

# Horizon Europe: Collaborative Proposal Full

## Completing Part A - the online form

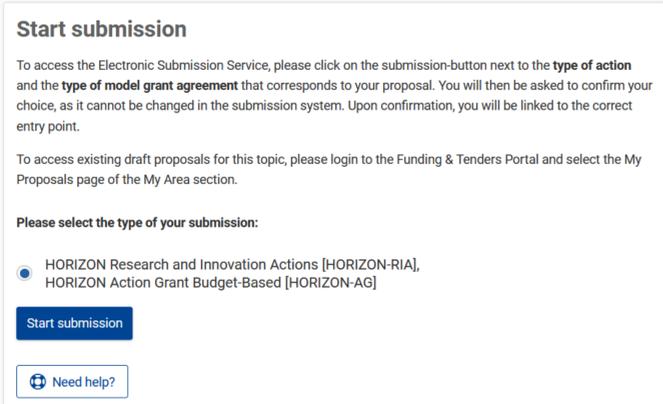
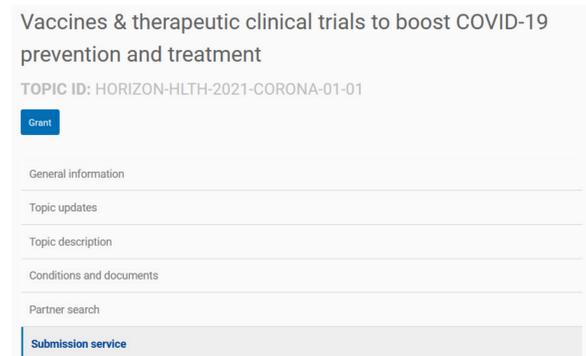
### Create your online application asap!

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



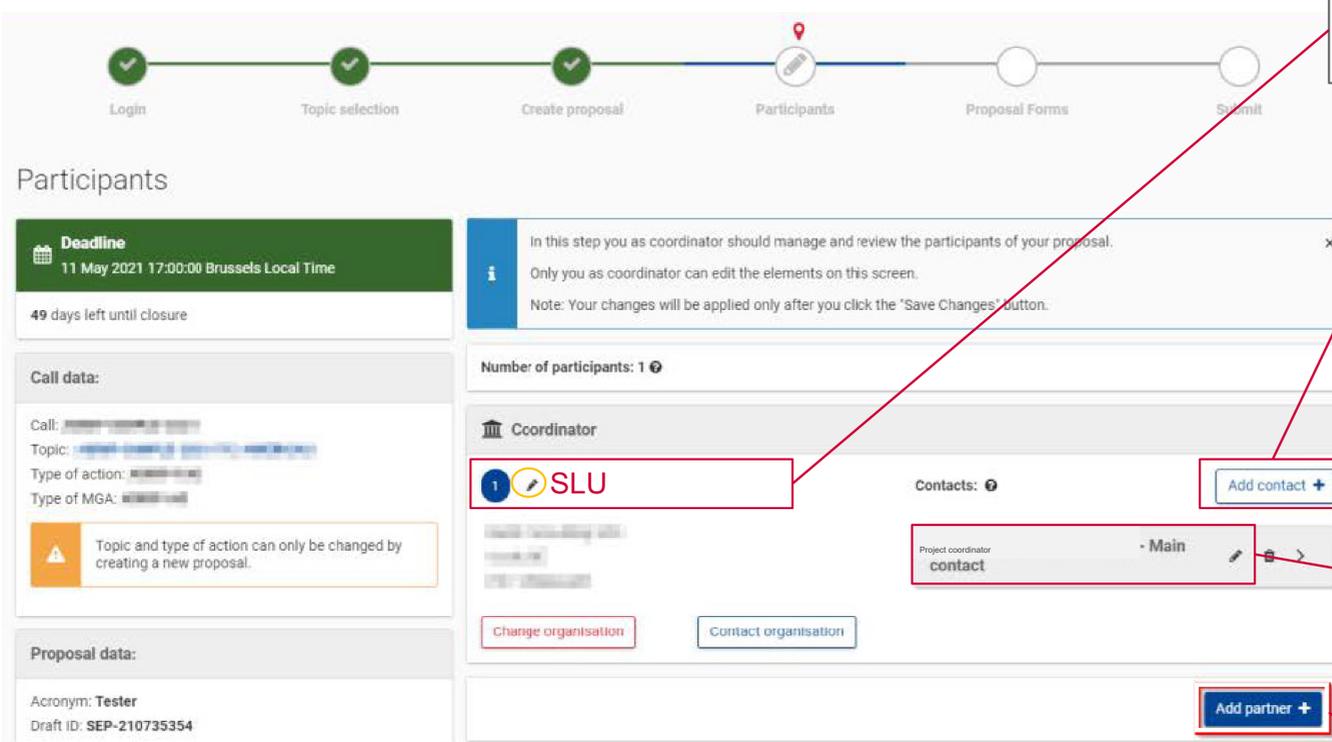
1. Search for your topic on the Funding & Tenders Portal  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal>

