

Carleton University
Horizon Europe Partnership Development Grant
Application Form

Full Name			
Department			
Position at Carleton			
Total Amount Requested	\$		
Please provide the following information:			
1) Please confirm that you intend to submit an application to a Horizon Europe Pillar II call for proposals following this grant.		Yes	No
2) Please indicate which Horizon Europe Pillar II (Global Challenges and European Industrial Competitiveness) cluster, mission, or cross-cutting initiative you intend to apply to: <div style="margin-left: 40px;"> Health Culture, Creativity & Inclusive Society Civil Security for Society Digital, Industry and Space Climate, Energy and Mobility Food, Bioeconomy, Natural Resources, Agriculture & Environment Horizon Europe Missions New European Bauhaus (NEB) </div>			
4) Indicate the goal and purpose of the grant (i.e. how the funding will be used or the stage of the proposal development): <div style="margin-left: 20px;"> <p>1. Network Building To establish partners in Europe or associated countries. The grant is for meeting with potential and/or existing partners towards forming or joining a consortium on a future application. No specific call for applications or Horizon Europe Topic has been determined.</p> <p>2. Partner Development The research project is in development but without confirmed partners or consortium. The grant is to develop partnerships towards establishing a consortium to apply for a Horizon Europe Topic.</p> <p>3. Proposal Preparation For researchers who are part of a consortium applying to a Horizon Europe Topic. The grant is to prepare the proposal for submission. Note: PIs must include a letter of invitation from the consortium coordinator. Please also complete the questions on page 2.</p> <p>4. Other Please specify below the purpose of the grant, if it does not fit into one of the 3 categories.</p> </div>			

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5) Indicate if you have found a relevant Horizon Europe Topic (call for proposals) on which you want to build your partnership and provide the Call ID, if applicable:

6) Identify the partners you will be visiting with the funding from this grant and/or at least 2 partners in the consortium you are joining (at least one must be from an institution or organization in the EU) below.

#1

Full Name	
Organization Name	
Country	
Position/Title	

#2

Full Name	
Organization Name	
Country	
Position/Title	

#3

Full Name	
Organization Name	
Country	
Position/Title	

#4

Full Name	
Organization Name	
Country	
Position/Title	

#5

Full Name	
Organization Name	
Country	
Position/Title	

Instructions

Please complete the following sections in the space provided, ensuring that you have followed the guidelines.

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- ✓ Incomplete applications will not be accepted
- ✓ Avoid using acronyms and abbreviations or explain them fully
- ✓ Failure to provide the required information could render your application ineligible
- ✓ Applicants must submit a cuResearch Approval Form

Note: The degree of conciseness and clarity in the description of the proposed research project or program may have a significant influence on the outcome of the application. **Please ensure to write in lay terms, for a multi-disciplinary review committee.**

Summary (300 words) Provide a summary of the activities to be funded by this grant and how they will lead to the submission of an application to a Horizon Europe call for proposals. Please include brief information about the consortium if you have one.

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Alignment with Horizon Europe Priorities (250 words)

Explain how your research (a) fits within one of the Pillar II thematic clusters, and (b) how it can contribute to solving global challenges, including potential impacts, stakeholders, and innovation.

Alignment with SIP and ISP (250 words)

Explain how your plan aligns with both Carleton's Strategic Integrated Plan and the International Strategic Plan.

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Description of Activities (750 words)

Provide a detailed outline of the activities to be completed under this grant, including:

- Meetings/Events: identify all meetings and events being attended, why these are important, the organizers and attendees, where and when they are taking place;
- Objectives: outline the objectives for this grant and how they will be achieved in one year;
- Schedule: provide a timeline for the one-year grant period, along with the expected timeframe for the development and submission of a proposal to a Horizon Europe call for proposals;
- Partners: describe existing relationships with researchers, partners, networks, and /or a consortium and how the proposed activities will strengthen or build on these.

NOTE: this funding program does not support research activities intended to make progress on a research project or as preliminary research for a funding proposal.

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Budget: Please complete the table below

Travel Costs	\$
Accommodations	\$
Per diems	\$
Fees for brokerage events or conferences, or memberships, etc.	\$
Other - please describe below	\$
Total Amount Requested	\$

Budget Justification (500 words)

The justification must:

- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate the feasibility of the budget
- Demonstrate the economical use of funds

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Application Package

- ✓ **Application Form**
- ✓ **CV** must include currently active and applied for research grants, publications, student supervisions and record of knowledge mobilization activities.
- ✓ **Letter of invitation from coordinator for PI with established consortium** (if applicable)

Save as SINGLE pdf file, using naming convention: **PIlastname.PIfirstname.HEPDG2026.pdf**.

Submission Steps:

☒ Login to the [cuResearch portal](#)

- Choose “Apply New” from the top right menu, then under Section A: Research Funding, select “Approval Form”
- Project Info Tab: Enter your project title and SAVE
- Project Sponsor Info Tab: click on “Add New”, then select the following:
 - **Agency**: Carleton University – Carleton International
 - **Program**: Horizon Europe Partnership Development Grant
- Attachments Tab: Upload your completed application package
- Approval Form Tab: Complete all required fields and SAVE
- Click SUBMIT
(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” tab.)

Late or incomplete applications will not be accepted.