

How to apply for guarantee funding for Marie Skłodowska-Curie Actions (MSCA) Staff Exchanges 2022

Successful MSCA Staff Exchanges grantees at UK-based organisations can now submit their project as submitted to the 2022 call to UKRI to request guarantee funding. Please use the link below to apply when the submission gateway opens at 16:00pm on Friday 17 May.

MSCA Staff Exchanges 2022 – <https://funding-service.ukri.org/OPP609/apply/639>

Please note the link will only 'go live' / work after 16:00pm on Friday 17 May and will show as "page not found" until then.

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Background

The UK government has guaranteed to fund successful MSCA Staff Exchanges 2022 applicants who had indicated a UK host in their proposal.

MSCA grants may not be hosted by entities in countries that are neither Member States nor associated to the Horizon Europe programme. As the UK was not formally associated to this work programme, MSCA Staff Exchanges 2022 grant agreements cannot be signed if they have a listed organisation from the UK.

The [EC and the UK government have confirmed](#) that the UK will be associating to Horizon Europe from the 2024 work programme and participating as a fully associated member for the remaining life of the programme until 2027.

Grant administration

UK MSCA Staff Exchanges awards will be administered and funded by UKRI as part of the Horizon Europe guarantee. No further assessment of the grant will be carried out by UKRI.

Please note that MSCA Staff Exchanges grants funded by UKRI will be administered according to UKRI standard research grant terms and conditions except where specifically noted in the additional grant conditions below.

Who is eligible and how to submit your details

Anyone who has confirmation of a successful evaluation for an MSCA Staff Exchanges 2022 grant which is covered by the guarantee as noted in [the guarantee guidance document on UKRI's website](#) may submit their project details via the UKRI Funding Service to receive funding from UKRI for their project.

UK partners will submit their project details by using the application link above. When the link is clicked it will take the applicant/partner to the online application form in the service.

At this point the applicant will be asked to confirm that they will be leading their project. Once confirmed, the applicant will be taken to a page which asks if they have a Funding Service account?

If you already have a Funding Service account, please login using these details. Applicants can only create an account when you start your first application using the service.

If you don't have an account, you will be asked to create one. To submit your details to UKRI, the host institution must be based at an organisation registered with the UKRI Funding Service.

If your institution does not appear as a registered organisation, please contact support@funding-service.ukri.org who will be able to assist you with the set-up process.

Links to further guidance on using the UKRI Funding Service can be found below:

- [How applicants use the UKRI Funding Service](#)
- [How research offices use the UKRI Funding Service](#)
- [Accepting your offer](#)

Before you start

Joint proposals:

For this call, each UK-based partner will hold an individual UKRI grant and receive their funds directly. **This requires each partner in the network to submit their own proposal in the UKRI Funding Service.**

Funding will be awarded to each organisation based on the resources entered on each of the UKRI Funding Service applications. Therefore, each grant must include its own currency conversion tool to reflect the funds they require.

NB: Unlike Je-S, the UKRI Funding Service does not require applicants to state specifically if their proposal is part of a wider UK Joint Proposal involving other UK partners.

Start Date:

The start date of your guarantee grant does not need to match the start date in the original MSCA Staff Exchanges proposal. System constraints will require you to submit a future start date at time of submission. However, when you submit the starting confirmation form for the grant you may enter an actual start date before the date given on the grant offer letter if desired.

Please note that the duration of the grant does need to match what was in your original MSCA proposal.

Exchange rate:

We will not accept any increase of budget from that originally applied for in your MSCA Staff Exchanges application. As payments will be paid in British pounds (GBP) rather than Euros all costings will need to be entered into the UKRI Funding Service as GBP. The maximum exchange rate is listed in the [guarantee guidance here](#).

Currency conversion tool:

To convert the costs to GBP using simplified UKRI cost headings, the UKRI conversion tool template must be used and uploaded as a PDF attachment. This can be found on the [Horizon Europe guarantee notice and guidance page](#) under the specific call.

The spreadsheet will automatically calculate the costs in GBP using the correct maximum exchange rate. The second table will display what information needs to be inputted into the Resources and Costs section of the UKRI Funding Services application.

Please ensure you save a copy of your completed conversion tool template as a PDF.

