



## **INTERNA PRAVILA UNIVERZE V LJUBLJANI PRI PRIJAVI IN IZVEDBI PROJEKTOV CELSA**

Interna pravila Univerze v Ljubljani (UL) pri prijavi in izvedbi projektov CELSA sklada dopolnjujejo in se navezujejo na uradni razpis CELSA (CELSA Research Fund: Collaborative research projects), ki je vsako leto objavljen na spletni strani združenja CELSA (<https://celsalliance.eu/>).

Univerza v Ljubljani je v skladu s podpisanim sporazumom z dne 12. maja 2016 članica združenja CELSA (*Central European Leuven Strategic Alliance*), v okviru katerega je bil januarja 2017 ustanovljen CELSA sklad. Odbor Razvojnega sklada Univerze v Ljubljani (RSUL) vsako leto sprejme proračun, v katerem nameni sredstva za sofinanciranje CELSA projektov.

Univerza v Ljubljani iz RSUL nameni sredstva v višini do 30.000 eur na projekt za obdobje dveh let od začetka izvajanja projekta.

### INTERNA PRAVILA UL pri prijavi in izvedbi projektov CELSA sklada

1. Projektno prijavo lahko odda le raziskovalec iz KU Leuvena preko njihovega internega spletnega portala.
  - Na razpis CELSA sklada se lahko prijavijo raziskovalci in pedagogi zaposleni na Univerzi v Ljubljani.
  - Prijavitelj UL na razpis CELSA sklada naj pred ali največ 14 dni po oddaji končne projektne prijave na KU Leuven, pošlje celotno dokumentacijo (naslovno stran (cover page-template) in pet prilog, kot je to predvideno v besedilu razpisa) tudi na elektronski naslov [euskklad@uni-lj.si](mailto:euskklad@uni-lj.si).
  - V prijavi na razpis CELSA sklada lahko sodeluje več članic UL ali več raziskovalcev z iste članice.
  - V besedilo elektronskega sporočila zapišite ime glavnega vodja projekta oz. morebitne so-avtorje. V primeru odobritve financiranja projekta bodo ta imena zapisana v uradnem sklepu RSUL o dodelitvi sredstev sofinanciranja iz RSUL za izbrani projekt CELSA sklada.
2. V primeru odobrenega financiranja CELSA projekta je v roku treh let od začetka tega CELSA projekta projektne konzorcij dolžan pripraviti in oddati prijavo na katerikoli razpis programa Obzorje Evropa ali drugega evropskega raziskovalno-inovacijskega programa (kot npr. razpisi 3rd Health Programme, Justice programme, RFCS, IMI in drugi). Druge prijave na npr. nacionalne (bilateralne) razpise ne zadoščajo izpolnitvi pogoja. Glede prijave na evropski razpis na UL veljajo tudi sledeča dodatna pravila:
  - Namen CELSA projektov je priprava skupne prijave na evropski razpis in ne samo sodelovanje pri prijavi, iz česar izhaja, da naj bi bila vsaj ena od univerz, KU Leuven ali UL, koordinator prijavljenega projekta.

