

# Seed Funding



## 2024 Call for Proposals

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08 March 2024

### Objectives

The overall aim of the Una Europa Seed Funding Initiative is to **support the initiation of long-term collaborative activities among the academic community of the Una Europa partner universities**, including the preparation of Joint Innovative Formats for education, research or outreach. Proposals that design formats of cooperation suitable to attract third party funding in the long run are strongly encouraged. The call is open to **all academic disciplines**.

The 2024 call for proposals has a strong focus on the engagement of **early-career researchers**.

Connect with fellow researchers interested in this call through [joining the dedicated LinkedIn group](#).

### Examples of Activities

A non-exhaustive list of activities includes the following examples:

- Preparation of joint modules or teaching units based on innovative teaching strategies
- Organisation of research and/or educational seminars and/or winter or summer schools
- Organisation of PhD workshops or other joint doctoral activity
- Development of research teams with a view to e.g. preparing joint proposals for external funding or joint publications
- Organisation of activities that contribute to development of early-career researchers, e.g. mentoring schemes
- Organisation of congresses or conferences to disseminate the project's activity
- Engagement with the non-academic sector, e.g. community-based research, entrepreneurship and start-up initiatives, public outreach and science communication.

### Eligibility

Seed Funding projects must involve:

- One coordinator at Una Europa university coordinating the project
- At least one academic lead per an additional three Una Europa universities.

At least one early-career researcher must be involved at each participating partner university.

In addition, the **creation of interdisciplinary research teams** with the **participation of other academic staff, professional staff and students** is encouraged.

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).

## Responsibilities

The **research team** prepares the **project proposal** and is responsible for the **realisation of the project**. The project proposal outlines the vision and specific activities of the project.

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.

## Funding and financial procedures

Applicants are invited to apply for funding according to the following maximum levels:

- For projects involving 4 Una Europa partners: up to 18.000 EUR
- For projects involving 5 Una Europa partners: up to 21.000 EUR
- For projects involving 6 Una Europa partners: up to 24.000 EUR
- For projects involving 7 Una Europa partners: up to 27.000 EUR
- For projects involving 8 Una Europa partners: up to 30.000 EUR
- For projects involving 9 Una Europa partners: up to 33.000 EUR
- For projects involving 10 Una Europa partners: up to 36.000 EUR
- For projects involving all 11 Una Europa partners: up to 39.000 EUR.

The total budget for the 2024 call for proposals is **220.000 EUR**.

The transfers of grants to successful projects will be carried out at the start of the project.

The following costs are considered eligible for seed funding:

- Travel costs, accommodation and daily allowance (via the use of lumps sums. See Annex 1.)
- Costs for events (small fee for a venue, organization, coffee break,...)
- Costs for communications purposes (set-up of website, creation of visual materials, printing costs...)
- Subcontracting costs (see guidelines for subcontracting in Annex 1.)
- Open access publications (payment and publication within the timeframe of the project)

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.

Third parties may participate in the proposed activities, however, the cost of their participation must be covered outside of the Seed Funding Initiative.

## Evaluation of applications

An interdisciplinary selection committee consisting of members of Una Europa universities will rank proposals for funding on a competitive basis. Proposals will be evaluated taking into account the following criteria:

### Quality (50 points)

- Quality, clearly formulated plan, budget and goals of the envisaged project
- Innovative and interdisciplinary approach
- Strength of the team, including engagement of early-career researchers
- The extent to which diversity, equality and inclusion are taken into consideration in the project

### Impact (50 points)

- The extent to which the project impacts the broad Una Europa partnership (Number of Una Europa partners involved, number of researchers involved, involvement of professional staff and students...)
- Capacity to involve external stakeholders and attract external funding in the long term
- Contribution to the [Una Europa 2030 Strategy](#)

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.

## Submission and deadlines

Proposals should be submitted by the project coordinator in English via the online application system. The application consists of an **application form** including **endorsement letters** signed by the respective Dean or Faculty or Department Head, or legal representative of each partner university in line with internal university procedures. Through the endorsement letter the respective Dean, Faculty or Department Head or legal representative confirms that the Faculty or Department supports the proposal and that the applicants from the respective Faculty or Department are considered to be early-career researchers.

The project description should be short and concise and should include a clear **description of the vision**, the **proposed activities**, as well as the **budget** and **timeframe** for these activities.

