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Academic research project grants in the framework of EU4Belarus: Support for advanced learning and training (SALT III) programme

Questions and Answers

Question 1

I finish my individual SALT 2 in January, but my colleague starts hers in the same month. Which of us can participate in a group project? Or both? The topic will be different than in our individual projects.

Answer 1

According to the guidelines for applicants for SALT III Academic research grant projects, the applicant and lead applicant(s) should be legal entities which have to form a research team. You and your colleague can take part in the research team as long as your individual research topics supported by SALT II are different from the one you will apply as a research team member under SALT III. This rule is set to avoid double funding for the same activity.

Question 2

I would like to ask:

- a) when is the earliest date to start and the most late date to finish a project, which could last 6-18 month?*
- b) when is the most late date to start a project in SALT-III call?*
- c) is it possible to have the fellowship on SALT-II call and to be a part of a project team on SALT-III call?*

Answer 2

- a) The guidelines for applicants for SALT III Academic research grant projects do not define the project start date but provide the indicative date of signing the grant contracts which is 21st July 2025 (page 24 of the guidelines). Please note, that this date is indicative, so you are recommended to plan the project start in the application not earlier than September 2025. The final project start and end dates will be specified in the grant agreement. The duration of the project should be from 6 to 18 months.
- b) The latest date to start a project of 18 months duration is Oct 2025.
- c) According to the guidelines for applicants for SALT III Academic research grant projects, the applicant and lead applicant(s) should be legal entities which have to form a research team. You

can take part in the research team as long as your individual research topic supported by SALT II is different from the one you will apply as a research team member under SALT III. This rule is set to avoid double funding for the same activity.

Question 3

Would you be so kind as to clarify the timeline for the Academic Research Projects?

While the duration of the projects is indicated as 6 to 18 months [here](https://cpva.lt/en/calls-for-proposals/academic-research-project-grants-in-the-framework-of-eu4belarus-support-for-advanced-learning-and-training-salt-iii-programme)

<https://cpva.lt/en/calls-for-proposals/academic-research-project-grants-in-the-framework-of-eu4belarus-support-for-advanced-learning-and-training-salt-iii-programme>

However there is no specific information regarding when a project can start and finish (day, month, year).

Answer 3

The guidelines for applicants for SALT III Academic research grant projects do not define the project start date but provide the indicative date of signing the grant contracts which is 21st July 2025 (page 24 of the guidelines). Please note, that this date is indicative, so you are recommended to plan the project start in the application not earlier than September 2025. The final project start and end dates will be set in the grant agreement. The duration of the project should be from 6 to 18 months.

Question 4

I'd like to ask, is it possible for me to participate in the situation when I received a grant with financial support in EU?

Answer 4

According to the guidelines for applicants for SALT III Academic research grant projects, the applicant and lead applicant(s) should be legal entities which have to form a research team. You can take part in the research team as long as your individual research topics supported by other EU programmes are different from the one you will apply as a research team member under SALT III open call. This rule is set to avoid double EU funding for the same activity.

Question 5

Does the applicant organization (university) have to make a co-financing contribution to the project funding?

Answer 5

Project budget must be developed by encompassing of 100% planned eligible costs:

- 80%-95% that will be covered of the grant (see Section 1.3 of the Guidelines for applicants).
- 5-20% must be financed from sources other than the general budget of the European Union or the European Development Fund. These costs must be identified in relevant entries of section "Expected sources of funding" of separate worksheet of Annex B "Budget" (Part B – Co-Financing). Please note that in-kind contribution and volunteer's work are ineligible in this call.

This also will be reflected in Article 3 “Financing the Action” of the Grant Contract (template in Annex G) and other places if relevant.

Question 6

In case of the Lead Applicant is a university in EU. Can I (present Belarus citizen, who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020) be the part of the Research Team and take part in the project as a visiting researcher / a visitor of the university?

