



Internal Security Fund – Police/AMIF/JUST- DRUG

Call for proposals document

Call for proposals for projects combating
environmental crime

ISFP-2018-AG-OC-ENV

Version 1.0
16 October 2018





INTERNAL SECURITY FUND POLICE (2014-2020)

2018 CALL FOR PROPOSALS

ISFP-2018-AG-OC-ENV

CALL FOR PROPOSALS FOR PROJECTS COMBATING ENVIRONMENTAL CRIME

1. INTRODUCTION

Article 67(3) of the Treaty on the Functioning of the European Union (TFEU) declares as the European Union's objective ensuring a high level of security within an area of freedom, security and justice.

To achieve this objective, enhanced actions at European Union level should be taken to protect people and goods from increasingly transnational threats and to support the work carried out by Member States' competent authorities. Terrorism, organised crime, itinerant crime, drug trafficking, corruption, cybercrime, trafficking in human beings and arms, inter alia, continue to challenge the internal security of the Union.

The Internal Security Strategy for the European Union (Internal Security Strategy), adopted by the Council in February 2010, constituted a shared agenda for tackling these common security challenges and identified the following relevant strategic objectives for 2010-2014: to disrupt international crime networks, to prevent terrorism and address radicalisation and recruitment, to raise levels of security for citizens and businesses in cyberspace and to increase Europe's resilience in the face of crises and disasters.

To promote the implementation of the Internal Security Strategy and to ensure that it becomes an operational reality, the Internal Security Fund (ISF Police) was set up.

In April 2015 the European Commission adopted the European Agenda on Security (EAS) for the coming five years, which builds on the actions undertaken under the previous Internal Security Strategy, thus ensuring consistent and continued action. The EAS represents an effective and coordinated response at European level to new and complex threats and sets out how the European Union can bring added value to support the Member States in ensuring security. It has identified the following three priorities: tackling terrorism and preventing radicalisation, disrupting organised crime and fighting cybercrime.

On the basis of the EAS, the Council adopted in June 2015 the renewed European Union Internal Security Strategy 2015-2020 confirming tackling and preventing terrorism, radicalisation to terrorism and recruitment as well as financing related to terrorism, preventing and fighting serious and organised crime and preventing and fighting cybercrime as the main priorities for European Union's actions.

Legal basis of ISF Police are the following regulations:

- Regulation (EU) No 513/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Instrument for financial support for police cooperation,

preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014);

- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014).

The ISF Police Regulation (EU) No 513/2014 sets out the following two specific objectives:

- i. crime prevention, combating cross-border, serious and organised crime including terrorism, and reinforcing coordination and cooperation between law enforcement authorities and other national authorities of Member States, including with Europol or other relevant Union bodies, and with relevant third countries and international organisations;
- ii. enhancing the capacity of Member States and the Union for managing effectively security-related risks and crises, and preparing for and protecting people and critical infrastructure against terrorist attacks and other security-related incidents.

In conformity with Regulation (EU) No 514/2014 Article 6.2, in order to implement the ISF Police, the Commission has adopted, on 4 October 2018, the 2018 Annual Work Programme for Union actions¹, which includes this Call for Proposals.

Background:

Environmental crime has become a serious global problem with strong involvement of organised crime in several areas, mostly due to expectations of high profits linked with low risk of detection and low penalties. This criminal market is often proven being out of the radar of law enforcement agencies. Nevertheless, the detrimental impacts of environmental crime are wide ranging, from threat to biodiversity, human health, economic development, security, stability and the rule of law with strong links to corruption and illicit financial flows.

The necessity of ensuring a more effective fight against environmental crime and its possible impacts has been raised by numerous actors.

The EU adopted two directives aiming at the harmonisation of criminal offences in the field of environmental crime, namely the Directive 2008/99/EC on the protection of the environment through criminal law and Directive 2009/123/EC of 21 October 2009 amending Directive 2005/35/EC on ship-source pollution and on the introduction of penalties for infringements.

On 26 February 2016 the Action Plan against Wildlife Trafficking (COM(2016) 87 final) was adopted. One of its priorities is enhancing the operational angle of the fight against wildlife trafficking.

On 18 January 2018, the European Commission adopted a 9-point Action Plan to increase compliance with and improve governance on EU environmental rules on activities (COM/2018/10). This includes an action on combating environmental crime which will be implemented over 2018-2019 with the help of EU countries and European networks of environmental agencies, inspectors, auditors, police, prosecutors and judges.

