

2. pielikums

informatīvajam ziņojuma^m par atļauju uzņemties papildu saistības un īstenot pārrobežu patogēnu uzraudzības projektu 2024.–2026.gadā, piesaistot finansējumu no ārvalstu finanšu instrumenta – tiešās dotācijas CP-g- 22-04.01.



EU4Health Programme (EU4H)

Invitation to submit proposals

Direct grants to Member States' authorities: setting up a coordinated surveillance system under the One Health approach for cross-border pathogens that threaten the Union

(CP-g-22-04.01)

(EU4H-2022-DGA-MS-IBA3)



EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY (HaDEA)

HaDEA.A – Health and Food
HaDEA.A.1 – EU4HEALTH

INVITATION FOR PROPOSALS

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0. Introduction

This is an invitation to submit proposals for EU **action grants** in the field of One Health surveillance for emerging and re-emerging pathogens under the **EU4Health Programme (EU4H)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (EU4H Programme Regulation [2021/522](#)¹).

The invitation is launched in accordance with the 2022 Work Programme² and will be managed by the **European Health and Digital Executive Agency, (HaDEA)** ('Agency').

It concerns the direct award to the **Member States' authorities** for the topic:

- **EU4H-2022-DGA-MS-IBA-05 - CP-g-22-04.01: Direct grants to Member States' authorities: setting up a coordinated surveillance system under the One Health approach for cross-border pathogens that threaten the Union**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the [Model Grant Agreement](#), the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:

¹ Regulation (EU) 2021/522 of the European Parliament and of the Council of 24 March 2021 establishing a Programme for the Union's action in the field of health ('EU4Health Programme') for the period 2021-2027 (OJ L107 of 26 March 2021).

² Commission Implementing Decision C(2022) 317 final of 14 January 2022 concerning the adoption of the work programme for 2022 and the financing decision for the implementation of the EU4Health Programme, as amended by Commission Implementing Decision C(2022) 2470 final of 12 April 2022, and by Commission Implementing Decision C(2022) 5436 final, of 25 July 2022.

- procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
- recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [DG SANTE website](#) to consult the list of projects funded previously.

1. Background

Many of the important infectious diseases affecting humans that have emerged recently, such as COVID-19, Ebola and the human immunodeficiency virus diseases, are thought to be zoonoses. Scientific literature estimates that approximately 60% of all human pathogens are zoonotic, and that 75% of all recently emerging infectious diseases affecting humans are of animal origin, most frequently wildlife. These diseases pose the greatest public health risk due to their epidemic potential and/or because there are no available known countermeasures, including diagnostic and therapeutic, or non-pharmaceutical interventions or they are insufficient for containing the initial outbreak.

The factors that drive the emergence of zoonotic diseases are complex and include ecological, political, economic and social forces. Environmental changes, due to the human and animal expansion in different biotopes, result in loss of wild habitats and biodiversity, due to socio political and economic forces have negative impacts on human, animal and environmental health, because of the increase of inter-species drifting of potential emergent pathogens. Therefore, there is a need for more rapid and effective responses to zoonotic diseases resulting in a conceptual shift away from traditionally siloes health approaches, towards practices that are integrated across disciplines, sectors, and agencies that are using a new paradigm called One Health. This is the result of growing recognition of the importance of zoonoses to human health, which emphasizes the critical connections between animal health, human health and the environment.

The surveillance on the animal health side and in the environment needs to be scaled up to set up a One Health surveillance for emerging and re-emerging pathogens. Such surveillance system should be based on a risk assessment with an active involvement of the Member States. The joint definition of the surveillance methodologies and priorities is an essential step to duly take best account of the different ecosystems across the Union. The award of a direct grant as referred to in Article 13(5) of Regulation (EU) 2021/522 is duly justified because this action can only be carried out by Member States' authorities as they have the required competence and responsibility to implement the Union policies at national level.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

Objectives (linked to general and specific objectives of the programme)

This action supports the policy priority of strengthening the responsiveness in order to cope with serious cross-border threats to health. It implements the EU4Health Programme's general objective of protecting people in the Union from serious cross-border threats to health and strengthening the responsiveness of health systems and coordination among the Member States in order to cope with serious cross-border threats to health (Article 3, point (b)) through the specific objectives defined in Article 4, points (a) and (b), of Regulation (EU) 2021/522.

