



## Enterprise Ireland

### Horizon Europe Coordinator Support

#### Key Information

- Enterprise Ireland Horizon Europe Coordinator Support applications should be submitted prior to the commencement of the preparatory work on the proposal and a minimum of 10 weeks prior to Call closing (submission) date.
- For Marie Skłodowska-Curie Actions (MSCA) proposals, applications for Coordinator Support must be submitted to Enterprise Ireland a minimum of 12 weeks prior to Call closing (submission) date.
- From 18 January 2023, the maximum duration for the Enterprise Ireland Horizon Europe Coordinator Support is 24 months from the date of submission of an application to Enterprise Ireland for support. **No time extensions** will be permitted.
- The maximum grant for Enterprise Ireland Horizon Europe Coordinator Support is €12,500 (inclusive of VAT).

**Before applying to Enterprise Ireland, all applicants must inform their Research Office and consult with the relevant National Contact Point regarding call topics and other supports.**

**Applicants must provide confirmation of proposal submission to the Horizon Europe programme (or evidence of an interview date) within the 24-month grant period.**

**While the grant duration is up to 24 months, only costs prior to the date of proposal submission and/or interview are eligible.**

It is the responsibility of each applicant to ensure that they have read and fully understand the rules governing the Enterprise Ireland Horizon Europe Coordinator Support scheme before making a submission.

## **Description and Objectives**

Enterprise Ireland leads the national support network for Horizon Europe, working to increase participation by Irish companies and academic institutions in the EU's main instrument for funding research in Europe.

## **Aim**

The aim of the Enterprise Ireland Horizon Europe Coordinator Support is to facilitate the preparatory work leading to a proposal for the coordination of any research project under Horizon Europe. Enterprise Ireland Horizon Europe Coordinator Support covers all fields eligible for funding in Horizon Europe.

## **Who Can Apply?**

Enterprise Ireland Horizon Europe Coordinator Support is open to researchers employed in higher education or publicly funded institutions (eg Universities, Institutes of Technology and Publicly Funded Research Institutions located in Ireland) only.

## **Eligibility**

Enterprise Ireland Horizon Europe Coordinator Support covers activities associated with the preparation of an application to the European Commission. Applications must include as much information as possible about the services for which you require funding and the reasons why. Applications for Enterprise Ireland Horizon Europe Coordinator Support must include at least three international partners. Any unclear expenses will be questioned and can delay the processing of applications.

Enterprise Ireland Horizon Europe Coordinator Support applications should be submitted prior to the commencement of the preparatory work of the proposal and a minimum of 10 weeks prior to Call closing (submission) date. For Marie Skłodowska-Curie Actions (MSCA)<sup>1</sup> proposals, applications for Coordinator Support must be submitted to Enterprise Ireland a minimum of 12 weeks prior to Call closing (submission) date.

The maximum grant for academic Coordinators is €12,500 (inclusive of VAT). For two-stage applications the total grant for both stages will be up to a maximum of €12,500 (inclusive of VAT). Please provide a breakdown of the costs required for STAGE 1 and STAGE 2 in your application.

## **Eligible Costs**

Eligible costs relate solely to the preparation of the application to the European Commission. Expenditure incurred after proposal submission and/or interview is not eligible for reimbursement.

Eligible costs include:

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<sup>1</sup> MSCA-Individual Fellowships are mono-beneficiary and thus not eligible for Enterprise Ireland Horizon Europe Coordinator-Support

Category	Detail
<p><b>Travel Costs</b></p> <p>Least-cost travel expenses in Europe and hotel and subsistence (overnight) rates (<a href="#">public service subsistence rates</a>) for the Coordinator or internal approved staff.</p>	<p>The applicant must provide as much information as possible about <b>the reason for travel and how it will benefit the proposal.</b></p> <p>Costs for the trip must be itemised with costs for flights, hotel and subsistence, airport transfers, etc broken down separately – for example, if you say that it will cost €1000 for a trip to Paris to include flights, hotel and subsistence, and airport transfers, this will not be accepted.</p> <p>Note that hotel and subsistence/overnight rate is one cost as per <a href="#">public service subsistence rates</a> overnight rates for the area you are travelling to.</p> <p>Please follow these guidelines when filling out your application:</p> <p><b>Stage:</b> If this is a two-stage call, identify whether travel will take place in stage 1 or stage 2 of the process.</p> <p><b>Details (name, location, etc):</b> Include the following information as well as any other pertinent details:</p> <ol style="list-style-type: none"> <li>1) <b>Who is travelling? A maximum of 2 people will be supported per visit</b> – please provide the names and roles of the people travelling.</li> <li>2) <b>Destination</b> – what country/city/area are you travelling to? Note that travel outside of Europe (non-EU member states/ non-Associated countries) is ineligible.</li> <li>3) <b>Flights</b> – which airport are you flying from? Where are you flying to?</li> <li>4) <b>Duration of the trip or number of overnights</b> – you need to specify the number of overnights so you can calculate the overnight hotel and subsistence rates. Note that the overnight rate combines hotel and subsistence costs – hotel is not a separate cost to subsistence.</li> </ol>

