



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.

The maximum grant for Enterprise Ireland 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.

Confirmation of proposal submission to the European Commission will be required.

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)¹ 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 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:

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

Category		Detail
Travel Costs	Least-cost travel expenses in Europe and subsistence rates (public service subsistence rates) for the Coordinator or internal approved staff.	<p>The applicant must provide as much information as possible about the reason for travel and how it will benefit the proposal. 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>Eligible costs include:</p> <ul style="list-style-type: none"> • Economy Air/Rail Fares • 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) • Public Service Subsistence Rates apply • Costs for hosting meetings (overseas² and domestically) are eligible • Costs for Covid-19 related testing/protocol requirements relating to travel • Domestic travel is ineligible but costs for public transport (bus or rail) to/from an Irish airport can be supported. Taxis and car parking costs are not covered. <p>A maximum of 2 people will be supported per visit – please provide the names of the people travelling and full details of travel arrangements.</p> <p>NB Travel outside of Europe is <u>ineligible (see ineligible costs below)</u>.</p>
	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. • The type of work envisaged must be detailed.

² 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>

Staff Costs		There is a flat rate fee of €170 per day for Research/Administrative Support
	Replacement Teaching Expenses/PI costs	<ul style="list-style-type: none"> • An income allowance to enable full time dedication to the project (research institution undertakes to release the person from all teaching and administrative duties) • The number of days for which replacement teaching expenses are claimed must be specified in the application form • Only the lead PI/Coordinator is eligible to apply for replacement teaching expenses costs <p>There is a flat rate fee of €200 per day for Replacement Teaching Expenses</p>
Professional Services	<ul style="list-style-type: none"> • Professional Services can be used for Horizon Europe proposal preparation, strategy development, planning, graphic design and Horizon Europe-related training costs • 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 (proposal review, proposal preparation, project management, training) should be indicated <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 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>	

Ineligible Costs

- Overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.)
- Partner costs
- Sabbaticals
- Conferences/Seminars
- Visas/Work Permits
- Travel outside of Europe (non-EU member states/ non-Associated countries)
- 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 – this does not include taxis)

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. Research Assistant, Teaching Replacement Costs and 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 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 prior to the commencement of the preparatory work on the proposal (typically 8 weeks).

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. These include:

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

Submitting your Application

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

Enterprise Ireland Horizon Europe Coordinator-Support: Guideline Document

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

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.

Contact

For questions relating to the Enterprise Ireland Horizon Europe Coordinator Support scheme (including application process, eligible costs), please contact 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