

Horizon 2020 Financial Support Information & Guidelines

Enterprise Ireland provides financial supports for H2020 (including COST) participants based in Ireland's higher education institutions and research performing organisations.

Travel grants for academic researchers

The aim of the Travel Support is to facilitate participation in the Horizon 2020 Programme (excluding COST).

Eligibility

Applications can be made by researchers in higher education or publicly funded institutions. The scheme covers all fields eligible for funding in H2020, except individual fellowships under Marie Skłodowska Curie Actions.

Eligible costs include least-cost travel expenses and subsistence rates up to a maximum of €400 (covering out of pocket expenses including hotels, meals, taxis, local fares and incidentals) per day. Visits will be typically up to three days duration.

Funding covers visits by Irish researchers abroad to meet potential partners or attendance at EU information days/workshops relating to H2020.

Except in exceptional circumstances, only one researcher will be supported to attend a meeting.

In the case of events such as information days, brokerage events etc. applications must be submitted **at least one month** in advance to allow best value in booking the trip.

Applicants should note that 1) overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.), 2) partner costs, 3) sabbaticals, 4) conferences/ seminars or 5) course work attendance are not covered by this scheme.

Coordination support for academics

The aim of this support scheme is to facilitate the preparatory work leading to a proposal for the **coordination** of any research project under the Horizon 2020 Programme.

Eligibility

Applications can be made by researchers in higher education or publicly funded institutions. The scheme covers all fields eligible for funding in Horizon 2020.

Eligible costs relate solely to the preparation of the application to the European Commission. These include:

- coordinator (or internal approved staff) least-cost travel expenses and institutional subsistence rates,
- costs of hosting meetings
- employment of a researcher for short-term analysis
- professional services in the preparation of an application
- strategy development and planning.
- Replacement teaching expenses may be eligible where a sufficiently strong case is made.

The maximum grant for academic coordinators under this support is **€12,500 (inclusive of VAT)**.

NOTE: Items, such as: 1) overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.), 2) partner costs, 3) sabbaticals, 4) conference fees, 5) course work attendance and 6) graphics/logos are not covered by this support scheme.

Coordination support for ERC candidates

The aim of this support scheme is to assist applicants to the ERC. They should use the ERC support application form.

Applications will only be considered up to 3 weeks after a call OPENS, so please submit applications as early as possible.

In the case of a Starting Grant or of a Consolidator Grant:

- Support is limited to €8k
- Costs for stage 1 and stage 2 should be split on the application form.
- Costs for travelling to meet with research collaborators or for any specific research-related activities are not allowable
- Any requests for professional consultancy should be discussed with the NCP and need to be strongly justified and fully delineated (i.e., number of hours, rate per hour, domain specific expertise etc.)
- If an applicant is invited to Brussels for an interview at stage 2, they may use the support for professional consultancy with interview preparation.

In the case of an Advanced Grant:

- Support is limited to €8k
- Costs for travelling to meet with research collaborators or for any specific research-related activities are not allowable
- Any consultancy should be discussed with the NCP and needs to be strongly justified and fully delineated (i.e., number of hours, rate per hour, etc.)

In the case of a Proof of Concept Grant:

- Support is limited to €5K

All cost categories shall respect the cost categories for coordinator grants.

Evaluation

A committee comprising of, typically, Enterprise Ireland personnel, the National Delegate and/or National Contact Point will evaluate the proposals for support. The proposals recommended for support will be presented to the Industrial Research and Commercialisation Committee (IRCC) for approval. This is a non-competitive form of support. Proposals will be evaluated under the following criteria:

- Conformity of the proposed project to the work programme and call for proposal
- Management capability and track record of the proposer
- Appropriateness and mix of the proposed partners
- Actual costs that are necessary to prepare and submit a proposal
- Benefit of the proposed project to the Irish economy.

NOTE: Not all applications are guaranteed funding by Enterprise Ireland.

Applicants *should* discuss proposed projects with the relevant National Delegate or National Contact Point in order to obtain an opinion regarding closeness of fit with current EU Calls for Proposals.

To maximise the opportunities of a successful proposal being submitted and to enable the full costs to be drawn down on the coordinator grant, it is recommended that multiple iterations of the draft proposal be sent to the National Delegate and/or National Contact Point for review purposes. A schedule of draft submissions needs to be agreed at acceptance of the grant. At a minimum, at least one complete draft proposal needs to be sent at least 10 days in advance of the call deadline. Failure to comply with this or an alternative agreed schedule will result in a reduction or cancellation of the grant that can be claimed from Enterprise Ireland.

In the case of a resubmission, details of the previously submitted proposal (including 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. If funding has already been awarded the maximum amount, full funding will not be awarded again. Funding will be awarded at a reduced rate focusing on the weaknesses of the previous submission. This should be discussed with the National Contact Point.

What costs are eligible?

