



Internal Security Fund - Police

Call for proposals document

Call for proposals restricted to EU Member States for law enforcement cooperation to establish a Joint Investigation Teams between EU Member States and relevant third countries in North Africa to prevent and fight against migrant smuggling

ISFP-2017- AG-SMUGG

Version 6.0
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HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	20.11.2017	<ul style="list-style-type: none"> ▪ Initial version
2.0	17.01.2018	<ul style="list-style-type: none"> ▪ Under point 2, the text is changed to 'The present Call for Proposals aims at funding projects in the area of operational law enforcement cooperation between one or more EU Member State and the respective law enforcement authorities of Tunisia, Egypt or Morocco'. ▪ The publication of the call has been changed from 12/12/2017 to 13/12/2017. ▪ The deadline for submitting applications has been changed from 13/03/2018 to 05/04/2018.
3.0	19.03.2018	<ul style="list-style-type: none"> a) Under point 6, the text is changed to ' transnational, i.e. involving at least two entities established in two different EU Member States participating in the ISF Police instrument or at least one Member State participating in the ISF Police instrument and one third country' ▪ The deadline for submitting applications has been changed from 05/04/2018 to 25/04/2018.
4.0	18.04.2018	<ul style="list-style-type: none"> ▪ The deadline for submitting applications has been changed from 25/04/2018 to 27/06/2018
5.0	18.06.2018	<ul style="list-style-type: none"> ▪ The deadline for submitting applications has been changed from 27/06/2018 to 12/09/2018
6.0	13.07.2018	<ul style="list-style-type: none"> ▪ The deadline for submitting applications has been corrected from 12/09/2018 to 13/09/2018



INTERNAL SECURITY FUND POLICE (2014-2020)

2017 RESTRICTED CALL FOR PROPOSALS

ISFP-2017-AG-SMUGG

Call for proposals restricted to EU Member States for law enforcement cooperation to establish a Joint Investigation Teams between EU Member States and relevant third countries in North Africa to prevent and fight against migrant smuggling

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 sets out two specific objectives, respectively:

- (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 **27 September 2017 (amended on 16 October 2017)**, the 2017 Annual Work Programme for Union actions and emergency assistance¹, which includes this Call for Proposals.

Background:

In light of the increase in mixed migration flows towards the EU and the increase in migrant smuggling activities, renewed efforts to engage with countries of origin and transit are being made in line with the EU Action Plan against migrant smuggling² as well as through the new Partnership Framework with third countries under the European Agenda on Migration³. The Central Mediterranean route continues to be the most important and deadly travel route towards the EU, with African countries the primary origin and/or transit countries. The International Organisation for Migration estimates that 2,244 persons have died at sea since the beginning of 2017 but no death is reported since 9 August 2017.

While the majority of irregular departures continue to originate in Libya, Tunisia, Egypt and Morocco are also important countries of origin and transit of migrants coming irregularly to the EU. The number of irregular departures from Tunisia has been increasing in 2017, with over six times as many arrivals (until 28 November) compared to the same period in 2016. 91% of the arrivals are Tunisians, which is also an increase compared to the same period in 2016. Likewise, in 2017 an increase was recorded with regards to arrivals from Morocco (via the Atlantic route and via Ceuta and Melilla to Spain) representing a 105.4% rise (25 430) compared with the same period in 2016 (12 383). In 2017, only few people arrived irregularly to the EU by sea departing from Egypt, but it continues to play an important role as transit heading to Libya and further to the EU.

Migrant smugglers have been operating the routes, actively promoting journeys from Tunisia and Morocco as safer than from Libya. The engagement at the operational level

¹ [C\(2017\)6343](#) final

² COM (2015) 285 final

³ COM (2016) 385 final

with the North African countries forms an important element of the EU comprehensive strategy to manage migration flows along the Central Mediterranean route, in particular with a view to preventing a displacement of the route and avoiding any negative repercussions for neighbouring countries. The specific objectives are to enhance the situational awareness of the North African countries' authorities on irregular migration flows and illicit trafficking taking place in their territories as well as to enhance the information exchange and inter-agency cooperation in order to contribute to the disruption of the logistics capacities of migrant smuggling networks. Cooperation with bodies such as Asset Recovery Office and/or Asset Management Office, which could be established in the host country, will also be encouraged to the aim of strengthening the tracing and identifying criminal assets related migrant smuggling, and supporting effective the confiscation and recovery of criminal profits.

This call for proposals aims to strengthen cooperation between Member States' and relevant third countries' law enforcement authorities in the selected priority country in North Africa, namely Tunisia, Egypt or Morocco, to better address the challenges posed by the activities of criminal organisations engaged in the smuggling of migrants. This will be achieved through increased information sharing, cooperation and capacity building activities leading to establishing a joint investigation team with Tunisia, Egypt or/and Morocco. The choice of these countries is also coherent with the EMPACT Operational Action Plan on the facilitation of illegal immigration supported by EU Agencies under the new Policy Cycle on organised crime.

