



HORIZON 2020

SERVICE CATALOGUE

90
billion
OPPORTUNITIES

+ 90 billion opportunities over the Horizon

A SUCCESSFUL PROGRAMME WITH EVER-GROWING COMPETITION

Europe has invested billions in the Horizon 2020 framework for research and innovation projects from 2014-2020. Many projects are still ongoing and there's plenty of Open Calls and cascade funding opportunities right up until 2020 and beyond. Moving forward, Europe has pledged more than €90 billion for the Horizon Europe framework (2021-2027).

Whether you want Horizon 2020 project funding right now, or you'd like to find out where the best opportunities lie in the future, Martel Innovate can help. From bid writing to proposal preparation and management to lab work and training, Martel makes innovation happen.

+ The EU signed 19,599 H2020 grants from 2014-2018. Only about 11% of all eligible proposals get funded



**only 11%
get funded**

MAKE SURE YOUR PROPOSAL IS ONE OF THEM!



H2020

**BID WRITING &
MANAGEMENT
SERVICES**

H2020 BID WRITING AND MANAGEMENT SERVICES



GETTING STARTED

- + Registering your organisation in the ECAS system (obtain a login account)
- + Getting your organisation “validated”
- + Nominating your organisation’s LEAR (Legal Entity Appointed Representative)
- + Helping to identify the best Calls to participate in
- + Working with you to get into appropriate proposal consortia
- + Helping identify potential partners
- + Working with you to describe your organisation and its role (“Part B Section 4” in H2020 terminology)
- + Working with you to describe the work to be done by your organisation in the project
- + Helping to fill in the additional details needed, such as contact persons, in the EC Participant Portal



PROPOSAL PREPARATION (1/2)

- + Defining the proposal preparation timeline
- + Providing teleconference call facilities
- + Scheduling teleconference calls
- + Creating a mailing list dedicated to proposal preparation and providing a protected document repository
- + Coordinating the production of the proposal (“Part B Sections 1-3” and “Part B Sections 4-5” in H2020 terminology)
- + Contribute writing the Measures to Impact, specifically the dissemination and communication part (“Part B Section 2.2” in H2020 terminology)

H2020 BID WRITING AND MANAGEMENT SERVICES



PROPOSAL PREPARATION (2/2)

- + Writing the Management work package ("Part B Section 3.1" in H2020 terminology)
- + Writing the text describing the management structure and procedures ("Part B Section 3.2" in H2020 terminology)
- + Writing the text describing the resources (PMs and Costs) to be committed ("Part B Section 3.4" in H2020 terminology)
- + Coordinating the collection of each partner's profile ("Part B Section 4" in H2020 terminology)
- + Writing the Open Calls / Cascading funding description ("Part B Section 4.3" in H2020 terminology)
- + Creating a logo and graphics for the proposal
- + Helping assemble, consolidate and harmonise the whole proposal
- + Budget preparation:
 - + Providing templates for the preparation of the budget (Excel sheet generating pie charts)
 - + Entering the budget figures for all partners into the EC Participant Portal
- + Reviewing and submitting the proposal



POST-PROPOSAL ACTIVITIES

- + Helping with the assignment of FSIGN and PLSIGN roles
- + Helping complete any missing information using the EC Participant Portal
- + If you are the coordinator, conversion of the proposal "Part B" into a "Description of Action", within the EC Participant Portal
- + Helping partners through the process of electronically signing the forms in the EC Participant Portal associated with the "Declaration of Honour", "Accession", etc.
- + Helping partners with any missing information
- + Help in addressing any Ethical Issues raised by the evaluators
- + Providing - and getting signatures on - a Consortium Agreement



H2020 IN-PROJECT CONSULTING SERVICES

H2020 IN-PROJECT CONSULTING SERVICES



PROJECT MANAGEMENT AND COORDINATION

- + Quality check of the deliverables (possibly support for writing the deliverables, depending on the subject)
- + Provision of Excel templates and an accredited recording system for recording time and expenses
- + Provision of Certificate of Financial Statement when required
- + Support and templates (if required) for reporting achievements, time and expenses as well as equipment depreciation etc. on a quarterly basis
- + Replying to any issues raised by an EC audit
- + Support for filling in the annual expenditures (PMs, travel, etc.) in the EC Participant Portal
- + Open calls promotion and management
- + Support the communication with the Project Officer
- + Helping to compile the quarterly and yearly project progress reports for the EC
- + Support for partners to fill in their annual expenditures (PMs, travel, etc.) in the EC Participant Portal
- + Helping partners prepare for the annual project review
- + Helping with the distribution of the EC pre-payment and subsequent payments (including the distribution of the EC final payment)
- + Helping write the Final Report at the end of the project (including the collection of statistics from partners)

MORE THAN **20** **YEARS**
EXPERIENCE
IN R&D INNOVATION

H2020 IN-PROJECT CONSULTING SERVICES



DISSEMINATION AND COMMUNICATION

- + Project identity (logo, design guidelines, presentations and deliverable templates)
- + Website domain, hosting, installation and management
- + Development of specific web tools (e-newsletter, interactive maps, online community building, etc.)
- + Documentation repository set up and management
- + Communications management (publicity material, social-media presence)
- + Editorial and copyediting support, content production and community management
- + Events organisation (conception, branding, registration, booking, promotion, moderation, etc.)



R&D ACTIVITIES

- + On-demand, specialised software and platform development support
- + A wealth of theoretical, technical and procedural knowledge in H2020 projects
- + Technology forecasting, prototype building and test beds.
- + Our areas of specialisation are:
 - + IoT and smart cities
 - + FIWARE usage and development
 - + Standardisation and harmonisation of data models
 - + Docker-based solutions





TRAINING COURSES

TRAINING AND PROFESSIONAL DEVELOPMENT

Martel offers a wide range of modular training programs related to all our lines of business. Each training program can be tailored to meet your needs, and can draw upon our network to provide expert trainers in many innovation fields.

We currently offer 1-day training programmes (approx. 8 hours) or half-day programmes (approx. 5 hours), which are wonderful learning experiences, as well being an ideal way to diversify your in-house skillset and add to your professional development KPIs. All our training programs are completely customisable. Talk to us about what you and your organisation needs and we'll work together to create the ideal training program to suit you.

BUILD YOUR TRAINING PROGRAM

Our training programs are all accompanied by complete documentation and training materials, and are all designed to be completely modular within each field. Our expert trainers can help your organisation grow in the following fields:



H2020 TRAINING:

- + Writing successful H2020 proposals
- + Managing H2020 projects
- + Successful Dissemination and Communication in H2020
- + Media & Branding for H2020
- + Data and IPR Management in H2020
- + SME and start-up instruments in H2020
- + EC Tenders and Open Calls in H2020
- + EC Audits



TECHNOLOGY TRAINING

- + IoT and smart cities
- + FIWARE usage and development
- + Standardisation and harmonisation of data models
- + Docker-based solutions

DIVERSIFY YOUR IN-HOUSE SKILLSET



INNOVATION. WE MAKE IT HAPPEN

Martel is a Swiss-based SME with more than 20 years' experience in R&D innovation management and implementation working with, and for top-notch players in Europe and worldwide.

Martel is specialised in Horizon 2020 funding and is currently involved in many ongoing projects, having directly contributed to their successful proposal writing and submission.



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