Answer 6

There are two possibilities for an individual to take part in the project:

1. A member of the research team. In case of award and grant agreement signature, research team members must be employed by Lead applicant or co-applicant/affiliated entity if any (see 2.1.5. “Eligibility of costs”). In cases when relation between organization and research team member is referred as „employment“, it covers both – relation based on employment contract and service contract.
2. An Associate (other organisations or individuals). Associates are other organisations or individuals which may be involved in the research project. Such associates play a real role in the project but may not receive funding from the grant, except for per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 3 — ‘Associates participating in the action’ — of the grant application form.

Question 7

I have two questions about the eligibility requirements for Belarusian scholars regarding persecution:

1. The requirements section in the guidelines looks quite different from the one on SALT and SALT II calls. On SALT III it says that a Belarusian researcher should “has left Belarus [...] due to repression or persecutions on political grounds” and “has lost his/her position because of political reasons and repressions”. Do I understand it correctly that it’s not enough to be currently under risk of persecution on political grounds like it was for SALT and SALT II but, instead, one must prove that he/she lost their job “because of political reasons and repressions”? If this is the case, I wonder how one can prove loss of job on political grounds as it’s quite unlikely that in such cases there could be an official document from an employer stating such a reason for firing an employee?
2. How exactly should be understood the wording “because of political reasons and repressions”? Does it mean that a candidate should have a personal story of persecution, or should it be understood broadly, that is the general political situation in the country was such that made academics leave their jobs and move abroad? I kindly ask to publish the clarifications as soon as possible as it’s crucial to understand if one is eligible or not before undertaking such a big endeavour of developing a research idea, working on a research proposal and forming a research team.

Answer 7

According to the Guidelines for Applicants Section 2.1.4. “Eligible actions: actions for which an application may be made”, the research team should:

- include at least one present or former citizen of Belarus, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).

The applicant is requested to submit with the application any available supporting documents to demonstrate that the Belarusian research team member(s) has been under threats, actual persecution /repression, or risks of threatening, persecution, repressions on political grounds (based on official protocols or other documents, such as reference letters issued by independent civil society organisations, human rights activists, members of Coordination Committee/Council, etc.).

The supporting document should provide a detailed information about persecutions and/or repressions on political grounds experienced by Belarusian research team member(s) (if applicable), date and reasons for leaving Belarus, previous positions held at Belarusian academic institutions including dates and reasons for leaving or being fired from the mentioned institutions. The description of this information should be tailored to each Belarusian individual separately.

The explanation and documents provided are very personal and individual, it depends on personal story. Any documents (letters, photos, etc.) are acceptable.

Question 8

We would like to cooperate with one or two researchers from Belarus. One of them has only the agreement on scientific and pedagogical visit on the EU University. Is this enough for the proposal condition „currently affiliated as researcher at European university or research institution“? He hasn´t any working contract. We would like to hire him at our university for the project at the beginning of the project realisation. Is it possible, please?

The other researcher from Belarus is now working as a freelance consultant and policy researcher in EU country. Can we also hire this person for the project at the beginning?

Answer 8

To implement the action, application shall include a research team composed team members from Belarus proposed by the lead applicant and co-applicant which meets the following criteria:

- includes at least one present or former citizen of Belarus, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of

political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).

In case of award and grant agreement signature, research team members must be employed by Lead applicant or co-applicant, if any (see 2.1.5. “Eligibility of costs”). In cases when relation between organization and research team member is referred as „employment “, it covers both – relation based on employment contract and service contract.

If at least one member of the research team satisfies the requirement described above, other research team members are not strictly required to also satisfy this requirement. Associates (other organisations or individuals) may be involved in the research project. Such associates play a real role in the project but may not receive funding from the grant, except for per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. of the guidelines. Associates must be mentioned in Part B Section 3 — ‘Associates participating in the action’ — of the grant application form.

Question 9

I would like to clarify the requirements for a citizen of Belarus. Is there any obstacle to submitting this application if a citizen of Belarus is a graduate researcher and is part of a scientific group as a student of a master's program?