- Projektna prijava na evropski razpis mora biti po vsebini nova (kot rezultat sodelovanja v CELSA projektu) in ne dopolnitev že obstoječe oz. ponovitev že oddane projektne prijave v preteklih letih pred CELSA projektom.
3. Upravičeno obdobje porabe sredstev odobrenega CELSA projekta je dve leti od začetka izvajanja projekta:
- V primeru, da članica UL v predvidenem roku ne porabi vseh sredstev, je ostanek dolžna vrniti v Razvojni sklad Univerze v Ljubljani (RSUL).
  - V primeru, da v treh letih od začetka projekta ne pride do skupne prijave na evropski razpis, mora članica vsa sredstva sofinanciranja vrniti RSUL, razen če za to obstajajo opravičljivi razlogi, o čemer odloči odbor RSUL na osnovi dokazil in poročila.
  - Upravičeni stroški so namenski stroški za izpeljavo projekta in izvedbo omenjenega cilja prijave na evropski razpis in sicer za izvedbo raziskave, preliminarnih analiz, zbiranja vzorcev, nakupa nujne raziskovalne oz. laboratorijske opreme, udeležbe na sestankih s partnerji, ipd.
    - Upravičeni stroški so stroški, ki niso že financirani iz drugega vira:
      - **potni in drugi stroški**, povezani s sestanki partnerjev ali z udeležbo na nacionalnih in mednarodnih dogodkih (kotizacije, namestitve, idr.),
      - **dodatna pomoč zaposlenih** pri izvajanju projekta (npr. stroški (delne) zaposlitve doktorskega študenta ali raziskovalca, ki ni prijavitelj projekta),
      - **materialni stroški** za nakup laboratorijskega materiala ali literature, stroški amortizacije ali investicijski izdatek nakupa nujne raziskovalne opreme,
      - **stroški članarin ali znanstvenih objav povezanih s projektom**,
      - **stroški zunanjih storitev povezanih s projektom**: stroški prevodov, stroški zunanjih ekspertov za izvedbo analiz, pomoč pri pisanju ali oblikovanju projektne prijave, stroški izdelave grafičnega povzetka prijave in drugo.

Stroški rednega dela prijaviteljev projekta na CELSA razpis, avtorski honorarji ali izplačila po podjemnih pogodbah zaposlenim na UL in posredni stroški niso upravičeni stroški.

Članica UL je dolžna evidenco o porabi sredstev voditi na ločenem stroškovnem nosilcu. Članica je prav tako dolžna hraniti dokazila o nastalih stroških še vsaj 5 let po zaključku CELSA projekta. Univerzitetna služba za notranjo revizijo ima pravico pregledati dokazila o porabi.

4. Zahtevano je poenoteno končno vsebinsko in finančno poročilo v roku enega leta po zaključku projekta (v treh letih po začetku projekta). Poročilo naj vsebuje največ 3 strani z navedbo publikacij, projektne prijave in kratkim finančnim poročilom. Skladno z uradnim razpisom je potrebno poročilo oddati sekretariatu na KU Leuven.

Vsebinsko poročilo in finančno poročilo, ki se navezuje na porabo sredstev, pridobljenih iz Razvojnega sklada UL (torej za del v višini do 30.000€), je potrebno poslati tudi na e-naslov [eusklad@uni-lj.si](mailto:eusklad@uni-lj.si). Celovito poročilo bo obravnaval Odbor Razvojnega sklada UL na eni izmed rednih sej.

Priloga: Uradni razpis CELSA Research Fund ([povezava na razpis](#))

# CELSA RESEARCH FUND: COLLABORATIVE RESEARCH PROJECTS INTERNE FONDSSEN



📅 Thursday, November 26 2020

👤 Collaboration with external partners   🧑 Professor   🔍 No specific domain   🌐 No specific region  
⌚ No specific duration   💰 No specific budget

Preview (<https://webwsp.aps.kuleuven.be/irj/portal/PROJECTAANVRAAG?shortlink=PROJECTAANVRAAG&DynamicParameter=actie%3DPREVIEW%26oproep%3D39219>)

## GENERAL

This call is only available in English.

## CONCEPT

CELSA (<http://celsalliance.eu/>) is an alliance of ten European universities.

The 'CELSA partners' are:

- Budapest University of Technology and Economics (<https://www.bme.hu/?language=en>) (BME), Budapest, Hungary
- Charles University (<https://www.cuni.cz/UKEN-1.html>) (CUNI), Prague, Czech Republic
- Czech Technical University in Prague (<https://www.cvut.cz/en>) (CTU), Prague, Czech Republic
- Eötvös Loránd University (<https://www.elte.hu/en/>) (ELTE), Budapest, Hungary
- KU Leuven (<http://www.kuleuven.be/english/>), Leuven, Belgium
- Semmelweis University (<http://semmelweis.hu/english/>) (Semmelweis), Budapest, Hungary
- University of Ljubljana (<https://www.uni-lj.si/eng/>) (UL), Ljubljana, Slovenia
- University of Tartu (<https://www.ut.ee/en>) (UT), Tartu, Estoni
- Jagiellonian University ([https://welcome.uj.edu.pl/en\\_GB/-start](https://welcome.uj.edu.pl/en_GB/-start)), Kraków, Poland
- University of Warsaw (<http://en.uw.edu.pl/>), Warsaw, Poland