Home Affairs funds will provide support to the launch and implementation of this initiative through a targeted action supporting the competent authorities of the Member States in their fight against the organised crime networks active in migrant smuggling in North Africa towards Europe. The activities supported through this project will have a direct impact in the EU by contributing to maintaining and improving the internal security of the EU.

2. PRIORITIES OF THIS CALL FOR PROPOSALS

The present Call for Proposals aims at funding projects in the area of operational law enforcement cooperation between one or more EU Member State and the respective law enforcement authorities of Tunisia, Egypt and/or Morocco.

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

The **objective of this project is to establish a joint investigation team⁴ (JIT)** composed of the law enforcement officials from the participating EU and the host third country. To this end, a project proposal ideally includes the following **preparatory steps**:

- Identify and analyse relevant law enforcement structures and procedures in relation to countering migrant smuggling to locate the future JIT, either within existing structures or by creating a dedicated function;
- Assess the capacity building needs of law enforcement and judicial authorities in the partner country;
- Analyse the investigative and judicial procedures, on-going cases and past rulings;
- Define and agree with the partner country's authorities the status, mandate and prerogative of the JIT;

⁴ The legal basis and the concept of Joint Investigation Team is provided by the article 19 of the United Nation Convention against Transnational Organised Crime, and the EU legislation following the conclusion of the Convention by the European Union in 2004 (Council Decision 2004/579/EC) which foresees that in relation to matters that are the subject of investigation, prosecution or judicial proceedings in one or more States, the competent authorities concerned may establish joint investigation bodies.

- Select, together with the partner country's authorities, law enforcement officers to be enlisted for the JIT;
- Provide targeted training for the enlisted law enforcement officers on detection, investigation techniques and collecting evidence for judicial proceedings in the area of migrant smuggling, with a focus on tracing illicit financial flows linked to migrant smuggling;
- A mechanism will be set to allow the Commission to monitor closely the implementation of the project, providing when necessary strategic guidance and ensuring due coordination with other relevant EU funded actions;
- Coordination and complementarities with ongoing externally-funded projects in this area must be ensured (in particular those detailed in section 6.2) through timely information sharing between the relevant Commission services and amongst the different actions.

Additionally, to complement the creation of the joint investigation team and ensure it operates effectively, the project should aim to achieve one or more of the following **operational outcomes** related to the prevention and fight against organised criminal groups engaged in migrant smuggling, without duplicating existing projects or structures:

- Continuous capacity building and mentoring for the officers, members of the JIT, on detection, investigation and prosecution methodologies in the area of migrant smuggling, including on financial investigations, document fraud and the distinction between human trafficking and migrant smuggling;
- Capacity building for law enforcement and judicial authorities and, where not existing, support and guidance for establishing more effective inter-agency cooperation practices as well as improved procedures and organisational structures to allow for the optimal allocation of scarce resources, both at regional and national levels in the area of migrant smuggling;
- Building trust, enhancing exchange of operational and strategic information with the relevant third country authorities and Europol's Information Clearing House allowing for more effective criminal investigations
- Enhancing cooperation with other EU agencies, beyond Europol, such as the European Border and Coast Guard Agency or Eurojust and international organisations such as Interpol;
- Networking, coordination and exchange of information between Member State liaison officers in the region as well as European Migration Liaison Officers and any EU Agency liaison officers in the region, by making use of existing platforms (e.g. immigration liaison officers network, EU Cooperation Platform on migrant smuggling);
- Establishment of a database between Member States and relevant law enforcement authorities ensuring interoperability with Interpol databases.

Any actions 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	13/12/2017
b)	Deadline for submitting applications	13/09/2018 – (17:00 CET)
c)	Evaluation period	September 2018 – October 2018
d)	Information to applicants	October 2018
e)	Signature of Grant Agreement	December 2018
f)	Starting date of the action	December 2018

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 2 250 000.

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

5. ADMISSIBILITY REQUIREMENTS

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 programmes.

Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied by the Forecast Budget Calculation and (if applicable) the Audit Report⁵ Annexes.

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 36 months.⁶ 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.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants and applications

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

- b) Be a public body of a Member State of the European Union participating in the ISF Police instrument⁷. Public bodies established in third countries may participate, but only as co-applicants;

⁵ 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.

⁶ 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.

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

- c) transnational, i.e. involving at least two entities established in two different EU Member States participating in the ISF Police instrument or at least one Member State participating in the ISF Police instrument and one third country;
- d) seeking EU co-funding of at least EUR 750.000 or more;
- e) activities must not have started prior to the date of submission of the grant application.

Union agencies can be neither Applicants nor Co-applicants. However, relevant EU agencies such as Europol and EBCGA may be invited to participate in the implementation of the action (on a no-cost basis).

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.

