



Justice Programme & Rights, Equality and Citizenship Programme

Guide for Applicants

Action Grants 2018

Version 1.2

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Please note that this Guide helps you to prepare your proposal. The Guide does not supersede the rules laid down in the relevant topic and call for proposals.



History of changes

Version	Date	Change	Page
1.0	30/01/2018	First version	
1.1	07/05/2018	Update of the footnote nr 5	23
1.2	11/06/2018	Clarification related to the budget category "Direct costs of providing financial support" to third parties (column D)	20

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GLOSSARY

Beneficiary/beneficiaries: organisation(s) that receives EU co-funding either directly or indirectly via the coordinator following successful application in one of the EU's funding programmes and signature of the related grant agreement (during the application process reference is made to the "applicant(s)").

Mono-beneficiary grant agreement: grant agreement signed for projects where one single entity (the Beneficiary) implements a project and enters in a contractual relationship with the Commission.

Multi-beneficiary grant agreement (MGA): grant agreement where more than one beneficiary implement a project. By signing the agreement, the beneficiaries accept the grant and agree to implement the action under their responsibility and in accordance with the agreement with all the obligations and conditions that the latter sets out.

Applicant: The organisation submitting the proposal. Depending on the requirements of each topic, the Applicant may submit an application on its own, or in partnership with other organisations, referred to as Partners. Applicant and partners may together be referred to as **applicants** or **participants**.

Coordinator: When an application is submitted on behalf of more than one entity and a grant is awarded, the Applicant becomes the Coordinator (and is referred to as such in the relevant multi-beneficiary Grant Agreement and any project-related documentation). The Coordinator receives a mandate from all beneficiaries participating in the project to act on their behalf. This mandate is the "Accession form" signed by each beneficiary (these forms should not be uploaded at submission stage; they will be requested later).

Partner: The organisation which, in cooperation with the Applicant, participates in designing the project activities and participates in the partnership which submits the application. The Partner aims to receive Union co-financing for the costs it incurs during the implementation of the project.

Beneficiary: When an application is submitted on behalf of more than one entity and the grant is awarded, then all Partners become "beneficiaries" (and are referred to as such in the relevant multi-beneficiary Grant Agreement and any project-related documentation).

The Participant Portal (PP) is the website hosting the information about funding for the Justice Programme (2014-2020), the Rights, Equality and Citizenship Programme, the Horizon 2020 and other funding programmes.

EU Login is the European Commission's Authentication Service. It is the system for logging on to a whole range of websites and online services run by the Commission. Applicant and partners will need to set up an EU Login account if they want to apply for funding on the Participant Portal.

The Beneficiary Register is the European Commission's online register of the beneficiaries participating in the Justice Programme, the Rights, Equality and Citizenship Programme and in Horizon 2020 programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

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

The LEAR (Legal Entity Appointed Representative) is the appointed representative within the beneficiary organisation. He/she is authorized to manage all the organisation-related data on the Participant Portal and appoints representatives within the organisation to electronically sign grant agreements for individual projects or financial statements for project costs (for individual projects).

PREFACE

This Guide is applicable to action grants to be awarded under the Annual Work Programmes 2018 of the Justice Programme, the Rights Equality and Citizenship Programme (REC) and also 2018 Pilot projects managed by the Directorate-General for Justice and Consumers of the European Commission via the [Electronic Submission System](#).

This Guide is designed to help you prepare the proposal. It provides all the necessary information for preparing and submitting your application and answer questions you may have in this process. **Please note that this Guide does not supersede the rules and conditions laid out in the following documents:**

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) no 1605/2002, hereafter referred to in this document as the [Financial Regulation](#);
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, hereafter referred to in this document as the [Rules of Application of the Financial Regulation](#);
- Regulation (EU) No 1382/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Justice Programme for the period 2014 to 2020, hereafter referred to in this document as [Regulation No 1382/2013](#);
- Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014-2020, hereafter referred to in this document as [Regulation No 1381/2013](#);
- Commission Implementing Decision of 19 December 2018 concerning the adoption of the work programme for 2017 and the financing for the implementation of the Justice Programme, hereafter referred to in this document as the [Work Programme 2018](#);
- Commission Implementing Decision of 20 December 2017 concerning the adoption of the work programme for 2017 and the financing for the implementation of the Rights, Equality and Citizenship Programme, hereafter referred to in this document as the [Work Programme 2018](#);
- The relevant topic and call for proposals for action grants 2018;
- The multi-beneficiary model grant agreement, hereafter referred to in this Guide as the *Model grant agreement or MGA*;¹

¹ All references to provisions in this Guide relate to the MGA. The mono-beneficiary model grant agreement contains similar provisions as the MGA.

- The mono-beneficiary action model grant agreement.

This Guide consists of three main parts (Part A, Part B and Part C) and the Annex on the Eligibility of Costs.

Part A: Legal framework and participants

This section describes the legal terms and general conditions for participating in the Justice and REC Programmes through a call for proposals for action grants.

Part B: Submission of proposals

This section describes the entire process of submission of proposals and has two sub-sections:

The first sub-section refers to the necessary preparatory steps. This includes: reference to the background documents that you need to consult prior to preparing a project proposal (paragraph 1.1.); instructions on the process for creating an EU Login account (paragraph 1.2.), the registration of the applicant organisation in the European Commission's Beneficiary Register (paragraph 1.3.) and general recommendations on how to best prepare your proposal (paragraph 1.4.).

The second sub-section guides you through the different steps of the application process itself: it covers the registration process for the participating legal entities; and the actual submission process itself, namely completing the so-called Part A (administrative information and budget of the proposal), Part B (project description and implementation) and the Annexes.

