



# Una Europa Seed Funding Call 2025

## Frequently asked questions

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### Partner search

#### 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.
- Submit an [expression of interest form](#) to find potential collaborators. The deadline for filling out the form is **27 March 2025**. The aim of the form is to create an expressions of interest list. The list will be shared by April 2025 with the researchers who submitted a form and in the closed LinkedIn group of the call. The list will also be shared with relevant actors within the Una Europa internal community to support the match-making process to the extent possible. However, providing personalised support for each expression of interest is not feasible.
- 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](#), [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](#)

# Preparation of the proposal

## **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.

## **Where can I find more information on the Focus Areas and how can our research contribute to the development of the interdisciplinary hubs for education, research & innovation and/or societal outreach?**

Una Europa's six Focus Areas – Cultural Heritage, Data Science and Artificial Intelligence, Europe and the World, Future Materials and Technologies, One Health, and Sustainability – reflect pressing global and societal challenges. Inherently interdisciplinary, they are designed to bring together experts in a wide range of fields to find new ways of collaboratively conducting the research of the future and forging new paths in education and societal outreach.

The Focus Areas are intended to inspire researchers, not limit them. No discipline is excluded from applying to secure Una Europa Seed Funding. We encourage novel and diverse perspectives on challenges broadly attached to the Focus Areas, from whichever field these emerge.

In the first paragraph of the call text the Focus Areas are mentioned with links to a one pager with more detail for each.

## **What should I consider when addressing the potential for external funding in the future?**

Plans for external funding beyond the end of the seed funding project should be built into the proposal from the very beginning. You should consider how and when the project will expand during and after the seed funding has ended, and what you'll need to do to make that happen. Think about what new partners you might want to bring on board, both within and outside academia, and also about how you'll make the project attractive to external funders. Concretely, it is recommended to mention at least one funding opportunity you want to apply for during or after the end of your project. It is however much more feasible to have a variety of opportunities to target, from various funding bodies, as this shows that you have carefully considered the future sustainability of your project.

The key resource to use is [The European Funding and Tenders portal](#). This portal lists all funding opportunities available from the European Commission, including those within Horizon Europe, Erasmus+, Digital Europe, and Creative Europe. Your local research support office will be able to offer you further advice about which opportunities might be most suitable for the further development of your project. However, some key examples that might be worth considering are the [MSCA Doctoral Network](#), the [COST Actions](#), the Erasmus+ [Erasmus Mundus Design Measures](#), the Erasmus+ [Partnerships for Cooperation](#), or the [Pillar II Collaborative Grants](#) (a vast range of opportunities in specific thematic areas) within Horizon Europe. You should also consider any relevant national funding instruments that offer opportunities for international collaboration.

## **Can structural funding from the universities itself be considered in relation to the impact criterion and attracting external funding in the long term?**

Yes, all types of funding to sustain the project beyond the Una Europa Seed Funding will be considered by the Selection Committee.

### **Is there other internal Una Europa funding I can combine with Seed Funding?**

Seed Funding is compatible with other types of funding as long as the other funding doesn't cover the same activities as the Seed Funding does.

Some universities offer local Una Europa funding opportunities.

For example, at Freie Universität Berlin, the following opportunities are on offer: <https://www.fu-berlin.de/en/international/network/partnership-networks/unaeuropa/funding-calls/index.html> (only FU researchers can apply, other Una Europa universities can participate and benefit from the funding opportunity)

### **What are measurable indicators for success?**

An indicator for success is a specific, quantifiable or verifiable metric that reflects the project's performance. At time of reporting, the indicator(s) should provide objective data to assess whether the project has achieved its objectives. They should therefore be directly related to the goals and objectives stated in the application form.

### **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 and/or temporary staff costs 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 18 June 2025, 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 PI's e-mail address upon submission. You may edit and re-submit as many times you wish until the deadline.

### **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 words allowed. This is indicated right underneath each question.

**What if I want to include more than 5 partners outside the Una Europa alliance? The form only allows up to 5.**

There is no formal limit to the number of partners outside the Una Europa alliance. In the rare case you wish to include more than 5 partners, please contact the Seed Funding team ([seedfunding@una-europa.eu](mailto:seedfunding@una-europa.eu)) who will add the additional data to your file.

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

In case you copy text directly from other documents or web pages, the layout of the submission file in PDF may not correspond with the layout of the form.

To avoid or fix this, please 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...) apart from those requested in the 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 proposal. Additional text won't be considered by the evaluators if uploaded through this section.

**Should I follow any procedure at my university before I submit an application?**

Some Una Europa universities do have light internal procedures and applicants are therefore encouraged to reach out to their local contacts (Annex 2 of the call) as soon as possible when considering applying for Seed Funding.

