

HERA Joint Research Programme “Public Spaces: Culture and Integration in Europe”

Eligibility requirements

Please note that this list may not be complete since it is updated only as information becomes available to the HERA JRP Handling Agency from the participating funding agencies. It remains your responsibility to check with your national funding organisation for the most recent requirements.

This document will be updated as soon as new information is available.

Last update: 24 August 2017

Change log

Date	Details
24 August 2017	Published

General eligibility requirements

Eligibility of applicants

- Only applicants eligible to the HERA JRP PS funding organisations in the following countries can apply, irrespective of their nationality: **Austria, Belgium (Wallonia), Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.**
- Each Collaborative Research Project (CRP) must comprise at least **four Principal Investigators, each** based in an eligible university or a research institute **in a different HERA JRP PS country.**
- Depending on the national eligibility requirements, each applicant must either be considered **eligible** for funding by the HERA JRP PS country where (s)he works or apply on behalf of an organisation **eligible** for funding for a HERA JRP PS funder.
- **Please read carefully the National Eligibility Requirements available from the HERA website. If you have any queries, contact your respective national funding organisations.**
- **A Principal Investigator (PI) can participate as a PI or Project Leader (PL) in a single HERA JRP PS proposal only. If a PI is participating in more than one proposal, all these proposals will be declared ineligible and will not be evaluated.**
- **The Project Leader (PL) will be one of the Principal Investigators (PI) in the CRP and will act as coordinating partner.**
- Each CRP will be coordinated by a **Project Leader (PL)** who is responsible for the research leadership and administrative coordination of the CRP.
- The consortium partners in the participating countries in the CRP will each assign one **Principal Investigator (PI)** per institute to coordinate the administrative and financial responsibilities of the CRP at the institutional level.
- The team of each **Principal Investigator (PI)** may include a number of other senior and/or junior researchers (Project Team Members) carrying out the actual research planned.
- For each **Associate Partner (AP)** a letter of commitment must be submitted which specifies the contribution of the partner to the CRP. The contribution of these partners to the CRP's knowledge exchange potential should be well integrated in the workplan. No CVs of Associate Partners may be included in the proposal.
- The contribution of **Cooperation Partners** (researchers from non-HERA JRP PS countries) to the project must be specified in the description and planning of the CRP. For each Cooperation Partner (CP) a letter of commitment must be submitted, specifying the contribution to the project. Note that CPs cannot function as PI; CVs may not be included.

Eligible costs

- The total budget **requested** from the HERA JRP **must not exceed 1 M€ across all participating partners.**
- CRPs must be between 24 and 36 months in duration. CRPs must start by May 2019 and finish by May 2022 at the latest.
- The estimated budget must be given in **Euros only** and be tabulated according to the application template provided.

- **All costs must be eligible according to national eligibility rules.** Eligible costs will generally include direct costs such as employment costs (PL, PIs, and other Project Team Members, e.g. Ph.D. students, researchers, administrative personnel, etc.), equipment, travel and meeting costs, consumables, dissemination and knowledge transfer costs as well as the overheads. Please read the National Eligibility Requirements to verify the eligibility of specific budget items according to the rules of your national funding organisation. For any queries, please contact the person listed in section 10 for your respective national funding organisation.
- Projects will also be expected to engage in knowledge exchange activities regarding the outcomes of the CRPs. Costs for these activities must be included in the proposal in addition to the costs for research (subject to national eligibility rules). Please also see the section on knowledge exchange in the HERA JRP PS Call for Proposals (pages 4-5).
- **Associate Partners and/or Cooperation Partners** cannot themselves apply for HERA JRP PS funding. However certain costs (e.g. travel and subsistence costs for attending CRP-related events as well as subcontracting) may be reimbursed, depending on National Eligibility Requirements and National Funding Rules. Commitments from APs and CPs must be articulated in letters of commitment, and financial aspects can be recorded in the budget table in the section 'to be funded from additional funds'.
- The costs for the participation at the HERA JRP "Public Spaces: Culture and Integration in Europe" Launch, Mid Term and Final Conferences must be included in your travel cost estimates. The conferences will each be a one and a half days event taking place in one of the HERA JRP PS countries. On average for one to two days events, costs to be budgeted per person are € 850, which means that when there are four PIs and 2 APs in a consortium on average € 15,300 must be budgeted for participating in HERA JRP PS meetings. If you have numerous PIs and APs, please budget for no more than 6 people per event (launch, mid and final event) as it is likely that attendance per project will be limited.
- Recipients of HERA JRP PS funding are required to use Open Access publishing wherever possible (see section 6. Open Access in the Call for Proposals). Costs related to Open Access publishing may be eligible for funding depending on the National Eligibility Requirements relevant to the partners in the CRP.

CONTACT:

Handling Agency for the HERA JRP Public Spaces: Culture and Integration in Europe (as regards general eligibility, administrative and procedural questions)

Dr. Sander Steeman
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The Netherlands

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National eligibility requirements

National eligibility requirements are presented in the following order:

<u>Country</u>	<u>Organisation</u>
Austria	FWF
Belgium (Wallonia-Brussels federation)	FRS-FNRS
Croatia	HAZU
Czech Republic	CAS
Denmark	DASTI
Estonia	ETAg
Finland	AKA
France	ANR
Germany	BMBF/DLR-PT
Iceland	RANNIS
Ireland	IRC
Italy	MIUR
Latvia	VIAA
Lithuania	RCL
Luxembourg	FNR
The Netherlands	NWO
Norway	RCN
Poland	NCN
Slovakia	SAS
Slovenia	MIZS
Spain	MINECO/AEI
Sweden	VR
Switzerland	SNF
United Kingdom	AHRC

Austria (FWF)

FWF Eligibility Requirements for HERA JRP applicants based in Austria

FWF provides a maximum of € 500.000 for funding Austrian research projects within the HERA JRP "Public Spaces: Culture and Integration in Europe".

Who is eligible to apply?

Any researcher working in Austria who possesses the scholarly qualifications, available capacity, and the infrastructure necessary to carry out the project submitted may participate in a HERA JRP consortium as Project Leader (PL) or as Principal Investigator (PI).

Applications for stand-alone projects may only be submitted by individual natural persons. Applications from institutes, institutions or companies are not permitted.

"Independent scholars" (Selbstantragsteller) are also allowed to apply within a HERA JRP. The FWF defines an "independent researcher" as a principal investigator whose salary is to be paid from the funding provided for the project. Such arrangements are possible in cases where the applicant's main residence has been in Austria for at least three of the past ten years at the time when the application is submitted, and/or if the applicant has been working continuously as a researcher in Austria for at least two consecutive years preceding the submission of the application. The researcher must not have an existing contract of employment or any regular income exceeding the minimum living wage in Austria.

The number of ongoing/approved projects in which one researcher can serve as principal investigator is limited to **two** in the Stand-Alone Projects Programme, International Programmes, Clinical Research and Arts-Based Research Programmes. Principal investigators who already have two ongoing/approved projects will not be permitted to submit another application within those programmes until 12 months before the end of one of their ongoing projects.

The applicant's scholarly qualifications to carry out the work should be demonstrated by publications in internationally recognised journals.

- Number of publications: The applicant's number of publications should correspond to his/her career to date; however, each applicant must have at least two publications in the five years prior to submission of the application.
- Independence: The applicant's independent contribution to the publication should be visible.
- Peer review: All the publications listed (or more than half in the case of the humanities) must have been subjected to a quality assurance procedure in line with high international standards, normally meaning that the journals should be listed in the Web of Science, Scopus or the Directory of Open Access Journals (DOAJ).
- International publications: In the social sciences, the majority of the applicant's publications listed must be in English. In the case of the humanities and cognate fields a majority of publications must have wider than national reach.

What types of funding can be requested?

Only project specific costs up to a **maximum of € 400.000** (incl. general costs) may be requested; "project-specific costs" refer to personnel and non-personnel costs that are required in order to carry out the project and that go beyond the resources made available from the research institution's infrastructure.

Eligible costs:

- Eligible personnel costs:
 - Contracts of employment (Dienstvertrag) for full- or part-time employees (Post-doc positions, PhD-student positions) according to the current FWF salary scheme. Please note that the extent of employment for PhD student positions must not exceed 75% (i.e. 30 hours per week).
An annual salary adjustment of 2.5% to compensate for inflation may be requested.
 - Reimbursement for work on an hourly basis (Geringfügig Beschäftigte).
 - A part-time contract of employment (50% contract of employment for student assistants; "Studentische Mitarbeit") may be requested for researchers who have not yet completed a master's or diploma (Diplom) degree programme in the relevant subject area.
- Eligible material costs:
 - This category encompasses consumables and smaller pieces of equipment where the cost per item is below € 400.00 including VAT.
- Eligible travel costs:
 - Funding may be requested for project-specific travel and accommodation, field work, expeditions, etc.
- Eligible other costs:
 - Independent contracts for work and services
 - When planning project budgets, please observe the FWF's Open Access Policy, including Section VI, "Open Research Data". This means that it is necessary to allocate the necessary funds over the project's duration to ensure the preparation, archiving, open access and later use of research data in repositories (depending on the research field).
- Eligible general costs:
 - This category includes the costs of conference travel, dissemination activities (web site), etc., as well as smaller, unforeseen costs necessary for the project, such as repairs, student assistance, etc.
 - General costs are to be calculated as 5% of the total funding requested for the Austrian project part of the JRP. No justification for general costs has to be included in the written project description.

