



Enterprise Ireland

Horizon Europe - European Research Council Awards

Proposal Preparation Support

Key Information

- Applications to Enterprise Ireland for European Research Council (ERC) Proposal-Preparation-Support must be submitted no later than 6 months prior to the ERC Call closing date.
- The maximum duration for the Enterprise Ireland ERC Proposal-Preparation-Support is 12 months from submission of an application to Enterprise Ireland for support.
- The maximum grant for Enterprise Ireland ERC Proposal-Preparation-Support is €16,000 (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 European Research Council (ERC) Proposal Preparation 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 EI ERC Proposal-Preparation-Support is to assist applicants as they prepare to apply for:

- [ERC Starting Grant](#)
- [ERC Consolidator Grant](#)
- [ERC Advanced Grant](#)
- [ERC Synergy Grant](#)

Please Note – The ERC Proof of Concept Grant is not eligible for support under Enterprise Ireland ERC Proposal Preparation Support.

Who Can Apply?

Enterprise Ireland ERC Proposal-Preparation-Support is open to researchers in higher education or publicly funded institutions (e.g. Universities, Institutes of Technology, Publicly Funded Research Institutions and Research Performing Organisations) only.

Eligibility

Enterprise Ireland ERC Proposal-Preparation-Support covers activities associated with the preparation of an ERC proposal to the European Commission. Applications to Enterprise Ireland must include as much information as possible about the services you require funding for and the reasons why. Any unclear expenses will be questioned.

Applications to Enterprise Ireland for ERC Proposal-Preparation-Support must be submitted no later than 6 months prior to the ERC Call closing date. Enterprise Ireland ERC Proposal-Preparation-Support is valid for 12 months from submission of an application to Enterprise Ireland for support¹.

The maximum grant for Enterprise Ireland ERC Proposal-Preparation-Support is €16,000 (inclusive of VAT).

¹ A No-Cost-Extensions can be applied for by completing a [Project Alteration Form](#) and submitting it to Institutes.Contracts@enterprise-ireland.com for review.

Enterprise Ireland ERC Proposal-Preparation-Support for ERC Synergy Grant

Although Synergy projects include a Lead PI this is not the same as an ERC Co-ordinator, as Synergy projects involve composite, integrated teams. Applications to Enterprise Ireland for ERC Synergy Grant support must account for this, where the emphasis is on *working together and bringing different skills and resources*².

For ERC Synergy Grant support, the Irish applicant only is eligible to apply for staff costs and travel costs. Professional services costs must be split between partner Institutions before applying to Enterprise Ireland. Quotes must be included in the application.

Eligible Costs

Eligible costs relate solely to the preparation of the ERC proposal to the European Commission.

See table with cost details on following pages.

² <https://erc.europa.eu/funding/synergy-grants>

Cost Category		Detail	Cost Limit
Staff Costs ³	Research/ Administrative Support	<ul style="list-style-type: none"> • 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 • The application must specify the number of days for which costs are claimed • 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. <p>Maximum Support Costs - €170 per day</p> <p>The maximum salary contribution should be calculated per the Irish Universities Association salary guidelines (http://www.iua.ie/researchinnovation/researcher-salary-scales/) and should be budgeted from first point on the scale for new staff. Use the salary scale that applies at the time of application.</p> <p>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). You will find the applicable salary scale under Column F in the Excel sheet, titled 'Budget Amount'.</p> <p>For example, if you are applying on 10 October 2021 for a Research Assistant at Point 7 on the scale, the applicable salary scale is €41,437. Divide this figure by 252* and you will get a daily rate of €164 – see graphic below.</p>	€8500

³ Staff costs calculation – IUA salary scale costs/ 252 (no. of weekdays)* number of days RA is employed for

Enterprise Ireland ERC Proposal-Preparation-Support: Guideline Document

	A	B	C	D	E	F	G
1	Guidelines for Contract Researchers Salary Scales						
2	Provisional** scales applicable from 1st October 2021*						
3			Researchers Salary Scales			(Applicable from 1st October 2021)*	
4			GROSS SALARY	Obligatory contribution	Obligatory contribution	Budget amount	
5	<i>Column 1</i>		<i>Column 2</i>	<i>Column 3</i>	<i>Column 3</i>	<i>Column 4</i>	
6	Researcher Salary Scales		<i>Gross Salary/ annum (€)</i>	<i>Employer's PRSI @ 11.05% (€)</i>	<i>Employer's Pension @ 20% (€)</i>	<i>Annual cost to budget (€)</i>	
7							
8	Research Assistant	Point 1	27,109	2,996	5,422	35,526	
9		Point 2	27,874	3,080	5,575	36,529	
10		Point 3	28,267	3,123	5,653	37,043	
11		Point 4	29,063	3,212	5,814	38,094	
12		Point 5	29,893	3,303	5,979	39,174	
13		Point 6	30,742	3,397	6,148	40,288	
14		Point 7	31,620	3,494	6,324	41,437	
15		Point 8	32,201	3,558	6,440	42,199	
16		Point 9	33,096	3,657	6,619	43,372	
17		Point 10	33,852	3,741	6,770	44,362	
18		Point 11	34,467	3,809	6,893	45,169	
19		Point 12	35,430	3,915	7,086	46,431	
20		Point 13	36,422	4,025	7,284	47,731	