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



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

SLU PIC: 999887350

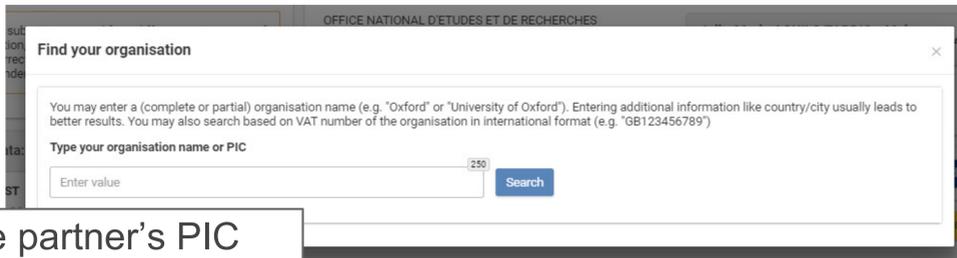


4. Edit our short name to **SLU** by clicking on the pencil icon

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!)

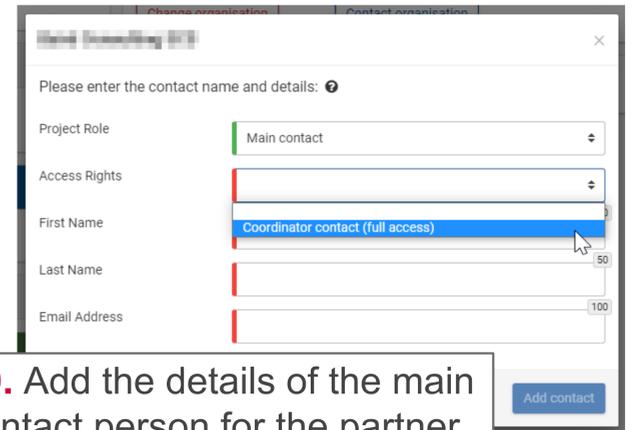
6. The main contact should be the project coordinator (PI). Change the main contact by clicking on the pencil icon

7. Next add your partners



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

**9.** Select the correct organisation - if you have used their PIC to search, there should only be one result - then click 'use'

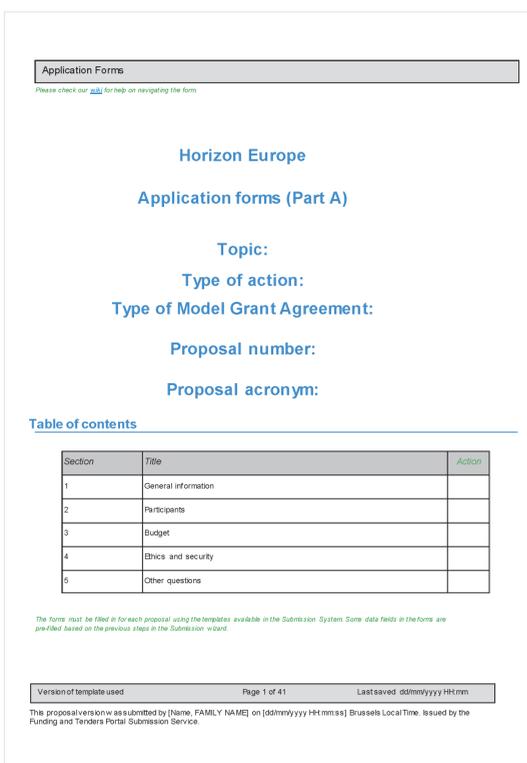
**10.** Add the details of the main contact person for the partner. Please use their organisation email address

