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Council of Scientific and Industrial Research
विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Science and Technology, Govt. of India



Call Guidelines and Announcement

India- European Union Cooperation for enhancing Research and Innovation Capabilities

CSIR Announces Co-Funding Partnership under the EU Framework Programme

“Horizon Europe- Marie Skłodowska-Curie Actions (MSCA) Staff Exchanges”

Call for Proposals 2024

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CSIR Co-Funding Initiative for Horizon Europe MSCA-Staff Exchanges

[Horizon Europe](#) (2021-2027) is the European Union (EU)'s research and innovation framework programme, offering opportunities for collaborative research and researcher mobility. The EU's Horizon Europe - Marie Skłodowska-Curie Actions-Staff Exchanges Scheme (MSCA-SE) supports interdisciplinary and inter-sectoral collaborative projects spanning all research fields and promoting international cooperation between the academic and non-academic organizations (including SMEs).

To enable the participation of entities of the Council of Scientific and Industrial Research (CSIR), CSIR as the Indian side funding agency and the European Commission (EC), the EU funding side, have agreed to the Co-Funding Mechanism (CFM) to support research and innovation project-based short-term exchanges of staff members of participating organizations under the EU's MSCA-SE. CSIR and EC aim to support the exchange of scientists, academics and research and innovation staff to promote scientific and technological collaboration and improve international relations.

This co-funding initiative aligns with the EU-India Agreement on Science and Technology cooperation¹ and the 'EU-India Strategic Partnership: A Roadmap to 2025'². Similar co-funding mechanisms have already been established by the Department of Science and Technology (DST), Department of Biotechnology (DBT), and Ministry of Earth Sciences (MoES) to support Indian participation in preselected Horizon Europe calls (Pillar 2).

CSIR is pleased to announce its 1st Call for proposals for enabling the participation of CSIR S&T staff in the EU's Horizon Europe - MSCA-SE through support towards project-specific exchanges of mutual interest.

Objective

The CSIR co-funding for the MSCA-SE scheme aims to support international, inter-sectoral, and interdisciplinary projects by seconding and/or hosting eligible research staff members from CSIR (India), Europe, and beyond. This initiative seeks to facilitate staff exchanges between CSIR/India and Europe to foster knowledge transfer, boost innovation, and create significant institutional impact. It aims to pave the way for strategic research and innovation collaborations between CSIR and EU stakeholders (in EU Member States or Horizon Europe Associated Countries).

The joint projects should build on previous work while also striving to generate or strengthen long-term collaborations. Secondments must involve the physical mobility of eligible staff members and must always take place between independent legal entities.

The details of the **MSCA-SE 2024** Call for receiving proposals under the CSIR's CFM for participation are given below.

¹ [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22002A0809\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22002A0809(01))

² <https://www.consilium.europa.eu/media/45026/eu-india-roadmap-2025.pdf>

MSCA-SE 2024 Call on the EU's [Horizon Europe Funding & Tenders Portal](#)

- Call Number: HORIZON-MSCA-2024-SE-01-01: MSCA Staff Exchanges 2024
- Opening date: 19 September 2024
- Horizon Europe Deadline date: 05 February 2025 17:00:00 Brussels time
- CSIR Deadline date: 10 February 2025 17:00:00 Indian time
- Call Text: [MSCA-SE 2024](#)

Expected Outcomes:

For Staff Members:

- Enhanced research skills and career prospects.
- Increased innovation and entrepreneurial mind-set.
- Expanded international networks and communication capacities.

For Participating Organizations:

- Innovative cooperation and knowledge transfer.
- Strengthened collaborative networks.
- Boosted research and innovation capacity.

Scope: MSCA Staff Exchanges involve academic and non-academic sectors, including SMEs, globally. They support international, inter-sectoral, and interdisciplinary mobility through secondments, promoting knowledge transfer and long-term collaborations. Projects must involve physical mobility between independent legal entities and should focus on complementary competencies and synergy creation.

Skills Development: For participating staff members, the project should offer new skills acquisition and career development perspectives. Participating organizations must ensure that the seconded staff are adequately mentored.