Strand (scope)

This action aims to provide support to Member States' authorities competent for One Health Surveillance to contribute to the setting and scaling up of this animal health and environmental surveillance system, including the systematic ongoing collection of data by EFSA.

This action will support the capacity building steps and the strengthening of a surveillance system for emerging and re-emerging pathogens in animals and the environment in Member States, taking into consideration neighbouring third countries (e.g. Balkans, Mediterranean, Eastern Partnership) and possibly other third countries.

The surveillance system is currently being designed with the support of EFSA (in coordination with ECDC) with an active participation of the Member States in synergy with relevant actions carried out at international level. A risk assessment by EFSA (in coordination with ECDC) will allow to identify the surveillance priorities and methodologies of the surveillance system.

This action will build on, and avoid duplications, with the action carried out on human health surveillance joint action CP-g-02.1.1 in the 2021 EU4Health work programme. A coordination mechanism should be established to ensure the regular exchange of knowledge, threats reporting, joint undertaking of risk assessment, between animal and human health surveillance experts at Union and Member State level.

Activities that can be funded (scope)

Activities can be divided into two main categories: A) capacity building and B) surveillance activities.

A) Capacity Building

Member States will purchase the necessary essential equipment to address capacity building needs during the first year.

This action will also develop/improve the conceptual framework of a One Health surveillance system in close collaboration with EFSA and in coordination with ECDC and will support pilot Member States to increase their capacity through training, awareness campaigns targeted at the most relevant audiences.

B) Surveillance activities

Member States will purchase the necessary consumables for diagnostics and sampling.

Pilot Member States will implement the One Health surveillance system and address residual capacity building needs. Building up on their increased capacity, Member States will implement innovative and reinforced surveillance activities in animals and the environment in synergy with and complementing activities in the human side. The complementarity should be further reassured by close collaboration with ECDC/EFSA in all process/stages. This requires Member States to do the following based on the surveillance priorities and methodologies of the surveillance system identified and developed with EFSA, in coordination with ECDC, with active participation of the Member States:

- 1) identify the sample collection modalities (using existing sampling schemes or setting up new ones with a novel One Health approach);
- 2) carry out the diagnostic procedures (incorporating and making use of the equipment acquired as well as improved techniques);
- 3) organise the national data collection, collation and national data sharing;
- 4) carry out a preliminary national assessment (across animal and public health and the environment in a One Health approach) in order to identify national risks and priorities for the future;
- 5) share data with EFSA and actively contribute to the yearly re-prioritisation exercise of EFSA/ECDC aimed at identifying the current and future health risks for the Union. This will contribute to the redesign of the surveillance system for the following year;
- 6) address residual capacity building needs not fully addressed in year one, including awareness campaigns/events.

To ensure an iterative approach year after year, surveillance carried out by Member States must be revised periodically (i.e. yearly) in order to implement the refined surveillance priorities and modalities as identified by the yearly updated risk assessment by EFSA/ECDC.

For each proposal, it is recommended that the budget to be allocated to activities under A) and B)6) does not exceed 15% of the total budget.

The proposals must define the zoonotic pathogens, or group of pathogens, and the surveillance strategy that will be targeted by the One Health surveillance and provide a summary description of the activities. These must be included with the priorities, the surveillance strategies, the data model, the timeframe as set by the assessment developed by EFSA, in coordination with ECDC, with active participation of the Member States and third Countries associated to the EU4Health programme.

The applications must describe how coordination across animal and public health and the environment in a One Health approach is planned (this should include the planned structure of the national One Health group, the national implementation of the surveillance and preliminary assessment of its results).

Specific mandatory deliverables and/or milestones

Member State' authorities, in alignment with the assessment conducted by EFSA, in coordination with ECDC and with the active participation of the Member States, will submit to EFSA the surveillance data collected in a specific format, at least on a yearly basis or more frequently, following the timeframe provided by EFSA

assessment. Such EFSA assessment is due for January 2023 and will contain more specific details related to these deliverables.

