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.   • From 18 January 2023, the maximum duration for the Enterprise Ireland ERC Proposal Preparation Support is 24 months from the date of submission of an application to Enterprise Ireland for support (this is on a pilot basis). **No time extensions** will be permitted.   • 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.**   **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 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 Enterprise Ireland 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 employed in higher education or publicly funded institutions (e.g. Universities, Institutes of Technology, Publicly Funded Research Institutions and Research Performing Organisations located in Ireland) 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 for which you require funding and the reasons why. Any unclear expenses will be questioned and can delay the processing of applications.

Applications to Enterprise Ireland for ERC Proposal-Preparation-Support must be submitted no later than 6 months prior to the ERC Call closing date. From 18 January 2023, Enterprise Ireland ERC Proposal Preparation Support is valid for 24 months from the date of submission of an application to Enterprise Ireland for support. This is on a pilot basis. **No time extensions** will be permitted and any unspent money must be refunded to Enterprise Ireland.

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

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 Coordinator, 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[1]*.

For ERC Synergy Grant support, the Irish applicant <u>only</u> 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.

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[1] https://erc.europa.eu/funding/synergy-grants

Category		Detail
Staff Costs	Research/ Administrative Support	• 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. **There is a flat rate fee of €170 per day for Research/ Administrative Support**
	Replacement Teaching Expenses	• 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 salaries are claimed must be specified in the application form. • Only the lead PI/ ERC Coordinator is eligible to apply for replacement teaching expenses costs **There is a flat rate fee of €200 per day for Replacement Teaching Expenses**
Travel Costs	Least-cost travel expenses and subsistence (public service subsistence) rates	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. Travel costs cover: 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. Eligible costs include:

		- 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 (overseas[2] and domestically) - 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 **A maximum of 2 people will be supported per visit** – please provide the names of the people travelling and full details of travel arrangements.
	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.	
Professional Services	- Professional Services can be used for ERC proposal preparation, strategy development, planning, graphic design and Horizon Europe-related training costs. 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, training) should be indicated. - A detailed justification must be provided for communication skills training costs **A maximum Consultancy rate of €900 (excl. VAT) per day** is inclusive of travel and subsistence and all out of pocket expenses	

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[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

	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
	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.

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 ERC proposal preparation/ Horizon Europe programme
- Domestic Travel (public transport bus and rail 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.

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.

Enterprise Ireland 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 Enterprise Ireland 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.

Applicants should consider the strengths and weaknesses of their unsuccessful ERC 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 ERC proposal (incl. name, acronym, ERC 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 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.

Enterprise Ireland ERC Proposal-Preparation-Support: Guideline Document

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 two pages.

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.

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

Contact

Please do not hesitate to engage with the Horizon Europe team. For questions relating to the Enterprise Ireland 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