# Enterprise Ireland

## Horizon Europe - European Research Council Awards

## Proposal Preparation Support

| Key Information |
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| • Applications to Enterprise Ireland for European Research Council (ERC) Proposal Preparation Support must be submitted no later than six months prior to the ERC Call closing date.<br><br>• 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. **No time extensions** will be permitted.<br><br>• The maximum grant for Enterprise Ireland ERC Proposal Preparation Support is €16,000 (inclusive of VAT).<br><br>**Before applying to Enterprise Ireland, all applicants must inform their Research Office and consult with the relevant National Contact Point regarding call topics and other supports.**<br><br>**Applicants must provide confirmation of proposal submission to the Horizon Europe programme (or evidence of an interview date) within the 24-month grant period.**<br><br>**While the grant duration is up to 24 months, only costs prior to the date of proposal submission and/or interview are eligible.** |

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.

To be eligible for ERC Proposal Support, **applicants must have held their PhD for a minimum of two years.**

## 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 six 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. **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

As Synergy projects involve composite, integrated teams, applications to Enterprise Ireland for ERC Synergy Grant proposal preparation support will account for this. Up to two PIs from Irish HEIs preparing an ERC Synergy proposal can apply for ERC Support grants – the usual terms and conditions apply. If two PIs in an ERC Synergy proposal are applying from the same Irish HEI, they can also apply for two separate grants, provided it is fully justified in each application.

### Eligible Costs

Eligible costs relate solely to the preparation of the ERC proposal to the European Commission. Expenditure incurred after proposal submission and/or interview is not eligible for reimbursement.

*See table with cost details on following pages.*

| Category | | Costs Detail |
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| **Staff Costs (Pay)** | Research/ Administrative Support and/or Replacement Teaching Expenses | • 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.<br>• Replacement Teaching Expenses is an income allowance to enable full time dedication to the project (research institution undertakes to release the person from all teaching and administrative duties). Only the lead PI/ ERC Coordinator is eligible to apply for replacement teaching expenses costs.<br>• As permanent members of staff, PIs are not eligible to claim costs under this category for time worked on proposal preparation as this would be considered double funding. PIs who are self-funded through research activities can be eligible.<br>• The application must specify the number of days for which costs are claimed.<br>• The type of work envisaged must be detailed.<br><br>**A blended rate of €260 per day should be used for budgeting of Research/ Administrative Support and for Replacement Teaching Expenses.**<br><br>**NOTE:** Only actual expenditure incurred and paid can be claimed. Project staff can be reimbursed at a daily rate commensurate with experience and in line with IUA Salary scales. In the event of an audit, institutions will be required to make available evidence of appropriate justification for the rate of pay. |
| **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.<br><br>Travel costs cover:<br><br>1. Outgoing travel 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. |

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| | | 2. Incoming travel (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. Domestic subsistence allowances will apply for incoming visitors.<br><br>Costs for the trip must be itemised with costs for flights, hotel and subsistence, airport transfers, etc broken down separately – for example, if you say that it will cost €1000 for a trip to Paris to include flights, hotel and subsistence, and airport transfers, this will not be accepted.<br><br>Note that hotel and subsistence/overnight rate is one cost as per public service subsistence rates overnight rates for the city/area you are travelling to.<br><br>Please follow these guidelines when filling out your application:<br><br>**Stage:**<br>If this is a two-stage call, identify whether travel will take place in stage 1 or stage 2 of the process.<br><br>**Details (name, location, etc):**<br>Include the following information as well as any other pertinent details:<br><br>1) **Who is travelling? A maximum of 2 people will be supported per visit** – please provide the names and roles of the people travelling.<br><br>2) **Destination** – what country/city/area are you travelling to? Note that travel outside of Europe (non-EU member states/ non-Associated countries) is ineligible.<br><br>3) **Flights** – which airport are you flying from? Where are you flying to?<br><br>4) **Duration of the trip or number of overnights** – you need to specify the number of overnights so you can calculate the overnight hotel and subsistence |

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| | | rates. Note that the overnight rate combines hotel and subsistence costs – hotel is not a separate cost to subsistence.<br><br>Please only use the overnight subsistence rates here: https://circulars.gov.ie/pdf/circular/per/2017/07.pdf.<br><br>Use this European Commission currency calculator to convert other currencies to euros.<br><br>Note that visits will be typically **up to three days/overnights duration** in Europe. If the visit is longer, please explain why this is necessary.<br><br>**Justification:**<br>**Who are you meeting and why?** Explain the reason you are travelling or hosting a meeting.<br><br>**Reason:**<br>Select the category that best matches the details you provided from the dropdown menu – note that 'Flights' and 'Hotel and Subsistence' costs must be detailed as separate entries. If these costs are bundled under 'Overseas Travel', this will not be accepted and the application will be returned. The category of 'Overseas Travel' can be used for other costs, eg travel to and from the airport, that are not flights or hotel and subsistence.<br><br>**Eligible costs include:**<br><br>• Economy Air/Rail Fares<br>• 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)<br>• Public Service Subsistence Rates apply |

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| | | • Costs for hosting meetings (overseas[1] and domestically)<br>• Costs for Covid-19 related testing/protocol requirements relating to travel<br>• 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.**<br><br>**A maximum of 2 people will be supported per visit** – please provide the names of the people travelling and full details of travel arrangements.<br><br>***See further below for other ineligible costs.*** |
| | **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/ Subcontract** | • Professional Services can be used for ERC proposal preparation, strategy development, planning, graphic design and Horizon Europe-related training costs to enhance the proposal. Communication skills development is also eligible for support.<br>• The application should include the name of the provider, the individual within that provider and evidence of track record in the programme area.<br>• The daily rate, number of days and type of service (ERC proposal review, ERC proposal preparation, project management, training) should be indicated.<br>• A detailed justification must be provided for communication skills training costs.<br>• Note that this category does not cover costs for data gathering, surveys, research or similar for the proposal.<br><br>**A maximum Consultancy rate of €900 (excl. VAT) per day** is inclusive of travel and subsistence and all out of pocket expenses.<br><br>**Graphic Design** – graphic design for ERC proposals and, where relevant, slides for interview presentations may benefit from high-quality images. Printing costs are not eligible. ***The maximum amount allowable for graphic design is €2000 excluding VAT.*** | |

[1] 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

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| | **Synergy Grant** – Professional services costs are eligible for Irish applicants only under the EI ERC Proposal Preparation Support for Synergy Grants. |

**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 geographical Europe
- 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 – **costs for taxis and car parking are ineligible**)

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 six 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)

If you have previously received a Horizon Europe Coordinator or ERC Support grant from Enterprise Ireland, you will need to provide details in your application. **Please note that you can only hold one Horizon Europe Coordinator or ERC Support grant at a time**. If you received a grant within the last 24 months, your application will not be processed until you have submitted your final financial and technical reports.

**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.

**Evaluation Process**

Applications to Enterprise Ireland for ERC Proposal Preparation Support must be submitted no later than six 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. It should clearly show the date that the proposal was submitted.

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

If you want to claim Stage 2 costs, you must submit **verifiable evidence of your invitation** to, or participation in, the Stage 2 interview. This documentation is required to support reimbursement claims.

**Enterprise Ireland reserves the right to decline further grant applications** from individuals whose Horizon Europe ERC proposals, supported by an Enterprise Ireland ERC Proposal Preparation Support grant, are deemed ineligible by the European Commission.

**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