

Frequently Asked Questions

April 2021

Administrative questions, application process

Where can I find the application form?

The online application form can be accessed [here](#) and the call for applications and templates can be accessed [here](#).

Can I still edit my proposal after submission?

Yes, you can save your proposal and continue later or edit your proposal after submitting until 19 July 2021, 17:00 CET. Previous versions will be overwritten and only the last saved proposal will be considered during the evaluation.

Is a proposal accepted if the same proposal (or a minimum variation with respect to the original proposal) has previously/already been funded by a different institution?

No, a proposal is not eligible if the same proposal or a minimum variation has already been funded by a different institution or through different means of funding.

Are there any guidelines for the application in relation to, for example, structure, word-count, subheadings, etc.?

The application form is structured as follows:

- The project description is divided in the following sections:
 - Abstract (max. 250 words)
 - Quality: Description, plan and goals of the envisaged project (500 words)
 - Quality: Innovative and interdisciplinary approach (300 words)
 - Quality: Strength of the team and potential to involve early career researchers (300 words)
 - Contribution to goals of Una Europa: Capacity to contribute to goals of deepening cooperation between the Una Europa universities in the longer term (500 words)
 - Impact: External stakeholders and external funding (300 words)
 - Impact: Contribution to the Sustainable Development Goals (300 words)
 - Impact: Application of Open Science principles (300 words)
 - Implementation: Budget in relation to the work plan (500 words)
 - References
- Timeframe for the proposed activity in pdf or as an image.
- Detailed budget calculation in Excel. A template is provided.
- Endorsement letters of the respective Dean or Faculty Head from each of the Una Europa universities participating in the proposal, declaring the support of the envisaged project. A template is provided.

Recommendation for text entry: Copy text from your Word documents first into Notepad ([or Notepad ++](#)) and then into the longer text entry fields. Upon submission you will have access to your file in PDF to check all text is displayed correctly. This is the file that the evaluators will receive.

Can I include tables or other documents (letters of interests, milestones, deliverables) instead of images in the dedicated optional upload section?

Letters of interest can be included in the section of endorsement letters. There is another section where you may upload three images, tables or graphs of choice to support the project description. Additional text won't be considered by the evaluators if uploaded through this section.

Explanation of specific terms, definitions etc.

What is the definition of 'senior academic'?

- FUB – Full professors, junior professors, extraordinary professors, associate professors (Akad. Rat), junior research group leaders (Nachwuchsgruppenleiter);
- UNIBO – Full professors, Associate professors and Researchers ("Personale Strutturato" with both permanent and fixed term contracts if the contract end date covers the project duration);
- UoE - Academic staff, excluding postdoctoral, with university contracts;
- UH – Levels 3 and 4 (University lecturer and clinical instructor; University researcher, senior researcher, research coordinator and curator; Academy Research Fellows; Assistant/associate professor – tenure track; and Professor, research director and senior curator)
- JU – university lecturer (adiunkt), associate professor (profesor uczelniany), full professor (profesor);
- KUL – ZAP/promoter (<https://idp.kuleuven.be/idp/profile/SAML2/POST/SSO?execution=e1s2>);
- UCM – Full professor (Catedrático), Professor (Professor titular) and Permanent professors (Professor contratado doctor);
- Paris 1 – Professeur, Maître de Conférences, Directeur de Recherche and Chargé de Recherche.

What is the definition of 'Project Coordinator'?

The Project Coordinator (Principal Investigator in the case of academic projects) is the main coordinator of the project. This person submits the application form in the name of all project partners.

When funded, the project coordinator is also responsible

- for communication with the Granting Agency,
- for the coordination of finances and activities among the project partners,
- for distributing the funds among the project partners according to the financial procedures for funded projects
- for reporting on results and finances

We would like to apply for Seed Funding, but we were wondering whether it is possible to have two senior academics coordinating the project or if only one is possible?

In administrative terms it is only possible to have one project coordinator. This is similar to how an EU funded project is set up, where there is only one coordinator. However, you are welcome to organize informally how you wish with other senior academics e.g. to identify a co-lead.

How will 'contribution to the Sustainable Development Goals' under the impact criterion be evaluated?

As an alliance, Una Europa remains committed to supporting the 2030 Agenda and Sustainable Development Goals. The SDGs include [17 objectives and 169 targets](#) - integrating economic, social and environmental targets. Bringing together and interacting with all disciplines of knowledge in the fields of Sciences, Social Sciences, Health Sciences, Engineering, Arts and Humanities is necessary to research and teach the connections and interdependencies of the 17 SDGs and to generate new interdisciplinary fields of knowledge. Applicants are expected to describe briefly their contribution to one or more of the Sustainable Development Goals in their broadest sense.

What do the open science principles comprise?

The Una Europa seed funding aligns with the [Open Science policy adopted under the Horizon Europe programme](#), which have the following aims:

- Retaining the intellectual property rights needed to comply with open access obligations
- Requiring research data to be FAIR and open by default
- Sharing research outputs as early and widely as possible
- Engaging and involving citizens, civil society organizations and end-users in co-design and co-creation process and promoting responsible research and innovation.

Applicants are expected to briefly outline their commitments to Open Science policy.

Institutions and external partners involved

Is four partners from Una Europa the absolute minimum?