Ineligible costs:

- With the exception of projects submitted by "independent scholars", no personnel costs may be requested for PL and / or PI.
- Overhead costs.
- Infrastructure: This category includes all facilities that are required for the normal operations of the research institution (such as buildings, installations, communication facilities, scientific equipment considered part of infrastructure etc.).

CONTACT:

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Belgium (F.R.S.-FNRS)

F.R.S.-FNRS Eligibility Requirements for HERA JRP applicants based in Belgium

Who can apply?

The applicant must be affiliated to a university from the Wallonia-Brussels Federation (FWB). The applicant should also:

- Be a permanent researcher of F.R.S. - FNRS (Chercheur qualifié, Maître de recherches or Directeur de recherches) or;
- Hold a tenure track position (or an assimilated position including pending tenure track) within a research institution from the FWB or;
- Be a permanent research staff member of a federal scientific institution, the Royal Military School (Ecole Royale Militaire), or a research center in which case he can act as a co-promotor only (see [appendix 1 of the PDR rules](#)).

The applicant should not have reached retirement at the starting date of the project. If the applicant reaches the age of retirement in the course of the project, he should precisely describe in the proposal how the handover will be managed.

What types of funding are eligible for Belgian (FNRS) researchers?

- The maximum amount to be attributed per project is 200.000 EUR for a maximum of three years.
- The following costs are eligible:
 - **Personnel costs** can be eligible up to 50,000 per year on average for the duration of the project.
 - o The usual duration of ERA-NET research programmes is three years. However, when the project involves a PhD student, the principal investigator can apply for an additional one year funding in order to complete the four years PhD programme. This request should be submitted to FNRS six months before the end of the project, together with the written agreement from the "Comité d'accompagnement". **This final year should not be included in the budget submitted to this call.**
 - o The eligible categories of personnel are detailed below:

Categories	Occupation	
	Half time	Full time
PhD Student	n/a	x
Non postdoctoral researcher	x	x
Postdoctoral researcher	x	x
Technician	x	x
Temporary postdoctoral researcher (CTP)	n/a	x

- **Equipment** can be eligible up to 20% of the total budget of the project
- **Running costs:** travel expenses; organisation of small scientific events in Belgium; consumables and the following support costs:
 - o consumables
 - o Publication Designing (conception d'ouvrage)
 - o Dictionary Production (réalisation de dictionnaire)
 - o Purchase of Books
 - o Encoding
 - o Software Access Rights
 - o Congress Registration Fees
 - o Purchase of Computer
 - o Scanning
 - o Travel costs
 - o Visa costs
 - o Open Access publication of an article up until 500 euros (see [F.R.S.-FNRS Open Access policy](#))

Non-permissible costs:

"Overhead" is not an eligible cost. If the project is selected for funding, these costs will be subject to a separate agreement between the institution of the beneficiary and the F.R.S.-FNRS.

Funding criteria and regulations

General rules and regulations of F.R.S.-FNRS apply: www.frs-fnrs.be

CONTACT:

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Policy Officer

Fund for Scientific Research-FNRS

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Croatia (HAZU)

HAZU Eligibility Requirements for HERA JRP applicants based in Croatia

Who can apply?

- PL/PI* must hold a Ph.D. degree from the humanities;
- Other project members can have a Ph.D. from other scientific disciplines, but their research must be closely connected to the humanities;
- PL/PI should have at least 3 years of experience after Ph.D. (usually assistant professor/research associate level);
- PL/PI** must be supported by a legally established host institution (institution entitled to receive the HERA JRP grant on behalf of the PI/PL) and must be permanently employed;
- Other project members must also be employed, either permanently or on a fixed-term contract, by the host institution. For the purpose of the project, project members from other institutions must conclude an agreement with the host institution.

All project members must provide a letter of the institutional support with all information as above. The letter should also indicate that PL/PI would devote 40% of their work time to the research on the HERA project.

*Exceptionally PL/PI holding a Ph.D. from other disciplines will be allowed, under circumstances that the proposed project is exclusively humanities-led.

**Exceptionally PI can be a person holding a fixed-term employment contract, but s/he has to be strongly supported by a host institution to apply for the HERA JRP PS project as a PI.

What costs are eligible for Croatian researchers?

The maximum budget available for an individual project is € 160.000,00.

ELIGIBLE PERSONNEL COSTS***

Personnel costs should/can include:

- gross salary (bruto 2)
- allowance for the transport and/or other allowances
- costs of the doctoral studies (for Ph.D. student(s))
- additional honorarium in the amount of up to 10% for researchers (other than researchers employed exclusively on the HERA projects)
- personnel costs for a project manager (either part or full time employment)

*** All personnel costs have to be calculated in accordance with the valid national legislation and checked at the financial department of the host institution. The calculations for newly employed researchers should follow the financial grades for assistants (for Ph.D. students) or postdoctoral researchers (for postdocs). Legal and/or HR department of the host institution should be contacted for the employment regulations.

OTHER ELIGIBLE COSTS

- all costs related to travel (accommodation, transport, daily allowances, registration fees), incl. the costs for the participation at the HERA JRP "Public Spaces: Culture and Integration in Europe" Launch, Mid Term and Final Conferences for PL and PI(s) and non-academic associated partners (AP). Calculations for travel provided in the general part (guidelines for applicants) of the call should be respected.
- meeting/seminar/conference organizational costs (rents of the venue and/or technical equipment, consecutive/simultaneous translations, catering);
- subcontracting costs for the above listed organizational services (should be justified);
- all costs related to the field work;
- all joint publication costs (incl. editing and translation costs). Open Access publishing is especially encouraged. Costs related to the OA should be included in the budget;
- research results dissemination, knowledge transfer;
- consumables;
- equipment (computers, lap tops, cameras, etc.);
- all other material costs related to research.

ELIGIBLE INDIRECT COSTS

- Overheads - up to 10% of all costs

Overheads costs should cover all costs for gas/electricity/water/telephone/internet related to the project, employment advertisements, costs related to public procurement (if needed), financial services costs, etc.

INELIGIBLE COSTS:

- All costs not listed above

The proposed project should not be financed from any other domestic or foreign source. All budget items must be justified and provided for eligibility. Consumables, equipment and material costs should be made during the period of the project duration.

APPLICANTS ARE ADVISED TO CONTACT THE NATIONAL CONTACT POINT FOR THE PRE-ELIGIBILITY CHECK.

CONTACT:

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NCP for HERA
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Czech Republic (CAS)

CAS Eligibility Requirements for HERA JRP PS applicants based in the Czech Republic

Maximum national funding available: EUR 495.000

Maximum amount of funding which may requested per application: EUR 165.000

Who can apply?

To participate in a HERA JRP PS consortium as **Project Leader (PL)** the applicant must be at the level of a senior researcher and must prove a sound academic record.

To participate in a HERA JRP PS consortium as **Principal Investigator (PI)** the applicant may be at any career stage and must hold a PhD degree or equivalent qualifications.

What types of funding are eligible for Czech researchers?

Only project specific costs may be requested, i.e. personnel and non-personnel costs that are essential to realization of the project and that go beyond the resources made available from the research institution's budget.

What are eligible costs for Czech researchers?

- Eligible personnel costs: (maximum project duration 3 years)
 - One or more junior researcher and/or postdoc who holds PhD or equivalent
 - One or more senior researcher
- Eligible material and other costs:
 - Travel & accommodation costs, conference fees
 - Costs associated with knowledge transfer
 - All joint publication costs (incl. editing and translation costs)
 - Costs associated with OA publishing (contact CAS for eligibility costs)
 - Overhead/administration expenses (cost of institutional overheads may be included at a rate of up to 15% of overall eligible direct costs *excluding* equipment & material costs)
 - Equipment expenses (contact CAS to check eligibility of proposed equipment costs)
 - Other material costs (contact CAS to check eligibility of proposed material costs)

The proposed project should not be financed from any other domestic source.

All budget items must be fully justified and explained in detail.

NATIONAL CONTACT POINT:

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Czech Academy of Sciences
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Czech Republic

E-mail: vostal@flu.cas.cz

Denmark (The Independent Research Fund Denmark)

Eligibility Requirements for HERA JRP applicants based in Denmark

Who can apply?