MSCA Staff Exchanges: MSCA Staff Exchanges promote innovative international, inter-sectoral, and interdisciplinary collaboration in research and innovation through exchanging staff and sharing knowledge and ideas at all stages of the innovation chain. The scheme fosters a shared culture of research and innovation that welcomes and rewards creativity and entrepreneurship and helps turn ideas into innovative products, services, or processes. It is open to research, technical, administrative, and managerial staff supporting R&I activities.

Expected Impact: Proposals under this Action should contribute to the following expected impacts:

- Increase international, inter-sectoral, and interdisciplinary mobility of research staff within India, Europe and beyond through collaborative research networks and activities.
- Strengthen the R&I human capital base in India, Europe and beyond.
- Increase India's and Europe's attractiveness as a leading destination for R&I.
- Contribute to competitiveness and growth through high-quality R&I.
- Foster the culture of open science, innovation, and entrepreneurship.

Full call text on EU portal: [Click here](#)

CSIR's Call for Receiving Proposals under CSIR's CFM for MSCA-SE 2024

The CFM terms exchanged in 2024 between CSIR and the EC form a basis to announce this Call for proposals to promote scientific and technological collaboration between CSIR institutions in India and the academic or research institutions / SME's in EU Member States or Horizon Europe Associated Countries.

The program funds short-term international and inter-sectoral exchanges to create sustainable collaborative projects between different organizations from academic and non-academic sectors, including SMEs, in Europe and beyond;

CSIR will

- provide full financial support for international visit of up to 10 CSIR permanent staff for participating in selected MSCA-Staff Exchanges projects.
- encourage and enable scientists/technical staff from EU Member States, countries associated with Horizon Europe, and other countries in successful proposals to visit CSIR institutes.

Section 1: Areas of cooperation

This exchange is open to all research areas of CSIR Institutes while the areas of focus on the EU side are: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT), Physics (PHY).

Section 2: Eligibility Criteria

2.1 MSCA-SE Proposal Eligibility - Minimal conditions for a consortium

The minimal conditions when forming an MSCA-SE consortium consist of the following elements:

- **Organisations:** Composed of at least **three legal** entities independent of each other.
- **Countries:** Organisations established in **three different countries**, of which at least two must be in different EU Member States and/or Horizon Europe Associated Countries.
 - **EU Member States (EU27):** *Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.*
 - **Horizon Europe Associated Countries:** *Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Georgia, Iceland, Israel, Kosovo, Moldova, Montenegro, North Macedonia, Norway, Serbia, Tunisia, Türkiye, Ukraine, United Kingdom*
 - In addition to these three partners, any legal entity from anywhere in the world can be included in the consortium. Please consult the Horizon Europe programme guide – [click here](#).

2.2 CSIR Proposal Eligibility -Minimal conditions for a consortium

To be eligible for CSIR co-funding, a joint application must include at **least one CSIR institute/staff from India** and **two entities** from two different EU Member States and/or Horizon Europe Associated Countries.

2.2.1 Institutional Eligibility

- **CSIR:**
 1. All CSIR laboratories/institutes / Units and Directorates – [Click here](#)
 2. More than one CSIR institute can participate in one Project with clearly demonstrated essentiality, complementarities, and added value in jointly addressing the topic.
 3. Participation of the Scientific Industrial Research Organization (recognized by DSIR) and the scientific R&D performing Indian industries in the proposal, with their own resources, with CSIR institute/unit/directorate is encouraged.
- **Horizon Europe:** Any legal entity is eligible to participate, provided that the conditions laid down in the Horizon Europe Regulation have been met, along with any other conditions laid down in the specific call topic as per the [Horizon Europe rules of participation](#)

2.2.2 Researcher Eligibility

- **CSIR:** Must be a **permanent employee** (scientific/ technical staff) of CSIR. Early career investigators are encouraged to participate.
- **Horizon Europe:** Staff members can be researchers at any career stage (including PhD candidates) as well as administrative, technical or managerial staff eligibility as per MSCA-Staff Exchanges eligibility conditions – [Click here](#)