Answer 9

According to the Section 2.1.4 „Eligible actions: actions for with the application may be made“ of the guidelines for applicants the application shall include a research team composed of team members proposed by the lead applicant and co-applicant which meets the following criteria:

- i. includes at least one present or former citizen of Belarus¹, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).
- ii. includes at least one researcher that has worked in European academic institutions not less than 4 years before the application for this call of proposals.
- iii. includes a leader of the research team who has a PhD or equivalent.

The research team must collectively fulfil the criteria listed above. One individual team member may meet more than one of the above criteria or these criteria may be fulfilled by multiple individuals within the team. Additional team members who do not meet criteria (i, ii, iii) are permitted, if at least one member of the research team satisfies the requirements described above.

Question 10

¹ Applicants, who lost or renounced their Belarusian citizenship after August 2020, or do not have valid Belarusian passport at the time of Application submission, must present documental evidence of valid Belarusian citizenship at the time of August 2020.

I would like to clarify a few details regarding the SALT3 program:

- 1. Is it correct that the application requires at least three people: one Belarusian citizen who left after 2020, one person affiliated with non-profit institutions in the EU, and a project leader under similar conditions?**
- 2. Should the administrative part of the grant not exceed 20%?**
- 3. Is it possible to plan research trips to Ukraine? This is probably the most important question.**
- 4. What are the timelines for funding start in case the application is approved?**

Answer 10

1. The research team proposed by the lead applicant and co-applicant must collectively fulfil the criteria listed in Section 2.1.4 „Eligible actions: actions for with the application may be made“ of the guidelines for applicants. One individual team member may meet more than one of the above criteria or these criteria may be fulfilled by multiple individuals within the team. Additional team members who do not meet criteria (i, ii, iii) are permitted, if at least one member of the research team satisfies the requirements described above.
Please see Answer 9 for detail requirements for the research team members. Pay attention that criterion “ii” speaks about one researcher that “has worked in European academic institutions” but not “affiliated with non-profit institution”, as it is named in your question.
2. The project management and administration staff costs shall not exceed 10% of total direct costs (Section 2.1.5. Eligibility costs: costs that can be included).
3. Research project and all its activities must be carried out in the Member State(s) of the European Union (see “Location” under Section 2.1.4 „Eligible actions: actions for with the application may be made“).
4. The latest start of the project is Oct 2025, if the duration of the project is maximum (18 months).

Question 11

Can you clarify the first point about applicants. I'm working at University of Warsaw since 2019 but for participation in the competition I need a person who went to EU from Belarus and working or affiliated in some EU institution?

Answer 11

To implement the action, application shall include a research team composed of team members proposed by the lead applicant and co-applicant which meets the following criteria:

- i. includes at least one present or former citizen of Belarus², who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position

² Applicants, who lost or renounced their Belarusian citizenship after August 2020, or do not have valid Belarusian passport at the time of Application submission, must present documental evidence of valid Belarusian citizenship at the time of August 2020.

because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).

ii. includes at least one researcher that has worked in European academic institutions not less than 4 years before the application for this call of proposals.

iii. includes a leader of the research team who has a PhD or equivalent.

Since you have been working in the University in the EU since 2019, you do not meet the criterion “i” but may meet both criteria “ii” and “iii”. To meet the eligibility criteria for the research team, you should include a person who can meet the criterion “i”.

Question 12

Please specify exactly the set of documents necessary to confirm the status of Belarusian citizen for the application. I believe I do qualify: I am a historian who left Belarus as a result of short imprisonment and a threat of further persecution, fir my position about Russian invasion to Ukraine. And I am a member of joint research group with Lithuanian colleagues. I have a valid Belarusian passport, and a court decision of March 2022, and interview with me after the release from prison published in several Belarusian independent media. But what is the full list of documents pertaining to myself as a team member, that should be submitted together with the application ?

