**Checklist for researchers applying for EU funding**

***Commitments from Applicants***

***Before deciding to address an EU call, the applicant should consider the following issues:***

* The strategic importance of the call for OsloMet and faculty/institute Strategy 2024.
* Probability of success, based on applicant’s research expertise and experience.
* Available internal resources (researchers w/relevant expertise, support staff, financing).
* Experience in H2020 - Role in the project: coordinator vs partner).
* Time to deadline

***Information & Training***

* Inform as early as possible the EU Team adviser, his/her line manager and the R&D-support at the faculty/institute/centre. Consider the time to deadline for the proposal submission.
* Discuss his/her expertise and experience with proposals with the appointed EU-Team adviser.
* Discuss his/her information and training needs and participate in training events recommended by the EU-Team adviser.
* Consider taking a role as partner, instead of project coordinator, if not having previously participated in EU collaborative proposals, to improve the probability for success.

***Proposal development plan***

* Hold an initial meeting with the EU-Team adviser to discuss the call challenges, scope, expected impact, number of partners, alignment with EU goals and the template for the application.
* As coordinator, commit to follow the proposal development Work Plan prepared together with the EU-Team adviser, which involves R&D-support at the Faculty/institute/center.
* Discuss with EU-Team adviser whether PES/POS funding is needed to support the proposal development process (consultancies, travel, meetings, etc.).
* Provide in good time all the documents that may be required to include with the application[[1]](#footnote-1).
* Share with the EU-Team adviser the draft proposal document in progress in good time to secure obtaining the best contribution.

***Partners’ management***

* Discuss with the EU-Team adviser the need of help to identify/recruit partners.
* Contact/recruit potential partners. Hold regular meetings with the consortium (plan for at least one f2f) for alignment & work distribution and maintain regular communication with the core partners.
* Define the core-writing partners (those who will actively contribute to the proposal writing).
* Involve in the arrangement and invite the EU-Team adviser to participate in working meetings with partners.
* Include the EU-Team adviser + LEAR email address and of the support team member as contact in the Funding & Tender Portal (Participant Portal) at the opening of the proposal.

***Commitments from the EU-Team***

* Provide early information about EU’s Work Programme, policy papers and relevant calls. Inform on the role and responsibilities as coordinator/partner.
* Inform applicants about relevant RCN’s and other training on funding schemes / proposal writing courses / brokerage events / etc.
* Discuss the call details to secure alignment of the project idea with EU goals & priorities.
* Depending on the applicant’s role (Coordinator / Partner) and the type of call, the EU team will allocate its resources.
* Assist in opening the proposal and managing the online Form-A in the Funding & Tenders Portal (Participant Portal) through submission.
* Discuss the scope of the call and its expected impacts to secure alignment of the project idea with the EU goals & priorities.
* Formulate a Work Plan together with the applicant (if s/he is Coordinator) to manage the proposal development & writing process.
* Overview the proposal development process & writing to secure its alignment with EU-Commission’s requirements and satisfactory completion of all sections of the proposal template.
* Assist in identifying & recruiting partners for the consortium.
* Participate in the working meetings with the consortium and with the core writing- group to assist with the proposal writing.
* Interface with partners to assist and manage their submission of partners’ information, budget, LoCs, CVs, NDAs, etc.
* Iteratively review the proposal drafts document until satisfactory completion.
* Assist in identifying & recruiting external reviewers/editors, if the complexity of the proposal demands for it.
* Manage the required documents that must be included with the application (CVs, partners’ description, LoCs from partners & stakeholders, diplomas, NDAs, etc.)
* Advice on text generation on Impact section, exploitation & dissemination plans, Open Access, ethics issues, gender issues, consortium as a whole, project management structure, OsloMet’s partner description; risk management, summary tables, Data Management plan, description for WP Project Management, graphics.
* Assist and advice on final text for language editing & compression to page limit / formatting per template’s instructions.

1. Partners’ description and information, CVs of main participants, LoCs from partners & stakeholders, NDAs, diplomas, etc. [↑](#footnote-ref-1)