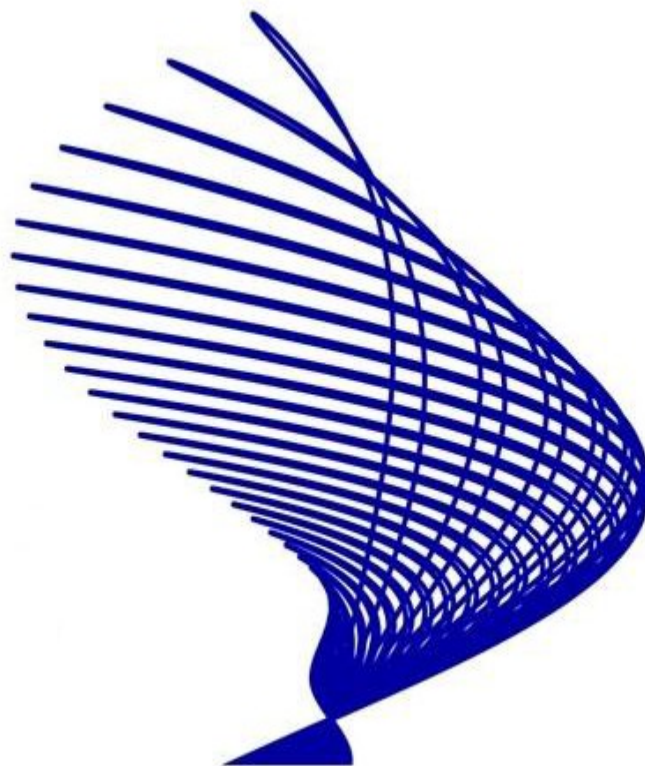


**NORFACE**  
**Transnational Research Programme**

**Democratic governance in a turbulent age**  
**(Governance)**

**National and Regional Eligibility**  
**Requirements**



**NORFACE**  
**NETWORK**

*Published 3 December 2018*

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

**Austria (FWF)**

**FWF Eligibility Requirements for NORFACE applicants based in Austria**

**Notice:** FWF provides a maximum of € 600.000 for funding Austrian research projects within the NORFACE Joint Transnational Research Programme “Democratic governance in a turbulent age (Governance)”.

• **Who can 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 NORFACE consortium as Main or Co-Applicant. Applications may only be submitted by individual natural persons. Applications from institutes, institutions or companies are not permitted.

“Independent researchers” (Selbstantragsteller) are also allowed to apply within a NORFACE project. 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 **three** in the Stand-Alone Projects Programme, International Programmes, Clinical Research and Arts-Based Research Programmes. Information on the limit of the number of ongoing/approved projects and thus the limit of applications that can be submitted can be found at

[http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/project\\_number\\_limit.pdf](http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/project_number_limit.pdf).

For information on submitting an application from abroad see the FWF Website at

<http://www.fwf.ac.at/en/research-funding/applications-from-abroad/>.

The applicant's qualifications to carry out the research work should be demonstrated by publications in internationally recognised journals (the number of which should correspond to the stage the applicant has reached in his/her career). The following criteria are decisive in the assessment of the applicant's research qualifications and determine whether a review procedure is initiated:

- 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. For example, at least one publication listing the applicant as the first author is required in the Life Sciences category.
- 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). In the case of journals not listed in those databases, or monographs, edited volumes or contributions therein, or other publication types, the peer-review procedure must be documented on the publisher’s website to which the applicant should provide a link. In the case of monographs, edited volumes or contributions therein, or other publication types where the policy is not documented on the publisher’s website, or journals not listed in the Web of Science, Scopus or the Directory of Open Access Journals (DOAJ) the onus is on the applicant to provide evidence of the outlet’s quality assurance policies.
- International publications: In the natural sciences, life sciences and 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.

Where one or more of the above conditions are not met, the applicant must make a case for exemption to the rule which will then be considered by the FWF Executive Board.

Principal investigators must mention the ORCID persistent digital identifiers (<http://orcid.org/>) in the application forms.

- **What are eligible costs for researchers?**

Only project-specific 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. The FWF does not finance infrastructure or basic equipment at research institutions.

- 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).
  - 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).
- 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.).

- Funding for publication costs cannot be requested in FWF applications for research projects. However, the FWF does provide additional funding for peer-reviewed publications upon request up to three years after the end of an approved project.

- **Submission requirements**

In addition to the application at the call secretariat administrative and financial data as well as project abstracts (in accordance with the FWF guidelines for stand-alone projects) must be submitted online to the FWF at <https://elane.fwf.ac.at>. In case of a two-step application procedure this is required already at the preproposal stage via the programme category "IK – International Projects (preproposal)".

For submissions to be valid, the cover sheet generated at the end of the online submission process must be printed out and signed. It can then either be sent to the FWF by conventional mail (FWF, Sensengasse 1, 1090 Vienna) or scanned in, given a digital signature and sent to the FWF ([office@fwf.ac.at](mailto:office@fwf.ac.at)) as an e-mail attachment.

**Please complete and upload the Austrian financial budget table as an individual annex to the Full Proposal through the ISAAC system as well as the national FWF application system.**

**Contact**

Dr Petra Grabner

E-mail address: [petra.grabner@fwf.ac.at](mailto:petra.grabner@fwf.ac.at)

Fonds zur Förderung der Wissenschaftlichen Forschung  
Geistes- und Sozialwissenschaften  
Sensengasse 1, 1090 WIEN, AUSTRIA

**Belgium, federal (BELSPO)**

**BELSPO Eligibility Requirements for NORFACE applicants based in Belgium**

**Notice:** The mission of the Programmatory Public Service Science Policy (hereafter BELSPO) is to fund research in support of the competences of the federal state of Belgium.

Potential applicants are therefore advised to contact BELSPO (see contact details below) to ensure if the core topic of their project falls in the remits of the federal competences of the Belgian State (some secondary aspects of the proposal can touch to non-federal competences).

• **Who can apply?**

Researchers belonging to a non-profit organisation having in its statutes the pursuit of scientific research (such as universities, colleges of higher education, federal scientific institutes, non-profit research centers...) are eligible for funding.

• **What are eligible costs for researchers?**

The maximum amount that can be requested per project is € 250,000.