Answer 12

From the information provided in the question you meet the criteria set in the Section 2.1.4 of the Guidelines for applicants and have to submit the documents to prove your statement. To prove the eligibility, you should submit with the application the documents that should demonstrate that you have been under threats, actual persecution/repression, or risks of threatening, persecution, repressions on political grounds (based on official protocols or other documents, such as reference letters issued by independent civil society organisations, human rights activists, members of Coordination Committee, etc.).

Question 13

I am generally interested in the EU4Belarus: Support for advanced learning and training (SALT III) programme.

Unfortunately, I have learned about your initiative only recently.

Can you tell me will there be a similar Call in the future? I would be very grateful for a short reply.

Answer 13

SALT III programme will be implemented until the end of 2027. At the moment there is an open call for projects announced for Academic Research project grants. There are no other calls for the same activity planned in SALT III but you still may to apply, as the deadline for submission of applications is 17th March 2025. Continuation of EU4Belarus SALT programmes is not confirmed yet.

Please find a link to the detail information about the call for Academic Research project grants in Central Project Management Agency’s website <https://cpva.lt/en/calls-for-proposals/academic->

research-project-grants-in-the-framework-of-eu4belarus-support-for-advanced-learning-and-training-salt-iii-programme.

Information in Belarussian and Russian is available at EU4Belarus website <https://eu4belarus.info/>.

Question 14

Can an organization submit an application alone, or is a partner required?

Answer 14

According to the Section 2.1.1 “Eligibility of applicants (i.e. lead applicant and co-applicant(s)), the lead applicant may act individually or with co-applicant(s).

Question 15

Is there a minimum number of project participants (i.e. how many researchers should be involved in the project activities)?

Answer 15

There is no requirement for the number of researchers in the guidelines, but there are requirements for the members of the research team (Section 2.1.4), where criteria ‘ii’ and ‘iii’ can be met by the same person, and criterion ‘i’ should be met by at least one member of the research team. So, the minimum number is two researchers, unless you have a team member who can meet all three criteria.

According to the Section 2.1.4 „Eligible actions: actions for with the application may be made“ of the guidelines for applicants the application shall include a research team composed of team members proposed by the lead applicant and co-applicant which meets the following criteria:

- i. includes at least one present or former citizen of Belarus, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).
- ii. includes at least one researcher that has worked in European academic institutions not less than 4 years before the application for this call of proposals.
- iii. includes a leader of the research team who has a PhD or equivalent.

Question 16

Our institute is a non-profit organization dedicated to conducting academic research, and we are registered as a legal entity in the European Union. However, while we meet these criteria, we would like to clarify our eligibility, as we are not a university but rather an independent research institute. The call for proposals states that applicants must be:

- A legal entity,
- Non-profit,

- A specific type of organization such as a university or other academic institution (including institutes of National Academies of Sciences, etc.),
- Established in a Member State of the European Union.

As an independent academic institution, we conduct research, publish scholarly works, and contribute to international academic cooperation. Given this, we would appreciate clarification on whether we are eligible to apply under this call.

Additionally, I would like to confirm whether we can apply for this grant considering our previous participation in the SALT II programme. When we initially applied for the grant, we outlined a multi-volume publication plan, and we are currently finalizing the first volume. Our current grant is set to conclude in July 2025.

Given this timeline, I would like to confirm whether we can submit an application for the SALT III grant now, considering that work on the next volume will begin in September 2025.