		<p>Please only use the overnight subsistence rates here:  <a href="https://circulars.gov.ie/pdf/circular/per/2017/07.pdf">https://circulars.gov.ie/pdf/circular/per/2017/07.pdf</a>.</p> <p>Note that visits will be typically <b>up to three days/overnights duration</b> in Europe. If the visit is longer, please explain why this is necessary.</p> <p><b>Justification:</b>  <b>Who are you meeting and why?</b> Explain the reason you are travelling or hosting a meeting.</p> <p><b>Reason:</b>          Select the category that best matches the details you provided from the dropdown menu – note that ‘Flights’ and ‘Hotel and Subsistence’ costs must be detailed as separate entries. If these costs are bundled under ‘Overseas Travel’, this will not be accepted and the application will be returned. The category of ‘Overseas Travel’ can be used for other costs, eg travel to and from the airport, that are not flights or hotel and subsistence.</p> <p><b>Eligible costs include:</b></p> <ul style="list-style-type: none"> <li>• Economy Air/Rail Fares</li> <li>• Economy Car Hire overseas (if it is the only way to get to the meeting point, otherwise the applicant must use the Economy Air/Rail services)</li> <li>• Public Service Subsistence Rates apply  <a href="https://circulars.gov.ie/pdf/circular/per/2017/07.pdf">https://circulars.gov.ie/pdf/circular/per/2017/07.pdf</a></li> <li>• Costs for hosting meetings (overseas<sup>2</sup> and domestically) are eligible</li> <li>• Costs for Covid-19 related testing/protocol requirements relating to travel</li> <li>• <b>Domestic travel is ineligible</b> but costs for public transport (bus or rail) to/from an Irish airport can be supported. <u>Taxis and car parking costs are not covered under domestic travel.</u></li> </ul>
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<sup>2</sup> Please Note: Enterprise Irelands Brussels office is available to applicants for hosting Horizon Europe meetings. More information here - <https://www.enterprise-ireland.com/en/Export-Assistance/International-Office-Network-Services-and-Contacts/Belgium.html>

		<b><i>See further below for other ineligible costs.</i></b>
<b>Staff Costs (Pay)</b>	Research/ Administrative Support and/or Replacement Teaching Expenses	<ul style="list-style-type: none"> <li>• Research/ administrative support for short term assistance for research, specifically for supporting the development and/or writing of the proposal. Proposal drafting and preparation as well as administrative support is eligible.</li> <li>• Replacement Teaching Expenses is an income allowance to enable full time dedication to the project (research institution undertakes to release the person from all teaching and administrative duties). Only the lead PI/ ERC Coordinator is eligible to apply for replacement teaching expenses costs.</li> <li>• As permanent members of staff, PIs are not eligible to claim costs under this category for time worked on proposal preparation as this would be considered double funding. PIs who are self-funded through research activities can be eligible.</li> <li>• The application must specify the number of days for which costs are claimed.</li> <li>• The type of work envisaged must be detailed.</li> </ul> <p><b>A blended rate of <u>€260 per day</u> should be used for budgeting of Research/ Administrative Support and for Replacement Teaching Expenses.</b></p> <p><b>NOTE:</b> Only actual expenditure incurred and paid can be claimed. Project staff can be reimbursed at a daily rate commensurate with experience and in line with IUA Salary scales. In the event of an audit, institutions will be required to make available evidence of appropriate justification for the rate of pay.</p>
<b>Professional Services</b>		<ul style="list-style-type: none"> <li>• Professional Services can be used for Horizon Europe proposal preparation, strategy development, planning, graphic design and Horizon Europe-related training costs.</li> <li>• The application should include the name of the provider, the individual within that provider and evidence of track record in the programme area</li> <li>• Professional service costs are only eligible for entities that are <b>not</b> listed as project partners in a coordinator support application.</li> <li>• The daily rate, number of days and type of service (proposal review, proposal preparation, project management, training) should be indicated</li> <li>• Note that this category does not cover costs for data gathering, surveys, research or similar for the proposal.</li> </ul>

**A maximum Consultancy rate of €900 (excl VAT) per day** is inclusive of travel and subsistence and all out of pocket expenses