**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.



Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	
5	Other questions	

### 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.

#### Proposal title

Must be understandable for non-specialists.

#### Project duration

Specified in months. Typical EU projects are 3-5 years long. Choosing an increment of 18 months can make reporting easier (e.g. 4.5 years = 3 reports, 5 years = 4 reports).

#### 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 work programme. There should be no confidential info, and should be written in [plain language](#).

#### Resubmission

Indicate if a 'similar' proposal has been submitted to any 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.

## 2 - Participants

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

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 2 partners have a specific legal connection. This sections is usually left blank.

### *Main contact*

Include full contact details and gender.

### *Other contacts*

Only add phone numbers.

### *Researchers involved in project*

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

This table is not evaluated, it is for the EC to use as an indicator on the impact of HEU on researchers' careers. However, the gender balance of researchers will 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]			[A - Top grade researcher]	[Leading]		[ORCID]
			[Man]			[B - Senior researcher]	[Team Member]		[Researcher ID]
			[Non-binary]			[C - Recognised researcher]			[Other - specify]
						[D - First-stage researcher]			

\*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:

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

### *Previous publications, widely used datasets etc.*

Should be relevant to the call. As much as possible, all 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.*

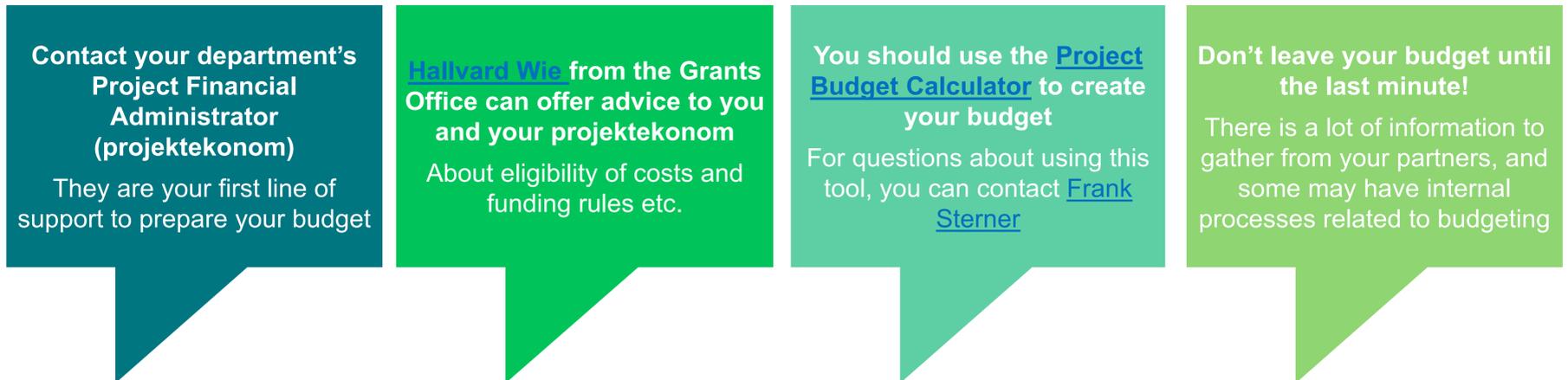
E.g., access to laboratories, equipment, and research sites. This section can be left blank.

### *Gender Equality Plan*

Mandatory for non-profit organisations from 2022. (SLU has a [Gender Equality Plan](#).)

### 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 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](#).