

Guide for Project Coordinators in Horizon 2020

All [Horizon 2020 projects](#) must appoint a Coordinator to lead and manage the project efforts. This role is an immensely important one. There is a lot to be considered in order to take on the role, and then soon after to manage the project successfully. The Enspire Science team thoroughly understands this, and so we often write articles that directly relate to Project Coordinators in Horizon 2020. These articles can either be found in different sections of our Knowledge Base or... in this Guide for Project Coordinators in Horizon 2020! The team has consolidated all of the most important and relevant articles we've already curated on this topic. Continue reading to discover important aspects about coordinating a Horizon 2020 project.

What it means to be a Horizon 2020 project coordinator

Clearly, before one would choose to take on any new role in life, a proper understanding of its scope and expectations must be realized. The same needs to be said about the role of [Project Coordinators in Horizon 2020](#). From experience, we often come across researchers that showcase initial interest in taking on a seemingly prestigious role. Unfortunately, this interest is coupled with a general lack in understanding what the role requires in its entirety. Therefore, the first and most important place any curious and potential Project Coordinator should start is our article detailing the role and its scope. This article will fully articulate what the role entails, and enable a holistic understanding that will help decide whether this is a good fit or not.

The coordination dilemma in Horizon 2020

A proper examination of the above article (detailing the Coordinator's role) will establish a thorough list (though non-exhaustive) of responsibilities that Project coordinators in Horizon 2020 need to assume to properly fulfil this role. It cannot be said lightly – the list is extensive. Taking on this role requires substantial resources and time.

But above all else, it requires important skills that can be divided into two main categories:

- Scientific and

- Administrative skills.

What happens when you don't quite want or have strong enough experience in both skill sets? You are the scientific initiator of the project, the leader of the research, and know exactly how and why to progress the project forward scientifically. Assuming administrative roles will only hamper your important work! So should you back down and offer the coveted position to a more "suited" individual? The answer to this lies in our next important article. Lucky for you, this "[dilemma](#)" is one that we have come across many times. From experience, it can be resolved in more than one way.

Spoiler alert – a resolution does not necessitate you stepping down from the coordinator role or the scientific leader role. Check out this [coordination dilemma article next](#), as you continue to learn more about Project coordination in Horizon 2020.

So you're ready to be a Horizon 2020 Project Coordinator – now what?

Officially taking on the Project coordination of a Horizon 2020 project is a huge step – and we truly command you on that. That being said, now starts the hard work. There is a lot to do in order to curate a highly successful and competitive Horizon 2020 grant application. As a Project Coordinator, a lot of the responsibility rests on your shoulders! The articles below are important next steps in the project initiation and drafting processes.

[Horizon 2020 proposal template guide – understanding the inner logic and structure](#)

The time has come to officially put together a Horizon 2020 grant application. Unsurprisingly, the project's coordinator is expected to handle and manage most of this work. Not only is this task incredibly demanding, there is also a lot to be understood about how to successfully structure an application which caters to the unique aspects and requirements of Horizon 2020. For many, the Horizon 2020 application can be quite overwhelming due to its complex writing instructions and requirements. We couldn't agree more. Therefore, we've put together a complete guide which offers a step-by-step explanation. This is a great place to start.

Building a Consortium in Horizon 2020

Different from other funding programs, Horizon 2020 is consortium based. As a project coordinator, this is excellent news! You are instructed to construct a team of highly specialized and professional individuals that will assist in implementing your idea. Needless to say, a strong consortium will help get the job done, while the opposite can truly hamper not only the possibility for winning the grant, but also to actually achieve what the project set out to do.

Horizon 2020 proposal development timeline

The above article (about the proposal template guide) helps achieve an improved grasp at the Horizon 2020 proposal template, a very positive accomplishment indeed. Concurrently, the article also thoroughly lays out all that is needed for a highly competitive proposal. Now, this task can easily become very daunting and overwhelming. From experience, a timeline to work by helps reduce piles of unhelpful stress. As project coordinators in Horizon 2020, who must ensure you reach the deadline with a complete application, this guide can be a lifesaver.

The complete Horizon 2020 budget preparation guide

A lot can be said about a Horizon 2020 project through its budget plan. Though it is not one of the main evaluation criteria, evaluators do look for it as a way to further discern the overall quality of the proposal. As it is, the task of overseeing the formation of the budget plan for the project rests upon the shoulders of the project coordinator. Since there is a lot to be decided and planned regarding the budget of a Horizon 2020 project, we've put together a very helpful article that offers many guiding tips and insights.

Horizon 2020 implementation structure

As already understood, project coordinators in Horizon 2020 must see through the project's continuity and progress from start to end. Meaning – they not only initiate the idea and plan in the proposal period, but they are also there to ensure advancement during the post-award phase. Therefore, curating an implementation plan that is both competitive enough (to impress reviewers) and feasible enough (to enable actual effective implementation) is an absolute

requirement. Coordinators must ensure they successfully put together such an implementation plan. Our implementation structure guide can truly assist this process.

[Feeding the reviewers](#)

As you set out to write a successful and competitive grant application – the most important people to keep in mind are the reviewers. After all, it will be a grand shame to have spent months on grant writing to have produced an application that does not cater to the review process. As you work on the final draft of your grant proposal, make sure to refer to this helpful article, and follow it up quickly with its partner article which details the [“top 6 ways to annoy reviewers”](#). Together, the two will highlight important insights for “feeding the reviewers” successfully with that they are expecting to see during the review process.

Conclusion... for now.

It is difficult to say we can officially conclude with this “Project Coordinators in Horizon 2020” topic. Yes – these articles above will be tremendously helpful. But in all honesty, the Project Coordinator’s tasks and responsibilities span further than what we have managed to cover so far. Our best advice is to keep updated by [subscribing to our newsletter](#) to ensure you don’t miss out on additional important information.