The 'CELSA Research Fund' will fund collaborative research projects between researchers of at least two CELSA partners, of which one must be KU Leuven, with the purpose of leveraging their efforts towards future Horizon Europe applications (or to its successor or any other competitive European fund). An open call for proposals will be launched once a year for approvals, during three years, 2020-2022.

## OFFER

The CELSA partners will all contribute in principle €60,000 per call. KU Leuven will contribute within total € 1,5 million per call. Maximum 15 to 16 projects will be funded per annum, depending on the set-up and the available annual budget.

The CELSA Fund will fund joint research projects with a maximum of € 120,000 for a duration of 2 years, in case researchers from two CELSA Partners are involved (a KU Leuven researcher and a researcher from one other CELSA Partner). KU Leuven funds 3/4 of the total project's budget (€ 90,000), and the other CELSA Partner contributes 1/4 (€ 30,000); the funding goes to the own participating scientist.

In case researchers from more than two CELSA Partners are involved in a single joint project, the

budget is increased with their share (e.g. a project with researchers from 3 CELSA Partners will have a maximum budget of € 150,000 for 2 years). In case more than one researcher from the same CELSA Partner is involved in a single joint project, the total project budget as mentioned is not increased.

### What can be funded in a CELSA project?

- It is up to the consortium of researchers to decide what should be funded (subject to the evaluation).
- The internal rules of each involved CELSA Partner regarding funding research apply.
- The CELSA partners cannot appoint staff at another CELSA partner. However, travel & subsistence costs of the team members in the project can be covered by either side of the 'joint' budget.
- The CELSA partner who paid for project equipment remains the owner of that equipment. It is up to the individual CELSA partners to make arrangements to enable the use of the equipment or available infrastructure by all relevant team members.

### Assistance in match-making for KU Leuven by EU-support offices:

Because the initiative also targets new collaborations, we organize help to find a matching scientist at another CELSA partner. The EU support officers will exchange expressions of interests seeking collaboration by their researchers, attempting to find interested counterparts. Through an exchange of information between the EU support offices regarding future calls for proposals (e.g. future workprogrammes of Horizon Europe), the EU support teams will also assist the applicants in finding potential future topics in European programs.

## CONDITIONS

Following conditions apply:

- Any scientific discipline qualifies for funding by the CELSA Research Fund.
- The applicant consortium has to consist of at least one KU Leuven researcher who meets the conditions to be a promoter or copromoter of a project under Internal Funds (<https://www.kuleuven.be/english/research/associatienet/doc/if/documents/regulations.pdf>) and at least one researcher from at least one other CELSA partner. Eligibility of researchers of the CELSA partners must be verified within each CELSA partner, following the specific conditions.
- The project funding can be used freely by the researchers involved, as long as the activities concern research, strengthen the collaboration within the CELSA network, and can lead to a high quality application for any of the European competitive funds as mentioned. Preferably research staff will be appointed on the project's budget (for KU Leuven: 'Wetenschappelijk medewerker' barema 43 of 44 or 'bursaal') ('science worker', PhD student or postdoc).
- Within 3 years of the start of the project, the applicant consortium (including additional partners) has to jointly apply for a call for proposals for a European competitive funding program, such as a collaborative research project in Horizon Europe (including MSCA doctoral networks (<https://www.kuleuven.be/english/research/EU/f/associatienet/fp9/pillar1/msca/index>), EIC Pathfinder (<https://www.kuleuven.be/english/research/EU/f/associatienet/fp9/pillar3/eic/eic>), Global Challenges and European Industrial Competitiveness (<https://www.kuleuven.be/english/research/EU/f/associatienet/fp9/pillar2/pillar2>), ...).

