

Horizon Europe Bid Registration Process – University of Auckland as a Partner/Collaborator

New Zealand researchers can now apply to Pillar 2 of the Horizon Europe funding programme. Following an increased level of interest and bidding activity, and to ensure a smooth funding application process when the University of Auckland is invited to join a project as a collaborator, we would ask that the following steps can be taken:

1. Please register the bid via registration link provided below *at the earliest opportunity*. This is crucial to enable contact from the Horizon Europe Team, and to discuss any support that may be required.

[Horizon Europe Bid – Internal Registration Link](#)

Upon submission, the proposal will be logged with MBIE by the Horizon Europe Team to apply for their [Indirect Cost Top-Up Scheme](#). **Any bid must be recorded with MBIE by the Horizon Europe Team, following the necessary procedures, otherwise applications will be ineligible for this support.**

2. The Principal Investigator and their FIRST Representative should each register for individual accounts on the EC Funding and Tenders Portal using their university provided email address.

EC Portal Registration: *Registering your own account on the Funding and Tenders Portal is a necessary step to create your own profile, save calls of potential interest, develop, and submit a funding proposal (whether as a partner or a lead). This is a quick and easy process. Simply click 'Register' on the [Funding and Tenders Portal](#) homepage and follow the necessary steps.*

3. The Project Lead (external) will add the University of Auckland to the project preparation area on the EC Funding Portal. The **Principal Investigator and their FIRST Representative must be added as proposal contacts**. This grants them access to the proposal and its administrative forms/budget.

4. **In addition**, please request that the Project Lead adds the following people as proposal contacts:

Casper.Hitchins@auckland.ac.nz

Mark.Hurdley@auckland.ac.nz

Nicholas.Fraser@auckland.ac.nz

Xiafeng.Chen@auckland.ac.nz

5. The Horizon Europe Team will work with the Auckland Project Team to provide the necessary data required by the European Commission and determine the next steps for completing any supporting documentation as required by the submission process.

If you have any questions relating to the above, please contact:

Mark Hurdley
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Office of Research Strategy & Integrity
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