Part C: Evaluation process

This section contains information on the evaluation process and criteria when reviewing and evaluating the submitted proposals

In case of further questions the following options are at your disposal:

- The Frequently Asked Questions (FAQ) section can be found under the relevant topic displayed on the Participants Portal.
- For information on how to [create an EU Login account](#) or [register your organisation](#) or related enquiries please look on the Participant Portal [Online Manual](#).
- IT helpdesk – you can contact the Participant Portal IT helpdesk for questions only related to the online submission tool such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc. Requests must be submitted via the [Helpdesk contact form](#).
- For non-IT related questions, the DG Justice and Consumers helpdesk mailboxes are available via email: as regards [the Justice Programme](#) and for [the Rights, Equality and Citizenship Programme](#).

Please do not contact the Helpdesk before having tried to find the information in the documentation that is provided to you. Please ensure you have exhausted all the options before contacting the Helpdesk.

To ensure an efficient handling of any enquiry please indicate clearly the reference of the topic you are interested in or applying to.

Questions will be answered as soon as possible. Questions received later than 7 calendar days before the deadline for submitting applications will not be responded to. The Commission may publish any additional information relevant to calls and topics, such as responses to frequently asked questions. Applicants should consult the Participant Portal and particular topic/call websites regularly.

The Commission may contact the applicant, should a need for clarification or information arise during the evaluation of the proposal. Such contact will be initiated per e-mail via the contact person indicated under section 2 of the Submission Form Part A (see section B 2.1 of this Guide), and may request an answer within a short deadline. **Please make sure that the e-mail address in the Submission Form Part A is correct.**

Finally, please be aware that submitting your proposal can take some time even if you have all the necessary information ready at hand. Do not wait until the deadline to start the online submission process. We advise you to complete your proposal sufficiently in advance so as to avoid any last minute problems.

Good luck!

Your EC JUSTICE & REC CALLS Team

A. LEGAL FRAMEWORK AND PARTICIPANTS

1. ROLE AND RESPONSIBILITY OF BENEFICIARIES

Roles and responsibilities towards the Commission

The beneficiaries have full responsibility for implementing the action and complying with the grant agreement.

The beneficiaries are jointly and severally liable for the technical implementation of the action as described in Part B (project description and implementation) of the proposal, which will become an annex to the grant agreement, if the project is selected for funding.

If a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part, unless the Commission expressly relieves them of this obligation.

The financial responsibility of each beneficiary is governed by Articles 28, 29 and 30 of the Multi-Beneficiary Grant Agreement (MGA).

Different entities can be involved in a project. These categories are as follows:

– Coordinator:

The coordinator must:

- Monitor that the action is implemented properly (see Article 7 of MGA);
- Act as the intermediary for all communications between the beneficiaries and the Commission (in particular, providing the Commission with the information described in Article 12 of MGA), unless the MGA specifies otherwise;
- Request and review any documents or information required by the Commission and verify their completeness and correctness before passing them on to the Commission;
- Compile and submit the deliverables and reports to the Commission (see Articles 14 and 15 of MGA);
- Ensure that all payments are made to the other beneficiaries without unjustified delay (see Article 16 of MGA);
- Inform the Commission of the amounts paid to each beneficiary, when required in the MGA (see Articles 28 and 34) or requested by the Commission.

Note:

Under the REC and Justice programmes, the coordinator may not delegate the above-mentioned tasks to any other beneficiary or subcontract them to any third party.

– **Co-Beneficiaries:**

Each co-beneficiary must:

- Keep information stored in the Beneficiary Register (in the electronic exchange system) up to date (see Article 12 of MGA);
- Inform the coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 12 of MGA);
- Submit to the coordinator in good time:
 - Individual financial statements for itself and its affiliated entities (if applicable) and, if required, certificates on the financial statements (see Article 15 of MGA);
 - The data needed to draw up the technical reports (see Article 15 of MGA);
 - If applicable, ethics committee opinions and notifications or authorisations for activities raising ethical issues ;
 - Any other document(s) or information required by the Commission under the MGA, unless the MGA requires the beneficiary to submit this information directly to the Commission.

– **Subcontractor(s):**

Subcontractors are not parties to the grant agreement. They do not have a contractual relationship with the Commission. If necessary to implement the action, the beneficiaries may award contracts covering the implementation of certain tasks of the co-financed action as described in the proposal. In such case the applicant **shall justify this working method in the *Part B - Project Description and Implementation Form***.

Note:

As a general rule, subcontracting shall be limited to 30% of the total eligible costs, unless differently specified in the topic notice. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.

Note:

In respect to equal treatment, the partnership should not change after the submission of a project proposal.

Note:

Under the REC and Justice programmes, entities affiliated to a beneficiary are not considered as project participants. Their costs are not eligible.

2. FINANCIAL ASPECTS

Applicants need to conform to the principles and rules as set out by the EU Financial Regulation, i.e. the financial rules applicable to the general budget of the Union and the

related Rules of Application of the Financial Regulation and most importantly provisions under Title VI (Grants).

The financial provisions and the rules related to the eligibility of costs incurred in the framework of actions grants under the Justice and Rights, Equality and Citizenship Programmes are presented in [the Annex on Financial Provisions](#).

B. SUBMISSION OF PROPOSALS

Calls for proposals under the Justice and REC Programmes are processed under the Electronic Submission System originally developed for the Horizon 2020 Research programmes.

Applications must be submitted via the Electronic Submission System of the Participant Portal, before the call deadline.

Even though the online system enables you to save successive versions of your application, the Commission encourages you to have fully prepared the proposal before starting the online submission process and not view it as a "do-it-as-you-go" process.