To participate in a HERA JRP CRP consortium as Project Leader (PL) you must be at the level of a senior researcher.

To participate in a HERA JRP CRP consortium as Principal Investigator (PI) you may be at any career stage beyond being awarded a PhD or equivalent qualifications.

What are eligible costs?

Maximum amount to be funded per project is 240.000 € including overhead.

You may apply for funding to cover expenses that are directly attributable to the suggested project and which are relevant and necessary in order to carry out the project, such as

- Scientific/academic salaries (incl. salaries for PhD-students and postdoctoral scholarships and foreign visiting researchers)
- Technical/administrative salaries
- Equipment expenses
- Operating expenses (e.g. for data collection, hosting of scientific conferences, seminars etc.)
- Overhead/administration expenses.

Calculation of overhead/administration expenses must follow the rules applied by The Independent Research Fund Denmark, i.e. grants administered by Danish state institutions, including Danish universities, subject to the rules regarding grant-funded research activities in the Danish Ministry of Finance's budget guidelines ("*budgetvejledning*"), are to include an overhead contribution of 44 per cent of the Research Council's share of the direct expenses.

For other Danish public institutions, including regional and municipal institutions, 3.1 per cent of the direct expenses may be calculated for administration expenses.

Funding criteria:

The Independent Research Fund Denmark's rules for budgeting etc. are described in the IRFD 'Call for proposals A2017 and S2018': <http://ufm.dk/en/research-and-innovation/funding-programmes-for-research-and-innovation/calls/2017/call-autumn-2017.pdf>

CONTACT:

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Estonia (ETAg)

Eligibility Requirements for HERA JRP applicants based in Estonia

National Eligibility Criteria of research project proposal in international calls

Estonian Research Council (hereafter The Council) funds basic and applied research. Applied research is funded only as far as it is not refer to product development with commercial value and for marketing purposes.

A grant or research support is the allocation of funds by the Council for a specified purpose to carry out research work and the grant shall be awarded within an open competition.

1. Participants in the grant project

1.1. Principal Investigator Principal Investigator is the applicant of the grant, to whom the grant has been allocated within an open competition and who shall be responsible for the use of the grant for specified purpose and for the productive realisation of the grant project. The Council shall enter into **a grant agreement with the** Principal Investigator.

1.2. The Principal Investigator

- 1.2.1. Must possess either the Estonian nationality or citizenship or be a permanent resident of Estonia.
- 1.2.2. Has a updated profile in the Estonian Research Information System (ETIS).
- 1.2.3. Has as a rule entered into an employment relationship with the legal person (hereinafter Institution), which is the basis of the realisation of the grant project and through which the grant shall be allocated to the Principal Investigator.
- 1.2.4. Must be a holder of the doctoral degree of Estonia or an equivalent academic degree (both awarded by the deadline of submission of the grant application, at the latest).
- 1.2.5. Must have published within the last five years prior to the proposal's submission deadline at least three publications, which comply with the requirements of clauses 1.1 of the classification of publications of the ETIS, or at least five publications, which comply with the requirements of clauses 1.1, 1.2, 2.1 and 3.1 of the classification of publications of the ETIS; international patents are equalised with publications of clause 1.1.; the monographs are equalised to each author with three publications mentioned in clause 1.1 if the number of its authors is three or less. If the applicant has been on the parental leave or in the compulsory military service within these last five years, the deadline of the publication requirement shall be extended by the time stayed on the parental leave or compulsory military service

1.3. **The main participant of the project** is a person who participates in the substantial performance of the project. The main participant of the project shall either possess at least the master's degree or the respective qualification and must have published at least one publication within the last three years prior to the proposal's submission deadline, which comply with the requirements of clauses 1.1, 1.2, 2.1 or 3.1 of the classification of publications of the ETIS; or be a doctoral candidate.

2. Budget

- 2.1. A budget of proposal shall consist of the research expenses and the overhead costs of the institution, through which the grant project is to be carried out.
- 2.2. The research expenses consist of personnel costs (incl. scholarships), travel costs, other direct costs and subcontracting costs. The expenses on research are clearly required to carry out the project and respectively identifiable.
- 2.3. **Remuneration** may be only paid out of the grant to the Principal Investigator, main participants in the project and auxiliary staff according to the time they participate in the grant project and

their total salary cost for Institution.¹ Double funding of activities already have contributions is not acceptable.

- 2.4. **Scholarship** equal to the state grant may be paid out of the grant to doctoral candidates not paid any salary by Institution. The scholarship for a doctoral candidate may not exceed 422 euros a month. The scholarship of the doctoral candidate along with the State education allowance may not exceed 622 euros a month. Should a doctoral candidate participate in several projects financed by the Council, the total amount of the scholarship received from different projects may not exceed the aforementioned amount. It means that maximum of the scholarships per doctoral candidate is annually 5064 euros.
- 2.5. **Travel costs** cover expenses for transport, accommodation and daily allowances (except in case of internal travel).
- 2.6. Subcontracting costs cover generally only additional or complementary tasks (e.g. costs for translation, analyses, etc.) to the third parties. Core project research tasks should not be subcontracted. Subcontracting costs may not exceed 10% of the total costs.
- 2.7. Other direct costs are:
 - 2.7.1. Consumables related to the project
 - 2.7.2. Costs for publishing and dissemination of project results (fair distribution of costs between partner should be followed);
 - 2.7.3. Costs for organising the meetings/seminars/conferences (only in Estonia)
 - 2.7.4. Fees for participating in scientific forums and conferences;
 - 2.7.5. All other costs which are clearly required for the implementation of the project and respectively identifiable.
- 2.8. Overhead costs of the institution must not exceed a maximum of 20% of eligible direct costs and should be cover general expenses of the institution.
- 2.9. Costs for equipment and services intended for public use (copying machine or printer publicly used, phone bills, copying service, etc. shall be covered from the overhead fee.
- 2.10. Participants' personal expenses or expenses not directly related to the project are not eligible.
- 2.11.

3. Human research or animal tests

- 3.1. If a human research or animal tests are intended in the research project, the positive resolution of the Ethics Review Committee or Animal Testing Project Permits Committee with respect to the performance of the project addressed to the Council shall be submitted before the funding decision is made.

CONTACT:

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¹ comprising basic monthly salary plus social security charges and other statutory costs

Finland (AKA)

AKA Eligibility Requirements for HERA JRP applicants based in Finland

General guidelines of the Academy Projects funded by the Academy of Finland apply to applicants based in Finland. Please see the Academy of Finland September 2017 Call text at <http://www.aka.fi/en/funding/how-to-apply/call-texts/> for further information.

Applicants are strongly encouraged to contact the HERA national contact point at the Academy of Finland (contact details below) before submitting their proposals.

Who can apply?

Project leaders (PL) or principal investigators (PI) of HERA JRP PS projects must have the qualifications of a professor or adjunct professor (docent). The funding is granted primarily to teams of researchers with doctoral degrees.

Funding is granted to be used at a site of research (typically a university or a research institute) based in Finland. Applicants are required to have a close connection to Finland to support the implementation of a multi-year project. The connection must be made clear in the proposal. Funding may be granted to a foreign site of research only in exceptional cases, such as in the case of international research infrastructure projects. Researchers who have been granted funding may however work outside Finland during their funding period.

What are eligible costs for applicants based in Finland?

Funding can be used to cover both direct and indirect research costs of the research team arising from, for example, the following:

- the research team's work (salaries)
- research costs
- travel
- national and international collaboration and mobility
- preparation of international projects
- publishing costs (e.g. open access publishing: gold open access or hybrid open access).

The salary costs of the PL/PI for project management can be included in the total project costs for approximately 1.5 months per year. The PL/PI can also be granted funding for salary costs for research for a maximum of 12 months, but only for well-substantiated research-related reasons which must be clearly presented in the proposal.

Guidelines for project budgets for sub-projects based in Finland

- Full cost model applies to project budgets. Requested funding may come to no more than 70% of the total costs of a sub-project.
- Maximum amount of funding which can be requested per sub-project is € 240.000 (no more than 70% of total costs). Maximum amount of national funding available for sub-projects in Finland is € 480.000.
- Budgets must be drawn out using the indirect employee costs, the overheads, and the coefficient for effective working hours applied by the site of research at the time of application submission (check the percentages and coefficient figures with your organisation).

Examples of budgets for sub-projects based in Finland are available from the HERA national contact point.

CONTACT:

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France (ANR)

Eligibility Requirements for HERA JRP applicants

Who can apply?

Researchers applying through organizations eligible to ANR funding under the provisions of the ANR's *Règlement financier* (Cf. <http://www.agence-nationale-recherche.fr/RF>)

What are the eligible costs for researchers in your country?

