

## **HERA JRP “CULTURAL ENCOUNTERS”**

### **National 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 agency for the most recent requirements.*

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

**Last update: 8 February 2012**

## Common eligibility requirements

### Eligibility of applicants

- Only researchers located in the following HERA JRP countries are eligible to apply, irrespective of their nationality: **Austria, Belgium, Croatia, Denmark, Estonia, Finland, Germany, Iceland, Ireland, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovenia, Sweden and United Kingdom.**
- Each Collaborative Research Project (CRP) must comprise at least **three Principal Investigators, each** based in an eligible university or a research institute **in a different HERA JRP country.**
- Each participating researcher (e.g. senior, post-doc, Ph.D.) must be based at an eligible institution and be considered **eligible** for funding by the funding organisation of the HERA JRP country where he/she works. The PI status is not limited to researchers at any specific career stage after Ph.D., although in some countries applicants with equivalent research experience are also eligible to apply. **Please read the National Eligibility Requirements available from the HERA website. If you have any queries, contact your respective national funding organisations in order to verify eligibility with regards to qualifications of applicants.**
- **The Project Leader** can participate as a PL in one HERA JRP proposal only.
- **The Principal Investigator** is allowed to be involved in more than one HERA JRP proposal provided the following conditions are met:
  1. the PI needs to inform his/her PL about which other CRP proposals (s)he is involved in;
  2. the total number of hours per week the PI participates in the submitted CRP proposal(s) must be lower than the number of hours per week (s)he is/will be employed by his/her university/institution.
- There may be more than one **Principal Investigator (PI)** from any one eligible country in one proposal but there can be **only one Principal Investigator per institution.** As Project Leader (PL) also acts as a Principal Investigator, **there cannot be both a PL and a PI from the same institution** in one CRP. Other researchers from the same institute can be part of the PI's Individual Project team as Project Members.
- Partners from non-HERA JRP countries cannot be formally included in the proposal. Associations with other researchers can be mentioned in the description of the CRP (e.g. part of an advisory group), however no time can be budgeted for them, no associated documentation (e.g. CV, letter) can be submitted and their participation cannot be integral to the proposal.

### Eligible costs

- The total budget requested from the HERA JRP **must not exceed 1M€ across all participating partners.**
- CRPs must not exceed 36 months duration. CRPs must start by June 2013 and finish by June 2016 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 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. If you have any queries, contact the contact person in 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 can be included in the proposal in addition to the costs for research (subject to national eligibility rules).
- **Non-Academic Associated Partners (AP)** associated with the project cannot be funded from the CRP for their time; only their travel and subsistence costs for attending CRP-related events can be covered.
- The costs for the participation at the HERA JRP “Cultural Encounters” Launch and Final Conferences for PL and all PIs of a CRP must be included in your travel cost estimates. The conferences will each be a one-day event taking place in one of the HERA JRP CE countries.
- Recipients of HERA JRP funding are strongly encouraged to use Open Access publishing wherever possible (see section 7. Open Access). If publishing under “author pays” regimes is foreseen at the application stage, the related costs should be included in the budget. Costs must be plausible and justified/substantiated. As a rule, the costs for peer-reviewed journal articles should not exceed 3,000 EUR. For proceedings, collections and monographs, the total budget can be up to 11,000 EUR per publication.

**CONTACT:**

**Handling Agency for the HERA Joint Research Programme  
(as regards general eligibility, administrative and procedural questions)**

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## Austria (FWF)

### FWF Eligibility Requirements for HERA JRP applicants based in Austria

#### Who can apply?

Any scholar working in Austria who has the necessary qualifications, the required infrastructure and sufficient free capacity to carry out in full the project for which support is requested, may participate in a HERA JRP CRP consortium as Project Leader (PL) or as Principle Investigator (PI).

“Independent scholars” (Selbstantragsteller) are also allowed to apply within a HERA JRP CRP. “Independent scholars” means a project leader whose salary is to be paid from the funding provided for the project. A pre-condition for this is that at the time the application is submitted the researcher must have been based in Austria for at least three of the past ten years.

#### What types of funding are eligible for Austrian 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 institution’s so-called “infrastructure”.

With the exception of projects submitted by “independent scholars”, no personnel costs may be requested for PL and / or PI. It should be noted that the length of service of scientific co-workers may not exceed six years, irrespective of the extent (full- or part-time) of the contracts held. Applicants who are “independent scholars” are not subject of this restriction.

