Call for proposals - COS-WP2014-4-06
ENTREPRENEURSHIP EDUCATION
EASME-COSME-ENTEDU-CALL-2014@ec.europa.eu
Questions and Answers
13/08/2014

IMPORTANT: Please be reminded that the deadline for submission of proposals is on the 20th of August at 17H00.

Questions and clarifications requested close to the deadline may not be answered due to the lack of time. Consider it when submitting your proposal.

SEP submission tool is open. The following TEMPLATES are mandatory: budget, description of work, list of previous projects, list of experts in the meaning of the Section 2.5.1 of the call, and evidence of cooperation with national authorities. The CVs shall be uploaded as one document only, in a pdf format.

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New questions are published in yellow.
A. Background of the call

1. The questions that are sent to EASME, are they published somewhere? Is there a time limit for asking questions?

A: As mentioned in the Call text all questions to clarify the call can be addressed to the functional mailbox of the call:

   easme-cosme-entedu-call-2014@ec.europa.eu.

All necessary information concerning the call will be provided on the web:

   http://ec.europa.eu/easme/cosme_en.htm

No conference/Info Day/webinar/web conference will be organised for this call. There is no possibility to organise bilateral meetings with the EASME team prior to the signature of grant agreements.

2. Clarification regarding the SEP templates:

   In accordance with the call for proposals COS-WP20143-4-06 Entrepreneurship Education, the following documents are required at the time of submission:

   - Description of work
   - Budget template
   - CVs (Europass format recommended
   - List of previous project
   - Network Experts (Section 2.5.1)
   - Evidence of collaboration with national or regional authorities (for transnational organisations only)

These documents are requested according to section "8.2. Operational capacity" of the call. As a general rule, all documents are required at the time of submission. All these documents are mandatory and the SEP tool would not allow to submit a proposal unless all documents are duly uploaded. Therefore, it is recommended to do all efforts to fill all documents as requested and upload them in the SEP before the submission deadline.

Level of information as per document:

List of previous projects:

1st column: please indicate the organisation’s acronym as used in the SEP tool.

2nd column: please indicate only the name of the funding programme through which you implemented projects in the past. You could also add the name of the particular project, if applicable. The range of programmes is wide: it could be an EU funded programme, a national or regional funds or any other relevant programme. Only activities in the field of this call are relevant. Please provide information to the point.
3rd column: please indicate the year(s) when the project mentioned in column 2 was implemented (including projects that have not been finalised yet).

4th column: This column is intended to give a basic understanding of who implemented which type of action and the responsibilities. Please provide a very short description (some lines) of the action you implemented and describe briefly the role of the organisation during the implementation phase (e.g. lead partner, consortium leader, subcontractor for service X, etc.). You could for instance indicate for how much budget you were responsible.

CVs:

Please make sure that the CVs of all staff considered for the implementation of the project are included in one (1) single document. It would be advisable to include the CVs according to the list of partners as presented in your proposals, i.e. start with the CVs of the 1st partner, then the 2nd partner, 3rd partner etc.

It is recommended to use the Europass CV template. However, others will be accepted.

Network Experts:

1st column: Full name

2nd column: short description of the previous experience. 200 words maximum! Detailed CVs are of added value to this request.

For transnational organisations only: list of projects in collaboration with national authorities

1st column: Full name

2nd column: Please list the projects you have run in cooperation with national, local, regional authorities. Please provide a short description of activities in the field of the entrepreneurship education - max 200 words

Format:

Please convert ALL files into PDF before upload (do not print and scan). The system will otherwise not accept the upload.

B. Objective(s) – Theme(s) – Priorities - Activities

1. On page 6, the call for proposal mentions that this call will build upon a call published in 2012 which currently supports 7 ongoing projects. Could you please let me know where to find more information on these projects, please?


