

Horizon Europe Proposal Writing Camp for Georgia

Date: 12.-15 October 2026

Venue: Tbilisi State Medical University (TSMU)
Administrative Building, 33 Vazha-Pshavela Ave., 0186, Tbilisi, Georgia
(3rd Conference Hall, Administrative Building, second floor)

Trainers: Kristel Toom & Matthias Wurch
(Global Service Facility of the EC)

Agenda (Draft)

DAY 1: Monday 12th of October	
13:00 – 13:30	Registration
13:30 – 14:00	Welcome address: • <i>Welcome by Host (tbc)</i> • <i>Welcome by Levan Khetsuriani (HE Office Georgia) (tbc) and Matthias Wurch (GSF)</i> Introduction to Camp: • Introduction of Trainers • Training goals and expectations
14:00 – 15:00	Best Practice Presentation from Georgia with Q&A (Pillar 2, tbc)
15:00 – 15:30	Short overview of Horizon Europe –Work Programmes 2026-2027 and selected calls
15:30 – 16:00	Horizon Europe proposal writing Step by Step • Consortium building (different roles of partners in the consortium and presentation of the EU Funding Portal and of CORDIS) • Structure of the application form (RIA, IA, CSA) and differences between different types of actions • Open Science, Ethics & Intellectual Property Rights (IPR), Data management requirements, Gender Equality Plan • SSH integration • Evaluation process and criteria
16:00-16:15	Coffee BREAK
16:15– 16:30	How to understand a call and decode its content? • Understanding the requirements and interconnections
16:30 – 17:30	Call/topic decoding and understanding :Group work on specific calls (to be selected) • Building a concept/ project Idea (incl. a list of activities) • Drafting objectives and connecting them with expected impacts as set in the call • Identifying relevant stakeholders (according to the quadruple helix) • Defining/drafting the main project outputs

DAY 2: Tuesday 13th of October

09:00 – 09:15	Introduction to proposal's main parts • Part A • Excellence • Impact • Implementation • Budget • Ethics
09:15 – 9:30	Implementation part – overview • Work packages and Tasks • Deliverables • Milestones
9:30 – 10:30	Drafting a Work Plan description - <i>Group work on specific calls from the Horizon Europe Work Programmes 2026-2027</i>
10:30 – 10:45	<i>Coffee BREAK</i>
10.45 – 11.15	<i>Presentations of the drafted Work Plans by working groups, feedback from trainers and discussion</i>
11:15 – 11:30	Consortium as a whole and individual profiles • Required qualifications, complementarity • Individual profiles • How to find a partner for consortium?
11:30 – 12:00	Excellence part – overview • Project rationale, objectives and the European dimension • Responding to the scope of the call (problem raised in the call), describe solution and expected results • Excellence parts: objectives; concept and methodology
12:00 – 13:00	LUNCH BREAK
13:00 – 14:00	Drafting Excellence - <i>Group work on specific calls from the Horizon Europe Work Programmes 2026-2027</i>
14:00 – 14:30	<i>Presentations of the drafted Excellence parts by working groups, feedback from trainers and discussion</i>
14:30 – 14:45	<i>Coffee BREAK</i>
14:45 – 15:15	Impact part – overview • Project's pathways towards impact (impact types, KPIs, identifying key exploitable results (KERs)) • Measures to maximise impact (Communication, Dissemination, Exploitation)
15:15 – 16:15	Drafting an impact section and measures to maximise impacts - <i>Group work on specific calls from the Horizon Europe Work Programmes 2026-2027</i>
16:15 – 17:00	<i>Presentations of the drafted Impact parts by working groups, feedback from trainers and discussion</i>

DAY 3: Tuesday 15th of October

09:00 – 10:00	Budget and eligible costs in Horizon Europe: Preparing the budget (Lump-sum vs. standard Horizon Budget – differences) • Eligible costs, funding rates, direct/indirect costs • Tips for preparing a budget
10:00 – 10:45	Drafting a budget for a work package – <i>Group work on specific calls/topics</i>

	• <i>Personnel costs (p-m rates)</i> • <i>Purchase costs (Travel and subsistence; Other goods, works and services)</i> • <i>Equipment</i> • <i>Sub-contracting</i>
10:45 – 11:00	<i>Coffee BREAK</i>
10:45 – 11:45	Presentation on specific Horizon Europe Programmes and selected Calls • Widening • Best practice case from GE – the TU GE coordinator of the project GAIN (Georgian Artificial Intelligence Networking and Twinning Initiative) • European Innovation Council
11:15 – 12:00	Best Practice Biotron Energy (Winner of EIC Pre Accelerator) tbc.
12:00 – 13:00	LUNCH BREAK
13:00 – 14:00	Presentation on specific Horizon Europe Programmes • <i>Marie Skłodowska-Curie actions (MSCA)</i> • <i>Best practices – MSCA winner from Georgia, tbc.</i>
14:00 – 14:15	Final Remarks
14:15 – 16:00	Ad Hoc Consultations (no registration needed)