

# Pump Priming Collaboration between UK and EU Partners

## Application Notes for Applicants

2025-26 Competition

---

### Contents

---

1	Introduction .....	2
2	Application Information.....	2
3	Completing the application form.....	6
4	Summary.....	6
5	Page 1. Eligibility Declaration.....	7
6	Page 2. Research Proposal .....	8
7	Page 3. Financial Details .....	12
8	Page 4. Primary Applicant Details.....	15
9	Page 5. Equal Opportunities .....	17

Last review date	March 2025
Next review date	March 2027

**Please read the scheme notes carefully. Any application incorrectly submitted will not be eligible for award.**

**Applications should be submitted well in advance of the deadline; we recommend at least five days prior to allow for institutional approval.**

---

# 1 Introduction

---

- 1.1 The UK's association to Horizon Europe was a significant achievement that has been widely welcomed across the sector in the UK, as well as by the UK's colleagues and counterparts elsewhere in Europe and beyond. It is imperative now that the opportunities that association provides are taken up swiftly and substantially. The Academy is aware that there are particular hurdles for UK-based researchers, innovators and institutions in bringing together partners and consortia for calls related to Pillar 2. This is why the Academy is pleased to be able to open a fourth round of this pump priming call aligning with the opening of new calls on the Horizon Europe Portal. This round will only focus on applicants aiming to apply to a call on the Horizon Europe Portal.
- 

## 2 Application Information

---

- 2.1 Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (<https://britishacademy.flexigrant.com/>). If you have not previously used Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage.
- 2.2 Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.
- 2.3 Registered approving organisations will be available in the search bar. If your organisation is not listed, then please contact us at [internationalgrants@thebritishacademy.ac.uk](mailto:internationalgrants@thebritishacademy.ac.uk) to request the addition of the organisation.
- 2.4 It is required that research organisations be approved as eligible by the British Academy no later than two weeks before the deadline of this call. This means that they will need to be in touch with the Academy well before this date for the approval process to have been undertaken.

- 2.5 The deadline for submissions and UK institutional approval for the next wave of assessment is **11 June 2025 at 17.00 (UK time)**. Applicants will not be allowed to make any changes to their applications or submit any additional information **after the 11 June deadline**.
- 2.6 **When completing your application on Flexi-Grant®, it is recommended that you take particular note of the following points:**
- 2.7 **Personal details** – When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This represents a personal record of your account in the system and will help to populate the contact details in any application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- 2.8 **Automatic log-out** – **You are strongly advised to save your work regularly to prevent accidental loss of information.** In particular, you should be aware that if the system does not detect any activity for 1 hour it will log out and save the application at that time. Please note that moving between pages within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- 2.9 **Multiple sessions** – You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- 2.10 **Word limits** – When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- 2.11 **Plain text** – If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print application'.

- 2.12 **Email addresses** – The British Academy Flexi-Grant® GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses were requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- 2.13 **Submission of application** – You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation **at least 5 working days before the closing date** to allow for your host organisation's administrative procedures. Please note that the institutional approver is a person within the UK host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy.

Once you have submitted your application for approval by your host UK organisation, automatic emails will be sent to your host UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the **11 June deadline**) or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your host UK organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host UK institution as their internal timetables may require earlier submission.

If your host UK organisation approver requests modifications through the British Academy GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host UK organisation.

Once your host UK organisation has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

- 2.14 **Application sharing** – All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite other contributors to join the application (e.g. Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® GMS users view your draft application in advance of submission by providing their email address. They will be able to log in using their existing password and see your application and, depending on permissions, amend your application.
- 2.15 **Application deletion** – You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this, it will be permanently removed from the system.
- 2.16 **Application returned for editing** - The approver can return your application to you for further editing before the closing deadline of the call. See 'Submission of Application' above.
- 2.17 **Guidance** – Each question from the application form is listed below, followed by useful guidance to support its completion.
- 2.18 **Further clarification** – If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Team (contact details at the end of these notes).

Please note that it is essential that you **create a PDF** of your completed application (by clicking 'Print Application'), and check it thoroughly, including email addresses, before submitting it for approval by your UK host organisation. It may not be possible to rectify mistakes in time for the deadline.

Word limits apply to plain text only

All fields marked with an asterisk\* are mandatory

You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost, only one user should edit an application at a time, otherwise changes might be lost.

