Seed Funding

una europa

Frequently Asked Questions

Version 2 (Updates are marked in orange)   September 2020

Where can I find the application form?

The online application form can be accessed here. The Call for Applications and templates can be accessed here under the related resources section.

Can I still edit my proposal after submission?

Yes, after submitting the project, you will receive an automatic e-mail with the link to your submission. You can edit until October 15th 2020 at 17:00 CEST.

The CfA says that applicants are encouraged to submit proposals dealing with the impact and consequences of Covid-19. Will these proposals automatically be given priority by the selection committee?

The Covid-19 situation being a predominant topic of the economic, political, social and cultural life, offers tremendous potential for research, cooperation and innovation. Therefore, academics and non-academics are encouraged to tackle the impact and consequences of the pandemic in their proposals. However, this second Una Europa seed funding round is also open for bottom-up proposals. In case of equal ranking of two applications, funding will be provided to the project addressing post-Covid 19.

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 (adiukt), 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 'senior non-academic staff'?

- FUB – Directors of central facilities (ZEH), divisions (Abt.) and subdivisions (Ref., Gruppe, Team)
- UNIBO – Directors of administrative divisions (Dirigenti) and holders of second level organizational positions with managerial roles (titolari di posizioni organizzative di secondo livello con ruoli gestionali)
- UoE – Directors, managers, and professionals holding non-academic contracts which cover the duration of the proposed project
- UH – Director of Services, Director of Development, Head of Services, or Head of Development
- JU – Directors/ Heads of units/ departments/ centres/ offices/ teams and their deputies, as well as other employees working as chief or senior specialists
- KUL – Research experts, research managers, IOF managers, directors of central services.
- UCM – Civil servants ("personal funcionario") with level 26 and above (i.e. technical staff at that level, heads of service, area directors, vice-managers, manager); other working staff ("personal laboral") with equivalent level
- Paris 1 – Directeur (adjoint) de direction centrale (Head or deputy head of central facility), Chef de pôle (Head of Unit of central facility)

What is the definition of 'Project Leader'?

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

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

According to the application form - in administrative terms - it is only possible to have one project leader. 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 or non-academic staff members e.g. to identify a co-lead.

Is four partners from Una Europa the absolute minimum?

To be eligible for seed funding, projects must involve senior academics or non-academic staff members from at least four Una Europa universities. In the case of equal ranking of two applications, funding will be awarded to the application involving more 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. In the case of equal ranking of two applications, funding will be awarded to the application involving more Una Europa universities.

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

The overall budget for the 2020 Call for Applications is EUR 144,000. 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?

Funded projects are expected to be conducted via two possible approaches:

a) Through physical mobility, e.g. joint fact-finding missions, meetings, workshops etc. at one of the Una Europa universities. In this case 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 paid to the coordinating university in order to support expenses for coffee breaks or workshop materials

	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

Applicants have the possibility to also apply for additional costs in that scheme if such occur.

b) without physical mobility (e.g. in case of exclusively virtual meetings etc.) but other expenses, e.g. the usage and acquisition (rental of) of software, hardware, equipment or other workshop related materials. In such a case, applicants are requested to design a detailed individual budget plan setting out all expected costs. The selection committee will check all budget plans for their appropriateness and feasibility.

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

The online application form is open. However, the following information is requested:

- Project description (maximum 2500 words)
- Timeframe for the proposed activity in pdf or as an image
- Detailed budget calculation in excel
- Endorsement letters (in 1 pdf file) 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.

It is recommended to clearly structure the application to address the evaluation criteria.

I am part of the non-academic staff and want to apply for the Una Europa seed funding. Who should sign the endorsement letter for me?

Please address the head of the unit you are working in for the signature of your endorsement letter. If you are yourself the head of a unit or department, please contact your respective superior for his/her signature.

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.

Can seed funding be used for covering costs related to the following activities?

- Organizing workshops, conferences and events - including renting rooms and catering
- Publishing in open access journals
- Development of double degrees
- Development of micro-masters
- Tweaking a MOOC portfolio
- Initiating research projects?

All activities in this list are eligible costs in themselves, but they 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.

Projects must clearly demonstrate how they contribute to these seed funding goals. They must also be led by a senior academic and/or a senior non-academic staff member from an Una Europa university and involve senior academics and/or senior non-academic staff from at least three Una Europa universities.

What are ineligible costs for seed funding?

The following costs are considered ineligible for seed funding:

- Staff costs
- Subcontracting
- Publication/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 no longer considered ineligible.

In the case of contracting external expertise, the following rules apply:

- The application should clearly demonstrate that the expertise is not available within the partnership
- The application should clearly indicate how the external expertise will benefit the seed funding goals of initiating long-term cooperation across the Una Europa network
- The total cost of the external expertise should not exceed 10% of the total seed funding budget.

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.

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 (see FAQ "In what way are applicants expected to design their budget plans? How is the overall funding sum being calculated?", scheme a), no invoices have to be collected and sent to Una Europa vzw.. In the case of individually designed budget plans, encompassing other costs than for transportation/accommodation/daily allowances (scheme b), the coordinating university is requested to keep invoices and submit a financial report to Una Europa vzw.

Project XY

UNA Europa vzw

UNA Europa vzw. sends approved project budget entirely to coordinating university

Coordinating university sends back evaluation (PI) and budget report (financial administrator) as well as unused funds after project completion

Coordinating university sends the share of the budget to be spent by participating universities; after project completion participating university sends unused shares back to coord. univ.

Participating university A

Coordinating University

Principal financial administrator, keeps track of money flows and reports to UNA Europa vzw

Participating university B

Distributes money according to own practices (upfront, cash etc.)

Evaluation report

Participating academics

PI

Participating academics

Participating academics