



## Enterprise Ireland

### Horizon 2020 Travel Support

#### Key Information

Enterprise Ireland Horizon 2020 Travel Support applications must be submitted at least one month in advance of travel to allow best value for money. Enterprise Ireland will consider late travel applications, where there is an urgent need to travel and a justification is provided by the applicant.

**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 Horizon 2020 Travel Support scheme before making a submission

## **Description and Objectives**

Enterprise Ireland leads the national support network for Horizon 2020, 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 EI H2020 Travel-Support is to facilitate participation in Horizon 2020. EI H2020 Travel-Support covers all fields eligible for funding in Horizon 2020<sup>1</sup>.

### **Who Can Apply?**

The EI H2020 Travel-Support is open to researchers in higher education or publicly funded institutions (e.g. Universities, Institutes of Technology and Publicly Funded Research Institutions) only.

### **Eligibility**

EI H2020 Travel-Support covers visits abroad by Irish based researchers to meet potential partners and build Horizon 2020 consortiums. Travel Support also covers attendance at EU information days, workshops and brokerage events relating to Horizon 2020. One researcher per institution applying to EI H2020 Travel-Support will be supported to attend a meeting.

The maximum support available for EI H2020 Travel-Support is €3,000 per researcher for all trips/ multiple applications. If a researcher exceeds €3,000 for all trips, they must provide EU reference numbers for Horizon 2020 proposals they have been included in, as well as detailed information about their personal involvement and input in the proposal preparation. They must also provide ESR, score, ranking and, if failed, weaknesses of previous proposals.

EI H2020 Travel-Support applications must be submitted at least one month in advance to allow best value in booking the trip.<sup>2</sup>

### **Eligible Costs**

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.

The applicant must provide as much information as possible about the reason for travel and how it will benefit proposal preparation.

Multiple trips are permitted under one application. Each trip must be itemised. Applications should include a short description of where they are traveling to, when and how many days for each trip. Visits will typically be up to three days duration. Application should identify project personnel (name and role) travelling.

Journeys must be carried out by the most direct and economic route and value for money must be demonstrated. If the flight or hotel cost is notably expensive, this must be explained in the application.

### **Ineligible Costs**

- Overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.)
- Sabbaticals
- Conferences/ Seminars

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<sup>1</sup> Excluding COST Actions and MSCA-Individual Fellowships

<sup>2</sup> Exceptions will be made where a Consortium meeting is planned at short notice. A justification and proof must be provided.

Enterprise Ireland Horizon 2020 Travel-Support: Guideline Document

- Course work attendance
- Travel outside of Europe (non-EU member states/ non-Associated countries)
- Costs not related to the Horizon 2020 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**

EI Horizon 2020 Travel Support applications must be submitted on the SmartSimple System: [https://enterpriseireland.smartsimple.ie/s\\_Login.jsp](https://enterpriseireland.smartsimple.ie/s_Login.jsp). For information on how to submit your application via SmartSimple please review the SmartSimple Travel Support application form: <https://www.horizon2020.ie/wp-content/uploads/2019/04/Travel-Support-application-form-on-Smart-Simple-v.2019.pdf>

Applications submitted via email or posted to Enterprise Ireland will be rejected.

### **Evaluation Process**

Only fully complete applications received one month in advance of travel will be considered for evaluation. Enterprise Ireland will consider late travel applications, where there is an urgent need to travel and a justification is provided by the applicant. 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.

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

### **Contact**

For questions relating to EI H2020 Travel-Support (including application process, eligible costs), please contact [h2020support@enterprise-ireland.com](mailto:h2020support@enterprise-ireland.com) (Attn. Tonya Walsh)

For questions relating to previously approved funding and receipt of approved monies, please contact [Institutes.Contracts@enterprise-ireland.com](mailto:Institutes.Contracts@enterprise-ireland.com) (Attn. Thomas Sheridan)/ [Thomas.sheridan@enterprise-ireland.com](mailto:Thomas.sheridan@enterprise-ireland.com)