



EASME

Executive Agency for Small and Medium-sized Enterprises



Submission of proposals: Overview & Submission System

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#EMFF2018

EMFF-BlueEconomy-2018 call
22 November 2018 – Brussels



Submission

- Submission via [Funding & tender opportunities portal](#)

The application package

- Proposal template documents which include:
 - ✓ Administrative Forms (part A) - online
 - ✓ Technical Submission Template (part B)
 - ✓ Detailed budget table (annex 1 to part B)
 - ✓ Operational capacity fiche (annex 2 to part B)
 - ✓ EMFF project indicators table (annex 3 to part B)



Use the Guide for applicants!!



European



Step 5

Edit Proposal

EMFF-BlueEconomy-2018

USER NAME
Victoria BEAZ HIDALGO

TOPIC
EMFF-01-2018

TYPE OF ACTION
EMFF-AG

A.B.C. ACRONYM
Blabsbio

DRAFT ID | SEP-210557893

THU 31 DEADLINE (Brussels Local Time)
January 2019 17:00:00

72 days left until closure

Check Config

Download Part B Templates

[Visit our 'How to' user guide](#)

[Visit our 'H2020 Online Manual'](#)

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms.

[edit forms](#)

[view history](#)

[print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

| | | | | | |
|---|------------------------|--|------------------------|--|--|
| Technical Submission Template (part B) | upload | Proposal_Part_B_EMFF_test2.pdf | delete | | |
| Detailed budget table (annex 1 to the Technical Submission Template (part B))(excel format) | upload | Annex1_to_Part..._EASME_MGA_V5.0.xlsm | delete | | |
| Detailed budget table (annex 1 to the Technical Submission Template (part B))(pdf format) | upload | Annex1_to_Part...ME_MGA_V5.0_test.pdf | delete | | |
| Operational capacity fiche (annex 2 to the Technical Submission Template (part B)) (pdf format) | upload | Annex_2_to_Part...ty_fiche_en_test.pdf | delete | | |
| EMFF project indicators table (annex 3 to the Technical | upload | Annex_3_to_Part...E_call_2018_test.pdf | delete | | |



- **Technical description of your proposal (Description of the action)**

- ✓ Project abstract, context & needs analysis, aim & objectives, methodology
- ✓ Work packages & activities
- ✓ Participants & project management

Fill in all sections!
Don't make format changes!
Upload in PDF!

IMPORTANT NOTICE

Applications must be submitted via the Participant Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

page limit: 45 pages

supporting documents can be provided as an annex and do not count towards the page limit

minimum font size — Arial 8 points

•page size: A4

•margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project.

If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

Don't forget to delete this page (it would count to your page limit).



Follow the instructions carefully!

**Update Detailed Budget
Table**

D BUDGET TABLE – PROPOSAL/GRANT PREPARATION)

| PROJECT DATA | | |
|-------------------------|--|--|
| Project number: | | |
| Project acronym: | | |
| Participant short name: | | |
| Participant PIC: | | |

| WORK PACKAGES & TRAVELS | | | | |
|-------------------------|---------------------|-------------|-------------------|-------------------------------------|
| Index | Name | Description | Number of travels | Delete |
| | Add a new WP | | | Update Detailed Budget Table |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



Fill in both tabs!

EMFF-BlueEconomy-2018

Project Acronym: XXXXXX (please specify)

Proposal Number: XXXXXX (please specify)

Description of previous activities or projects by all applicants related to the field of the topic and connected to the subject of the proposal in the last 3 (three) years

Please list 2-3 relevant activities (i.e. projects, publications, products, services and/or other achievements) per applicant. For newly created entities, please include relevant experiences of the team members to demonstrate the operational capacity necessary to implement the project activities.

Please convert file to PDF. Only one file can be uploaded, so please merge documents in a single PDF file where necessary, with a maximum size of up to 10 MB

| Participant acronym | Name of the activity/project. For projects, please identify if European, national or regional level. For EU projects, please include programme name. | Year | Role in the activity /project and short description of the implemented activity/project (max. 100 words) |
|---------------------|---|------|--|
| | | | |
| | | | |
| | | | |

EMFF-BlueEconomy-2018

Project Acronym: XXXXXX (please specify)

Proposal Number: XXXXXX (please specify)

Description of technical equipment/tools/facilities/patents

Where appropriate, please describe the technical equipment, tools or facilities and patents at the disposal of the applicant and relevant to the project

| Participant acronym | Description (max. 100 words) |
|---------------------|------------------------------|
| | |
| | |

EMFF project indicators table (annex 3 to part B)



Executive Agency for Small and Medium Sized Enterprises (EASME)
EMFF Project Indicators
EMFF-BlueEconomy-2018

At the end of the project

| Topic | Objective* | Indicators | Estimated Result (absolute values) | Estimated Result (in %)** | Blue Economy sector*** | Please comment and give brief explanations of assumptions used for the calculation |
|-------|------------|------------|------------------------------------|---------------------------|------------------------|--|
|-------|------------|------------|------------------------------------|---------------------------|------------------------|--|

* Please note that the objectives framed here is a non-exhaustive list. The list gives some examples of objectives aligned to the topic objectives. You can leave blank or add additional ones tailored to your specific project objectives.

* Change expected (in %) compared to the initial situation. Please explain reference data used to set the initial situation.

This is normally directly linked to the baseline you have developed in the proposal (see section on Monitoring and evaluation of the project activities and project results under each topic section)

** Please indicate to which blue economy sector(s) the objective & results relates to from the following list:
- Established blue economy sectors: fisheries / aquaculture / fish processing industry / ports / shipbuilding & repair / maritime transport / marine extraction of oil & gas / coastal and maritime tourism
- Emerging sectors: blue bioeconomy & biotechnology / ocean energy / offshore wind energy / coastal & environmental protection / desalination / deep-seabed mining

| | | | | | | |
|-----------|--|-------------------------------|-------------|----------------|--|---|
| | Multidisciplinary partnerships developed & enhanced cooperation | Multidisciplinary of the team | | not applicable | | |
| | | Cooperations | Number/type | % change | | |
| | Product development: prototype, pilot or pre-marketable service or product developed | Product development | Number | not applicable | | |
| | | Patents | Number | not applicable | | |
| | Product development with sustainable use of marine resources | Product development | Number | not applicable | | |
| Blue Labs | Product development with environmental protection | Product development | Number | not applicable | | |
| | Employment | Jobs created | FTE | % change | | |
| | Sea-basins | Sea-basin(s) coverage | Number/area | not applicable | | |
| | Replication / Transfer | N . of replication / Transfer | | not applicable | | Please specify, if applicable, in how many countries / sectors / entities / regions replication/transfer takes place. |
| | Other (please add as necessary) | | | | | |

Fill in for your topic chosen!



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LIVE DEMO
on the Participant Portal
Electronic Submission System