

### Service description for categories A1-B4

Services should be delivered efficiently, effectively and to a high professional standard. To this end, suppliers are expected to have a suitable quality assurance system in place.

#### 1. Pre-award consultancy

| <b>A1 ERC Grants</b>  | <b>A2 Marie Skłodowska-Curie Actions</b>  | <b>A3 Collaborative R&amp;I Actions</b>   | <b>A4 Funding schemes of the Research Council of Norway (RCN)</b>   |
|---|---|---|---|
| Share up to date information from relevant work programme(s) and call information in a timely manner, to support applicants as they develop and write their proposals. This might include evaluation criteria, writing instructions, information around key terminology, policy background and national/international strategies, where relevant instructions for completing administrative forms and any recent updates or changes to criteria or application conditions, criteria or processes. | Share up to date information from relevant work programme(s) and call information in a timely manner, to support applicants as they develop and write their proposals. This might include evaluation criteria, writing instructions, information around key terminology, policy background and national/international strategies, where relevant instructions for completing administrative forms and any recent updates or changes to criteria or application conditions, criteria or processes. | Share up to date information from relevant work programme(s) and call information in a timely manner, to support applicants as they develop and write their proposals. This might include evaluation criteria, writing instructions, information around key terminology, policy background and national/international strategies, where relevant instructions for completing administrative forms and any recent updates or changes to criteria or application conditions, criteria or processes. | Share up to date information from relevant work programme(s) and call information in a timely manner, to support applicants as they develop and write their proposals. This might include evaluation criteria, writing instructions, information around key terminology, policy background and national/international strategies, where relevant instructions for completing administrative forms and any recent updates or changes to criteria or application conditions, criteria or processes. |
| Provide a pre-award support timeline and plan, coordinate pre-award support and help researchers keep to timeline as required.  | Provide a pre-award support timeline and plan, coordinate pre-award support and help researchers keep to timeline as required.  | Provide a pre-award support timeline and plan, coordinate pre-award support and help researchers keep to timeline as required.  | Provide a pre-award support timeline and plan, coordinate pre-award support and help researchers keep to timeline as required.  |
| An initial analysis (at an early stage of work) of project's/centre's scientific concept against core evaluation  | An initial analysis (at an early stage of work) of project's/centre's scientific concept against core evaluation  | An initial analysis (at an early stage of work) of project's/centre's scientific concept against core evaluation  | An initial analysis (at an early stage of work) of project's/centre's scientific concept against core evaluation  |

|  |  |  |  |
|--|--|--|--|
| criteria, either via digital meeting or email (where the candidate submits a proposal overview).   | criteria, either via digital meeting or email (where the candidate submits a proposal overview).   | criteria, either via digital meeting or email (where the candidate submits a proposal overview).   | criteria, either via digital meeting or email (where the candidate submits a proposal overview).   |
| Comprehensive review of draft proposals, via in-text commentary supported by email and/or digital meetings, as pre-agreed with the researcher.   | Comprehensive review of draft proposals, via in-text commentary supported by email and/or digital meetings, as pre-agreed with the researcher.   | Comprehensive review of draft proposals, via in-text commentary supported by email and/or digital meetings, as pre-agreed with the researcher.   | Comprehensive review of draft proposals, via in-text commentary supported by email and/or digital meetings, as pre-agreed with the researcher.   |
| Active structuring/restructuring of application text as required and pre-agreed with the researcher. Restructuring should be fully explained either via in-text annotation or in an accompanying email.      | Active structuring/restructuring of application text as required and pre-agreed with the researcher. Restructuring should be fully explained either via in-text annotation or in an accompanying email.      | Active structuring/restructuring of application text as required and pre-agreed with the researcher. Restructuring should be fully explained either via in-text annotation or in an accompanying email.      | Active structuring/restructuring of application text as required and pre-agreed with the researcher. Restructuring should be fully explained either via in-text annotation or in an accompanying email.      |
| Enhancing and polishing proposal rhetoric within the text, while preserving the author's original intent.  | Enhancing and polishing proposal rhetoric within the text, while preserving the author's original intent.  | Enhancing and polishing proposal rhetoric within the text, while preserving the author's original intent.  | Enhancing and polishing proposal rhetoric within the text, while preserving the author's original intent.  |
| Proof reading, checking for errors, and minor and major edits of proposals prior to submission.  | Proof reading, checking for errors, and minor and major edits of proposals prior to submission.  | Proof reading, checking for errors, and minor and major edits of proposals prior to submission.  | Proof reading, checking for errors, and minor and major edits of proposals prior to submission.  |
| Mock evaluation of full proposal prior to submission using the funder's assessment criteria.<br>(The mock evaluation of scientific content might be limited, according to the supplier's subject expertise.) | Mock evaluation of full proposal prior to submission using the funder's assessment criteria.<br>(The mock evaluation of scientific content might be limited, according to the supplier's subject expertise.) | Mock evaluation of full proposal prior to submission using the funder's assessment criteria.<br>(The mock evaluation of scientific content might be limited, according to the supplier's subject expertise.) | Mock evaluation of full proposal prior to submission using the funder's assessment criteria.<br>(The mock evaluation of scientific content might be limited, according to the supplier's subject expertise.) |

