

**Carleton University**  
**Horizon Europe Partnership Development Grant**  
**Application Form**

Full Name			
Faculty/Department			
Position			
Total Amount Requested	\$		
Please answer the following questions:			
1) Do you hold a full-time faculty position at the rank of Assistant, Associate or Full professor at Carleton at the time of application?	Yes	No	
2) Please confirm that you intend to submit an application to a Horizon Europe Pillar II call for proposals following this grant.	Yes	No	
3) Please indicate which of the six thematic clusters of Horizon Europe Pillar II your research fits within: <ul style="list-style-type: none"> <li>○ Health</li> <li>○ Culture, Creativity &amp; Inclusive Society</li> <li>○ Civil Security for Society</li> <li>○ Digital, Industry and Space</li> <li>○ Climate, Energy and Mobility</li> <li>○ Food, Bioeconomy, Natural Resources, Agriculture &amp; Environment</li> </ul>			
4) Indicate the goal and purpose of the grant (i.e. how the funding will be used or the stage of the proposal development): <div style="margin-top: 10px;"> <p><b>1. Network Building</b>            To establish partners in Europe or <a href="#">associated countries</a>. The grant is for meeting with potential and/or existing partners towards forming or joining a consortium on a future application. No specific call for applications or Horizon Europe Topic has been determined.</p> <p><b>2. Partner Development</b>            The research project is in development but without confirmed partners or consortium. The grant is to develop partnerships towards establishing a consortium to apply for a Horizon Europe Topic.</p> <p><b>3. Proposal Preparation</b>            For researchers who are part of a consortium applying to a Horizon Europe Topic. The grant is to prepare the proposal for submission. Note: PIs must include a letter of invitation from the consortium coordinator. Please also complete the questions on page 2.</p> <p><b>4. Other</b>            Please specify below the purpose of the grant, if it does not fit into one of the 3 categories.</p> </div>			

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**If you checked off option #3, please answer the following questions:**

1) **Topic** - Indicate which Horizon Europe Topic you will be applying to (include the Topic ID):

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2) **Deadline** - Provide the deadline of this call for proposals:

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3) **Consortium** - Provide the information of at least 2 partners in the consortium (at least one must be from an institution or organization in the EU):

**#1**

Full Name	
Organization Name	
Country	
Position/Title	

**#2**

Full Name	
Organization Name	
Country	
Position/Title	

**#3**

Full Name	
Organization Name	
Country	
Position/Title	

**#4**

Full Name	
Organization Name	
Country	
Position/Title	

**#5**

Full Name	
Organization Name	
Country	
Position/Title	

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**Instructions**

Please complete the following sections in the space provided, ensuring that you have followed the guidelines.

NOTE: Each text box allows only the stipulated maximum number of words.

- ✓ Incomplete applications will not be accepted
- ✓ Avoid using acronyms and abbreviations or explain them fully
- ✓ Failure to provide the required information could render your application ineligible
- ✓ Applicants must submit a cuResearch Approval Form

Note: The degree of conciseness and clarity in the description of the proposed research project or program may have a significant influence on the outcome of the application. **Please ensure to write in lay terms, for a multi-disciplinary review committee.**

**Summary (300 words)** Provide a summary of the activities to be funded by this grant and how they will lead to the submission of an application to a Horizon Europe call for proposals.

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**Alignment with Horizon Europe Priorities (250 words)**

Explain how your research (a) fits within one of the Pillar II thematic clusters, and (b) how it can contribute to solving global challenges, including potential impacts, stakeholders, and innovation.

**Alignment with SIP and ISP (250 words)**

Explain how your plan aligns with both Carleton's Strategic Integrated Plan and the International Strategic Plan.

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**Description of Activities (750 words)**

Provide a detailed outline of the activities to be completed under this grant, including:

- Meetings/Events: identify all meetings and events being attended, why these are important, the organizers and attendees, where and when they are taking place;
- Objectives: outline the objectives for this grant and how they will be achieved in one year;
- Schedule: provide a timeline for the one-year grant period, along with the expected timeframe for the development and submission of a proposal to a Horizon Europe call for proposals;
- Partners: describe existing relationships with researchers, partners, networks, and /or consortia and how the proposed activities will strengthen or build on these.

# Carleton University

## Horizon Europe Partnership Development Grant Application Form

### Equity, Diversity, and Inclusion Factors (300 words)

Explain how you expect considerations of equity, diversity, and inclusion (EDI) to be incorporated into the **Research Practice** (including team composition, work environment, or mentoring/training opportunities) and/or the **Research Design** (including research questions, methods, theoretical frameworks, literature reviews, analyses and interpretations, and knowledge mobilization activities) of a future proposed project. Note that Horizon Europe has a commitment to Gender Equality and each application must present a Gender Equality Plan.

For further information, definitions, and examples of EDI in research practice and design, please see SSHRC's [Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications](#), or the CRCC's [guide on best practices for federal research funding programs](#).

### Budget: Please complete the table below

Travel Costs	\$
Stipends	\$
Materials, supplies and incidentals	\$
Fees for brokerage events or conferences	\$
Other - please describe below	\$
Total Amount Requested	\$

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**Budget Justification (500 words)**

The justification must:

- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate the feasibility of the budget
- Demonstrate the economical use of funds

**Application Package**

- ✓ **Application Form**
- ✓ **CV** must include currently active and applied for research grants, publications, student supervisions and record of knowledge mobilization activities.
- ✓ **Letter of invitation from coordinator for PI with established consortium** (if applicable)

Save as SINGLE pdf file, using naming convention: **PIlastname.PIfirstname.HEPDG.pdf**.

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**Submission Steps:**

☒ Login to the [cuResearch portal](#)

- Choose “Apply New” from the top right menu, then under Section A: CORIS Awards, select “Approval Form”
- Project Info Tab: Enter your project title and SAVE
- Project Sponsor Info Tab: Click on “Add New”, then click on “Agency” and select: \*Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
- Attachments Tab: Upload your completed application package
- Approval Form Tab: complete all required fields and SAVE

“SUBMIT” on or before the deadline day. *(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” Tab.)*

Late or incomplete applications will not be accepted.