Also note that the online submission system is a two-step process:

- a) Registration of the applicant organisation through a specific procedure (see under points 1.2 and 1.3 below);
- b) Submission of the proposal itself, broken down into three parts, as follows:
 - **Part A** includes administrative information of the applicant organisations (future coordinator and co-beneficiaries) and the summarized budget of the proposal. It is to be completed directly online. It comprises information fields, checklists and declarations to be filled in by the coordinator.

Note:

In order to complete part A:

- all partners (i.e. not subcontractors) must be registered in the [Beneficiary Register](#) and communicate their PIC to the coordinator;
- the applicant must have the project budget per partner.

- **Part B** – Project Description and Implementation includes the technical content of the proposal. This part must be written by the applicant, following the template provided by the Commission and in collaboration with all partners and, when completed, uploaded directly as a PDF file into the Electronic Submission System.
- **Annexes:** The annexes required are described below. The annexes must be uploaded directly into the Electronic Submission System.

Note:

The applicant may submit more than one application under each topic and may be awarded more than one grant under each topic. An organisation may participate as applicant or partner in several applications.

However only one application will be accepted and evaluated for any given project.

In case there are several applications for the same project, the applicant will be asked to clarify which application shall be evaluated. An action may receive only one grant from the EU budget.

1. PREPARATION OF THE PROPOSAL

There are several steps to be completed when preparing for the submission of your application (before you actually start filling in the application forms). More specifically, you will need to:

- check the section "documents to consult" (see below);
- sign up to your possibly already existing EU Login account for registered users or create a new EU Login account for new users;
- register your organisation in the Beneficiary Register.

1.1 Documents to consult

Prior to taking the decision of submitting a proposal and filling in the different application forms, please verify whether your organisation and your partners meet the eligibility, exclusion and selection criteria, which are presented under each topic on the Participant Portal.

You should also check whether your planned activities are in line with the priorities of a particular call for proposals. For this, the very first step is to go through the relevant documentation in detail. In this respect, the key documents to consult are the following:

- Topic description and topic conditions presented directly on the Participant Portal,
- The Justice Programme [Work Programme 2018](#) ;
- The Rights, Equality and Citizenship Programme [Work Programme 2018](#);
- Model grant agreement (mono- or multi-beneficiary)
- [Annex on Financial Provisions](#)

1.2 Create an EULogin user account

In order to use the mandatory Electronic Submission System all participants (applicant and partners) first need to create a user account, the so-called EU Login account.

To do so, you simply need to access [the Participant Portal](#):

Figure 1: Screen shot of the Participant Portal homepage



You can see in the screen shot above that the homepage refers to registered and non-registered users.

- If you do not already have a user account for the Participant 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 Participant Portal, you can log in (click on 'LOGIN' in the upper right corner) and start entering the required information.

1.3 Register your organisation - Beneficiary Register

With the EU Login account, you can proceed to the next step, which is to register your organisation; this is done through the European Commission's Beneficiary Register.

The European Commission has an online register of organisations participating in various EU programmes called the [Beneficiary Register](#). This allows consistent handling of different organisations' official data and avoids multiple requests of the same information.

First check on the Beneficiary Register page if your organisation is already registered

Figure 2: Screen shot of the Beneficiary Register

The screenshot shows the 'Beneficiary Register' page of the Research & Innovation Participant Portal. The page is designed to help organisations register for EU research and innovation programs. It features a sidebar with navigation options and a main content area with detailed instructions. Two callout boxes highlight key actions: searching for an existing organisation and initiating a new registration process.

- 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 legal status and its finances. The uploaded documents are essential to check the eligibility of participants and financial capacity of the applicant/coordinator by the Research Executive Agency (REA).
- 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 Organisations** page of the "My Area" section. Incomplete draft registrations are automatically deleted after one year.
- Once your registration is finalised, you will receive a **9-digit Participant Identification Code (PIC number)**. You will need the PIC numbers of the applicant and all other partners (i.e. not for subcontractors) in order to complete part A of the application.
- The person who registers the organisation, called 'self-registrant', can submit updates and corrections (with corresponding supporting documents) on the **My Organisations** page of the My Area section. Please keep the details of the 'self-registrant' updated. If the 'self-registrant' leaves the organisation, contact the IT helpdesk in order to modify the contact details of the 'self-registrant'.

- Please note that if the registered organisation is selected to receive EU funding, the 'self-registrant' will be replaced by the appointed representative LEAR (Legal Entity Appointed Representative). This person will then be the only person able to provide further updates.

1.4 Deadline, acknowledgement of receipt, rejection of a proposal and complaints

• Submission deadline

The deadline for submission is indicated on the Participant Portal under each topic.

The Electronic Submission system enables you to replace/ update the proposal at any time. After the deadline for the call for proposal, changes or additions are no longer possible.

You should not wait until the last day of the deadline for submitting your proposal. This will significantly increase the risk of a last minute problem blocking your submission.

If you miss the call deadline, your proposal will be disregarded by the system and will not be considered as submitted.

You do not need to send your proposal by post / e-mail to the Commission! Please use only the Electronic Submission System!

• Acknowledgement of receipt

The date and time of the submission of the application will be automatically recorded and an acknowledgement of receipt email will be sent to the applicant organisation. If you do not receive an email with the acknowledgement of receipt, it is because the proposal has not been submitted.

The Electronic Submission System will carry out basic verification checks for completeness of the proposal, internal data consistency, virus infection file types, size limitations etc. The system will also check page limits in specific parts of the proposal and, if necessary, suggest that you shorten it. After the deadline, any excess pages will be overprinted with a 'watermark' indicating to the evaluators that these pages must be disregarded.