---

## 3 Completing the application form

---

- 3.1 The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:
- Page 1: Eligibility Declaration Page
  - Page 2: Research Proposal
  - Page 3: Financial Details
  - Page 4: Primary Applicant Details
  - Page 5: Equal Opportunities
- 3.2 A full list of question fields to be completed as part of the application is outlined in the sections below.
- 3.3 Each section corresponds to a specific part of the application form. The questions are presented as they appear in the form, followed by guidance to support their completion. Mandatory questions are marked with a red asterisk (\*), and must be completed before the application can be submitted. **Please read each section carefully before completing the form.**
- 

## 4 Summary

---

### 4.1 Summary table \*

When your application form is complete, all sections on this summary table will be marked as 'Complete'. The **'Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '\*'. Only once all mandatory fields are marked as "Complete", and all Contributors are all marked as "Complete" will a 'Submit' button appear for you to be able to submit your application.

---

## 5 Page 1. Eligibility Declaration

---

### 5.1 Please confirm the following eligibility criteria: \*

- Is your intended Call currently listed as open on the Horizon Europe Funding and Tenders Portal?
- Does your intended Call fall under Pillar II: Global Challenges and European Industrial Competitiveness?
- Are you from a UK-based organisation?
- Are your proposed project dates within the eligible start and end dates?
- Will your employment with the UK-based organisation be maintained for the full duration of the British Academy grant, if awarded?
- Do you hold a PhD or possess equivalent experience (e.g. an established post, teaching experience, or a track record of relevant publications)?
- As the Primary Applicant, is this the only application in this round in which you are listed as the primary applicant?
- Have you submitted all outstanding reports for previous British Academy awards, if applicable?
- Are your proposed costs within the budget limit of £10,000?
- Are contributions towards support services such as proposal writing included at no more than 50% of the total value sought?
- Are contributions towards research assistance included at no more than 50% of the total value sought?
- Have institutional overheads been excluded from your proposed costs?
- Have PI and Co-Applicant time been excluded from the proposed costs?

---

## 6 Page 2. Research Proposal

---

### 6.1 Title of Research Proposal\*

Please state the title of your research project

### 6.2 Abstract\*

Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field.

The limit is 150 words.

### 6.3 Start and End Date Confirmation\*

Awards will begin no earlier than 30 July 2025 and no later than 30 September 2025. In addition, please confirm the end date of your award. The end date of your pump priming project must be before the submission deadline of your chosen Horizon Europe Call and Topic. Please note that deadline of your chosen Call and Topic must be at least 3 weeks after the planned start of the award.

### 6.4 Cluster\*

You must identify the cluster this application relates to. If you are applying for a Mission or New European Bauhaus call, please state 'Mission' or 'New European Bauhaus'.



## 6.5 **Horizon Europe Call and Topic targeted within Pillar 2\***

The call is focused solely on [Pillar 2 of Horizon Europe – Global Challenges and European Industrial Competitiveness](#).

Applications must identify a Call and Topic in Pillar 2 that they will specifically target to apply to on the back of this pump priming funding. Within Pillar 2 the calls that this pump priming funding can be used to target must be from the 2025 Work Programmes onwards (i.e. calls with 2025 in the call code) that are listed on the Horizon Europe funding portal as either 'open for submission' or 'forthcoming'. Such calls may target any type of action.

In this section, please ensure that you set out the following information:

- You must identify a Call and Topic in Pillar 2 that you will target.
- You must name the Call and Topic in full.
- You should explain what type of action it relates to.

If you are applying for a Mission or New European Bauhaus call, please provide all relevant information as above.

The limit on this field is 250 words.

## 6.6 **Call and Topic Code\***

You must identify the full code for your chosen Call and Topic

## 6.7 **Call and Topic application process\***

Please indicate whether the Call and Topic you wish to apply for has a 1-stage or 2-stage application process.

## 6.8 **2-stage application process\***

For all applications to 2-stage Pillar 2 Calls and Topics for which the first stage deadline has passed, evidence of submission to the first stage will be required in order for your proposal to be assessed. Please also note that any funding provided by the Academy will be conditional upon your success in the first stage. Funds may not be used for any activities until you have been notified of your success in the first stage. If successful, funds may then be used to prepare a second stage application, in unsuccessful, funds must be returned to the British Academy.

Please confirm whether an application for the first stage has been made and, if known, the outcome of this application. If you are applying for a 1-stage call, please write N/A.

The limit on this field is 50 words.

## 6.9 **Application Alignment with Proposed targeted Call and Topic\***

This field should be used to explain how the application would address the scope and expected outcome specified in the call and topic text.

