



European
Commission

2014 CEF Transport Calls for Proposals

PROPOSAL CHECKLIST

Preparing a proposal can be a daunting task, so stay on top of the process by using this checklist. By reminding you of some of the key points assessed during the external and internal evaluations, it aims to help you increase your chances of being granted CEF Transport funds. Calls are often oversubscribed, therefore not all proposals can be funded. Weaknesses are often spotted quickly and lead to low marks, which may result in your proposal not being selected for funding – even if it scores above the thresholds.

Please note this checklist is not obligatory nor is it an exhaustive list – **it is essential that you carefully read the respective Work Programme, call text and Guide for Applicants.**

For questions about the 2014 calls for proposals, consult the calls FAQ page on the INEA website or contact us: INEA-CEF-transport-calls-2014@ec.europa.eu

Scope: does your proposal fit in the scope of the work programme and call for proposals?

Check that your proposed activities indeed address the objectives and results expected, as your proposal will only be evaluated against the criteria specified for the call, and if relevant, to the priority under which the proposal is submitted.

Deadline: are you on track to submit your proposal by the 26 February 2015 deadline?

Award criteria:

It is your job as applicant to demonstrate how your proposal addresses the four blocks of award criteria (relevance, maturity, impact and quality). In addition to the general explanations given in the Guide for Applicants and summarised below, it is important to carefully read the call text as there may be specific interpretations of the criteria.

Relevance

It is not enough for a proposed Action to be on a Corridor or the TEN-T network to receive funding. Does your proposed Action or study:

- Meet the call objectives?*
- Address European transport policy objectives?*
- Make a positive contribution to the TEN-T network?*
- Explain why the proposed Action is worth funding and show the added-value CEF Transport funding would make?*

Maturity

Maturity relates to the status of the proposed Action and its activities, including the technical specifications and time plan. CEF Transport is interested in actions which are “ready to roll”. Certificates or supporting documentation are important. If these are not available, this is interpreted as evidence that the proposed Action is not sufficiently mature.

- Is the proposed Action ready to go?*
- Has it received the necessary and legally obligatory approvals?*
- Is the required funding secured?*
- Are procurement issues, if any, settled? Can you provide the relevant supporting documentation?*

Impact

For **works**, impact is the expected direct and indirect socio-economic effects of the proposed Action (e.g. in terms of traffic flow, modal split, competition, interoperability, climate and environmental aspects, safety, land use, etc.), which should be explained in detail. For **studies**, impact is the degree of usefulness of the study for decision-making.

- Clearly identify the benefits your proposed Action is expected to bring (backed-up by analysis when appropriate)*
- Highlight and explain how your proposed Action contributes to sustainable development, as appropriate*

Quality

Quality refers to the completeness and clarity of the proposal. Is it clearly written? Is it consistent (i.e. is there coherence between objectives and proposed activities from a technical and financial point of view)? Are the planning and the available resources appropriate to achieve the objectives? Are the work and time plans realistic and good? Don't forget to:

- Include a comprehensive description of the objectives and how they will be achieved*
- Include a sound project management process and plan*
- Make sure that a "common thread" runs through your proposal combining objectives, activities, resources and planning in way that is coherent with achieving the stipulated deliverables*
- Ensure that your proposal is clear and easy to follow – remember that external evaluators can only assess your proposal on the basis of provided information and no assumptions will be made*

Final checks before submission

- Do you have the approvals of all the Member States directly concerned by your proposal in Application Form A2.3? You need these if you are a joint undertaking, a public or private undertaking or body or if you are applying from outside the EU.*
- Is the proposal duly stamped and signed by an authorised person?*
- Is your proposal complete? An application must include the following:*
 - 1. A complete Application Form to be submitted using the TENtec eSubmission module (uploading Parts B, C, D and their annexes while encoding Part A directly)
 - 2. A package containing the print out of Part A, as generated by the TENtec eSubmission tool at the time of the electronic submission (one original, signed, dated and stamped where applicable)
Additional documents to those specified in the Application Form may be included as separate annexes uploaded to the eSubmission system and must be clearly labelled (no translations necessary).
Applicants are strongly encouraged to submit their applications in English as the evaluation of proposals is conducted entirely in English.
- Have all of the requested documents been completed (e.g. declarations of compliance with EU policy and law, financial identification form, legal entity form, Annex B-I) and signed by the competent authorities?*
- Have all of the requested additional documents (e.g. documentation of compliance with environmental legislation if applicable) been attached to the proposal?*
- Did you validate the correctness of your GIS data? Proposals must provide accurate GIS data to indicate without ambiguity where the activities of the proposal are located.*

Some last advice...

- Arrange for your draft to be reviewed by experienced colleagues – use their advice to improve it before submission
- Avoid jargon and don't take any background knowledge for granted
- Explain local issues which might seem evident to you – the external evaluators will not be aware of them
- Make sure that your proposal is precise and clearly responds to the questions asked, and that it demonstrates the added-value of CEF Transport funding

Good luck!