Applicants are aware of legal aspects (<https://www.kuleuven.be/english/research/support/if/documents/celsa-legal-aspects/>) regarding the CELSA collaboration (ownership of results, dissemination of results, access rights, authorship, ethics and research integrity and some specific arrangements). Questions about this can be addressed to the EU support office (<mailto:EU->

## PROCEDURE

### Time schedule for the 2021 call for proposals

- Publication call: July 2020
- Deadline for submission: November 26th, 2020.
- Evaluation of project proposals: December 2020 – May 2021.
- Announcement of the results: July-August 2021
- Start of the projects: October 1st, 2021.

The **project proposal** must contain the following parts:

- **Cover page (max. 1p):** title, name, affiliation, and e-mail address of the researchers involved, an indication of who will be the leading scientist of the project (coordinator, either from KULeuven or a partner university), a non-confidential and public-friendly abstract or summary (max. 2000 characters), and up to 5 key words. **Please use this template (<https://www.kuleuven.be/english/research/support/if/documents/celsa-cover-page/>).**
- **Attachment 1: the project description (max. 4p):** problem statement & objectives, envisaged progress beyond the state of the art, methodology, anticipated results, managerial aspects and timing.
- **Attachment 2: Resources (max. 1p):** clear indication of the budget applied for at each side (KU Leuven side and partner university side) and the proposed use of the project budget to acquire new resources, linked to the methodology. Please add a description of the available resources (incl. infrastructure and equipment).
- **Attachment 3: Added value of the collaboration (max. 1p):** description of the consortium of researchers focusing on the added value of the collaboration to the envisaged research activities.
- **Attachment 4: Potential towards a future EU funding application (max. 1p):** description of the potential towards a future joint application as well as the linkages to a call for proposals of a European research funding program, specifying the future call (e.g. Marie S. Curie network, Horizon 2020 focus area or draft call topic, ERA-Net call, cPPP call, ...); description of the relevance of the collaboration for that call, program, or European research & innovation policy or focus area (this may include aspects of innovation and potential future impact of the research or collaboration, if relevant in the future European call); proposed timelines and planning towards the future European application (including perhaps specifying types of additional partners outside CELSA required for the collaborative projects); identification of possible third parties and societal and/or industrial stakeholders or possible partners in future EU-applications.
- **Attachment 5: CV of the involved researchers (max. 1p per participating researcher):** short description of the expertise, 5 most important publications relevant to the proposal, indication of previous (most important) European or international collaborations.

### Proposal submission

For all applications the online submission system of the KU Leuven Internal Funds must be used (see link under the title of this call). Consequently, the KU Leuven researcher in the consortium will have to submit the joint project proposal, which will be composed of the cover page and the 5 attachments. After submission all participating researchers will receive a pdf file of the entire application.

### The evaluation panel

The evaluation and selection of CELSA Research Fund project applications will be performed by a dedicated interdisciplinary 'CELSA Research Fund Evaluation Committee' (or 'Evaluation Committee'), which will be composed of:

- The 6 effective members of the KU Leuven Executive Body of the Research Council (<https://admin.kuleuven.be/raden/en/research-council>) (see “Voorzitter” en “Leden”), and the KU Leuven vice-rector for research policy.
- 1 distinguished scientist of each of the other CELSA partners, who has experience with international evaluations.
- The KULeuven chairman of the Research Council chairs this Evaluation Committee.
- The Evaluation Committee members as well as the KU Leuven Internal Funds Managing Unit (<https://www.kuleuven.be/english/research/associatienet/doc/if/staff-intern>) are strictly bound to confidentiality and can not disclose any information regarding the evaluation of the project proposals to any third party. The Evaluation Committee formulates a final advice to the CELSA Board, and the respective CELSA Partner academic authorities, who will confirm and execute the decision.