**Graphic Design** – graphic design for proposals and, where relevant, slides for interview presentations may benefit from high-quality images. Printing costs are not eligible. *The maximum amount allowable for graphic design is €2000 excluding VAT.*

## Ineligible Costs

- Overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.)
- Partner costs (**NB** partners include professional service providers, consultants and project management companies listed in the coordinator support application).
- Sabbaticals
- Conferences/Seminars
- Visas/Work Permits
- Travel outside of geographical Europe
- Costs not related to proposal preparation/ Horizon Europe programme
- Domestic Travel (bus and rail public transport costs to and from the airport will be covered where it is justified – **costs for taxis and car parking are ineligible**)

Expenditure incurred prior to the date that the application form is received by Enterprise Ireland is ineligible.

## Resubmissions

In the case of a resubmission to Enterprise Ireland for Enterprise Ireland Coordinator Support, the total grant is capped at 50%.

Applicants should consider the strengths and weaknesses of their unsuccessful Horizon Europe application before resubmitting to Enterprise Ireland, as well as where to concentrate their efforts this time. This should be reflected in the cost categories resubmitted to Enterprise Ireland.

The applicant must include details of the previously submitted Horizon Europe proposal (incl. name, acronym, proposal number, Call ID, whether or not it received Enterprise Ireland support funding for the first submission, and the score that was awarded to the proposal in the previous evaluation) should be accompanied by a list of the major weaknesses identified in the evaluation (ideally attach the ESR) and a statement of how the Coordinator plans to overcome these weaknesses in the resubmission.

## COST

The aim of the Enterprise Ireland Horizon Europe COST Support is to facilitate the preparatory work leading to the coordination and submission Full Proposal to the COST Programme. Enterprise Ireland Horizon Europe COST Support applications should be submitted eight weeks prior to the COST collection date.

The maximum grant for Enterprise Ireland Horizon Europe COST Support is €3,000 (inclusive of VAT).

Eligible costs relate solely to the preparation of the application to the COST Programme by Irish-based Co-ordinators, limited to:

- Consultant costs for support of proposal drafting and preparation
- Research/ Administrative Assistant for proposal development support
- Least-cost travel expenses and subsistence rates for Irish-based Coordinator (or internal approved staff)

## Submitting your Application

Enterprise Ireland Horizon Europe Coordinator Support applications must be submitted on the SmartSimple System: [https://enterpriseireland.smartsimple.ie/s\\_Login.jsp](https://enterpriseireland.smartsimple.ie/s_Login.jsp). For information on how to submit your application via SmartSimple please review the SmartSimple Coordinator Support application form: [Microsoft Word - Coordinator Support application \(horizoneurope.ie\)](#)

Applications submitted via email or posted to Enterprise Ireland will be rejected.

## Evaluation Process

Only fully completed applications received 10 weeks prior to Call closing (submission) date will be considered for evaluation. For Marie Skłodowska-Curie Actions (MSCA) proposals, applications for Coordinator Support must be submitted to Enterprise Ireland a minimum of 12 weeks prior to Call closing (submission) date. Applications will be assessed to ensure administrative compliance with programme requirements and objectives. Following this, successful applications will be approved by Enterprise Ireland.

## Monitoring and Reporting

From 18 January 2023, the duration of the grant will be up to 24 months. **No time extensions** will be permitted.

Unspent moneys must be returned to Enterprise Ireland. Enterprise Ireland will contact you to obtain a final report describing the outcome of the work and status of the project, as well as detailed financial information and receipts associated with expenditure.

Please Note: Enterprise Ireland will not be responsible for any misunderstandings by coordinators or their representatives, as to what are eligible costs.

**Confirmation of proposal submission** to the European Commission is required when submitting reports - this can be a photo, scan or snip from the receipt email or the Evaluation Summary Report. It should clearly show the date that the proposal was submitted.

If a proposal is not submitted, Enterprise Ireland will request a refund of the grant payment.

If you want to claim Stage 2 costs, you must submit **verifiable evidence of your invitation** to, or participation in, the Stage 2 interview. This documentation is required to support reimbursement claims.

**Enterprise Ireland reserves the right to decline further grant applications** from individuals whose Horizon Europe proposals, supported by an Enterprise Ireland Coordinator Support grant, are deemed ineligible by the European Commission.

## Contact

For questions relating to the Enterprise Ireland Horizon Europe Coordinator Support scheme (including application process, eligible costs), please contact [Horizonsupport@enterpriseireland.com](mailto:Horizonsupport@enterpriseireland.com)

For questions relating to previously approved funding and receipt of approved monies, please contact [Institutes.Contracts@enterprise-ireland.com](mailto:Institutes.Contracts@enterprise-ireland.com)