Standard national rules apply, including for overheads. Staff costs, travel costs, outsourcing, equipment costs and other costs are eligible under the provisions of the ANR's *Règlement financier* (Cf. <http://www.agence-nationale-recherche.fr/RF>)

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Germany (BMBF)

BMBF Eligibility Requirements for HERA JRP Public Spaces applicants based in Germany

Preliminary note

Generally, any researcher from a German institution funded within a HERA JRP project must comply with the habitually used regulations for scientific funding of the German Ministry of Education and Research (BMBF). These regulations (those valid for projects on Ausgabenbasis are: Richtlinien für Zuwendungsanträge auf Ausgabenbasis, ANBest-P, BNBest-BMBF 98; those valid for projects on Kostenbasis are: Richtlinien für Zuwendungsanträge auf Kostenbasis, Merkblatt Vorkalkulation für Zuwendungen – Kostenbasis, NKBF 98) can be found on:

https://foerderportal.bund.de/easy/easy_index.php?auswahl=easy_formulare&formularschrank=bmbf

If there are explicit regulations within the HERA JRP which do not correspond with the BMBF-regulations HERA JRP rules prevail. For example, funded projects have to follow the given HERA-reporting rules (but may have to answer national eligibility questions in case of doubt).

German national eligibility as to who may apply and which costs are eligible should be checked with the HERA contact persons at DLR Project Management Agency before a consortium submits the HERA JRP Outline Proposal to the HERA JRP electronic proposal submission system. If a consortium is invited to submit a Full Proposal, the German Principal Investigators (PI or PL) have to deliver a stamped commitment letter from the appropriate authorities of their university/research institution: Officially, it's not the researcher but his/her institution that applies.

Who can apply?

Any scholar working in Germany for universities (Universitäten and Fachhochschulen), research institutions or museums, research libraries and archives who has reached at least post-doc level at the moment of application and is able to produce scientific contributions for a Collaborative Research Project (CRP) and who has proved his/her scientific capacity in prior publications. Applicants who have these necessary qualifications, the required institutional infrastructure and sufficient free capacity to carry out the project for which support is requested, may participate in a HERA JRP CRP consortium as Project Leader (PL) or as Principal Investigator (PI). Applications from independent scholars are not admitted.

What types of funding are eligible for German researchers?

Only project specific costs may be requested, i.e. personnel and non-personnel costs that are essential to carry out the project and that go beyond the resources made available from the research institutions so-called "infrastructure".

Eligible personnel costs

Personnel costs are costs for scientific or administrative personnel and for other supporting staff (temporary employees etc.) to the extent they are employed on the research project. Double funding is prohibited.

Eligible are:

- Contracts of employment (Dienstvertrag) for full- or part-time employees in PL or PI position. Any institution that employs researchers who want to participate as active investigators in PL or PI position may request costs to finance their absence.
- Contracts of employment (Dienstvertrag) for full- or part-time employees (Post-doc positions, PhD-student positions, administrative positions).
- Reimbursement for work on an hourly basis (Geringfügig Beschäftigte / Hilfskräfte).

Eligible material and other costs:

- Events:

In general, all costs directly related to the preparation and the implementation of events like workshops, conferences etc. are eligible. Costs for the events should preferably be requested by the partner in the hosting country.

- Travel:

Travel and accommodation costs are eligible. Occurring costs must be appropriate, i.e. they have to correspond with travel costs for comparable personnel in Germany (cp. Bundesreisekostengesetz, BRKG). Journeys to non-European countries must be announced in the proposal to be eligible.

- Consumables and supplies:

Any consumables necessary for the implementation of the project may be considered as direct eligible costs. Consumables are only eligible costs under the project if bought during the project period.

- Costs for infrastructure and durable equipment:

BMBF does not finance infrastructure or basic equipment at research institutions. This category includes all facilities that are required for the normal operations of the research institution (such as buildings, installations, communication facilities, scientific equipment considered as infrastructure, workplace & equipment and so on).

- Subcontracting:

The general rule is that applicants shall implement the CRP and shall have the necessary resources to that end. However, as an exception certain parts that are not "core" parts of the project may be subcontracted. Subcontracting will only be eligible for support services like rent of locations, translation costs, costs for technical equipment in the context of the organisation of events or printing services etc.

Eligible indirect costs:

- In Germany institutions are not allowed to charge overheads (a certain percentage of the eligible costs as indirect costs). However, applicants may request the concrete costs mentioned above (consumables, other costs etc.). Alternatively, they may request up to 10% of the personnel costs as a lump sum (see p.7 / point 0842 in Richtlinien für Zuwendungsanträge auf Ausgabenbasis).
- So-called "grundfinanzierte Einrichtungen" - institutions publicly funded e.g. on federal, provincial or municipal level (except for universities) - may claim an infrastructure flat rate of up to 10 % of personnel costs. (Exact details see p.7 / point 0842 in Richtlinien für Zuwendungsanträge auf Ausgabenbasis).

- Universities (Universitäten and Fachhochschulen) where HERA-research projects are realised may receive a general contribution (Projektpauschale) amounting to 20% of total eligible costs of the funded project (see p.8. / point 0865 in Richtlinien für Zuwendungsanträge auf Ausgabenbasis).

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Iceland (RANNIS)**RANNIS Eligibility Requirements for HERA JRP applicants based in Iceland**Who can apply?

Senior researchers who have acquired recognized experience in research and the management of large research projects may participate in a HERA JRP CRP consortium as Project Leader or as Principal Investigator. Principal Investigators (PIs) must have completed their graduate studies at an accredited university.

Researchers not formally affiliated with an institution recognised by RANNIS may be part of a HERA JRP consortium but can not function as formal project leader (PL) or principal investigator (PI).

What are eligible costs for Icelandic researchers?

- Eligible personnel costs: (maximum project duration 3 years)
 - one or more PhD(s)
 - one or more Postdoc(s)
 - one or more senior researcher(s)

- Eligible material costs are e.g.:

At CRP level (will be administrated by the PL)

- Travel & accommodation & meeting costs
- Costs for knowledge transfer
- All joint publication costs (incl. editing and translation costs)

At national PI level, the following costs are eligible

- Other material costs (contact RANNIS to check eligibility of proposed material costs)

In accordance with the RANNIS-Icelandic Research Fund Rules and Guidelines overhead and facilities are recognized as eligible cost up to 25% of total cost of the project, excluding contracted services and equipment cost.

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Ireland (IRC)

IRC Eligibility Requirements for HERA JRP applicants based in Irish Institutions

Who can apply?

Project Leaders (PL) and Principal Investigators (PI) shall be full-time members of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 and/or in receipt of public funding as approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Applications will also be accepted from permanent members of the academic research staff at the Economic and Social Research Institute (ESRI) and the Dublin Institute for Advanced Studies (DIAS).

Researchers not formally affiliated with an institution recognised by IRC may be part of a HERA JRP consortium but cannot function as formal project leader (PL) or principal investigator (PI).

Eligible costs:

Eligible personnel costs for the purpose of the HERA JRP must be sought at agreed national rates. These are available at: <http://www.iaa.ie/research-innovation/researcher-salary-scales/>

Total personnel costs must not exceed the following limits over the **maximum project duration**

- one or more Postgraduate / PhD Candidate(s):
maximum eligible costs per person € 93,000
- one or more Postdoctoral Fellow(s):
maximum eligible costs per person: € 160,000
- one or more senior researcher(s):
maximum eligible costs per senior researcher (replacement costs) € 126,000

Eligible material costs can include:

- Travel & accommodation & meeting costs
- Costs for knowledge exchange
- All joint publication costs (incl. editing and translation costs)
- Other material costs, equipment where justifiable
- Consumables

The cost of institutional overheads may be included at a rate of up to 20% of overall direct costs less equipment.

Please note that applicants must contact the IRC prior to the submission of their proposal.

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Italy (IT)

MIUR Eligibility Requirements for HERA JRP applicants based in Italy

Who can apply?

1) Type/nature of participants

According to art. 60 of the Decree-Law n. 83/2012 and art. 5 of its implementing Ministerial decree 593/2016, the following entities are eligible, providing that they have stable organization in Italy: universities, research institutions, research organizations in accordance with EU Reg. n. 651/2014 of the European Commission - June 17, 2014. Applications from independent scholars are not admitted.

Each PI can participate to only one proposal.

2) Legal/administrative/financial conditions:

The participant must not be defaulting with regard to other funding received by the Ministry.

The participant must not have requested/got any other funding for the same research activities.