Please click the following links to access the:

- [Online application form](#)
- [Endorsement letter template](#)
- [Budget template](#)
- [The Mission of Diversity, Equity and Inclusion in Una Europa](#)

**The deadline for proposals to the 2024 call is 28 June 2024, at 17:00 CEST.**

The **duration** of the project can be up to **one year**. The proposed activities should be conducted between **January 2025 and December 2025**.

## Reporting on projects

Beneficiaries will be requested to submit a short project and financial report after conducting their activities.

Successful applicants will be provided with a template for reporting.

## About Una Europa

Una Europa is an alliance of 11 leading universities from all corners of Europe. Together, they are forging a new path for education and research in Europe and beyond to shape our shared future for the better. The Una Europa community spans more than half a million students, 100,000 members of staff and 10 languages, grounded in over 1,000 years.

Una Europa partner universities:

Freie Universität Berlin | Alma mater studiorum - Università di Bologna | University College Dublin/An Coláiste Ollscoile Baile Átha Cliath | University of Edinburgh | Helsingin yliopisto/Helsingfors universitet | Uniwersytet Jagielloński w Krakowie | Universiteit Leiden | KU Leuven | Universidad Complutense de Madrid | Université Paris 1 Panthéon-Sorbonne | Universität Zürich

Founded in 2019, Una Europa has secured successive rounds of European Union funding to realise its vision for a European 'University of the Future'. In just three years, the alliance's pilot project succeeded in launching nine joint programmes – including Europe's first truly joint bachelor's degree – transcending boundaries of discipline, institution, and country to take international collaboration to the next level. The alliance has also taken its first steps towards a common research ecosystem underpinned by a shared research and innovation agenda.

Guided by its 2030 Strategy, Una Europa is working towards a truly inter-university and pan-European campus, shaped by universities' universal and fundamentally interwoven obligations to society: research and innovation, teaching and learning, and societal outreach.

# Annex 1 – Funding and Financial Procedures

The total budget for the 2024 call for proposals is **€ 220,000**, which will be distributed according to the maximum levels indicated in the call text above.

If the project proposal is evaluated successfully and upon signature of the grant letter, 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 from the institution in question according to their internal procedures..

The grant should be implemented according to the approved budget and in line with the university's usual cost accounting practices. Information on the finances will be stipulated in the grant letter and the submitted and approved project budget will be annexed to this grant letter.

## How to put together the project's budget

The budget should reflect the implementation of the project goals.

The **format of the budget should be detailed enough to show how the finances will be divided between the partners**. Please use the provided [template](#).

Permanent staff costs, proofreading/translation costs, conference fees and activities duplicated by funding that is otherwise available, are considered ineligible costs.

Please note that researchers or staff from other universities than the Una Europa universities may only benefit from the project funding in exceptional cases and if explicitly approved by the Seed Funding Operational Team, e.g. travel costs for an external participant that can provide specific expertise.

### Lump sums for mobility

**Mobility** is funded through the use of lumps sums. **Fixed amounts** have been stipulated for **travel costs**, **accommodation** and **daily allowances** depending on the destination. The purpose of these fixed amounts for mobility are to make the application process straightforward. The allocated grant for mobility is to be used at the discretion of the project coordinator, in line with the indicated destinations and number of days and number of participants outlined in the approved budget annexed to the grant letter.

The **accommodation** allowance may be used for **each night** of the trip. The **daily allowance** may be used **for each full day** of the trip. For the **first and last travel day**, **50%** of the indicated daily allowance lump sum shall be applied.

The **travel lump sums** are calculated based on the number of km a participant will travel. This should be the shortest and most efficient route possible. The arrival to and departure from the location of the activity should be maximum one day before or one day after the scheduled activity. Personal travel before or after the funded mobility is allowed, but no accommodation nor daily allowance lump sums can be budgeted for those days.

Wherever lump sums are used, Una Europa **vzw does not request information on actual costs** nor invoices or tickets, but rather an overview of the colleagues that traveled to a certain activity, an agenda and signed participants list.

