

Services agreement

Parties to the agreement

Client		Contractor	
Organisation name:	Università del Piemonte Orientale	Organisation name:	Hezelburcht B.V.
Registered address:	Via Solaroli 17 Postcode (postadres), NOVARA	Registered address:	Berg en Dalseweg 122 6522 BW, Nijmegen
Chamber of Commerce:		Chamber of Commerce:	08059004
Point of contact:	Attn. Ms Z. Najmi	Point of contact:	Edine Pape

Proposal number: OV04967

The due date for signing this agreement is 14 days from the mailing date and is subject to withdrawal at any time before acceptance by the client, with due notice. This quote, including all of the terms and provisions set forth by both parties and all annexes listed below, constitutes the agreement between the client, as identified above, and Hezelburcht. Client shall confirm approval of the agreement by sending a duly signed copy of this document to the following email address secretariaat@hezelburcht.com.

Upon receipt of the duly signed agreement, the agreed upon services will be scheduled for execution.

Consultants



SENIOR GRANT SPECIALIST
Edine Pape, PhD
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✉ e.pape@hezelburcht.com



GRANT SPECIALIST
Annelot Staes, MSc
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Background and request of client

Dr. Ziba Najmi has requested support from Hezelburcht for an application within the MSCA Postdoctoral Global Fellowship scheme.

Core information on the grant scheme

The MSCA main aim is to foster the exchange of excellency in research and innovation within and across Europe. The Postdoctoral Fellowships are targeted at young researchers who wish to carry out their research abroad, acquire new skills and develop their careers. The Global Postdoctoral Fellowships fund the mobility of researchers outside Europe. The fellowships last between 2 to 3 years, of which the first 1 to 2 years are spent in a non-associated Third Country, followed by a mandatory return phase of 1 year to an organisation based in an EU Member State or Horizon Europe Associated Country. The deadline for applications is the 10th of September 2025.

Activities to be carried out by Hezelburcht

Hezelburcht will support the MSCA-PF proposal by providing an in-depth review of the application in two consecutive rounds, each followed by meetings to discuss the suggested changes and answer questions. Our in-depth reviews include concrete suggestions to improve the structure, content and/or writing style.

- To perform an extensive and interactive review of the scientific text
- To perform a review of any relevant eligibility issues
- To perform a review of the most common errors that may lead to technical rejection
- To check format, font size, page number and lay-out

Contributions and obligations of the client

- To write/update the proposal and to send it to Hezelburcht according to a predefined planning
- To attend review meetings with Hezelburcht according to a predefined planning
- To submit the proposal through the EU Funding & Tenders Portal

Financial agreements

We offer our services for a fixed fee of € 4.000,- excl. VAT. The total fee will be invoiced after completion of our services.

Contract duration

This agreement becomes effective on the date of written acceptance of the services agreement and will stay in effect until the 10th of September. Throughout the duration of the agreement, as well as a possible extension, the client cannot terminate the agreement. Consequently, the agreement cannot be cancelled prematurely.

Terms and Conditions

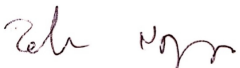
This agreement is subject to the attached [general terms and conditions \(Annex 1\)](#). Upon signing this agreement, the client confirms having received and reviewed the general terms and conditions before accepting them. In witness whereof, the parties have duly executed this Agreement by their authorized representatives as of the dates indicated below.

Invoicing

E-mail address for digital invoicing: **ziba.najmi@uniupo.it**

Your purchase order number: **586**

Your VAT number: **01943490027**

Authorised to sign for and on behalf of client	
Name:	Ziba Najmi
Job title / Position:	PostDoctoral Fellow
E-mail address:	ziba.najmi@uniupo.it
Date:	23/07/2025
Signature:	

Authorised to sign for and on behalf of contractor	
Name:	dr. Carola Janssen
Job title / Position:	Principal Consultant
E-mail address:	c.janssen@hezelburcht.com
Date:	22 July 2025
Signature:	