Eligible costs are:

| Eligible cost category   | Explanation and calculation  |
|--------------------------|--|
| personnel costs          | <ul style="list-style-type: none"> <li>- the promoters of a proposal are generally appointed staff on the payroll of their institution and cannot receive funding. Personnel costs eligible for reimbursement by BELSPO only concerns researchers recruited under a regular labour contract or through tax-free scholarships.</li> <li>- BELSPO endorses a full cost model: all personnel costs are eligible for funding (gross indexed wages including taxes, social security charges...)</li> <li>- if the researcher can be identified by name in the proposal, his/her real personnel costs will be provided.</li> <li>- if the researcher has not yet been identified (e.g. would be recruited once the project is granted), the following maximum amounts shall not be exceeded in the proposal:                             <ul style="list-style-type: none"> <li>• 66,000€/year for a Master degree, regardless of experience;</li> <li>• 90,000€ for a PhD, regardless of experience;</li> <li>• 50,000€ for technical staff, regardless of experience.</li> </ul> </li> </ul> |
| General operating costs  | The amount of GOC is fixed at a maximum of 10% (15% for the Principal Investigator of the whole project) of the Personnel Costs. It is a lump sum for which no invoices will be required. This amount covers the usual expenses of any research project, including travel to meetings, usual supplies (books, data...), organising or attending conferences, software...   |
| Specific Operation Costs | Costs that are very specific to the nature of the project that do not fall under the usual GOCs. These SOC include for example the organisation of a survey, access to expensive research infrastructure, organisation of large consultations (series of focus groups, consensus meetings with the field...). Such costs will be reimbursed upon presentation of invoices;   |
| Equipment                | Hardware, laboratory material and other apparatus and instruments... Reimbursement by BELSPO will be based on invoices presented in the first half of the project;   |

|                |   |
|----------------|---|
| Subcontracting | Expenses incurred by a third party performing either non-scientific tasks (organising a large conference, a survey...) or well-limited scientific tasks requiring competences outside the network (e.g. specific statistical calculations...). The institution of the Coordinator will make a bilateral contract with the subcontractor, pre-finance his/her activity and be reimbursed by BELSPO upon presentation of a global invoice. The total budget for subcontracting shall not exceed 25% of the total budget of the applicant(s) requesting funding of BELSPO. |
| Overheads      | Lump sum (no invoices required) of max 5% of (Personnel Costs + GOC + SOC) covering telephone, administration, maintenance, heating, electricity...   |

**Contact**

Aziz Naji

E-mail address: [aziz.naji@belspo.be](mailto:aziz.naji@belspo.be)

Tel: 02 238 36 46

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

### **FWO Eligibility Requirements for NORFACE applicants based in Belgium, Flanders**

**Notice:** The FWO only participates with its fundamental research programme, which implies that only this type of research is eligible for funding. It is consequently advised to contact the FWO administration, before submission, in order to verify the researchers' eligibility and avoid the ineligibility of the project-proposal/consortium as a whole.

Additionally, we ask researchers to inform their host institution (research coordination units (DOCs)) about their participation, for administrative purposes. A researcher can be included/participate in two different consortia/projects in this call, conform [article 5 of the research project regulations](#).

More information about ERA-NET and FWO can be consulted online, on the [FWO-website](#).

- **Who can apply?**

In order to be eligible for FWO-funding, researchers have to comply with [Article 9 of the research project regulations](#). Only 'academia' are fundable; in essence this comes down to holding an eligible 'ZAP-position' at a Flemish, eligible main host institution.

- **What are eligible costs for researchers?**

The max. amount that can be requested per project is 350.000 EUR, **a mandatory 6% overhead cost included. This overhead cost of 6% on the applied for budget needs to be inserted in the overhead category.**

Funding money can be used for staff (temporary; permanent staff cannot be appointed on FWO budget), consumables (incl. travelling) and equipment. The minimal and maximal allowed funding amounts per cost category, as applicable for the [regular FWO-projects](#), are not applicable for the projects funded by FWO in ERA-NET.

**Please note, applicants to FWO are only required to submit financial details through the summary budget table. No separate regional budget annex needs to be uploaded either through ISAAC or FWO application system.**

#### **Contact**

Toon Monbaliu

Advisor Research Affairs

E-mail address: [eranet@fwo.be](mailto:eranet@fwo.be)

Tel: +32 2 550 15 70

Olivier Boehme

Coordinator Strategy and Policy Cell

E-mail address: [eranet@fwo.be](mailto:eranet@fwo.be)

Tel: +32 2 550 15 45

**Belgium, Wallonia and Brussels Federation (F.R.S.-FNRS)**

**F.R.S.-FNRS Eligibility Requirements for NORFACE applicants based in Belgium, Wallonia and Brussels Federation**

- **Who can apply**

Researchers affiliated to an eligible research institution in the Wallonia-Brussels Federation (French speaking Belgium)

The maximum amount of requested funding per project is **200,000 EUR** for a total period of three years.

- **What are eligible costs for researchers?**

All eligibility rules and criteria can be found in the [PINT-MULTI regulations](#). **This call is co-funded by the European Commission (see article III.3).**

“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.

- **Submission requirements**

Applicants must provide basic administrative data by submitting an administrative application on [Semaphore](#) for the same deadline as the consortium application is submitted. Please select the “PINT-MULTI” funding instrument when creating the administrative application. Proposals invited to the second stage will be able to complete the pre-proposal form and provide information for the full proposal upon validation by the F.R.S.-FNRS.

**Contact**

Joel Groeneveld

E-mail address: [Joel.Groeneveld@frs-fnrs.be](mailto:Joel.Groeneveld@frs-fnrs.be)

Tel: (+31) 2 504 92 70

Florence Quist

E-mail address: [Florence.quist@frs-fnrs.be](mailto:Florence.quist@frs-fnrs.be)

Tel: (+31) 2 504 93 51



**Czech Republic (CAS)** – last updated 26 June 2019

**CAS Eligibility Requirements for NORFACE applicants based in Czech Republic**

- **Who can apply?**

Qualified researchers from all disciplines affiliated with CAS research institutions at any career stage (see also *Eligible personnel costs*). For an overview of the eligible research institutes, please contact CAS.

- **What are eligible costs for Czech 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".

- Eligible personnel costs: (maximum project duration 3 years)
  - Max. two PhD. students per one project;
  - One or more Postdoc(s);
  - One or more senior researcher(s).
- Eligible material costs are e.g. :
  - Travel & accommodation & meeting costs (the items must be specified and justified);
  - Costs for knowledge transfer (the items must be specified and justified);
  - All joint publication costs (incl. editing and translation costs);
  - Overhead/administration expenses;
  - Equipment expenses (contact CAS to check eligibility of proposed equipment costs);
  - Other material costs (contact CAS to check eligibility of proposed material costs).

The cost of institutional overheads may be included at a rate of up to 15% of overall eligible direct costs less equipment.

There are no eligible investment costs.

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

All budget items must be justified and provided for the eligibility.

For more information on CAS, please visit [www.avcr.cz](http://www.avcr.cz).