Answer 16

1. According to Section 2.1.1. “Eligibility of applicants (i.e. lead applicant and co-applicant(s))” of the guidelines for applicants the lead applicant must be a specific type of organization such as: university or other academic institution (like institutes of National Academy of Sciences, etc.) established in a Member State of the European Union. A non-profit organisation can not apply as a lead applicant, but can take part in a project as co-applicant or affiliated partner. Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.
2. Yes, you can apply regardless your participation in SALT II programme, however according to Section 2.1.4 “Eligible actions” the applicant (or, where applicable, its co-applicant(s) and (or) affiliated entity(ies)) and (or) research team members cannot receive funding from any other scheme in EU4BELARUS SALT, SALT II, SALT III programmes (scholarships, fellowships, grants, etc.) for the same action and/or research topic. The Contracting Authority leaves the right to request additional documents during the evaluation process in case of doubt. If such case is identified, applicant (or, where applicable, its co-applicant(s) and (or) affiliated entity(ies)) and (or) research team members may choose to cancel other funding sources if application under proposed Action is recommended for award.
3. The latest start of the project is Oct 2025, if the duration of the project is maximum (18 months).

Question 17

Does supporting letters from authorized European organizations and Institutions can be attached or added to the application (form completed (SALT III) by the lead applicant, Is it allowed by rules?

Answer 17

According to the guidelines the supporting letters from authorized European organizations and Institutions are not requested and will not be considered during the evaluation. The evaluation of the applications will be based on the eligibility check and scorings of the Concept Note (Step 1) and the Full Application (Step 2) to ensure equal treatment of all applicants. The evaluation of the quality of

application will be based on the evaluation criteria set in Section 3.1.5 "Evaluation and selection of applications".

Nevertheless, you can briefly mention in the application the support of famous European organizations, NGOs, Democracy agencies dealing with the relevant issues applied for the grant topic concerned in describing the situation analysis and importance of the research topic for the target groups of the project. Also, you can include the above-mentioned supporting organisations to the dissemination activities of the research project. Also, please note that novelty and practical significance of the research should be described in the application but not in a supporting letter. In addition, please refer to the application form (1.7.2.Relevance to the needs and constraints), where the applicant is asked to explain how the research project fits or is coordinated with any other programme(s) or project(s); to specify the potential synergies with other initiatives, by the European Commission; to explain the complementarity with other initiatives supported by the EU and by other donors. Be specific and describe only those researches and initiatives who have the biggest complementarity to your research project.

Question 18

- 1. I have two people from Belarus in my group, one Ph.D. and one M.Sc. students. Can both participate in the call? If yes, could two project proposals be submitted?**
- 2. If the Belarusian participant cannot provide documentation about his/her political prosecution, can s/he still apply?**
- 3. Do I understand correctly that there must be at least 3 participants: one from Belarus; one "senior" researcher (at least 4 years in a EU academic institutions; one leader, i.e., with a Ph.D. degree)**
- 4. If yes, do they need to be affiliated to institutions from different EU countries?**

Answer 18

1. At least one member of the research group should meet the requirement for the research team set in Section 2.1.4. "Eligible actions: actions for which an application may be made" of the guidelines:

- include at least one present or former citizen of Belarus, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).

If at least one person in the research team meets above mention criteria, the other research team member from Belarus is not required to meet the requirement.

2. The applicant is requested to submit with the application any available supporting documents to demonstrate that the Belarusian research team member(s) has been under threats, actual persecution /repression, or risks of threatening, persecution, repressions on political grounds (based on official protocols or other documents, such as reference letters issued by independent civil society organisations, human rights activists, members of Coordination Committee/Council, etc.). If a person was persecuted but has no official document or prove, he/she should address to the above-mentioned independent organisations or persons who can prove his/her persecutions. The supporting document

should provide a detailed information about persecutions and/or repressions on political grounds experienced by Belarusian research team member(s) (if applicable), date and reasons for leaving Belarus, previous positions held at Belarusian academic institutions including dates and reasons for leaving or being fired from the mentioned institutions. The description of this information should be tailored to each Belarusian individual separately. The explanation and documents provided are very personal and individual, it depends on personal story. Any documents (letters, photos, etc.) are acceptable.

Pay attention, that if a person has left Belarus not because of the repressions and persecutions of political groups or before August 2020, he/she would not meet the eligibility criteria set for research team to have at least one such member.

