Horizon Europe: Collaborative Proposal Full
Completing Part A - the online form

Create your online application asap!

> If you submitted a stage 1 proposal, your stage 2 draft will be created automatically

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...   🔍 Search

1. Search for your topic on the [Funding & Tenders Portal](#)

2. Once you have found your topic, go to the topic web page and navigate to the section called *Submission service*

Vaccines & therapeutic clinical trials to boost COVID-19 prevention and treatment

TOPIC ID: HORIZON-HLTH-2021-CORONA-01-01

Grant

General information
Topic updates
Topic description
Conditions and documents
Partner search
Submission service

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

◉ HORIZON Research and Innovation Actions [HORIZON-RIA],
HORIZON Action Grant Budget-Based [HORIZON-AG]

[Start submission]

[🌐 Need help?]

3. Select the submission type, usually there is only one, then click *Start submission*

> SLU PIC: **999887350**

Participants

Login — Topic selection — Create proposal — Participants — Proposal Forms — Submit
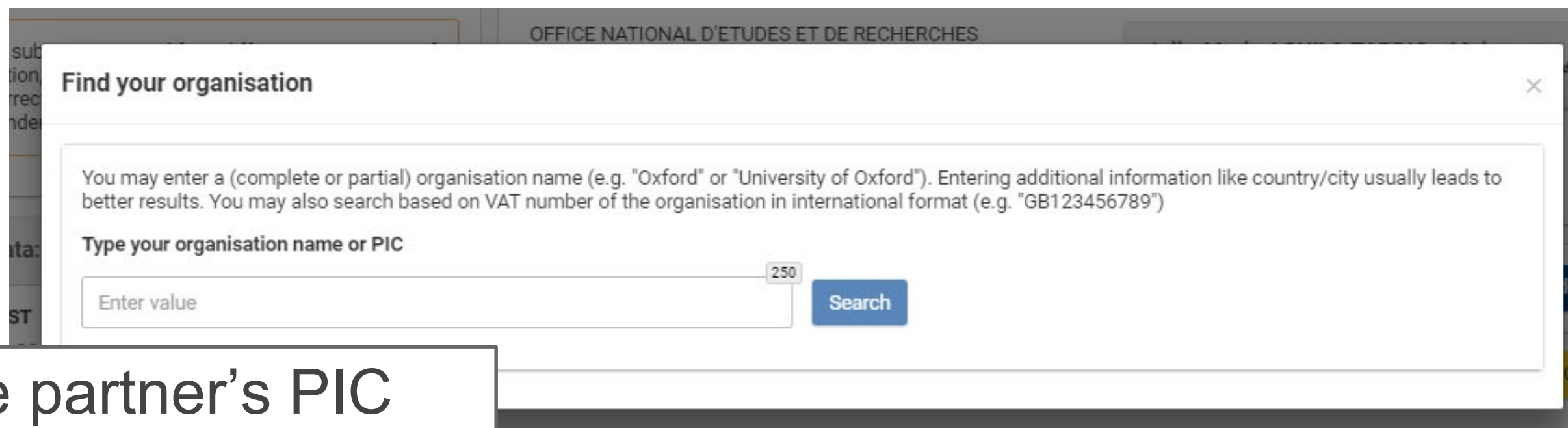
4. Edit our short name to **SLU** by clicking on the pencil icon

