



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

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Year 2026

Updated January 2026

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 2026, higher education institutions a subsidy to encourage their researchers to participate in European research programs.

The present regulation states 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 light of the decisions of the WBF. However, applications may be submitted for expenses incurred in 2027. Decisions of the Bureau du Conseil de la Recherche concerning applications with financial implications beyond 31 December 2026 will, however, be implemented by the Research Department only after confirmation of the extension of the agreement between ULB and WBF for the 2027 calendar year.

General framework

The support measures described below are cumulative¹. They are granted per project, not per applicant. The Bureau du Conseil de la Recherche may, however, limit such cumulation to ensure equitable access to support measures for all ULB researchers.

Applications must be submitted electronically to the EU Liaison Office (Cellule Europe) of the Research Department (ulb-europe@ulb.be) or to the service responsible for the programme concerned by the measure (sebastian.seiffert@ulb.be for the International Relations Service and stephanie.nemeghaire@ulb.be for the Knowledge Transfer Office). An acknowledgement of receipt will be sent upon 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 and Innovation Support Department as soon as possible.

To be covered by one of the support measures such as consultancy, proofreading or meeting costs, all invoices must comply with the rules of public procurement (<https://portail.ulb.be/en/public-procurement-procedure>) and be chargeable to the year 2026. Importantly, ULB does not allow « success fees » for consultancy.

Failure to submit a project that has benefited from a support measure must be duly justified to the EU Liaison Office (Cellule Europe), which will forward the information to the Bureau du Conseil de la Recherche for consideration when evaluating any subsequent application.

Specific measures

1. <i>Marie Skłodowska-Curie Actions – European Postdoctoral Fellowships (MSCA-EPF)</i>	3
2. <i>European Research Council Grants (ERC)</i>	3
3. <i>Preparation of a European collaborative project (e.g. MSCA-Doctoral Networks, MSCA-Staff Exchange, Clusters, EIC, Co-funded programs, DGs, etc.)</i>	5
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¹ Cumulation with support measures serving the same purpose from a different source is not allowed.

1. Marie Skłodowska-Curie Actions – European Postdoctoral Fellowships (MSCA-EPF)

The granting of maximum one-year (uninterrupted) funding to MSCA-EPF candidates who have applied with the ULB as beneficiary institution, and who have not been selected by the European Commission but have obtained the "Seal of Excellence" (score above 85%). Fellows will be remunerated at the ULB standard rate and must be physically present at the ULB in Belgium for the duration of the funding. Candidates must be eligible to re-apply to an MSCA-EPF in the next call.

- The candidate must use this year to resubmit his/her project to the next MSCA-EPF call.
- This funding will be replaced as soon as possible by the MSCA-EPF funding if the applicant is awarded with it.
- In addition to the hiring costs, an envelope of 5,000 € will be provided for operating costs dedicated to scientific activities aimed at strengthening the proposal. This amount will be allocated to the host laboratory or research center.
- This measure may be granted only once per applicant.
- In the event of non-submission to the MSCA-EPF call, the funding will end at the end of the month of the call deadline.

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">- "Seal of Excellence" certificate (available on the Funding and Tenders Portal of the European Commission);- Written approval from the ULB supervisor (an email is sufficient).	Upon the receipt of the results of the MSCA-EPF call.

2. European Research Council Grants (ERC)

Applications that have already benefited from the incentive detailed at point 2.3 for the previous call are **not** eligible for the incentives under points 2.1 and 2.2 in case of resubmission.

2.1. Coverage of buy-outs (substitutions for courses, excluding "Travaux pratiques" unless they are part of the course), up to a maximum of 60 hours², for applicants to ERC calls to enable them to submit an application. The buy-out period must correspond to a coherent period in terms of preparation of the application.

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 ideally at least two months before the call deadline, provided that sufficient time is available for implementation. (check the conditions with the Faculty).

² 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

2.2. Coverage of consultancy, proofreading or translation costs, up to max. 6,000 € VAT included, i.e. max. 4,958 € VAT excluded, for the ERC submission, and up to max. 3,000 € VAT included, i.e. max. 2,479 € VAT excluded, for the ERC interview, noting that FNRS support should be used first (2,000 €).

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 or the interview for the call concerned.

2.3. The granting of an envelope³ of 60,000 € to candidates who are already members of the scientific or academic staff at ULB at the time the results are published and who have not been selected for ERC funding but have passed the first step of the evaluation (2nd step of the evaluation for ERC Synergy Grant). This budget will be used for research purposes.

Documents to provide	Submission date
Contact the Liaison Office (Cellule Europe) for payment details (ulb-europe@ulb.be).	Upon receipt of the results of the 2nd evaluation (3rd evaluation for ERC Synergy Grant).

³ This point does not apply to applications to an ERC POC.

3. Preparation of a European research collaborative project (e.g. MSCA-Doctoral Networks, MSCA-Staff Exchange, Clusters, EIC, Co-funded programs, DGs, etc.)