This can be done whilst saving the document in Excel by choosing 'PDF (*.pdf)' in the drop-down list instead of 'Excel Workbook (*.xlsx)'.

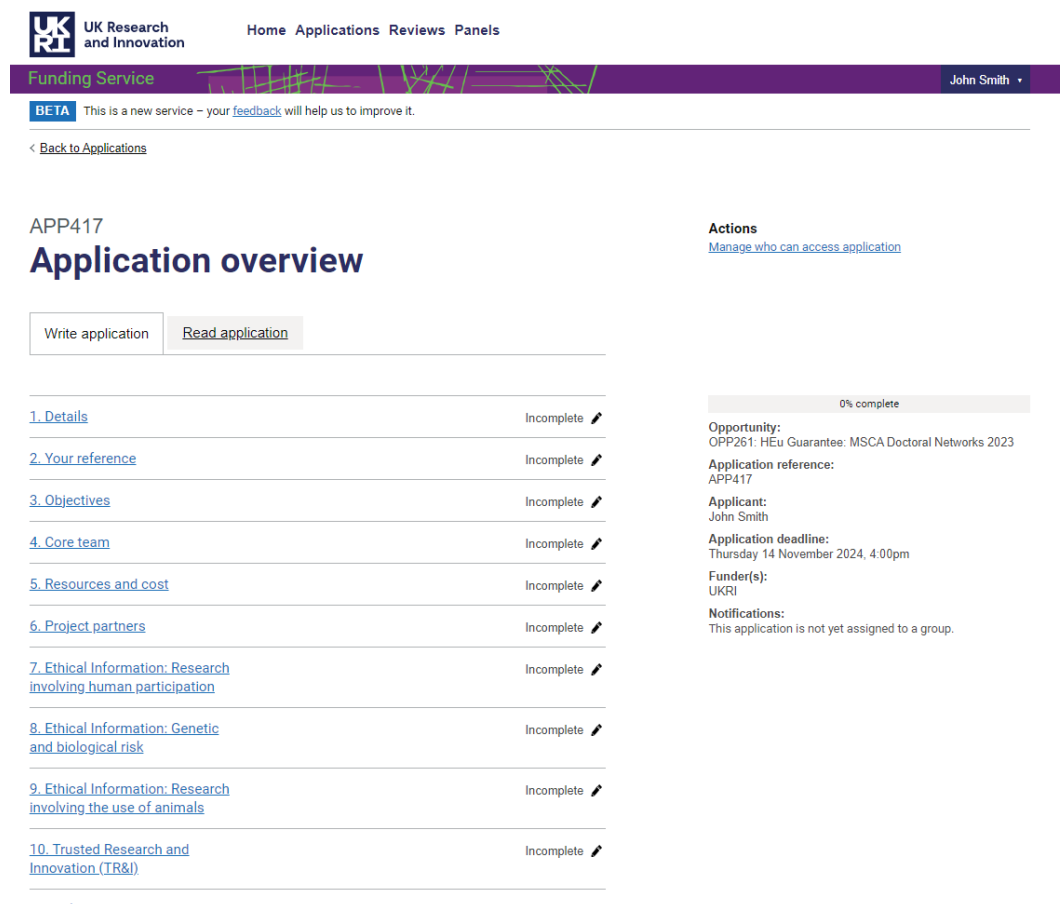
Attachments:

Please prepare the following required attachments prior to completing the UKRI Funding Service application, noting that no further assessment of the grant will be carried out by UKRI. **These must be saved as PDF files before uploading to the UKRI Funding Service:**

- Evaluation result letter from European Commission stating your success in the 2022 MSCA Staff Exchanges call
- Full copy of the original proposal (parts A and B) – This can be downloaded from the submission system. Please note if the size of the proposal is over 8 MB you will need to reduce the size of the document before submitting it through the UKRI Funding Service. UKRI will need a full copy of the original proposal, so do not delete any pages, but you can reduce the size of the PDF on Adobe or it can be submitted in parts as multiple attachments if necessary.
- MSCA evaluation summary report
- Completed UKRI currency conversion tool
- Signed Horizon Europe grant agreement listing your organisation as an Associated Partner, and digitally signed by the European Commission

Completing the submission

Once you have logged in or created your Funding Service account you will be taken to the Application Overview page shown below (this is a dummy page for illustration only so please disregard any dates visible in the picture).