In particular **KU Leuven works with an internal deadline** for the Una Europa Seed Funding Initiative. This deadline is on 4 June 2025. KU Leuven researchers may reach out to [una-europa@kuleuven.be](mailto:una-europa@kuleuven.be) for more information.

## Eligibility, specific terms and definitions etc.

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

For strand A, researchers affiliated to any of the 11 [Una Europa universities](#) are eligible to participate and benefit from the funding.

For strand B, researchers from any university are eligible to participate and benefit from the funding. However, the project should be led by a PI affiliated to one of the Una Europa universities and the project should include at least three Una Europa universities.

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

### **Can a university from outside Europe participate?**

Yes, for strand B universities from anywhere in the world may participate as a partner in the project and benefit from the funding.

### **I am affiliated to a university hospital linked to one of the Una Europa universities. Am I eligible to apply?**

Researchers affiliated both with an Una Europa university and with a university hospital are required to apply with the university affiliation. In case you have doubts, please reach out to your local contact for further guidance. The local contacts are listed on the last page of the call (Annex 2).

### **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 ‘Principal Investigator’?**

The PI, with support of the coordinating university, oversees the project, is responsible for receiving and distributing the funds, and for reporting on the project outcomes. The PI 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 university.

### **Can a project be co-led by two universities?**

There is only one university who can formally coordinate the project. The PI 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.

### **I have already submitted proposals to / participated in previous rounds of Una Europa Seed Funding. Can I reapply?**

Yes, there are no restrictions in relation to resubmission or in relation to applying again if you have already benefitted from Una Europa Seed Funding previously.

### **Can I be involved in several proposals for this Seed Funding call?**

Yes, there are no restrictions in this regard.

### **What is Una Europa’s vision on diversity, equality and inclusion?**

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

## Budget and financial procedures

The call includes an annex on Funding and Financial procedures (page 7 – 9) where you may find some more information on how to put together the project's budget.

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

The Seed Funding should not be used to cover permanent staff costs i.e., personnel costs of the partners involved. Each activity may give rise to the award of only one grant. There can be no double funding of the same activity.

### **May costs related to teaching buy-out be budgeted for?**

Covering the staff cost of other professors to teach your classes while you work on the project would also be considered permanent staff costs, and are therefore considered ineligible. Budgeted costs should directly relate to the project's objectives and work plan.

### **May overhead costs be budgeted for? Or can we include a contingency budget?**

Each cost in the budget should have a clearly defined purpose related to the objectives and work plan, and all costs should be accounted for. Therefore it is not allowed to budget for overhead costs or contingency.

### **May costs related to external proposal writing services be budgeted for?**

If the project partners are unable to accomplish certain tasks required to successfully implement the project, those tasks may be assigned to subcontractors, to internal university services or to students. However, it is not foreseen that these tasks cover primary activities of the project. If a main objective of the proposal is to submit a proposal for external funding, then the task of writing the proposal should be taken up by the research team.

Subcontracting costs should be well justified in relation to the objectives and the work plan.

The budget spent on subcontracting and temporary staff costs may not be more than 20% of the total budget.

### **May costs for experts who present at a workshop or conference be budgeted for?**

These costs would also be considered subcontracting. Please see above.

### **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 justified in terms of the contribution of the tasks to the overall project goals. The budget spent on subcontracting and temporary staff costs may not be more than 20% of the total budget.

### **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 PI will receive support for the administration of the project from a local 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](#).

### **Should the whole budget be spent within one year, or is there flexibility?**

The work plan should be implemented within the set duration of 1 year (January – December 2026). However, when a project is running and due to unforeseen circumstances needs more time, the duration can be extended up to 3 months until the deadline for reporting on 31 March 2027.

## 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. In an ideal scenario, proposals are evaluated by three experts. If this is not possible due to the large number of proposals received, each proposal will be evaluated by a minimum of two experts. The final decision-making for the funding of projects lies with the Board of Directors of Una Europa vzw.

Applicants of unsuccessful but eligible proposals will receive their scores for each criterion; quality, impact and implementation.

Applicants will receive feedback by November 2025. The PI 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.

Experts on the Selection Committee follow the procedures set out in our Una Europa Seed Funding Evaluation Policy, which you may consult [here](#).

### **What happens if one of the partners drops out?**

In case the PI or one of the other academic leads drop out, the PI should contact the Seed Funding Team as soon as possible. ([seedfunding@una-europa.eu](mailto:seedfunding@una-europa.eu))

## 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 29% and 86%.

## More information and contact

The call was officially launched on 20 February 2025 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 Seed Funding Team at [seedfunding@una-europa.eu](mailto:seedfunding@una-europa.eu).