3.1. Coverage of buy-outs (substitutions for courses, excluding “Travaux pratiques” unless they are part of the course), up to a maximum of 60h² per project if ULB is *Coordinator*⁴, and up to a maximum of 30h² if ULB is a beneficiary partner. The buy-out 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 may be submitted throughout the year and must be submitted at least two months before the call deadline, provided that sufficient time is available for implementation.

3.2. Assistance with the proposal preparation through consultancy (3.2.1) or through the hiring of a team member (3.2.2)

3.2.1 Coverage of consultancy fees (max. 30,000 € VAT included, i.e. max. 24,793 € VAT excluded, if ULB is *Coordinator*; max. 4,000 € VAT included, i.e. max. 3,305 € VAT excluded, if ULB is a 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 may be submitted throughout the year and must be submitted at least two months before the call deadline.

3.2.2 Coverage of the costs for hiring a ULB team member whose activities will benefit the preparation of the application (only if ULB is *Coordinator* and maximum 3 person-months in total). The hiring period must correspond to a coherent period in terms of preparation of the application.

Documents to provide	Submission date
See Annex 1 for the form to complete and documents to provide.	Applications may be submitted throughout the year and must be submitted at least two months before the call deadline, provided that sufficient time is available for implementation.

⁴ Coordinator: responsible for the scientific, administrative and financial coordination of the project, acting as the main contact point with the European Commission, and ensuring the achievement of the objectives, compliance with the timeline and budget, and effective collaboration among partners.

3.3. Coverage of proofreading and translation costs (only if ULB is *Coordinator* and max. 8,000 € VAT included, i.e. max. 6,611 € VAT excluded)

Documents to provide	Submission date
See Annex 3 for the form to complete and documents to provide.	Applications may be submitted throughout the year and must be submitted at least two months before the call deadline, provided that sufficient time is available for implementation.

3.4. Coverage of meeting organization/participation costs (invoice-based, up to max. 5,000 € VAT included i.e. max. 4,132€ VAT excluded, if ULB is *Coordinator*; max. 500 € VAT included, i.e. max. 413 € VAT excluded if ULB is a beneficiary partner; max. 1,000 € VAT included , i.e. max. 826 VAT excluded for an ERC Synergy Grant proposal).

Documents to provide	Submission date
See Annex 3 for the form to be completed and documents to be provided.	Applications may be submitted throughout the year and must be submitted one month before the call deadline.

If several incentives among 3.1., 3.2, 3.3 and 3.4 are combined for the same proposal, the maximum amount must be less than 30,000 € for MSCA Doctoral Network, MSCA Staff Exchange and Cluster 2 collaborative projects and less than 40,000 € for other collaborative projects.

3.5. Coverage of the 4th PhD year in the framework of Marie Skłodowska Curie Actions – Innovative Training Networks and Doctoral Networks⁵ if ULB is a beneficiary.

- The number of contracts will be limited to two per project if ULB is a beneficiary partner, and to three per project if ULB is *Coordinator*, at the discretion of the supervisor.

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

⁵ Subject to the extension of WBF funding for the year in question.

3.6. Collaborative project on a reserve list. An envelope of 20,000 €, if ULB is *Coordinator* of the project (provided that the minimum ULB budget is 200,000 €), or 5,000 € if ULB is a beneficiary partner (provided that the minimum ULB budget is 50,000 €), will be granted to the candidates whose project is not selected for funding but is on a reserve list.

Documents to provide	Submission date
Contact the Liaison Office (Cellule Europe) for payment details (ulb-europe@ulb.be).	Upon receipt of the results of the evaluation.

Annexe 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*
 - *Hiring a team member without a permanent contract (e.g. Post doc)*
 - *4th year of PhD within a Doctoral Network*
 - *Duration of the incentive : from ... until ...*

2. Information on the **call/topic** and project for which you have submitted, or you will be applying 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 of the ULB PI, Postdoc to be hired, or PhD candidate in case of a request for a 4th year of PhD within a Doctoral Network (2 pages maximum)*
 - *Confirmation that you have not benefited from other supportive measures (e.g. FNRS, Co-fund, Civis, Innoviris) for the same request.*

Annexe 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 of the ‘Suppléance(s)’: from ... until ...*
 - *Code of the course and the relevant reference (e.g. a link to the online catalogue):*
 - *Number of hours of “cours théoriques”, as officially referred in the Banner platform⁶:*

2. Information on the **call/topic** and project for which you have submitted, or you will be applying 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)*
 - *Proof of the number of hours of “cours théoriques”*
 - *Confirmation that you have not benefited from other supportive measures (e.g. FNRS, Co-fund, Civis, Innoviris) for the same request.*

⁶ The information is available via the Banner platform, accessible by the secretary of your Faculty or via the email address: programmes.sage@ulb.be

Annexe 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 applicable⁷):*

2. Information on the **call/topic** and project for which you will be applying 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)*
- *Confirmation that you have not benefited from other supportive measures (e.g. FNRS, Co-fund, Civis, Innoviris) for the same request.*

⁷ In application of the rules on public procurement. More information is available on the website: <https://portail.ulb.be/en/public-procurement-procedure>