Section 3: Duration

- **Project Duration:** MSCA-SE projects can last for up to four (4) years.
- **Outgoing Secondment (India to Europe):**
 - CSIR will fund successful permanent CSIR employees for visits to European consortium partners.
 - Each visit can last for upto **45 days** per calendar year. Carry forward of the visit will not be allowed.
 - Max. **three (3) visits/institute for the whole project duration** will be considered.
- **Incoming Secondment (Europe to India):**
 - CSIR institutes can host European consortium staff for stays upto **60 days** per entity per calendar year.

Section 4: Co-Funding Details

The entire expenditure on the visit abroad of CSIR personnel selected under the program will be borne by CSIR, while the entire expenditure of the foreign national/EU applicant selected under the program will be borne by the EU as per Horizon Europe rules and the MSCA-SE scheme. The detailed terms are given below

4.1 CSIR

- **Funding Limit:** CSIR will annually provide financial support for international visits of **up to 10 CSIR** permanent staff, selected under the MSCA-SE 2024 call. The number of visits allocated per project will depend on the requirement of the Project.
- **Eligible Costs³:**
 - **Travel Costs:** CSIR will cover round-trip travel costs, including economy class airfare for the round-trip air travel by shortest route, airport transfers in host country, inter-city travel in participating host countries and India, travel insurance, and visa fees as per actuals (approximately INR 200,000/-).
 - **Local Expenses:** CSIR will provide a daily allowance (DA) for out-of-pocket expenses and accommodation (guesthouse or hotel accommodation for non-representational visits) as per CSIR norms.
 - **Work Place:** The host European institution will provide a workplace without any charges.
 - **Health Insurance:**
 - CSIR will provide coverage for minor ailments only. The scientists/officials from EU-MSCA partner organization will have access to a fee-based insurance package if they wish to do so.
 - CSIR Staff is advised to carry comprehensive health insurance for their stay abroad, to be purchased from an authorized vendor of the Institute/CSIR, which will be reimbursed by CSIR as per actuals as per CSIR guidelines.
 - **Registration Fees:** CSIR will not cover registration fees for conferences or other national and international events.

4.2 Horizon Europe

- **Travel & Local expenses:** European partners visiting CSIR institutes in India will be funded according to Horizon Europe rules and the MSCA-Staff Exchange scheme.
- **Work Place:** The host CSIR institution will provide a workplace without any charges.

Section 5: Application Process

5.1 Proposal Preparation

Joint Proposal Formulation: CSIR and European participants must jointly formulate a proposal using the template.

For requesting Co-funding, CSIR candidates are required to fill in details available at **Annexure 1**, upload the requisite application documents (including project proposal as prepared jointly and submitted to EU) and submit at CSIR's [International Cooperation Management System \(ICMS\)](#) along with all necessary enclosures.

Horizon Europe Proposal Template: (to see template [click here](#)).

³Financial terms for Non-representational visit under bilateral programs of CSIR : <https://www.csir.res.in/sites/default/files/2024-08/istad-om-29-8-2024.pdf> in continuation to the [CSIR order no E57967 AB-CSIR/1859/2023-ISTAD-CSIR HQ dated 12/02/2024](#)

- **Part A:** Administrative Forms including general project information (title, abstract, keywords), consortium details (basic administrative data, contact persons, declarations), and budget overview.

CSIR entities should participate as ‘**Associated Partners**’. Refer to the guidelines on how to add Associated Partners to a proposal on the Funding & Tenders Portal (see Annex).

- **Part B:** Technical Annex detailing the planned research and innovation project, structured according to the evaluation criteria provided in the MSCA-Staff Exchanges proposal [template](#).

5.2 Proposal Submission

Joint Proposals must be submitted electronically using the following systems:

5.2.1 Horizon Europe Funding & Tenders Portal:

- Submission will be handled by the designated European Project Coordinator.
- CSIR applicants should use the CSIR Participant Identification Code (PIC): [999569675](#).
- Ensure the European Project Coordinator receives all required information from CSIR participants on time.
- Refer to the [MSCA-Staff Exchanges Hand Book](#) for detailed submission instructions.