The participant must respect the Italian law "D.Lgs. n 159 del 6/09/2011 e successive modificazioni ed integrazioni"

3) Financial conditions

For any participant, with the exception of public universities and public research institutions (Enti pubblici di ricerca), the following financial criteria, calculated using the data reported in the last approved balance sheet, must be fulfilled:

$$CN > (CP - I)/2$$

Where:

CN = net assets (Capitale netto)

CP = sum of the costs of all the projects for which public funding has been requested by the participant during the year

I = sum of the contributions received, approved or requested for the same projects

$$OF/F < 8\%$$

Where:

OF = financial charges (Oneri finanziari)

F = turnover (Fatturato)

What costs are eligible for Italian researchers?

All activities classifiable as Basic research are eligible for funding.

All costs incurred during the lifetime of the project under the following categories are eligible: Personnel, Equipment, Subcontracting, Consumables and Overheads (no more than 50% of the personnel costs).

Funding level

70% of all eligible costs.

The maximum amount of funding allowed per project is € 150.000, independently of the number of Italian partners participating to the project.

On request of applicants, a pre-payment may be done, equal to:

- 80% of the total contribution for public entities
- 50% of the total contribution for private entities

The remaining part of contribute will be paid in instalments after each financial and progress reporting period.

Additional forms

In addition to the project pre-proposal, which shall be submitted at European level, the Italian participants are requested to submit further documentation to MIUR, through the national web platform, available at the following link: <http://banditransnazionali-miur.cineca.it> (the web platform will be opened after the launch of the call)

These national additional documents must be submitted by the same deadline established for the pre-proposal phase in the international joint call.

Any participant who does not submit its national documents by the pre-defined deadline will be considered not eligible for funding.

It is strongly recommended to contact the National contact person already in early stage of project preparation.

The admission for funding is subject to the adoption of the necessary accounting and administrative measures for the allocation of the resources.

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Latvia (VIAA)

VIAA Eligibility Requirements for HERA JRP applicants based in Latvia

Who can apply?

Following legal persons (as defined under the Latvian law) as project partners are eligible for funding:

- R&D institutions - research institutes, universities, higher education establishments, their institutes and research centres etc.
- Enterprises and companies.

R&D institutions (research institutes, universities, higher education establishments, research centres etc.) must be listed in the Registry of Research Institutions operated by the Ministry of Education and Science of the Republic of Latvia.

Private entities must be registered in the Registry of Enterprises of the Republic of Latvia and provide most of its R&D&I activities in the Republic of Latvia.

What are eligible costs for Latvian researchers?

- Direct costs:
 - Personnel costs, incl. social tax for PI and research team members;
 - Consumables;
 - Subcontracts and external services - up to 25% from direct costs, needs detailed justification. Includes all publishing and patenting costs, knowledge engineering and dissemination services;
 - Equipment (only depreciation costs attributable to the project);
 - Travel (according to the travel plan);
- Indirect costs (up to 25% of the direct costs exempting subcontracting and external services).

Project core activities cannot be subcontracted.

Educational activities are not supported.

Funding

Maximum of 70 000 euros per project year (at least 12 months long) can be requested by each project partner (which makes 210 000 EUR as maximum grant amount for a partner for a 3-year project) At maximum two partners from Latvia are allowed per project. Project duration can be up to 36 months.

Funding and support for project is provided according to Provisions No 259, 26/05/2015 of the Latvian Cabinet of Ministers <https://likumi.lv/ta/id/274671-atbalsta-pieskirsanas-kartiba-dalibai-starptautiskas-sadarbibas-programmas-petniecibas-un-tehnologiju-joma> and they should be respected without any exceptions.

National co-financing rate for project shall be determined in accordance with the Commission's Regulation (EC) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the common market in application of Articles 87 and 88 of the Treaty (General block exemption Regulation).

The grant will be awarded only after the following steps are accomplished:

- the submitted project proposal with an eligible Latvian partner is in accordance with the criteria indicated in the present document;
- the respective project proposal is selected for the award by the HERA JRP Board after the transnational evaluation procedure;
- the project Consortium Agreement is signed and presented to VIAA.

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Lithuania (RCL)

RCL Eligibility Requirements for HERA JRP PS applicants based in Lithuania

Who can apply?

Researchers from or together with Lithuanian higher education and research institution (which is listed in the Register of Education and Research Institutions) may participate in HERA JRP PS consortia. The applicant who intends to act as a Lithuanian project leader (PL) has to be a scientist (researcher holding at least a Ph.D. degree). A person, acting as a PL or principal investigator (PI) can participate only in one proposal per Call.

What are eligible costs for Lithuanian researchers?

Eligible direct costs for Lithuanian researchers:

- Personnel
- Subcontracting
- Consumables
- Travel and Subsistence
- Equipment
- Other

Overheads:

- Up to 30% of Personnel and Subcontracting costs.

The workload of the PL or PI of Lithuanian team must be at least 20 hours multiplied by the duration of the project in months.

One project can require up to € 68 000 for a maximum of up to 36 months in Lithuania. If there is more than one participating Lithuanian institution in the same project the amount of € 68 000 should be distributed among them.

Links to further information or documents:

This is not a comprehensive list of requirements for the Lithuanian participants. All national rules are presented in Lithuanian language in the call text and Rules for Financing ([*Lietuvos mokslo tarybos mokslo ir sklaidos projektų konkursinio finansavimo bendrosios taisyklės*](#)) and related legislation.

Recipients of HERA JRP PS funding are required to use Open Access publishing wherever possible. Costs related to Open Access publishing may also be eligible for funding ([*Atvirosios prieigos prie mokslo publikacijų ir duomenų gairės*](#)).

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Luxembourg (FNR)

FNR Eligibility Requirements for HERA JRP applicants based in Luxembourg

Who can apply?

Funds provided by FNR in the framework of HERA project funding are aimed at beneficiary organisations as specified in article 3.2 of the law creating the FNR (version 27.8.2014). Researchers not formally affiliated with an institution eligible at the FNR may be part of a HERA JRP consortium but cannot function as formal project leader (PL) or principle investigator (PI). Non-academic partners may be part of a HERA JRP consortium as Associated Partners but cannot function as formal Project Leader (PL) or Principle Investigator (PI).

The PI must be employed at an eligible beneficiary organisation at the time of the start of the project and for the full duration of the research project. The PI must be an experienced researcher who holds a doctoral degree. Exceptions to this rule might be accepted upon prior written request. Please consult the FNR requirements for PI's <https://www.fnr.lu/fnr-beneficiaries/how-we-fund-research/> .

A copy of each submitted application (outline and full proposal) via the HERA website must be sent for information to FNR within 5 working days after the deadline.

What are eligible costs for Luxembourgish researchers?

Personnel costs (maximum project duration 3 years)

The payroll costs of all staff (including PhDs), full or part-time, who work on the project, and whose time can be supported by a full audit trail may be included. The need for such staff should be justified in the application form. Additional costs (overhead, consumables, etc.) for PhD students are eligible project costs. Possible PhD extension periods (of up to 1 year) have to be included at application submission stage. The FNR will not cover costs of persons already funded by the State or by other funding sources.

Other sources of funding for PhDs can be institutional funds or AFR grants. The FNR encourages the involvement of (Bachelor or Master) students in the project in order to strengthen their interest in research.

The FNR will only finance the profiles of the personnel indicated in the budget sheets of the application and changes of profile (e.g. Post-doc to technician) have to be requested in writing in advance and receive formal approval by the FNR.

Lump sums for staff categories may be used provided these are based on a real-figure calculation (which must be added and explained in the application form).

The FNR expects project staff to use timesheets so that their actual time is recorded against a project to form the basis of the costs charged. Where a person is contracted to work 100% of their time on a single project (whether they are working full-time or part-time), timesheets are not necessary as their costs can only be charged to that activity. In all other cases, timesheets or project time records are required. This includes those who may be contracted to work on two or more projects, since it is essential when charging to have a means of recording and verifying the actual time applied to each activity.

Equipment

The FNR will only finance equipment listed in the original proposal. Additional equipment has to be requested in writing in advance and receive formal approval by the FNR.

Consumables

The applicant needs to indicate the nature of the consumables and justify the estimation of the total costs. Lump sums for various consumable categories may be used provided these are based on reasonable assumptions.

Travel Costs

The FNR will cover the real expenses for travel, subsistence and conference fees. Expenditures should be in accordance with an institution's own regulations.

To avoid administrative burden at submission and in order to give the applicant team the necessary flexibility, the budget for travel expenses, subsistence and conference fees is calculated on a lump sum basis: 2000 € per year and per 12 person*months (in relation to the total project effort).

If the project team requires a higher budget for travel, please justify in detail the amount.

Subcontracting

This line provides for expenditure on services provided by subcontractors. Contracting partners may subcontract specific services (limited in time) which are essential for the project but do not represent core elements of the project work which cannot be directly assumed by one of the contracting-partners and where this proves necessary for the performance of their work under the project. In case the subcontracted service fulfils these criteria, please describe the service, indicate the price (market price) and specify the reason why you resort to a third service in the application form:

Why an expert or technical assistance is needed.

