

# Parkinson's Europe Policy for European Grant Engagement

To clearly outline how Parkinson's Europe will review, evaluate and engage with grant requests.

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## Content

1. Glossary
2. Rational for policy
3. What's included and excluded in this policy
4. How we can work with grant consortiums
5. Our process for all grant requests
6. Declaring our grant involvement
7. Payment requirements and mitigations

## Glossary

- **Grant** - Any financial application to an authorised organisation requesting funds to support projects that address global challenges or promote scientific excellence related to Parkinson's
- **People affected by Parkinson's** - Anyone diagnosed with Parkinson's, the main partner or supporter of someone with Parkinson's, or a family member.
- **Academics** - A professional employed or funded by an academic organisation or institution
- **HCPs** - Health care professionals, anyone working in a clinical setting with a health care qualification
- **Industry partners** are companies and organisations that have agreed to become a Bronze, Silver, Gold or Diamond Parkinson's Europe funding partner. All such partners are of high standing and reputation that agree with Parkinson's Europe's overall strategic direction and help support the integrity of our organisation. Our partnerships with these companies are established on shared interest, transparency, trust and mutual benefit, and do not imply Parkinson's Europe's endorsement of any corporation (or their products or services).
- **Our stakeholders** - Our Member organisations, Industry partners and members of board, steering group or Engagement Network.

## **Rational for policy**

Every year we are approached by a number of grant consortium partners asking for our involvement in their grant application. This has now increased significantly since the EU Commission has stipulated within the Horizon Europe grant funding programmes that some calls for proposals require a so-called multi-actor approach: this means the proposed project must involve a diverse set of stakeholders, in particular end-users and users of the project's results. You can find the full explanation on the Horizon [Europe guidelines website](#).

Grant consortia have taken this to mean patient organisations have to be involved as partners (rather than individuals with the condition) as they believe the input we can provide will be more representative of the whole Parkinson's community.

As we are a small organisation with a limited number of staff who have the expertise or availability to fully participate as our organisational representative in a grant consortium, we need to carefully evaluate any proposal we receive before committing to a formal role in a grant consortium. Grants, if funded, can last up to five years.

## **What's included and excluded in this policy**

Included:

- Application process
- Our requirements
- Our review timelines
- Decision-making steps
- Financial management risks

Excluded:

- How we manage a grant either as a partner or consultant

### **How we can work with grant consortiums**

- 1) As a full grant consortium partner. However, this will be a rarity and only happen when all the criteria for a successful partnership are met.
- 2) As a contracted consultant. This will be more common as it fits closely with our existing partnerships model.

Please note:

- We will not be able to provide either service without acceptable recognition and reimbursement.
- Unfortunately we do not have the business capacity to give our time in kind.
- Parkinson's Europe will never hold the role of grant application lead.
- We also reserve the right to step back from being a consortium partner to a contracted consultant between grant application phases if necessary.

### **Our process for all grant requests**

We require all groups approaching us to complete our [Stakeholder Request Form](#) so we can have a clear understanding of what they are looking for and the expected timelines. Within this document we expect answers to all of the sections. If this information is not provided, it will impact our decision-making process and delay our ability to review the request.

For all requests we will be happy to provide a letter of support for the project if it falls within our organisational scope and criteria.

We will not be prepared to enter into a grant consortium without having at least a two-month window from the submission of the request form to when a final decision will need to be made by Parkinson's Europe.

We will look for the following within each request:

- That we are seen as a key stakeholder at all stages of the project and an equally important partner in the grant's focus and outcomes.
- The proposal fits with our [strategy](#) and the priorities identified by our Member Organisations.
- The grant consortium group is representative of as many of our stakeholders (see glossary, above) as possible and provides us with connections to scientific experts and resources.
- Our financial reimbursement is in line with our expected input and expertise.
- The grant team will contract an organisation/agency to lead on the administration aspects of fulfilling grant activities – specifically keeping track of reimbursement requirements – and that this responsibility is not expected of Parkinson's Europe.
- We have a minimum of two months to review the proposal internally.
- The project has clear outcomes that will make a significant impact for our Member Organisations' and European audience.
- The project's outcomes look realistic and obtainable.
- Following the completion of our due diligence, the financial agreement is deemed to be low or no risk to Parkinson's Europe.

- The grant consortium team includes necessary expertise with regards to applying for a grant, being successful in that application and running a programme with patient organisation stakeholders.
- If in the grant work packages the role offered to Parkinson's Europe is only outreach and dissemination, we will only consider committing to the work as a contracted consultant

If we are confident the application supports most of the bullet points above, we will organise an exploratory call with the grant consortium leads.

Due to our limited staff capacity we will not be able to accommodate the needs of all grant requests and will select only those that we deem to be the most relevant to our strategic pillars and the most likely to be successful in the application stage.

We do encourage the inclusion of someone living with Parkinson's in the core consortium team as part of the diversity requirements, and will be happy to put grant consortium leads in contact with individuals. In line with our Diversity, Equity and Inclusion policy, we advocate for involving people from underrepresented backgrounds throughout the grant process and as part of the social impact and outcome focuses. We will also encourage outreach to EUPATI to engage with their Fellows.

Decision making about joining a grant in any capacity will be led by the Parkinson's Europe Senior Leadership Team (SLT) and Director General, and when considering joining as a consortium partner, the Parkinson's Europe Board.

### **Declaring our grant involvement**

A public declaration of our involvement in any grant either as a consortium partner or as a contractor will only be made if the grant is funded. Prior to that we will not make any announcements or declare our involvement with grants applying for the same grant call.

### **Payment requirements and mitigations**

At the beginning of the negotiations linked to any grant partnership – and before any agreement is made with Parkinson's Europe – a clear outline of financial payments, reimbursements, tracking of grant hours used and expectations with regards to financial monitoring will need to be agreed.

To protect our finances, Parkinson's Europe requires a written agreement with consortium lead partners at the start of any project. This agreement must confirm that we will be reimbursed for any losses resulting from currency fluctuations throughout the project's life. This is a critical safeguard, as we typically receive our organisational funding in euros but pay for many of our services in GBP, exposing us to potential losses not accounted for in the initial budget.

Parkinson's Europe will only join a grant as an official consortium partner if the consortium has contracted with an administrative organisation/agency that will be in charge of auditing the grant expenditure and will work directly with us to make sure that our organisation is not put at financial risk.