- Eligible personnel costs: (maximum project duration 3 years)
  - Contracts of employment (Dienstvertrag) for full- or part-time employees (Post-doc positions, PhD-student positions) according to the current FWF salary scheme including provisions for inflation. It is not permitted to apply for PhD-student positions where the extent of employment exceeds 75% (which corresponds to 30 hours per week).  
The current FWF salary scheme gives the salaries that may currently be requested.
  - Reimbursement for work on an hourly basis (Geringfügig Beschäftigte).
  - Scholarships (Forschungsbeihilfe) only for people who have not yet completed a Diploma in a relevant subject.

- 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

- Equipment costs, material costs, travel costs, other costs, contracts for work and services.

- Eligible general costs:

An amount for smaller, unforeseen costs necessary for the project, such as repairs, student assistance etc. is to be calculated as 5% of the total funding requested. No justification for general costs has to be included in the written project description.

#### Non-permissible costs:

- FWF does not pay overhead costs for HERA JRP projects.
- FWF does not finance infrastructure of 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 and so on).

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## Belgium (F.R.S.--FNRS)

### FWF Eligibility Requirements for HERA JRP applicants based in Belgium (FNRS)

#### Who can apply?

- The applicant must hold a doctorate degree, obtained after the examination of dissertation, issued by an academic institution from the French-speaking Community or the Flemish Community of Belgium at the time of the submission. The applicant may also hold a degree from an academic institution outside the French-speaking Community of Belgium that has been considered as equivalent to the degree of doctor.
- The applicant must hold a permanent mandate from the F.R.S.-FNRS or belong to the academic staff of one of the universities in the French-speaking Community of Belgium for an indeterminate period of at least until the end of the HERA JRP (June 2016).
- The applicant must not have reached the age of retirement at the time of the submission of the application.

#### 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:
  - Costs of scientific staff
    - Researcher at PhD level of Belgian nationality or other (Research Fellow level: 31.000 EUR/year – Full time)
    - Postdoctoral researcher of foreign nationality in the frame of international mobility (temporary postdoctoral researcher: 40.000 EUR/year – full time)
  - Travel costs (transport, accommodation, per diem).
  - Consumables.
  - Organisation of scientific meetings and workshops.
  - Dissemination of the research results.

#### Non-permissible costs:

Indirect costs (overheads)

#### Funding criteria and regulations

Further information regarding scientific staff : See F.R.S.-FNRS Regulations (ps.6-12, 27-32) at [http://www2.frs-fnrs.be/uploaddocs/docs/SOUTENIR/FRS-FNRS\\_Reglement.pdf](http://www2.frs-fnrs.be/uploaddocs/docs/SOUTENIR/FRS-FNRS_Reglement.pdf)

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## **Flanders (Belgium) (FWO)**

### **FWO Eligibility Requirements for HERA JRP applicants based in Flanders**

#### Who can apply?

Art. 9 of the FWO-regulation on the regular research projects is applicable. In this article is stated who can apply as a Principal Investigator for a research project:

- a professor with an appointment of more than 10% at a Flemish university;
- a professor with an appointment of 10% at a Flemish university and a main task as researcher;
- a professor with an appointment of 5% at a Flemish university and with an appointment as (assistant) clinical head or an equal function in a university hospital;
- a academic staff member with an appointment at the Evangelical Protestant Faculty in Leuven and the Faculty for Protestant Theology in Brussels;
- a research director of FWO;
- a Flemish beneficiary of an ERC Starting Grant, an ERC Advanced Grant or an allowance in the FWO-funding programme Odysseus II.

Contrary to the regular research projects of FWO, the applications for this joint call cannot include co-promoters/co-PI's.

If more than one universities are involved in the project, at least one promoter of each university has to fulfill the above mentioned eligibility criteria as well as to occupy a position covering entirely the period of the project that is applied for.

The criteria have to be met with at the start of the project at the latest, which has to be proven at the date of the submission.

#### What types of funding are eligible for Flemish researchers?

Funding money can be used for staff, consumables and infrastructure. The minimal and maximal amounts of money allowed per cost category, as applicable for the regular FWO-projects, are not applicable for the projects funded by FWO in ERA-NET. However, for staff costs the same lump sums are applicable as in the regular projects, i.e.: 60.000 € for a scientific staff member and 50.000 € for a technical staff member.

