

# Una Europa Seed Funding Call 2024

## Frequently asked questions

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### Partner search and preparation of the proposal

#### How do I find other eligible partners to collaborate?

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

- Join the [LinkedIn group](#): This forum enables researchers from participating universities to connect and exchange, facilitating new collaborations and the development of Una Europa Seed Funding proposals.
- Reach out to your local contact: 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 \(UNIBO\)](#)
  - Freie Universität Berlin's [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 Panthéon-Sorbonne university's [Pages Personnelles Enseignants Chercheurs](#) and [Expert Finder System](#) (beta version)
  - [Universiteit Leiden's Academic Staff](#)
  - University College Dublin's [Research Portal](#)
  - Jagiellonian University's [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 28 June 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](mailto: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.

## Eligibility, specific terms and definitions etc.

### **Which universities are eligible to participate in this call?**

Any researcher affiliated to any of the 11 [Una Europa universities](#) are eligible to participate and benefit from the funding.

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

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

For the purposes of this Seed Funding Call, early-career researchers are defined 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 universities and have no more than seven years of experience since completion of the doctoral degree. 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 'Project Coordinator'?**

The coordinator, with administrative support of the coordinating university, oversees the project, is responsible for receiving and distributing the funds, and for reporting on the project and its finances. The coordinator also submits the project proposal via the online application system.

### **Can an early-career researcher take on the role of coordinator or academic lead?**

It depends on the contract the researcher has with the university whether they can be a PI in an externally funded project and manage the associated budget. In case you are uncertain about your situation, please reach to your local contact with this question (see Annex 2 of the call).

At least one early-career researcher should be involved at each partner in the project.

### **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 internally.

### **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](#).

## **Budget and financial procedures**

### **What are ineligible costs for seed funding?**

The following costs are considered ineligible for seed funding:

- Permanent staff costs
- Proofreading/translation costs
- Conference fees

Each activity may give rise to the award of only one grant. There can be no double funding of the same activity.

### **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.

### **Are temporary staff costs eligible and what kind of proof is needed to report them?**

Yes temporary staff costs are eligible and could fit under one of the following eligible cost categories:

- Costs for events
- Costs for communications purposes
- Costs that support the creation/organization of Joint Innovative Formats for education, research or outreach

The employment contract or a time sheet may be submitted when reporting the temporary staff costs. The document should clearly indicate the hours spent on the project and the total costs.

### **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* 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?**

Eligible proposals are evaluated and ranked on a competitive basis according to the evaluation criteria set out in the call. The evaluation is carried out by an interdisciplinary Selection Committee consisting of experts from Una Europa universities. The final decision-making for the funding of projects lies with the Board of Directors of Una Europa vzw. In case of equal ranking, funding will be granted to the project with highest number of points under the Quality criterion.

Applicants will receive feedback by November 2024.

### **When will the project team be informed of the results?**

Applicants will be informed by email by November 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 or one of the other academic leads 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 11 March is available through [this link](#).

For all seed funding related questions, please contact the Operational Team at [seedfunding@una-europa.eu](mailto:seedfunding@una-europa.eu).