**Please complete and upload the Czech financial budget table as an annex to the Full Proposal through the ISAAC system.**

**Contact**

Alena Klvaňová

E-mail address: [klvanova@kav.cas.cz](mailto:klvanova@kav.cas.cz)

+420 221 403 566

Czech Academy of Sciences (CAS)

Národní 3, 117 20 Prague 1 Czech Republic

**Denmark (DAFSHE)<sup>1</sup>** – last updated 26 June 2019

**Danish Agency for Science and Higher Education (DAFSHE) eligibility requirements for NORFACE applicants based in Denmark.**

o **Who can apply?**

Main or Co-applicants must be able to document independent research experience typically corresponding to 3 years of research after having obtained a PhD (or similar qualifications).

o **What are eligible costs for Danish researchers?**

The applicant may apply for funding to cover all expenses directly attributable to the project, and which are relevant and necessary in order to carry out the project. To this should be added overhead/administration expenses.

The budget must be divided into the following overall budget items:

- o Scientific/academic salaries, incl. salaries for visiting researchers from abroad
- o Salaries for PhD-students
- o Post-doctoral salaries
- o Technical/administrative salaries
- o Equipment expenses
- o Operating expenses e.g. data collection, field work, hosting of seminars, etc.

Please note that Independent Research Fund Denmark expects that expenses for books, normal work PCs, general software and other general work tools will be covered by the hosting institutions' overhead. Please also note that DFF does not fund expenses associated with Open Access publishing.

In NORFACE applications all costs must be given in EUR and the limit for overhead expenses is 20%. Apart from that, the terms and conditions for Independent Research Fund Denmark calls also stand for researchers applying for support from NORFACE via Danish institutions – please refer to the current call at <https://dff.dk/en/application/call-for-proposals-2019-uk.pdf>.

**Please complete and upload the Danish financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Mads de Wolff

E-mail: [mdw@ufm.dk](mailto:mdw@ufm.dk)

Tel. (+45) 7231 8436

Styrelsen for Forskning og Uddannelse / Danish Agency for Science and Higher Education  
Sekretariatet for Danmarks Frie Forskningsfond / Office of Independent Research Fund Denmark  
Bredgade 40  
DK-1260 Copenhagen  
Denmark

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<sup>1</sup> In the Outline Proposal stage, DAFSHE was recognized as IRFD for Denmark.

## **Estonia (ETAg)**

### **ETAg Eligibility Requirements for NORFACE applicants based in Estonia**

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

- **Who can apply?**

The Host Institution is the institution to which the grant will be allocated. The Host Institution must be registered and located in Estonia. R&D institutions must conform to the Organisation of Research and Development Act. For enterprises, section 3(2) of the Organisation of Research and Development Act does not apply.

The Host Institution must declare that the project can be carried out within their premises and that it will employ the Principal Investigator during the proposed project, should the project receive funding.

The Principal Investigator is the researcher who submits the project proposal and who will be responsible for the use of the grant and for the implementation of the project.

- The Principal Investigator:
  - must have an updated public profile in the Estonian Research Information System (ETIS), or as an alternative, convert his/her ETIS publications table into a PDF and send it directly to the ERA-NET's contact point at ETAg;
  - must hold a doctoral degree or an equivalent qualification. The degree must be awarded by the submission deadline of the grant application, at the latest;
  - must have published at least three articles which comply with the requirements of clause 1.1 of the ETIS classification of publications, or at least five articles which comply with the requirements of clauses 1.1, 1.2, 2.1 or 3.1, within the last five years prior to the proposal submission deadline. International patents are equalled with publications of clause 1.1. A monograph (ETIS clause 2.1) is equalled with three publications mentioned in clause 1.1 if the number of authors is three or less. If the applicant has been on pregnancy and maternity or parental leave or in the compulsory military service, or has other serious grounds, the publication period requirement will be extended by the respective time.
  - Senior research staff of the project participates in the substantial performance of the project. They must hold at least master's degree or an equivalent qualification.

- **What are eligible costs?**

Research expenses consist of direct costs (personnel costs incl. scholarships, travel costs and other direct costs) and subcontracting costs. The research expenses must be used to carry out the project and be respectively identifiable.

- Direct costs
  - Personnel costs are monthly salaries with social security charges and all other statutory costs of the participants of the project calculated according to their commitment and proportionately to their total salary cost at their Host Institution.
  - Scholarships equal to the state doctoral allowance may be paid out of the grant to doctoral students not receiving any salary from the Host Institution. Should a doctoral student participate in several projects financed by ETAg, the total amount of the

scholarship from these projects may not exceed the nationally determined amount of doctoral allowance.

- Travel costs may cover expenses for transport, accommodation and daily allowances.
- o Other direct costs
  - consumables related to the project;
  - costs for publication and dissemination of project results;
  - costs for organising meetings, seminars or conferences;
  - fees for participation in scientific forums and conferences;
  - all other costs that are identifiable as clearly required for the implementation of the project.
- o Subcontracting costs should not be included in the overhead calculation and should cover only additional or complementary research related tasks (e.g. costs for translation, analyses, etc.) performed by third parties. Core project tasks should not be subcontracted. Subcontracting costs may not exceed 10% of the total costs.
- o Overhead may not exceed 20% of eligible direct research costs and should cover general expenses of the Host Institution. Costs for equipment and services intended for public use (copying machine or printer publicly used, phone bills, copying service, etc.) should be covered from the overhead.
- o Double funding of activities is not acceptable.

- **Enterprises**

EU Regulations on State Aid for Research and Development must be taken into account when requesting funding from ETAg. The state aid form must be filled in. No tax arrears are allowed on the proposal submission date.

- **Research involving human subjects or animal tests**

If human research or animal tests are intended in the project, a positive resolution by the Human Research Ethics Committee or the Authorization Committee for Animal Experiments must be submitted to ETAg by the start of the relevant activities.

- **Nagoya protocol**

By applying for funding by ETAg the applicants agree to consider the relevance of Nagoya protocol for their research, and to submit the Due Diligence Declaration if applicable.

**Please complete and upload the Estonian financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Dr. Aare Ignat

Programme manager

E-mail address: [aare.ignat@etaq.ee](mailto:aare.ignat@etaq.ee)

**Finland (AKA)** – last updated 3 September 2019

## **AKA Eligibility Requirements for NORFACE applicants based in Finland**

**Notice:** General guidelines of the Academy Projects funded by the Academy of Finland apply to applicants based in Finland. Please see [http://aka.fi/globalassets/10rahoitus/rahoituksen-kayton-ehdot/viimeisimmat/yleiset\\_ehdot\\_2018\\_2019\\_130618\\_en.pdf](http://aka.fi/globalassets/10rahoitus/rahoituksen-kayton-ehdot/viimeisimmat/yleiset_ehdot_2018_2019_130618_en.pdf) for further information. Applicants are encouraged to contact NORFACE national contact point at the Academy of Finland (contact details below) before submitting their proposals.

- **Who can apply?**

The applicant who intends to act as main or Co-applicant in a NORFACE project must have the qualifications of a professor or adjunct professor (docent). 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 researchers?**

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 using the golden route).