The Directorate General for Enterprise and Industry (DG ENTR) provides on its website a list of projects which are supported.
2. On p-6, the call also mentions a publication on the impact of entrepreneurship education strategies and measures. Could you please let me know where to access this study?
A: The study mentioned on page 6 will be available in autumn 2014. For other studies relating to entrepreneurship education I invite you to visit the web sites of:


3. In relation to the call COS-ENTEDU-2014-4-06 - Entrepreneurship Education (Pan-European Entrepreneurial Learning Initiative) and the following text within the call: »In view of maximising the outreach effect, this new hub for entrepreneurial learning should be made compatible with existing IT tools on related topics at European level.« We would like to know, which IT tools exactly do you have in mind?
A: The part in quote intends to make applicants aware of the need to link the activities to other initiatives taking place in the field of entrepreneurship education and which are supported by the Commission. Please find more information (brief description) about ongoing projects that are likely to offer important synergies with this initiative on the page:


Please keep also in mind that the current call is based on previous actions as described in the following part of the text (page 6, 2° paragraph):

"This call follows actions financed under the Competitiveness and Innovation Programme (CIP) in 2012 and 2013. In 2012 a call for proposals was published, and currently 7 European projects are being supported. Targets of the projects financed include the creation of on-line platforms for educators and the definition of tools for the assessment of entrepreneurial skills. Moreover, a new study on the impact of entrepreneurship education strategies and measures was initiated. The awarded proposal under this call will also build on the results of those activities".

4. Would we be able to apply to develop a project that focusses on self-employment for offenders going through the prison gate and ex-offenders in the community?
A: The objective of this call for proposals is to develop a pan-European entrepreneurial learning initiative bringing together existing European and national expertise. This action encourages and supports networking of policy makers and experts to develop tools for entrepreneurship education and in deepening of cooperation at EU level in this area. For more details on this call I invite you to read its objectives in Section 2.1.
5. We are not sure what you are specifically asking for in the work package 5. In how far does the focus of this work package differ from the other work packages? Do we actually have to add activities to the clearly defined activities of the second chapter?

A: WP 5 focuses on the specific issue of indicators for entrepreneurship education: measuring progress in the implementation of programmes and activities and assessing its impact, on individuals (students) and on society. The beneficiary of the grant is asked to promote coherency and effectiveness in measuring entrepreneurship education in Europe, by bringing together and disseminating existing trends and indicators developed at EU level. This goes beyond the functionalities of an on-line platform, which is just a tool to be used to support the objectives of this EU initiative (WP 2). Task 5 includes as mentioned in the text "stimulating a wide discussion of these topics and (...) proposing possible indicators based on work that has already started at EU level".

6. Regarding the call COS-WP2014-4-06 "Entrepreneurship Education", in the section 2.1 “Objective of the call” are mentioned 7 EU projects financed through the CIP 2012 and 2013. The activities of those 7 projects should be the basis on which the new proposal has to be build. Would be possible to receive a list with the name of the 7 financed projects?

A: I invite you to check answers to similar questions of the FAQs, which are published regularly. See above Section B, QA 1.

7. I am writing to explore the possibility to consider a proposal for training that I designed for young and adults. It aims to convey various management tools that will allow them to take more and more responsibility decision.

A: Please check carefully objectives, aim and the eligibility criteria of this call.

C. Indicative Timetable

1. The submission deadline on the website is 20/08 at 17h00. But in the call text I saw 20/08 at 12h00. Which one is correct?

A: The deadline for application is Wednesday, 20th of August 2014 at 17H00. See corrigendum.

2. Has the deadline for this call been extended to 02 September 2014?

A: NO, the deadline is the 20th of August 2014, as mentioned on the Call’s website and on the Participant Portal.

3. I would like to know, whether this is an annual call or a one off call of proposals. Meaning should I expect that it will be published again next year?

A: This call is a self-standing call and as such was foreseen in the Work Programme 2014. However today it is difficult to imperatively say when the next invitation will be published by EASME.
D. Budget available

1. How many projects will be financed under this call?
   
   A: Only one project will be financed under this call, as stated in the table in Section 4 b of the call text.

2. According to the Project Guide, I understand that only 1 project will win, is that correct?
   
   A: Yes, it is correct. Please see also above.

3. The EU co-financing rate is 90% - is that right?
   
   A: Yes, it is correct.