The screenshot shows the UKRI Funding Service interface. At the top, there's a navigation bar with 'Home Applications Reviews Panels' and a user profile 'John Smith'. Below this is a 'Funding Service' banner with a 'BETA' tag and a feedback link. The main content area is titled 'APP417 Application overview'. It features two tabs: 'Write application' and 'Read application'. A progress bar indicates '0% complete'. On the left, a list of sections (1-10) is shown, all marked as 'Incomplete' with a pencil icon. On the right, key application details are listed: Opportunity (OPP261: HEu Guarantee: MSCA Doctoral Networks 2023), Application reference (APP417), Applicant (John Smith), Application deadline (Thursday 14 November 2024, 4:00pm), Funder(s) (UKRI), and Notifications (This application is not yet assigned to a group).

To move through the application process, you will click onto the section headings (Details, Your reference etc). As you complete the sections the overview page will indicate which sections have or have not been completed and also give a percentage of the application completed up to that point on the right-hand side.

On the next page you will find a screenshot of one section from the application. The example section being used here is “Ethical Information: Research involving human participation”, however this guidance will be relevant to the majority of sections.

1. This is the section title.
2. This will either be a question for the applicant to answer or a direction for the applicant to follow.
3. If you click on the underlined text with the arrow to the left it will reveal further guidance via a drop-down as how to complete the question/direction.
4. The drop-down will always explain what is required, even if the section is not relevant for your proposal.
5. Some of the sections will allow/require you to upload a document in PDF format. Again, if you click on the underlined text with the arrow to the left it will reveal further guidance via a drop-down.
6. You will locate your file on your computer here and upload a single PDF ensuring it is no larger than 8MB.
7. Once you are happy that the section is finished you will mark it as complete.
8. Finally, you will save the section and click on the green “save and return” button, at which point you will be taken back to the Application Overview screen.

The following sections have a slightly different format however we have provided further information on how to complete those in the Table 1 (page 7).

- Core team
- Resources and cost
- Project partners

Ethical Information: Research involving human participation ¹

Will the project involve the use of human subjects or their personal information ²

▼ [What the assessors are looking for in your response](#) ³










If you are proposing research that requires the involvement of human subjects, provide the name of any required approving body and whether approval is already in place.

Provide details of any areas of substantial or moderate severity of impact.

This section is to be completed with evidence provided in Part A section 4: 'Ethics and Security' of the original proposal.

Enter N/A in the text box if not applicable to your proposed work. ⁴

Paragraph ▼

B *I* U ^{x²} _{x₂}         

You have 700 words remaining

File upload

▼ [Guidance for file upload](#) ⁵

Please upload any explanatory notes or additional ethics responses which supported your original proposal with regards to this section.

Upload as a single PDF ensuring it is no larger than 8MB

Please skip this section if not relevant and mark as complete below.

No file chosen ⁶

☐ Mark as complete ⁷

⁸

Table 1 details what is required in each section of the application. You should keep this guidance to hand when completing the application.

Please note: the guidance in this document supersedes the guidance on the UKRI Funding Finder for the Resources and Costs section.

Table 1

Application Section:	Section guidance
Details	<p>This Section will ask you for:</p> <ul style="list-style-type: none"> • Application title • Summary – 500-word allowance • Start Date – MM -YYYY • Duration in months.
Your Reference	<p>This section will ask you for:</p> <ul style="list-style-type: none"> • Your original MSCA Staff Exchanges proposal number – 1 word limit
Objectives	<p>This section will ask you for:</p> <ul style="list-style-type: none"> • Your proposal objectives from Part B: Section 1 of your original proposal – 550-word limit
Core Team	<p>This section will ask you to:</p> <ul style="list-style-type: none"> • Add named individuals who are crucial to the success of your project. <p>As each UK partner (as listed in the European Commission grant agreement as an Associated Partner) is submitting individual applications you will not need to include other UK partner details here.</p> <p>However, if within your specific project you would like to recognise the contribution of additional team members (Research Assistants, Technicians etc) you can do so here if you so wish. We require the project leads as a minimum.</p> <p>The applicant completing the submission (ideally the UK partner project lead/PI) should see their name, email and organisation pre-populated however they will need to assign their role as project lead by clicking on the “Assign role” hyperlink.</p> <p>The project lead/PI will be the main contact person for your organisation.</p>