No conferences can be organised with this funding nor can administrative personnel be included. However, we encourage to participate in international conferences. Overheads should be calculated as 1.2x of the total without them.

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 (e.g. work abroad, return to Finland or transfer to another research organisation or a company in Finland).

- **Support to international researcher mobility**

We support international mobility:

- in research projects
  - **as a mobility allowance** for mobility from Finland as part of a project's research costs:
    - researchers with dependents €1,500/month
    - researchers without dependents €1,050/month
  - **as grants** to non-EU researchers coming to Finland to work for periods shorter than a year.
- with our funding opportunity *International researcher mobility based on bilateral agreements* as research grants or personal grants.

- **Submission requirements**

The PIs based in Finland are required to annex to the Full Proposals a commitment of the site of research signed by a representative of the site of research. The text of the commitment of the site of research is available online at <http://www.aka.fi/en/funding/apply-for-funding/az-index-of-application-guidelines/commitment-by-site-of-research/>

In the application, give a **cost estimate** including an estimate of the annual amount of funding needed, itemised by type of expenditure. Also include a **funding plan**, that is, all funding granted to the project and any other funding received from elsewhere for the same purpose<sup>1</sup>. The cost estimate must be realistic and **justified by type of expenditure in the research plan**.

**Please complete and upload the AKA financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Katja Marjanen

Science Advisor

E-mail address: [katja.marjanen@aka.fi](mailto:katja.marjanen@aka.fi)

Academy of Finland

Culture and Society Research Unit

POB 131 (Hakaniemenranta 6)

FI-00531 HELSINKI, FINLAND

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<sup>1</sup> Updated from: "and funding that will be provided by the site of research if the project is launched". AKA does not require funding from the site of research.

## **France (ANR)**

### **ANR Eligibility Requirements for NORFACE applicants based in France**

**Notice:** Please consult the programme's webpage on the ANR website at <http://anr.fr/Norface-Gov>, in particular the conditions for the participation of French partners (*Annexe « Modalités de participation pour les partenaires français »*), to make sure to comply with all ANR requirements.

- **Who can apply?**

Only research partners established in the EU and that can prove that they have a primary or a secondary establishment in France may be financed by ANR (please consult ANR's "Règlement financier" available at: <http://www.agence-nationale-recherche.fr/RF> for more details).

- **What are the eligible costs?**

Standard ANR funding rules apply for eligible costs and funding rates. These rules are specified in ANR's "Règlement financier" mentioned above and in an explanatory note available at: <http://www.agence-nationale-recherche.fr/fileadmin/documents/2017/ANR-RF-Fiche-COUTS.pdf>

Eligible costs (e.g.: personnel costs, costs of instruments and equipment, additional overheads and other operating expenses incurred directly as a result of the research project such as, for instance: travel costs) and funding rates vary based on the type of research and research Partner concerned.

**French applicants will be contacted by ANR with further instructions on providing national financial details. French applicants are not required to upload a separate national financial budget sheet to the ISAAC system.**

#### **Contact**

Catherine Pellini

E-Mail address: [catherine.pellini@agencerecherche.fr](mailto:catherine.pellini@agencerecherche.fr)

Tel: +33 (0) 1 73 54 81 98

Agence Nationale de la Recherche (ANR)  
50, avenue Daumesnil  
75012 Paris

**Germany (DFG)** – last updated 26 June 2019

**DFG Eligibility Requirements for NORFACE applicants based in Germany**

- **Who can apply?**

Qualified researchers (as a rule, those holding a doctorate) from all disciplines working at German research institutions; Researchers working at institutions which serve purely commercial purposes or those who are not permitted to publish findings in a generally accessible form are not eligible to apply.

- **What are eligible costs for researchers?**

For details and eligible costs, please consult the Guidelines Research Grants Programme:

[http://www.dfg.de/formulare/50\\_01/50\\_01\\_en.pdf](http://www.dfg.de/formulare/50_01/50_01_en.pdf)

To calculate employment costs, please use fixed DFG Personnel Rates only:

[http://www.dfg.de/formulare/60\\_12/60\\_12\\_en.pdf](http://www.dfg.de/formulare/60_12/60_12_en.pdf)

Please note that overheads do not count for eligible costs and may not be included in the budget calculation. In addition to the eligible costs, 22% overhead funding will be calculated and provided by DFG in case the project is funded.

- **Mandatory submission of Full Proposal via DFG elan portal**

For Full Proposals, German applicants are requested to additionally submit the German application's part via DFG elan system (<https://elan.dfg.de/en>). German Main or Co-applicants are in charge. The submission has to be done within one day after the call's deadline, by 11 September 2019 at the latest. The application document uploaded via ISAAC at NWO must be uploaded via DFG elan once more, plus CV's of the research team (annex A). These documents must be identical to those uploaded via ISAAC. If you are not registered yet in the DFG elan system, please do so at least three days before submission.

Please note that for German applicants the budget submitted via elan is valid only. You must make sure that the amount of funds requested for the German part in the overview budget table of the Full Proposal template submitted to ISAAC is in line with the budget submitted to the elan portal. Furthermore, the Full Proposal must include a justification of the German part of the budget.

For your submission via elan system please note:

- By filling in the entry form on the elan system please refer to NORFACE in the section Call for Proposals.
- In the section "Proposal Data" please indicate the title of the project and acronym.
- In the section "Applicants" please name only those individuals as applicants who request for funding from DFG. Please enter the requested budget items only for the German applicants.
- In the section "Other Participating Individuals" please assign the role of a "Cooperation Partner" to your international consortium partners (Main and Co-applicants only). Cooperation partners must not be registered in the DFG elan system. For these persons you need not to (and actually cannot) fill in requested funds, too.
- If you apply for your own Temporary Position for Principal Investigators please add the statement from your host institution which you can find here: [www.dfg.de/formulare/41\\_027/](http://www.dfg.de/formulare/41_027/)

**Please note that for German applicants the budget submitted via elan is valid only.**

**Please refer to national instructions on this above.**



**Contact**

Dr Stefan Koch

E-mail address: [stefan.koch@dfg.de](mailto:stefan.koch@dfg.de)

Tel: +49 (228) 885-2459

Claudia Wünsche (for technical and administrative issues)

E-mail address: [claudia.wuensche@dfg.de](mailto:claudia.wuensche@dfg.de)

Tel: +49 (228) 885-2203

Deutsche Forschungsgemeinschaft (DFG)

Humanities and Social Sciences

D-53170 Bonn

[www.dfg.de](http://www.dfg.de)

## **Ireland (IRC)**

### **IRC Eligibility Requirements for NORFACE applicants based in Ireland**

**Notice:** Depending on all conditions of eligibility and peer review being met, the budget earmarked by the participating funding agency, the Irish Research Council, for this call will be up to € 380,000. The Irish Research Council will fund the cost of Ireland based Principal Investigators as part of successful applications.

