Carleton University
Horizon Europe Partnership Development Grant
Guidelines

Source: Carleton International, Office of the Vice-President (Research and International) (OVPRI).

To support the development of:

1) New or existing partnerships and networks with European Union and other "associated countries" researchers, towards forming or joining a consortium with the intent of applying to Horizon Europe Pillar II calls for proposals;

OR

2) A project proposal with an established consortium applying to a Horizon Europe Pillar II call for proposals.

About Horizon Europe Pillar II

Horizon Europe is the European Union's (EU) main research and innovation program and the world's largest, with a total budget of €95.5 billion (2021-2027). Canada joined Horizon Europe in July 2024 as an associate country under Pillar II: Global Challenges and European Industrial Competitiveness. Pillar II grant sizes typically range from €4-15 million.

Pillar II is organized into six clusters (i.e., themes); within each cluster are a number of calls for proposals with corresponding topics, which have unique criteria and deadlines. All applications must involve projects developed by a consortium (partnership of organizations across different nations, including a European member state and Horizon Europe-associated country).
For more information on Horizon Europe, see the resources at:
https://carleton.ca/ci/international-research-projects/horizon-europe-2024/

Deadline: **Friday, February 28, 2025**

Value: Maximum award is $10,000 *(See Terms and Conditions)*

Duration: Grants will be tenable for a 1 year. No extensions will be granted.

Eligibility

Principal Investigator (PI) Eligibility:
- Hold a full-time faculty position at the rank of Assistant, Associate or Full professor at Carleton University at the time of application (i.e. appointment date on or before the applicant submission deadline).*

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Subject Matter: Applications from any discipline are eligible and welcome. However, the PI's research and expertise must fit within and contribute to one of the six thematic clusters and priorities of Horizon Europe Pillar II: Global challenges and European industrial competitiveness. The six thematic clusters are:

- Health
- Culture, Creativity & Inclusive Society
- Civil Security for Society
- Digital, Industry and Space
- Climate, Energy and Mobility
- Food, Bioeconomy, Natural Resources, Agriculture & Environment

* For PIs with an established consortium: *A formal letter of invitation from the consortium coordinator is required as part of the application.*

Budget

Expenses: Expenses must be eligible under the [Research Financial Services Research Expense Guidelines](#).

- Eligible expenses include:
    - Stipends to researchers, students or postdoctoral fellows
    - Travel costs for Carleton PI and/or team member (i.e. postdoctoral fellow)
    - Research, meeting, and communications costs or other costs associated with partnership development
    - Expenses associated with the development of funding proposals in collaboration with the international partner
    - Membership fees to join and participate in working groups
    - Fees for conferences and brokerage events organized by Horizon Europe or consortia

- Non-eligible expenses include:
    - Equipment and renovations
    - Salaries of technical and professional staff
    - Expenses (such as travel and administration) on behalf of other Canadian or international universities
    - Teaching Release
    - Costs for initiatives that have alternative sources of funding
    - Costs normally covered by an organization
        - individuals who conduct research independently as part of the terms and conditions of their employment, including but not limited to researchers in academia, hospitals and research institutes

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- individuals expected to work on the funded research/activities free of charge as a collaboration as per the program and funding opportunity literature and any relevant agency agreements

Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. **Proposal of Activities**
   o Clear and detailed plan for (a) developing partnerships/network OR (b) developing a project proposal with an established consortium
   o Indication of how activities will lead to an application to a Horizon Europe Pillar II call for proposals
   o Appropriateness of the proposed timeline and probability that the objectives will be met
   o Consideration of equity, diversity, and inclusion factors in partnership and/or project development
   o Alignment with the [Strategic Integrated Plan](#) and the [International Strategic Plan](#)
   o Research and expertise fit with one of the six thematic clusters of Pillar II and contribution to solving global challenges

2. **Budget**
   o Appropriateness of the requested budget and justification of proposed costs
   o Feasibility of the budget in relation to the proposed activities and objectives

Adjudication
An eligibility review committee, chaired by Carleton International, will review applications based on the criteria above and make recommendations regarding funding.

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**.

Submission Steps

☒ Log in to the [cuResearch portal](#)
- Choose "Apply New" from the top right menu, then under Section A: Research Funding, select "Approval Form"

- <u>Project Info Tab</u>: Enter your project title and SAVE
- <u>Project Sponsor Info Tab</u>: click on "Add New", then click on "Agency" and select: *<u>Internal – Internal (Carleton) Grants/Awards</u>, select appropriate Program, and SAVE
- <u>Attachments Tab</u>: Upload your completed application package
- <u>Approval Form Tab</u>: Complete all required fields and SAVE

"SUBMIT" <u>on or before the deadline day</u>. *(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.