



## 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 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 up to 12 weeks prior to Call closing (submission) date.

The maximum grant for EI Horizon Europe Coordinator-Support is €12,500 (inclusive of VAT).

**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 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 EI Horizon Europe Coordinator-Support is to facilitate the preparatory work leading to a proposal for the coordination of any research project under Horizon Europe. EI Horizon Europe Coordinator-Support covers all fields eligible for funding in Horizon Europe.

**Who Can Apply?**

EI Horizon Europe Coordinator-Support is open to researchers in higher education or publicly funded institutions (e.g. Universities, Institutes of Technology and Publicly Funded Research Institutions) only.

**Eligibility**

EI 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 you require funding for and the reasons why. Applications for EI Horizon Europe Coordinator-Support must include at least three international partners. Any unclear expenses will be questioned.

EI Horizon Europe Coordinator-Support applications should be submitted prior to the commencement of the preparatory work of the proposal and 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 up to 12 weeks prior to Call closing (submission) date.

The maximum grant for academic Coordinators is €12,500 (inclusive of VAT). For 2 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. These include:

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

Cost Category	Detail	Cost Limit
<b>Travel Costs<sup>2</sup></b>	Least-cost travel expenses and institutional subsistence rates for Coordinator (or internal approved staff) <p>Eligible costs include:</p> <ul style="list-style-type: none"> <li>• Economy Air/Rail Fares</li> <li>• Economy Car Hire (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</li> <li>• Costs for hosting meetings (overseas<sup>3</sup> and domestically) are eligible</li> <li>• Maximum Travel Costs - €2,000</li> </ul>	<b>€2000</b>
<b>Staff Costs<sup>4</sup></b>	Research/ Administrative Support <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>• The application must specify the number of days for which costs are claimed</li> <li>• A Research Assistant may be employed for a maximum of 2 months full-time for preliminary work. Part-time assistance may be requested, for a time that is no greater than the equivalent for the full-time maximum (e.g., 4 months at 0.5 FTE). The type of work envisaged must be detailed.</li> </ul> <p>Maximum Support Costs - €170 per day</p> <p>The maximum salary contribution should be calculated per the Irish Universities Association salary guidelines (<a href="http://www.iua.ie/researchinnovation/researcher-salary-scales/">http://www.iua.ie/researchinnovation/researcher-salary-scales/</a>) and should be budgeted from first point on the scale for new staff. Please note, the annual budget cost per staff member consists of full employer staff cost, per the IUA salary scales, of gross salary and full employers'</p>	<b>€8000</b>

<sup>2</sup> One person only will be supported per visit (only in exceptional circumstances will more than one person be supported - please provide justification)

<sup>3</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>

<sup>4</sup> Staff costs calculation – IUA salary scale costs/ 254 (no. of weekdays)\* number of days RA is employed for

	Replacement Teaching Expenses/ PI costs	<p>charges (PRSI and pension). Please provide the salary scale and the real salary rate (i.e. Research Assistant at IUA Level 2pt 1 for 8 weeks).</p> <ul style="list-style-type: none"> <li>• An income allowance to enable full time dedication to the project (research institution undertakes to release the person from all teaching and administrative duties)</li> <li>• The number of days for which salaries are claimed must be specified in the application form together with the rate of pay</li> <li>• Only the lead PI/ Coordinator is eligible to apply for replacement teaching expenses costs</li> </ul> <p>Maximum Replacement Teaching Expenses - €200 per day</p> <p>The maximum salary contribution should be calculated per the Irish Universities Association salary guidelines (<a href="http://www.iua.ie/researchinnovation/researcher-salary-scales/">http://www.iua.ie/researchinnovation/researcher-salary-scales/</a>) and should be budgeted from first point on the scale for new staff. Please note, the annual budget cost per staff member consists of full employer staff cost, per the IUA salary scales, of gross salary and full employers' charges (PRSI and pension). Please provide the salary scale and the real salary rate (i.e. Researcher at IUA Level 2, pt 1 for 8 weeks).</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 and graphic design</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>• The daily rate, number of days and type of service (proposal review, proposal preparation, project management) should be indicated</li> </ul> <p>A maximum Consultancy rate of €900 (excl VAT) per day is inclusive of travel and subsistence and all out of pocket expenses</p>		<p><b>€4,000 (excl VAT)</b> <b>(€900 excl VAT per day)</b></p>

	<b>Graphic Design</b> – graphic design for proposals and, where relevant, slides for interview presentations may benefit from high-quality images. The maximum amount allowable for graphic design is €2000	
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## **Ineligible Costs**

- Overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.)
- Partner costs
- Sabbaticals
- Conferences/ Seminars
- Course work attendance
- Travel outside of Europe (non-EU member states/ non-Associated countries)
- Costs not related to proposal preparation/ Horizon Europe programme
- Domestic Travel (public transport costs to and from the airport will be covered where it is justified)

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

## **Resubmissions**

In the case of a resubmission to Enterprise Ireland for EI ERC Proposal-Preparation-Support, the total grant is capped at 50%.

A reduced rate of 50% is automatically applied to staff costs and travel costs. Applicants should consider the strengths and weaknesses of their unsuccessful Horizon Europe application before resubmitting to EI, as well as where to concentrate their efforts this time. This should be reflected in the cost categories resubmitted to EI. Professional services costs can be applied for up to 100% for a resubmission.

The applicant must include details of the previously submitted Horizon Europe proposal (incl. name, acronym, proposal number, Call ID, whether or not it received EI 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 EI Horizon Europe COST-Support is to facilitate the preparatory work leading to the coordination and submission Full Proposal to the COST Programme. EI Horizon Europe COST-Support applications should be submitted prior to the commencement of the preparatory work on the proposal (typically 8 weeks).

The maximum grant for EI 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. These include:

- Least-cost travel expenses and institutional subsistence rates for Irish based Coordinator (or internal approved staff)
- Costs for support of proposal drafting and preparation

## **Submitting your Application**

EI 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: <https://www.horizon2020.ie/wp-content/uploads/2019/04/Coordinator-support-application-form-on-Smart-Simple-v.2019.pdf>

Enterprise Ireland Horizon Europe Coordinator-Support: Guideline Document

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 up to 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**

Unspent moneys must be returned to Enterprise Ireland. EI 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.

### **Contact**

For questions relating to the EI Horizon Europe Coordinator-Support scheme (including application process, eligible costs), please contact [Horizonsupport@enterprise-ireland.com](mailto:Horizonsupport@enterprise-ireland.com) (Attn. Randa Abuharus).

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)