**Request for ESC Involvement in EU-funded Project Proposal**

**TITLE OF THE PROJECT PROPOSED**: [Fill in with the title of the project]

**ACRONYM:** [Fill in with the project acronym if relevant]

**PARTICIPANTS:** [Fill the table below with the participant organisation names, adding more rows if needed. Please clearly indicate in the “Role” column who is expected to coordinate the project and who is expected to lead a work package. Note that Coordinators and Partners must be recognised legal entities. Non legal entities can be included as Advisors, and they do not receive funds.

As a Horizon Europe general rule, each consortium must include:

* at least one independent legal entity established in a Member State\*, and
* at least two other independent legal entities each established either in a different Member State or an Associated Country\*.

However, in practice, consortia are often bigger and should be built on the expertise and skills needed to answer the call. The consortium has to be balanced on different levels:

* the mission level: each partner must be given a specific role and their tasks must be complementary.
* the expertise and sectors level: there may be academic institutions, SMEs, industries and/or associations.
* the geographical coverage: the members of the consortium must also be well distributed geographically.

\*For the eligibility of entities and countries, please refer to the [General Annex](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-13-general-annexes_horizon-2021-2022_en.pdf) and to the [Programme Guide](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/programme-guide_horizon_en.pdf) of Horizon Europe]

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| **Participant organisation name (and Acronym)** | **Role (Coordinator/Partner/Associated Partner)** |
| 1 [Name] | [coordinator] |
| 2 [Name] | [partner] |
| 3 [Name] | [partner] |

**ATTENTION**: Any approved project where the **ESC has a coordinator role** will require the involvement of an **external consulting firm** to manage the proposal preparation and submission. Project requestors shall consider this requirement as part of their budget assessment related to the project—N.B. costs related to proposal submission are not eligible for refund by the EU Commission in case the project is successful (i.e., funds will not be recouped). Depending on the services requested of the consultants, the ESC staff will be able to provide a quote. Minimum costs to be considered are € 25,000 (excl. VAT).

**Name and institution of the REQUESTOR**: [Fill in with the name and institution of the ESC expert identified to support the project (either with the ESC as coordinator or partner) for its entire duration. **The ESC asks that the requestor’s institution is listed as partner or coordinator in the project consortium**. Requestors should explain their experience within the topic and why they are best positioned to lead the project. Please also explain requestors’ role within the ESC]

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**ESC MAIN CONTACT**: [Fill in the name of your ESC main staff contact]

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**EU FUNDING INSTRUMENT**: [Fill in by listing the name of the programme (e.g., Horizon Europe, Digital Europe, EU4Health]

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**CALL:** [Fill in with the call name and ID. Please insert the link to the call from the [Funding & tender portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search;callCode=null;freeTextSearchKeyword=;matchWholeText=true;typeCodes=0,1,2,8;statusCodes=31094501,31094502,31094503;programmePeriod=null;programCcm2Id=null;programDivisionCode=null;focusAreaCode=null;destination=null;mission=null;geographicalZonesCode=null;programmeDivisionProspect=null;startDateLte=null;startDateGte=null;crossCuttingPriorityCode=null;cpvCode=null;performanceOfDelivery=null;sortQuery=sortStatus;orderBy=asc;onlyTenders=false;topicListKey=topicSearchTablePageState)]

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**CALL DEADLINE**: [Fill in the call deadline. Please note that no project will be accepted if submitted **less than** **12 weeks** **before the deadline** when the ESC is a partner and **less than** **16 weeks** if the ESC is the project coordinator]

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**PROJECT SYNOPSIS (vision, scope, objectives)**: [Briefly describe the vision for the project, how it responds to the challenge as presented in the call, its objectives, outcomes and duration. *max. 2000 characters*]