Details of the call and the application process are provided via the Governance [call website](#).

A consortium agreement will need to be developed between the participating partners, should their application be successful, and this must be shared with the relevant Partner Organisations.

All applicants have to comply with the rules as described in the Governance Call Text. In order to be eligible for funding, the project team should involve, in addition to the Irish team, at least one other national research team eligible for funds provided by the European Commission (see Annex A, page 21-22 of the Call for Proposals). In addition, for Ireland, the following eligibility and national funding modalities apply:

- **Who can apply?**

Main applicants and Co-applicants 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 Skills 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 the Irish Research Council may be part of a consortium but cannot function as formal Main applicant or Co-applicant.

- **What are eligible costs for researchers?**

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

Total personnel costs must not exceed the following limits over the maximum project duration of 3 years;

- 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

Personnel costs can only be claimed in the above three staffing categories. **Applicants must submit their budget to the Irish Research Council for approval before submission.**

- 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

- Ineligible costs include:
  - Sub-contracting costs
  - Subsistence or per diem costs

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

Applicants are advised to contact their National Contact Point before starting to prepare proposals for application. For Irish Research Council enquiries, please see address below.

**Please complete and upload the Irish financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Rose Sweeney

E-mail address: [rsweeney@research.ie](mailto:rsweeney@research.ie)

Niall Kelly

E-mail address: [nkelly@research.ie](mailto:nkelly@research.ie)

Irish Research Council

3 Shelbourne Building

Crampton Avenue

Ballsbridge

D04 C2Y6

Ireland

## **Lithuania (RCL)**

### **RCL Eligibility Requirements for NORFACE applicants based in Lithuania**

- **Who can apply?**

Researchers from Lithuanian higher education and research institution (which is listed in the Register of Ministry of Education and Science of Republic of Lithuania) may participate in NORFACE consortia. The applicant who intends to act as a Main Applicant has to be a scientist (researcher holding at least a Ph.D. degree). A person, acting as a Main applicant or a core group member 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
- Eligible overheads:
  - Up to 30% of Personnel and Subcontracting costs.

The workload of the core members of Lithuanian team must be at least 20 hours multiplied by the duration of the project in months.

One project can require up to € 93,777 for a maximum of three years in Lithuania.

#### **Links to further information or documents:**

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

#### **Contact**

Kornelija Janavičiūtė,

E-mail address: [kornelija.janaviciute@lmt.lt](mailto:kornelija.janaviciute@lmt.lt)

Tel: +370 676 14629

International Programmes Unit of Research Foundation

Research Council of Lithuania

[www.lmt.lt](http://www.lmt.lt)

## **Luxembourg (FNR)**

### **FNR Eligibility Requirements for NORFACE applicants based in Luxembourg**

- **Who can apply?**

Funds provided by FNR in the framework of governance project funding are aimed at beneficiary organisations as specified in article 3.2 of the law creating the FNR.

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 and up to two project proposals may be submitted per PI. In order to be eligible as PI, researchers must comply with the FNR requirements for principal investigators and supervisors

<http://bit.ly/PIandSupervision>

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

- **What are eligible costs for researchers?**

- Eligible direct costs:

- 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.

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 FNR 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:

1. Why an expert or technical assistance is needed.
2. How many hours" work the subcontractors are expected to provide.
3. All covered costs, must be substantiated.

- o Eligible indirect costs

- Overhead

Definition by FNR: 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 up 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 eligible 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**

Mr Asaël Rouby

Programme Manager

E-mail address: [asael.rouby@fnr.lu](mailto:asael.rouby@fnr.lu)

Dr. Helena Burg

Head of International Relations

E-mail address: [helena.burg@fnr.lu](mailto:helena.burg@fnr.lu)

Fonds National de la Recherche Luxembourg (FNR)

Maison du Savoir 2, avenue de l'Université

L-4365 Esch-sur-Alzette

Luxembourg

Tel: +352 26 19 25-49



**The Netherlands (NWO)** – last updated 26 June 2019

**NWO Eligibility Requirements for NORFACE applicants based in the Netherlands**

**Notice:** Depending on all conditions of eligibility and peer review being met, the budget earmarked by the participating funding agency NWO for this Call will be up to € 1,200,000. There is no maximum to the amount that can be requested per project or per Dutch partner.

• **Who can apply?**

To be eligible for funding, applicants from a Dutch institution must hold a doctorate and be employed as a researcher, at least for the duration of the project, at one of the following research institutions:

- a Dutch university;
- a University Medical Centre;
- an institute affiliated to KNAW or NWO;
- the Netherlands Cancer Institute;
- the Max Planck Institute Nijmegen;
- the DUBBLE-beamline at the ESRF in Grenoble;
- the NCB Naturalis;
- the Advanced Research Centre for Nanolithography; or
- the Princes Maxima Centre.

Note that the employment can be a tenured appointment or a temporary appointment for the course of the application process and the research project, but must be a research position.

The proposed research must fall within the remit of NWO's research area of the social sciences, as defined in the NWO social sciences list of discipline codes. Please refer to <https://www.nwo.nl/en/documents/magw/magw---disciplinecode-list> (NB this list also includes a separate code for social sciences as a discipline, however *all* disciplines in this list are eligible).

• **What are eligible costs for researchers?**

- Eligible personnel costs:
  - PhD position(s) of maximum 36 months full time). The PhD student should be suitably prepared to complete their PhD in three years. A guarantee to this end must be provided by the university in case the project is funded.
  - Postdoc position(s) of up to 36 months full time, with a minimum of 0.6 fte. A Postdoc position can be shared by two people, but the minimum for an individual position is 0.2 fte, and combined the Postdoc position must add up to at least 0.6 fte and not exceed 1.0 fte for each year of the duration of the project.

All salary costs are financed in accordance with the most recent version of the NWO-VSNU 'Agreement for Funding Scientific Research'. Please refer to <https://www.nwo.nl/en/funding/funding+process+explained/salary+tables>.

It is not possible to apply for a replacement grant for the Dutch Principal Investigator, nor is it possible for the Dutch Principal Investigator to apply for the Postdoc position him-/herself.

- Eligible material costs:
  - Travel, accommodation and 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);
  - The costs of student-assistants.



A personalised bench fee is assigned to PhD and Postdoc researchers who each have an appointment of minimum 0.5 fte for one year. This is a fixed sum of € 5,000 in order to cover costs related to the researcher, for example conference visits and publication costs of the dissertation. No additional funding can be requested for activities already covered by the bench fee. For members of the research team who are not funded through this application, these costs can be included in the material costs.

In accordance with the NWO-VSNU agreement, the material 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 a consequence, the grant will not cover the costs of data processing time at computer centers or the acquisition of personal computers or laptops, or costs for accommodation / housing, overhead, maintenance or depreciation.