To demonstrate alignment, applicants must explain how the proposed research would match the key requirements and objectives of the specific Horizon Europe Call. In forming their judgment on this, the assessors will also consider whether the application addresses the research and innovation objectives and topics it claims to. It is important, therefore, for applicants to understand fully the background, challenge, scope and expected outcome of the competition, as outlined in the Horizon Europe Call.

The limit on this field is 750 words.

## 6.10 **Overview of work proposed and clear plan of action\***

This field should be used to explain how you will use the Pump Priming Award Funding to contribution to a successful Horizon Europe application. Please ensure that you provide a clear plan of activities which will be carried out during the Pump Priming Award, including but not limited to meetings with partners, conferences, training, etc.

In addition, give a brief description of the envisaged collaborators, partner organisations or individuals, that will be involved in the application and how together they will meet the aims of the expected opportunity.

In forming their judgment on this, the assessors will also consider the feasibility of the proposed work and plan of action.

The limit on this field is 750 words.

## 6.11 **Commitment and ability of Organisations involved\***

Please state the commitment and ability of the organisations involved to work together and make a successful application to Horizon Europe. Please include details of their role in the partnership. If there is currently a gap in the expertise, then please do indicate any plans to fill this role.

The limit on this field is 300 words.

#### 6.12 **Other Participants\***

Please give the names, appointments, and institutional affiliation of all other participants in the proposed research. Please also describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise, in the 'Role' textbox.

If detail of other participants is not yet known, please use the text box to provide indicative numbers and/or types of people who may be involved in the project and how their commitment will be gained.

#### 6.13 **Added Value of Grant\***

Under 'Added value of grant' please outline the added value of this funding to the proposed pump priming activity, including a particular focus on the novelty of the collaboration for the partners involved, the early or mid-career stage of the applicants or lack of previous experience engaging with EU Framework Programmes, and the relevance of the items listed in the budget and the quality of the financial justification.

The limit on this field is 500 words.

#### 6.14 **Expected level of UK participation in proposed application\***

The aim is to build collaborative activity between UK and EU/Associated Countries' entities in Pillar 2 where the major consortia building type of applications in Horizon Europe are centred. This will help UK-based entities overcome the barriers to collaborative engagement with EU/Associated Countries' partners to maximise the opportunities Horizon Europe presents. Applicants are required to indicate the expected level of UK participation in the proposed application to Horizon Europe, including the overall scale of funding sought for what are expected to be multimillion euro grants.

The limit on this field is 250 words.

#### 6.15 **Anticipated level of funding and objectives\***

This field should be used to provide information on the anticipated level of funding that will be sought in the Horizon Europe application and the work that would be fulfilled if the Horizon Europe bid is successful. Outline the proposed project's objectives and activities as well as the value of funding you are seeking.

The limit on this field is 500 words.

#### 6.16 **Ethical Approval\***

Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority? Please answer this yes/no.

Please use this text box to outline any further information related to ethical approval that you wish the Academy to be aware of.

#### 6.17 **Special Ethical Issues\***

Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Please answer this yes/no, it is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. If this is not the case, please outline in the below free text box below.

If the answers are yes to special ethical issues and no to having obtained prior approval, please describe in the available space the non-standard ethical issues arising from your research and how you will address them.

Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host organisation is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body.

Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.

#### 6.18 **Safeguarding\***

Please use this section to outline any safeguarding and/or child protection issues which may occur in relation to or as a result of your project. If you do not anticipate any safeguarding issues, please write '**Nil Return**'.

#### 6.19 **Trusted Research\***

Please use this field to detail any research security risks that the application may encounter and how these will be mitigated.

---

## 7 **Page 3. Financial Details**

---

### 7.1 **Financial Details/ Justification\***

Eligible purposes for the funding include:

- Costs for concept or proof of market work and proposed development

- Costs of meetings for the organisations involved in the UK or the EU to prepare the proposal
- Travel and subsistence, including costs to participate in information days, brokerage events directly related to Horizon Europe objectives, relevant discussions with European Commission officials or similar
- Due diligence work on partners
- Costs towards child or parent care if activity is conducted away from home and it is not possible to make alternative arrangements
- Contributions towards support services such as proposal writing not exceeding 50% of the total value sought
- Contributions towards research assistance not exceeding 50% of the total value sought

Please use the table to indicate the figures for such costs (in GBP) between the various headings.

- Travel, Fieldwork and related expenses: please include all costs associated with travel, whether by the PI, or other participants.
- Research Assistance: please include all costs of research/clerical assistance
- Other Costs: please include in this section any other eligible costs, including consumables, due diligence work on partners, networking costs, child or parent care.

Consumables include the purchase of specialist software (not readily available in the UK host organisation), datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance.