3. Please see Q&A 15.

4. The research team members can be from the same institution and from the same EU member state, if the lead applicant applies alone without a co-partner or an affiliated partner. If a lead applicant applies in a consortium with a co-applicant or an affiliated partner, each of the partner organisations must propose at least one member to the research team. The guidelines do not require that the partners of consortium or members of the research team would be from different EU members states.

Question 19

Does budget section C and D are the obligatory sections for completing?

Answer 19

Yes, all budget sections of Annex B in sheets “1. Budget”, “2. Justification”, “3. Expected sources of funding” are mandatory to be completed, even though budget sections C and D may contain the same amounts.

Question 20

Is it really necessary to provide an "Annex-J1-Confirmation-of-eligibility-of-VAT-for-expert". As these projects will involve non-economic activities for which the VAT paid by my institution on the projects cannot be deducted. Can a confirmation from the financial director of my institution that the VAT will not be deductible be sufficient, without an external expert assessment?

Answer 20

According to Section 3.1.1 “Application form” of the Guidelines for applicants Annex J and Annex J1 (Declaration of honour on VAT eligibility from the entity concerned accompanied by an expert statement, e.g. by a lawyer, auditor etc.), if properly justified by the applicant, could be submitted after the submission of the Application form or even after the Grant Contract signing, if so decided by Contracting Authority.

Annex J must be signed by the head of the applicant’s institution or an authorized person.

Annex J1 is necessary to confirm VAT eligibility by an external assessment, therefore it must be signed by an external expert (e.g. by a lawyer, auditor etc.). It cannot be signed by an employee of the applicant organization.

Question 21

What does it mean if the Belarusian researcher is included as "associate" instead of employee of the EU university. Is this sufficient to be recognized as a "team member"?

Answer 21

According to Section 2.1.4 „Eligible actions: actions for with the application may be made“ of the guidelines for applicants the application shall include a research team which meets the following criteria:

- i. includes at least one present or former citizen of Belarus, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).
- ii. includes at least one researcher that has worked in European academic institutions not less than 4 years before the application for this call of proposals.
- iii. includes a leader of the research team who has a PhD or equivalent.

Following the criteria at least one research team member must be a Belarusian meeting the criterion “i”. If at least one Belarusian member of the research team satisfies the requirement “i”, other Belarusian members may act as “associate” members who would not be required to meet criterion “i”. As per section 2.1.3 of the Guidelines for Applicants, organizations or individuals (including those of Belarusian citizenship) can be involved with the project as “associates”. Such associates play a real role in the action but may not receive funding from the grant, except for per diem or travel costs. Therefore “associates” cannot receive salary reimbursement, and cannot satisfy eligibility criteria listed above.

Question 22

In what form can a university contribute 15% of its contribution to a grant? What can it be? Can it be a salary for the university staff who will work on the project?

What can be considered a 15% investment of university funds: salaries of university staff (researchers, managers, accountants) who work on the project, use of university offices and the like?

Answer 22

According to Section 1.3 „Financial allocation provided by the contracting authority“ of the guidelines for applicants applicant’s contribution must fall between 5 and 20 percentages of total eligible costs of the action.

As per logic of EU contribution and co-financing, every cost is covered by both. In essence, if applicant organization incur 1 € of costs regardless of cost type (salary, travel costs, per-diems, services, other), EU will cover 80-95% (e.g. 0,8 – 0,95 €) and co-financing will cover remaining 5-20 % (0,05 – 0,2 €) of every 1 € declared. So, EU will cover 80-95% of the declared total amount, and not “100% of an

earmarked cost/budget line X, while applicant institution provides 100% of an earmarked cost /budget line Y”.

Type of costs, eligible to be included in the project budget, and therefore declared and covered, are listed in section 2.1.5 (part Eligible direct costs) of the Guidelines, e.g. salaries of research team and project management-administration staff are eligible, but the coverage of costs, related to University's offices (rent, utilities, etc.) is not.

Question 23

If there is a limit of applications for the one institution?