Note that it is not possible to apply for material costs only. Material costs can only be applied for in addition to personnel costs.

**Please complete and upload the Dutch financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Esther van der Wel

E-mail address: [governance@nwo.nl](mailto:governance@nwo.nl)

Tel: +31 (0) 70 344 05 68

Maxime Verbeij

E-mail address: [governance@nwo.nl](mailto:governance@nwo.nl)

Tel: +31 (0) 70 349 41 05

Anne Cukier

E-mail address: [governance@nwo.nl](mailto:governance@nwo.nl)

Tel: +31 (0)70 344 05 03

Dutch Research Council (NWO)

Domain Social Sciences and Humanities

P.O. Box 93461

2509 AL The Hague

**Norway (RCN)** – last updated 14 June 2019

**RCN Eligibility Requirements for NORFACE applicants based in Norway**

- **Who can apply?**

Researchers at Norwegian universities, university colleges or other Norwegian research institutions may participate in a NORFACE project as Main Applicant or Co-applicant. The Research Council has drawn up a document containing the definition and specification of the concept "research institution" and a [list](#) of approved research institutions.

- **What are eligible costs for researchers?**

- Eligible personnel costs:
  - Postdoctoral research fellowship: Funding for min. 2 and max. 3 person-years.
  - Doctoral research fellowship: Normally funding for 3 person-years.

Both types of fellowship are funded according to RCN lump-sum allocation. Doctoral and Postdoctoral research fellowships should be fully financed within the projects, and projects deviating from the rule should explain how the remaining part of the fellowship positions are planned financed.

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 for researchers 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.

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

<https://www.forskningsradet.no/en/apply-for-funding/budsjett/>

- Eligible material costs/operating expenses:

At project level (will be administrated by the Main Applicant and Co-applicants)

- Travel & accommodation & meeting costs
- Costs for knowledge transfer
- All joint publication costs (incl. editing and translation costs)
- Other direct costs for the performance of project activities.

Indirect project costs, e.g. the project's share of the cost of rental of office space, IT/telephone and other joint administrative services for personnel, accounting and financial management are not eligible material costs/operating expenses)

Norwegian applicants should not calculate overhead. Overhead is included in the lump sums for personnel costs as described on RCN's website:

<https://www.forskningsradet.no/en/apply-for-funding/budsjett/>

In NORFACE applications all costs must be given in Euros and the exchange rate used must be indicated.

**Please complete and upload the Norwegian financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Janike Harsheim

Email address: [jh@rcn.no](mailto:jh@rcn.no)

Tel: +47 480 05 132

The Research Council of Norway

P.O. Box 564

NO-1327 Lysaker, Norway



**Poland (NCN)** – last updated 26 June 2019

## Eligibility Requirements for NORFACE applicants based in Poland

**Only proposals involving basic research** (original experimental or theoretical research work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts) **may be submitted in response to the call for proposals.**

- **Who can apply?**

Any researcher, with a doctoral degree, employed at a Polish research institution.

- **What are the eligible costs for Polish researchers?**

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: [https://www.ncn.gov.pl/sites/default/files/pliki/uchwaly-rady/2018/uchwala\\_UNISONO\\_pazdziernik\\_2018.pdf](https://www.ncn.gov.pl/sites/default/files/pliki/uchwaly-rady/2018/uchwala_UNISONO_pazdziernik_2018.pdf).

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

- personnel costs (including post-doc positions and scholarships for PhD students);
- equipment: applicants may seek funding for research equipment up to 500,000 PLN;
- other costs such as:
  - devices and software,
  - materials,
  - outsourcing and subcontracting,
  - business trips (travel and subsistence costs),
  - visits and consultations,
  - publication costs incl. editing and translation costs (please bear in mind that remuneration for performing reviews is not eligible),
  - other consumables.

### **Please note for the Full Proposal stage:**

- In the Full Proposal stage, Polish applicants must register their applications in the OSF/ZSUN submission system (UNISONO).
- Budget of the Polish part of the project must be given in PLN as well as EUR (**1 EUR = 4,2024 PLN**).
- Overhead costs must not exceed a maximum of 40% of the total eligible costs (excl. equipment) and may not be increased during the course of a research project.
- Administrative personnel costs have to be covered from overheads.
- Applicants are obliged to adhere to the rules included in the following document:  
[https://www.ncn.gov.pl/sites/default/files/pliki/uchwaly-rady/2018/uchwala\\_UNISONO\\_pazdziernik\\_2018.pdf](https://www.ncn.gov.pl/sites/default/files/pliki/uchwaly-rady/2018/uchwala_UNISONO_pazdziernik_2018.pdf).

**Please complete and upload the Polish financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

### **Contact**

Dr Malwina Gębalska

Email: [malwina.gebalska@ncn.gov.pl](mailto:malwina.gebalska@ncn.gov.pl)

Anna Kotarba

Email: [anna.Kotarba@ncn.gov.pl](mailto:anna.Kotarba@ncn.gov.pl)

## **Slovenia (ARRS)**

### **National Eligibility Requirements for NORFACE applicants based in Slovenia**

- **Who can apply?**

Researchers holding a PhD degree who:

- meet the requirements for a project manager of a basic or applicative project,
- are registered at Slovenian Research Agency (ARRS), and
- are employed at Slovenian higher education or research institutions or will be employed at the research institution by signing of NORFACE grant contract at the latest.

Higher education or research institutions of the applicant need to be registered at ARRS research organisations records and shall not be business sector entities. Business sector entities may apply, however they need to ensure their own funding for participation. Eligible entities may participate in a NORFACE *Democratic governance in a turbulent age* consortium as Main Applicant or Co-Applicants.

- **What are eligible costs for researchers?**

- Eligible costs for Slovenian researchers are:
  - Personnel costs, PhD student (those funded as young researchers by ARRS are excluded), post-doc)
  - Social security, health, pension and other contributions according to national legislation,
  - Material costs (Travel and meeting costs, Consumables, Dissemination and knowledge exchange costs, Other costs)
  - Depreciation costs

Slovenian teams will be financed as the price category A, B, C or D projects. Total sum of research hours is calculated by dividing total grant sum by the value of research full time equivalent for chosen price category of the project (A, B, C or D) in accordance with national financial act [Uredba o normativih in standardih za določanje sredstev za izvajanje raziskovalne dejavnosti financirane iz Proračuna Republike Slovenije](#) (Ur. l. RS, No. 103/11, 56/12, 15/14, 103/15, 27/17, 9/18).

Overhead is calculated up to 20% of all eligible costs calculated at the level of chosen project category (without subcontracting costs) being a consistent part of the total grant sum. The calculation of overhead thus lowers individual category of eligible costs in a proportional manner. Overhead costs are used for covering the running costs of the institution which are related to implementation of the NORFACE project.