• Rejection of proposals

You should upload the correct document (in PDF format) under the corresponding category. Errors in this process that result in an incomplete proposal may jeopardize your entire application as it could be classified as inadmissible!

Therefore, before closing the application procedure or logging-off, double-check if the content of your PDF documents matches the given categories in the online submission tool.

Once the proposal is submitted, the applicant will not hear from the Commission until the proposal has been evaluated, unless:

- The Commission needs to contact the applicant to clarify matters such as eligibility or to request additional information;

- More information or supporting documents are needed to establish the legal entity or to perform the financial capacity check; and / or
- The applicant made a complaint regarding the submission procedure.

Note:

The indicative maximum time for the European Commission to finalize evaluations of the submitted proposals is 6 months counted as of the submission deadline. The indicative maximum time to inform the applicants about the results of the evaluation may take additional 3 months (in total 9 months as of the submission deadline).

- **Languages**

In principle, project proposals may be drafted in any official language of the European Union. However, for reasons of efficiency, the Commission advises Applicants to use English.

- **How to file a complaint**

If you believe that submission failed due to a fault in the Electronic Submission System, you should immediately file a complaint via the [Helpdesk on the Participant Portal](#), 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 Participant Portal).

Note:

Directorate-General Justice and Consumers does not manage the technical aspects of the submission process using the Electronic Submission System. Hence, please contact the Helpdesk of the Participant Portal and not Directorate-General Justice and Consumers with any questions related to submission.

1.5 Data protection

All personal data that will be included in the applications submitted via the Electronic Submission System will be processed by the Commission under Regulation No 45/2001 and according to the procedure announced with the relevant notifications submitted to the Commission’s Data Protection Officer. A privacy statement informs all data subjects whose data are to be processed in the context of the proposal evaluation and ensuing grant agreement preparation, implementation and follow up.

Applicants are invited to check the [Legal Notice](#) page at regular intervals to be duly informed of possible updates that may occur by the deadline for submission of their proposals.

1.6 General guidance before drafting your proposal

Calls for proposals are generally quite competitive. A weak element in an otherwise good proposal may lead to a negative evaluation, resulting in the applicant not being recommended for EU funding.

With this in mind we advise you, in addition to the above-mentioned considerations and suggestions, to consider the following aspects before drafting a proposal:

Relevance: Check that your intended proposal does indeed address the relevant priorities of the particular topic. Proposals falling out of the scope of the priorities of this topic for proposals will be scored low.

Completeness: Check that your proposal includes all the relevant information, as it will be evaluated only on the basis of the submitted content. Follow closely the format of the template of Part B and ensure that all the requested information is uploaded. However, avoid mixing quality with quantity: Good proposals are clear and are easy to understand and follow; they are precise and concise, focusing on substance.

Management quality: Clearly indicate the resources allocated to the management of the intended activities. Good financial management is a key component of management quality and adequacy between activities and requested budget is important.

Orientation towards results and impact: Good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results. In addition, good proposals include a sound and credible evaluation plan, not only focusing on process evaluation, but looking in particular at outcomes.

2. APPLICATION FOR A PROJECT

A project application is composed of three parts:

- **Part A**, which includes the administrative information and the estimated budget;
- **Part B**, which comprises of the technical content of the proposal; and
- Annexes (e.g. Indicators).

2.1 Project application form: Part A – Administrative part

Part A comprises fields of required information, checklists and declarations to be filled in and must be completed directly via the online submission tool. It is structured in three sections, as follows:

- Section 1: General information
- Section 2: Administrative data of participating organisations
- Section 3: Budget for the proposal

Please note that Part A follows a common template and is applicable to all funding programmes and all financial instruments, regardless of the specificities of each.

Figure 3: Screen shot of the Table of Contents of Part A

Section	Title	Action
1	General Information	
2	Participants and Contacts	
3	Budget	

Section 1: General information

In this section, you should provide the project Acronym, Proposal Title, Duration (in months), Free Keywords and an Abstract (max. 2000 characters) explaining the objectives of the proposal, how these will be achieved and their relevance to the priorities of the topic.

The abstract will be used as a short description of the proposal in the evaluation process and possibly in communication about selected projects. Therefore, do not include any confidential information, use plain typed text, avoiding formulae and other special characters.

In the "Declarations" section, there are also a number of self-declarations to be made by applicant by clicking the corresponding boxes, some of them on behalf of the partner(s). The applicant has to check with all the partners before clicking those boxes.

1) The coordinator declares to have the explicit consent of all partners on their participation and on the content of this proposal. Or the single applicant confirms the content of this proposal.

2) The information contained in this proposal is correct and complete. None of the actions foreseen in the proposal have started prior to the date of submission of the current application.

3) The coordinator hereby declares that

- he is fully compliant with the exclusion and eligibility criteria set out in the call for proposals/topic, and has the financial and operational capacity to carry out the proposed actions.
- each partner has confirmed that they are fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and they have the financial and operational capacity to carry out the proposed action.

Or the single applicant declares that

- he is fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and has the financial and operational capacity to carry out the proposed actions.

Section 2: Participants and contacts

The applicant will encode the PIC code of his/her organisation and of every other participant (see paragraph B 1.3. in this guide). Part of the administrative data will be filled in automatically after encoding the PIC code. Then, the applicant will be required to fill in the contact details (including e-mails) for every participant. Hence, it is recommended to have this information at hand when completing part A. If not filled in, it will not be possible to submit the proposal.

Section 3: Budget

The applicant must fill in the budget table as presented below.