Answer 23

Number of applications and grants per applicants/affiliated entities is defined in Section 2.1.4 “Eligible actions: actions for which an application may be made” of the guidelines for applicants. According to it:

- The lead applicant may submit more than 1 application under this call for proposals.
- The lead applicant may not be awarded more than 1 grant under this call for proposals.
- The lead applicant may be a co-applicant or affiliated entity in another application at the same time.
- A co-applicant/affiliated entity may be the co-applicant or affiliated entity in more than 1 application under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

Question 24

How to calculate the budget?

Answer 24

Please refer to Section 2.1.5. “Eligibility of costs: costs that can be included” of the guidelines for applicants to determine which costs are eligible under this call of proposals. The eligible costs necessary for the implementation of the action must be included to Annex B sheet “1. Budget” and justified in the sheet “2. Justification”. The overall amount of grant and contribution should be entered in sheet “3. Expected sources of funding”.

The sheet “1. Budget” must reflect units and price of one unit, providing the total amount provisioned for the budget line. Please find 2 examples below:

1. Budget for the Action ¹	Unit ¹³	All Years		
		# of units	Unit value (in EUR)	Total Cost (in EUR) ³
Costs				
1.1.1 Project manager lead applicant (60% FTE)	Per month	7.2	1550	11160
1. Budget for the Action ¹				
Costs				
5.1. Researcher	Per hour	300	5	1500

Do not exceed the limits set for some budget costs: costs of rent and purchase of research equipment, supplies, consumables and services (up to 15% of eligible costs), project management and administration staff costs (up to 10%), indirect costs (up to 7 %).

Do not include into the budget ineligible costs listed in the section 2.1.5 “Eligibility of costs: costs that can be included”. Please note that project office costs, in-kind contributions and volunteers’ work are ineligible under this call of proposals.

The budget must include eligible costs related to the Action as a whole, the part financed by the Contracting Authority and the contribution of the applicants.

If any of the budget lines are not required for the project, please leave them empty and do not make any changes to the budget form of Annex B.

When justifying the costs (Sheet 2 of Annex B) split the overall cost at each budget line into components and in the column “Clarification of the budget items” explain why the costs are necessary in implementing the project and map to the activities of the project (e.g., research activities, dissemination events, travel, publishing, equipment required for the research, project administration staff required, etc.), if applicable. Provide the estimation of the costs in the column “Justification of the estimated costs” to prove clearly how you have come up to the amount in each budget line and what the costs were based on. In justification of the costs provide detailed calculation of the final amount. Please find an examples on 2 types of costs (Human Resources and purchase of Services) in the sheet “2. Justification” below as this is the Annex B sheet which represents the calculation of prices in a compatible manner:

Charges and other related costs, expenditure, staff		
1.1.1. Project manager (lead applicant) (60% FTE)	Project manager will ensure coordination of activities and research team, project management, reporting, communicating with contracting authority, monitoring of compliance with contractual obligations, monitoring of results, during implementation period of the project.	The salary rate of the Project manager is an estimation based on current labour market rates and average salary level for similar positions at the institution Gross salary rate (including social security charges and other remuneration costs) - 1.550 € per month. Estimated time of position to be covered for project objectives to be reached - 12 months. Average workload FTE 60% per month. Total estimation: 1550 EUR/month * (60% * 12 months) = 1550 EUR/month * 7,2 units = 11160 EUR. An average value is presented, possible variations of gross salary and (or) monthly workload could vary per implementation period on condition that overall estimation of actual costs for this position shall not exceed Budget line amount in force. The actual amount will be based on actual costs incurred and may deviate from the average unit value. Actual costs will be recalculated proportionately to the time worked on a project, fixed on the supporting documents (log of time worked per month/day/etc.). Costs include non wage labour costs (including employer's taxes/contributions).
5.1 Researcher	Provisioned purchase of academic Researcher. The Researcher will be involved in all phases of the project, participating as a researcher in the project, contributing to publications and the project's workshop conduction.	The fee rate of the Researcher is an estimation based on current labour market rates. The researcher will be providing services under a service contract. The calculation is the following: 5 EUR/ hour * 300 hours = 1500,00 EUR. The Researcher will conduct Activities X.Y., A.B and X.X. Actual costs may vary and shall be determined on basis of actual hours worked in the project based on supporting documents (log of hours worked, timesheets, etc.).

