



SUBMISSION GUIDE FOR AGRIP SIMPLE PROGRAMMES

Promotion of Agricultural Products (AGRIP)



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Disclaimer

This document aims at providing guidance to potential applicants for co-financing of information and promotion measures concerning agricultural products.

More general information on EU proposals' submission and evaluation can be found in the Online Manual:

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf

The actual Web forms and templates provided in the online proposal submission system on the "Funding & Tender Opportunities portal" might differ from examples presented in this guide.

Should you have any suggestions or comments on how to improve this Guide, please send an email to the Helpdesk at REA-AGRI-GRANTS@ec.europa.eu.

PREFACE

This guidance is designed to assist you in submitting online information and promotion programmes concerning agricultural products in the internal market and third countries.

Technical assistance on submitting the proposal and answers to questions you may have on this process can be found in the EU Funding & Tenders **Online Manual**.

In case of further questions, the following options are also available:

- Information on how to register or related enquiries: consult the Funding and tender opportunities portal at: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- IT helpdesk: requests must be submitted via the Support page at: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>

Please contact the Helpdesk only after having tried to find the information in the documentations that are provided to you.

| HISTORY OF CHANGES | | |
|---------------------|------------------|--|
| Version | Publication date | Changes |
| 1.0 | 28.01.2021 | <ul style="list-style-type: none"> ▪ Initial version. |
| 2.0 | 15.01.2022 | <ul style="list-style-type: none"> • Update of Functional Mailbox from CHAFEA-AGRI-CALLS@ec.europa.eu to REA-AGRI-GRANTS@ec.europa.eu |
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GLOSSARY

The **Funding and Tender opportunities Portal (FTP)** is the website hosting the information about financing for Horizon Europe as well as other European programmes, including the Promotion of Agricultural Products.

EU Login is the European Commission's Authentication Service (ECAS). It is the system for logging on to a whole range of websites and online services run by the European Commission.

The **Beneficiary Register** is the European Commission's online register of the beneficiaries participating in Promotion of Agricultural Products and other Union programmes.

The **Participant Identification Code (PIC number)** is a 9-digit code received upon completing the registration of the entity online.

SUBMISSION OF PROPOSALS

The Calls for proposals for information and promotion measures will benefit from the use of the Electronic Submission System originally developed for the Horizon Europe Research programmes.

Submitting an application is only possible online via the Electronic Submission Service of the Funding and tender opportunities portal and before the call deadline.

The link to the Electronic Submission System can be found at:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/agrip>

For questions on the online submission tools (such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.), **contact the IT helpdesk set-up for this purpose via the Funding and tender opportunities portal website:**

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form>

Note that minimum technical requirements are needed for using the online submission system. These are described at:

<https://webgate.ec.europa.eu/funding/display/ECResearchGMS/Minimum+Technical+Requirements+WebForm> (accessible with your EU login account, see chapter 1.2.).

1. PREPARATORY STEPS

1.1. Log in to the Funding and tender opportunities portal using your EU Login Account

In order to use the Electronic Submission System, you first need to create a user account, the so-called EU Login account.

To do so, you simply need to access the Funding and tender opportunities portal here:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1/1>

If you do not have a user account for the Funding and tender opportunities portal: you simply click on 'REGISTER' (in the upper right corner next to 'LOGIN') and register online.

If you already have a user account for the Funding and tender opportunities portal: you can log in (click on 'LOGIN' in the upper right corner) and start entering the required information.

1.2. Register your organisation in the Beneficiary Register

The European Commission has an online register of the organisations participating in various EU programmes, called the Beneficiary Register. This allows consistent

handling of different organisations' official data and prevents multiple requests of the same information.

With the EU Login account at hand, you can proceed to the next step, which is to register your organisation, if not registered yet. You can check on the Beneficiary Register page if your organisation is already registered:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/beneficiary-register>

If you do not find your organisation there, and only in this case, you should start the registration process by clicking on 'Register your organisation'.

To complete this registration process, you will need to provide information about your entity's legal status.

You do not need to complete the registration process in a single session. You can enter some information, save it and continue later on the My Organisation(s) page of the "My Area" section.

Once your registration is finalised, you will receive a **9-digit Participant Identification Code (PIC number)**. You will need the PIC numbers of the coordinator and of all other beneficiaries (but not for subcontractors) in order to proceed with completing the application.

The person who registers the organisation, called 'self-registrant', can submit updates and corrections on the My Organisation(s) page of the My Area section.

Please note that incomplete draft registrations are automatically deleted after one year.

2. CREATION OF PROPOSALS

Once you have selected a call and a topic, you can start creating your draft proposal. A step by step tutorial is available at the following link:

<https://webgate.ec.europa.eu/funding/display/ECResearchGMS/Step+3+Create+a+Draft+Proposal+WebForm>

Please note that you have the possibility to save your proposal and come back to it at a later stage. For instructions on how to do so, please use the following link:

<https://webgate.ec.europa.eu/funding/display/ECResearchGMS/Step+5+Edit+and+Complete+Proposal+WebForm>

2.1. Select a call and topic

Note that access to the Electronic submission system is only available after selecting a call and a topic.

