



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

—

**Year 2025**

Updated in January 2025

## 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 2025, 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 2026. Decisions of the Bureau du Conseil de la Recherche concerning applications with financial implications beyond 31 December 2025 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 2026.

## 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 [stephanie.nemeghaire@ulb.be](mailto:stephanie.nemeghaire@ulb.be) for the Knowledge 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/en/public-procurement-procedure>) and be chargeable to year 2025.

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

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
	<i>Annexes</i>	7

---

<sup>1</sup> A cumulation with support measures having 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 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%). The fellows will be remunerated at the ULB standard rate. Candidates must be eligible to re-apply to a MSCA-EPF on the next call.

- The candidate will have to use this year to resubmit his/her project to the MSCA-EPF call.
- This funding will be replaced as soon as possible by the MSCA-EPF funding if the applicant obtains this funding.
- In addition to the hiring costs, an envelope of 5,000 € 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.
- This measure can only be granted once per applicant.
- In case of non-submission of the MSCA-EPF, 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"><li>• "Seal of Excellence" certificate (available on the Funding and Tenders Portal of the European Commission);</li><li>• Written approval from the ULB supervisor (an email is sufficient).</li></ul>	Upon the receipt of the results of the MSCA-EPF call.

## **2. European Research Council Grants (ERC)**

Applications that benefitted already from incentives detailed at point 2.4 are not eligible to the following incentives for resubmission.

**2.1. Coverage of buy outs** (substitutions for courses, not for "Travaux pratiques" unless it is part of the course), at a maximum of 60 hours<sup>2</sup>, 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 at the latest 2 months before the call deadline, and are subject to sufficient time for the implementation.

---

<sup>2</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)

2.2. The granting of a bridge contract (“contrat-pont”) to candidates applying to an ERC Starting or and ERC Consolidator Grant who no longer have a research contract <sup>3</sup>.

- To benefit from it, the candidate must have a research contract with ULB (an FNRS mandate included) for **at least 2 years, ending after the call deadline**.
- The bridge contract will be granted for up to 6 months after the deadline, until the results of the 1st step of the evaluation are available. These months post-deadline will be used to explore other funding opportunities.
- If the application passes the first step of the evaluation, a **new bridge contract** will be established until about 1 month after the results of the 2nd step of the evaluation.
- If the project is funded, it will start as early as possible and a **new bridge contract** will be established until the contractualization of the project (up to 3 months).

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>	The request should be submitted about 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 6,000 € (VAT included) for the ERC submission and up to maximum 3,000 € (VAT included) for the ERC interview, considering 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 for the call concerned.

2.4. The granting of an envelope<sup>4</sup> of 60,000 € to candidates that are already members of the scientific or academic staff at ULB by the time of the results are published and who have not been selected for ERC funding but have passed the first step of the evaluation (2<sup>nd</sup> step of the evaluation for ERC synergy). This budget will be used for research purposes.

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 step (3rd evaluation step for ERC synergy).

---

<sup>3</sup> A researcher can benefit from this measure only once within the ULB.

<sup>4</sup> 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, not for “Travaux pratiques” unless it is part of the course), at a maximum of 60h<sup>2</sup> per project if ULB coordinates, and at a maximum of 30h<sup>2</sup> if ULB is a 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. Assistance with the proposal preparation, either 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) if coordinator and max. 4,000 € (VAT included) 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.

3.2.2 Coverage of the costs of hiring a ULB team member whose activities will benefit the preparation of the application (only if 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 can be submitted throughout the year, at the latest 2 months before the call deadline, and is subject to sufficient time for the implementation.

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

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 meeting organization/participation costs (invoice based, up to max. 5,000 € (VAT included) if coordinator and max. 500 € (VAT included) if beneficiary partner, for an ERC SYG Grant proposal: 1000 € max (VAT included)).

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 call deadline, subject to sufficient time for implementation

3.5. 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>5</sup> 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 coordinates, 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.

3.6. Collaborative project on a reserve list. An envelope of 20,000 € if ULB coordinates the project (provided that the minimum budget of ULB is 200,000 €) or of 5,000 € if ULB is a 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.

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.

---

<sup>5</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 of the incentive: 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 of the ULB PI or CV of the PhD candidate in case of a request for a 4th year of PhD within a Doctoral Network (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 of the “Suppléance(s)”*: from ... until ...
- *Code of the course and the relevant reference (eg. a link to the online catalog)*:
- *Number of hours of “cours théoriques” as officially referred in the Banner platform<sup>6</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.*

---

<sup>6</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 of the incentive : from ... until ...*
- *Costs (please provide 3 offers if applicable<sup>7</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.*

---

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