Template application letter for a new contributing partner to IHI JU in a two-stage call for proposals

Use of this template is obligatory.

When preparing your letter, we strongly advise you to read the guidance for contributing partners on the IHI website at [www.ihi.europa.eu/shape-our-future-research/become-contributing-partner](http://www.ihi.europa.eu/shape-our-future-research/become-contributing-partner)

Please use your organisation’s letterhead and delete the explanatory footnotes before finalising this letter.

Chair of the IHI JU Governing Board

**c/o** the IHI JU Programme Office

*via email*: [infodesk@ihi.europa.eu](mailto:infodesk@ihi.europa.eu)

*and*

*via post:* IHI JU, TO 56, 1049 Brussels, Belgium

[Place, date]

Re: [IHI JU Call No / Topic No, Topic title]

Dear sir/madam,

On behalf of [Organisation Name] of [Registered Address] and in accordance with Council Regulation (EU) No 2085/2021 of 19th November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 and specifically Articles 9, 17, 116, and 118 therein;

we wish to apply to become a contributing partner to the IHI JU Joint Undertaking.

**Part 1 - Description of the applicant contributing partner**

[Please insert an introduction to the applicant contributing partner: the full name and legal form, full address and place and country of establishment. If you have a PIC number, you should also state it here. The introduction should also describe your organisation, including your mission and objectives.]

**Part 2 – Description of the applicant contributing partner’s contribution to IHI JU’s objectives**

* 1. Contribution to the strategic objectives of IHI JU

[Refer to the IHI JU general and/or specific objectives as described in the [IHI JU Strategic Research and Innovation Agenda](https://www.ihi.europa.eu/sites/default/files/flmngr/IHI_Strategic_Research_and_Innovation_Agenda_3.pdf) and explain how your participation as a contributing partner will contribute to the overall achievement of IHI JU’s objectives.]

* 1. Contribution to the IHI JU topic [*number and title of the topic*]

[Explain briefly how your contribution is relevant for the achievement of the objectives/outcomes of this particular topic.]

**Part 3 Description of the applicant contributing partner’s contribution**

[In the below table, describe briefly the contribution, specify if it consists of an in-kind contribution or a financial contribution, or both, and specify the value(s) in EUR.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Total amount** **(EUR)** | **Out of which non-EU IKOP**1 **(EUR)** | **Brief description of the contribution** |
| **In-kind contribution to operational activities (IKOP), if any** |  |  |  |
| **Financial contribution (FC), if any** |  | N/A |
| **Total contribution**  (IKOP + FC) |  |  |

We estimate the total value of this contribution to be EUR [Amount in EUR] over the lifetime of the project.

Further, according to our best projections, EUR [Amount in EUR][[1]](#footnote-2) of the above overall contribution will be considered as non-EU IKOP[[2]](#footnote-3).

[Additional details as relevant]

**PART 4 - Declarations of the applicant contributing partner**

We confirm the following:

1. That we will observe in their entirety the legal rules of Horizon Europe framework as they pertain to the IHI JU, and in particular the Articles of: Regulation on the Rules for Participation in Horizon Europe (EU) No 2021/695; Council Regulation (EU) No 2085/2021 establishing the Joint Undertakings under Horizon Europe; the Model Grant Agreement for Horizon Europe; and the Horizon Europe Work Programme General Annexes.
2. That we will keep all information arising from our position as contributing partner to the IHI JU confidential. This confidential obligation to apply in particular, but not be confined to, the areas of IHI JU call topic preparation and publication, proposal submission and evaluation, and consortium formation. We further understand that this obligation strictly prohibits the release of confidential information to any legal entities save where specifically authorised by IHI JU.
3. That we are not affiliated to an IHI JU private member[[3]](#footnote-4) either directly or via a regional or local organisation, and nor we are their constituent or affiliated entity.
4. That our contribution is eligible in accordance with [Article 6.1 and Article 6.2](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf) of the Horizon Europe Model Grant Agreement.
5. That we are confident of our ability to meet the above commitments over the lifetime of the project and further confirm our understanding that the IHI JU will allocate resources to the above topic based on these commitments:

* we have the resources that are necessary to provide the in-kind contribution described above; and
* we have the available funds that are necessary to pay the financial contribution(s) described above (*delete if no financial contribution).*

1. That this application letter has been signed by a representative of the applicant contributing partner who is properly authorised to commit said contributing partner to legally binding contracts and accompanying financial obligations in accordance with the applicable law.

Yours faithfully,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The full name and function of the legal representative authorised to sign this letter**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

1. If the amount of the non-EU IKOP is 0 EUR, please insert 0 EUR and do not delete this sentence. [↑](#footnote-ref-2)
2. **Non-EU IKOP** refers to costs incurred outside the European Union or [Countries associated to Horizon Europe](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf).

   If the applicant contributing partner is established outside the European Union and/or countries associated to Horizon Europe and its contribution is not specified as non-EU IKOP, please clarify where the costs are incurred.

   A **financial contribution** is not considered ‘non-EU’, even if the contributing partner is established outside the EU or countries associated to Horizon Europe.

   For the purposes of Call 6 and onwards, the United Kingdom is considered an associated country to Horizon Europe. Therefore, IKOP incurred in the UK is considered EU IKOP.

   Applicant contributing partners receiving funding from another source (not IHI JU funding) should declare their entire commitment for the IHI JU proposal, regardless of any amount of funding they plan to receive from other sources . [↑](#footnote-ref-3)
3. **IHI JU private members** are COCIR, EFPIA (including Vaccines Europe), EuropaBio and MedTech Europe. [↑](#footnote-ref-4)