	<p>You will then be able to add additional team members if you so wish.</p>
Resources and Costs	<p>Please see detailed guidance as to how to complete this section in Annex 1.</p> <p>In this section you will need to:</p> <ul style="list-style-type: none"> • Input your total requested contribution from the conversion tool. <p>Please input your total requested contribution into the <u>Exceptions - other</u> funding type, rounding up to the nearest pound. Please see detailed guidance in Annex 1 as to how to do this.</p> <p>There is a specific section in the application where you will be asked to upload the conversion tool template later in the process.</p>
Project Partners	<p>This section will ask you to:</p> <ul style="list-style-type: none"> • Include the details of any project partners. <p>There is an underlined hyper link on the page “Add a project partner” which will initiate the process of adding a partner details.</p> <p>If you don’t have any project partners simply mark the page as complete and then save and return.</p> <p>If you have many partners making in-kind contributions to the project, you do not need to list them all in this section. It would be useful to capture here other UK partners involved in the project who are not receiving guarantee funding from UKRI, for example organisations hosting secondments.</p> <p><i>Please note that Project Partners will be shown externally on the Gateway to Research Portal.</i></p>
Ethical Information: Research involving Human Participation	<p>This section will ask:</p> <ul style="list-style-type: none"> • Will the project involve the use of human subjects or their personal information? <p>If yes, then you will be asked to detail the following with evidence provided in Part A section 4: ‘Ethics and Security’ of the original proposal.</p> <ul style="list-style-type: none"> • provide the name of any required approving body and whether approval is already in place.

	<ul style="list-style-type: none"> • Provide details of any areas of substantial or moderate severity of impact. <p>700-word limit</p> <p>If no, and the following question not applicable to your project you will enter “N/A” in the text box and move to mark the section as complete.</p>
Ethical Information: Research involving human tissues or biological samples	<p>This section will ask:</p> <ul style="list-style-type: none"> • Does your proposed research involve the use of human tissues, or biological samples? <p>If yes, then you will be asked to detail the following with evidence provided in Part A section 4: ‘Ethics and Security’ of the original proposal.</p> <ul style="list-style-type: none"> • provide the name of any required approving body and whether approval is already in place. <p>700-word limit</p> <p>If no, and the following question not applicable to your project you will enter “N/A” in the text box and move to mark the section as complete.</p>
Ethical Information: Genetic and biological risk	<p>This section will ask:</p> <ul style="list-style-type: none"> • Does your proposed research involve any genetic or biological risk? <p>If yes, then you will be asked to detail the following with evidence provided in Part A section 4: ‘Ethics and Security’ of the original proposal.</p> <ul style="list-style-type: none"> • provide the name of any required approving body and whether approval is already in place. • Identify the organism or organisms as a plant, animal or microbe and specify the species. • Identify the genetic and biological risks resulting from the proposed research, their implications, and any mitigation. <p>700-word limit</p> <p>If no, and the following question not applicable to your project you will enter “N/A” in the text box and move to mark the section as complete.</p>

<p>Ethical Information: Research involving the use of animals</p>	<p>This section will ask:</p> <ul style="list-style-type: none"> Does your proposed research involve the use of vertebrate animals or other organisms covered by the Animals Scientific Procedures Act? <p>If yes, then you will be asked to detail the following with evidence provided in Part A section 4: 'Ethics and Security' of the original proposal.</p> <ul style="list-style-type: none"> Identify the species to be used. name of any required approving body and whether approval is already in place. details of any areas of substantial or moderate severity of impact. <p>700-word limit</p> <p>If no, and the following question not applicable to your project you will enter "N/A" in the text box and move to mark the section as complete.</p>
<p>Trusted Research and innovation:</p>	<p>This section will ask:</p> <ul style="list-style-type: none"> Does the proposed work involves international collaboration in a sensitive research or technology area? <p>If yes, please demonstrate how your proposed international collaboration relates to Trusted Research and Innovation, including:</p> <ul style="list-style-type: none"> list the countries your international project co-leads, project partners and visiting researchers, or other collaborators are based in if international collaboration is involved, explain whether this project is relevant to one or more of the 17 areas of the UK National Security and Investment (NSI) Act if one or more of the 17 areas of the UK National Security and Investment (NSI) Act are involved list the areas <p>100-word limit</p> <p>If no, and the following question not applicable to your project you will enter "N/A" in the text box and move to mark the section as complete.</p>
<p>Upload evaluation result letter from European Commission</p>	<p>Upload evaluation result letter from European Commission stating your success in the 2022 MSCA Staff Exchanges call.</p> <p>Upload as a single PDF ensuring it is no larger than 8MB.</p>