Explanations:

White cells: to be filled by the applicant.

Grey cells: automatically filled/calculated by the system or are not applicable.

Figure 4: The Budget Overview Table in part A

European Commission
Directorate-General Justice and Consumers
Proposal Submission Forms

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Proposal ID SEP-210319458 Acronym edsd Go to

3 - Budget for the proposal ?

			Estimated eligible costs									Estimated income		EU contribution
			A Direct personnel costs /€	B.1 Direct travel costs	B.2 Direct subsistence costs	C Direct costs of subcontracting /€	D Direct costs of providing financial support	E Other direct costs	F Indirect costs /€ Max 7% of direct costs (sum of budget categories A-E)	G Total costs/€ (A)+(B)+(C)+(D)+(E)+(F)	H Receipts	I Other income (G-H-I)	J Requested EU contribution / €	
No	Name of Beneficiary	Country												
1	TEST REGISTRATION	DK	0	0	0	0	0	0	0,00	0,00	0,00	0,00	0,00	0,00
2	TEST COMPANY NAME test 2	UK	0	0	0	0	0	0	0,00	0,00	0,00	0,00	0,00	0,00
3	150621 AD TEST 5.8.2 TEST E	BE	0	0	0	0	0	0	0,00	0,00	0,00	0,00	0,00	0,00
Total			0	0	0	0	0	0	0,00	0,00	0,00	0,00	0,00	0,00

Requested reimbursement rate % K Requested EU contribution / Total costs	Requested indirect cost flat-rate % L Average indirect costs (F) of participants (max. 7 %)
0,00	0,00

Each row of the budget table represents the total estimated expenditure and total income for each beneficiary.

Eligible costs must be allocated under the following cost categories:

- direct personnel cost (column A),
- direct costs of travel and subsistence (columns B.1 and B.2),
- direct costs of subcontracting (column C),
- other direct costs (column E) which include costs for equipment, consumables, conference, publication and other goods and services, provided they are not considered as subcontracting.
- Indirect costs (column F) will be calculated automatically as 7% of the total eligible direct costs². In general, indirect costs may not be claimed by organisations receiving operating grants from the EU budget for the time during which the operating grant overlaps with the action grant received. If you are in this situation, you must signal it in your final report.

The category "Direct costs of providing financial support" to third parties (column D) is not applicable to the calls covered by this Guide and is therefore greyed out.

Column G (Total costs) automatically sums up the cost categories. This amount represents the estimated eligible costs of the action which is indicated in Article 5.2 of the MGA if the proposal is retained for funding.

² Except for for the following two topics: REC-RCHI-PROF-AG-2018 and REC-RCIT-CITI-AG-2018 where the applicants shall calculate themselves 7% of the total eligible direct costs and indicate it in Column F.

In column J, applicants should indicate the EU contribution requested for the action. Based on the total EU contribution requested for the action and the total costs, the form will calculate the requested reimbursement rate expressed as a percentage of total costs. This percentage should not exceed the maximum reimbursement rate defined for the topic and will be indicated in Article 5.2 of the MGA. The breakdown per partner is indicative and its final distribution remains the responsibility of the project participants.

In column H (receipts), the applicants should indicate project generated income and financial contributions given by third parties to the beneficiary specifically to be used to cover eligible costs. Column H must be manually filled in.

Column I (other Income) is automatically calculated and represents the amount necessary to balance the total eligible costs against the requested EU contribution (column J) and receipts (column H). This amount represents the applicant(s) own contribution to the action. The breakdown per partner is indicative.

Please refer to Articles 5 and 6 of the MGA and to [the Annex on Financial Provisions](#) for a detailed description as well as calculation methods of these eligible cost items.

Specific checks are included in the form of error messages that appear once you validate the submission form. They will warn you that there is an error, if:

- The flat-rate for indirect costs exceeds 7% of the total direct costs;
- The requested reimbursement rate for the total EU Contribution exceeds the maximum co-financing rate;
- The EU grant requested is lower than the minimum amount or higher than the maximum amount specified in the call for proposals, if applicable.

Once the error is corrected, the error message will disappear.

While the budget table does not require a detailed description of the costs, the amounts indicated here should reflect a detailed and accurate estimation based on the relevant rules of cost eligibility contained [the Annex on Financial Provisions](#) and the grant agreement. These detailed estimations should be kept on file and may be requested by the Commission at any time before, during or after the project implementation.

The total of the estimated costs by cost category indicated in part B must be consistent with the amounts filled in the Budget Overview Table in part A of the application. The Electronic Submission System does not provide a reconciliation function among the different budget tables of the application; it is the applicant's responsibility to ensure consistency of the information provided throughout the whole application package.

A detailed budget template (see "Topic conditions and documents" on the Participant Portal) is proposed by the Commission to facilitate the planning of your project's budget. This template it is not obligatory and does not need to be uploaded with the application. However, the Commission could request details of the estimated costs at any time.

2.2. Project application form: Part B – Project description and implementation

Part B concerns the technical content of the proposal and contains a description of activities that will be undertaken within the project.

Applicants must write the proposal in the template provided by the Commission. The template is a fill-in enabled Word document. You can enter text only under the non-protected fields. Once completed, the up-loading into the Electronic Submission System is only possible in PDF format. **The template may not be modified. The Commission reserves the right to reject any proposal not drafted in the mandatory template.**

When filling in the template, avoid repeating information under the different fields and always keep in mind that the evaluation of your application is solely based on the information provided in the Application Package.

Although the structure of the document may initially seem complex, it is governed by a few simple rules. It requires Applicants to have carefully thought over and developed their proposal.

