

Call for Proposals: University of Algarve

SEA-EU Research Seed Fund 2025

Issue date: 3rd April 2025

Section 1: Purpose

The University of Algarve (UAlg) is hereby launching a call for proposals for funding collaborative research and innovation initiatives among the SEA-EU partners (the “**Call**”) entitled the “**SEA-EU Research Seed Fund 2025**” (hereinafter the “**Award**”). The aim of this call is to encourage and support scholars of the SEA-EU Alliance to initiate collaborations for the specific purpose of submitting new joint competitive project proposals.

The collaborative research project should reflect the values of the SEA-EU Mission Statement, available [here](#), and this link should be clearly demonstrated in the proposal submitted under this call, including the response to some of the Sustainable Development Goals (SDGs) of the 2030 Global Agenda. The project must include eligible faculty members or researchers from UAlg and at least one of the other eight SEA-EU universities (<https://sea-eu.org/>).

Section 2: Eligibility

The call is open to faculty members and researchers from UAlg who are affiliated with a Research Centre or Management Unit funded by the Portuguese Foundation for Science and Technology and based at the University of Algarve. The Principal Investigator (PI) and co-investigators of the applications must have completed their doctorate within the past five years.

Section 3: Application Conditions

- 3.1 Each PI can only submit one Proposed Collaboration. However, applicants can also collaborate as co-applicants on other Proposed Collaborations submitted by other UAlg academic staff members as PI.
- 3.2 Applicants must include at least one partner institution from the other SEA-EU universities in the Proposal, and, preferably, also an external global partner (the latter primarily carrying

out activities online). External global partners are the signatories of the [Global Gateway Declaration](#) listed at this [link](#).

- 3.3 The amount of the Award available to any successful applicant is capped at **€4,000** per Proposal.
- 3.4 From all applications submitted, **five (5) applications will be awarded funding under this Call**.

Section 4: Eligible Costs

- 4.1 The eligibility rules for costs incurred as part of the Proposed Collaboration shall be as follows:
 - (a) Costs must be actual i.e. clearly supported by the relevant documentation;
 - (b) Costs must be incurred solely during the period of the proposed collaboration, with the exception of publication costs. The latter can be incurred within a period of **six (6) months from the end of the Proposed Collaboration**;
 - (c) Costs must be incurred solely in relation to the subject matter of the Proposed Collaboration and in accordance with the principles of economy, efficiency and effectiveness;
 - (d) The project budget should not include indirect costs (overheads).
- 4.2 Eligible costs are the following:
 - (a) Travel and accommodation (e.g. conferences, workshops or training abroad linked with the Proposed Collaboration);
 - (b) Purchase and rental of equipment;
 - (c) Calibration and/or maintenance of current equipment;
 - (d) Consumables;
 - (e) Dissemination (including publication and conference registration fees); and
 - (f) Other relevant costs.

Section 5: Submission of Application

- 5.1 Applications must be completed and submitted in English through the appropriate [form](#) by the submission deadline set out in section 6 below.
- 5.2 Applications need to be accompanied by the following documentation (submitted in the form as PDF):
 - Letter(s) of support from SEA-EU partner institution(s) and external partner(s) (if applicable) [[download this template](#)];
 - CVs of all staff involved in the team;
 - The financial plan required in terms of section 4 [[download this template](#)].
- 5.3 All Applications will be acknowledged by return email.

Section 6: Submission Deadline

- 6.1 The application submission deadline is **May 22nd 2025, at 17:00 (Portugal time)**.
- 6.2 Incomplete applications, or those submitted after the deadline, will not be reviewed.
- 6.3 For more information, please contact the SEA-EU Technical Office at UAlg: seaeualg@ualg.pt.

Section 7: Selection Criteria

The evaluators shall evaluate the Proposed Collaborations on a rank scale from 1 to 10, according to the following selection criteria:

- **Quality of the Project (50%)**
 - The quality of the proposed collaboration activities with other SEA-EU partner(s) (Weight 50%);
 - The innovation and interdisciplinarity demonstrated in the selected field of interest (Weight 30%);
 - The involvement of early career researchers (i.e. Master or PhD level) (Weight 20%).
- **Strength of the Partnership (25%)**
 - Experience and recognized merit of the leader and team of the collaborative proposal in the field of the theme to be developed (Weight 80%);
 - Inclusion in the collaborative proposal of an external global partner (as per 3.2) (Weight 20%).
- **Outcomes and Sustainability (25%)**
 - Expected results of the collaborative proposal and their feasibility in time (such as joint publications, subsequent applications for funding, development of innovative products or services, etc.) (Weight 80%);
 - Expected contribution to the SDGs (Weight 20%).

Section 8: Award Period

The Award period is **12 months (1st June 2025 to 31st May 2026)**.

Section 9: Extension

No extensions to the Award Period are allowed. However, an agreement may be reached with the UAlg Finance Office regarding carrying over the funds to the following year in the event of long-term leave from work (e.g. maternity, illness or injury).

All unused funds remaining at the end of the Project term, except for publication costs incurred within six (6) months following the end of the Project, must be returned to the UAlg Finance Office.

Section 10: Awardee Responsibilities

- 10.1 The Awardees are required to submit a final report on the Proposed Collaboration (the “**Final Report**”) **within sixty (60) days from the conclusion of the Award period**.
- 10.2 The Final Report shall include:
- (a) A description of the work undertaken;
 - (b) A description of the results obtained;
 - (c) The publications or presentations of the work that are planned following the Award period;
 - (d) The external grant applications that are planned following the Award period;
 - (e) An overview of the financial expenditure.
- 10.3 The SEA-EU Technical Office at UAlg reserves the right to request the Awardees to participate in dissemination activities related to the results of any Collaborative Proposal (whether completed or underway), including but not limited to presentations, publications, or other public engagement opportunities.
- 10.4 Awardees are to issue a **minimum of two (2) press releases** with the purpose of disseminating the outcomes of the Proposed Collaboration and to further promote collaboration efforts.

Section 11: Data Privacy

- 11.1 Personal information provided in connection with any Applications is processed in accordance with the provisions of the General Data Protection Regulation (GDPR) at UAlg.
- 11.2 Applicants can request access, rectification or deletion of their personal data. For more information, contact the UAlg Data Protection Officer at rgpd@ualg.pt.

Section 12: Grant Agreement

The Award will be subject to the conclusion of a **grant agreement** between the Awardee and the University of Algarve.