The European Parliament insisted on taking action in the field of environmental crime in the final report (2013/2107(INI)) of the EP Committee on Organised Crime, Money Laundering and Corruption (CRIM) and the European Parliament resolution on combating wildlife crime of 15 January 2014 (2013/2747(RSP)).

Currently, environmental crime is one of the priorities of the EU's fight against serious and organised crime between 2018 – 2021 (Council Conclusions of 18 May 2017)². This

¹ [C\(2018\) 6336](#)

² Objective is 'to disrupt Organised Criminal Groups involved in environmental crime, more particularly wildlife and illicit waste trafficking' (Council document 11806/2017)

evidence based process focuses on enhancing strategic and operational cooperation between the law enforcement authorities and the law enforcement authorities with other relevant stakeholders.

2. PRIORITIES OF THIS CALL FOR PROPOSALS

The present Call for Proposals aims at funding projects combating environmental crime. The overall objective of the Call for Proposals is to boost the operational activities of the law enforcement authorities, including via training and capacity building activities of competent authorities.

Project applications submitted under the present Call for Proposals must address at least one of the following priorities:

- 1. Fight against wildlife trafficking, forest crime and other forms of wildlife crime;**
- 2. Fight against trafficking in illicit waste;**
- 3. Any other type of environmental crime.**

Proposals consisting exclusively in studies and/or conferences will not be considered for funding under this Call for Proposals.

Project applications submitted under the present Call for Proposals must be aiming to achieve one or more of the following outcomes:

- to boost intelligence-led investigations, including cross-border investigations and regionally focussed operations to tackle environmental crime;
- to develop detection and investigation methodologies and tools, including the use of forensic techniques, IT technology, Earth observation techniques, methods for valuation and quantification of damage caused by environmental crime;
- to develop know-how on preparation of national enforcement strategies to combat environmental crime;
- to develop tools for exchange of intelligence and operational information;
- to identify training needs for police and other enforcement officers, develop tailored training materials and organise training courses, including common events for police, customs, national environmental inspectorates and other administrative and judicial authorities in the field of environment and the judiciary;
- to establish structured mechanisms (e.g. networks) to enhance communication, coordination and cooperation between different enforcement and judicial authorities at national and EU level;
- to enhance cooperation between enforcement agencies of Member States, as well as between these agencies and (i) relevant EU and international organisations and agencies, such as Europol, Eurojust, Interpol, World Customs Organisation, (ii) third countries and (iii) relevant actors from the private sector;
- to develop expertise and a strategic analysis of the environmental crime phenomenon;
- to gather statistics and intelligence on environmental crime for the purpose of threat and risk analysis;
- to explore and share good practices in investigating and prosecuting environmental crime;
- to detect and analyse links with related areas of crime, such as corruption and illicit financial flows and raise awareness on environmental crime with agencies specialised in these issues.

Project applications must ensure complementarity and avoid duplications with operational activities of the EU Policy Cycle on serious and organised crime, priority on environmental crime. Similarly, where relevant, project applications should ensure complementarity with activities on the combating environmental crime funded under the LIFE Regulation.

Any action under this Call for Proposals shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union. Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as to possible remedies. In addition, any action under this Call for Proposals should comply with all relevant ethical principles and all applicable international, EU and national law on ethical issues while carrying out the project.

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	16/10/2018
b)	Opening of the call	15/11/2018
c)	Deadline for submitting applications	14/02/2019 - 17:00 Brussels Time
d)	Evaluation period	February – May 2019
e)	Information to applicants	June 2019
f)	Signature of Grant Agreement	September 2019

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at **EUR 1 500 000** (one and half million euros).

The Commission reserves the right not to distribute all the funds available.

5. ELIGIBILITY CRITERIA

5.1. General eligibility provisions

Applications must be sent no later than the deadline for submitting applications referred to in section 3.

Applications must be submitted using the Electronic Submission System of the Participant Portal originally developed for the Horizon 2020 Research programmes³.

Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied (if applicable) by the Audit Report⁴ Annexes.

³ The Participant Portal will in the near future be replaced by the Funding & Tender Opportunities Portal (FTOP).

⁴ If the share of a grant requested by an organisation (applicant or co-applicant) exceeds EUR 750 000, this organisation must provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

Applications must be drafted in one of the EU official languages. English is preferred in order to speed up the evaluation procedure.

Projects cannot be scheduled to last more than 24 months⁵. Applications for projects scheduled to run for a longer period will be rejected.

Failure to comply with these requirements will lead to the rejection of the application.

