Seed Funding
2022 Call for Applications (Una Europa Chairs)

Frequently Asked Questions

April 2022

Administrative questions, 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 save your proposal and continue later or edit your proposal after submitting until 29 July 2022, 17:00 CET. Previous versions will be overwritten and only the last saved proposal will be considered during the evaluation.

Is a proposal accepted if the same proposal (or a minimum variation with respect to the original proposal) has previously/already been funded by a different institution?

No, a proposal is not eligible if the same proposal or a minimum variation has already been funded by a different institution or through different means of funding.

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

The application form is structured as follows:

- The project description is divided in the following sections:
    - Abstract (max. 200 words)
    - Quality: Description, plan and goals of the envisaged project + duration and activities fellowship (500 words)
    - Quality: Innovative and interdisciplinary approach (300 words)
    - Quality: Strength of the Chair holder (300 words)
    - Quality: Strength of the team and potential to involve early career researchers (300 words)
    - Quality: Diversity, equality and inclusion (150 words)
    - Impact: Capacity to contribute to consolidation of the Focus Area (300 words)
    - Impact: External stakeholders and external funding in the longer run (300 words)
    - Impact: Additional resources for the project (300 words)
    - Impact: Budget in relation to the work plan (500 words)
    - References
- Timeframe for the proposed activity in pdf or as an image.
- Detailed budget calculation in Excel. A template is provided.
- Endorsement letters 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. Templates are provided. Please note that there is a specific template for the Chair holder.

The generated pdf file of my submission looks weird. 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.

Can I include tables or other documents (letters of interests, milestones, deliverables) instead of images in the dedicated optional upload section?

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 description. Additional text won't be considered by the evaluators if uploaded through this section.

How do I know if my proposal is in line with the Una Europa Focus Area?

Applicants have the option of sending an expression of interest to the Self-Steering Committee for the Focus Area of their project, in order to receive informal feedback on the content and suggestions of colleagues to involve from the partner universities. Please note that sending an expression of interest will in no way influence the evaluation process. The expression of interest form can be accessed here and should be sent latest by 1 July 2022.

Explanation of specific terms, definitions etc.
What is the definition of 'senior academic'?

At each Una Europa university, senior academic is defined as:

- 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" only with permanent contracts;
- UCD – academic staff, excluding postdoctoral, with a university contract to cover the proposed project;
- 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 (adiunkt), associate professor (profesor uczelniany), full professor (profesor);
- LU – Full professors, Associate professors and Researchers with university contracts
- KUL – For the statute of the applicants the same regulations apply as for KU Leuven Internal Funds;
- UCM – Full professor (Catedrático), Professor (Profesor titular) and Permanent professors (Profesor contratado doctor);
- Paris 1 – Professeur, Maître de Conférences, Directeur de Recherche and Chargé de Recherche;
- UZH – assistant professors (with/without tenure track), associate professors, full professors.

What is the definition of the Chair Holder?

The chair holder is a senior academic affiliated to one of the Una Europa universities who receives part of the grant to carry out a fellowship at the coordinating institution. The chairholder must be originally affiliated to another Una Europa university than the coordinating institution. The nomination of the chairholder is qualified in the application on the basis of their expertise.

What is the definition of 'Project Coordinator'?

The Project Coordinator submits the application form in the name of all project partners.

When funded, the project coordinator is also responsible

- for communication with the Granting Agency,
- for the coordination of finances and activities among the project partners,
- for distributing the funds among the project partners according to the financial procedures for funded projects
- for reporting on results and finances

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

In administrative terms it is only possible to have one project coordinator. 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 e.g. to identify a co-lead.

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

You can find this information in the annex, on the last page of the call text.

Institutions and external partners involved
Is two partners from Una Europa the minimum?

To be eligible for seed funding, at least two Una Europa university partners must be involved in the project, the coordinating university and the university of the Chairholder. Going beyond two partners and involving more Una Europa universities will be evaluated favourably under the impact criterion.

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.

Budget related questions
What is the overall budget of the third call for seed funding?

The overall budget for the 2022 Call for Applications is EUR 180.000, up to 36.000 euro per project. One project per Focus Area will receive funding.

The distribution of budget to successful projects will be carried out in the form of lump sums. The defined lump sum may entirely be used for the indicated purpose. Una Europa vzw does therefore not need any invoices or tickets, but rather the number of people who used the lump sum and proof that the travel or activity took place.

In what way are applicants expected to design their budget plans? How is the overall funding sum being calculated?

The lump sums for the chairholder cover:

- Daily subsistence allowance for the duration of the secondment at the coordinating institution – 140 euro per day.
- Mobility allowance to cover travel costs for up to 4 trips, including to the coordinating university

Option 1 = € 180 per trip	Option 2 = € 275 per trip	Option 3 = € 360 per trip
Leuven - Paris	*All trips between Una Europa*	Madrid - Helsinki
Paris - Leuven	*cities that are not option 1 or 3*	Helsinki - Madrid
Leuven - Leiden		Krakow - Madrid
Leiden - Leuven		Madrid - Krakow

- Accommodation allowance for the duration of the secondment and mobility to other partner universities: 150 euro per day

The lump sums for other project activities include:

Travel

- Mobility allowance:

Option 1 = € 180 per trip	Option 2 = € 275 per trip	Option 3 = € 360 per trip
Leuven - Paris	*All trips between Una Europa*	Madrid - Helsinki
Paris - Leuven	*cities that are not option 1 or 3*	Helsinki - Madrid
Leuven - Leiden		Krakow - Madrid
Leiden - Leuven		Madrid - Krakow

- Accommodation and daily allowance: 150 euro per day
- Organizational support: 20 euro per day per academic in the project team

10% of the total budget may be used for the following:

- Costs for events involving colleagues outside of the project or actors from the non-academic sector e.g. costs for a small fee for venue, small fee for external speaker if the expertise cannot be provided internally, costs for local travel, costs for temporary staff to help in the organization of the event
- Costs for communication purposes e.g. set-up of website, social media, creation of visuals

What are ineligible costs for seed funding?

The following costs are considered ineligible for seed funding:

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

Evaluation process

How are proposals evaluated?

A selection committee consisting of members of all Una Europa universities and from different disciplines 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.

Evaluators in the Selection Committee agree to the Una Europa Evaluation policy which includes a confidentiality and conflict of interest policy.

Applicants should not contact evaluators. The identity of the evaluators will not be revealed publicly. If an evaluator is involved in any of the projects applying, they will be excluded from the Selection Committee of this round of Seed Funding.

Budget flow (once you receive funding)

How will the budget be distributed?

The budget flows are organized as shown below. The administrative staff at the coordinating university 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, no invoices have to be collected, but proof that the activity took place needs to be included in the report. In the case of the section 'other costs' in the budget template, the coordinating university is requested to keep invoices and include them in the financial report to Una Europa vzw, comparing the approved budget with real costs.

1. Una Europa vzw sends approved project budget entirely to coordinating university.
2. Coordinating university sends the share of the budget to be spent by participating universities according to approved budget.
3. Participating universities will distribute money to their academics according to own practices.
4. After the project completion participating university send unused funds back to coordinating University if this is the case.
5. Coordinating university sends back an activity report and a financial report to Una Europa vzw.
6. Coordinating university sends back the unused funds to Una Europa vzw after project completion, if this is the case.

Project XY