At the Outline and Full Proposal stage all Slovenian applicants are invited to contact ARRS as the proposed budget is recommended to be examined by ARRS prior to official submission. Additionally, names and research organisations of all Slovenian participants should be forwarded to ARRS with planned budgets for each year of the project (max 3 years).

#### **Contact**

Ana Jakopin

E-mail address: [ana.jakopin@arrs.si](mailto:ana.jakopin@arrs.si)

Slovenian Research Agency (ARRS)

Department of Research Programmes and Young researchers, Analysis and Monitoring

Bleiweisova cesta 30

SI-1000 Ljubljana

## **Spain (AEI)**

### **AEI Eligibility Requirements for NORFACE applicants based in Spain**

**Notice:** The instrument for funding Spanish groups will be the Spanish national call Programación Conjunta Internacional (PCI) (or its equivalent). The applicants are advised to consult the national regulation in the [PCI 2018](#) for informative purposes. The call will be managed by the [Subdivisión de Programas Científico-Técnicos Transversales, Fortalecimiento y Excelencia](#) of the Agencia Estatal de Investigación. The projects granted by the Agencia Estatal de Investigación must be aligned with the main objectives described in the Programa Estatal.

In addition to the national regulations, specific rules of the consortium may be applicable within the transnational call; please read carefully the *Democratic Governance in a turbulent age* Call for Proposals and all the related instructions.

Projects duration should be between 24 and 36 months.

#### **• Who can apply?**

The eligible institutions are non-profit research organizations as per national call such as Universities, Public Research Institutions, Technological Centers, and other Private non-profit Institutions performing RDI activities in Spain.

- Spanish Principal Investigators must be eligible under the PCI call (or its 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 national or international programmes.
- o Incompatibilities:
  - Principal Investigators are not allowed to apply for funding in more than one proposal under this Democratic governance in a turbulent age Call for Proposals 2018 nor in more than one proposal under the PCI national call (or its equivalent). In addition, Principal Investigators are not allowed to apply for funding in two consecutive PCI calls (or its equivalent). This must be taken into account when participating in different ERA-Net calls or other international initiatives.
  - Principal Investigators must remain unchanged between the proposal of this transnational call and the PCI national call (or its equivalent).
- What are eligible costs for researchers?**
  - o Direct costs:
    - Personnel costs for temporary employment contracts (scholarships are not eligible).
    - Current costs, small scientific equipment, disposable materials, travelling expenses, coordination cost, and other costs that can be justified as necessary to carry out the proposed activities.

Indirect costs (overheads) or clinical assays (proofs of concept, proofs of principle) **are not eligible** for funding in the PCI call.

#### **• Other funding criteria**

- Agencia Estatal de Investigación will avoid double funding and will not finance projects or parts of projects already funded through other national or EU calls
- **Compliance with the funding limits will be considered under the eligibility criteria. Proposals not respecting these limits could be declared ineligible.**
- 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.

- **Funding commitment**

| <b>Funding Commitment</b> | <b>Total Amount for the Call</b>        | <b>Maximum Amount Per Partner</b>                                  | <b>Maximum Amount Per Proposal (in case 2 or more partners apply for funding to MINECO - AEI)</b>            |
|---------------------------|---|--|--|
|                           | € 463,000.00<br>(national contribution) | € 100,000.00 per Partner<br>€ 25,000.00 per Consortium Coordinator | € 175,000.00 per all Partners<br>€ 200,000.00 per all Partners in case one of them is Consortium Coordinator |

- **Relevant documents**

Acciones de Programación Conjunta (or its equivalent). Applicants may consult the national regulation in the [PCI 2018](#) for informative purposes.

- **Mandatory acknowledgement**

Any publication or dissemination activity resulting from the granted projects must acknowledge funding by the Agencia Estatal de Investigación: "Project (reference nº XX) funded by the State Research Agency through PCIN (or its equivalent)".

- **Useful links**

[Agencia Estatal de Investigación – Calls and Grants](#)

Programa Estatal de Investigación, Desarrollo e Innovación Orientada a los Retos de la Sociedad, [Plan Estatal de Investigación Científica y Técnica y de Innovación 2017-2020](#).

**Please complete and upload the Spanish financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

**Contact**

Juan Climent

For administrative and technical issues

E-mail address: [juan.climent@aei.gob.es](mailto:juan.climent@aei.gob.es)

Jonas Radl

For scientific issues

E-mail address: [norface@aei.gob.es](mailto:norface@aei.gob.es)

Agencia Estatal de Investigación

Tel: +34 916037242

**Sweden (VR)** - updated 26 June 2019

**VR eligibility requirements for NORFACE applicants based in Sweden**

**Notice:** Previously, it was requested that Swedish Main and Co-Applicants also apply through SRC's electronic application portal. This is no longer necessary.

• **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<sup>1</sup>, may participate in a NORFACE project as Main Applicant or Co-Applicant. The Main applicant from Sweden must have an activity of at least 20 per cent of a full time in the project. 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 NORFACE 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)<sup>2</sup>.

• **What are eligible costs for 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 complete and upload the Swedish financial budget table as an individual annex to the Full Proposal through the ISAAC system.**

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<sup>1</sup> More information concerning eligible organisations is found at: <https://www.vr.se/english/calls-and-decisions/apply-for-a-grant/who-can-apply.html>.

<sup>2</sup> A form for the signature annex can be obtained by sending an email to [kim.vonhackwitz@vr.se](mailto:kim.vonhackwitz@vr.se).



**Contact**

Kim von Hackwitz

E-mail address: [kim.vonhackwitz@vr.se](mailto:kim.vonhackwitz@vr.se)

Vetenskapsrådet/Swedish Research Council, Humanities and Social Science

Västra Järnvägsgatan 3

Box 1035

SE-101 38 Stockholm, SWEDEN

[www.vr.se](http://www.vr.se)

## **Switzerland (SNSF)**

### **SNSF Eligibility Requirements for 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 NORFACE Governance (for a short description see also our [website](#) > requirements). Please note that a NORFACE grant will not count as a grant in the project funding scheme (the rule “one person, two grants” is not applied for NORFACE, 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 social sciences. 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 are eligible costs for researchers?**

According to the [general implementation regulations \(section 2\)](#), 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, third-party charges, computing time and data.
- Direct costs incurred through the use of research infrastructure linked to the research work.
- Costs for the organisation of conferences and workshops in connection with the funded research.
- Costs for national and international cooperation and networking activities carried out in connection with the funded research.
- Costs for open research data.

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 in order to finance 2-3 projects with applicants from Switzerland. To provide for a greater degree of flexibility, there is no maximum contribution set per project for the Swiss part. Nevertheless, budgets of collaborative research projects must be balanced and Swiss based applicants should aim at a budget no higher than around € 350,000-400,000 per project.