The CELSA Board will select at least one project for each partner, if the threshold for financing was reached. Further granting is on the basis of competition, following the quality assessment of the Evaluation Panel and the financial possibilities from the different partners. When choices have to be made between projects of equal quality, applications with more partners will have an advantage.

For KU Leuven: the Executive Board and the Academic Council have to formally ratify the final advice of the Research Council (in this case the CELSA Research Fund Evaluation Committee) before Internal Funds can be assigned to individual researchers.

## SELECTION

### The reviewing process

The eligible proposals will be assigned to 3 (up to preferably 4) relevant remote experts (expert scientists from the CELSA partners) (at least one expert from KU Leuven and at least one from another CELSA Partner). The experts remotely review the proposals assigned to them, based on below mentioned criteria.

The expert reviewers remotely submit a score as well as evaluation comments to each of the proposals assigned to them into the online evaluation system of KU Leuven. All evaluations will be reported back to the Evaluation Committee and will be used to base the final evaluation upon.

In a one off meeting the Evaluation Committee ranks all proposals and the first ranked proposals will be recommended for funding, within the total available call budget.

### Selection criteria

#### ***Scientific quality (60% of the scoring):***

- To what extent does the proposed research address important challenges?
- To what extent are the objectives ambitious and beyond the state of the art (e.g. novel concepts and approaches or development between or across disciplines)?
- To what extent is the outlined scientific approach feasible? To what extent is the proposed research methodology appropriate to achieve the goals of the project?
- To what extent are the proposed timescales and resources necessary and properly justified?

#### ***Added value of the collaboration (20% of the scoring):***

- To what extent is the proposed partnership relevant to the proposed project objectives? To what extent do the involved researchers have complementary expertise?
- To what extent has the proposed partnership the potential to become sustainable?

#### ***Potential towards future acquisition of European competitive funding (20% of the scoring):***

- Does the proposed activity greatly help move the research collaboration towards the initial steps of a process leading to a future European collaborative research project?
- Does the proposal indicate a suitable and credible process that is designed to result in a concrete application for a European competitive program?
- Where relevant for the indicated European competitive funding program call, are aspects like innovation and socio-economic impact sufficiently addressed?

## FEEDBACK

The KU Leuven Internal Funds Management Unit (<https://www.kuleuven.be/english/research/associatienet/doc/if/staff-intern>) will communicate the results to all the applicants from all CELSA Partners, including the anonymous review comments.

A redress to the decision of the Evaluation Committee is only possible in case of procedural mistakes. A request for review should be submitted within 20 working days of the communication of the decision to contact the EU support office (<mailto:contact@celsalliance.eu>).

## REPORTING

No intermediate reporting is required. The European support offices of the CELSA partners involved will proactively contact the researchers, suggesting follow-up European collaborative research funding opportunities.

A single concise end report will be submitted by the participating researchers one year after the end of the project (within three years after the start of the project). This document (max. 3 pages) will contain e.g. publications, the progress made regarding other projects applications, and a short financial report (who is financed, what exchange has taken place). To this report an abstract of the submitted application (or any other proof of the submission) and call identifier of the pan-European competitive funding program has to be added (or any other proof of the submission).

Reports have to be sent to the secretary of the Research Council KU Leuven.

## DEADLINE

**Thursday, November 26 2020** Full application.

## CONTACT

- Marian Schoenmaekers (<https://www.kuleuven.be/wieiswie/en/person/00009335>), Internal Funds (IF), Process Management and Organisation
- Judith Degeest (<https://www.kuleuven.be/wieiswie/en/person/00081024>), Internal Funds (IF), Process Management and Organisation
- Machteld Buckens (<https://www.kuleuven.be/wieiswie/en/person/00052788>), Internal Funds (IF), Process Management and Organisation
- Wannes Ribbens (<https://www.kuleuven.be/wieiswie/en/person/00056196>), International Funds

Last modification date: Friday, November 13 2020