5. Add extra SLU contacts here. They should all be 'coordinator contact' with 'full access'. You must use their SLU email address. (Please include any Grants Office support!)
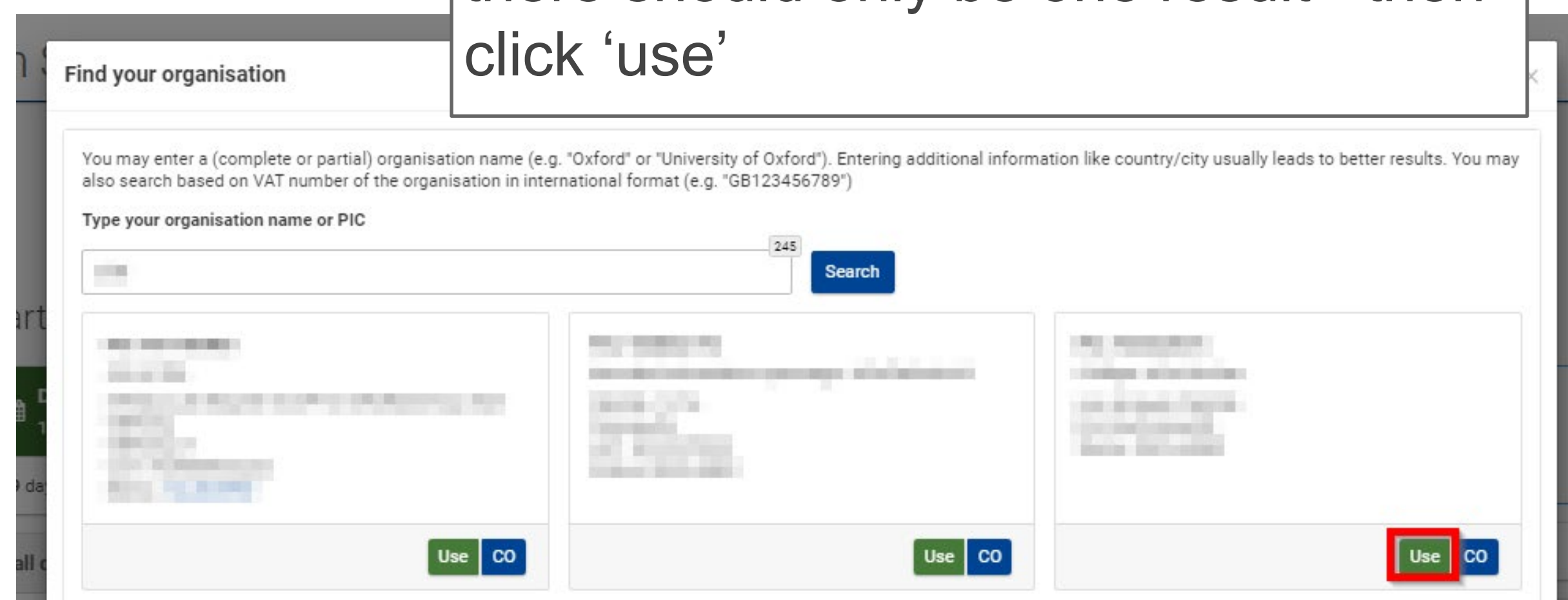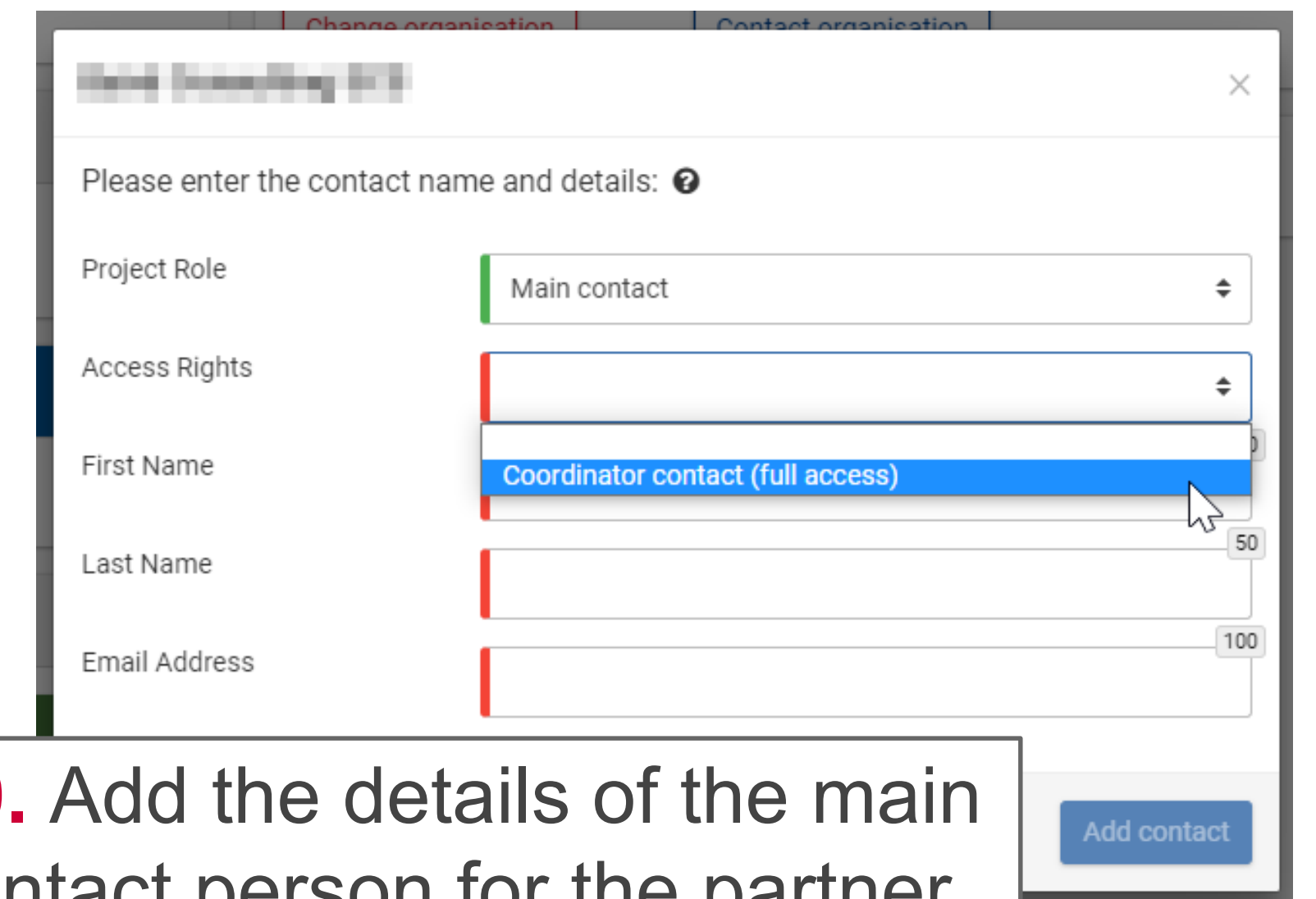
Deadline
11 May 2021 17:00:00 Brussels Local Time

