



Una Europa–Africa Partnership Seed Funding Call 2023

Frequently asked questions

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Partner search and preparation of the proposal

How do I know if my proposal is in line with the selected Focus Area(s)?

The Focus Areas are described on the [Una Europa website](#). To provide a bit more context, we have also developed an information sheet for each of the Focus Areas:

- [Cultural Heritage](#)
- [Data Science and Artificial Intelligence](#)
- [Europe and the World](#)
- [Future Materials](#)
- [One Health](#)
- [Sustainability and Climate Protection](#)

How do I find other eligible partners to collaborate?

There are a few resources at your disposal that may support your partner search:

- Submit a [partner search form](#): Provide the central Una Europa Seed Funding team with a description of your top line idea and the partners you are looking for and we will share it with the local contacts at the universities.
- Join the [LinkedIn group](#): This forum enables researchers from participating universities to connect and exchange, facilitating new collaborations and the development of Una Europa–Africa Partnership Seed Funding proposals.
- Contact one of the local contacts directly: On the last page of the call text you will find a table with the contact data of our network of colleagues who support the initiative locally.

You may also consult the following university resources to look for potential research collaborators:

- [People Directory of Alma mater studiorum Università di Bologna \(UNIBO\)](#)
- FUB [research database with research projects](#) and [FUB's academic Departments and Central Institutes](#)
- [University of Helsinki Research Portal](#)
- KU Leuven [Research Portal, Publication Repository](#) (LIRIAS), [Institutional Research Data Repository](#) (RDR), [KU Leuven Who-is-who](#)
- [University of Edinburgh Research Explorer](#)

- [UCM Scientific Production Portal](#)
- Paris 1 [Pages Personnelles Enseignants Chercheurs](#) and [Expert Finder System](#) (beta version)
- [Universiteit Leiden's Academic Staff](#)
- UCD [Research Portal](#)
- JU [Staff search engine](#)

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 edit your proposal after submitting it until 20 February 2024, 17:00 CET. Previous versions will be overwritten and only the last submitted proposal will be considered during the evaluation. An edit link can be found in the e-mail sent to the coordinator's e-mail address upon submission.

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

Please follow the instructions and questions in the [online application](#) form while carefully considering the information provided in the call text. For each question there is a maximum number of characters allowed. This is indicated right underneath each question.

The generated pdf file of my submission doesn't appear to be well formatted. How can I fix this?

Copy text from your Word documents **first** into Notepad or [Notepad++](#) and then into the longer text entry fields in the online form. You may use the editing functions in the text fields.

You may edit your application after submitting and resubmit as many times as you wish until the deadline.

If you have followed this instruction and are still experiencing issues with the form, don't hesitate to reach out to seedfunding@una-europa.eu.

Can I include other documents (letters of interest, tables, milestones, deliverables...)?

Letters of interest or letters of support 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 proposal. Additional text won't be considered by the evaluators if uploaded through this section.

Specific terms and definitions etc.

What is the definition of 'established researcher'?

Each partner university has provided the definition of 'established researcher' at their university. Please find the definitions in the table on page 4 of the call text.

What is the definition of 'early-career researcher'?

For the purpose of this call, the partner universities have agreed on a common definition:

Early-career researchers are doctoral candidates as well as doctoral degree holders from any discipline who are actively pursuing research but who are not yet fully independent in these pursuits. Applicants must be affiliated with one of the Una Europa or participating African universities and must have a doctoral degree awarded no more than 7 years prior to the application. Applicants whose doctoral degrees were awarded earlier may be considered on a case-by-case basis, subject to justification (e.g. career breaks for family-related reasons or to seek asylum due to political instability).

What is the definition of the Chairholder?

The chairholder is an established researcher at one of the participating African universities. They are nominated as part of the project proposal to carry out a mobility fellowship at the coordinating institution. The mobility fellowship enables the chairholder to contribute their expertise to the delivery of the project. The chairholder's nomination in the project proposal is qualified based on their expertise relevant to the project proposal.

The chairholder must deliver at least one lecture, either in online or hybrid format, open to the Una Europa partners' and African universities' communities.

What is the definition of 'Project Coordinator'?

The project coordinator is an established researcher affiliated with one of the Una Europa partner universities (the coordinating institution). The project coordinator leads the research team, oversees the project and is responsible for receiving and distributing the funds, and for reporting on the project and its finances. The project coordinator submits the project proposal via the online application system.