#### **• Is an additional/parallel application to the national funding organisation requested?**

Yes, applicants must provide basic administrative data and a detailed budget by submitting an application in [mySNF](#) for the same deadline as the consortium application is submitted. Please select the “ERA-NET + EJP ” funding instrument when creating the application for the Full- Proposal.

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

**Swiss applicants are only required to complete national financial details through MySNF. Please refer to national instructions above.**

**Contact**

Marie Guyaz del Aguila

E-mail address: [marie.guyaz@snf.ch](mailto:marie.guyaz@snf.ch)

Tel: +41 (0)31 308 23 08

Swiss National Science Foundation  
Humanities and Social Sciences division  
Wildhainweg 3, Postfach 8232  
CH-3001 BERN, SWITZERLAND

**United Kingdom (UKRI – ESRC)** – last updated 26 June 2019

**UKRI – ESRC Eligibility Requirements for NORFACE applicants based in the UK**

Standard ESRC research funding terms and conditions apply (<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>).

The Economic and Social Research Council (ESRC) is the UK's largest funder of research on economic and social issues. ESRC is part of UK Research and Innovation, an organisation that brings together the UK's seven research councils, Innovate UK and Research England to maximise the contribution of each council and create the best environment for research and innovation to flourish. UK Research and Innovation is a non-departmental public body funded by a grant-in-aid from the UK government.

The ESRC supports independent, high quality research which has an impact on business, the public sector and the third sector. The ESRC will fund the UK partner(s) of successful applications that fall within its remit. A full list of acceptable ESRC research areas is available on the ESRC website: <https://esrc.ukri.org/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/>

- **Who can apply?**

Shortlisted UK-based applicants (whether Main or Co-Applicants) requesting funding from NORFACE must be associated with an eligible Research Organisation: <https://www.ukri.org/funding/how-to-apply/eligibility/>.

Please be aware that restrictions apply to team composition changes at the Full Proposal stage for this Call. The inclusion of new or alternative applicants not previously included in your Outline Proposal is therefore only permissible in very exceptional circumstances. Further guidance regarding this can be found on page 4 (section 2.1.2) of the Call for Proposals. This also applies to international (non-NORFACE participating countries) and non-academic UK Team Members being included under ESRC's International or Non-Academic Co-Investigator policies.

- **What are eligible costs for researchers?**

In accordance with UKRI's standard funding model, ESRC will fund 80% of the Full Economic Cost (FEC) of eligible costs for the UK team participating in successful proposals to this Call (apart from those items which are eligible to be funded at the exceptional rate of 100%). The UK budget requested in your proposal should therefore represent the exact funds being requested from ESRC and should be entered as the 80% FEC figure, converted from GBP to Euros.

Applicants are encouraged to consult the ESRC Research Funding Guide for information on the eligible costs which can be requested for UK Applicants participating in this call: <https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>.

**Please note that no grant associated doctoral studentships linked to a UK team will be funded under this Call. If eligible graduate students are employed as Research Assistants, please make their role in the project clear within your Justification of Resources.**

Funding requested for any non-academic or international UK Team Members (in accordance with the Co-Investigator policies noted in the section above) must be eligible in accordance with these policies. These eligible costs will potentially be funded at 100% FEC, **however the total contributions from these Team Members must not exceed 30% of the total UK team costs on this proposal across all UK Applicants.**

### *NORFACE Governance programme – National and Regional Eligibility Requirements*

The ESRC will fund and support high quality basic, strategic and applied research in the social sciences which meet the needs of users and beneficiaries. Our mission places emphasis on ensuring researchers engage fully with the users of their research outcomes. These may be other academics, government departments, public bodies, business, voluntary organisations or other interested partners. Applicants requesting NORFACE funds may therefore also include costs associated with knowledge exchange, co-production and collaboration between researchers and the private, public and civil society sectors. This may include costs for activities such as:

- academic placements with a civil society, business or public organisation
- policy or evidence seminars
- the development of tools that emerge from research that can maximise the use of research outputs in practitioner communities, and
- collaborative research, where researchers are engaging directly with users in shaping the research agenda in applying social science to current issues relating to policy, strategy or practice.

In such cases, the ESRC expects to see research and knowledge exchange activities developed in collaboration with non-academic stakeholders, and welcomes co-funding (cash or in-kind) as a demonstration of support for such activities.

- **Completing the UK Financial Budget Table**

Each UK team must complete and attach the UK Financial Budget Table to the proposal. This spreadsheet is designed to collate information on the funding requested for **all UK Applicants involved in the proposal** including their respective Team Members. Please note the following:

The total amount claimed by the UK team in section 17 of the proposal form must correspond directly to the total in Euros being entered into the UK Financial Budget Table.

In accordance with the agreement by NORFACE countries, overheads may be calculated up to 20% of all eligible costs (indirect costs must not be included in this calculation) being a consistent part of the total grant sum. For UK applicants Estate costs will be counted as overheads and must therefore not exceed 20% of all eligible costs (indirect costs must not be included in this calculation).

Justification of resources should be provided in the budget table for each cost line where indicated. This should be a succinct explanation of the necessity of the resource to the project.

Indexation will not be applied post-award to funded projects.

- **In accordance with the ESRC Research Funding Guide all applicants must comply with the following requirements:**

Where Principal or Co-Investigators have outstanding reporting requirements on previous / current ESRC grants, the ESRC may withhold funding.

All applicants must be able to meet the time commitment to the project as stated in the proposal. Proposals which may result in over-commitment of time, for any applicant across all of their ESRC projects, will not be approved.

Any applicants employed as staff for more than 20% of their time in an ESRC Research Centre, Group or Network must obtain a supporting statement from the Director to accompany their proposal. The Director must confirm that the project is not part of the Centre's contracted programme of work and provide a clear explanation of how the project will enhance or complement the Centre's programme. The Director must also confirm that the applicant has time to contribute to the project without prejudice to the Centre's contracted programme of work.

*NORFACE Governance programme – National and Regional Eligibility Requirements*

ESRC-funded researchers are expected to comply with the [UKRI open access policy](#) on research publications and outputs.

ESRC does not allow the resubmission of any previously unsuccessful proposal. This explicitly means that no previously unsuccessful NORFACE application with a UK applicant can be resubmitted to another ESRC scheme. More information can be found on the ESRC website here: <http://www.esrc.ac.uk/resubmissions>.

**Please ensure you complete and upload the UK Financial Budget Table as an annex to the Full Proposal through the ISAAC system.**

**Contact**

Elettra Spadola or Jon Carter

Email: [norfacegovernance@esrc.ukri.org](mailto:norfacegovernance@esrc.ukri.org)

Tel: +44 (0)1793 413011 or +44 (0)1793 413152

Economic and Social Research Council (part of UK Research and Innovation, UKRI)  
Polaris House, North Star Avenue  
Swindon, SN2 1UJ  
United Kingdom