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**INSTITUTIONAL CONTINUITY**: [If applicable, list which ESC committee, department or constituent body (Association, Council, Working Group) supports the project—can be one or multiple. Requestors must submit **written letter(s) of support** with indication of their concrete involvement in the project dated and signed by the President/Chairperson of the ESC committee/internal constituent body involved. Emails will NOT be considered as letters of support]

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| **ESC or constituent body name (if applicable)** |
| 1 [ESC Committee, Association, Council, Working Group] |
| 2 [ESC Committee, Association, Council, Working Group] |
| 3 [ESC Committee, Association, Council, Working Group] |

**LEGAL IMPLICATIONS**: [If the proposal is accepted for funding, all consortium partners, including the ESC, will sign a legally binding contract (Grant Agreement) with the grant making institution. They will be fully responsible towards the granting authority for implementing terms agreed in the contract and for complying with all its obligations: technical implementation, appropriate resources, sole responsibility for involved subcontractor and/or affiliated entities, financial liability, etc. As a representative of the ESC, the requestor must ensure that the ESC can fulfil its contractual obligations for the entire duration of the project.]

1. Are you, as requestor, aware of the legal requirements and implications for the involvement in EU funded project?

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1. Hours spent by ESC volunteers in European funded projects (Horizon Europe) are not eligible costs and cannot therefore be declared to the European Commission. Please confirm that the requestor and any other ESC volunteers who are involved in this proposal and expect to be compensated for their contribution will participate with via inclusion of their institution in the consortium.

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1. If the requestor and any other ESC volunteers who are involved in this proposal do NOT participate with their institution, please explain which arrangement they propose to declare personnel costs and receive compensation for their contribution. *[max. 500 characters]*

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1. If the project is accepted by both the ESC and the grant making institution and the requestor’s institution is not included as a partner in the consortium, the requestor (as an independent contractor) and/or his/her institution (in case of secondment) must agree to sign a contract with the ESC outlining his/her role, responsibility, and terms of engagement during the entire length of the project. Can and will the requestor/requestor’s institution sign such contract?

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**BUDGET**: [Please submit a preliminary budget that would adequately cover the project expected costs. If specific amounts are not yet known, please list resource types and number, e.g., 3 project managers for work pages 1-5, travel and meeting: number of face to face/remote meetings per work package, project website, equipment, etc.]

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| **Overall Project budget**: EUR  **Overall contribution by the granting authority**: EUR  **Overall ESC budget**: EUR  ESC budget per cost item:   * Personnel costs: EUR * Sub-contracting costs\*\*: EUR * Purchase costs (travel and subsistence; equipment; other goods, works and services): EUR * Indirect costs (25% of personnel costs plus purchase costs): EUR |

\*\* Subcontracting costs are contracts for goods, works or services that are part of the action tasks. Core tasks cannot be subcontracted. Subcontracting costs should be reduced to the maximum extent as the partners should be able to perform the tasks they are contracted for in the project and the consortium should include all partners necessary for the implementation of the action as full partners/beneficiaries.

**ESC STRATEGIC PRIORITIES**:

1. Describe how the project supports an existing or planned ESC activity which is a key area of focus for the ESC. Max 500 characters.

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1. Outline the project’s tangible benefits for the ESC (e.g., dissemination of ESC Guidelines, implementation of ESC Guidelines, implementation of the ESC Core Curriculum, generation of data sets complementary to ESC data collection activities, etc.). Max 500 characters.

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1. Outline very clearly the **exact** role of the ESC (and its constituent body/bodies issuing the letter of support) in the consortium (task leader, work package leader, coordinator, etc) and give a detailed description of the activities.
2. We realise that, at this stage, you may not have had the opportunity to discuss in detail deliverables and milestones with consortium partners, however, to assess the proposal the ESC must understand what is expected of involved ESC staff and ESC experts during the entire duration of the project. Please fill out the below table:

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| **Year** | **ESC Deliverable/Milestones** | **Responsible (ESC staff/ESC expert)** |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year n+1 |  |  |