How many hours" work the subcontractors are expected to provide.

All covered costs, must be substantiated.

Indirect Costs

Overhead

This heading may provide for ongoing expenses which cannot be attributed to any specific activity, but are still necessary for the action to be realised.

Overhead expenses may include, but are limited to 25%, accounting, advertising, depreciation, indirect labour, insurance, interest, legal fees, rent, repairs, supplies, taxes, telephone, travel and utilities. Overhead costs may not include depreciation costs of large equipment having been completely funded by FNR in other previous programmes. Overhead costs have to be reasonable and based on an auditable calculation in order to guarantee proper audit trail. Overheads must be identifiable and justified by the accounting system of the participant as being incurred in direct relationship with the eligible direct costs attributed to the project. Indicate the method of calculation in relationship with the eligible direct costs (i.e. as a rate calculated with respect to total personnel costs).

Other costs

VAT is not an eligible cost in case the institute can reclaim VAT from the Luxembourg tax authorities in conformity with Luxembourg indirect tax regulation.

Costs for knowledge transfer are eligible.

The FNR attaches great importance to the impact of research outputs on science, industry, policy making and society in general. To maximise the possibilities for impact of research outputs, results from FNR-(co)funded research are expected to be disseminated via high-quality, peer-reviewed publications that are made freely available to any potential reader or user with access to the internet.

<https://www.fnr.lu/fnr-beneficiaries/how-we-fund-research/> see link FNR Open Access Policy.

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The Netherlands (NWO)

NWO Eligibility Requirements for HERA JRP applicants based in the Netherlands

Who can apply?

The proposed research must fall within the remit of the Humanities, as defined in the NWO Humanities list of discipline codes at <http://www.nwo.nl/en/documents/gw/gw---discipline-code-list>. Senior researchers in the [Humanities](#) who are employed at Dutch universities or NWO and KNAW institutes may participate in a HERA JRP PS consortium as Project Leader or as Principal Investigator. Note that the employment can be a tenured appointment or a temporary appointment for the duration of the application process and the research project. Article 1.1 of the [NWO Grant Rules 2017](#) states from which Dutch organisations a funding proposal to NWO can be submitted.

Researchers not formally affiliated with a research institute recognised by NWO (e.g. museums) may be part of a HERA JRP consortium as project team members but cannot function as Project Leader (PL) or Principal Investigator (PI).

What are eligible costs for Dutch researchers?

The total Dutch budget available for the HERA JRP PS call is € 1,500,000. The maximum funding per project which can be requested from NWO for the Dutch element of a consortium is € 250,000. If the total Dutch project budget exceeds € 250,000, (institutional or third-party) co-financing must be committed at the time of submitting the application by including signed commitment letter(s) in the application (section iv.). The amount of co-financing must also be specified in the budget table ('to be funded from own/organisational funds' or 'to be funded from additional funds').

All budget items must be specified and justified in the Excel budget table and in section iii. of the Proposal.

Eligible personnel costs (maximum project duration 3 years):

- For temporary academic personnel (PhD, postdoc), the personnel costs will be funded in accordance with the most recent version of the [VSNU contract Agreement for Funding Scientific Research](#) (salary tables 1-7-2017: [postdoc](#) 1.0 FTE for 3 years € 215,095; [PhD](#) 1.0 FTE for 3 years € 168,581).

A benchfee of € 5,000 may be requested for each of the postdocs or PhDs in the project consortium for participating in international conferences and/or summer schools.

- For senior permanent staff a Replacement Grant may be applied for. Replacement grants are based on standard amounts. The maximum amount that may be requested for the entire research project is € 50,000 for an exemption of 0.5 FTE for a duration of 24 months or 0.33 FTE for a duration of 36 months. Lesser exemptions will be calculated proportionally. For example, the maximum that may be requested for an exemption corresponding to 0.5 FTE for a duration of 12 months is € 25,000. The maximum Replacement Grant may be distributed over up to three persons.

Eligible material costs are e.g.:

- Costs for organizing project meetings and workshops (venue, travel and accommodation and subsistence costs);
- Costs for knowledge exchange and valorisation activities;
- Joint publication costs (incl. editing and translation costs) – please note that Open Access publishing is required wherever possible;
- Other material costs (contact NWO to check eligibility of proposed material costs).

In accordance with the NWO-VSNU agreement, the non-staff costs exclude infrastructure costs (accommodation, office automation, books, i.e. costs of facilities which can be regarded as part of the normal infrastructure for the discipline concerned) and overheads. As no overhead costs will be reimbursed, this means that in the official budget form, at overhead "0" must be filled in.

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Norway (RCN)

RCN Eligibility Requirements for HERA JRP applicants based in Norway

Maximum national funding available for this call: € 1 mill.

Maximum amount of funding which may be requested per application: € 250 000

Who can apply?

Researchers at Norwegian universities, university colleges or other Norwegian research institutions recognised by RCN² may participate in a HERA JRP consortium as Project Leader (PL) or as Principal Investigator (PI). See more about general application requirements: [General application requirements](#) and [Researcher project](#)

What are eligible costs for Norwegian researchers?

Eligible personnel costs:

National requirements for personnel costs are described on RCN's website:

http://www.forskningradet.no/Payroll_expenses_and_rates

Rates: https://www.forskningradet.no/en/Rates_for_fellowship_grants

- Payroll expenses for researchers:
 - *Applicants from universities and university colleges:* For budgeting of payroll costs and indirect expenses for researchers the rate for the lump-sum allocation for post-doctoral research fellowships can normally be used, see table below for rates.
 - *Applicants from independent research institutes:* Payroll and indirect expenses are to be calculated together as hourly rates for groups of R&D personnel. The hourly rate is to be established by the individual research institute and must reflect the actual costs based on efficient operations.
- Postdoctoral research fellowship: Lump-sum allocation, see table below for rates
- Doctoral research fellowship: Lump-sum allocation, see table below for rates

Rates/lump-sum allocation for fellowship grants and researcher positions (**in HERA applications all costs must be given in Euros**):

Grants/position	Rate 2017	Rate 2018	Rate 2019	Rate 2020
Doctoral and post-doctoral research fellowships and researcher positions	NOK 1 039 000 per year	NOK 1 075 000 per year	NOK 1 113 000 per year	NOK 1 146 000 per year

The rates for lump sums include compensation for indirect costs and additional overhead will not be granted.

² A list of approved research institutions can be found on RCN's website:
http://www.forskningradet.no/en/General_application_requirements/1184159007037

Eligible material costs/operating expenses:

- Travel & accommodation & meeting costs
- Costs for knowledge transfer
- Joint publication costs (incl. editing and translation costs)
- Operating expenses

The RCN operates a separate funding scheme to support Open Access publications at the Norwegian research institutions (STIM-OA). Cost for Open Access publications from Norwegian researchers should thus be budgeted as own funding.

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Poland (NCN)

NCN Eligibility Requirements for applicants based in Poland

- Only proposals involving **basic research** may be submitted in response to the call for proposals.

Who can apply?

- Any researchers with a **doctoral degree** may, employed at a Polish host institution may act as Principal Investigator or Project Leader.

Forms to be submitted:

- On the full proposals stage Polish applicants must register their applications in the OSF submission system (UNISONO). Budget of the Polish part of the project must be given in PLN (1 EUR = 4,4232 PLN).

Eligible costs:

Researchers may apply for funding of costs relevant, necessary and directly connected to the proposed research project, including:

- Personnel (including post-doc positions and scholarships for PhD students);
- Equipment: applicants may seek funding for research equipment up to 150,000 PLN;
- Other costs: materials, devices and software, outsourcing and subcontracting, travel and subsistence costs, visits and consultations, costs of publications (including Open access publications), collective investigators;
- Overheads: overheads may not exceed a maximum of 40% of eligible costs (excl. equipment) and may not be increased during the course of a research project.

We strongly encourage all applicants to read **information on eligible costs** included in the Annex to NCN Council's Resolution on funding granted within calls for proposals for international research projects (**UNISONO, p. 5-12**).

Please note:

- Projects including Polish teams may last **24 or 36 months**.
- Administrative personnel costs have to be covered from overheads.
- If one international project includes partners from at least two different Polish Host Institutions, these institutions must apply as a consortium. Each Host Institution comprising the consortium has a separate budget, but the limit on the remuneration applies to the consortium as a whole ([UNISONO](#), p. 8-9).
- Applicants are obliged to adhere to the rules included in the following document: [UNISONO](#) (Annex to NCN Council's Resolution no. 31/2017).

Contact:

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Slovakia (SAS)

Slovak Eligibility Requirements for HERA JRP applicants based in Slovakia

Who can apply?

Only research institutes of the Slovak Academy of Sciences (funding up to 100%).

