Month 1-2 | **Month 3-4** | **Month 5** | **Month 6**

Target group

Feedback

IDENTIFICATION OF THE CALL TOPICS
SSCs

COLLECTING EXPRESSIONS OF INTEREST (EoI) ON-LINE
Academic community

IDENTIFICATION OF THE PROPOSAL COORDINATORS
Academic community

BRIEFEING THE COORDINATORS
Proposal Coordinators

COLLABORATIVE ON-LINE WORKSHOP
All, who sent an EoI

Una Europa external funding officer (EFO)

- *Discusses with the SSCs about their plans*
- *Prepares a long list of about 40 potential topics*
- *Informs the Research coordination cluster (RCC)*

Focus Area Self-steering committees (SSCs)

- *Each SSC identify 2-4 call topics for the process*

EFO supported by RCC

- *Prepares the background materials incl. short descriptions of the calls*
- *Communicates the opportunity to all Una Europa SSCs and partner universities*
- *Collects the answers to an on-line form and providing a manual catalogue to the participants OR using an on-line platform allowing open view to EoIs and the discussion on the platform*

Una Europa external funding officer (EFO); Focus Area Self-steering committees (SSC); Research coordination cluster (RCC); Potential coordinators, who have expressed their interest

- *Discuss based on the EoI answers*
- *If coordinator cannot be identified, the call topic is dropped from the process*

EFO supported by RCC or other research funding professionals representing the coordinator's home university

- *Briefing the coordinators about the call particularities and coordinator role and responsibilities*

EFO supported by RCC; research funding professionals supporting the coordinator at the home university

- *Own session for each call*
- *Max 3 hours*
- *The particularities of the funding instruments and general proposal writing tips spesific to the call (Una Europa slides available)*
- *Interactive working session chaired by the coordinator and facilitated by the funding professionals*

(Una Europa canvases available)

Month 7

After the Una Europa matchmaking process, the proposal preparation continues following the rules and support resourcing policies of the coordinating university

Proposal core group: coordinator; academic team; research funding professional of the coordinating university

Non-academic partners

Global partners

Month 12-18 *Submission*