To be eligible for seed funding, projects must involve senior academics from at least four Una Europa universities. In the case of bilateral collaborations, Erasmus+ funding for staff mobility may offer a more appropriate source of funding.

Can a higher education institution that isn't a member of Una Europa be involved?

Third parties are able to participate in seed funding activities, but this will be at their own cost.

Budget related questions

What is the overall budget of the third call for seed funding?

The overall budget for the 2022 Call for Applications is EUR 150.000. Funding of up to EUR 11,000 can be provided for a project involving academics and/or non-academic staff of four Una Europa universities. For each additional participating Una Europa university, another EUR 2.000 can be applied for:

- 4 Una Europa universities: up to EUR 11.000
- 5 Una Europa universities: up to EUR 13,000
- 6 Una Europa universities: up to EUR 15.000
- 7 Una Europa universities: up to EUR 17.000
- 8 Una Europa universities: up to EUR 19.000.

In what way are applicants expected to design their budget plans? How is the overall funding sum being calculated?

A budget template is foreseen. When your proposal includes physical mobility, e.g. joint fact-finding missions, meetings, workshops etc. at one of the Una Europa universities, funding according to lump sums is being applied. Applicants are asked in the budget template to indicate the place of the envisaged activity, its duration, the number of participants and the number of travel units. The funding will be calculated for each participant according to the following scheme:

- Travel costs according to the chart below
- 150 EUR per person and day for accommodation, food and daily allowances
- Organizational support sum, that is expenses related with hosting events such as catering, room bookings, workshop materials etc. paid to the coordinating

| | Berlin | Bologna | Madrid | Paris | Kraków | Edinburgh | Helsinki | Leuven |
|-----------|--------|---------|--------|-------|--------|-----------|----------|--------|
| Berlin | 0 | 275 € | 275 € | 275 € | 275 € | 275 € | 275 € | 275 € |
| Bologna | 275 € | 0 | 275 € | 275 € | 275 € | 275 € | 275 € | 275 € |
| Madrid | 275 € | 275 € | 0 | 275 € | 360 € | 275 € | 360 € | 275 € |
| Paris | 275 € | 275 € | 275 € | 0 | 275 € | 275 € | 275 € | 180 € |
| Kraków | 275 € | 275 € | 360 € | 275 € | 0 | 275 € | 275 € | 275 € |
| Edinburgh | 275 € | 275 € | 275 € | 275 € | 275 € | 0 | 275 € | 275 € |
| Helsinki | 275 € | 275 € | 360 € | 275 € | 275 € | 275 € | 0 | 275 € |
| Leuven | 275 € | 275 € | 275 € | 180 € | 275 € | 275 € | 275 | 0 |

When no physical mobility is foreseen, expenses, e.g. the usage and acquisition of software, hardware, equipment or other workshop related materials can be considered for funding (as listed in eligible costs). This can be filled out at the bottom of the template under 'other costs'. The selection committee will check all budget plans for their appropriateness and feasibility.

Eligible costs

What are eligible costs for seed funding?

- Travel costs, accommodation, daily allowance and organizational support (These costs are automatically calculated via the provided budget template)
- Funding of temporary staff/subcontracting costs to provide technical/facilitation support for online joint activities
- Purchase of software and hardware that is clearly demonstrated to benefit the project and partnership as a whole
- Open access publications when relevant and within the timeframe of the project

All costs must demonstrate how they are in line with the seed funding goals of initiating long-term cooperation across the Una Europa network and designing formats of cooperation which may attract third party funding in the long run.

What are ineligible costs for seed funding?

The following costs are considered ineligible for seed funding:

- Permanent staff costs
- Proofreading/translation costs
- Conference fees
- PhD workshops
- Activities duplicated by funding that is otherwise available.

The seed funding is not foreseen as a mechanism to solely fund the participation of academics in conferences. However - if the participation in such a conference is linked to other activity that promotes the seed funding goals of initiating long-term cooperation across the Una Europa network – the cost is considered eligible.

It is not possible to use seed funding to organize PhD workshops. If you are interested to organize a PhD workshop, please contact the [Una Europa Operational Lead](#) at your university.

Can the budget be used to purchase hardware/software, equipment or services?

Hardware / software, equipment and services may only be purchased if it can be demonstrated in the proposal that the project can only be realized through the necessary hardware / software, equipment and services and if these cannot be acquired by any other means of funding . The purchase of hardware / software, equipment and services needs to be functional to the proposed research activities. If hardware / software, equipment and services can be rented for realizing the project purpose and it is below the cost of purchasing it, it should be rented instead of being purchased.

Evaluation process

How are proposals evaluated?

A selection committee consisting of members of all Una Europa universities will rank proposals for funding on a competitive basis. The final decision-making for the funding of projects lies with the Board of Directors of Una Europa vzw.

Budget flow (once you receive funding)

How will the budget be distributed?

The budget flows are organized as shown below. Operational staff at coordinating universities is requested to keep track of all monetary flows and report to Una Europa vzw upon request. If a project runs exclusively on lump sums, no invoices have to be collected and sent to Una Europa vzw. In the case of the section 'other costs' in the budget template, the coordinating university is requested to keep invoices and submit a financial report to Una Europa vzw, comparing the approved budget with real costs.