When filling in the sheet “3. Expected sources of funding” of Annex B, indicate the amount requested from the Contracting Authority (A) and applicants’ contribution (B). List the applicant organisations (lead applicant and co-applicants, if any) and their amount of contribution to detail the data about contribution. Budget sections C and D have to be filled in, even though they may contain the same amounts. Share of the grant and contribution should be calculated upon the formulas provided in the sheet (e.g., A/C x 100, A/D x 100).

Question 25

Forms of employment for external members of research group

Answer 25

In case of award and grant agreement signature, research team members must be employed by Lead applicant or co-applicant, if any (see 2.1.5. “Eligibility of costs”). In cases when relation between organization and research team member is referred as „employment“, it covers both – relation based on employment contract and service contract.

According to the Section 2.1.3. “Associates and contractors” of the guidelines for applicants, Associates (other organisations or individuals) and contractors may be involved in the research project. Such entities are not applicants nor affiliated entities and do not have to sign the ‘mandate for co-applicant(s)’ or ‘affiliated entities’ statement:

- Associates. They may play a real role in the project but may not receive funding from the grant, except for per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. of the guidelines. Associates must be mentioned in Part B Section 3 — ‘Associates participating in the action’ — of the grant application form.

Contractors. The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract

Question 26

Can the research described in the grant be a continuation of the fellowship topic, i.e. deepening and broadening of the topic, as well as development of new research instruments (software)?

Answer 26

Yes, the research can be a continuation of the previous research or fellowship or be a part of a bigger research project, however the grant cannot be used for the same activities and production of the same outputs. Where the action is the continuation of a previous research, clearly indicate how it is intended to build on the activities/results of this previous action and how the action will differ from or complement the previous research, refer to the main conclusions and recommendations of any evaluations carried out, specify the potential synergies with previous or other initiatives, indicate any specific added-value elements of the action, e.g. innovation, method, and best practice.

As per second-to-last paragraph of part (iii) of Section 2.1.4 “Research team composition” of the Guidelines, if such completed or ongoing fellowship is/was granted from SALT or SALT II to one of the research team members, such fact with all the supporting information and documentation must be provided with the application. The Contracting Authority leaves the right to request additional documents during the evaluation process in case of doubt. If such case of same topics between completed/ongoing fellowship and application for this call, applicant (and (or) research team members may choose to cancel other funding sources if application under proposed Action is recommended for award. So, it is in the interest of the applicant to prove that while topics could be similar, there are different phases of the research.

Question 27

Can university students participate in the project?

Answer 27

The University students can take part in the research activities as the members of the research team, as the Guidelines do not set any restrictions for their engagement. Their engagement into the action and tasks (research, dissemination, other) should be described in the application form.

The University students also can take part in the project as the participants of the dissemination events, if they are identified as the target group or final beneficiary group of the project. Pay attention that in kind contribution and volunteer’s work (which would have financial value

presented in the budget; voluntary participation outside the bounds of project financing is not regulated or forbidden) are ineligible costs (see 2.1.5. “Eligibility of costs”).

Question 28**Who has to make the project budget?****Answer 28**

According to Section 2.1 “Eligibility criteria” of the guidelines for applicants the lead applicant is the entity submitting the application form, which must be supported with the Annex B (budget) and other supporting documents.

The lead applicant may act individually or with co-applicant(s). In the latter case, the lead applicant is responsible for consolidating all required costs of co-applicants, affiliated partners and lead applicant, and developing Annex B (budget) with all required units, rates, amounts and justifications (descriptions and estimation)

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.