5.2.2. CSIR Portal

- CSIR participant(s) must submit the complete proposal – (a) the Application form (*Annexure 1*) and (b) MSCA-SE proposal (Part A and Part B as a single consolidated PDF file) along with all documents as submitted on the Horizon Europe Funding & Tenders Portal.
- The submission should be made to CSIR’s [International Cooperation Management System \(ICMS\)](#) .
- The online submission to the CSIR ICMS portal must be completed before **10 February 2025, 17:00:00 Indian time**.
- **Proposals will not be accepted by post (hard copy) or email.**

Section 6: Evaluation of Proposals

Proposals will be evaluated independently by respective funding agencies using their own procedures.

6.1 European Commission (EC) Evaluation

- The EC will evaluate proposals according to Horizon Europe criteria.
- Proposals will be assessed by individual reviewers on the following criteria, each with a maximum score of 5 points:
 - "Excellence" (50%)
 - "Impact" (30%)
 - "Quality and Efficiency of the Implementation" (20%)

6.2 CSIR Evaluation

- After the EC evaluation, CSIR will evaluate proposals shortlisted by the EC.

- An independent selection committee appointed by the DG, CSIR, will assess the proposals based on the following criteria:
 - Scientific relevance of the research project
 - Methodology and documentation
 - Qualification of the applicants
 - Added value of the proposed staff exchanges for project activities
 - Added value to the plurilateral cooperation
 - Contribution of the project in addressing societal challenges
 - Use and dissemination of results

CSIR reserves the right to fund CSIR staff in proposals selected by the EC.

6.3 Announcement

Both parties will inform their respective applicants of the evaluation outcome according to the timeline specified by each funding agency. Award letters will be issued to the selected applicants by the respective funding agency.

Section 7: Application Documents

The following documents should be enclosed with the application form at **Annexure 1**:

1. Full **curriculum vitae of CSIR applicant** in tabular form (max. 3 pages)
2. List of academic / research / technological / Strategic contributions / products / patents / publications / awards (max. 3 pages)
3. The **complete MSCA-SE Research proposal** (Part A and Part B as a single consolidated PDF file) along with all documents as submitted on the Horizon Europe Funding & Tenders Portal. This document should describe the joint activity/project to be undertaken.
4. **Time plan** for your research visit (please also name the host country, institute(s) and hosts' details). This should indicate the tentative **itinerary/Plan of your visit each year**, including the names of the partner Professors/officials and full address of the Institute/organizations proposed to be visited.
5. **Budget requirements as per Annexure –A of this guidelines**

Documents W.R.T. CSIR candidates

6. Written **confirmation/acceptance** from the partners indicating i) exact duration of stay; ii) guarantee that the host organization(s) in EU Member State or Horizon Europe Associated Country will provide the workplace; and iii) consent from the foreign project partners for a reciprocal visit to India. [*All confirmations/acceptances (in case of multiple Partners) to be uploaded as a single pdf document*]
7. **Specific Recommendations** of the Director of the CSIR Institute indicating his/her expectations from the proposed CSIR-EU-MSCA-SE proposal as also his/her recommendations for the proposal.
8. **Confirmation from the CSIR-Institute (s)** on the availability of necessary resources (Capital/Consumable) for the execution of the proposed collaborative MSCA-SE research proposal (*PS: Please indicate Project names/numbers, if any, to indicate the source of resources*).

Documents W.R.T. EU Member State or Horizon Europe Associated Country Participants

9. **Consent of the CSIR Institute** for providing a workplace/research facility in the CSIR Institute for the visiting candidates and seeking necessary clearances as applicable during the proposed foreign candidates' visit to India.
10. Written **acceptance letter of the foreign partner(s)** indicating 1) the exact duration of stay in India (not more than 60 days in CSIR in a calendar year); and 2) consent for jointly implementing the res. activity/project.
11. A detailed **Itinerary of visit** including name of the CSIR/non-CSIR Institutes along with contact persons and full address of the Institute proposed to be visited.

