


Guidelines for Associated Partners -Horizon Europe


1. Adding Associated Partners to a Proposal: EU F&T Portal (Part A)

European Coordinator: entities based in India can participate in Horizon Europe projects by applying under the participant role of “Associated Partners” (AP). This is a systematic guide on:

- 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: ⓘ

Add contact +

Institution (full name)
Address
PIC number

Contact (name) · Main contact  >

Change organisation

Contact organisation

Add Partner +

Add Associated partner +

2. How to add budget of on Associated Partner (Part A)

Budget presentation in Part A: The budget table in Part A (in the electronic forms) presents only the budget's "bottom line" figures for each partner for the entire project duration, using a breakdown of the defined cost categories, as reflected in the image below.

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				Income generated by the action	Financial contributions	
A. Personnel costs/€ (a1)	B. Subcontracting costs/€ (b)	C. Purchase costs			D. Other cost categories (dx)	E. Indirect costs (e) = 25% of [(a1) + (c1) + (c2) + (c3) + (d1)]	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) + (d) + (e)	Funding rate (l)	Maximum EU contribution to eligible costs (i) = (j) * (h)	Requested EU contribution to eligible costs/€ (Requeste d grant amount) (m) (n)	(s)	(t)	(r)				
No	Participant name	Country			C.1 Travel and subsistence/€ (c1)	C.2 Equipment/€ (c2)	C.3 Other goods, works and services /€ (c3)										
1	Participant 1	NL															
2	Participant 2	LB															
	Affiliated Entity	LB															
3	Participant 3	DE															
	Associated Partner	AR															
Total																	

Financial Contribution refers to the amount an Indian entity, participating as an Associated Partner (AP), intends to request from the Ministry of Earth Sciences (MoES). Insert this amount here in EUR (converted from INR). This table also covers financial contribution expected by the European Consortium from Horizon Europe and by the Indian Consortium (APs) from MoES.

3. Technology Readiness Levels

Where the specific call/topic conditions require a Technology Readiness Level (TRL), the following definitions apply, unless otherwise specified:

- TRL 1 — Basic principles observed
- TRL 2 — Technology concept formulated
- TRL 3 — Experimental proof of concept
- TRL 4 — Technology validated in a lab
- TRL 5 — Technology validated in a relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 6 — Technology demonstrated in a relevant environment (industrially relevant environment in the case of key enabling technologies)
- TRL 7 — System prototype demonstration in an operational environment
- TRL 8 — System complete and qualified
- TRL 9 — Actual system proven in an operational environment (competitive manufacturing in the case of key enabling technologies, or in space)

Source: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2023-2024/wp-13-general-annexes_horizon-2023-2024_en.pdf