Can a project be co-led by two universities?

There is only one university who can formally take on the role of project coordinator. The project coordinator and the coordinating university have a distinct role and responsibilities, e.g. they will be responsible for receiving and distributing the funds among the partners. However, a project may choose how they self-organize besides that.

What is Una Europa's vision on diversity, equality and inclusion?

Una Europa's Diversity Council has drafted the document [The Mission of Diversity, Equity and Inclusion in Una Europa](#).

University partners and external partners

Which universities are eligible to participate in this seed funding call?

Established researchers and early-career researchers affiliated to the following universities are eligible to participate and benefit from the funding:

- Alma mater studiorum - Università di Bologna (UNIBO)
- Eduardo Mondlane University
- Freie Universität Berlin (FUB)
- Helsingin yliopisto/Helsingfors universitet (UH)
- Kampala International University
- KU Leuven (KUL)
- Makerere University
- Universidad Complutense de Madrid (UCM)
- Universität Zürich (UZH)
- Université Paris 1 Panthéon-Sorbonne (Paris 1)
- Universiteit Leiden (LU)
- University College Dublin/An Coláiste Ollscoile Baile Átha Cliath (UCD)
- University of Edinburgh (UoE)
- University of Ghana (UG)
- University of Johannesburg (UJ)
- University of Kinshasa (UNIKIN)
- University of Nairobi (UoN)
- University of the Witwatersrand
- Uniwersytet Jagielloński w Krakowie (JU)

Third parties may be involved in the project, but their participation should be covered at their own cost and/or by external funding.

Are three Una Europa partners and one African university partner considered the baseline consortium eligible for seed funding?

Yes, to be eligible for seed funding, at least three Una Europa university partners must be involved in the project, of which one is the coordinating university, and at least one African partner with an appointed chairholder. Going beyond these partners and involving more Una Europa universities, African partners and/or relevant external partners will be evaluated favourably under the impact criterion.

Can a higher education institution that isn't listed in the call be involved?

Higher education institutions not listed as eligible institutions in the call text may participate in seed funding activities as third parties. This means that their participation will be entirely at their own cost and/ or other external funding sources.

Contributing external resources in addition to the seed funding grant is evaluated favourably under the impact criterion.

Budget and financial procedures

What are ineligible costs for seed funding?

The following costs are considered ineligible for seed funding:

- Permanent staff costs
- Proofreading
- Conference fees
- Publication fees
- Activities duplicated by funding that is otherwise available.

Is there any compensation for the administration of the project?

Permanent staff costs to cover the time spent on administering the project is not an eligible cost for seed funding projects.

The budget should reflect the implementation of the project goals which should be in line with the main objective of this Seed Funding call: to initiate long-term collaboration among the academic communities of the Una Europa partner universities and participating African universities. Therefore, the focus of the budget should be on mobility of the research team, but other costs e.g. costs for the organization of events and communication purposes may be included as well. Temporary staff costs may be eligible in relation to these other costs, when proven that they are necessary to implement the goals of the project.

How will the budget be distributed?

If funded, the entire grant will be transferred to the coordinating university who then distributes it to the project partners according to the outlined budget. The project coordinator will receive support for the financial administration of the project by a local administrative colleague.

How should I set up the budget for the project proposal?

Please consult *Annex 1 Funding and financial procedures* on page 8 of the call text for detailed instructions on the financial procedures and how the budget should be set up. Please also find the budget template [here](#).

Evaluation process

How are proposals evaluated and selected?

An international and interdisciplinary selection committee consisting of independent experts nominated by both Una Europa partners and African universities will evaluate and rank project proposals for funding on a competitive basis.

The selection committee evaluates eligible proposals based on the evaluation criteria set out in the call text. Quality and impact have an equal weight of 50%.

When will the project team be informed of the results?

Applicants will be informed by email in June 2024. The coordinator will receive the e-mail with the result and is responsible for informing the project team. If successful, the local administrative contacts will be cc'd in this e-mail.

What happens if one of the partners drops out?

In case the coordinator, the chairholder, or one of the other lead researchers drop out, the coordinator should contact the Seed Funding Operational Team as soon as possible.

More information and contact

A recording of the Launch Webinar on 26 October is available through [this link](#).

For all seed funding related questions, please contact the Operational Team at seedfunding@una-europa.eu.