The following items are **not eligible** for funding:

- institutional overheads, or any element that should properly be ascribed to institutional overheads
- PI and Co-Applicant time
- Purchasing of assets
- Computer hardware including laptops, electronic notebooks, digital cameras, etc.
- Books and other permanent resources
- The preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
- Subventions for direct production costs (printing, binding, distribution, marketing etc.)
- Costs of publication in electronic media
- Travel and maintenance

- Carbon offsetting
- Open access fees

Applicants with additional needs are encouraged to consult with the Academy about possible exceptions.

As this scheme is not run on an FEC basis, institutional overheads, PI, and Co-A time are therefore ineligible costs.

Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required.

Costs should be clearly itemised and justified in terms of the research programme.

If a claim for childcare is included, please supply sufficient justification for the case to be assessed.

Please do not use '£' signs in the amount boxes

## 7.2 **Value Sought\***

Please state the total amount of funding requested. Please ensure that this matches the total set out in the budget table. The total should not exceed £10,000.

## 7.3 **Justification\***

Please provide details of funding related to the relevant fields set out in the financial details table above. Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required. Costs should be clearly itemised and justified in terms of the research programme for this application.

## 7.4 **Previous British Academy Applications\***

Please use this space to provide details of any applications (successful or unsuccessful) that you have made to any British Academy funding calls.

## 7.5 **Applications to other funding bodies\***

Please tell us here if you have made any other applications in connection with this project? If so, with what results?

---

## 8 Page 4. Primary Applicant Details

---

### 8.1 Primary Applicant Contact Details\*

Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.

### 8.2 Nationality\*

Please use the drop-down list to select your nationality. Additional nationalities can be added after the initial selection if required, by selecting 'add row'.

### 8.3 Employment Status\*

Please confirm that your current position is either permanent or that your current employment will extend beyond the lifetime of the award.

### 8.4 Permanent Position\*/Start Date\*/End Date\*

Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants. Please include the start date of your present position, and if on a fixed term contract, please enter the expected end date of your current position.

### 8.5 Present Appointment, Department and Employing Institution\*

Please give details of your current appointment. The Principal Investigator must be based at an eligible UK university or research institute and must be of postdoctoral (or above) or equivalent status. The Principal Investigator must either be in permanent position at the institution or have a fixed-term position for the duration of the award.

All applications must be approved by the UK host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the UK host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.

It is recommended that you allow at least five working days for this process. Once the UK host institution has checked your application, they will contact you if any changes are required; please note that if changes need to be made, these will have to be done before the 11 June deadline as they cannot be done afterwards.

Please be aware that it is your responsibility to ensure that you complete your application in time for your UK host institution to process it and provide their approval by the closing date.

#### 8.6 **PHD Confirmation<sup>\*</sup> / Awarded Date**

Early career applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.

Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.

Please enter the date of your viva voce examination in the 'PhD Awarded Date' field.

#### 8.7 **Early Career Researcher<sup>\*</sup>**

Please select Yes/No if you would consider yourself an early-career researcher. Please note that the Academy would consider this to be someone with 0-10 years of experience after receiving their PhD.

#### 8.8 **Previous Horizon Europe Framework Applications<sup>\*</sup>**

Please let us know about any previous applications you have made to the Horizon Europe Framework.

Please include detail such as:

What Call and Topic you had applied for

If you were a PI or Co-I

If you were successful/unsuccessful

If this is your first time applying for these programmes, please write N/A.



## 8.9 **Personal Statement\***

The Academy is aware that individuals will have had different opportunities to balance their research with other commitments during their career or may come from diverse or non-traditional career backgrounds. For example, having taken extended leave including parental or medical leave, or having returned to research following time in other roles or having had periods of significant teaching or administrative workload that may have impacted on the applicants' research. Please use this question to provide further information, so that the Academy can take this into account when assessing applicants' track record.

There is a word limit of 400 words.

## 8.10 **Key Career Appointments and Posts\***

Please Provide your Key Career Appointments and Posts as a list.

## 8.11 **Key Career Publications, Grants, and other Career Highlights\***

Please provide a list of key relevant publications, grants, and highlights, that you think most appropriate for an award under this scheme.

## 8.12 **Where did you hear of this scheme? \***

It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate, please select from the drop-down menu or describe in the text box.

---

# 9 **Page 5. Equal Opportunities**

---

## 9.1 **Equal Opportunities**

This section is optional, however, the British Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.

The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).

The information provided will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by those involved in the selection process and no information will be published or used in any way which allows any individual to be identified.