The English translations of documents submitted in the national language (to be uploaded with the corresponding documents)

All documents to be uploaded by the CSIR candidate on CSIR-ICMS portal

Section 8: Timeline

- **19 September 2024** - Launch of the call for proposals
- **5 February 2025** - Deadline for applicants to submit proposals at the Horizon Europe Funding & Tenders Portal
- **10 February 2025** - Deadline for applicants to submit proposals at CSIR's ICMS Portal
- **July 2025**: "Notification of applicants" to European Coordinator if their proposal has been selected– European Commission
- **September 2025**: "Notification of applicants" to CSIR Coordinator if their proposal has been selected– CSIR
- **November 2025** - Grant agreement signature for successful projects - European Commission
- **November 2025** - Consortium Agreement signature for successful projects - CSIR
- **November 2025** - First EU-CSIR -funded projects start

Section 9: General Information

1. Neither CSIR nor EC shall be held responsible for non-fulfilment of their respective obligations under the CFM due to the exigency of one or more of the force majeure events.
2. The CFM may be modified and amended on the basis of the mutual consent of both Parties made in written form with acceptance from both sides communicated through exchange of letters from respective Competent Authorities.
3. Any terms not indicated specifically in the CFM for CSIR-EU MSCA Staff Exchange program would be governed and construed as per CSIR guidelines (for CSIR Scientist visiting abroad and for the visiting foreign national to CSIR institute under the said program during the stay in India).
4. EC and CSIR both commit to solve any differences, which may arise during the implementation of the CSIR-EU MSCA Staff Exchange program by means of negotiation or exchange of correspondence between the Parties.
5. The termination of the CFM Agreement shall not affect the ongoing or approved activities under the terms of the Agreement.
6. If the research activity/project needs to be continued CSIR-ISTAD may be approached to consider the project under bilateral/multilateral cooperation programs of CSIR.

Section 10: Contact Details

CSIR India

- **Dr. Anand Mohit**, Principal Scientist, ISTAD, CSIR; Tel: 011-23470221; 011-23316764 E-mail: anandm@csir.res.in
- **Ms. Kamlesh Rani**, Principal Technical Officer, ISTAD, CSIR; Tel: 011-23470224; 011-23316764; E-mail: kamlesh@csir.res.in

For any **IT related queries** (with respect to form filling/login to ICMS portal on CSIR website etc.) please contact

- **Ms. C. Sagar**, Sr. Technical Officer (3), IT CSIR; Tel: 011-23470104; Email: csagar@csir.res.in ; itweb@csir.res.in ;

EU Contacts:

- EURAXESS India: india@euraxess.net
- EU DELEGATION to India : DELEGATION-INDIA-RI@eeas.europa.eu

Important Notes

- Failure to submit on time or any discrepancies between the proposals submitted on the Horizon Europe Funding & Tenders Portal and the CSIR portal will result in disqualification from CSIR funding consideration.
- [CSIR rules and regulations](#) (as relevant) will apply to CSIR entities and the participating foreign experts during their visit/stay to/at CSIR institutions.
- The CSIR scientist would be provided deputation terms as per [CSIR Foreign Deputation Guidelines](#) as revised from time to time.
- In case there is more than one CSIR entity participating in a given project, a) the proposal should clearly indicate the '**Lead Scientific Coordinator-CSIR (PI)** who can represent the CSIR participants in the consortium and the Co-PI from the 2nd CSIR institute; b) the Lead Scientific Coordinator will be the formal applicant of the Proposal on CSIR-ICMS portal.
- Each side will bear their implementation costs, including travel, medical insurance, accommodation, boarding, visa fees, food, and per diem.
- The budget provided by CSIR does not cover expenses incurred by European or other international participants.
- Since Indian entity is not receiving funding from the EU under Horizon Europe, CSIR entities will **not sign the EC's Grant Agreement** but will be considered '**Associated Partners**'.
- The selected CSIR applicant will sign and provide (through the Director/Head of the Institute/Unit/Directorate) the acceptance of the award & the applicable terms as specified in the CSIR's Award letter issued to the CSIR entity(ies).
- The participants upon award will need to conclude a **Consortium Agreement** (in line with the India-EU S&T Agreement⁴) which should define, among other things, the Intellectual Property Rights (IPR) legislation including sharing of background information and arrangement for foreground IP ownership, protection, user rights for research and development purposes, exploitation and dissemination, including arrangements for joint publication, as also the rights and obligations of visiting researchers and dispute settlement procedures, participation terms etc.
- Applicants are encouraged to ensure **gender balance** in research teams and management structures.