|  |  |  |   |
|--|--|--|---|
| Assist with budgeting, in collaboration with UiB financial officers, if requested  | Assist with budgeting, in collaboration with UiB financial officers, if requested  | Assist with budgeting, in collaboration with UiB financial officers, if requested  | Assist with budgeting, in collaboration with UiB financial officers, if requested   |
| Breadth of disciplinary expertise to cover major disciplines across the STEM and SSAH portfolio*.                                    | Breadth of disciplinary expertise to cover major disciplines across the STEM and SSAH portfolio*.  | Breadth of disciplinary expertise to cover major disciplines across the STEM and SSAH portfolio*.  | Breadth of disciplinary expertise to cover major disciplines across the STEM and SSAH portfolio*.   |
| Expert review of candidate's CV and track record and guidance on completing the CV and track record templates, early in the process. | Expert review of candidate's CV and track record and guidance on completing the CV and track record templates, early in the process.   | Advise on and, where requested, prepare text for specific sections of the application, e.g. Impact, Implementation etc., as requested.   | Advise on and, where requested, prepare text for specific sections of the application, e.g. Impact, Implementation, Relevance to the Call etc., as requested.               |
| Expert review of Section C Resources to ensure budget is fully and appropriately justified and costs are correctly allocated.        | Advise on and, where requested, prepare text for specific sections of the application, e.g. Impact, Implementation etc., as requested.   | Provide assistance in developing routes to exploitation, business plans, related partner strategies and other issues of relevance, as requested.                                     | Provide assistance in developing routes to exploitation, business plans, related partner strategies and other issues of relevance, as requested.                            |
| Informed support and guidance on choice of ERC panel (including panel analysis from previous years) and open keywords.               | Assist with consortium building as required for relevant MSCA schemes, via a network sufficient to identify the most competitive consortia and effectively promote UiB researchers toward these. | Assist with consortium building if requested, using a documented network sufficient to identify the most competitive consortia and effectively promote UiB researchers toward these. | Assist with consortium building if requested, through a network sufficient to identify the most competitive consortia and effectively promote UiB researchers toward these. |
|  | Assist with communication between consortium partners, as requested.   | Assist with communication between consortium partners, as requested.   | Assist with communication between consortium partners, as requested.  |
|  | Organize and participate in consortium meetings for relevant MSCA schemes, as requested.   | Organize and participate in consortium meetings as requested.  | Organize and participate in consortium meeting as requested.  |

|  |   |  |  |
|--|---|--|--|
|  | Provide assistance in developing routes to exploitation (where applicable). |  |  |
|--|---|--|--|

\* STEM: Science, technology, engineering, and mathematics; SSAH: Social Sciences, Humanities and Arts

## 2. Training

Training should be tailored to provide relevant content for both scientific and administrative staff, focusing specifically on the intended audience (e.g., early career researchers vs. a broader mix of experience). Training will be held on-site at UiB or digitally via trusted digital platforms. They would usually encompass half-day, full-day and/or multiple-day courses/workshops, depending on the scope.

### 1. **European Research Council (ERC)**

- *ERC grant writing (Starting, Consolidator, Advanced and Synergy Grant).*

Audience: Scientific staff of all ages and levels of experience; research support staff

Outcome: Participants have a good understanding of the ERC's wider mission and vision, and gain in-depth knowledge of the specific ERC call, including evaluation processes and criteria; application procedures and detailed information required to develop and submit a competitive application. Content and delivery should be appropriate to the audience.

### 2. **Marie Skłodowska-Curie Actions**

- *MSCA Postdoctoral Fellowships.*

Audience: Academic supervisors and prospective candidates; research support staff

Outcome: Applicants understand the funder's objectives and expectations and gain in-depth knowledge about the program and skills enabling them to write and submit a competitive application. Content is tailored, where appropriate, to the researchers' role in the application process (i.e., applicant, supervisor).

### 3. **Grant funding interview training & support**

Audience: Researchers across career stage selected for interview

Outcome: Candidates (individuals or groups, depending on the instrument) are supported to prepare and practice compelling visual presentations (either in person or digitally, with or without the use of digital tools); to craft and hone key interview messages via SWOT analysis or other relevant means; to practice and improve their interview technique via mock panel interview(s), and/or to receive

constructive feedback with which they can improve their interview technique. The goal is that candidates enter their grant funding interview well prepared and confident in their ability to perform.

4. **General training in academic grant writing**

Audience: Early-stage researchers, research support staff

Outcome: Participants acquire core skills required to write competitive grant proposals.