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 Add an AP to the proposal

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of beneficiary</th>
<th>Country</th>
<th>Role</th>
<th>Personnel costs</th>
<th>Subcontracting</th>
<th>Purchase costs - fixed and variable</th>
<th>Other goods and services</th>
<th>Internally generated goods and services</th>
<th>Indirect costs</th>
<th>Total eligible costs</th>
<th>Funding received</th>
<th>Remaining EU contribution to eligible costs</th>
<th>Requested EU contribution to eligible costs</th>
<th>Max grant amount</th>
<th>Income generated by the action</th>
<th>Financial contribution</th>
<th>Own resources</th>
<th>Total estimated income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- "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).