⁴ [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22002A0809\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22002A0809(01))

Annexure-1: CSIR Application Form

CSIR–EU Co-Funding Partnership: Horizon Europe MSCA–Staff Exchanges

Application Form for CSIR Scientist

**Please note that this form will be filled online on the CSIR website. It is given here for illustration purposes/ kind reference*

General Information		
1.	Name of the PI	
2.	Designation	
3.	CSIR Lab / Instt	
4.	Area of research	
5.	Date of Birth and Age	DoB _____ Age : Y _____ M _____
6.	Date of joining CSIR with Designation	

7. Qualifications

Degree	Board / Univ	Division	Subjects	Year

8.	Number of Publications (Enclose list, and indicate impact factor of Journals. Reprints may be enclosed with the original set only)	<u>National</u>	<u>International</u>
11.	Number of Patents & Books, if any (Enclose list).	<u>National</u>	<u>International</u>
12.	Number of Awards if any (Enclose list).	<u>National</u>	<u>International</u>

13. **List tangible achievements in terms of Research, Development and Innovation Output of the Candidate (max upto 10)** (Technologies/Products developed , Technologies/products commercialized, No of Students trained including the area (Bachelors, masters, PhD), Projects completed, etc)

14.	Major achievements/contribution of international level in the proposed area of research.	
About Research proposal		
15.	Title of the research proposal to be carried out abroad under MSCA-SE.	
16.	Project Duration (upto 4 years)	
17.	Abstract/Comprehensive summary of the research work to be carried out under MSCA-SE.	
18.	Please give one page write-up on the novelty of the research topic.	
19.	Linkage of the proposed work with priority Themes/Projects/Programmes of CSIR.	
20.	Indian Partner Details (If applicable): Name and full office address with contact details of the co-Applicants from the CSIR/Non CSIR Instt / Univ / R&D lab. / SME / SIRO / Industry etc. [Details of all Indian Partners (CSIR/Non CSIR) to be added here Organization wise]	
21.	Foreign Partner Details: Country, Name and full office address with contact details of the Partner (host Professor / official) from the Foreign Instt / Univ / R&D lab. / SME etc. (Details of all Foreign Partners to be added here country wise)	
22.	Research accomplishments of the Partners.	

23.	Reasons for selecting the proposed Partners and their respective contribution to the research proposal	
24.	Does the proposed research work involve IPR (both background and foreground) sharing? If yes, have the Partners agreed to a Consortia Agreement?	
25.	Could the proposed work be carried out within India at CSIR/non CSIR S&T institutions? Justification for the need to conduct it in the proposed foreign institution. (please enclose a separate sheet, if necessary)	
26.	The optimum Period required for conducting the proposed research in foreign partner institutions for the entire duration of the Project <i>(Max. upto 30 days in a calendar year for a maximum of three (3) visits/institute for the whole project duration)</i>	
27.	Relevance of proposed research with the activities/programmes of Lab/CSIR.	
28.	Nature of expected output/outcome from the proposed study and its likely uses.	
29.	What benefits will accrue to CSIR by conducting this research work.	
32.	Any other relevant information You may feel necessary to give.	

Please click the text box below for proceeding

We confirm that a separate **Constortium Agreement** between partner institutions will be signed, prior to initiation of formal exchanges (both physical/online), for the protection of IP rights in case the research involves disclosures of existing knowledge / new knowledge to be generated jointly.