Moreover, FWO pays the host institutions of a project 6% overhead on top of the funding amount. Funding cannot be used for training activities, apart from the opportunity for a researcher appointed within the project to obtain a PhD on the basis of the results from his/her project research.

#### **CONTACT:**

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## Croatia (HAZU)

### HAZU Eligibility Requirements for HERA JRP applicants based in Croatia

#### Who can apply?

- applicants must hold a Ph.D. degree from the humanities
- PI/PL should have at least 3 years of experience after Ph.D. (usually docent level at the universities)
- PI/PL 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
- project members must also be employed, either permanently or on definite time. They must also provide a letter of the institutional support with all information as above.

#### What costs are eligible for Croatian researchers?

Personnel costs (prior to calculate personnel costs, please contact the legal and/or HR department at your institution for the employment regulations. Personnel costs have to be calculated in accordance with the national rules and checked at the financial department of your institution):

- costs for the Ph.D. student (salary and studies)
- costs for the researchers (other than Ph.D. students) working on the HERA project:
  - in addition to the basic salary they receive from their institution, the additional honorarium of up to 30% of the basic gross salary is allowed
- costs for the administrative staff

#### Other eligible costs:

- overheads - up to 20%
- all costs related to travel (accommodation, transport), incl. the costs for the participation at the HERA JRP Cultural Encounters Launch and Final Conferences for PL and PIs
- meeting/seminar/conference organizational costs
- all costs related to the field work
- all joint publication costs (incl. editing and translation costs) - Open Access publishing is especially encouraged.
- research results dissemination, knowledge transfer;
- consumables;
- equipment (computers, lap tops);
- all other material costs related to research.

The proposed project should not be financed from any other domestic source.  
All budget items must be justified and provided for the eligibility.

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## Denmark (DASTI)

### DASTI 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 Principle Investigator (PI) you may be at any career stage beyond being awarded a PhD or equivalent qualifications.

#### What are eligible costs?

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 Danish Council for Independent Research | Humanities, 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.

#### **CONTACT:**

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**Estonia (ETF)****ETF Eligibility Requirements for HERA JRP applicants based in Estonia**Who can apply?

Researchers at Estonian institutions may participate in a HERA JRP CRP consortium as Project Leaders (PL) or as Principle Investigators (PI). PL/PI must be a holder of the doctoral degree of Estonia or an equivalent academic degree (awarded by the deadline of submission of the grant application, at the latest) and the grant holder must have published at least three publications within the last five years, which comply with the requirements of clauses 1.1 of the classification of publications of the Estonian Research Information System ETIS\* (hereinafter referred to as 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; the monographs said in point 2.1 are equalised to each author with three publications mentioned in point 1.1 if the number of authors of the monograph is three or less.

\* See: <https://www.etis.ee/otsingud/classification.aspx>

What are eligible costs for Estonian researchers?

- Eligible personnel costs for maximum project duration of 3 years:
  - maximum eligible costs per PhD student 14 400 € (4800 € per year)
  - maximum eligible costs per Postdoc 76 800 € (25 600 € per year)
  - maximum eligible costs per researcher will be paid according to national ratio
- Other eligible costs are:
  - Travel costs (transport, accommodation)
  - Organisational costs of the meetings/seminars/conferences
  - Costs for knowledge transfer
  - All joint publication costs (incl. editing and translation costs)
  - Other material costs

Overhead costs must not exceed maximum of 20% of eligible costs.

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## **Finland (AKA)**

### **AKA Eligibility Requirements for HERA JRP applicants based in Finland**

#### Who can apply?

The applicant who intends to act as project leader (PL) or principal investigator (PI) in a HERA JRP CRP consortium must have the qualifications of a professor or adjunct professor. The funding is granted primarily to teams composed of researchers who have completed their doctorate.

#### What are eligible costs for Finnish researchers?

Academy funding can be used to cover both the direct and indirect costs of a research project. Academy Project funding is granted towards all direct project costs to cover expenses arising from, for example, the research team's working hours, research costs, travel, national and international cooperation and mobility, work and researcher training abroad, and the preparation of international projects.

In accordance with its strategic objectives, the Academy encourages researchers to engage in international mobility that will support their research, for example, so that a researcher hired to a project works abroad for a fixed period. A project may also hire a foreign researcher who already works in Finland or who will come to work within the Finnish scientific community.

