Procedures for Applying to Horizon Europe Research Grants Through Hokkaido University

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University Research Administrators can check the information regarding research proposals in their application. Please contact the URA External Funding Team (grant_ura@oeic.hokudai.ac.jp) well in advance for guidance.

No	International Affairs and Planning	Research Promotion and Planning	Department Administrative Office	Researcher	Details	Reference
1				○	To find funding opportunities, create your own EU Login account using the Funding & Tenders Portal. Hokkaido University's PIC is as follows: **PIC： 991511982　KOKURITSU DAIGAKU HOJIN HOKKAIDO DAIGAKU** https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/991511982	https://www.ncp-japan.jp/participation/#step03
2				○	Once you have determined which funding opportunity you would like to apply for, please inform us by emailing eu-grants@oia.hokudai.ac.jp and include the information outlined below. Be sure to CC the research support unit of your department when sending the email. ・Name ・Department ・Link in the Funding & Tenders Portal for the programme you intend to apply for	The email address listed in the left column is mainly monitored by the International Affairs and Planning and the Research Promotion and Planning Divisions.
3	○				**(Following No. 2) [Only when applying under Pillar 2] Consultation with NCP Japan before applying (Estimated Funding Amount)**	
4			○	○	(Following No. 2) Continue by receiving approval from your departmentIn particular, be sure there are no issues with security export control. If you have any questions or concerns, please contact the Research Integrity Office before moving on to the next step.	https://www.hokudai.ac.jp/research/export-control/index.html
5		◎	○	○	**[Only for those applying under Pillar 2] You must register with e-Rad before submitting an application.** **1) Your department will provide a request in your department head's name to the University president to be turned in to the Research Promotion and Planning Division for a letter indicating approval.** **2) Based on the request from your department head, the Research Promotion and Planning Division will receive the approval for your research from the president (provide a letter of consent on behalf of Hokkaido University).** **3) Once you have received approval and the letter of consent, register it in your account on e-Rad (also register your estimated funding amount).** **4) Have your department check the information you have registered to e-Rad, then contact the Research Promotion and Planning Division for official Institutional Approval.**	https://www.ncp-japan.jp/news/news/topics/eradopenapr2026/
6				○	After applying, **please email your application documents to eu-grants@oia.hokudai.ac.jp.** Be sure to CC the research support unit of your department when sending the email.	
7				○	Once your proposal has been accepted and **receiving guidance from the coordinator of the grant, please share the information with eu-grants@oia.hokudai.ac.jp** and CC department's research support unit.	
8	○				(Following No. 7) After your proposal has been approved, because the post-selection process is slightly different for each program, we will contact you with the necessary information regarding paperwork for your programme.	
9	○		○	○	(Following No. 8) The details for each program are slightly different, and you may be required to complete the following procedures within your department: ·Obtain the department head's account. ·Carry out 3 different contractual agreements (especially in relation to receiving funding). ※At your department's request, the International Affairs and Planning Division will assign a PLSIGN, etc. asnecessary	https://www.ncp-japan.jp/participation/#step10