4. Can the maximum grant requested be exactly the 90%, including the co-financing of personnel?
   
   A: The maximum EU co-financing of the total eligible costs can be 90%.

E. Admissibility Requirements

1. The Call for Proposals states that the applications must be drafted in one of the EU official languages. In this sense, is the Spanish on of the EU official language?
   
   A: According to section "Admissibility requirements", applications must be drafted in one of the official EU languages. Thus, you can submit in Spanish. However, the Guide for Applicants (section 3 "Proposal submission") requires in such cases to submit a summary of the proposals in English. Please be aware that submission in English would greatly facilitate the assessment by the evaluators of your proposal.

2. I would like to learn if I can apply to CALL FOR PROPOSALS – COS-WP2014-4-06 Entrepreneurship Education (Pan-European Entrepreneurial Learning Initiative) without mandate letter on behalf of partners during the application? Deadline is so close. After the application I can send you the agreements / mandate letter easy.
   
   A: Please follow the standard procedures. Failure to comply with the requirements mentioned in the Section 5 will lead to the rejection of the application from the onset and without any evaluation process.
F. Eligibility Criteria

Eligible applicants

1. The call for proposal indicates that “Private training providers” are eligible. We are a profit-making private training provider. Are profit-making entities also eligible?

   A: Yes, provided that the requirements of section 6.2 are fulfilled. See Corrigendum.

2. Could you confirm whether universities can submit a proposal under this call?

   A: Yes, but only in consortium led by applicant defined in the requirements defined in section 6.2. See Corrigendum.

3. Only public bodies can participate in the call?

   A: Private and public bodies can participate in the call, as stated in Section 6.2 of the call text.

4. I would like to know if there is any project ideas database already existing or foreseen where I could find some interesting initiatives and/or partners to contact in order to build/join a partnership.

   A: There is no database of projects or project ideas specifically designed for this call, or that could serve for the purpose of applying to this call. However useful information on entrepreneurship education - including current or past European initiatives and a short list of projects supported through a previous call for proposals - can be found on our web pages at the address: http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/index_en.htm

5. Is there any portal where I can find interested participant-project partners (partner search, consortium building)?

   A: If you are looking for a business partner I invite you to look, among others, at the website of the Enterprise Europe Network: http://een.ec.europa.eu/

6. It is possible to register as a potential project partner, so can other project proposal applicants find us?

   A: Please follow advice from the answers 4 and 5 here above.

7. Are there any national contact points available?

   A: Please follow advice from the answers 4 and 5 here above.

8. Can Chambers of commerce or Chambers of craft take part as a coordinator or partner?

   A: Yes, provided that the requirements of section 6.2 and 8.2 are fulfilled.

9. Would EUROCHAMBERS be eligible to apply for a mono-beneficiary agreement, or should it mobilize some of their constituents in order to be co-applicants?

   A: Yes, provided that the requirements of point 6.2 and 8.2 are fulfilled.
10. The application must be defined and executed in seven EU countries, is this correct? If so, is it necessary to have a local partner in each country?
   A: The proposal should represent at least seven eligible countries (see geographical eligibility criteria point 6.1). The list of eligible countries can be found here: [http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm](http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm)

11. In order to be eligible to apply for the call, the bid must cover seven organisations from seven countries, is that correct?
   A: Yes, except if one of the applicants belongs to the category defined in the section 6.2 point b. The proposal should represent at least seven eligible countries (see geographical eligibility criteria section 6.1). The list of eligible countries can be found here: [http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm](http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm)

12. I would need to know if specific tools for partner research exist for this call.
   A: Please follow advice from the answers 4 and 5 here above, and see the answer 16.

13. Can a non-profit foundation whose aim is to provide training in the field of youth school-to-work transition, including youth entrepreneurship, can be eligible as co-applicant in the same call for proposals?
   A: Yes, provided that the requirements of point 6.2 are fulfilled. See corrigendum.

14. Can a non-profit organisation whose aim is research in the field of labour law and industrial relations can be eligible as co-applicant?
   A: Yes, provided that the requirements of point 6.2 and 8.2 are fulfilled.

