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

Overview
As a non-EU country, Switzerland has to negotiate the association to Horizon Europe. Currently, Switzerland has the status of a third country (more information).

This is a step-by-step guide on how to add Associated Partners to a proposal on the Funding & Tenders Portal.

Further Details/ Contact
Do not hesitate to contact the Euresearch Regional Office near you.

Contact information:
https://www.euresearch.ch/team-136.html
You can also contact:
info@euresearch.ch
+41 31 380 60 00

How to Add an Associated Partner

1. Institution (name)
   - Add Affiliated Entity
   - Contacts:
   - Add contact

   Institution (full name)
   Address
   PIC number

   Change organisation
   Contact organisation

   Add Partner
   Add Associated partner

2. Swiss organisation (name)
   - Swiss organisation (full name)
   - Address
   - PIC number

   Change organisation
   Contact organisation

NO CONTACT means
— No access to the Portal for Associated Partners

Possible solution as work-around
— Coordinator might add Associated Partner contact among coordinator’s contacts
How to Add the Budget of an Associated Partner

3 - Budget

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Beneficiary</th>
<th>Country</th>
<th>Role</th>
<th>Purchase code</th>
<th>Subcontracted goods &amp; services</th>
<th>Purchase code - Other goods and services</th>
<th>Total costs</th>
<th>Indirect costs</th>
<th>Total eligible costs</th>
<th>Maximum EC contribution to eligible costs</th>
<th>Requested EC contribution to eligible costs</th>
<th>Max. grant awarded</th>
<th>Income generated by the action</th>
<th>Financial contribution</th>
<th>Own resources</th>
<th>Total requested income</th>
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</table>

- Applicants must enter the amount of financial contributions they expect to receive/they 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).

- Applicants must enter the amount of their own resources they expect to use for the implementation of the action that 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).