Part B is limited to 30 pages, A4 format. If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning advising you to shorten and re-upload the document.

After the deadline, any excess pages will be overprinted with a watermark and disregarded.

The minimum font size allowed is 11 points.

Note:

If you submit a proposal in a language other than English, please include an English version of the abstract under point 1.17. of Part B – Project description and implementation.

The structure of the template is as follows:

PART 1 – GENERAL DESCRIPTION OF THE PROJECT AND APPLICANT ORGANISATION

This part is intended for the Applicant to describe the background of the project, its general concept, the expected results and methodology, the timeline of the proposal and the partnership implementing it.

In addition some specific issues should be detailed under this part like innovation, EU added value, ethical issues and risks related to the project, the dissemination strategy and follow-up of the project.

The questions are intentionally general, to give Applicants an opportunity to present the project in the most appropriate way and to write what they think are the strong points of the proposal. Nevertheless, Applicants should always be as detailed and specific as possible and avoid presenting information which is not relevant, for example, their usual activities and other information not directly linked with the proposal.

Note:

In field 1.1 of the Project Description and Implementation Form the abstract of the project should be included. Please use the same text as in Part A - Abstract of the Proposal.

PART 2 – DESCRIPTION OF WORK PACKAGES AND ACTIVITIES

Part 2 is detailed and structured in order to ensure that Applicants provide a detailed and concrete description of what they are going to do.

To achieve the overall goal and the main project objectives (as they are specified in Part 1), specific activities should be planned. These activities should be grouped together under individual **WORK PACKAGES**. All WORK PACKAGES must present a clear, logical link to the objectives of the project and to the other work packages. Each work package then constitutes a sub-part of the project, a step contributing to the achievement of the project's overall goal. Each work package must contain activities grouped together in a logical, consistent and structured way.

The activities should be grouped according to the Applicant's own approach. However, the activities within each work package should be clearly linked to each other and the logic should be coherent and consistent throughout the project. It should also be clear how each activity contributes to the overall goal and the main objectives of the project.

The primary objective of the workpackage concept is to divide the project in a logical way and to allow evaluators to clearly see what deliverables³ will be produced, at what stage, and how the Applicant will organise this work.

Each project will have a minimum of two work packages: work package 1 with the management and coordination activities and workpackage 2 with deliverables related to the objective of the project. It does not necessary mean that a project with only two work packages will obtain a low score. The division in work packages should be logical and be guided by the different concrete deliverables of activities. The form contains boxes for projects with up to 5 workpackages. If you think your project has more than 5 workpackages, please group them in such a way so as to be able to present them in the space provided.

The Applicants must indicate the milestones⁴ and the critical risks for each work package.

The Applicants should also indicate estimated costs of each work package by cost category (in EUR) and estimated human efforts⁵ per each work package, calculated in person/months. This information must be coherent with the information on direct personnel costs in the Budget Overview Table in part A.

³ 'Deliverable' means a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.

⁴ 'Milestones' means control points in the project that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

⁵ Calculation method for the estimation of effort: If 1 year = 220 (working) days, then 1 month = $220/12=18,33$ (working) days. So 24 full working days for one person would be $24/18.33=1,31$ person/months.

WORKPACKAGE 1 –Management and Coordination

At the beginning of Part 2 the Applicant will find **workpackage 1**. This workpackage allows the Applicant to enter all activities related to the general management and coordination of the project. The Applicant can also include here activities that do not relate to any of the workpackages leading to a specific result, but which are directly linked to the project as a whole.

! Note

Applicants are advised to limit the costs of management and coordination to those necessary for the implementation of the project and focus the expenditure of the project on the activities necessary to achieve the project results.

WORKPACKAGES 2 - 5

For each workpackage you must identify its **objective(s)**, you must describe concretely the **activities** to be implemented and you must identify the **deliverable(s)** to be produced. Deliverables can be intangible (e.g. conferences, seminars, trainings, events, professionals trained) or tangible (e.g. manuals, leaflets, websites, articles, training material packages, books).

Under each workpackage you must identify the expected deliverables. You must be as specific as possible when defining their characteristics, including e.g. the title/content of a seminar; the duration of a training; the length (estimated no. of pages) and format of a publication (e.g. printed/electronic); the languages of a leaflet; etc. You are also requested to use a quantitative description where applicable, e.g. number of seminars; number of participants; number of printed copies of a manual in each language; etc.

You should be realistic in the level of your ambition: a successful application has to include relevant and appropriate deliverables, which can be realistically produced within the project duration. It is important that the scope of the project is large enough in order to make a difference; however, it does not need to foresee an excessively high number of deliverables.

! Note

The work packages do not include predefined categories of deliverables; each project is free to define and present the deliverables according to the project's logic. However, the information included under the work packages must be consistent with the information provided in Annex 3 – Indicators.

In Part B under the workpackages you are requested to describe in a detailed way all deliverables of each workpackage, including their name, description, target group, quantitative information, etc. These deliverables should include all final deliverables of your project, and also – if relevant – deliverables of internal nature (i.e. those necessary for the management, coordination, monitoring of the project), deliverables of intermediate stages, before the final deliverable is produced (e.g. questionnaires for a survey, the results of which are included in the final publication of the project), etc. The information that you provide in this part is essential for the evaluation of your proposal and for the implementation of your project.

PART 3 – INFORMATION CONCERNING OTHER GRANTS / PROCUREMENT

The applicants should provide a list of grant applications or offers submitted under other grants/procurement procedures to the EU institutions in the current year, as well as a list of grants or contracts awarded by the European institutions to the applicant in the last 4 years.