## Travel lump sums

Travel distances (in km)	Travel budget	Travel budget for Sustainable travel
0-99	€ 23	N/A
100-499	€ 180	€ 210
500-1999	€ 275	€ 320
2000-2999	€ 360	€ 410
3000-3999	€ 530	€ 610

## Accommodation and daily allowance lump sums

Destination	Accommodation	Daily Allowance
Alma mater studiorum Università di Bologna (UNIBO)	€ 150	€ 100
Freie Universität Berlin (FUB)	€ 130	€ 95
University College Dublin	€ 150	€ 110
University of Edinburgh	€ 150	€ 125
Helsingin yliopisto (The University of Helsinki)	€ 140	€ 115
Uniwersytet Jagielloński w Krakowie	€ 115	€ 65
KU Leuven	€ 150	€ 100
Universidad Complutense de Madrid	€ 130	€ 90
Université Paris 1 Panthéon-Sorbonne	€ 150	€ 100
Universiteit Leiden	€ 150	€ 105
Universität Zürich	€ 150	€ 125

## Sustainable travel

Sustainable travel is defined as travel that uses low-emissions means of transport for the main part of the travel, such as bus, train, car-pooling or ferry. Travel bookings should follow the local travel policies of the universities participating. Una Europa vzw appreciates and encourages efforts in relation to using sustainable options for travel. An additional travel day per one way travel may be included in the budget and higher lump sums may be applied to cover costs related to sustainable travel costs. (see table above)

Check some proposed sustainable travel routes between Una Europa cities via the [Sustainable Travel Tool](#).

## Actual costs

For all other eligible costs beyond those that are mobility-related, actual costs apply. For these costs an **estimation** should be included in the budget and **invoices** should be kept and included in the reporting at the end of the project duration.

Actual costs may also be applied for **inclusion support**. The inclusion support may cover all extra costs associated to a person's disability so that they can fully participate in the project, e.g. adapted accommodation, travel assistance, medical attendance, supportive equipment etc.

If the budget for actual costs is underestimated, please note that Una Europa vzw cannot fund more than the granted budget for the project.

## 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.

## Budget amendments

Una Europa vzw allows a budget shift of up to 10% per section or activity, after agreement between the project partners. This should cover the adjustments due to estimations of actual costs and small updates to travel plans. Larger budget amendments are possible, but need to be submitted to the Operational Team at [seedfunding@una-europa.eu](mailto:seedfunding@una-europa.eu) for approval before the final three months of the project.

## Annex 2 – Local contacts for seed funding

University	Staff member/Department	E-mail
Freie Universität Berlin (FUB)	Una Europa Team FU Berlin	<a href="mailto:unaeuropa@zedat.fu-berlin.de">unaeuropa@zedat.fu-berlin.de</a>
Alma mater studiorum Università di Bologna (UNIBO)	Una Europa Team Unibo	<a href="mailto:una.europa@unibo.it">una.europa@unibo.it</a>
University College Dublin	Shane Lordan, Global Networks & Projects Manager	<a href="mailto:unaeuropa@ucd.ie">unaeuropa@ucd.ie</a>
University of Edinburgh	Una Europa Team University of Edinburgh	<a href="mailto:una.europa@ed.ac.uk">una.europa@ed.ac.uk</a>
Helsingin yliopisto (The University of Helsinki)	Una Europa Team Helsinki	<a href="mailto:una.europa@helsinki.fi">una.europa@helsinki.fi</a>
Uniwersytet Jagielloński w Krakowie	Ms. Paulina Chodoń, International Relations Office (Una Europa Section)	<a href="mailto:paulina.chodon@uj.edu.pl">paulina.chodon@uj.edu.pl</a>
Universiteit Leiden	Ms. Marielle Veldhuizen van Zanten, Project Officer	<a href="mailto:una-europa@bb.leidenuniv.nl">una-europa@bb.leidenuniv.nl</a>
KU Leuven	Una Europa Team KU Leuven	<a href="mailto:una-europa@kuleuven.be">una-europa@kuleuven.be</a>
Universidad Complutense de Madrid	Dr. Francisco José Gómez Sánchez, Advisor to the Vice-Rectorate International Relations and Cooperation for the Complutense African School	<a href="mailto:una-europa@uclm.es">una-europa@uclm.es</a>
Université Paris 1 Panthéon- Sorbonne	Ms. Séverine Bortot, Director - Direction des projets et de la prospective (D2P)	<a href="mailto:D2p@univ-paris1.fr">D2p@univ-paris1.fr</a>
Universität Zürich	Una Europa team University of Zurich	<a href="mailto:una.europa@global.uzh.ch">una.europa@global.uzh.ch</a>