5.2. Eligible applicants and applications

In order to be eligible for a grant, the Applicant and the Co-applicants must be:

- a) legal persons; applications from natural persons are not eligible;
- b) established in a Member State of the European Union participating in the ISF Police instrument⁶. The lead Applicant must be established in a Member State participating in the ISF Police instrument. International organisations may be established outside the EU Member States participating in the ISF Police instrument and can only be Co-applicants. In duly justified cases where their participation is necessary to achieve the objectives of the project, the Co-applicants may also be established in a third country⁷.
- c) a public body, a non-profit-making private entity or an international organisation⁸.

In order to be eligible for a grant, applications must be:

- d) transnational, i.e. involving at least 2 entities established in 2 different Member States participating in the ISF Police instrument⁹;
- e) seeking EU co-funding equal to or more than EUR 250 000.
- f) activities must not have started prior to the date of submission of the grant application.

Union agencies can be neither Applicants nor Co-applicants.

Affiliated entities, i.e. legal entities having a legal or capital link with Applicants, shall take part in the action as individual Co-applicants in order to declare eligible costs.

To prove these eligibility requirements, Applicants and Co-applicants will have to provide the relevant information and upload necessary documents showing their legal status in the Beneficiary Register. The information needs to be provided before the submission deadline.

⁵ The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the Grant Agreement.

⁶ All EU Member States, with the exception of United Kingdom and Denmark, are participating in the ISF Police instrument. Legal entities established in the United Kingdom (unless the United Kingdom decides to opt in and to participate in the ISF Police) or Denmark cannot participate in this call.

⁷ A third country is a country, which is not an EU Member State. The United Kingdom and Denmark cannot be considered as third countries.

⁸ The term "international organisations" is used in this Call for Proposals as defined in Article 156 of the FR (Euratom 2018/1046);
(a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;
(b) the International Committee of the Red Cross;
(c) the International Federation of National Red Cross and Red Crescent Societies;
(d) other non-profit organisations assimilated to international organisations by a Commission decision.

⁹ In case the Co-applicant is an international organisation established in an EU Member State (participating in the ISF Police instrument), the other Co-applicant(s) needs to be established in a different EU Member State (participating in the ISF Police instrument) than the international organisation. In case the Co-applicant is an international organisation established outside the EU, at least two other Co-applicants established in two different EU Member States (participating in the ISF Police instrument) are required.

5.3. Eligible activities

The following types of activities are eligible under this Call for Proposals:

- a) activities promoting networking, public-private partnerships, mutual confidence, understanding and learning, identification and dissemination of good practices and innovative approaches at Union level, training and exchange programmes as well as organisation of seminars and workshops;
- b) analytical, monitoring and evaluation activities, including threat, risk and impact assessments, which are evidence based and consistent with priorities and initiatives identified at Union level, in particular those that have been endorsed by the European Parliament and the Council and projects monitoring the implementation of Union law and Union policy objectives in the Member States;
- c) the development and the dissemination of new methods and/or deploying new technologies with a potential for significant transferability to other Member States;
- d) the development and/or the implementation of tools/toolkits such as (e-)learning materials;
- e) the acquisition, maintenance and/or further upgrading of technical equipment, expertise, secure facilities, infrastructures, related buildings and systems, especially ICT systems and their components at the Union level;
- f) studies;
- g) management of the project and evaluation of activities.

6. EXCLUSION CRITERIA

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in any of the exclusion situations referred to in articles 136(1) of the EU Financial Regulation¹⁰, i.e. one of the following situations:

6.1. Exclusion from participation in the Call for Proposals

- (a) the person or entity is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under Union or national law;
- (b) it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the person or entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person or entity belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;

¹⁰ Regulation (EU, EURATOM) 2018/1046 of the European Parliament and of the Council of 30 July 2018 on the financial rules applicable to the general budget of the Union (OJ 2018 L193, p. 1).

- (ii) entering into agreement with other persons or entities with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making of the authorising officer responsible during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the person or entity is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council (44) and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (45);
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997 (46), or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA (47), or corruption as defined in other applicable laws;
 - (iii) conduct related to a criminal organisation as referred to in Article 2 of Council Framework Decision 2008/841/JHA (48);
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council (49);
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (50), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council (51);
- (e) the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has:
- (i) led to the early termination of a legal commitment;
 - (ii) led to the application of liquidated damages or other contractual penalties;
or
 - (iii) been discovered by an authorising officer, OLAF or the Court of Auditors following checks, audits or investigations;
- (f) it has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 (52);
- (g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).

6.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest in connection with the action;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 6.1.