After finalising PART B, please convert it into a PDF and upload it into the Electronic Submission System as "part B".

! Note:

You can replace a project proposal already uploaded as often as you wish before the submission deadline. Please be sure that the final version is uploaded at the time of the submission deadline.

2.3. Annexes

2.3.1. Annex 1 - Curriculum Vitae

CVs of the core project team (coordinator + partners) shall be annexed to the proposal. The CVs must be uploaded in PDF format (merged into one PDF document) into the Electronic Submission System as Annex 1.

The Commission recommends that CVs are presented in the EUROPASS CV format⁶; however, organisations CVs submit these CVs in another format.

In case a key staff member has not been recruited yet, the description of the profile or job description.

The maximum page limit for Annex 1 is 200 pages.

2.3.2. Annex 2 - Annual Activity Report for the last available year

The *Annual Activity Report* shall describe the *activities* the applicant carried out in 2017. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity.

The Annual Activity Report must be uploaded in PDF format into the Electronic Submission System as Annex 2.

If the annual activity report for 2017 has not been approved yet by the responsible body/management entity of the organisation, the applicant shall submit the annual activity report of the previous year or a draft version of the report certified by the legal representative of the organisation.

If no such document exists at all, the document should be drafted for the application and certified by the legal representative of the organisation.

The Annual Activity Report is requested only from the applicant, not from the partners.

The Annual Activity Report is not requested at the stage of application if the applicant is a public body (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university.

⁶ The EUROPASS CV template can be downloaded at:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

If the document(s) requested as the Annual Activity Report are available on the applicant's website, a link to the document(s) can be provided, instead of the documents. The link(s) should be indicated on a separate sheet and uploaded in PDF format into the Electronic Submission System as Annex 2. It is the applicant's responsibility to ensure that the links are correct and working. A general link to the applicant's website is not sufficient.

2.3.3. Annex 3 - Indicators (quantitative reporting on policy-related deliverables indicators)

The output indicators need to be provided by using an *Indicators excel sheet* provided. Once the file has been filled in, the *excel file* should be converted to *PDF file* and uploaded into the Electronic Submission System.

The requested information is mainly quantitative and should focus on the final deliverables of your activities.

Activities that could be co-financed are organised in four groups. The activities to be implemented may fall under one or more or all groups. It is not mandatory to include information under all types of activities; only the information in the boxes relevant for the project activities should be filled out.

While filling out the annex, the following should be taken into account:

- You should count each deliverable only once. If you consider that an deliverable meets the criteria of more than one category, you should count it under the category that is most relevant to its objectives.
- You should group your deliverables in the most appropriate way taking into account the objectives of the respective activities.
- You should be as specific as possible (e.g. in defining types of reports, groups of professionals etc.).
- Drop-down menus are provided for indicating the different types of reports/events/material or the groups of persons. These categories should be able to cover most types of deliverables produced by your project. You should try to identify the most relevant category for each deliverable. Only if it is clearly impossible to allocate an deliverable to a category, you can indicate yourself an additional category in the relevant box.
- You should avoid abbreviations, unless commonly used.
- You should be realistic in the level of your ambition: a successful application does not need to foresee deliverables under each type of activity; neither should the number of these deliverables be excessively high.
- You should not count in this part reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project⁷. Interim and final reports requested by the Commission as part of the reporting on the implementation of your Grant Agreement should not be counted in this part.

More specific information on each category as referred in the *Indicators excel file* is

⁷ This information should be included in Part B - Project Description and Implementation Form. It is not relevant for this part.

indicated below:

1. Analytical activities

Under *analytical activities* you are asked to indicate the type of documents/reports to be produced by your project.

Under the column *Type of document/report*, you should indicate the category of the document/report and not its specific title. You should choose the relevant type from the drop-down menu and, if necessary, you can provide additional information in the second column.

As already mentioned above, reports of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project or interim and final reports requested by the Commission should not be counted here.

Reports documenting how different activities were implemented are also considered as documents of internal nature and should not be counted here (e.g. conference report, seminar report, etc.).

2. Training activities

Under *2 training activities* the requested information refers to every type of training you will provide.

You should differentiate *2 training activities* from *3 (mutual learning, exchange of good practices, cooperation)*: Under *2* you should count formal training activities, where a trainer aims to provide the participants with one specific set of information (knowledge, working tools etc.). Under *3* you should count activities where the participants come together bringing their different practices and aim to learn from each other. These activities may include at the end a learning aspect for the participants, however you should count them only once under *3*.

Under *2.1* you should identify the *number of training events* to be organised. Each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last.

Under *2.2* you should identify *the number of persons to be trained per group of persons*. It is possible to identify up to three different groups of persons for the whole project: if you will provide training to more than three different sub-groups, please identify three wider groups and count the number of participants accordingly.

Under *2.3* you should count specific and practical training packages which include specific information/tools/methods, can be used as the basis to train others, can be reproduced in more than one event and can be used by trainers or organisations other than those of your organisation. It should not be an internal product limited only to the needs of your organisation or network.

You should count these training modules in terms of content: you should not count as separate training modules the different language version of the same training module, unless the content of each language version is different. Also you should not reflect here the number of copies of each training module.

3. Mutual learning, exchange of good practices, cooperation

Under *3.1* you should identify the *number of events* to be organised. Each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last.

Under *3.2* you should identify *the number of participants per group of persons*. It is

possible to identify up to three different groups of persons for the whole project: if your activities will address more than three different sub-groups, please identify three wider groups and count the number of participants accordingly.

Under 3.3 you should indicate the total number of eligible countries from which the participants come from. The eligible countries are identified in the relevant call.