49 days left until closure

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the 'Save Changes' button.

Call data:

Call: ▓▓▓▓
Topic: ▓▓▓▓
Type of action: ▓▓▓▓
Type of MGA: ▓▓▓▓

⚠ Topic and type of action can only be changed by creating a new proposal.

Number of participants: 1 ⓘ

🏛 **Coordinator**

① ✏ SLU

[Add Affiliated Entity +]

SVERIGES LANTBRUKSUNIVERSITET
UPPSALA, SE
PIC: 999887350

[Change organisation]   [Contact organisation]

Contacts: ⓘ   [Add contact +]

Main Contact
[Principal Investigator]   ✏ 🗑 ⟶

6. The main contact should be the project coordinator (PI). Change the main contact by clicking on the pencil icon

Proposal data:

Acronym: **Tester**
Draft ID: **SEP-210735354**

[Add Partner +]   [Add Associated partner +]

7. Next add your partners

8. Enter the partner's PIC number and click 'search'. (Make sure you ask all partners for their PICs <u>asap</u>)

9. Select the correct organisation - if you have used their PIC to search, there should only be one result - then click 'use'
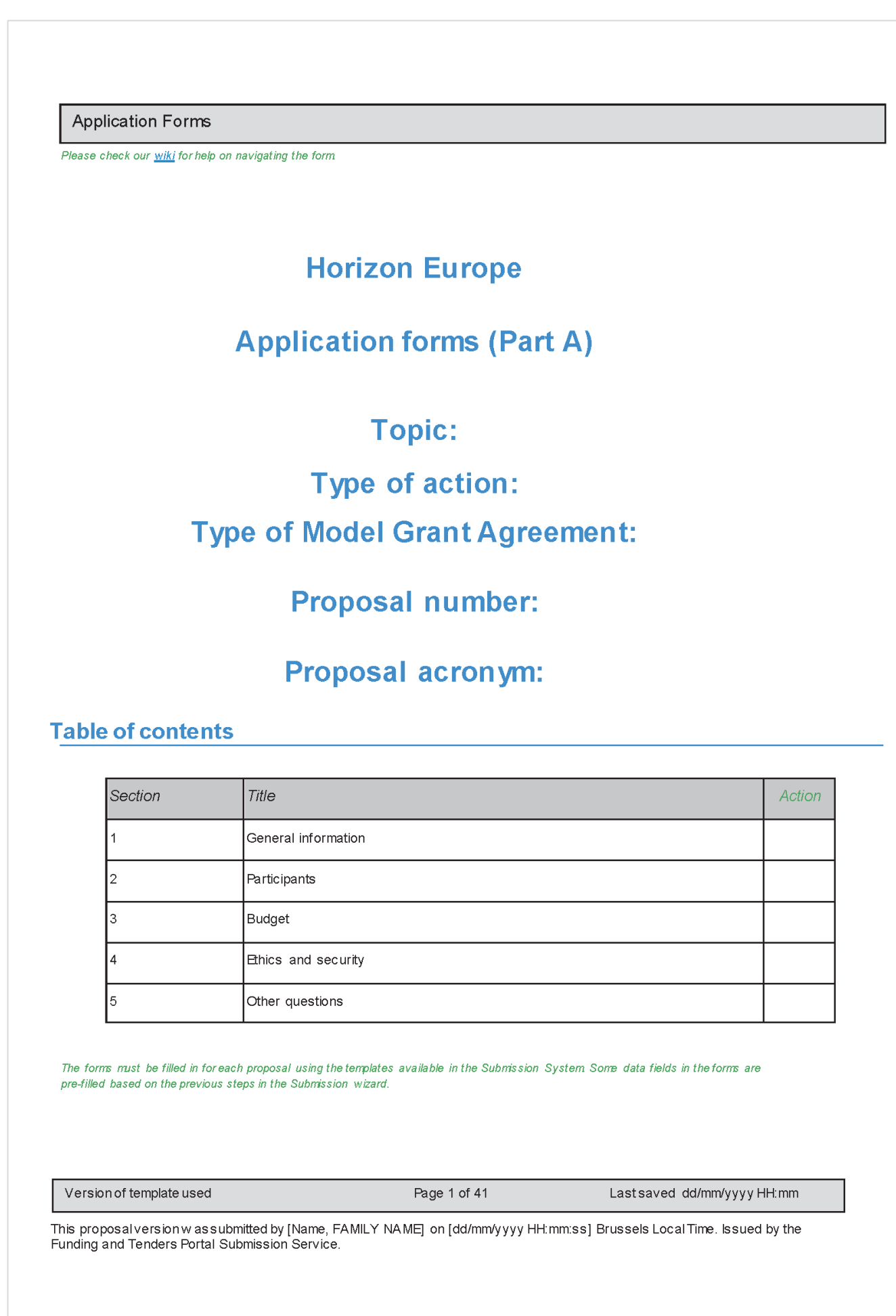
10. Add the details of the main contact person for the partner. Please use their organisation email address

11. Edit the partner's short name and add extra contacts (if required) using the same method as for SLU. Each partner's main contact can also add their own extra contacts.

12. If relevant, add Affiliated Entities (to a partner) or Associated Partners (to the consortium) using their PICs. You cannot add contact persons for these organisations. (See the General Annexes for definitions.)

Part A - Online Forms

You must complete all five sections before you can submit your proposal. The COORDINATOR and ALL PARTNERS must contribute.

