



# **Regulation on support measures for proposal preparations for research proposals (co-)funded by the European Union**

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**Year 2022**

Updated in March 2022

## Preamble

To consolidate the position of its higher education institutions within the European Research Area, the Wallonia-Brussels Federation (WBF) has decided to grant, in 2022, higher education institutions a subsidy to encourage their researchers to participate in European research programs.

The present regulation describes the support measures that will be implemented within the ULB. For each measure, it defines the conditions of granting and specifies the application procedure.

The nature of the measures and their conditions of granting will be reviewed for subsequent years in the light of the decisions of the WBF. However, applications may be submitted for expenses incurred in 2023. Decisions of the Bureau du Conseil de la Recherche concerning applications with financial implications beyond 31 December 2022 will however only be implemented by the Research Department after confirmation of the extension of the agreement between ULB and WBF for the calendar year 2023.

## General framework

The support measures described below are cumulative<sup>1</sup>. They are granted per project and not per applicant. The Bureau du Conseil de la Recherche may, however, limit this cumulation to ensure equity among all ULB researchers regarding access to support measures.

Applications must be submitted electronically to the Liaison Office (Cellule Europe) of the Research Department ([ulb-europe@ulb.be](mailto:ulb-europe@ulb.be)) or to the service responsible for the programme concerned by the measure ([sebastian.seiffert@ulb.be](mailto:sebastian.seiffert@ulb.be) for the International Relations Service and [julie.blavier@ulb.be](mailto:julie.blavier@ulb.be) for the Technology Transfer Office). An acknowledgement of receipt will be sent on receipt of the application.

Applications are assessed by the Bureau du Conseil de la Recherche. The results are announced electronically by the EU Liaison Office (Cellule Europe) of the Research Department as soon as possible.

To be covered after the granting of one of the support measures (consultancy, proofreading, meeting costs), all invoices must comply with the rules of public procurement (<https://portail.ulb.be/fr/finances-achats-et-comptabilite/marches-publics>) and be chargeable to year 2022.

Non-submitting a project that has benefited from a support measure must be duly justified to the Liaison Office (Cellule Europe), which will forward the information to the Bureau du Conseil de la Recherche to be taken into account when evaluating a subsequent application.

## Specific measures

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<sup>1</sup> A cumulation with support measures having the same purpose from a different source is not allowed.

## 1. Marie Skłodowska-Curie Actions - Postdoctoral Fellowships (MSCA-PF)

The granting of maximum one-year funding to Marie Skłodowska-Curie candidates who have not been selected by the European Commission, but have obtained the "Seal of Excellence".

- The candidate will have to use this year to resubmit his/her project to the MSCA-PF call or, in case of non-eligibility, to submit an ERC application.
- In addition to the hiring costs (salary or fellowship), an envelope of 5,000 € or 10,000 €<sup>2</sup> will be added for operating costs dedicated to scientific activities to enhance the proposal. This amount will be allocated to the host laboratory or research center. Amounts not spent during the contract will be lost.

Documents to provide	Submission date
See Annex 1 for the form to complete and documents to provide. Additional document(s): <ul style="list-style-type: none"><li>- "Seal of Excellence" certificate (available on the Funding and Tender Portal of the EC);</li><li>- Written approval from the ULB supervisor (an email is sufficient).</li></ul>	Upon the receipt of the results of the MSCA-PF call.

## 2. European Research Council Grants

2.1. Coverage of buy outs (substitutions for courses, not for "Travaux pratiques"), at a maximum of 60<sup>3</sup> hours, for applicants to ERC calls to enable them to submit an application or to participate in the European Commission's interview. The buy outs period must correspond to a coherent period in terms of preparation of the application/interview.

Documents to provide	Submission date
See Annex 2 for the form to complete and documents to provide.	Requests may be submitted throughout the year and at the latest 2 months before the call deadline, and are subject to sufficient time for the implementation, or at the time of notification of the invitation to the interview.

2.2. The granting of a bridge contract ("contrat-pont") to candidates applying for the first time to an ERC Starting or and ERC Consolidator Grant who no longer have a research contract.

- To benefit from it, the candidate must have a research contract with ULB (an FNRS mandate

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<sup>2</sup> Depending on whether the activities include an experimental or field component or not.

