



Excellence Lab: Grant Proposal Writing and Project Implementation for Horizon Europe Funding

Day 1 - Tuesday, 19 November 2024

Jupiter International Hotel Addis Ababa, 08:30 – 17:40 hrs (EAT)

08:30 – 09:00 (EAT)	Registration
09:00 – 09:05 (EAT)	Welcome address (Ministry of Education Ethiopia, tbc)
09:05 – 09:20 (EAT)	Workshop introduction and objectives of day 1
09:20 – 10:45 (EAT)	Reasons to apply for EU funding (Horizon Europe, ERASMUS+ CBHEI), where to find funding calls and a consortium
10:45 – 11:00 (EAT)	Tea Break
11:00 – 12:30 (EAT)	How to read the call texts
12:30 – 13:30 (EAT)	Lunch
13:30 – 15:30 (EAT)	From start to submission - drafting a successful proposal (Part 1)
15:30 – 15:45 (EAT)	Tea Break
15:45 – 17:30 (EAT)	From start to submission - drafting a successful proposal (Part 2)
17:30 – 17:40 (EAT)	Wrap up of day 1 and outlook for day 2



Day 2 - Wednesday, 20 November 2024

Jupiter International Hotel Addis Ababa, 08:45 – 17:15 hrs (EAT)

<i>08:45 – 09:00 (EAT)</i>	<i>Registration</i>
<i>09:00 – 09:10 (EAT)</i>	Welcome and objectives of day 2
<i>09:10 – 10:45 (EAT)</i>	Grant Agreement Preparation and the way towards project start
<i>10:45 – 11:00 (EAT)</i>	<i>Tea Break</i>
<i>11:00 – 12:30 (EAT)</i>	Project Life Cycle and Day-to-Day Management
<i>12:30 – 13:30 (EAT)</i>	<i>Lunch</i>
<i>13:30 – 15:00 (EAT)</i>	Budget management and regulations
<i>15:00 – 15:15 (EAT)</i>	<i>Tea Break</i>
<i>15:15 – 17:00 (EAT)</i>	Reporting and project finalization
<i>17:00 – 17:15 (EAT)</i>	Wrap up of day 2 and workshop summary