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.

### How to Add an Associated Partner

<table>
<thead>
<tr>
<th>Coordinator</th>
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<tbody>
<tr>
<td><img src="https://www.euresearch.ch/team-136.html" alt="Image" /></td>
</tr>
</tbody>
</table>

1. Institution (name)
   - Add Affiliated Entity
   - Contacts: 👤
   - Add contact +

   - Institution (full name)
   - Address
   - PIC number

2. Swiss organisation (name)
   - Swiss organisation (full name)
   - Address
   - PIC number

   - Change organisation
   - Contact organisation

   - Add Partner +
   - Add Associated partner +

### 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

**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](https://www.euresearch.ch/team-136.html)

You can also contact: info@euresearch.ch

+41 31 380 60 00

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**Institution (full name)**

**Address**

**PIC number**

**Institution (name)**

**Contact (name)** - Main contact

**Swiss organisation (name)**

**Swiss organisation (full name)**

**Address**

**PIC number**

**Contact organisation**

**Change organisation**

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**NO CONTACT CAN BE ADDED for Associated Partners!**
# How to Add the Budget

## 3 - Budget

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of beneficiary</th>
<th>Country</th>
<th>Role</th>
<th>Personnel cost</th>
<th>Subcontracted personnel</th>
<th>Purchases of goods and services</th>
<th>Purchases of equipment</th>
<th>Purchases of other goods, works and services</th>
<th>Indirect cost</th>
<th>Total eligible costs</th>
<th>Funding rate</th>
<th>Maximum EU contribution to eligible costs</th>
<th>Requested EU contribution to eligible costs</th>
<th>Max grant amount</th>
<th>Income generated by the action</th>
<th>Financial contribution</th>
<th>Own resources</th>
<th>Total netted income</th>
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