

HIRING EXTERNAL AGENCIES TO ASSIST WITH THE PREPARATION OF EU GRANT APPLICATIONS

as of 07/2026

If you wish to engage an external agency to assist with preparing a grant application, the **department must cover all associated costs**, including preparation and success fees upon the application's successful submission.

Please **send letters of intent (LoI) or other legally binding documents** requiring a signature in this context to [AF1](#) or the [EU Office](#), **along with confirmation that the department will cover all related costs**. Only then a legally binding signature from the rectorate can be obtained.

1. The "3-Offer Rule"

- EU regulation requires that quotes from at least three agencies are obtained.
- A list of agencies already used at UHOH is available upon request from the EU Office. To keep this document up to date, please share your experiences to help other researchers at UHOH.
- To facilitate comparison of proposals and associated costs, the EU Office has created a 'Scope of work' document (Pflichtenheft) outlining the key services and steps involved in submitting an EU grant application (RIA/IA), which you can choose fitting your specific needs/ situation.
- The UHOH Contracting Authority can be involved to provide support.
- As soon as an agency has been selected, please ensure that [Mr Kuhrau \(AW2\)](#) and [Ms Glindemann \(AF1\)](#) are involved to ensure that the contracting is legally sound and compliant with procurement regulations.
- If the contract is awarded through an external coordinator, the costs may be covered partially by the respective UHOH Department, provided the coordinator confirms in writing that they comply with applicable EU procurement regulations.

2. Exception: Direct Award (without comparative quotes)

- An agency of your choice may be contracted without a public call for bids in justified cases, i.e. when there is no better alternative
- This must be plausibly justified (convincing explanation needed).
- Please ensure you involve [Mr Kuhrau \(AW2\)](#) and [Ms Glindemann \(AF1\)](#) to safeguard the legality and compliance of the "direct award" with procurement regulations.

3. Special case: ERC Consulting

- Please feel free to contact us at the EU Office, as we have a UHOH framework agreement in place.

4. Special case: Outsourcing Project Management to External Service Providers

- This is unusual as it involves UHOH's internal processes and sensitive data (e.g. personnel information and access to the UHOH data infrastructure).



5. Success fees for external grant application support

- The department head must approve covering the costs of preparing a grant application by external service providers and any potential success fee from the department's budget. The latter may be paid from the department's overhead share (50% of the EU project lump sum). Central Administration retains 50% of the project flat rate and these payments do not affect this. Informal email approval from the department head is requested.
- The agreement with the external provider must undergo a legal review to address any legal concerns. Please send the relevant document to AF1 (Janina Glindemann) before signing, to allow time for a legal review to be arranged.

If you have any questions, please feel free to contact us—we will find a solution together with our colleagues in AF, AW, and other administrative units.

[Dr. Irene Huber](#) (AF/EU Office), extension: -24615

[Katerina Potapova](#) (AF/EU Office), extension: -24688

[Janina Glindemann](#) (AF1), extension: -23405

or send us an email: eu-grants@uni-hohenheim.de