Costs	Guidelines
Coordinator (or internal approved staff) least-cost travel expenses and institutional subsistence rates	<p>Daily Allowances-Overseas</p> <ul style="list-style-type: none"> • Economy Air/Rail Fares • Public Service Mileage Rate/Km • Economy Car Hire • <u>Public Service Subsistence Rates</u> apply <p>*For all out of pocket expenses including, hotels, meals, taxis, local fares, incidentals etc.</p> <p>Note: Subsistence can only apply where a person is absent on business at a location more than 8 kilometres (overnights 80km) from their work base.</p> <p>The maximum limit for travel is €2,000.</p> <p>Travel is not allowed for ERC applications. If an ERC applicant successfully passes stage 1, then they may apply for a travel grant to attend their interview.</p>
Employment of a research / administrative assistance for short-term analysis / support	<p>The cost of obtaining a research/administrative assistance for a short term to assist with research, proposal drafting and preparation and administrative support are eligible. The number of days for which costs are claimed must be specified in the application form and should not normally exceed a maximum of €850 per week.</p> <p>The maximum limit for staff is €8,000</p>
Replacement teaching expenses / PI costs	<p>If the research institution undertakes to release the person(s) from <i>all</i> teaching and administrative duties to enable full time dedication to the project an income allowance for the actual verifiable loss up to €1,000 per week maximum is eligible.</p> <p>The number of days for which salaries are claimed must be specified in the application form together with the weekly rate of pay for each individual.</p> <p>This category is included within staff costs for which the maximum limit is €8,000</p>
Professional services in: - strategy development & planning - preparation of an application	<p>The cost of obtaining specialist advice necessary to establish the viability of a project, strategy development & planning and the preparation of an application are eligible. The maximum Consultancy rate of €900 Excl VAT per day is inclusive of travel and subsistence and all out of pocket expenses.</p> <p>The name of the provider, the individual within that provider and evidence of track record in the programme area should be provided.</p> <p>The daily rate, number of days and type of service (proposal review, proposal preparation, project management) should be indicated.</p> <p>The maximum limit for professional services is €4,000 excluding VAT</p>

Retrospective expenditure

In relation to Co-ordinator Support expenditure incurred prior to the date the application form is received by Enterprise Ireland and after the closing date or, if successful, after the Grant Agreement Sign-off date is ineligible.

In relation to Travel Support expenditure incurred prior to the date the application form is received by Enterprise Ireland is ineligible.

Funding for 2 stage calls

For 2 stage submission applications, likely Costs for Stage 1 and 2 will be submitted initially. A Cost/Partner addendum to the initial application will be submitted to Enterprise Ireland if invited to submit a full proposal by the EC.

Expenditure incurred prior to the date the additional funding is requested and after the Stage 2 call closing date or, if successful, after the Grant Agreement Sign-off date is ineligible.

The maximum grant for academic coordinators under this support for Stage 1 and 2 is **€12,500 (inclusive of VAT)**.

Notification of success and breakdown of requested Stage 2 additional funding should be emailed directly to: h2020support@enterprise-ireland.com

For proposal preparation to the COST Programme

Please Note: Preparatory work leading to the coordination and submission of a Full Proposal to the COST Programme is subject (but not solely) to the following:

- maximum grant is 3,000 euro (inclusive of VAT)
- Only applicable to Irish-based co-ordinators of COST Full Proposals
- Covers eligible costs for least-cost travel expenses and institutional subsistence rates
- Covers eligible costs for support of proposal drafting and preparation
- Expenditure incurred prior to the date the application form is received by Enterprise Ireland is not eligible
- Completed applications for co-ordinator support must be signed and stamped by the college finance department and emailed directly to : h2020support@enterprise-ireland.com

As the interval for a COST Full Proposal preparation and submission is typically 8 weeks, the requirement of submission 10 weeks prior to a Call closing date given in the general guidelines shall not apply.

Monitoring & Reporting

Enterprise Ireland will contact you with regard to obtaining 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. To claim the grant it is mandatory that an eligible proposal is submitted prior to the deadline. Please note that Enterprise Ireland will not be responsible for any misunderstandings by co-ordinators or their representatives, as to what are eligible costs.

Application Procedure

Applications in relation to Co-ordinator Support should be submitted to Enterprise Ireland prior to the commencement of the preparatory work of the proposal **and 10 weeks prior to call closing (submission) date**.

Applications in relation to Travel Support should be submitted to Enterprise Ireland in advance of travel.

Completed applications, signed and stamped by the college finance department, should be emailed directly to: h2020support@enterprise-ireland.com. Queries to: Project Administrator, Horizon 2020 Financial Incentives, Enterprise Ireland, The Plaza, East Point Business Park, Dublin D03E5R6. Tel: 01 727 2007.
Email: h2020support@enterprise-ireland.com

Queries with respect to previously approved funding and receipt of approved monies should be made directly to: Ursula O'Keefe, Enterprise Ireland, The Plaza, East Point Business Park, Dublin D03E5R6.
Tel: 01 727 2461.

Application Submission Deadlines

The applications recommended for support will be presented to the Industrial Research and Commercialisation Committee (IRCC) for approval. The IRCC meets on a monthly basis. Applications for both Travel and Co-ordinator Support can be submitted to Enterprise Ireland at any time.

All forms and guidelines docs are at:
<http://www.horizon2020.ie/>