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## Germany (BMBF)

### BMBF Eligibility Requirements for HERA JRP CE 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: [www.foerderportal.bund.de/easy/easy\\_index.php?auswahl=easy\\_formulare&formularschrank=bmbf&menue=block](http://www.foerderportal.bund.de/easy/easy_index.php?auswahl=easy_formulare&formularschrank=bmbf&menue=block).

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 only the given HERA-reporting rules.

German national eligibility as to who may apply and which costs are eligible should be checked with the HERA contact persons at PT-DLR 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. A template for commitment will be made available.

#### Who can apply?

Any scholar working in Germany for universities (Universitäten and Fachhochschulen), research institutions or research museums, 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 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 Principle 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".

Personnel costs for PL and / or PI may be requested (see below).

#### *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. 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 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 842 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 865 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 Principle Investigator.

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 principle 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 not recognized as eligible cost. This means that in the official budget form, at overhead "0" must be filled in.

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## Ireland (IRCHSS)

### IRCHSS 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 IRCHSS may be part of a HERA JRP consortium but cannot function as formal project leader (PL) or principle 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/iaa-activities/research.html>

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 transfer
- 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 25% of overall direct costs less equipment.

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## **Lithuania (RCL)**

### **RCL Eligibility Requirements for HERA JRP applicants based in Lithuania**

#### Who can apply?

Researchers from Lithuanian Higher Education or Research institutions may participate in HERA JRP CRP consortia. The applicant who intends to act as a project leader (PL) or principal investigator (PI) has to be a scientist (researcher holding at least a Ph.D. degree).

PL or PI should devote for the CRP at least 40 hours per month during the whole period of the CRP, while the other team members – at least 20 hours per month during the whole period of the CRP.

#### What are eligible costs for Lithuanian researchers?

- Eligible direct costs:
  - Personnel
  - Subcontracting
  - Consumables
  - Travel and Subsistence
  - Equipment
  - Other
- Overheads:
  - Up to 30% of Personnel and Subcontracting costs.

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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 of the law creating the FNR, namely:

- a public research centre or the CEPS/INSTEAD in Luxembourg;
- the University of Luxembourg;
- those public bodies, departments or establishments authorised in their respective fields to undertake research activities and to develop and transfer technology with a view to furthering scientific progress or technological innovation.

Each proposal must be accompanied by the approval of the person authorized to legally commit the institutions of the involved researchers.

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).

#### 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. The FNR will not cover costs of persons already funded by the State or by other funding sources.

Additional costs (overhead, consumables, etc.) for PhD students are eligible project costs.

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 not limited to, 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.

#### **CONTACT:**

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## Netherlands (NWO)

### NWO Eligibility Requirements for HERA JRP applicants based in the Netherlands

#### Who can apply?

Senior researchers who are employed at Dutch universities or NWO- and KNAW-institutes may participate in a HERA JRP Cultural Encounters CRP consortium as Project Leader or as Principle Investigator. Note that the employment can be a tenured appointment or a temporary appointment for the course of the application process and the research project. Articles 2.1 and 2.2 of the [General Terms and Conditions of NWO Grants](#) 2011 of NWO Grants state from which Dutch organizations a funding proposal to NWO can be submitted.

Researchers not formally affiliated with a research institute recognised by NWO (e.g. "hogescholen" or museums) may be part of a HERA JRP Cultural Encounters CRP consortium but cannot function as formal Project Leader (PL) or Principle Investigator (PI).

#### What are eligible costs for Dutch researchers?

Eligible personnel costs: (maximum project duration 3 years)

- one or more PhD(s): maximum eligible costs per full time PhD in accordance with VSNU-contract (1-7-2011 € 203.532 including bench fee)
- one or more Postdoc(s): maximum eligible costs per full time Postdoc in accordance with VSNU-contract Postdoc (1-7-2011 € 200.882 including bench fee)
- one or more senior researcher(s): eligible costs per senior researcher: when working halftime on the CRP for the full project duration (3 years), replacement costs can be reimbursed up to a maximum of € 75.000

Eligible material costs are e.g.:

- Travel & accommodation & meeting costs
- Costs for knowledge transfer
- All joint publication costs (incl. editing and translation costs)
- Other material costs (contact NWO to check eligibility of proposed material costs)

All budget items must be justified.

