

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

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

Coordinator

1

Institution (name)

Add Affiliated Entity +

Contacts: ?

Add contact +

Institution (full name)

Address

PIC number

Contact (name)

Main contact

Change organisation

Contact organisation

Add Partner +

Add Associated partner +

Associated Partner

2

Swiss organisation (name)

Swiss organisation (full name)

Address

PIC number

Change organisation

Contact organisation



APs **CAN NOT** ADD their contacts details.
This means: no access to the Portal for the AP

Possible solution as work-around

- The Coordinator might add the AP contact among its Coordinator’s contacts

How to Include the Budget of an AP

3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs/€	Subcontracting costs/€	Purchase costs - Travel and subsistence/€	Purchase costs - Equipment/€	Purchase costs - Other goods, works and services/€ (Unit costs-usual accounting practices)	Indirect costs/€	Total eligible costs	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs/€	Max grant amount	Income generated by the action	Financial contribution 	Own resources 	Total estimated income
1			Coordinator						0,00	0,00	100	0,00	0	0,00				0,00
2		CH	Associated						0,00	0,00	100	0,00	0	0,00				0,00
TOTAL				0	0	0	0	0	0,00	0,00		0,00	0	0,00	0	0	0	0,00

- ★ **“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).