Please provide full details on how you calculated costs in your application for clarity – this will help to speed up processing the application. For example, under details section in the application:

IUA scale Research Assistant Point 7 41437/252 = €164 daily rate

- An income allowance to enable full time dedication to the project (research institution undertakes to release the person from all teaching and administrative duties)

		<ul style="list-style-type: none"> • The number of days for which salaries are claimed must be specified in the application form together with the rate of pay • Only the lead PI/ ERC Coordinator is eligible to apply for replacement teaching expenses costs <p>Maximum Replacement Teaching Expenses - €200 per day</p> <p>The maximum salary contribution should be calculated per the Irish Universities Association salary guidelines (http://www.iua.ie/researchinnovation/researcher-salary-scales/) and should be budgeted from first point on the scale for new staff. Use the salary scale that applies at the time of application. 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). You will find the applicable salary scale under Column F in the Excel sheet, titled 'Budget Amount' (see example above).</p>	
Travel Costs	Least-cost travel expenses and institutional subsistence rates	<p>The applicant must provide as much information as possible about the reason for travel and how it will benefit ERC proposal preparation. Visits will be typically up to three days duration in Europe. Travel outside of Europe (non-EU member states/ non-Associated countries) is ineligible.</p> <p>This includes, for:</p> <ol style="list-style-type: none"> 1. <u>Outgoing travel</u> to visit future team members, collaborators, current ERC award holders and/ or subject experts. Applicants must include a short description of where they are traveling to, when and how many days for each trip. Also, the name of the researcher/ expert being visited. 2. <u>Incoming travel</u> (to Ireland) of experts, to avail of key expertise. The person(s) visiting the applicant must be named, and the reasons for bringing them to Ireland must be detailed. <p>Eligible costs include:</p>	€5000

		<ul style="list-style-type: none"> • Economy Air/Rail Fares • 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) • Public Service Subsistence Rates apply • Costs for hosting meetings (overseas⁴ and domestically) 	
	<p>Synergy Grant - Irish Synergy applicants may avail of travel support to visit current ERC award holders or subject experts. Travel to visit partners is also eligible. Incoming travel by partners is not eligible under Enterprise Ireland ERC Proposal-Preparation-Support for Synergy Grants.</p>		
Professional Services	<ul style="list-style-type: none"> • Professional Services can be used for ERC proposal preparation, strategy development, planning and graphic design. Communication skills development is also eligible for support. • The application should include the name of the provider, the individual within that provider and evidence of track record in the programme area. • The daily rate, number of days and type of service (ERC proposal review, ERC proposal preparation, project management) should be indicated. • A detailed justification must be provided for communication skills training costs <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>Graphic Design – graphic design for ERC proposals and, where relevant, slides for interview presentations may benefit from high-quality images. The maximum amount allowable for graphic design is €2000 excluding VAT</p>		<p>€8,000 (incl. VAT) (€900 excl VAT per day)</p>
	<p>Synergy Grant – Professional services costs are eligible for the Irish applicant only under the EI ERC Proposal-Preparation-Support for Synergy Grants. Costs must be split among the partner Institutions before applying to Enterprise Ireland. Quotes must be included in the application.</p>		

⁴ Please Note: Enterprise Irelands Brussels office is available to applicants for hosting Horizon Europe meetings. More information here - <https://www.enterpriseireland.com/en/Export-Assistance/International-Office-Network-Services-and-Contacts/Belgium.html>

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 ERC 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.

Submitting your Application

Applications to Enterprise Ireland for ERC Proposal-Preparation-Support must be submitted no later than 6 months prior to the ERC Call closing date. The relevant NCP should be notified before applying to Enterprise Ireland.

EI Horizon Europe ERC 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 ERC application form: [SmartSimple-ERC-application-form-for-reference-.pdf \(horizoneurope.ie\)](#)

Resubmissions

In the case of a resubmission to Enterprise Ireland for EI ERC Proposal-Preparation-Support, the total grant is capped at 50% which is €8,000 inclusive of VAT. A resubmission is where Enterprise Ireland has previously paid grant support for the same project. However, if you have previously applied for the ERC Starter Grant and are now applying for the ERC Consolidator Grant for the same project, this is not a resubmission.

A reduced rate of 50% must be applied to travel costs. Applicants should consider the strengths and weaknesses of their unsuccessful ERC 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. Research Assistant and professional services costs can be applied for up to 100% for a resubmission.

The applicant must include details of the previously submitted ERC proposal (incl. name, acronym, ERC proposal number, Call ID, whether or not it received EI support funding for the first submission, and the score that was awarded to the ERC 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.

Where a reduced rate of 50% is not applied to travel costs, Enterprise Ireland will automatically do this across both cost categories upon receipt of the application.

Evaluation Process

Applications to Enterprise Ireland for ERC Proposal-Preparation-Support must be submitted no later than 6 months prior to the ERC Call closing date. Applications will be assessed to ensure administrative compliance with programme requirements and objectives. Following this, successful applications will be approved by Enterprise Ireland.

CV and Track Record Documents

The applicant must upload a CV and a separate Track Record document – the track record document should be no more than 2 pages.

Monitoring and Reporting

Unspent moneys must be returned to Enterprise Ireland.

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

Contact

[Please do not hesitate to engage with the Horizon Europe team.](#) For questions relating to the EI ERC Proposal-Preparation-Support scheme (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