How to Add Associated Partners to a Proposal on the Funding & Tenders Portal

Overview

Entities based in Switzerland can currently participate to Horizon Europe projects by applying under the participant role of "Associated Partners" (AP).
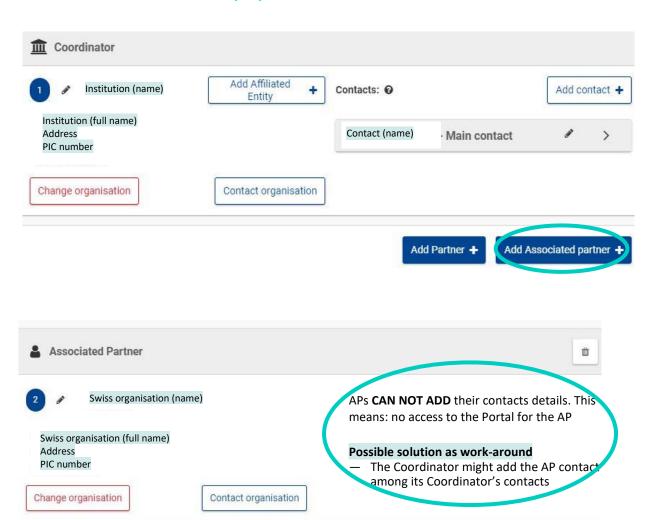
This is a step-by-step guide on:
- how to add an AP to a proposal on the Portal
- how to include the budget of an AP on the Portal
- how to deal with the budget table for Lump Sum projects

Further Details

Do not hesitate to contact the Euresearch Regional Office near you!

You can also contact:
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How to Add an AP to the proposal

Euresearch is supported by the Swiss Confederation

How to Include the Budget of an AP

No	Participant name	Country	Estimated eligible costs									EU contribution to eligible costs				Income generated by the action	Financial contributions	Own resources	Total estimated income
			A. Personnel costs/€ (a1)	B. Subcontracting costs/€ (b)	C. Purchase costs			D. Other cost categories	E. Indirect costs/€ (e) = 25% * [(a1) + (c1) + (c2) + (c3) + (d7)]	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) + (d) + (e)	Funding rate (U)	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs/€ (Requested grant amount) (m) (n)		(o)	(q)	(r)	(s)=(n) +(o)+(p)+ (q) + (r)
					C.1 Travel and subsistence/€ (c1)	C.2 Equipment/€ (c2)	C.3 Other goods, works and services /€ (c3)	D.X [specific cost category] /€ (dx)				(l) = (U) * (h)						
1																			

"**Financial Contribution**". Insert here the amount that the Swiss entity participating as an AP intends to request to SERI. Normally, this corresponds to:
- 100% of the entity's eligible costs **or**
- 70% of the entity's eligible costs for **for-profit** entities applying to **IA** calls.

In general, this budget category is used for any financial contribution expected to be **received/ already received** from other sources for being used **specifically** for the same action as the one submitted for funding under Horizon Europe (e.g. funding from SERI).

"**Own Resources**". Insert here the amount that the Swiss entity participating an AP **cannot** request to SERI (or to the EC). Normally, this corresponds to:
- 30% of the entity's eligible costs for **for-profit** entities applying to **IA** calls

In general, this budget category is used for the remaining budgeted amount that is **not** covered by the other cost categories. Such resources are not linked specifically to the action submitted for funding under Horizon Europe (e.g. financial resources that an applicant draws directly from its commercial activity; or public university receiving a general annual subsidy from its national Ministry).

Tasks attributed to the Associated Partner **must** be described in the technical description (Part B) of the project. If you wish, you can also include in this section the estimated budget of the entity.

How to deal with the budget table for Lump Sum projects

For Lump Sum scheme funded projects, it is required an additional detailed budget table (an excel file) which contains only costs reimbursed by the EU grant. This means that **Swiss entity's budget costs shall not be included in this table**, being the entity located in Switzerland and being in the role of "Associated Partner".

- Tasks attributed to the Associated Partner **must** be described in the technical description (Part B) of the project.
- Costs of the CH partner (preferably broken down by cost category) **must** be listed in the proposal (in a table or in one sentence) in order to be eligible for SERI direct funding. Example:

    Entity ABC (PIC 0123456) will contribute to this project with a financial contribution of XXX'XXX € (YYY'YYY € personnel costs, ZZ'ZZZ € travel costs, AAA'AAA € indirect costs). The personnel costs will be allocated to WP1 (XPM), WP3 (YPM) and WP5 (2 PM).

For more info, see the FAQ published on the Funding & Tenders Portal.

Note: SERI will cover the eligible **actual** costs and is not using the lump sum scheme grant model. Funding (i.e. payment tranches of 50%, 30% and 20%) and reporting (in accordance with SERI Guidelines for financial reporting) will therefore be carried out in the same way as for other collaborative projects.