Enterprise Ireland

Horizon Europe Travel Support

Key Information
Enterprise Ireland Horizon Europe Travel Support applications must be submitted at least one month in advance of travel to allow best value for money. Enterprise Ireland will consider late travel applications, where there is an urgent need to travel and a justification is provided by the applicant. **All applicants must notify their Research Office and the relevant National Contact Point before applying to Enterprise Ireland.**

It is the responsibility of each applicant to ensure that they have read and fully understand the rules governing the Enterprise Ireland Horizon Europe Travel 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 Travel Support is to facilitate participation in Horizon Europe. Enterprise Ireland Horizon Europe Travel Support covers all fields eligible for funding in Horizon Europe [1].

Who Can Apply?

The Enterprise Ireland Horizon Europe Travel 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 Travel Support covers visits abroad by Irish-based researchers to meet potential partners and build Horizon Europe consortiums. Travel Support also covers attendance at EU information days, workshops and brokerage events relating to Horizon Europe. A maximum of two researchers per institution applying to Enterprise Ireland Horizon Europe Travel Support will be supported to attend a meeting.

The maximum support available for Enterprise Ireland Horizon Europe Travel Support is €3,000 for all trips/ multiple applications per proposal. If a researcher exceeds €3,000 for all trips, they must provide EU reference numbers for Horizon Europe proposals they have been included in, as well as detailed information about their personal involvement and input in the proposal preparation. They must also provide Evaluation Result Letter (ESR), score, ranking and, if failed, weaknesses of previous proposals.

Enterprise Ireland Horizon Europe Travel Support applications must be submitted at least one month in advance to allow best value in booking the trip.[2]

Eligible Costs

Eligible costs include least-cost travel expenses and subsistence rates (based on Irish public service subsistence rates) up to a maximum of €400 (covering out of pocket expenses including hotels, meals, taxis, local fares and incidentals) per person per day.

The applicant must provide as much information as possible about the reason for travel and how it will benefit proposal preparation.

Multiple trips are permitted under one application. Each trip must be itemised. Applications should include a short description of where they are traveling to, when and how many days for each trip. Visits will typically be up to three days duration. The application should identify project personnel (name and role) travelling.

Journeys must be carried out by the most direct and economic route and value for money must be demonstrated. If the flight or hotel cost is notably expensive, this must be explained in the application.

Ineligible Costs

[1] Excluding COST Actions and MSCA-Individual Fellowships

[2] Exceptions will be made where a Consortium meeting is planned at short notice. A justification and proof must be provided.

- Overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.)
- Sabbaticals
- Conferences/ Seminars
- Visas/ Work Permits
- Travel outside of geographical Europe
- Costs not related to the Horizon Europe programme
- Domestic Travel (bus and rail public transport costs to and from the airport will be covered where it is justified – this does not include taxis)

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

Submitting your Application

Enterprise Ireland Horizon Europe Travel Support applications must be submitted on the SmartSimple System: https://enterpriseireland.smartsimple.ie/s_Login.jsp.

For information on how to submit your application via SmartSimple please review the SmartSimple Travel Support application form: Microsoft Word - Travel support Application (horizoneurope.ie)

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

Evaluation Process

Only fully complete applications received one month in advance of travel will be considered for evaluation. Enterprise Ireland will consider late travel applications, where there is an urgent need to travel and a justification is provided by the applicant. 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

Unspent moneys must be returned to Enterprise Ireland.

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

Contact

For questions relating to Enterprise Ireland Horizon Europe Travel Support (including application process, eligible costs), please contact Horizonsupport@enterprise-ireland.com

For questions relating to previously approved funding and receipt of approved monies, please contact Institutes.Contracts@enterprise-ireland.com