packages and deliverables throughout the project lifetime

# Who is eligible for funding?

## EU COUNTRIES

- **Member States (MS)** including their outermost regions.
- The Overseas Countries and Territories (OCTs) linked to the MS.

## NON-EU COUNTRIES

- Countries **associated to Horizon Europe (AC)**.
- **Low- and middle-income countries** automatically: See [HE Programme Guide](#) or [List of countries](#) with a full list.
- Other countries **when announced in the call or exceptionally** if their participation is essential.

## SPECIFIC CASES

- Affiliated entities established in countries eligible for funding.
- EU bodies
- International organisations (IO):
  - **International European research organisations** are eligible for funding.
  - Other IO are not eligible (only exceptionally if participation is essential)
  - IO in a MS or AC are eligible for funding for Training and mobility actions and when announced in the call conditions.

# International cooperation aspects in the call

## **Additional eligibility criteria:**

In order to achieve the expected outcomes, of the action, the consortium must include at least three entities from at least one of the world regions identified (Africa, the Far East, South-East Asia, Latin America). Legal entities from these regions must take part in the project as beneficiaries. Due to the scope of this topic, legal entities established in these regions are exceptionally eligible for Union funding.

HORIZON-CL2-2026-01-HERITAGE-05

## **Exceptional funding:**

Due to the scope of this topic, legal entities established in non-associated third countries may exceptionally participate in this Coordination and Support Action as a beneficiary or affiliated entity and are exceptionally eligible for Union funding.

HORIZON-CL2-2026-01-HERITAGE-07 (CSA)

# JRC participation

The Joint Research Centre (JRC) may participate as member of the consortium selected for funding as a beneficiary with zero funding, or as an associated partner. **The JRC will not participate in the preparation and submission of the proposal** - see General Annex B.

See useful [FAQ about the participation of JRC](#)

Allowed in the following topics:

**HORIZON-CL2-2026-01-DEMOCRACY-03, DEMOCRACY-08, DEMOCRACY-10**

**HORIZON-CL2-2026-01-HERITAGE-01**

**HORIZON-CL2-2026-01-TRANSFO-06, TRANSFO-08, TRANSFO-09**



# Use of generative AI in proposal preparation

## Disclaimer included in Application Forms (Part B)

*“When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise **caution and careful consideration**. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations.*

***Applicants are fully responsible for the content of the proposal** (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised”.*

Specifically, **applicants are required** to:

- **Verify the accuracy, validity, and appropriateness** of the content and any citations generated by the AI tool and correct any errors or inconsistencies. **Be cautious, review and validate** the content.
- **Be transparent: provide a list of sources used to generate content and citations**, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
- **Be conscious of the potential for plagiarism** where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarising someone else’s work.
- **Acknowledge the limitations of the AI tool** in the proposal preparation, including the potential for bias, errors, and gaps in knowledge”.
- The use of generative AI tools in drafting proposals may not be considered by expert evaluators as a reason to penalize a proposal.



# Use of generative AI tools in evaluations

- Experts / Evaluators:
  - may use such tools only for side tasks (e.g. to collect background information)
  - should consider the use of AI tools only if the **confidentiality** of all the proposal information and the protection of **personal data** is ensured.
  - **are responsible** for keeping the **confidentiality** of the proposal information and ensuring its adequate protection.
  - **are responsible** for adopting appropriate measures to ensure the protection of **personal data**.
  - should be **aware of the risk of breaching confidentiality** obligations, which may be subject to the measures outlined in their contract.
  - should **avoid over-reliance on AI tools** and acknowledge its potential limitations (hallucinations and biases).

# Proposal evaluation

- Following an eligibility/admissibility check, **experts (usually 3)** are required to assess the proposals following the **evaluation template** applicable to the **call/topic and type of action**.
- **Evaluation scores** are awarded for the **3 criteria: Excellence, Impact, Implementation**.
- For full applications, **each criterion is scored out of 5 (using 0.5 scores)**. The **threshold for individual criteria** will be 3. The **overall threshold**, applying to the sum of the three individual scores, will be 10.
- Proposals that pass the individual threshold AND the overall threshold will be considered for funding, within the limits of the available call budget. Other proposals will be rejected.
- Proposals that are above threshold will be **ranked** according to their scores (considering the weighting for Innovation Actions), then additional aspects might be considered, if the call conditions foresee it.
- To determine the ranking for **'Innovation actions'**, the score for 'Impact' will be given a weight of **1.5**. Proposals with the same scores (ex-aequo) follow a specific ranking process (see General Annexes).

# Register to work as an expert

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

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.

**REGISTER** – and complete your profile with your experience, publications, languages, etc. and provide keywords that can help us match your expertise with the proposals to be evaluated!

# Additional guidance

- [IT HOW TO](#) for **step-by-step guidance related to the IT tools** that are available from the Portal.
- **Topic Q&A**

Check the topic pages for any **topic specific Q&A while the call is open**

- [FAQs](#) on the Portal are generic
- [IT Helpdesk](#)

**Before contacting the [IT Helpdesk](#), please check the available IT guidance and/or FAQs!**

- **Research Enquiry Service (RES)**  
Contact the [Research Enquiry Service](#) for call-related questions
- **Videos and webinars**

Watch [Videos](#) about the procedures, evaluation details, use of the Portal

Check for [webinars](#) for more guidance on the Events page of the Portal



# Thank you!

## # HorizonEU

<http://ec.europa.eu/horizon-europe>



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