Template application letter for a new contributing partner to IHI JU in a single-stage call for proposals

Use of this template is obligatory, and failure to provide the information requested may result in your application being rejected.

When preparing your letter, we strongly advise you to read the guidance for contributing partners on the IHI website at [www.ihi.europa.eu/shape-our-future-research/become-contributing-partner](http://www.ihi.europa.eu/shape-our-future-research/become-contributing-partner)

Please use your organisation’s letterhead and delete the explanatory footnotes before finalising this letter.

Chair of the IHI JU Governing Board

**c/o** the IHI JU Programme Office

*via email*: infodesk@ihi.europa.eu

*and*

*via post:* IHI JU, TO 56, 1049 Brussels, Belgium

[Place, date]

Re: [IHI JU Call No / Topic No, Topic title]

Dear sir/madam,

On behalf of [Organisation Name] of [Registered Address] and in accordance with Council Regulation (EU) No 2085/2021 of 19th November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 and specifically Articles 9, 17, 116, and 118 therein;

we wish to apply to become a contributing partner to the IHI JU Joint Undertaking.

**Part 1 - Description of the applicant contributing partner**

[Please insert an introduction to the applicant contributing partner: the full name and legal form, full address and place and country of establishment. If you have a PIC number, you should also state it here. The introduction should also describe your organisation, including your mission and objectives.]

**Part 2 – Description of the applicant contributing partner’s contribution to IHI JU’s objectives**

* 1. Contribution to the strategic objectives of IHI JU

[Refer to the IHI JU general and/or specific objectives as described in the [IHI JU Strategic Research and Innovation Agenda](https://www.ihi.europa.eu/sites/default/files/flmngr/IHI_Strategic_Research_and_Innovation_Agenda_3.pdf) and explain how your participation as a contributing partner in proposal [*insert proposal acronym*] will contribute to the overall achievement of IHI JU’s objectives.]

* 1. Contribution to the IHI JU topic [*insert* *number]* tilted: *[insert full title of the topic*]

[Explain briefly how your contribution to the proposal is relevant for the achievement of the objectives/outcomes of this particular topic.]

**Part 3 Description of the applicant contributing partner’s contribution to the proposal *[insert proposal number and acronym]***

[Insert a general description of the proposed contribution to the specific proposal you are involved in.]

[Insert specific amounts in EUR and explanations of the costs in table below.]

**Table of contributions**

| **Category** | **Total amount(EUR)** | **Out of which non-EU IKOP**[[1]](#footnote-2) **(EUR)** | **Brief explanation**(Specify relevant work package(s)) |
| --- | --- | --- | --- |
| **A. Personnel costs**[[2]](#footnote-3)(in line with [Article 6.2.A of AGA](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf), pages 45-64) |  |  |  |
| **B. Subcontracting costs**(in line with [Article 6.2.B of AGA](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf), pages 70-73) |  |  |  |
| **C. Purchase costs** (Equipment, travel and subsistence, other goods, works and services)(in line with [Article 6.2.C of AGA](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf), pages 74-92) |  |  |  |
| **D. Indirect costs**[[3]](#footnote-4)(25% of (A+C)) | *[insert indirect costs: (25% of (A+C))]* | *[insert indirect costs: (25% of (A+C))]* |  |
| **E. Requested IHI JU funding***if applicable* |  | *N/A* |  |
| **Total in-kind contribution to operational activities (IKOP)****[(A+B+C+D)-E]** | *[insert]****total IKOP****: [(A+B+C+D)- E][[4]](#footnote-5)* | *[insert]****Total non-EU IKOP****:* *(A+B+C+D)* |  |
| **Financial contribution (FC)**, if any |  | N/A | Beneficiary[[5]](#footnote-6) in the consortium who will receive the FC to work on the action:[*insert legal name of Beneficiary*] |
| (*Add extra row(s) to add additional financial contribution(s) if necessary*) |  | N/A | Beneficiary in the consortium who will receive the FC to work on the action:[*insert legal name of Beneficiary*] |
| **Total contribution**(Total IKOP + FC) | **[insert total]** | **[insert total]** |  |

We estimate the value of this contribution to be EUR [Amount in EUR] over the lifetime of the project.

Further, according to our best projections, EUR [Amount in EUR][[6]](#footnote-7) of the above overall contribution will be considered as non-EU IKOP.

[Additional details as relevant]

**PART 4 - Declarations of the applicant contributing partner**

We confirm the following:

1. We will observe in their entirety the legal rules of Horizon Europe framework as they pertain to the IHI JU, and in particular the Articles of: Regulation on the Rules for Participation in Horizon Europe (EU) No 2021/695; Council Regulation (EU) No 2085/2021 establishing the Joint Undertakings under Horizon Europe; the Model Grant Agreement for Horizon Europe; and the Horizon Europe Work Programme General Annexes.
2. We are not affiliated to an IHI JU member[[7]](#footnote-8) either directly or via a regional or local organisation, and nor we are their constituent or affiliated entity.
3. Our contribution is eligible in accordance with Article 6.1 and Article 6.2 of Horizon Europe Model Grant Agreement.
4. We are confident of our ability to meet the above commitments over the lifetime of the project and further confirm our understanding that the IHI JU will allocate resources to the above topic based on these commitments:
* we have the resources that are necessary to provide the in-kind contribution described above; and
* we have the available funds that are necessary to pay the financial contribution(s) described above (*delete if no financial contribution).*

1. This application letter has been signed by a representative of the applicant contributing partner who is properly authorised to commit said contributing partner to legally binding contracts and accompanying financial obligations in accordance with the applicable law.

Yours faithfully,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The full name and function of the legal representative authorised to sign this letter**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

1. **Non-EU IKOP** refers to costs incurred outside the European Union or [Countries associated to Horizon Europe](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf).

If the applicant contributing partner is established outside the European Union and/or countries associated to Horizon Europe and its contribution is not specified as non-EU IKOP, please clarify where the costs are incurred.

A **financial contribution** is not considered ‘non-EU’, even if the contributing partner is established outside the EU or countries associated to Horizon Europe.

For the purposes of Call 6 and onwards, the United Kingdom is considered an associated country to Horizon Europe. Therefore, IKOP incurred in the UK is considered EU IKOP.

Applicant contributing partners receiving funding from another source (not IHI JU funding) should declare their entire commitment for the IHI JU proposal, regardless of any amount of funding they plan to receive from other sources. [↑](#footnote-ref-2)
2. If **personnel costs** are incurred in a different country from the country of the address as specified in Part 1, please explain where those costs are incurred. [↑](#footnote-ref-3)
3. **Indirect costs** are calculated as 25% of staff and purchase costs, as per the Horizon Europe MGA. [↑](#footnote-ref-4)
4. In case the applicant contributing partner is eligible to receive **IHI JU funding** and requests IHI JU funding, the total amount of IHI JU funding should be deducted from the total eligible costs [(A+B+C+D)-E]. For information on which entities are eligible to receive IHI JU funding, see [Guide for Applicants.](https://www.ihi.europa.eu/apply-funding/call-documents) [↑](#footnote-ref-5)
5. The **recipient of the financial contribution** must be eligible to receive funding as per the Horizon Europe eligibility rules. If it is not the case, the financial contribution cannot count towards the 45% of contribution threshold. [↑](#footnote-ref-6)
6. If the amount of the **non-EU IKOP** is 0 EUR, please insert 0 EUR and do not delete this sentence. [↑](#footnote-ref-7)
7. **IHI JU private members** are trade associations COCIR, EFPIA (including Vaccines Europe), EuropaBio and MedTech Europe. [↑](#footnote-ref-8)