IDEALIST FULL PROPOSAL CHECK
Horizon Europe digital topics with deadlines on March 29th 2022

Online sessions between 27th February and 02nd March 2023

Following the successful previous Full Proposal Checks events (FPC), Ideal-ist is organizing a **Full Proposal Check Event for the first Horizon Europe Cluster 4 Digital call topics in 2023.** The events will be held **online** between the **27th of February and the 2nd of March 2023**. The event offers proposers a chance to improve the quality of project proposals based on feedbacks from experienced external experts and National Contact Points (NCPs). The event aims at transferring useful knowledge and increase proposers' chances of being funded.

Where
All information can be found at https://idealist.proposalcheck.eu/. All interaction with the proposers will also be made via the website.

Procedure
The deadline for the targeted call topics is the 29th of March 2023 (check the complete list of topics [here](#)). Interested proposers must:
1. Register their Expression of Interest (EoI) as soon as possible before the 10th of February 2023, and
2. Provide an advanced-almost complete draft of their proposal before the 17th of February 2023.
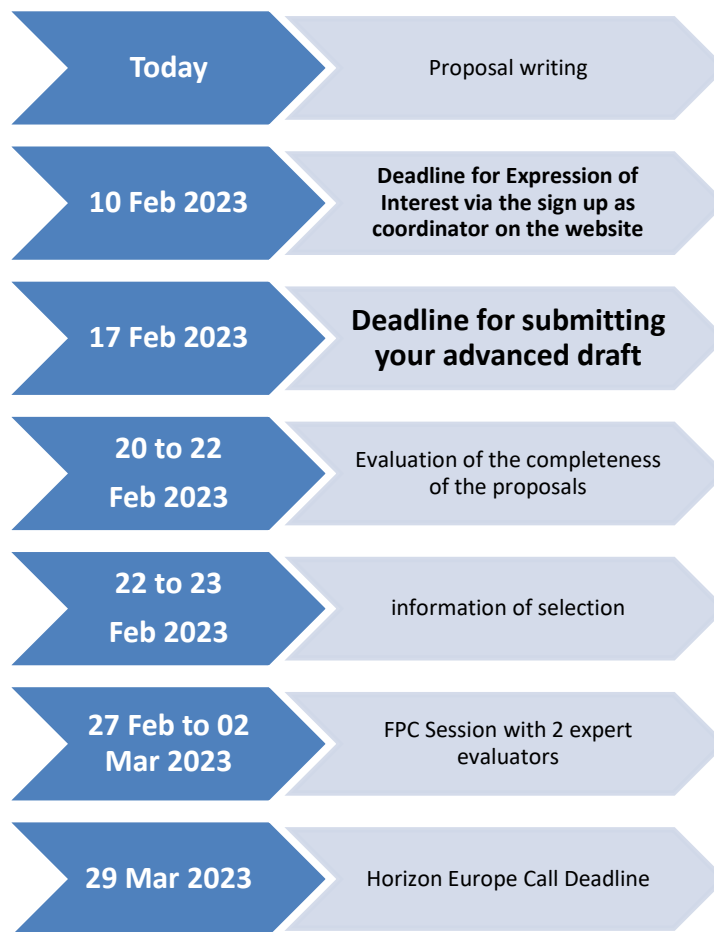
Please note that the **registration on the Idealist Full Proposal Check website (sign up) as coordinator is considered as an EoI**. Selected proposals will be confirmed to proposers by Thursday, the 23rd of February 2023 the latest. This is aimed at giving as much time as possible to proposers to provide the most advanced draft possible.

We are asking the proposers to keep their agenda as free as possible from the 27th of February to the 2nd of March 2023. During the registration, proposers should also express their availabilities via 10 different 2-hours timeslots.

If selected, proposers will receive qualified feedback from experienced evaluators during the Full Proposal Check sessions. These sessions consist generally consist of:
1. Evaluators exchanging theirs view on the proposal (no proposers participation at this stage);
2. Max 5 minutes pitch from the coordinators to the expert evaluators;
3. Feedback, interactive discussion and Q&A between evaluators and coordinators.

Furthermore, it may be possible to receive additional advice from experienced NCP staff.

Today	Proposal writing
10 Feb 2023	**Deadline for Expression of Interest via the sign up as coordinator on the website**
17 Feb 2023	**Deadline for submitting your advanced draft**
20 to 22 Feb 2023	Evaluation of the completeness of the proposals
22 to 23 Feb 2023	information of selection
27 Feb to 02 Mar 2023	FPC Session with 2 expert evaluators
29 Mar 2023	Horizon Europe Call Deadline

Selection of participants

Case-by-case selection process among FPC applicant proposers.

The advanced draft submitted by the FPC applicant proposers will be evaluated based on a completeness assessment. Short-listed candidates will be invited to an FPC session with 2 expert evaluators based on the available places, and will be informed on their selection no later than Thursday, February the 23rd. Final confirmation of the timing will come before Friday, February the 24th.

Who can attend?

The event will support proposals for Digital calls under Horizon Europe, with a deadline on March the 29th 2023. Participation to the event is for the **coordinator** (i.e. one person, **mandatory**) **plus one** representative from a project partner institution (i.e. one optional person, highly recommended to take notes). In exceptional cases, the coordinator may name a proxy to participate.

All participating experts and national contact points have signed a confidentiality declaration. No minutes or report will be shared.

The evaluators do not check the eligibility of the proposers to submit a proposal for the topic. Therefore, it is strongly recommended that the proposers have an abstract of their proposal checked by their local NCP.

The event is free of charge, however, timeslots are limited.

For further questions, please contact your NCP or send an e-mail to:
francisco.melo@luxinnovation.lu

Date and Location
February the 27th– March the 02nd - Remote Sessions (Microsoft Teams)

Application
Applications can be submitted by the coordinators until **February the 10th 2023** via the online registration form at https://idealist.proposalcheck.eu/.
To do so you'll be asked to create a coordinator profile in the platform, which will be considered an expression of interest.

Which calls are supported?
The event will support Horizon Europe digital call topics whose deadline is on March the 29th 2023. Full list of the call topics covered by the event can be accessed here.