Based on the considerations above, Member State' authorities that will be awarded the grant will need to submit to EFSA, during the implementation of the grant, the following information:

- D.1) The outcome of their surveillance activities under item B) of section "*Activities that can be funded (scope)*" above and a dedicated summary of the national assessment across animal and public health and the environment in a One Health approach.
- D.2) A brief technical summary of the capacity building activities carried out under item A) and B)6) of section "*Activities that can be funded (scope)*" above.

The items in points D.1) and D.2) above shall be submitted to HaDEA as deliverables.

Expected impact (including EU added value, expected outputs and results)

The activities will contribute to the scaling up of existing surveillance and the establishment of a One Health surveillance that will provide the surveillance carried out on the animal health and environmental side with the capacity to complement in full synergy the ongoing initiatives on the human side for integrated surveillance. This approach will contribute to increase awareness of the fact that humans, domestic animals and wildlife health are interconnected within the context of ecosystem/environmental health (environmental reservoirs of infectious diseases) and will contribute with specific support for the development of surveillance solutions that can improve global health and environmental challenges in the future.

Specific action-level indicators for reporting purposes

In case of award, applicants must be prepared to include data on the following specific action-level indicators in their regular reporting activities to HaDEA (interim and final report):

- The number of zoonotic pathogens/group of pathogens covered by the surveillance activity;
- Number of pilot Member States involved;
- Number of capacity building initiatives;
- Number of meetings at national level to promote One Health approach in the awareness components, coordination and national data collection and assessment;
- Number of diagnostic samples collected, tested with results reported to EFSA;
- Number of yearly summaries delivered to EFSA of the national assessment across animal and public health and the environment in a One Health approach;
- Additional indicators may be included depending on the EFSA assessment (in coordination with ECDC and the Member States) report that will be issued in January 2023 upon agreement of Member States with EFSA and ECDC;

- Member States participation to the EFSA/ECDC overall EU assessment of risks identified as well as to the yearly re-prioritisation exercise by EFSA.

3. Available budget

The available call budget is **EUR 20 000 000**. This budget might be increased by maximum 20%.

We expect to sign up to 30 grant agreements.

We reserve the right not to award all available funds or to redistribute them between the proposals received, depending on the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	15 December 2022
<u>Deadline for submission:</u>	<u>15 March 2023 – 17:00:00 CET</u> (Brussels)
Evaluation:	March - April 2023
Information on evaluation results:	May 2023
GA signature:	1 December 2023

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the link in the invitation letter). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*to be uploaded*):

- detailed budget table (*template available in the Submission System*)
- CVs (standard) of core project team
- list of previous projects (key projects for the last 4 years) (*template available in Part B*).

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

According to Article 13(5) of Regulation (EU) 2021/522, based on Article 195(c) of Regulation (EU, Euratom) 2018/1046 and as further specified in the 2022 Annual Work Programme, section A.1 for this topic (Direct grants - CP-g-22-04.01) the grant is to be awarded to Member States' authorities as they have the required competence and responsibility to implement the Union policies at national level. The Member States authorities must be the **authorities dealing with public health** that have been **officially nominated** by the Member States and third Countries associated to the EU4Health programme, and that **have the required competence and responsibility to implement One Health Surveillance at national level**.

Where necessary, they can involve their affiliated³ national, regional, and local authorities dealing with public health that have been **officially nominated by Member States and Third Countries associated to the EU4Health programme**.

To ensure that the projects accurately address national needs, eligible countries can only nominate **one health authority** (competent for One Health Surveillance at national level) and, where necessary, their affiliated national, regional, and local health authorities.

³ Cf. Article 187 of Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union, repealing Regulation (EU, Euratom) No 966/2012 (2012 Financial Regulation)

The identity of the applicant (and compliance with general eligibility conditions) will be verified through the documents provided in the [Participant Register](#) during legal entity validation (copy of the resolution, decision or other official document establishing the entity, etc).

Consortium composition

Proposals can be submitted by:

- **single applicants** (1 beneficiary/nominated Competent Authority, and its nominated affiliated entities, where necessary)
- **a consortium** of at least 2 applicants (beneficiaries/nominated Competent Authorities), from different eligible countries.