15. Je suis un professeur roumain de français et anglais. Je voudrais vous demander si je peux demander une subvention en tant que personne et pas institution légale.
   A: In order to be eligible to apply for the call for proposals "Entrepreneurship Education", the applicants must be legal entities registered under the national law, apply in consortium and cover at least seven countries.

16. Given the rather restricted group of potential lead applicants, we would look forward to getting in touch with those relevant networks. Which paths can you propose?
   A: Please refer to answers to points 4, 5 and 12 here above.

   You can you can use the CORDIS database. Although the user community on CORDIS is mainly focussed on research, there are no specific restrictions on who can use the CORDIS Partners service to create a profile, find partners, collaborate in groups and build projects.
One of the features of the research of Partners on CORDIS is the option to create partnership requests specifically linked to calls for proposals (all calls and their related partner searches are listed here: [http://bit.ly/1U6hY1E](http://bit.ly/1U6hY1E)).

For people who already have a Partner profile in CORDIS database, they can select a specific COSME call when they create a partnership request: [http://bit.ly/1mQZpyn](http://bit.ly/1mQZpyn). Each partnership request will then show up as being associated to the call to attract others interested in the same call.

In the case you don’ have a profile you can create one here: [https://cordis.europa.eu/sur/index.cfm?fuseaction=Reg.UserRegistration](https://cordis.europa.eu/sur/index.cfm?fuseaction=Reg.UserRegistration)


17. I write you in the name of a Spanish Local Authority that works in the field of entrepreneurship education (non formal education). I would like to know if exist a register or something similar to help me to find a project for Pan-European Entrepreneurial Learning Initiative call or a place where I can register, as a partner interested, my entity.

A: Replies to questions 4, 5, 12 and 16 shall answer your question.

18. Do you have a list with organizations which are looking for partners for this call?

A: No, there is no list of organisations searching for partners. However you may look for partners as explained above in answers to points 4, 5, 16 or 17.

19. Do you know any entity that is working on the leadership of this project proposal?

A: We receive many questions concerning the call and the partner search. Though there is no list for match-making. I advise you to see the answers to questions 4, 5, 16 and 18.

20. Could you provide me information about already established consortium or proposals?

A: There is no list for partner search, no list of consortia. I advise you to see the answers to questions 4, 5, 16 and 18, 19. The call got attention of many applicants who look for partners.

21. We would like to know if we could apply as mono beneficiary. Moreover; if we apply as a consortium there should be min. 7 partners in the consortium – is that right? And should the consortium partners be from other countries or can we find seven different local partners?

A: In Section 6.2 (Eligible applicants) it is specified that applicants can be "transnational organisations applying on their own or acting in a consortium", And that "in both cases, at least 7 countries among those participating in COSME (see point 6.1: geographical eligibility) should be represented". Therefore the only possibility for an organisation to apply as a mono-beneficiary (i.e. without partnering with other organisations) would be that of a transnational organisation representing at least 7 countries among those participating in COSME as in Section 6.2.
22. Our consortium is a foundation under the Dutch law composed of eleven European universities in eleven countries (including Norway). My question is if we as a transnational organization can apply alone or if we need seven additional institutions?
A: As mentioned in the section 6.2 in order to be eligible for this call you must be a legal entity in the meaning of the national, in your case Dutch, law. For a precise definition of the transnational organisation please see the section 6.2 letter B.

23. I have a question related to the eligibility of the lead applicant under the call. What is the definition of Transnational organization in the field of the call and is an international association of different entities (SMEs and NGOs) eligible as lead applicant as a transnational organization?
A: The definition of transnational organisation in the meaning of this call you may find in the section 6.2. Please note that a corrigendum referring also to the section 6.2 of this call was published on the 4th of July.