1 - General information

This section should be completed by the COORDINATOR.

Acronym
Try to make it memorable, easy to pronounce, and linked to your project topic. Remember, it doesn't have to be an acronym - just a catchy word or two.

Proposal title
Must be understandable for non-specialists.

Project duration
Specified in months. Typical EU projects are 3-5 years long, but there is no min/max.

Keywords
Select from some pre-set 'fixed' keywords, and add some 'free' keywords. These will be used to help select the evaluators for your proposal.

Abstract
Short and precise description of the project objectives, how they will be achieved and their relevance to the call. There should be no confidential info, written in plain language, and contain no formulae or special characters.

Resubmission
Indicate if the consortium (oar a similar one) has submitted a 'similar' proposal to <u>any</u> EU programme in the last 2 years. If the answer is yes - you have to provide the proposal ID.

Declarations
Read and confirm the relevant declarations. If SLU are coordinating, you can ask the Grants Office for advice when completing the declarations.

SCIENCE AND EDUCATION **FOR SUSTAINABLE LIFE**

2 - Participants

This section should be completed by **ALL PARTNERS**.

Organisation data pages are added automatically for each partner when the coordinator adds them to the proposal via their PIC number.

Each partner can only edit the details for their own organisation. However, the coordinator can edit details for all partners.

Affiliated Entities and Associated Partners cannot access the online form, therefore the coordinator must ensure their details are completed.

Departments involved in project

This can be one, several or none. If none, mark as not applicable.

Links with other participants

When two partners have a specific legal connection. This section is usually left blank.

Main contact

Include full contact details and gender.

Other contacts

Only phone numbers can be added - it is not mandatory.

Researchers involved in project

Only researchers - this table should be left blank if a partner only has non-R&I performing staff.

This table is not evaluated, it is for the EC to use as an indicator of the impact of HEU on researchers' careers. However, the gender balance of R&I-performing staff may be used during the proposal ranking process.

A summary of this table is shown below.

Title	First name	Last name	Gender	Nationality	Email	Career stage*	Role in project	Reference identifier	Type of identifier
			[Woman] [Man] [Non-binary]			[A - Top grade researcher] [B - Senior researcher] [C - Recognised researcher] [D - First-stage researcher]	[Leading] [Team Member]		[ORCID] [Researcher ID] [Other - specify]

*Career stage

A - e.g. Full professor, Director of Research
B - e.g. Associate Professor, Senior Researcher
C - e.g. Assistant Professor, Postdoctoral Fellow
D - e.g. PhD Student, Junior Researcher (without a PhD)

Role in the project

This is multiple choice, and all partners should pick at least one option. It's a good idea for coordinators to review what each partner is indicating, and check for inconsistencies/overlaps/gaps. The choices are:

- ❑ Project management
- ❑ Research performer
- ❑ Technology developer
- ❑ Prototyping and demonstration
- ❑ Civil society representative
- ❑ Education and training
- ❑ Co-definition of research and market needs
- ❑ Provision of research and technology infrastructure
- ❑ Testing/validation of approaches and ideas
- ❑ IPR management incl. technology transfer
- ❑ Public procurer of results
- ❑ Private buyer of results
- ❑ Communication, dissemination and engagement
- ❑ Contributions from the social sciences or/and the humanities
- ❑ Policy maker or regulator, incl. standardisation body
- ❑ Finance provider (public or private)
- ❑ Other, specify (50 character limit):

Previous publications etc.

Should be relevant to the call. As much as possible, publications should be open access and datasets should be FAIR (findable, accessible, interoperable, reusable).

Previous projects or activities

Should be relevant to the call. Try to highlight EU projects to show previous experience of the programme. Search for EU projects in CORDIS or look at individual organisation profiles in the Horizon Dashboard.

Infrastructure etc.

