

HORIZON EUROPE RIA TOOLKIT (2025)

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For use during EU-Korea Cluster 1 (Health) matchmaking and proposal consultations

Toolkit Purpose

This toolkit is designed to help researchers shape their idea, understand what is expected, and think through what they'll need to move forward. Use it as a baseline to guide early reflections, partner discussions, or conversations with support staff – whether you are just getting started or looking to strengthen a developing proposal!

1. PROPOSAL CANVAS FOR HEALTH RIA IDEATION

Adapted from RVO – Refined for EU-Korea collaboration (2025)

NOTE: Not a formal template – use this to explore and structure your idea before writing.

 CHALLENGE / PROBLEM SPACE • What health problem or system challenge are you addressing? • Why is it timely and relevant? • Who is affected – patients, professionals, communities? • What triggered this idea?	 YOUR SOLUTION & INNOVATION • What is your proposed approach or intervention? • How does it go beyond the current state-of-the-art? • Why is your team or idea well positioned to address this now? • Does it involve digital, social science, or gender-sensitive elements?
 EXPECTED RESULTS & IMPACTS • What specific outputs will your project generate (e.g., tool, data, pilot)? • Who will use these results and how? • How do they align with EU/global health priorities (e.g., Health Union, Mission Cancer)? • What long-term changes could result?	 FEASIBILITY & DELIVERY • What activities or methods are involved? • What kinds of partners are needed – and what would they contribute? • What makes your plan ambitious but realistic? • What risks might arise – and how would you manage them?

2. UNDERSTANDING THE EVALUATION CRITERIA

These are the official Horizon Europe review categories. Use them to guide how you frame your project.

EXCELLENCE

- Are your objectives clear and aligned with the call?
- Is the approach innovative, credible, and well positioned in the field?
- Are relevant disciplines, stakeholders, or users meaningfully integrated?

IMPACT

- Are the outcomes significant and clearly linked to expected impacts?
- Is there a concrete path from project results to use or uptake?
- Are your plans for communication, exploitation, and dissemination realistic?

IMPLEMENTATION

- Is the work plan coherent, phased, and feasible?
- Are the right people involved – and are their roles clear?
- Are risk mitigation and resource use well thought through?

3. PROPOSAL PREPARATION CHECKLIST

A simple way to check whether your project idea meets Horizon Europe expectations.

- ☐ Is your idea aligned with a specific call topic and its expected outcomes?
- ☐ Are your objectives measurable and realistic?
- ☐ Do you have – or know – partners who bring essential expertise and countries?
- ☐ Can you explain what's innovative and why now?
- ☐ Do you understand what will happen with your results after the project ends?
- ☐ Are you comfortable structuring your proposal around Excellence, Impact, and Implementation?

4. PROPOSAL TIMELINE CHECKLIST

Use this to plan your proposal writing process.

6-9 months before deadline

- ☐ Identify a relevant call and sketch your concept
- ☐ Reach out to known EU collaborators or join partner searches

5-8 months before

- ☐ Help build or join a consortium (minimum 3 countries)
- ☐ Attend info sessions or brokerage events

3-6 months before

- ☐ Start drafting: objectives, impact pathway, methodology
- ☐ Coordinate writing responsibilities with your partners

1-2 months before

- ☐ Request internal/external reviews
- ☐ Finalise budget, work plan, risk table, Gantt chart

Final week

- ☐ Confirm institutional forms and ethics are ready
- ☐ Submit early via the EU Funding & Tenders Portal

5. PARTICIPATION READINESS CHECKLIST

Assess what you have and what to ask for. If you don't have access to something, check with your institution or partners.

- ☐ Has your institution registered a PIC (Participant Identification Code)?
- ☐ Are you registered on the EU Funding & Tenders Portal?
- ☐ Do you know who in your department handles EU admin/legal tasks?
- ☐ Will you have support for budgeting, ethics, or contract questions?
- ☐ Are you already in contact with EU researchers or networks?
- ☐ Can you explain the value you bring to a consortium (e.g. testbed, policy insight, clinical access)?

6. PRACTICAL TIPS FOR KOREAN RESEARCHERS

These reflect real challenges and lessons from Korean participants in Horizon Europe.

A. Common barriers & what you can do

- **Time zones:** Propose async communication and set clear schedules
- **Administrative differences:** Ask EU partners for budgeting templates and proposal examples
- **Language gaps:** Use editing services or peer feedback early
- **Proposal culture:** Review past successful proposals to learn structure and tone
- **Policy awareness:** Read the Work Programme and destination texts closely

B. If you want institutional support

Ask your university or research office if they offer:

- A Horizon Europe contact person
- Proposal workshops or peer review
- Internal funding or time for proposal writing
- Partnerships with other Korean institutions applying to HEU

C. What you can do as a researcher

- Increase visibility by joining COST Actions or presenting at EU conferences
- Reach out to past collaborators involved in EU projects
- Offer assets like patient cohorts, data, digital platforms, or pilot sites
- Consider starting as a partner rather than a coordinator

7. USEFUL RESOURCES (Public & Practical)

These are freely available and widely used by applicants across Europe.

- [**EU Funding & Tenders Portal**](#)
The official portal for finding calls, submitting proposals, and accessing templates.
- [**Horizon Europe Work Programme – Cluster 1 \(Health\)**](#)
Call descriptions, expected impacts, and eligibility details for the 2025 Health programme.
- [**RVO Annotated Proposal Template \(April 2025\)**](#)
This guide from the Netherlands walks you through each section of the official Horizon Europe proposal template, with reviewer-oriented tips, examples, and common pitfalls. It's one of many public resources available, but it's included here because it's especially clear, practical, and helpful for researchers writing their first Horizon Europe proposal.