Upload MSCA evaluation Summary report	<p>Upload MSCA evaluation summary report.</p> <p>Upload as a single PDF ensuring it is no larger than 8MB.</p>
Upload completed UKRI currency conversion tool	<p>Upload completed UKRI currency conversion tool.</p> <p>Please ensure you double check the following before submitting this document:</p> <ul style="list-style-type: none"> You are using the correct version of the cost conversion tool - https://www.ukri.org/publications/guarantee-funding-for-horizon-europe-msca-staff-exchanges/ <p>Upload as a single PDF ensuring it is no larger than 8MB.</p>
Upload Horizon Europe grant agreement	<p>Upload Horizon Europe grant agreement listing your organisation as an Associated Partner, and digitally signed by the European Commission</p> <p>Upload as a single PDF ensuring it is no larger than 8MB.</p>
Upload full copy of the original proposal	<p>Upload full copy of the original proposal (parts A and B) – This can be downloaded from the EU submission system.</p> <p>Please note if the size of the proposal is over 8 MB you will need to reduce the size of the document before submitting it through the UKRI Funding Service. UKRI will need a full copy of the original proposal, so do not delete any pages, but you can reduce the size of the PDF on Adobe.</p> <p>Alternatively, it can be submitted in parts as multiple attachments if necessary, using the optional attachment sections in the application overview.</p> <p>Upload as a single PDF ensuring it is no larger than 8MB.</p>
Additional attachment	<p>This section is to upload an additional attachment (if necessary)</p> <p>This could include additional parts of your original proposal if it was too large to upload as a single document.</p> <p>Alternatively, if you have had correspondence with the office and have been asked to submit additional attachments to support your application you can upload them here.</p> <p>If there have been any changes to the project before you have submitted your application, i.e., the PI is changing, or the host organisation is changing, please check over our guidance document, which will outline any supporting attachments we will require upon receiving your application:</p>

	https://www.ukri.org/publications/horizon-europe-guarantee-scheme-ukri-guidance/ If you do not need to upload an additional attachment, please enter "N/A" in the text box and move to mark the section as complete.
Additional attachment	This section is to upload an additional attachment (if necessary) This could include additional parts of your original proposal if it was too large to upload as a single document. Alternatively, if you have had correspondence with the office and have been asked to submit additional attachments to support your application you can upload them here. If there have been any changes to the project before you have submitted your application, i.e., the PI is changing, or the host organisation is changing, please check over our guidance document, which will outline any supporting attachments we will require upon receiving your application: https://www.ukri.org/publications/horizon-europe-guarantee-scheme-ukri-guidance/ If you do not need to upload an additional attachment, please enter "N/A" in the text box and move to mark the section as complete.

Submitting your project

When all sections of your application are complete, please notify your research office so they can do any final checks, edits and approvals before submitting the application.

Research office staff with an administration status Funding Service account view all applications from your organisation (including draft applications) and can edit all sections when the application is sent for approval.

The research office then submits the application to UKRI.

If your organisation does not have a research office, you can submit the application yourself using the Funding Service.

Next steps

UKRI will acknowledge the submission and conduct checks on the documents you have submitted. You can monitor the progress of your application from submission to outcome using your Funding Service account.

Once UKRI has processed the submission, a grant offer letter will be issued containing UKRI terms and conditions relevant to the financial and reporting aspects of the programme of

work within the project. These will include the additional grant conditions, as explained below in Annex 2.

Grant holders will be expected to report research outcomes through [Researchfish](#). Grants will probably fall under the regular programme of assurance checks carried out on Research Council grants; however, we reserve the right to carry out additional monitoring as required.