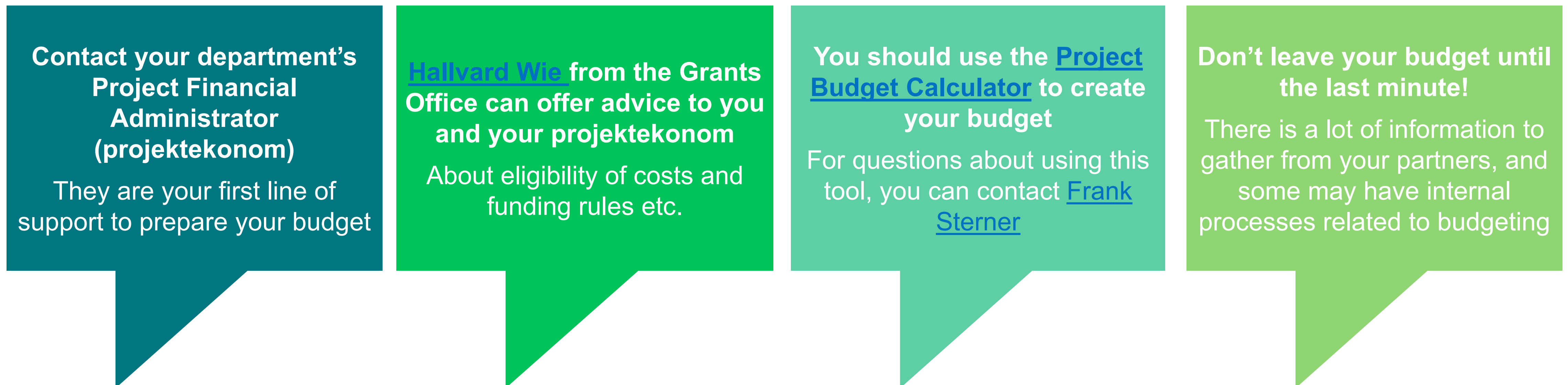E.g., access to laboratories, equipment, research sites, technical staff etc. This section can be left blank.

Gender Equality Plan

Mandatory for universities, research organisations and public bodies from EU Member States and Horizon Europe Associated countries. Read SLU's Gender Equality Plan here

3 - Budget

This section should be completed by the **COORDINATOR**.

Contact your department's Project Financial Administrator (projektekonom) They are your first line of support to prepare your budget	**Hallvard Wie from the Grants Office can offer advice to you and your projektekonom** About eligibility of costs and funding rules etc.	**You should use the Project Budget Calculator to create your budget** For questions about using this tool, you can contact Frank Sterner	**Don't leave your budget until the last minute!** There is a lot of information to gather from your partners, and some may have internal processes related to budgeting

4 - Ethics & Security

This section should be completed by the **COORDINATOR**.

Ethics self-assessment
This is a series of yes/no questions. You must also provide additional information for any issues you identify as relevant to your project.

Use the ethics self assessment guide to help you. Don't leave it to the last minute.

All projects process personal data (ethics issue 4), e.g. collecting and storing contact details for communication/ dissemination activities. You can find guidance on handling personal data and complying with GDPR on the SLU web.

An ethics board will review this section if your proposal is selected for funding. They can give their approval, require you to provide additional information/ make changes before they approve, or reject the proposal based on substantial ethics concerns.

Security issues
This is a series of yes/no questions. For research at SLU, the answers here are usually 'no'. Make sure to read the questions and check this is true in the context of your project.

5 - Other questions

This section should be completed by the **COORDINATOR**.

These can vary, depending on the call/topic - ask the SLU Grants Office if you are unsure and would like advice.

Some final advice…

- Always save the form before closing it or navigating to another webpage.
- Use the in-built Validation Tool to check for any errors or missing data.
- If there are errors detected, click on each one to be taken to the relevant place in the form to make the necessary corrections.
- Red errors will prevent you from submitting your application, as this means that mandatory information is missing - you must address all of them.
- Yellow warnings will still allow you to submit, but indicate that important information may be missing - ideally you should check and address all of them.

For more detailed guidance on the online form and the proposal submission system, please refer to the European Commission's F&T Portal How To Participate Guide or the Submission Service User Manual.