Administrative and financial penalties may be imposed on Applicants and Co-applicants who are guilty of misrepresentation.

7. SELECTION CRITERIA

7.1. Financial capacity

Applicants and Co-applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. Organisations participating in several projects shall have sufficient financial capacity to implement multiple projects.

Financial capacity check will be performed by the Research Executive Agency (REA). It will be assessed in line with the requirements of the Financial Regulation (EC) No 2018/1046.

The documents that will be requested when assessing the financial capacity include (1) the profit and loss accounts and (2) the balance sheets. For newly created entities the business plan may replace the above documents.

The financial documents must be uploaded in the Beneficiary Register when uploading the application package.

In case of low financial capacity, the Commission may decide the following:

- request further documents;
- request budget modifications / reallocations of costs;
- introduce interim payments based on interim reports;
- modify pre-financing percentage.

In case of insufficient financial capacity, the Commission may decide the following:

- request a change of Co-applicant;
- reject the application.

Financial Capacity assessment **will not be carried out** if:

- the Applicant or Co-applicant is a public body or an international organisation;
- the EU contribution requested by the Applicant or Co-applicant is \leq EUR 60 000.

If the share of a grant requested by an organisation (Applicant or Co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. **This provision shall not apply to public bodies or to international organisations.**

7.2. Operational capacity

Applicants and Co-applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. This capacity shall be assessed based on the experience of the Applicants and each Co-applicant or, as an alternative, on the relevant experience of their directly involved employees.

As evidence, the following information must be provided in the Submission Form Part B of the proposal:

- general profiles (qualifications and experiences) of the staff primary responsible for managing and implementing the proposed action to be described under point 5.1.3,
- a description of the partnership in the context of the proposed action to be provided under point 5.1.1.

The operational capacity assessment is not applicable to public bodies and international organisations.

8. AWARD CRITERIA

Eligible applications and their proposed action will be assessed on the basis of the following award criteria:

Award Criteria	Maximum Points	Threshold
1. Relevance	30	21
2. Quality of the project	20	-
3. Cost effectiveness	20	-
4. European added value	20	-
5. Expected results, dissemination, sustainability and long-term impact	10	-
TOTAL	100	65

Evaluation Step 1:

- Relevance: applications will be assessed on the extent to which they match the priorities and expected outcomes as identified in this Call for Proposals (section 2 above) and in the relevant EU strategic documents and/or action plans (section 1 above), and on whether the expected impact will be significant on the selected priority(ies) (30 points).

Applications receiving less than 21 points for the "relevance" criterion will not be evaluated further, i.e. will not go to Evaluation Step 2.

Evaluation Step 2:

- Quality: applications will be assessed with regards to the appropriateness of their design and planned implementation, taking into account the envisaged activities, methodology, organisation of work and strategy for project management, evaluation and dissemination (20 points);
- Cost-effectiveness: applications will be assessed with regards to whether the costs of the proposed action are adequate to the activities and proportionate to the expected results (20 points);
- European added value: the project activities, outcomes and impact should have a broad EU relevance; applications will be assessed on whether a suitable number of countries is involved in the project activities and on whether the expected impact will concern a significant number of countries (20 points);
- Expected results, dissemination, sustainability and long-term impact : the expected results are appropriate for the achievement of the objectives in the action; the dissemination strategy is clear, targeted and appropriate; the stream of benefits is likely to continue after the period of external support has ended; the project's

results ensure a long-term impact on the target groups and/or general public (10 points).

Applications that pass the threshold of minimum 65 points will be considered for funding within the limits of the available budget.

9. LEGAL COMMITMENTS

The award of each grant is subject to the conclusion of a Grant Agreement in writing.

The coordinators of projects proposed for funding will be invited to engage in a grant agreement preparation process, which will be carried out via an online IT system (SYGMA). If successful, it will conclude with the signature of a Grant Agreement, drawn up in euro and detailing the conditions and level of funding.

The Grant Agreement must be signed electronically first by the coordinator on behalf of the consortium and then by the European Commission. All co-beneficiaries must accede to the Grant Agreement by signing electronically the accession form to the grant.

Please note, that if international organisations are involved in the application, no other specific clauses applicable to international organisations than the ones already included in the Model Grant Agreement will be added.

Please note that the award of a grant does not establish any entitlement for subsequent years.