Contacts

For queries on eligibility or policy: EUGrantsFunding@ukri.org

For any technical queries on the UKRI Funding Service applicants can either email support@funding-service.ukri.org or call the UKRI Funding Service Helpline: [+44 \(0\)1793 547 490](tel:+44101793547490)

Annex 1: Resource and costs guidance

We only require one single cost figure to be entered and this is your total requested contribution taken from the cost conversion tool. The figure will be entered into the **Exceptions - other** funding type, rounding up to the nearest pound.

The following guidance will take you through the steps need to add the figure and will be dependent on how many core team members are listed and the institutions which they are based.

- You will complete steps 1 to 5 for all organisations.
- Step 6 will apply to all organisations **except** the Project Lead's host organisation. If there are no staff members listed from organisations other than Project Lead's host organisation, then follow steps 1 to 5 and then 7.
- Step 7 is where you will add the total UKRI contribution from the cost conversion template. This will **only** apply for the Project Lead's host organisation.

In this example the Project Lead (PI) from Abertay University has added a Research Assistant from University of Nottingham and a Technician from Abertay. The project is due £100,000 in funding.

1. The first screen you will be presented with when you enter the resources and costs section of the application overview shown is below. First, click on the organisation (University of Nottingham) hyperlink (1).

APP428: Test

Resources and costs

Total full economic cost (fEC)	Total funding applied for	Total contribution from applying organisations
£0	£0	£0

Add resources and costs for each organisation

Organisation	Full economic cost (fEC)		
University of Nottingham 1	£0	Remove	Incomplete ✎
Abertay University	£0		Incomplete ✎

Justification of resources

▼ [What the assessors are looking for in your response](#)

Please enter N/A in the text box


Paragraph
B I U x² x₂
List icons
Link icon
Table icon
Help icon

n/a

2. Once you have clicked through the hyperlink (1) you will arrive at the screen below. Please now click on the University of Nottingham (organisation) staff hyperlink (2).

University of Nottingham's cost summary

Total full economic cost (fEC)	Total funding applied for	Total contribution from this organisation
£0	£0	£0

[University of Nottingham staff](#) **2**
Incomplete 

Breakdown of costs

Expand each section to add the organisation's costs.

[Help with adding costs](#)
[Show all](#)

Directly allocated	Total applied for	0
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3. You will now see the following screen. Please click through the staff member hyperlink (3).

Please note: In this example there is only one staff member at the University of Nottingham however, the same process would be followed if there were multiple staff members at an organisation.

APP428: Test

University of Nottingham's staff costs and time

Staff member	Cost category	% FTE	Dates	Full economic cost	% of fEC	Applied for
Gary Test 3 Research and innovation associate	-	-	-	-	-	-

4. On the next page you will find the associated screenshot to provide a visual aid. Please complete the sections as follows:

- **Cost Category** – tick “Exceptions”
- **Approximate start date on project**
- **Approximate end date on project**
- **Percentage of a full-time equivalent (FTE) on project** – this figure can be approx..
- **(4) Full economic cost (fEC)** – this must be **£0**

Please then click “save and return”.

Gary Test's cost and time

Role

Research and innovation associate

Change or remove this team member in the [Core team section](#).

Cost category

► [Help with cost categories](#)

☐

Directly allocated

☐

Directly incurred

☒

Exceptions

Approximate start date on project

For example, 3 2024

Month Year

Approximate end date on project

For example, 10 2026

Month Year

Percentage of a full-time equivalent (FTE) on project

This is the proportion of full-time hours that the staff member will work on the project.
If they will work:

- full time (or 5 days a week), they're 100% FTE
- half the time (or 2.5 days a week), they're 50% FTE

We will round any decimals to the nearest percent.

Full economic cost (fEC)

4

Save and return

5. Once you have completed the details of all staff members at the organisation you can “mark as complete” and then “save and return”. **See step 7 if you have just completed details for the Project Lead’s host organisation staff member(s).**

APP428: Test

University of Nottingham's staff costs and time

Staff member	Cost category	% FTE	Dates	Full economic cost	% of fEC	Applied for
Gary Test Research and innovation associate	Exceptions	30%	Start: Jun 2024 End: Jul 2024	£0	100%	£0

[Add unnamed staff member](#)

☐ Mark as complete

[Save and return](#)

6. You will arrive back at the organisation’s cost and resources page. Here you will again need to “mark as complete” and then “save and return”. Please note: all cost figures should read as £0 on this page.