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.

#### **CONTACT:**

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Netherlands Organization for Scientific Research  
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## Norway (RCN)

### **RCN Eligibility Requirements for HERA JRP applicants based in Norway**

#### Who can apply?

Researchers at Norwegian universities, university colleges or other Norwegian research institutions may participate in a HERA JRP consortium as Project Leader (PL) or as Principle Investigator (PI).

#### What are eligible costs for Norwegian researchers?

- Eligible personnel costs:

Applicants from universities and university colleges: For funding of salaries for researchers the rate for the lump-sum allocation for post-doctoral research fellowships should normally be used. This rate includes compensation for indirect costs, so additional overhead will not be granted.

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: Funding for min. 2 and max. 3 man-years. Lump-sum allocation.

Doctoral research fellowship: Normally funding for 3 man-years. Lump-sum allocation.

Rates for fellowship grants. In HERA applications all costs must be given in Euros.

Grants/positions	Rates 2012	Rates 2013	Rates 1214	Rates 1215
Doctoral research fellowship	NOK 877 000 per year	NOK 903 000 per year	NOK 930 000 per year	NOK 959 000 per year
Post-doctoral research fellowship				

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

All costs must be given in Euros.

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

[http://www.forskingsradet.no/en/Payroll\\_expenses\\_and\\_rates/1138882216669](http://www.forskingsradet.no/en/Payroll_expenses_and_rates/1138882216669)

- Eligible material costs/operating expenses:

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 operating expenses

**CONTACT:**

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Division of Science  
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## Poland (NCN)

### NCN Eligibility Requirements for HERA JRP applicants based in Poland

#### Who can apply?

The applicant who intends to act as project leader (PL) or principal investigator (PI) in a HERA JRP CRP consortium must be a researcher with a doctorate degree.

Doctoral students may participate in a HERA JRP consortium 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.

Given that the host institution agrees to host and employ the applying researcher if funds are granted, employment at an academic institution is not required at the time of submission of the application.

A researcher who is submitting a proposal must ensure that the project is not financed from any other source.

#### What are eligible costs for Polish researchers?

You can apply for funding of all costs relevant, necessary and directly connected to the proposed research project including:

- Personnel costs;
- Equipment – the cost of individual item of equipment must not exceed PLN 150.000 (aprox. EUR 33 632)
- Material costs e.g.:
  - Travel & accommodation & meeting costs
  - Costs for knowledge transfer
  - All joint publication costs (incl. editing and translation costs)
  - Other consumables
- Overhead costs must not exceed maximum of 30% of eligible costs and may not be increased during the course of a research project.

#### **CONTACT:**

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## **Portugal (FCT)**

### **FCT Eligibility Requirements for HERA JRP applicants based in Portugal**

#### Who can apply?

Please consult FCT regulations governing access to funding for scientific research and technological development projects at <http://www.fct.pt/apoios/projectos/regulamento.phtml.en>

#### What are eligible costs for researchers based in Portugal?

Please consult FCT regulations governing access to funding for scientific research and technological development projects at <http://www.fct.pt/apoios/projectos/regulamento.phtml.en>

#### **CONTACT:**

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## Slovenia (MHEST)

### National Eligibility Requirements for HERA JRP applicants based in Slovenia (MHEST – Ministry of Higher Education, Science and Technology)

#### Who can apply?

Researchers (senior, post-doc, PhD) who are registered at Slovenian Research Agency (ARRS). Slovenian universities or public research institutes may participate in a HERA JRP CRP consortium as Project Leader or as Principle Investigator.

#### What are eligible costs for Slovenian researchers?

- o Eligible personnel costs: (maximum project duration 3 years)

Eligible costs – Salary per senior researcher, PhD, post-doc <i>per hour</i>	17,77 EUR per hour
Eligible costs – Salary taxes and social & health security per senior researcher, PhD, post- doc <i>per hour</i>	2,86 EUR per hour
Eligible material costs	Max. 7,7 EUR per hour <ul style="list-style-type: none"><li>• Travel &amp; accommodation &amp; meeting costs</li><li>• Consumables</li><li>• Costs for knowledge transfer</li><li>• Publication costs (incl. editing and translation costs)</li></ul>
Amortisation per hour	Max 2,88 EUR per hour

Source: Slovenian Research Agency (ARRS): Funding for research projects; B category, 16.12.2011.