24. In relation to the call COS-ENTEDU-2014-4-06. I would like to ask about 6.2. I cannot participate as a company operating in 7 countries, however having a partner who works in 7 European countries?
A: We can only advise to read carefully Section 6.2. (Eligible applicants), which states that applicants should be either: a) national or regional authorities (...) or b) transnational organisations (...). A transnational organisation is defined as an entity active in more than one country among those participating in COSME and devoted to the promotion and development of entrepreneurial learning. Section 6.2 adds that "in addition, other organisations can participate as partners (not as a coordinator) in a consortium made up of either a) and/or b)".

25. Is a company with non-profit status and whose majority shareholder is regional government eligible to be consortium leader in this call?
A: Please read carefully the text of the corrigendum, where the definition of eligible coordinator of a consortium was explained in detail. In point 6.2 on eligible applicants the call defines which applicants can take the role of the leader. Please see also the answer 24 above.

26. We are a University and have ties with other Universities around the world but are not part of an official network. Would we be considered a Transnational Organisation for the bid? If not, I presume we would have to be a partner in a bid made by a Transnational Organisation?
A: You admit yourself that you are not a part of an official network, so you are not "an entity" - as a transnational organisation should be according to the definition at 6.2. You would have to partner with at least one organisation included in categories a) or b) of section 6.2, which should be the leading applicant.

27. I have registered on the website and set-out our experiences in EU Transnational projects, however, I can't seem to find how you apply to become possible partners when you click on each individual project proposal?
A: The partner search tool has not been created for this call. Please be advised to read answers to questions 19 and above.

28. Can an organization participate into two different COSME priorities? I.e. COS-ENTEDU-2014-4-06 and COS-EYE-2014-4-05?
A: Yes, of course. Please note only to prepare your applications accordingly to the particular requirements of each call.

29. I have been teaching entrepreneurship at the university in Greece, Germany and I am an entrepreneur myself. I do not have any "partners" neither in Germany nor in other countries. Can I still apply for it and run then find suitable international partners? If not, do you already have a representative from Germany for this project I could work together with? And, in case I could apply just by myself, under which category would I have to register?
A: In order to be eligible to apply for the call for proposals "Entrepreneurship Education", the applicants must be legal entities registered under the national law, apply in consortium and cover at least seven countries. Please read carefully the text of the corrigendum, where the definition of eligible applicants was explained in detail. As the call deadline is in few days I would advise you to read above answers concerning the partners-search. See especially answers 4, 5, 16 and others.

Geographical eligibility

1. How can applicants know whether their country participates in the COSME programme?

A: The European Commission (DG Enterprise and Industry) provides up to date information regarding the countries that participate in COSME. Please check the following link (in particular regarding 3rd country participation):
http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm

2. As a young entrepreneur living in Cote d'Ivoire am I eligible to participate in the call?

A: Cote d'Ivoire is not included in the list of countries which are eligible to participate in the call. Please see the answer above and check the link which contains the list of the third countries participated in the COSME programme:

If you are not eligible to apply for this call due to the fact that your country is not participating in the COSME programme, you will not be eligible to apply to any other call for proposals under COSME. You might be however eligible to participate in other EU funding programmes. For more information you may contact the EU Delegation based in your country and check for activities and programmes in the field of entrepreneurship:

3. What is meant by "Transnational Organization" for de EU. Our firm has, in addition to the headquarters in Spain, an office in Lima (Peru). In this sense, are we considered as Transnational Organization?

A: See requirements of point 6.2 and the corrigendum.
4. Do the applicants must represent seven different countries?

A: Yes, proposal should represent at least seven eligible countries (see geographical eligibility criteria point 6.1). The list of eligible countries can be found here:
http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm

5. If Georgia isn't eligible country, how we must express interest to join COSME program?

A: In order to join the COSME programme a country must sign an Agreement formalising its entry in the Competitiveness of Enterprises and Small and Medium-sized Enterprises Programme. This agreement is a high-level political decision. For more information I invite you to contact your Ministry of Economy.

6. With regard to the recent announced call by the EC: COS - WP2014–4-6 Entrepreneurship Education, is Kosova eligible to apply for the grant?

A: Please see the answer to question number 1. I advise to check regularly the link to the DG ENTR information table on the 3rd countries participation schemes:
http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm
In the case of Kosovo, please see the quote from the above mentioned document: For Kosovo, for the time being, there is no legal basis allowing the country to join the programme.