<sup>3</sup> The number of hours is calculated on the basis of the "theoretical hours" officially referenced. This information is available on the Banner platform and can be accessed by the faculty's secretary or via the following email address: [programmes.sage@ulb.be](mailto:programmes.sage@ulb.be)

included) for **at least 2 years, ending within 3 months before the call deadline, or after the call deadline.**

- The bridge contract may cover a maximum period starting 3 months before the deadline for the submission of ERC applications and ending one month after the publication of the results of the 1st stage of the evaluation. These months will be used to explore other European funding opportunities.
- If the application passes the first stage, a **new bridge contract** will be established until 1 month after the results of the 2nd stage evaluation.
- If the project is funded, a **new bridge contract** will be established until the contractualization of the project (2-3 months)
- In addition to hiring costs (salary or fellowship), an envelope of 5,000 € or 10,000 €<sup>4</sup> for operating costs will be dedicated to scientific activities that enhance the proposal. This amount will be allocated to the host laboratory or research center. Amounts not spent during the contract will be lost.

Documents to provide	Submission date
See Annex 1 for the form to complete and documents to provide. Additional document(s): <ul style="list-style-type: none"><li>- Proof of current contract.</li></ul>	At the latest 1 month before the call deadline, and is subject to sufficient time for the implementation.

#### 2.3. Coverage of consultancy, proofreading or translation costs up to maximum 3,000 €.

Documents to provide	Submission date
See Annex 3 for the form to complete and documents to provide.	At the latest 1 month before the call deadline for the call concerned.

2.4. The granting of an envelope of 50,000 € (+ 10,000 € the activities include an experimental or field component) to candidates who have not been selected for ERC funding but have passed the first stage of the evaluation (2<sup>nd</sup> stage of the evaluation for ERC synergy). This budget must be used within 2 years after being available.

Documents to provide	Submission date
Contact the Liaison Office (Cellule Europe) for payment details ( <a href="mailto:ulb-europe@ulb.be">ulb-europe@ulb.be</a> ).	Upon receipt of the results of the 2nd evaluation stage (3rd evaluation stage for ERC synergy) and upon invitation of the Vice-Rector for Research and Innovation.

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<sup>4</sup> Depending on whether the activities include an experimental or field component or not.

### **3. Preparation of a European collaborative project (e.g. MSCA-Doctoral Networks, Clusters, EIC, Co-funded programs, Erasmus+, EuropeAid)**

3.1. Coverage of buy outs (substitutions for courses, not for “Travaux pratiques”), at a maximum of 60<sup>5</sup> hours if coordinator, and at a maximum of 30<sup>5</sup> hours if beneficiary partner. The buy outs period must correspond to a coherent period in terms of preparation of the application (budget, role, etc.).

Documents to provide	Submission date
See Annex 2 for the form to complete and documents to provide.	Applications can be submitted throughout the year and at the latest 2 months before the call deadline, and is subject to sufficient time for the implementation.

3.2. Coverage of consultancy fees (max. 25,000 € if coordinator and max. 3,000 € if beneficiary partner). The amount allocated will be proportional to the involvement of the researchers in the project.

Documents to provide	Submission date
See Annex 3 for the form to complete and documents to provide.	Applications can be submitted throughout the year and at the latest 2 months before the call deadline.

3.3. Coverage of proofreading and translation costs (only if coordinator and max. 8,000 €).

Documents to provide	Submission date
See Annex 3 for the form to complete and documents to provide.	Applications can be submitted throughout the year and at the latest 2 months before the call deadline.

3.4. Coverage of the costs to hire a team member without a contract (a post-doctoral fellow for example) whose activities will benefit the preparation of the application (only if coordinator and maximum 1.5 person-month in total, which corresponds to a half-time job for 3 months). The hiring period must correspond to a coherent period in terms of preparation of the application.

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<sup>5</sup> The number of hours is calculated on the basis of the "theoretical hours" officially referenced. This information is available on the Banner platform and can be accessed by the faculty's secretary or via the following email address: [programmes.sage@ulb.be](mailto:programmes.sage@ulb.be)

Documents to provide	Submission date
See Annex 1 for the form to complete and documents to provide.	Applications can be submitted throughout the year, at the latest 2 months before the call deadline, and is subject to sufficient time for the implementation.

3.5. Coverage of meeting organization/participation costs (max. 5,000 € if coordinator and max. 500 € if beneficiary partner).

Documents to provide	Submission date
See Annex 3 for the form to be completed and documents to be provided.	Applications can be submitted throughout the year and at the latest 1 month before the deadline for the call concerned, subject to sufficient time for implementation

3.6. Coverage of the 4<sup>th</sup> PhD year in the framework of Marie Skłodowska Curie Actions - Curie – Innovative Training Networks and Doctoral Networks<sup>6</sup> if ULB is beneficiary.

Documents to provide	Submission date
See Annex 1 for the form to complete and documents to provide.	Applications can be submitted between 3 and 6 months before the end of the contract.