Signature of the Candidate

Date:

Place:

Annexure – A: Budget Requirements



Budget Requirements

Please refer to Section 3 and Section 4 of this Call Guidelines

In Lakhs(Rs.)

Head of Expenditure	Year 1	Year 2	Year 3	Year 4	Total
Exchange visits (mobility) in the Project <i>[Visit of CSIR personnel to CSIR-EU-MSCA-SE Partner (Max. three (3) visits/institute for the whole project duration; upto 45 days per visit)]</i>					
Travel Costs * (for all CSIR Project Partners)					
Local Expenses * (for all CSIR Project Partners)					
Contingency (Institutional Resource Utilization)+					
Total Summary (Recurring):					

*As per the **Section 4** of this Call Announcement for the Project Proposal

+If required, please include details of funds under **Contingency (Institutional Resource Utilization)** head for organizing Bilateral/Multilateral Topical Interaction Meetings at CSIR Institutes premises during the visit of your Foreign Project Partners; These would be taken up on case to case basis separately during the project evaluation stage.

Please document separately the resources brought in the collaboration from Industry participants / Other Institutions involved (Finances in-kind/incash) for participation in the call

Details and Budget Justification (Recurring)

Annexure-2: HE Associated Partners

How to Add Associated Partners to a Proposal on the Funding & Tenders Portal

Entities based in India can participate to Horizon Europe projects by applying under the participant role of “Associated Partners” (AP).

This is a step-by-step guide on (to be completed via European proposal coordinator):

- how to add an AP to a proposal on the Portal
- how to include the budget of an AP on the Portal
- how to deal with the budget table for Lump Sum projects

How to Add an AP to the proposal

Coordinator

1 Institution (name) Add Affiliated Entity Contacts: 0 Add contact

Institution (full name)
Address
PIC number

Contact (name) Main contact

Change organisation Contact organisation

Add Partner **Add Associated partner**

Associated Partner

2 IND organisation (name)

IND organisation (full name)
Address
PIC number

Change organisation Contact organisation

APs CAN NOT ADD their contacts details. This means: no access to the Portal for the AP

Possible solution as work-around
— The Coordinator might add the AP contact among its Coordinator's contacts

How to Include the Budget of an AP

			Estimated expenditure						Estimated income									
									Requested EU contribution		Revenues	Other sources of financing		Total estimated income				
			Estimated eligible costs						EU contribution to eligible costs									
			A. Personnel costs ¹ (a1)	B. Subcontracting costs ² (b)	C. Purchase costs		D. Other cost categories	E. Indirect costs ³ (a1 + 25% of (a1) + 10% of (b) + 10% of (c) + 10% of (d)) (a5)	F. Total eligible costs (a1 + a2 + a3 + a4 + a5) (a6)	G. Funding rate (a7)	H. Maximum EU contribution to eligible costs (a6 * a7) (a8)	I. Requested EU contribution to eligible costs (Request a grant amount) (a9) (a10)	J. Income generated by the action (a11)	K. Financial contribution (a12)	L. Own resources (a13)	M. Total estimated income (a14) (a15)		
No	Participant name	Country	(a1)	(b)	C.1 Travel and subsistence cost ⁴ (a2)	C.2 Equipment cost ⁵ (a3)	C.3 Other goods, works and services ⁶ (a4)	(a5)	(a6)	(a7)	(a8)	(a9)	(a10)	(a11)	(a12)	(a13)	(a14)	(a15)
1	Participant 1	NL																
2	Participant 2	LB																
	Affiliated Entity	LB																
3	Participant 3	DE																
	Associated Partner	AR																
Total																		

Annexure-3: How to Participate in HE

By selecting the “[How to Participate](#)” tab on the Horizon Europe Funding & Tenders Portal “Home” page, researchers and innovators will be directed to a page that provides easy access and instructions for using key parts of the portal (see screen shot below):

- Create an Account
- Register an Organization
- Find Partners
- Find a Call for Proposals
- Submit a Proposal