7. In the eligibility criteria by geographical region that, Republic of Moldova is eligible to apply to COSME projects in the second semester of 2014. I wonder if Moldova can apply to this: Call for proposals COS-WP2014-4-06 Entrepreneurship Education, with deadline August 20th?

A: Please see the answer to question number 1. I advise to check regularly the link to the DG ENTR information table on the 3rd countries participation schemes:
http://ec.europa.eu/enterprise/initiatives/cosme/index_en.htm
The document mentioned above states that Moldova has formally expressed interest and the Commission is negotiating an agreement. However, only a signed agreement will create a legal basis for Moldova to become an eligible applicant.

8. I would be thankful for a quick answer if Norway can participate in the COS-ENTEDU-2014-4-06 - Entrepreneurship Education (Pan-European Entrepreneurial Learning Initiative) call?

A: Norway has not signed the COSME agreement yet.

If Norway has not signed the agreement with the EC for participation in COSME before the award decision (October 2014), co-funding is excluded for the Norwegian applicant but participation is still possible. As we have only a direct relation with the consortium leader (coordinator), the status of the relationship between the partners is of secondary importance to us.
G. Exclusion Criteria

Exclusion from participation:
No questions.

Exclusion from award:
No questions.

H. Selection criteria

Supporting documents

1. Where can I find the right template for the declaration on honour of financial capacity?

A: All necessary documents will be made available on the web site of the EASME [http://ec.europa.eu/easme/cosme_en.htm](http://ec.europa.eu/easme/cosme_en.htm) or in the Participants Portal a reasonable time before the call deadline. Unfortunately, a concrete date cannot be indicated at this stage.

2. Financial Capacity, this is to be evidenced by submitting the most recent annual accounts i.e. the last financial year? If these are not audited, are unaudited accounts suitable or the ones from the previous year? Is this information needed for partners or just for applicants?

A: The applicants will be requested to submit annual accounts only if the proposal is retained for EU funding.

Please note as well that in calls for proposals, there is no reference to whether the profit and loss account and the balance sheet (for the last financial year for which the accounts were closed) should be audited. As a consequence, audited accounts are not a requirement. But please keep in mind that the balance sheet as well as the profit and loss account is requested, must be in their final and ultimate version.

This information is only required for beneficiaries of EU funding in the project.

3. I have a question about the “evidence of collaboration with national authorities” of transnational organisations.

A: The documents specified in article 8.2 of the call (e.g. CVs or evidence of collaboration with national authorities), should be uploaded before submission of the proposal. The SEP submission system provides in Part B for several upload options, among other there is a link to the table “Evidence of collaboration”.

4. We plan to bring together in our proposal different entities and experts. We would like to know what documents each entity needs to provide:

- Co-financers: what documents would a private enterprise have to submit to be a co-financer for the project?
A: What do you mean by a "co-financer"? Is it for you an external party which would support financially the project via financial contributions from third party? Or do you mean an applicant/partner in the consortium?

All applicants must provide for the same documents and respect the same rules of the call. Please see for the submission procedure the web site of the call: http://ec.europa.eu/easme/entedu_en.htm

Please note as well that the submission is done electronically and if your proposal is retained for the EU funding, you will be asked to present further documents.

For Co-financing please see section 11.1 letter c) of the call.

- Experts: could you confirm that they need to provide: a letter of intent, CV and a short bio?

A: In the submission tool under step 5 of the SEP system you will be able to upload the requested information and documents. Only the listed documents are compulsory at this stage of the procedure. Please note that you may upload only ONE document per functional button. This document shall be in a pdf form. No signature is required on the uploaded documents.

5. If one of our experts was invited to participate on another grant proposal under the same call, would that be a problem?

A: No, it’s not a problem at all, especially as we are talking about individual experts, not partner organisations in the consortium.

6. It is a bit unclear how to submit the documents from our experts. We gathered their CVs and letters of intent. Should I make one pdf out of all of them + the experts excel template and upload it in the Network Expers button?