3.7. Collaborative project on a reserve list. An envelope of 20,000 € if coordinator (provided that the minimum budget of ULB is 200,000 €) or of 5,000 € if beneficiary partner (provided that the minimum budget of ULB is 50,000 €) will be granted to the candidates whose project is not selected for funding but is on a reserve list. This budget must be used within 2 years after being available.

Documents to provide	Submission date
Contact the Liaison Office (Cellule Europe) for payment details ( <a href="mailto:ulb-europe@ulb.be">ulb-europe@ulb.be</a> ).	Upon receipt of the results of the evaluation.

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<sup>6</sup> Subject to the extension of WBF funding for the year in question.

## **Annex 1**

### **ULB incentives for European proposals**

#### Request for the incentive “Contracts”

1. Information on the **incentive** that you are applying to :

- *Type of incentive (check one):*
  - *Seal of excellence*
  - *Bridge contract*
  - *Hiring a team member without a permanent contract (e.g. Post doc)*
  - *4<sup>th</sup> year of PhD within a Doctoral Network*
- *Duration : from ... until ...*

2. Information on the **call/topic** and project for which you have submitted or you will be submitting an application with the Université libre de Bruxelles as the Host Institution/Beneficiary :

- *Name of the call/topic (as indicated by the European Commission) ;*
- *Deadline for the call ;*
- *Acronym for the proposal (may be indicative) ;*
- *Title for the proposal (may be indicative) ;*
- *Estimated budget for ULB (may be indicative) ;*
- *Summary of the proposed research project (one page maximum) ;*
- *Motivation*

3. Supporting documents:

- *CV (2 pages maximum)*
- *Confirm that you already have an account in the Funding and Tenders Portal (if applicable): : <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>*
- *Confirmation that you have not benefited from other supportive measures (e.g. FNRS, Co-fund, Civis, Innoviris) for the same request.*

## Annex 2

### ULB incentives for European proposals

#### Request for the incentive « Suppléance(s) de cours »

1. Information on the **incentive** that you are applying to :

- *Duration : from ... until ...*
- *Code of the course and the relevant reference (eg. a link to the online catalog) :*
- *Number of hours of “cours théoriques I” as officially referred in the Banner platform<sup>7</sup> :*

2. Information on the **call/topic** and project for which you have submitted or you will be submitting an application with the Université libre de Bruxelles as the Host Institution/Beneficiary :

- *Name of the call/topic (as indicated by the European Commission) ;*
- *Deadline for the call ;*
- *Role of ULB : coordinator or partner;*
- *Acronym for the proposal (may be indicative) ;*
- *Title for the proposal (may be indicative) ;*
- *Estimated budget for ULB (may be indicative) ;*
- *Summary of the proposed research project (one page maximum) ;*
- *Motivation on the number of hours*

3. Supporting documents:

- *Agreement from the Dean (email or letter)*
- *CV (2 pages maximum)*
- *Confirm that you already have an account in the Funding and Tenders Portal (if applicable):*  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- *Proof of the number of hours of “cours théoriques”*
- *Confirmation that you have not benefited from other supportive measures (eg. FNRS, Co-fund, Civis, Innoviris) for the same request.*

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<sup>7</sup> The information is available via the Banner platform, accessible by the secretary of your Faculty or via the email address: [programmes.sage@ulb.be](mailto:programmes.sage@ulb.be)



## Annex 3

### ULB incentives for European proposals

#### Request for the incentive “consultancy, proofreading, translation, meeting organization/participation”

#### 1. Information on the **incentive** that you are applying to :

- *Type of incentive :*
  - *Consultancy*
  - *Proofreading*
  - *Translation*
  - *Meeting organization/participation*
  - *Other, specify :*
- *Duration : from ... until ...*
- *Costs (please provide 3 offers if applicable<sup>8</sup>) :*

#### 2. Information on the **call/topic** and project for which you will be submitting an application with the Université libre de Bruxelles as Host Institution/Beneficiary :

- *Name of the call/topic (as indicated by the European Commission) ;*
- *Deadline for the call ;*
- *Role of ULB : coordinator or partner ;*
- *Acronym for the proposal (may be indicative) ;*
- *Title for the proposal (may be indicative) ;*
- *Estimated budget for ULB (may be indicative) ;*
- *Summary of the proposed research project (one page maximum) ;*
- *If ULB is coordinator: list of partners*

#### 3. Supporting documents:

- *CV (2 pages maximum)*
- *Confirm that you already have an account in the Funding and Tenders Portal (if applicable):*  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- *Confirmation that you have not benefited from other supportive measures (e.g. FNRS, Co-fund, Civis, Innoviris) for the same request.*

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<sup>8</sup> In application of the rules on public procurement. More information are available on the website:  
<https://portail.ulb.be/fr/finances-achats-et-comptabilite/marches-publics>