



UNIVERSITÀ DI PISA
RESEARCH AND KNOWLEDGE
ENHANCEMENT DIVISION
RESEARCH DEVELOPMENT UNIT

CONTACTS

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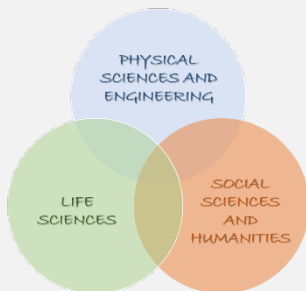
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SUPPORT SERVICE FOR THE DRAFTING OF PROJECT PROPOSALS

The support service for the drafting of project proposals of the Research Development Unit of the University of Pisa aims to assist research staff in the preparation of competitive project proposals in response to research calls of **Horizon Europe and other programmes**. Structural funds and tenders are not covered by this service. Acceptance of the request is guaranteed in **3 working days**. Support is **conditional on compliance with the timetable** indicated below and with the internal timetable agreed between the project designer and the researcher.

SERVICES OFFERED

1. SEARCH AND DISSEMINATION OF FUNDING OPPORTUNITIES

The Service supports professors and researchers in identifying the types of funding most relevant to their field or to a specific project idea. To use the service, please fill in the [call search form](#). Up-to-date information on various opportunities is available in the [Research Calls](#) section.

2. SUPPORT IN THE DRAFTING OF PROJECT PROPOSALS (ONLY IF UNIPI IS THE COORDINATOR)

a) Service requests submitted by the researcher at least 3 months (*full proposal*) and 2 months (*1st stage proposal*) before the deadline of the call:

- First meeting to analyse the call (eligibility, participation criteria, etc.) and to check the correspondence between the project idea and the objectives required;
- Support in drafting some sections of the template;
- Provision of toolkits (template for collecting budgets, template for compiling Part A, etc.);
- Assistance with UNIPI budgeting;
- Guide to the use of the IT platforms involved in the programme;
- Up to 3 revisions of the proposal.

b) Service requests submitted by the researcher at least 1 month before the deadline of the call:

- Assistance with UNIPI budgeting (also when UNIPI is a partner);
- Guide to the use of the IT platforms involved in the programme;
- 1 revision of the proposal.

SUPPORTED PROGRAMMES

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Horizon Europe	European partnerships
Citizens, Equality, Rights and Values (CERV)	Programme PRIMA (Sections 1 and 2)
Justice (JUST)	Research Fund for Coal & Steel (RCFS)

3. ADMINISTRATIVE SUPPORT FOR THE SUBMISSION OF PROJECT PROPOSALS

Service requests must be submitted by the researcher at least 2 weeks before the deadline of the call:

- Help-desk service on administrative issues;
- Provision of data, information and documents required for UNIPI;
- Guide to the use of the IT platforms involved in the programme.

4. GRANT AGREEMENT PREPARATION (GAP) SUPPORT

Support is available to those who received support in drafting, revising or submitting a proposal.

THE SERVICES AT A GLANCE:

UNIPI ROLE	CALL SEARCH	DRAFTING SUPPORT	ADMINISTRATIVE SUPPORT	GAP SUPPORT
Coordinator (Point 2)	✓	✓	✓	✓
Partner (Point 2)	✓	✗	✓	✓
Coordinator/Partner (Point 3)	✓	✗	✓	✗