Calls for proposals for promotion of agricultural products are available on the Funding and tender opportunities portal at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/agrip>

For a detailed description on how to do so, please see:

<https://webgate.ec.europa.eu/funding/display/ECResearchGMS/Steps+1+and+2+Logging+in+and+Selecting+a+Topic+WebForm>

2.2. Application form

The application form is structured in two parts, Parts A and B:

- Part A: contains the structured administrative forms with data on the participants, legal declarations and contact persons (from the Submission System screens). It may also include some call specific questions which serve generally to monitor the programme.
- Part B (the narrative part): technical description of the project with the planned activities, work packages, costs, etc (must be uploaded as PDF).

Part A is generated while entering the data into the Submission System; Part B needs to be prepared in advance (using the template downloaded from the system).

2.2.1. Part A – Administrative form

Part A comprises fields of required information, checklists and declarations to be filled and must be completed directly via the online submission tool.

The following instructions are relevant for applications submitted by several applicants. If it is not the case, reference to the coordinator shall apply to the single applicant.

Note that in order to complete Part A and in case of actions submitted by several applicants:

- **The coordinator is responsible for submitting the application.**
- **All other applicants (not subcontractors) must be registered in the Beneficiary Register and communicate their PICs to the coordinator.**
- **All other applicants must have performed a financial viability self-check, via: <https://ec.europa.eu/research/participants/lfv/lfvSimulation.do>**
- **The coordinator must have the action budget per applicant and indicate it in the form.**

In the "Declarations" sub-section of Part A, there are also a number of self-declarations to be made by the coordinator by clicking the corresponding boxes. These declarations aim at confirming the respect of various criteria set within the legal framework.

If the proposal is retained for EU funding, applicants will be required to sign a declaration of honour on the exclusion criteria before the signature of the grant agreement.

The reason why you are requested to run a self-check on your financial capacity and tick the boxes on the self-declarations is to warn you that, in the case your financial standing is weak, a detailed explanation on the financing sources necessary for the implementation of the action needs to be included in Part B.

Such a result should not discourage you from submitting your proposal.

The coordinator will encode the organisation's PIC code and of every other applicant (see chapter 1.2. of this guide). Part of the administrative data will be filled in automatically after encoding the PIC code.

Note that only organisations established in an EU Member State are eligible.

Subsequently, the coordinator (or the person with the respective delegation) will be required to fill in the contact details for every applicant.

2.2.2. *Part B – Narrative part*

Part B concerns the technical content of the proposal. To facilitate its preparation, applicants should use the **template provided in the system** and follow the specific instructions given.

NOTE: Pages shall be numbered

Please note that there is a limited number of pages allowed for this part: filled in, Part B should have no more than **70 pages**.

Hence, all tables need to be included within this limit. The minimum font **size** allowed is **10**.

The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including footers or headers).

Templates for Part B and the different annexes are accessible via the Electronic submission system.

After filling in the information needed for Part A of the online submission form, a zip file containing all templates can be downloaded.

It is extremely important that you upload the requested document in the **proper format (in PDF)** under the corresponding heading. Errors in this process may result in an incomplete proposal and may jeopardize your entire application.

Hence, before closing the application procedure or logging off, double-check that your annexes are in pdf format and that the content of your documents matches the given headings in the online submission tool.

It is your responsibility to upload correct documents successfully.

Please note that only one pdf document can be uploaded for each of the required annexes.

As a consequence, for certain annexes, applicant(s) need to generate a single PDF.

This also applies to projects involving several applicants. Relevant information should be compiled for all applicants in order to have one document per annex.

3. SUBMISSION COMPLETION

3.1. Submission deadline

The **deadline for submission** is indicated in the call for proposals.

The Electronic Submission System enables you to replace/update the proposal at any time before the submission deadline.

To view and/or change your submitted proposal, go to the 'My Proposals' page in the Funding and tender opportunities portal.

As long as the call has not been closed, the new submitted version will overwrite the previous one.

After the deadline for the submission of the proposals, changes or additions are no longer possible.

It is very important that you do not wait until the very last day of the deadline for submitting your proposal.

This will significantly increase the risk of a last minute problem blocking your submission.

While submitting your proposal, the Electronic Submission System will carry out basic verification checks: completeness of the proposal, internal data consistency, virus infection, file types, size limitations etc.

If you fail in submitting your proposal within the call deadline, your proposal will be disregarded by the system and will not be considered as submitted.

Please do not send your proposal by post or e-mail to Executive agency as only submissions via the Electronic Submission System will be considered valid.

3.2. Acknowledgement of receipt

The date and time of the submission of the application will be automatically recorded and an acknowledgement of receipt will be sent to the coordinator by email.

If you do not receive an email with the acknowledgement of receipt, it is because the proposal has NOT been submitted.

You can contact the IT Helpdesk in that particular case.

3.3. How to file a complaint

If you believe that submission failed due to a fault in the Electronic Submission System, you may lodge a complaint via the IT Helpdesk on the Funding and tender opportunities portal **within 4 calendar days**, explaining the circumstances and attaching a copy of the proposal. The method of filing a complaint over other aspects of submission is explained in the information you receive via the electronic exchange system (see 'My Area' section of the Funding and tender opportunities portal).