6.2. Eligible activities

In line with Article 8 (3) of Regulation 513/2014, for actions in relation to and in third countries the following types of activities are eligible under this Call for Proposals:

- i. actions improving police cooperation and coordination between law enforcement authorities and, where applicable, international organisations, including joint investigation teams and any other form of cross-border joint operation, access to and exchange of information and interoperable technologies;
- ii. networking, mutual confidence, understanding and learning, identification, exchange and dissemination of know-how, experience and best practice, information sharing, shared situation awareness and foresight, contingency planning and interoperability;
- iii. coordination and exchange of information between Member States' liaison officers and the European Migration Liaison Officers (EMLOs) or other EU Agency liaison officers in the region, by making full use of already existing cooperation platforms and networks such as the Network of the Immigration Liaison Officers, and by ensuring that Europol and Frontex are fully involved in the exchange and analysis of information, whenever relevant and bearing in mind the legal constraints concerning the exchange of personal data;
- iv. make use of existing reporting mechanisms for migrant smuggling related activity in the partner country, and if necessary support the setting up of an information hub (e.g. 24/7 call centre) for reporting, as well as quick communication of operational information to relevant local law enforcement entities to prevent migrant smuggling;
- v. preparatory, administrative and technical support to the deployment of Member States liaison officers and short-term experts to the region;
- vi. training and mentoring of staff and experts of relevant authorities, development of common training curricula and training courses for relevant law enforcement agencies, possibly in cooperation with local training institutions;
- vii. acquisition, maintenance, and/or further upgrading of technical equipment, including ICT systems and their components;
- viii. threat and risk assessments.

During the implementation, complementarity with other ongoing or upcoming EU-funded project in the region has to be ensured, namely:

⁷ 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.

- Global action against Trafficking in Persons and Smuggling of Migrants (2015-2019);
- EU4Border Security in North Africa to familiarize Southern Neighbourhood countries with the mandate and work of the European Border and Coast Guard Agency (Frontex) and to increase their capacity to undertake risk, strategic and operational analysis with a view to strengthening border security. It will also support regional information sharing, making use of Frontex tools and contribute to the fight against security threats, in particular organised crime and terrorism. This project has not started yet, but it will be implemented by European Border and Coast Guard Agency (Frontex);
- "EUROMED POLICE IV" of which, one of the priorities is enhancing regional operational, law enforcement cooperation on fighting organised crime, including migrant smuggling and trafficking in human beings;
- "EUROMED JUSTICE" of which one of the priorities is enhancing regional judicial cooperation on fighting organised crimes, including migrant smuggling and trafficking in human beings;
- "Interpol South" to intensify and accelerate exchange of operational information in the Neighbourhood South, and with the EU, on issues related to organised crime, terrorism, smuggling of migrants, trafficking of human beings and trafficking of small arms, and, to this effect, to increase data collection (e.g. Foreign Fighters database, Stolen and Lost Travel Documents, iArms and iTrace, notices, Stolen Art Works) from the Neighbourhood South;
- Addressing Mixed Migration Flows in East Africa (2016 – 2019);
- Regional Development and Protection Programme (RDPP) in North Africa;
- "Enhancing the Response to Migration Challenges in Egypt (ERMCE)" to support developing policy and institutional frameworks to curb irregular migration and human trafficking in Egypt

7. 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 situations referred to in articles 131(4) of the EU Financial Regulation⁸, i.e. one of the following situations:

7.1. Exclusion from participation in the Call for Proposals

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions

⁸ Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ 2012 L298, p. 1).

of the country in which they are established or with those of Belgium or those of the country where the action is to be implemented;

- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty for: being guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in a procurement or grant award procedure or for failing to supply this information; or having been declared to be in serious breach of its obligations under grant agreements or contracts financed by the Union's budget.

7.2. 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 7.1.

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

8. SELECTION CRITERIA

8.1. Financial capacity

The verification of the financial capacity shall not apply to public bodies.

8.2. Operational capacity

The verification of the operational capacity shall not apply to public bodies.

9. AWARD CRITERIA

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

- Relevance: applications will be assessed on the extent to which they match the priorities [and expected outcomes (if applicable)] 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.

- 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 (30 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).

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

10. LEGAL COMMITMENTS

A Commission award decision does not represent a legal or financial commitment. 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.

11. FINANCIAL PROVISIONS

11.1. 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 attached to 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.⁹ 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.

11.2. Maximum amount requested

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

Consequently, part of the total eligible expenses entered in the Forecast Budget Calculation must be financed from sources other than the EU grant (see section 11.1.c).

The Commission reserves the right to reduce the estimated costs in the Forecast Budget Calculation, if they are deemed as ineligible.

11.3. 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.

⁹ For further guidance on exchange rate please consult the Guide for Applicants.

12. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

12.1. 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).

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 to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the Applicant for this purpose during the evaluation process¹⁰.

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

12.2. Related documents:

- Application form (Submission Form Part A and Part B)
- Required annex – Forecast Budget Calculation and (if applicable) Audit Report¹¹
- Model Grant Agreement
- Guide for applicants

12.3. 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.

12.4. 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.

12.5. Contacts

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

¹⁰ Article 96 of the Financial Regulation

¹¹ 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.

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.

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.

13. PUBLICITY

13.1. 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.

13.2. 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.

14. 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 Portal.

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 Portal 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 105a and 108 of the EU Financial Regulation according to the applicable provisions.

15. 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.