



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](#)

Where can I find examples of previously funded proposals?

You may browse through our [Database of Seed-Funded Projects](#) which contains all funded projects since the first call of 2019.

Does the call fund field based research?

Researchers' time, so permanent staff costs, may not be funded, but the call could support costs to carry out field research, e.g. mobility of the research team.

Does the call fund data collection carried out by a company?

This activity would be considered subcontracting. If the project partners are unable to accomplish certain tasks required to successfully implement the project, those tasks may be assigned to subcontractors. However, it is not foreseen that tasks assigned to subcontractors cover primary activities of the project. The budget spent on subcontracting may not be more than 20% of the total budget.

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.

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 meant with 'affiliation'?

To be eligible for funding, the researchers in question should have a contract with one of the Una Europa universities.

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).

Can a researcher be involved if they have not completed the PhD yet?

In addition to the minimum participation of a coordinator, an academic lead per additional partner university and one early-career researcher at each partner university, the participation of other academic staff, professional staff and students is encouraged.

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.

What is the role of the academic lead?

The academic lead is the main contact person for their university in the project. They lead the local team and/or are responsible for any project related activity organized at their institution.

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.

Do we need to submit an endorsement letter for the coordinator/academic lead and the early-career researcher?

Yes, in case the coordinator/academic lead is not an early-career researcher, the early-career researcher also needs an endorsement letter signed by the respective Dean or Faculty or Department Head, or legal representative of the university. Both researchers may be included in the same letter, or two letters per university partner may be submitted.

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. For specific tasks you may need the support of other colleagues e.g. for the organisation of an event, setting up a website, data analysis.. The temporary staff costs should not cover the full duration of the project but may be used for specific tasks. Temporary staff costs should be fully justified in terms of the contribution of the tasks to the overall project goals.

They could fit under one of the following eligible cost categories:

- Costs for events
- Costs for communications purposes

The internal invoicing 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.

May I include mobility costs for speakers who are not affiliated to one of the Una Europa partners?

These costs may be allowed if they are well justified in the proposal and are in balance with the overall budget and main objective of the call, which is to support the initiation of long-term collaborative activities among the academic community of the Una Europa partner universities.

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](#).

May overhead costs be budgeted for?

No, it is not allowed to budget for overhead costs. However, in case at the time of financial reporting there is a difference of 5% or less with the budgeted costs, this amount should not be transferred back to Una Europa vzw and may be considered overhead.

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.

Other

What is the success rate of the call?

The success rate of each call under the Seed Funding Initiative has been different and ranged between 31% and 86%.

More information and contact

The call was officially launched on 11 March 2024 through an online Launch Webinar.

- [Watch the recording](#) of the Launch Webinar
- [Download the slides](#) of the launch Webinar

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