

How to Add Associated Partners to a Proposal on the Funding & Tenders Portal

Overview

As a non-EU country, Switzerland has to negotiate the association to Horizon Europe. Currently, Switzerland has the status of a third country ([more information](#)).

This is a step-by-step guide on how to add Associated Partners to a proposal on the Funding & Tenders Portal.


Further Details/ Contact

Should you have questions, please do not hesitate to contact the Euresearch Regional Office near you.

Contact information:
<https://www.euresearch.ch/team-136.html>

You can also contact:
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How to Add an Associated Partner

 **Coordinator**

1 ✎ Institution (name)

Add Affiliated Entity +

Contacts: ⓘ

Add contact +

Institution (full name)
Address
PIC number


Contact (name)
- Main contact
✎
>

Change organisation

Contact organisation

Add Partner +

Add Associated partner +

 **Associated Partner** 🗑️

2 ✎ Swiss organisation (name)

Swiss organisation (full name)
Address
PIC number

Change organisation

Contact organisation

**NO CONTACT
CAN BE ADDED
for Associated
Partners!**

NO CONTACT means

- No access to the Portal for Associated Partners

Possible solution as work-around

- Coordinator might add Associated Partner contact among coordinator's contacts

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How to Add the Budget

3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs/€	Subcontracting costs/€	Purchase costs - Travel and subsistence/€	Purchase costs - Equipment/€	Purchase costs - Other goods, works and services/€	Internally invoiced goods and services/€ (Unit costs-usual accounting practices)	Indirect costs/€	Total eligible costs	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs/€	Max grant amount	Income generated by the action	Financial contributions	Own resources	Total estimated income	
1			Coordinator							0,00	0,00	100	0,00	0	0,00					0,00
2		CH	Associated							0,00	0,00	100	0,00	0	0,00					0,00
TOTAL				0	0	0	0	0	0	0,00	0,00		0,00	0	0,00	0	0	0	0	0,00