Applicants can participate to different consortia provided that the activities they are involved in each consortium are sufficiently detailed to demonstrate that there is no duplication of work and costs.

Eligible activities

Eligible activities are the ones set out in section 2 above.

The following activities are not considered as eligible for funding under this invitation:

- activities already funded by other grants (i.e. Joint Action CP-g-02.1.1 in the EU4Health annual work programme 2021⁴)

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*).

Duration

The duration of the project is **36 months** (extensions are possible, if duly justified and through an amendment). Proposals with longer duration may be considered if justified.

⁴ Commission Implementing Decision C(2021) 4793 final of 24 June 2021 concerning the adoption of the work programme for 2021 and the financing decision for the implementation of the EU4Health Programme, as amended by Commission Implementing Decision C (2022) 2470 final of 12 April 2022, and as last amended by Commission Implementing Decision C(2022) 5436 final of 25 July 2022.

Activities (see section "Activities that can be funded (scope)") should be ideally distributed as follows: not less than 12 months for activities related to capacity building described under A) and piloting the One Health surveillance described under B); up to 24 months for carrying out surveillance activities described under B).

Project budget

Project budgets (maximum grant amount) are expected to be between **EUR 650 000 and 700 000 EUR** per project (in case of application by single applicant), or per eligible country (in case of consortium application), but this does not preclude the submission/selection of proposals requesting other amounts.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

Entities that are designated by the Participating Countries are in principle considered to have sufficient operational capacity to carry out the action. In case of doubt, the granting authority will however undertake an operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate⁵:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct⁶ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that⁷:

⁵ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

⁶ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

⁷ See Article 141 EU Financial Regulation [2018/1046](#).

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation)


An **evaluation committee** (potentially assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 2) After that, the remainder of the available call budget will be used to fund those projects that ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (*see also [Funding & Tenders Portal Terms and Conditions](#)*). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

- **Relevance:** clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/transnational dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation (30 points)
- **Quality:**
 - **Project design and implementation:** technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money) (30 points)
 - **Project team and cooperation arrangements:** quality of the consortium and project teams; appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium (30 points)
- **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends (10 points).

Award criteria	Minimum pass score	Maximum score
Relevance	21	30
Quality — Project design and implementation	21	30
Quality — Project team and cooperation arrangements	21	30
Impact	7	10
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 21/30, 21/30, 21/30 and 7/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: The duration of the project is 36 months (extensions are possible, if duly justified and through an amendment). Proposals with longer duration may be considered if justified.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following deliverables will be mandatory for all projects:

- project websites (presentation of the project on the participants' websites, informing on the objectives and results of the project)
- Dissemination Report
- Evaluation Report
- specific deliverables D.1 and D.2 described in section 2. above.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): *see section 6 above*. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**60%**). You can apply for a higher project funding rate (**80%**) if your project is of 'exceptional utility', i.e. concerns:

- actions where at least 30 % of the budget is allocated to Member States whose GNI per inhabitant is less than 90% of the EU average or

- actions with bodies from at least 14 Member States and where at least four are from Member States whose GNI per inhabitant is less than 90% of the EU average.

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost⁸: No
- travel and subsistence unit cost⁹: Yes
- equipment costs: full cost
- other cost categories:
 - costs for financial support to third parties: not allowed
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)

⁸ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

⁹ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - kick off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

Reporting and payment arrangements


The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **30%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/10 days before starting date/financial guarantee (if required) — whichever is the latest.

There will be one or more **interim payments** (with detailed cost reporting).

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however

important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

Ethics rules: *see Model Grant Agreement (art 14 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- list of background: Yes
- rights of use on results: Yes
- access to results for policy purposes: Yes
- access rights to ensure continuity and interoperability obligations: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- communication and dissemination plan: Yes
- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- durability: Yes
- specific rules for blending operations: No

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see AGA — Annotated Grant Agreement.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- Online Manual
- Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: HADEA-HP-CALLS@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).

Organisations may participate in several proposals.

BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).