CEF Telecom call 2020-1: How to prepare a successful proposal

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PREPARING A SUCCESSFUL PROPOSAL

How to apply:
READ, REFLECT, REMEMBER
READ
ALL call documentation thoroughly
READ: all call documentation

- See **call webpage** and consult:
  
  - **Work Programme (Annex)**
  - **Call text**
    - Take special note of the **Priorities & Objectives** (section 2.1) and **Results** (section 2.2) which provide specific information on what is expected from the proposals to achieve
    - Carefully read the **Award Criteria** (section 9) which explain how the proposal will be evaluated
  
  - **Application forms** – you must use the templates provided!
  - **Guide for Applicants**
  - **FAQs** – both general & specific
  - **Model grant agreement**
READ: how to use TENtec

• TENtec: system used to manage the CEF projects during their entire lifecycle and which enables the electronic submission of proposals under the CEF calls
• Step-by-step instructions for the TENtec eSubmission system in the Guide for Applicants

New feature: if you encode an activity start date in the past or an activity end date before the results of the evaluation will see a warning
READ: Application forms

All application forms and access to TENtec eSubmission module available via call page on INEA website

**Part A**
Main characteristics of the proposal
(applicants, work-plan, budget)

**Part B**
Administrative information
(exclusion grounds)

**Part C**
Information on compliance with EU law

**Part D**
Technical and financial information
Application form A

Essential information on the applicants and on the proposal: summary of the action, timing, activities and milestones, budget, breakdown of eligible costs and requested funding plus Member State approval

• MUST be encoded in the TENtec eSubmission module, .pdf will be generated automatically (Word version provided for reference on call webpage)
• Includes forms that require signature of the applicants (A2.2) and Member State validation (A2.3) – upload separately

The descriptions of the proposed Action and activities will also be used for the grant agreement preparation: be complete, informative and precise!
Application form B

Administrative information on applicants to demonstrate compliance with operational capacity (required by EU Financial Regulation)

• Capacity of applicant to complete the proposed Action - complements information from application form part D2.3 (e.g. activity reports, CVs, reports on similar projects, etc.)
• Certain types of applicants DO NOT need to demonstrate operational capacity

Each applicant should register in the Participant Register before the call deadline and enter the PIC number in Application Form Part A.

Complete all relevant parts of form B and upload to TENtec.
Application form C

- **Information on compliance with EU law on public procurement**

- **Information on other sources of EU financing** that may be received by the proposal (cannot receive grants from two EU funding sources)
Application form D

Detailed technical information describing the proposed Action

• **You must use the template available on the call page!**
• Order of the sections to be filled in reflects the **award criteria**
  • **Address each point and subpoint** in your application to ensure that your proposal contains all of the relevant information on which it will be assessed
• Part D: **30 pages** maximum

• Add **Gantt chart + other annexes**: please ensure that these are **readable and useful** for the evaluators!
REFLECT
on the call content & requirements
Award criteria

- **Defined in the Work Programme and call text**
  - Did you understand the priorities, objectives and expected results defined in the call texts?
  - Does your proposed Action address these points?
  - Can you justify why YOUR proposal should ultimately be selected for funding?

- **Relevance**
  - Alignment to DSI implementation objectives & activities (WP)
  - Alignment to EU/national policies, strategies and activities

- **Quality & efficiency of implementation**
  - Maturity
  - Coherence/effectiveness with work plan
  - Quality of consortium/consortium members
  - Support from national authorities/industry/NGOs
  - Attention to security/privacy/inclusiveness/accessibility

- **Impact & sustainability**
  - Quality of the approach to facilitate wider deployment/take-up of the proposed actions
  - Capability of long-term sustainability without EU funding
Consortium & approval requirements

• **Some calls have strict consortium requirements/**requirements on types of applicants**
  - Do you have enough partners lined up to participate?
  - Who will serve as the consortium coordinator?
  - Does this organisation understand its role as a coordinator?
  - Can you provide evidence/justify that all applicants in the proposal meet the eligibility criteria?

• **Member State approval** is necessary for all applicants and all applications to be eligible
  - Do you understand how this approval process is done in your Member State?
  - Have you taken into consideration the time it will take to obtain the approval(s)?
A good proposal...

- uses simple language
- provides clear descriptions on how the proposed activities/tasks will be implemented
- addresses **all** of the award criteria in sufficient detail
- is well-structured

Evaluators must find the relevant information and evidence in the proposal in order to evaluate it – they will not make any assumptions!
Consider...

- **Showing concrete evidence on how your proposed Action**
  - supports the objectives of the call
  - addresses the award criteria
  - mitigates any possible identified risks
  - incorporates a clear timetable and planning overview

- **Providing explanations/diagrams of IT solutions used, architecture, standards, etc.**
  - explain the work you will be undertaking
  - provide ample descriptions of your activities and milestones

- **Justifying costs (personnel, subcontracting, other costs)**

- **Including a business plan for sustainability**
REMEMBER

Successful applications take time and effort…
REMEMBER: time flies...

- **Start NOW** and don't forget about the deadline
  - Completing an application is time consuming, especially for first time applicants
  - Member State endorsement and multi-applicant proposals take time
  - If the deadline passes and you haven't submitted your complete proposal, it will be declared inadmissible: it will not be evaluated!
REMEMBER...help is available!
Answering your questions

• Visit your **call webpage** regularly to check for updates, sign up for our **Twitter feed** and **FAQ notifications**

• **Helpdesk:** [INEA-CEF-Telecom-calls@ec.europa.eu](mailto:INEA-CEF-Telecom-calls@ec.europa.eu)

• **FAQs** (general and DSI specific) and **FAQ notification service:**

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<tr>
<th>2020-1</th>
<th>Deadline for FAQ questions</th>
<th>Last FAQ update</th>
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<tr>
<td>Automated Translation</td>
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<td>5 May 2020</td>
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• Questions on **TENtec eSubmission module?** Responses will be provided until the deadline
One last step: make a final check before submitting your application

- Follow the steps as detailed in the Guide for Applicants
- Use the checklist to ensure that you have all necessary forms
- Upload all forms requiring signatures + make them clearly identifiable by their file name in English
- Don't forget any supporting documents
- Keep your originals – they may be requested later

Submit in TENtec before the deadline...(do not wait until the last minute!)
CEF Telecom calls: for more information

inea-cef-telecom-calls@ec.europa.eu


@inea_eu

Thank you!