Applicants from other Slovak R&D centres (universities and/or other organisations) have to cover the project costs from their own sources (Letter of Commitment). In addition to this, the teams outside of SAS can be consortium members but not the coordinator of the consortium.

What costs are eligible for Slovakian researchers?

1. Eligible direct costs

1.1 Personal costs

- must accurately reflect the work on the project
- may be used only to cover the costs (including health and social insurance) related to work agreements performed outside of employment
- maximum of 15 % of all direct costs or maximum of 30% of all direct costs, if Slovak team is a coordinator of consortium

1.2 Material costs and expenditures

- a. Consumables: minor equipment and instruments, small-scale office and laboratory material (no basic equipment of the workplace; essential computer equipment is exception)
- b. costs and expenditures for services directly related to the project: contracts, consultations, publication of project results, conference fees
- c. travel costs and living expenses: limits for travel costs and daily subsistence allowance vary depending on destination country (pursuant to Slovak Act. 283/2002 Col. Of Laws on travel reimbursement)
- d. capital expenditures: to a maximum of 40% of all direct costs

2. Indirect Costs

- administration, energy and infrastructure
- maximum of 20% of all direct costs

.Financial rules: www.sav.sk/index.php?lang=sk&charset=&doc=services-news&source_no=25&news_no=5570)

The maximum amount of funding which can be requested is € 40,000 per project per year.

Submission of the full proposal at the national level:

Submission of the proposal at the national level will be required for proposals recommended for funding, once the international evaluation has been performed and endorsed by the CSC. The Slovak project partner will be invited by SAS to submit the proposal (using Form MVTs). The Presidium of SAS makes the final decision for funding of selected projects.

The applicants are strongly recommended to contact the national contact point (NCP) before submission of the proposal.

NCP Contact:

Zuzana Panisová
Slovak Academy of Sciences
Štefánikova 49
814 38 Bratislava, Slovakia

e-mail: panisova@up.upsav.sk
tel: +421 2 5751 0245



Slovenia (MIZS)

National Eligibility Requirements for HERA JRP applicants based in Slovenia

(MIZS – Ministrstvo za izobraževanje, znanost in šport)

Who can apply?

Eligibility of a partner as a beneficiary institution: Slovenian universities or public research institutes may participate in a HERA JRP CRP consortium as Project Leader or as Principal Investigator. Research organizations as defined in the national Research and Development Act ([Zakon o raziskovalni in razvojni dejavnosti](#)) All participating institutions have to be registered in the Slovenian Research Agency register of research institutions (Informacijski sistem o raziskovalni dejavnosti v Sloveniji - [Sicris](#)).

Eligibility of project leader (PL), principal investigator (PI) and other research team members:

The project activities of the Slovenian partner has to be under the supervision of the primary investigator (PI) researcher who fulfils the requirements for project leader. Slovenian Project Leader (PL) and/or Principal Investigator (PI) are required to have in the time of the final submission of project proposal their bibliographic indicators of research success ≥ 100 (bibliografski kazalci raziskovalne uspešnosti). The criteria are determined in the Rules on Determining the Fulfilment of Conditions for a Research Project Leader ([Pravilnik o kriterijih za ugotavljanje izpolnjevanja pogojev za vodjo raziskovalnega projekta](#)). All participating researchers have to be registered in the Slovenian Research Agency register of researchers ([Sicris](#)) and must have available research hours.

What are eligible costs for Slovenian researchers?

Personnel costs - Salary (plača)

Salary taxes and social & health security (prispevki delodajalca)

Material costs (materialni stroški: blago, storitve, službene poti)

Amortisation (amortizacija opreme)

Source: Slovenian Research Agency (ARRS): Cena ekvivalenta polne zaposlitve za leto / Raziskovalni projekti: <http://www.arrs.gov.si/sl/progproj/cena/>

Overheads are under Slovenian rules defined as running costs for covering the costs of institution. Overheads are therefore calculated as a maximum of 15% of eligible material costs and amortisation (equipment). These costs are used for covering the running costs and other fixed costs of the institution. In full proposal stage, these costs should be specified under the field of *Overheads* in HERA budget template.

VAT is not an eligible cost in case the institute can reclaim VAT from the Slovenian tax authorities in conformity with Slovenian tax regulation.

100 % of all eligible costs will be funded for research organization (such as universities, public and private research institutes) who's financed activity is non-economic in accordance with the provisions of Community Framework for State Aid for Research and Development and Innovation (OJ EU C 198, 27. 6. 2014).

Maximum funding per awarded project

- Up to **246.789** EUR if the applicant is a coordinator in transnational project consortium; (PL);
- Up to **164.526** EUR if the applicant is the partner in the transnational project consortium; (PI).

What kind of documentation do I need to submit before the end of Full proposal stage (2nd stage)?

Before the end of Full Proposal stage all Slovenian PIs must contact MIZS as the proposed budget for Slovenian participants will be checked by MIZS prior to official online submission at HERA. Slovenian participants are therefore requested to submit their draft HERA financial budget template to MIZS.

Furthermore, at the Full Proposals stage, each Slovenian PIs must submit a formal commitment letter signed by the proper authority from their institution (rector of the university or director of the institute) to MIZS. Original signed letter must be sent by post. Template of formal commitment letter will be provided on MIZS website and/or sent directly to the Slovenian PIs participating in the full proposal stage.

CONTACT:

Mr Davor Kozmus
Ministrstvo za izobraževanje, znanost in šport
Masarykova 16, 1000 LJUBLJANA, SLOVENIA

E-mail address: davor.kozmus@gov.si

Spain (MINECO/AEI)

National Eligibility Requirements for HERA JRP applicants based in Spain

Funding organisation: Ministry of Economy, Industry and Competitiveness – through the State Agency for Research

Funding programme: Programa Estatal de Investigación, Desarrollo e Innovación Orientada a los Retos de la Sociedad, Plan Estatal de Investigación Científica y Técnica y de Innovación 2013-2016.

The instrument for funding the Spanish groups will be the Spanish Call on International Joint Programming Actions or equivalent (Acciones de Programación Conjunta Internacional o equivalente). [APCIN 2017](#)

The Spanish legal entities granted are obliged by the regulations established in this APCIN call (or equivalent) and by the funding limits specified below.

Call will be managed by the Subdivisión de Programas Científico-Técnicos Transversales, Fortalecimiento y Excelencia.

Who can apply?

The eligible entities for the Ministry of Economy, Industry and Competitiveness funding are:

- Non-profit research organizations according to the APCIN call or equivalent (Acciones de Programación Conjunta Internacional o equivalente).
- Although private enterprises are not be funded through the APCIN call, the Spanish industrial sector is welcome to participate in the transnational consortia using their own funds or funds from other national funding agencies (CDTI) or regional funding agencies.

Final rules on eligibility will be defined in the APCIN call (or equivalent).

Mandatory:

Spanish Principal Investigators must be eligible according to the APCIN call or equivalent and must have experience as investigators in projects funded by the Plan Nacional I+D+i 2008-2011, the Plan Estatal I+D+i 2013-2016, ERC Grants, European Framework Programmes or other relevant international programmes.

Not allowed:

- Principal Investigators are not allowed to apply for funding in more than one proposal of this Call.
- Principal Investigators are not allowed to apply for funding in more than one proposal in the APCIN call or equivalent. This must be taken into account when participating in different JPIS, ERA-Nets or other international initiatives.
- Principal Investigators have to remain unchanged between the proposal and the National APCIN call or equivalent.
- **Important:** Principal Investigators are not allowed to apply for funding in two consecutive APCIN calls (or equivalent).

The Ministry of Economy, Industry and Competitiveness will avoid double funding (overlapping with other EU or National funding), and will not grant projects or parts of projects already funded.

What are eligible costs?

- Personnel costs for temporary contracts (fellowships are not eligible)
- Current costs such as those incurred in purchasing small scientific equipment, disposable materials, travelling expenses and other costs that can be properly justified as necessary to carry out the proposed activities
- Indirect costs (overheads) are not eligible for funding.

Funding rates:Maximum funding:

Up to 100.000 € per project partner (up to 200.000 € per project for the whole Spanish part in case more than one Spanish partner participates in the same proposal); additional 50,000 € if the Spanish group leader is the coordinator of the international consortium.

Two researchers from the same institution and applying within the same international consortium should apply as one partner with one of the researchers being the PI (principal investigator).

The final funding will take into account the transnational evaluation of the collaborative proposal, the scientific quality of the Spanish group, the added value of the international collaboration, the participation of the industrial sector and the financial resources available.

CONTACT:

Juan Francisco Climent
María Jesús Sillero Alvarez
Ministry of Economy, Industry and Competitiveness (MINECO/AEI)
E-mail address: hera@aei.gob.es
Tel. +34 916 037 125

Sweden (VR)

VR Eligibility Requirements for HERA applicants based in Sweden

Who can apply?