*\*\*Important information for all applicants that are applying with a research project that is under Slovenian rules classified under C category: For details please follow the link (please see the table 3.2. "Raziskovalni projekti"): <http://www.arrs.gov.si/sl/progproj/cena/cena-11-dec.asp> at Slovenian Research Agency website where the exact amounts for costs under the C category are defined. MHEST will verify if particular research project is eligible to be financed under the C category.*

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. These costs are used for covering the running costs and other fixed costs of the institution. In 2<sup>nd</sup> phase submission, these costs should be specified under the field of *Overheads* in HERA budget template.

At the Full Proposal stage all Slovenian PIs must again contact MHEST as the proposed budget will be examined by MHEST prior to official submission. Each Slovenian PI has to submit (to MHEST only) a special national budget template that is available on MHEST website. A name of all Slovenian participants should be entered into the template with hours planned for each year of the project (max 3 years).

Furthermore, at the Full Proposals stage, each Slovenian PIs must submit a formal commitment letter signed by the proper authority from their institution (dean or director of the institute) to both MHEST and the HERA JRP Handling Agency which states:

- Title and acronym of the Collaborative Research Project.
- Full name of the applicant (PI or PL) involved in the CRP from the host institution concerned.
- Confirmation that the institution designated by the applicant shall be the institution where the proposed research is conducted.

- Confirmation of the employment/contractual status of the applicant; the position title, the start and end dates of the contract must be indicated.
- Confirmation of approval of the proposed research and the regulations concerned with the execution of the research by the competent authorities of the host institution.
- Confirmation that researchers involved have enough free research hours on their disposal.
- Confirmation of approval of the budget of the Individual Project of the PI/PL concerned.
- *Written statement for all those applicants that are applying with the HERA JRP research projects that can be under Slovenian national rules classified under C category.*
- Signatures and full names of the applicant and the competent authority of the host institution; date and place.
- Signed letter must be sent by post.

**CONTACT:**

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## Sweden (VR)

### VR Eligibility Requirements for HERA JRP 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 VR, may participate in a HERA JRP consortium as Project Leader (PL) or Principal Investigator (PI). The activity in the project must be at least 20 per cent. 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 JRP consortium 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.

#### 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.

#### **CONTACT:**

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## **United Kingdom (AHRC)**

### **AHRC Eligibility Requirements for HERA JRP applicants based in UK**

#### **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 to apply to the AHRC in responsive mode (<http://www.ahrc.ac.uk/FundingOpportunities/Pages/IndependentResearchOrganisations.aspx>)
- Research Council Institutes

#### **Project Leaders (PL) and Principle 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 Principle Investigators, please consult pages 36-38 of the AHRC funding guide for further information <http://www.ahrc.ac.uk/FundingOpportunities/Documents/Research%20Funding%20Guide.pdf>

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

- Co-investigator (must fulfill same eligibility as PI)
- Research Assistant; or
- PhD student - please see further guidance below

#### **Project studentships**

Funding may be sought for one or two full-time (three years) PhD project studentships whose work will contribute to the CRP as a whole. The studentship must fall completely within the duration of the CRP. Funding cannot be sought to complete a PhD which has already started or will start prior to the start date of the project.

Each studentship must provide added value to the project, but also allow the student sufficient independence to make their own original contribution to scholarship. The CRP must be a viable project without the contribution of the project student, but the student(s) should benefit from working within the structure of the project as a whole.

When recruiting a student for the project please note that there are limits on the funding available depending on the residency and nationality of the applicant and other requirements. Further guidance will be provided to successful projects.

## **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.

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.

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

- The 80% value must be entered into the budget table
- 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) can not be included
- The budget must be in Euros
- Studentship(s) should be costed on a full award basis (3 years of maintenance and fees) at £60,000 for London institutions and £54,000 non-London institutions. Please note that not all applicants will be eligible for a full award, where applicants are only eligible for fees only awards maintenance payments must **not** be provided.

The Total 80% value including inflation should be the amount used towards the 1 M€ limit for whole CRP.

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 detail of the budget using the FEC headings as well as a record of the exchange rate is kept for audit purposes.

For full guidance on costings see page 32-33 of the [AHRC Research funding Guide](#)

## **CONTACT:**

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