If so, what should we upload in the CVs part? (CVs of the people responsible from each of our partner organisations?)

A: The submission system provides for templates in most of the requested documents. Please see also comment number A.2. The system however allows for an upload of one document only per functional button. The document must be in the pdf format to avoid any unexpected changes to the document.

CVs: Please make sure that the CVs of all staff considered for the implementation of the project are included in one (1) single document. It would be advisable to include the CVs according to the list of partners as presented in your proposals, i.e. start with the CVs of the 1st partner, then the 2nd partner, 3rd partner etc. It is recommended to use the Europass CV template. However, others will be accepted.

Your question considers the Network Experts though. There is no letter of intent required at this moment of the procedure. The “uploadable” excel table requests only the name and profile of the Network Experts. Their CVs are of added value, but not obligatory at this stage.

Please note that only ONE document can be uploaded per functional button. This means for your question on the Network Experts that either you go on only with the table OR
you fill in the table, print it, and after that scan together with the Experts’ CVs in order to get one document only.

The SEP procedure does require only the basic documents. If your proposal would be retained for the EU funding, additional documents and declarations would be requested. See this information in detail in the document of the part “Administrative Forms”, page on declarations.

I. Award criteria

No questions.

J. Legal commitments

No questions.

K. Financial provisions

General Principles:

Funding forms:

L. Publicity

No questions.

M. Data protection

No questions.

N. Submission of proposals

Call documents:

1. Where can I find the other call documents?

   A: Please be aware that this call for proposal is launched by the EASME and the procedures for submission, evaluation etc. are aligned to the tools provided for the programme Horizon 2020.

2. Could you please send me the template for the financial capacity declaration (< 60.000 Euros)? I can’t find it anywhere.

   A: Some documents such as declarations will only be required for proposals retained for EU funding, as mentioned in the “Administrative Forms” section of the submission system.

Electronic submission of proposals:

3. How shall proposals be submitted?
Submission of the proposal will have to be done through an online submission system (SEP). The link to access the page related to the Entrepreneurship Education call will be added on http://ec.europa.eu/easme/cosme_en.htm at a later stage.

4. Is this necessary to use a PIC number and electronic submission?

A: Yes, the only eligible way to apply for the call is the electronic submission. In order to submit your application you must have a valid PIC number. For all questions concerning the registration of your organisation (PIC numbers) and access to the Participants Portal you should get in touch with the Helpdesk of the Participants Portal: http://ec.europa.eu/research/participants/api/contact/index.html

Please note that some documents such as declarations will only be required for proposals retained for EU funding, as mentioned in the “Administrative Forms” section of the submission system.

Please also note that no signature is required on none of the documents.

5. Could you please provide us a link to the online system where we need to apply?

A: The link for the electronic submission system (SEP) is on the page http://ec.europa.eu/easme/entedu_en.htm

To have an idea of the information required; you can open any other call already published on the participants’ portal. Please note that EASME is not managing the submission system and cannot help you directly.

Links explaining where to get support are here: http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/cosme/calls/cos-entedu-2014-4-06.html

6. While submitting my proposal I received the ERROR message. What shall I do?

A: The electronic tool for submission of proposals is run by IT experts in close cooperation with the EASME and line DGs. Please read carefully the part "GET SUPPORT" at the following page: http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/cosme/calls/cos-entedu-2014-4-06.html

Especially link to the IT Helpdesk and FAQ of the Participant Portal might be useful.

7. Our consortium gathers 26 partners. Since each partner will have some travel expenses, we project to allocate little amounts to each one. Nevertheless, the Excel tab does not allow to fill in more than 15 budget sheets. Is it a technical problem or is it not allowed to divide the global budget between more than 15 partners?

A: The template was created for 15 partners only. Per request you may receive a more complex table up to 30 partners. Please contact the functional mail box for this call: EASME-COSME-ENTEDU-CALL-2014@ec.europa.eu

8. The attachments I see on the SEP system are the sole attachments to be uploaded?

A: Yes, these are the only documents the applicants are requested to submit in this phase of procedure.