

Procedures at the Faculty of Medicine and Health Sciences (MH Faculty) for ERC & Coordinated Horizon Europe Proposals

As of Spring 2022, all MH Faculty researchers who wish to submit a proposal to the following European funding schemes listed below must submit an **Expression of Interest (EOI)** to the Faculty's Grants Office (euresearch@mh.ntnu.no) **within 6 months¹ of the EU proposal deadline**:

- Proposal to the **European Research Council (ERC) Starting and Consolidator grant** categories
- Coordinated² proposals to any of the following collaborative Horizon Europe Funding Schemes: **Pillar I Marie Skłodowska Curie Actions (MSCA) Doctoral Networks and Staff Exchange, Pillar II Clusters and Missions, and Pillar III European Innovation Council (EIC)**.

Rationale for the Expression of Interest

ERC and coordinated HEU proposals are highly competitive and require a considerable investment of time from both the scientific staff involved and the administrative staff supporting them. Through the system of EOIs, we wish to ensure that:

- a) scientific staff do not spend time on a proposal with little chance of success;
- b) our support process is structured well and is as adapted as possible to the needs of scientific staff.

To this end, scientific staff submitting a successful EOI will be able to access funding to support them in preparing their EU proposal (see below). **Scientific staff who do not submit an EOI within the specified time frame, or who submit an EOI that is deemed uncompetitive, will be able to access neither financial support (covering both PES funding and Faculty funding) nor support from the Grants Office.**

Procedure for the evaluation of the Expression of Interest

EOIs must be completed according to the designated template and sent to the MH Faculty Research Advisers (euresearch@mh.ntnu.no) **within 6 months of the EU proposal deadline**. However, EOIs will be evaluated when they arrive, to enable scientific staff to start working with their EU proposal as soon as possible. As such, we **encourage early submissions of well-developed EOIs**. We encourage scientific staff to **discuss with their Department Leader (and Group Leader, as appropriate), before sending an EOI³**.

EOIs will be evaluated by the Vice Dean of Research, the Department Leader and the Faculty's Research Advisers (and other scientific experts when needed) against the relevance of the EOI to the EU call and the likely competitiveness of the resulting EU proposal.

Scientific staff will be informed of the outcome of the EOI **within 2 weeks** (possibly longer if the EOI is received close to or during standard holiday periods – e.g. Christmas or the summer break).

If the EOI is successful, the Faculty will enter into an informal contract with the lead applicant, which will include, for example, a timeline for progress plan, proposal reviews (by scientific peers and Research Advisers) and funding allocation.

¹ 4 months for stage 1 of coordinated 2-stage proposals. Note that there may be cases where the call is officially published less than 6 months before the deadline. However, draft Work Programmes are widely available before then, and we would still expect work to begin within 6 months of the call deadline.

² By "coordinated", we mean collaborative proposals to Horizon Europe where MH Faculty scientific staff are the Coordinator in the consortium

³ For ERC StG or CoG applicants from KISN, scientific staff must discuss the EOI with their Group Leader, and in addition inform the Department Leader, before sending it

Support available for applicants selected based on the Expression of Interest

From the Grants Office

The Research and Financial Advisers from the Faculty's Grants Office will work closely with the applicants up until the EU proposal deadline. This covers:

- Helping the researchers to navigate the requirements of the EU call
- Reviewing the EU proposal (normally two rounds per proposal)
- Helping with structuring the logical flow of the proposal and revising the proposal's abstract
- Liaising with all potential internal and external partners involved with the proposal
- Developing the EU proposal's budget and drafting of the Justification of Resources
- Completing the online proposal forms and assisting with any supporting documentation

Financial support

As part of the EOI, scientific staff may apply for funding to support them in preparing the EU proposal. Here, the MH Faculty has generously decided to top up [NTNU's central "PES" funding](#) to ensure that researchers' needs can be more adequately addressed.

Up to **300,000 NOK** can be dispensed per application, and may cover the following:

- **Buying time for personnel.** Only the salary costs of temporary employees can be covered. So for example, if an employee with tenure needs to buy themselves off their duties, the person covering those duties must be on a temporary contract (for example, a postdoc covers the teaching duties of a professor).
- **Travel expenses for NTNU employees to meet with core consortium partners or collaborators** – capped at 12,000 NOK per team member
- **External assistance and guidance** (e.g. professional copy editing or scientific illustrator, engaging a company to write non-scientific parts of the EU coordinated proposal)
- **Experimental costs** to generate preliminary data for the EU proposal (e.g. purchase of reagents and consumables, use of internal facilities) - capped at 50,000 NOK.

The pot of funding is limited. As such, if the Faculty receives many EOIs that are deemed to be competitive, **we reserve the right to award less funding than requested.** As a minimum, EOIs that are deemed competitive will receive PES funding for all eligible costs⁴ according to the [funding limits](#) set by NTNU centrally.

The EOI must be completed according to the appropriate designated template and sent, along with the budget form, to euresearch@mh.ntnu.no at least 6 months before the EU proposal deadline.

⁴ PES funding does not cover experimental costs