APP429: Test

University of Nottingham's resources and costs

Add staff and all other costs for this organisation.

University of Nottingham's cost summary

Total full economic cost (fEC)	Total funding applied for	Total contribution from this organisation
£0	£0	£0

[University of Nottingham staff](#) Complete ✓

Breakdown of costs

Expand each section to add the organisation's costs.

[Help with adding costs](#) [Show all](#)

Directly allocated	Total applied for £:	0	+
Directly incurred	Total applied for £:	0	+
Indirect	Total applied for £:	0	+
Exceptions	Total applied for £:	0	+

☒ Mark as complete

[Save and return](#)

7. Up until this step there are still no costs associated project. You will have completed steps 1 to 5 and will now need to add the total UKRI contribution from the cost conversion template.

You should now be on the screen below and the staff section (5) should be showing as complete.

Now click on the “Exceptions” hyperlink (6), the will reveal the fund headings.

Find the “Other” fund heading under exceptions (7) and enter your total UKRI contribution from the cost conversion template.

Finally, mark the section as complete.

Abertay University's cost summary

Total full economic cost (fEC)	Total funding applied for	Total contribution from this organisation
£100,000	£100,000	£0

[Abertay University staff](#)
5 Complete ✓

Breakdown of costs

Expand each section to add the organisation's costs.

[Help with adding costs](#)
[Show all](#)

Directly allocated	Total applied for £:	0	+
Directly incurred	Total applied for £:	0	+
Indirect	Total applied for £:	0	+
Exceptions 6	Total applied for £:	100,000	-

Fund heading	Full economic cost (fEC)	% of fEC	Applied for
Staff	-	100%	£0
Equipment	£ <input type="text"/>	100%	£0
Travel and subsistence	£ <input type="text"/>	100%	£0
Other	£ <input type="text" value="100000"/> 7	100%	£100,000

☐ Mark as complete

Save and return

Annex 2: Additional grant conditions

Grants will be subject to the [standard UK Research and Innovation fEC grant terms and conditions](#); however, the following additional grant conditions will be added to this call:

Call condition 1: Rate of funding

100% of the EU-eligible costs applied for through the European Research Executive Agency ("REA") on this grant will be paid for in GBP (£), subject to the maximum exchange rate as given in the guidance.

Call condition 2: Exchange rate

UKRI shall be permitted to change the GBP (£) value of the grant where in UKRI's opinion there is a significant fluctuation in the GBP: EUR exchange rate from the exchange rate previously used to calculate the GBP (£) value of the outstanding grant sum provided always that:

- i. the GBP value of the grant shall not change more than once in any 12-month period; and
- ii. the revaluation process shall not affect payments which have already been made to the Recipient.

Call condition 3: Acknowledgment, naming, branding and communications

It is recognised that this grant has passed the European Research Executive Agency's ("REA") assessment process successfully, but this is a UKRI grant and UKRI must be acknowledged as the funder of this award in any publicity and communications activities.

Call condition 4: Additional reporting requirements

Investigators must assist UKRI with any additional monitoring and reporting requirements on this funding activity, including those requested by the Department of Business, Energy and Industrial Strategy (BEIS).

Call Condition 5: Start date

Notwithstanding RGC 5.2 (as stated in the Standard UKRI T&C's), the start date of the Grant may precede the start date shown in the Offer Letter, and can also be earlier than the issue date of the Offer Letter itself.

Call condition 6: Additional allowances

If you wish to claim special needs allowances or family allowances not claimed in the original application for the Fellow, you will need to provide a host organisation letter of support from the Head of Department or equivalent to verify that the Fellow meets the eligibility criteria as defined by the European Research Executive Agency ("REA").

Call Condition 7: Contributions for seconded staff

The total value of the contributions for seconded staff members (top up allowance plus special needs allowance if applicable) should be paid to the seconded staff members, minus taxes and pension contributions and accounting for exchange rate, in addition to the salary paid by their employing organisation.

Call Condition 8: Secondments from Associated Countries

UK institutions hosting secondees from third country Associated Partners can claim their costs. The UK institution is then responsible for distributing this funding to the Associated Partner.