10. FINANCIAL PROVISIONS

10.1. General Principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action (Submission Form Part B, section 6).

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the Applicant can demonstrate the need to start the action before the Grant Agreement is signed. In any case, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the Beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget

The Budget Estimate of the action is to be included in the Application Form. It must have revenue and expenditure in balance and must be drawn up in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period.¹¹ Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its [website](#), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the Beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retaining the documentation for the event of an audit. Detailed information on subcontracting is provided in the Guide for Applicants.

e) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

f) Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the Beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the Beneficiary to carry out the action.

10.2. Maximum amount requested

The EU grant is limited to a co-funding rate of 90% of the total eligible costs of the action.

Consequently, part of the total eligible expenses must be financed from sources other than the EU grant (see section 10.1.c).

10.3. Payment arrangements

A pre-financing payment corresponding to maximum 80% of the EU grant amount will be transferred to the Coordinator after the signature of the Grant Agreement by both parties and in accordance with its terms.

The Commission will establish the amount of the final payment to be made to the Coordinator on the basis of the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the Beneficiaries will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

11.1. How to apply

Proposals must be submitted by the deadline indicated in section 3 via the Electronic Submission System. The list of available calls can be found at the [calls for proposals page](#).

Before submitting a proposal both the Applicant and Co-applicants must be registered via the [Beneficiary Register](#) and obtain the 9-digit Participant Identification Code (PIC) (one for each applicant).

¹¹ For further guidance on exchange rate please consult the Guide for Applicants.

In submitting a proposal, the Applicant accepts the procedures and conditions as described in this Call for Proposals and in the documents to which it refers.

No modification of the application is allowed once the deadline for submission has elapsed. However, if there is a need the Evaluation Committee on behalf of the authorising officer may correct obvious clerical errors in application documents upon confirmation of the intended correction by the applicant¹².

Applicants will be informed in writing about the results of the evaluation process.

11.2. Related documents

The following documents are available via the Electronic Submission System:

- Application form (Submission Form Part A and Part B)
- Required annex –Audit Report¹³ if applicable
- Model Grant Agreement
- Guide for applicants

11.3. Applications for several projects

The Applicant may submit more than one application under this call for proposals.

The Applicant may be awarded more than one grant under this call for proposals.

An organisation may participate as Applicant or Co-applicant in several applications.

11.4. Several applications for the same project

Only one application will be accepted and evaluated for any given project. In case there are several applications for the same project, the Applicant will be asked to clarify which application shall be evaluated.

An action may receive only one grant from the EU budget.

11.5. Contacts

For questions on the online submission tools, please contact the [IT helpdesk](#) set-up for this purpose via the Participant Portal¹⁴ website.

Non-IT related questions shall be sent to the following email address: HOME-ISF@ec.europa.eu. In order to ensure an efficient handling of any enquiry please indicate clearly the reference of this Call for Proposals.

Questions will be answered as soon as possible. Questions received later than 7 calendar days before the deadline for submitting applications will not be answered. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of applicants or actions or on the outcome of the Call for Proposals before the official announcement of results.

¹² Article 151 of the Financial Regulation

¹³ If the share of a grant requested by an organisation (applicant or co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. Not applicable for public bodies and international organisations.

¹⁴ To be replaced by the Funding & Tender Opportunities Portal (FTOP) in the near future.

Applicants are advised to consult the Call's website regularly. The Commission will publish at this website any additional information relevant to the Call, such as responses to frequently asked questions (if appropriate) and the results of the selection procedure.

12. PUBLICITY

12.1. By the Beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Please refer to the Grant Agreement for more details.

12.2. By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded. The Commission will publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the Beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CVs of individuals participating in the co-financed action). Such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested in order to evaluate the application in accordance with the specifications of the Call for Proposal will be processed solely for that purpose by the Commission or third parties acting on behalf and under the responsibility of the Commission. Data subjects may be informed regarding further details of the processing operations, their rights and how they may be enforced by referring to the privacy statement published in the [Legal Notice page](#) of the Participant Portal¹⁵.

Applicants are invited to check the relevant privacy statement at regular intervals so as to be duly informed on possible updates that may occur by the deadline for submission of their proposals or afterwards. Beneficiaries assume the legal obligation to inform their staff on the relevant processing operations that are to be performed by the Research Executive Agency; in order to do so, they have to provide them with the privacy statements published by the Agency in the Participant Portal¹⁶ before transmitting their data to the Agency. Personal data may be registered in the Early Detection and Exclusion System (EDES) of the European Commission provided for in Articles 135 and 142 of the EU Financial Regulation according to the applicable provisions.

¹⁵ To be replaced by the Funding & Tender Opportunities Portal (FTOP) in the near future.

¹⁶ See above.

14. MEANS OF REDRESS

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.