**Additional Support for Coordinator Projects - Horizon Europe, Pillar II**

**KI-Grants Office**

(for internal use only)

1. Main researcher at KI (Coordinator):
2. Department at KI:
3. Other involved researchers and departments from KI:
4. Call identifier and title:
5. Project title:
6. Potential/preliminary external partners:
7. Do you have approval from the Department (signed AA-form for proposal submission attached)

YES NO

1. Does the project involve clinical studies?
2. YES NO
3. Is Region Stockholm going to be involved in the project?

YES NO

1. Does the project require the involvement of core facilities at SciLife or KI?

YES NO SciLife or KI:

1. Do you have grants to cover potential co-funding?

YES NO

1. Do you have previous experience with applications within H2020 and Horizon Europe – Pillar II calls?

YES NO

13a Mention all previous and present projects that feed into the proposal

1. Do you have someone in your research group to support you with project management during the application phase and/or after grant invitation?

YES NO

1. Briefly describe your project proposal, existing resources and main expected outcomes (**one A4 page max.**). Include the following:

**Titel:** Descriptive title and an (preliminary) acronym

**Keywords:** Enter words that give extra detail of the scope of your proposal.

**Proposal idea:** Description of the idea (the big picture/concept).

**Objectives:** What do you want to achieve with your idea? What are the specific goals of the work performed within your project, in terms of its research and innovation content.

**European Dimension:** Why is your project relevant to the call? Why should this be a Horizon Europe project?

**Results:** Indicate envisaged results/innovations of the project.

**Users:** Indicate who can and will use the results of the project?

**Impact:** What is possible once your project achieves its objectives and delivers its results in terms of society (including the environment), the economy and science? Short-term and long-term impact?

**Capacity of partners and consortium as a whole:** Include for example disciplines and inter-disciplinary knowledge and expertise, critical infrastructure. Does the consortium have partners outside EU and / or international organizations?

**Estimated project duration:**

**Checklist for the additional support for coordinator projects:**

To allocate the resources efficiently and appropriately, it is suggested to only indicate the main additional support needed for your proposal.

Note that any additional support will be assessed on an individual basis, and it is not guaranteed that all requests will be allocated.

Note: a list of what is currently included in the basic support provided by the Grants Office is available [here](https://staff.ki.se/research-support/research-funding-economy/new-additional-support-for-horizon-europe-projects-coordinated-by-ki).

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| --- | --- | --- | --- |
|  |  | **I wish to receive central support** | |
| **Project phase** |  | **Yes** | **No** |
| **Proposal stage** | Booking and organizing meetings with consortium partners |  |  |
| Meetings on demand: topic specific meetings with Work Package leaders/consortium |  |  |
| Hands-on budget preparation (in collaboration with department and PI) |  |  |
| Collecting data for submission through the Funding & Tender Portal |  |  |
| Assisting partners with information relevant to the Funding & Tender Portal |  |  |
| Adding data for submission into the Funding & Tender Portal |  |  |
| Quality check for submission |  |  |
| Submission of proposal |  |  |
|  |  |  |  |
| **Grant preparation** | Coordination of grant preparation |  |  |
| Participation in the meeting with the European Commission Program Officer (PO) |  |  |
| Coordination of Consortium Agreement preparation |  |  |
| Collection of legal signatures from KI |  |  |
|  |  |  |  |
| **Post-contract management** | Organization of Kick-off meeting |  |  |
| Organization of consortium meetings and other online meetings with partners |  |  |
| Organization of the steering committee meetings |  |  |
| Organization of internal communication (Setting up mailing lists, IT and maintenances, setting up best practice for communication and document storage (e.g., SharePoint) |  |  |
| Creating project handbook (EU requirement) |  |  |
| Organization and compilation of the input from WP leaders during the duration of the project |  |  |
| Organization and updating internal bulletins (usually once a month) |  |  |
| Establishing and distribution of templates creation & distribution (e.g., for deliverables and management procedures) |  |  |
| Coordination of deliverables (e.g., sending templates to all partners and sending reminders to Funding & Tender Portal submission |  |  |
|  | Management of legal documents |  |  |
| Overseeing and managing activities in the Funding and Tender Portal |  |  |
| Collection of information for progress reports |  |  |
| Development, implementation, and overall tracking of all management procedures |  |  |
| Risk Management |  |  |

**Additional required documents**

* Signed Coordinator Support Form