Researchers holding a Ph.D. affiliated to Swedish universities, university colleges or other Swedish research institutions (e.g. museums) recognised by VR³, may participate in a HERA project as Main Applicant or Co-applicant. For Main and Co-applicants, the activity in the project must be at least 20 per cent of a full time. Given that the host institution agrees to host and employ the applying researcher if funds are granted, employment is not required at the time of submission of the application.

Doctoral students may participate in a HERA project only if their doctoral research is well and clearly integrated in the consortium research programme. Doctoral course training and other curricular activities are not funded.

At the Full Proposal stage a signature on the application as an annex to the main application is required from the applicant but also from the authorized representative of the administrating organisation/institution or equivalent (normally the head of the department or establishment where the research is to be conducted).

What are eligible costs for Swedish researchers?

The total project costs should be specified, including both direct and indirect costs.

- Eligible personnel costs:
 - One or more senior researcher(s), PhDs
 - One or more Post-doc(s)
 - One or more Ph.D. student(s) (for restrictions on Ph.D. student participation - see above)
- Eligible material costs are e.g:
 - Travel & accommodation & meeting costs
 - Costs for knowledge transfer
 - All joint publication costs (incl. editing and translation costs)
- Indirect costs:
 - The research institution hosting the researcher should calculate the indirect costs based on their own models.

Please include the financial budget table of VR when submitting the Full Proposal form.

Contact:

Anders Sundin, Fil.dr/Ph D

Coordinator Humanities and Social Science
Vetenskapsrådet/Swedish Research Council
Västra Järnvägsgatan 3
Box 1035
SE-101 38 Stockholm, SWEDEN
Tfn/Phone: +46 8 546 44 115

anders.sundin@vr.se
www.vr.se

³ A list of eligible organisations is found at:
<http://www.vr.se/inenglish/researchfunding/applyforgrants/generalconditionsforgrantapplications/approvedadminist ratingorganisations.4.4b1cd22413cb479b80537a9.html>

Switzerland (SNSF)

SNSF Eligibility Requirements for HERA JRP applicants based in Switzerland

Who can apply?

The requirement for applicants as defined in the SNSF [funding regulations](#) (in particular article 10 and article 13) and the [general implementation regulations for the funding regulations](#) as well as the personal and formal requirements for the submission of proposals set out in its [regulations on project funding](#) (see articles 4 and 5) need to be met. Generally, applicants who are eligible in the project funding scheme are also eligible in HERA JRP PS (for a short description see also our [website](#) > requirements). Please note that a HERA grant will not count as a grant in the project funding scheme (the rule “one person, two grants” is not applied for HERA JRP PS, cf. article 13 in the regulations on project funding).

The proposed research has to fall within the disciplines covered by the Humanities and Social Sciences division ([link to the list](#)), whereby the (thematic and methodological) focus has to be on the humanities. If you are unsure, whether you meet the requirements for applicants or whether your research falls within an eligible discipline, please contact the administrative offices of the SNSF.

What types of funding are eligible for Swiss (SNSF) researchers?

According to the [general implementation regulations](#), the following costs may be covered:

- ✓ Personnel costs (salaries of scientific and technical staff in research projects). A Project Leader (PL) or a Principle Investigator (PI) cannot apply for his or her own salary.
- ✓ Material costs that are directly related to the research work, namely material of enduring value, expendable items, field expenses, travel costs or third-party charges.
- ✓ Direct costs incurred through the use of research infrastructure linked to the research work.
- ✓ Costs and fees of scientific open access publications produced within the scope of the funded research.
- ✓ Costs for the organisation of conferences and workshops in connection with the funded re-search.
- ✓ Costs for national and international cooperation and networking activities carried out in connection with the funded research.
- × Overhead: The overhead contributions are calculated on the basis of the research funding acquired by eligible institutions under eligible funding schemes. The contributions are paid each year as a flat rate to the institutions as a whole ([overhead regulation](#)) and are therefore *not* part of the eligible costs.

The SNSF earmarked a budget up to € 1,100,000 for HERA JRP PS. To provide for a greater degree of flexibility, there is no maximum contribution set per project for the Swiss part. Nevertheless, budgets of a collaborative research projects (CRP) must be balanced and Swiss based applicants should aim at a budget no higher than around € 350,000 per project.

Is an additional/parallel application requested to the funding organisation?

No, there is no additional application requested at the *outline* proposal stage. However, a parallel application is going to be necessary at the *full* proposal stage (including the [Data Management Plan](#), see also Chapter 6 on Open Access to publications and data in the call document). Before creating a new application in mySNF please contact the administrative offices of the SNSF or Daniel Krämer (div1@snf.ch and daniel.kraemer@snf.ch respectively).

The SNSF funding regulations, the general implementation regulations for the funding regulations and the regulations on project funding are applicable where not stated otherwise.

CONTACT:

Mr. Daniel Krämer
Schweizerischer Nationalfonds
Abteilung Geistes- und Sozialwissenschaften
Wildhainweg 3, Postfach 8232
CH-3001 BERN, SWITZERLAND

E-mail address: daniel.kraemer@snf.ch

United Kingdom (AHRC)

AHRC Eligibility Requirements for HERA JRP applicants based in UK

The AHRC's standard eligibility applies in the majority of cases; and the UK component must be costed using the standard Full Economic Costing (fEC) model.

Organisational

Collaborative Research Project (CRP) Proposals may only be submitted by Research Organisations who are eligible to apply to the AHRC. These organisations are:

- Higher Education Institutions (HEI) that are directly funded for research by HEFCE, DEL, HEFCW and SFC
- Independent Research Organisations that have received [Research Council recognition](#)
- Research Council Institutes

Project Leaders (PL) and Principal Investigators (PI)

To be eligible, the Investigator must be actively engaged in postdoctoral research and be of postdoctoral standing. This means that they either have a doctorate or can demonstrate in the application that they have equivalent research experience and/or training.

The Project Leader or Investigator must have a level of skills, knowledge and experience appropriate to the nature of the proposed project, including intellectual leadership of the project (or aspects of the project).

Project Leaders and Investigators from the UK must adhere to contractual requirements of AHRC Principal Investigators, please consult the [AHRC funding guide](#) for further information:

Project Members: project members from the UK side of a project can be;

- Co-investigator (must fulfill same eligibility as PI); or
- Research Assistant (must be of postdoctoral standing)

Project students

Project students can not be included

International Co-Investigators

Due to the international structure of the HERA JRP awards, International Co-Investigators are not eligible for this call. Researchers located outside the HERA JRP PS Participating countries should be included as Cooperation Partners – see HERA call for proposals for further details.

Subject

The majority of the UK component of the JRP must be within the subject remit of the Arts and Humanities Research Council.

Eligible costs for UK researchers

The UK elements of the projects must be costed on the basis of the full economic costs (fEC) of the research, and 80% of these costs can be claimed from HERA. The UK elements of the project must **not exceed €350,000** (100% fEC) i.e. €280,000 at 80%.

In order to cost the proposal accurately it is advised that applicants should calculate their budget using the directly allocated, directly incurred and indirect headings as a starting point. For full guidance on costings see the [AHRC Research funding Guide](#).

Once applicants are confident in their budget, the amounts need to be entered onto the HERA budget table. The following must be adhered to:

- In the budget table the 80% value must be entered, and the total requested from HERA should not exceed the 80% limit of €280,000
- The UK Research Organisation/s must undertake to provide the additional 20%; this should be included in the section 'To be funded from own / organisational funds'. No other additional funding should be included here
- In the section 'to be funded from additional funds' you should **not** include any additional organisational contribution (ie over and above the 20% required) as the UK component must be costed under Full Economic Costing. If you have financial contributions from Associated partners (AP) or Cooperation partners (CP) you can list them here (note: this is not a requirement, APs and CPs can contribute in kind support).
- Estates and Indirect costs should be combined and entered into overhead line
- Individual items of equipment that cost more than £10,000 (or equivalent in Euros) cannot be included
- The budget must be in Euros
- Costs for Open Access publishing should **not** be included as funding for this is provided via the RCUK Open Access Block Grants <http://www.ahrc.ac.uk/about/policies/openaccess/>
- The total 80% value should be the amount used towards the 1 M€ limit for whole CRP.

There will be no inflation or indexation applied to the grant, therefore any inflation should be included in the costs.

There is no defined exchange rate for this call and you will not be required to state one in the application.

Only the HERA budget template (in Euros) may be submitted with the application. However it is advised that applicants retain details of the budget with the FEC headings and the exchange rate used for audit purposes.

CONTACT:

Thomas Gray

01793 416039

E-mail address: hera@ahrc.ac.uk

Ian Stanton

01793 416063

E-mail address: hera@ahrc.ac.uk