



## Enterprise Ireland

### Horizon 2020 Coordinator Support

#### Key Information

Enterprise Ireland Horizon 2020 Coordinator Support applications should be submitted prior to the commencement of the preparatory work on the proposal and 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 up to 12 weeks prior to Call closing (submission) date.

The maximum grant for EI H2020 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.**

It is the responsibility of each applicant to ensure that they have read and fully understand the rules governing the Enterprise Ireland Horizon 2020 Coordinator Support scheme before making a submission

## **Enterprise Ireland Horizon 2020 Coordinator Support: Guideline Document**

### **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 Coordinator Support is to facilitate the preparatory work leading to a proposal for the coordination of any research project under Horizon 2020. EI H2020 Coordinator-Support covers all fields eligible for funding under Horizon 2020.

### **Who Can Apply?**

EI H2020 Coordinator 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 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 you require funding for and the reasons why. Applications for EI H2020 Coordinator Support must include at least three international partners. Any unclear expenses will be questioned.

EI H2020 Coordinator Support applications should be submitted prior to the commencement of the preparatory work of the proposal and 10 weeks prior to Call closing (submission) date. For Marie Skłodowska-Curie Actions (MSCA)<sup>1</sup> proposals, applications for Coordinator Support must be submitted to Enterprise Ireland up to 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.

---

<sup>1</sup> MSCA-Individual Fellowships are mono-beneficiary and thus not eligible for EI H2020 Coordinator-Support

These include:

Cost Category	Detail	Cost Limit
<b>Travel Costs<sup>2</sup></b>	<p>Least-cost travel expenses and institutional subsistence rates for Coordinator (or internal approved staff)</p> <p>Eligible costs include:</p> <ul style="list-style-type: none"> <li>• Economy Air/Rail Fares</li> <li>• Economy Car Hire (if it is the only way to get to the meeting point, otherwise the applicant must use the Economy Air/Rail services)</li> <li>• Public Service Subsistence Rates apply</li> <li>• Costs for hosting meetings (overseas<sup>3</sup> and domestically) are eligible</li> <li>• Maximum Travel Costs - €2,000</li> </ul>	<b>€2000</b>
<b>Staff Costs<sup>4</sup></b>	<p>Research/ Administrative Support</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• The application must specify the number of days for which costs are claimed</li> <li>• A Research Assistant may be employed for a maximum of 2 months full-time for preliminary work. Part-time assistance may be requested, for a time that is no greater than the equivalent for the full-time maximum (e.g., 4 months at 0.5 FTE). The type of work envisaged must be detailed.</li> </ul> <p>Maximum Support Costs - €170 per day</p> <p>The maximum salary contribution should be calculated per the Irish Universities Association salary guidelines (<a href="http://www.iua.ie/researchinnovation/researcher-salary-scales/">http://www.iua.ie/researchinnovation/researcher-salary-scales/</a>) and should be budgeted from first point on the scale for new staff. Please note, the annual budget cost per staff member consists of full employer staff cost, per the IUA salary scales, of gross salary and full employers'</p>	<b>€8000</b>

<sup>2</sup> One person only will be supported per visit (only in exceptional circumstances will more than one person be supported - please provide justification)

<sup>3</sup> Please Note: Enterprise Irelands Brussels office is available to applicants for hosting H2020 meetings. More information here - <https://www.enterprise-ireland.com/en/Export-Assistance/International-Office-Network-Services-and-Contacts/Belgium.html>

<sup>4</sup> Staff costs calculation – IUA salary scale costs/ 254 (no. of weekdays)\* number of days RA is employed for

## Enterprise Ireland Horizon 2020 Coordinator Support: Guideline Document

	<p>Replacement Teaching Expenses/ PI costs</p>	<p>charges (PRSI and pension). Please provide the salary scale and the real salary rate (i.e. Research Assistant at IUA Level 2pt 1 for 8 weeks).</p> <ul style="list-style-type: none"> <li>• An income allowance to enable full time dedication to the project (research institution undertakes to release the person from all teaching and administrative duties)</li> <li>• The number of days for which salaries are claimed must be specified in the application form together with the rate of pay</li> <li>• Only the lead PI/ Coordinator is eligible to apply for replacement teaching expenses costs.</li> </ul> <p>Maximum Replacement Teaching Expenses - €200 per day</p> <p>The maximum salary contribution should be calculated per the Irish Universities Association salary guidelines (<a href="http://www.iua.ie/researchinnovation/researcher-salary-scales/">http://www.iua.ie/researchinnovation/researcher-salary-scales/</a>) and should be budgeted from first point on the scale for new staff. Please note, the annual budget cost per staff member consists of full employer staff cost, per the IUA salary scales, of gross salary and full employers' charges (PRSI and pension). Please provide the salary scale and the real salary rate (i.e. Researcher at IUA Level 2, pt 1 for 8 weeks).</p>	
<p><b>Professional Services</b></p>	<ul style="list-style-type: none"> <li>• Professional Services can be used for H2020 proposal preparation, strategy development, planning and graphic design</li> <li>• The application should include the name of the provider, the individual within that provider and evidence of track record in the programme area</li> <li>• The daily rate, number of days and type of service (proposal review, proposal preparation, project management) should be indicated</li> </ul> <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><b>€4,000 (excl VAT) (€900 excl VAT per day)</b></p>	

## Enterprise Ireland Horizon 2020 Coordinator Support: Guideline Document

	<p><b>Graphic Design</b> – 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</p>	
--	--	--

## **Ineligible Costs**

- Overheads/sundry (e.g. purchase of any hardware/software, telephone, postage, stationery etc.)
- Partner costs
- Sabbaticals
- Conferences/ Seminars
- Course work attendance
- Travel outside of Europe (non-EU member states/ non-Associated countries)
- Costs not related to proposal preparation/ Horizon 2020 programme
- Domestic Travel (public transport costs to and from the airport will be covered where justified)

Any expenditure incurred prior to date of application being received by Enterprise Ireland is deemed ineligible.

## **Resubmissions**

In the case of a resubmission to Enterprise Ireland for EI ERC Proposal Preparation Support, the total grant is capped at 50%.

A reduced rate of 50% is automatically applied to staff and travel costs. Applicants should consider the strengths and weaknesses of their unsuccessful H2020 application before resubmitting to Enterprise Ireland, as well as where to focus their efforts. This should be reflected in the cost categories resubmitted to EI. Professional services costs can be applied for up to 100% for a resubmission.

The applicant must include details of the previously submitted Horizon 2020 proposal (incl. 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.

## **COST**

The aim of the EI H2020 COST Support is to facilitate preparatory work leading to coordination and submission Full Proposal to the COST Programme. EI H2020 COST Support applications should be submitted prior to the commencement of the preparatory work on the proposal (typically 8 weeks).

The maximum grant for EI H2020 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 institutional subsistence rates for Irish based Coordinator (or internal approved staff)
- Costs for support of proposal drafting and preparation

## **Submitting your Application**

EI H2020 Coordinator 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 Coordinator Support application form: <https://www.horizon2020.ie/wp-content/uploads/2019/04/Coordinator-support-application-form-on-Smart-Simple-v.2019.pdf>

## Enterprise Ireland Horizon 2020 Coordinator Support: Guideline Document

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 up to 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.

### **Contact**

For questions relating to the EI H2020 Coordinator-Support scheme (including application process, eligible costs), please contact [h2020support@enterprise-ireland.com](mailto:h2020support@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](mailto:Institutes.Contracts@enterprise-ireland.com)