Under 3.4 you should reflect, if applicable, any result of the mutual learning/exchange of good practices/cooperation which will be sustained after the end of your project. These deliverables should not fall into any other of the remaining categories. They should be concrete and tangible and they should be maintained in the long-term after the end of your activity in a sustainable way.

4. Awareness-raising, information and dissemination

The events to be counted under 4 should focus on raising awareness, providing and disseminating information, i.e. spreading a specific message or piece of information to the wider public or to a specific group of persons (as appropriate). Events which focus on the exchange of views, on mutual learning, on development of cooperation should be counted under 3 and not under 4. In most cases the events to be counted under 3 would be more focused and more limited in terms of participants in comparison to the events to be counted under 4. A conference on the results of the project would usually qualify as an activity to be counted under 4.

Under 4.1 you should identify the *number of awareness-raising/information and dissemination events* to be organised. Each event with the same content should be counted as one, regardless of how many days this event may last. If you organise an awareness raising campaign in many countries, you should count each country campaign separately.

Under 4.2 you should identify *the group and the number of persons to be reached*. It is possible to identify up to three different target groups for the whole project: if your activities have multiple target groups, please identify up to three wider target groups and count the number of participants accordingly.

Under 4.3 you should count all types of awareness raising material that you will produce. You should group them in up to three groups and count them accordingly.

2.3.4. Annex 4 - Description of child protection policy (if applicable)

Any applicant and/or partner working directly with/having contact with children, must provide the following documents:

- the written, published child protection policy (pdf and/or hyperlink to where it is published);
- the written guidelines/behaviour protocols/codes of conduct for adults working with/in contact with children.

All applicants are encouraged to take a close look at the guidance:

- http://ec.europa.eu/justice/fundamental-rights/rights-child/index_en.htm
- http://ec.europa.eu/justice/fundamental-rights/files/rights_child/standards_child_protection_kcsc_en.pdf

If no Annex 4 is submitted, the Commission will assume that the applicant and/or partners concerned do not have child protection policies.

Child protection policies will be considered under the quality award criterion.

2.3.5. Annex 5 - Letter from the public authority supporting the application (if applicable)

C. EVALUATION PROCESS

Proposals will be evaluated by an evaluation committee composed of Commission staff. The committee may be assisted by external experts

The evaluators will check whether the application complies with the admissibility, exclusion and eligibility criteria.

Applications are furthermore subject to the verification of operational and financial capacity (selection criteria). For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether the applicant and partners have enough financial, human and operational resources to carry out the activities described in *Part B- Project Description and Implementation*, except for the financial capacity check which will be performed by the Research Executive Agency (REA).

Eventually, the evaluators will assess proposals on its merits against the award criteria, giving points to each proposal.

The proposals will be evaluated against the criteria outlined below. In most cases, admissibility, exclusion and eligibility criteria will be checked first, but the evaluation committee may decide to proceed in a different order or assess different sets of criteria in parallel.

1. Admissibility Requirements

To be admissible applications must comply with all of the following criteria:

- (a) Applications must be submitted no later than the deadline for submission as indicated on the Participant Portal
- (b) Applications must be submitted in writing using the Electronic Submission System of the Participant Portal
- (c) Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied by all the compulsory Annexes
- (d) Applications must be drafted in one of the EU official languages (Note: for reasons of efficiency, the Commission advises Applicants to use English)

Failure to comply with those requirements will lead to the rejection of the application.

2. Eligibility Criteria

Please refer to section *Topic specific conditions* of each topic on the Participants Portal and please verify if applicant and partners are legally established in an eligible country of the Justice or the Rights, Equality and Citizenship programmes.

! Note:

For British applicants and partners: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from

the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 34 of the grant agreement.

Applicants and partners must be legally constituted public or private organisations, or international organisations.

Bodies set up by the European Union falling under Article 208 of the Financial Regulations (EU bodies and institutions) are not eligible for funding and cannot submit applications.

Only legally constituted organisations can participate. Natural persons (private individuals) are not allowed to submit applications.

‘Non-profit organisation’ as referred to on the Participant Portal means either:

- 1) a legal entity that is by its legal form non-profit-making; or
- 2) a legal entity which has a legal or statutory obligation not to distribute profits to its shareholders or individual members. The provision that profits will not be distributed must be clearly stipulated either in the law or in the statutes of the organisation; decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature.

To prove the eligibility requirements, applicants will have to provide information and upload documents showing the organisations' legal status in the Beneficiary Register. This includes both the applicant and the partners in case of a consortium.

3. Exclusion criteria

3.1 Exclusion

Organisations (i.e. applicant and partners) will be excluded from participating in any call for proposals if they are in any of the following situations:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the performance of the contract;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other applicants with the aim of distorting competition;
- (iii) violating intellectual property rights;
- (iv) attempting to influence the decision-making process of the Commission during the award procedure;
- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

- (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
- (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the applicant is established or the country of the performance of the contract;
- (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
- (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
- (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
- (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.

(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:

- (i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

- (ii) non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- (iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;
- (iv) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
- (v) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

3.2 Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 3.1), it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 3.1.

3.3 Rejection from the call for proposals

A grant shall not be awarded to an applicant who:

- (a) is in an exclusion situation established in accordance with section 3.1;
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) was previously involved in the preparation of calls for proposal documents where this entails a distortion of competition that cannot be remedied otherwise.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

4. Selection criteria

4.1. Financial capacity

Applicants and partners must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. Organisations participating in several projects shall have sufficient financial capacity to implement multiple projects.

The financial capacity shall consist of a financial viability check performed by the Research Executive Agency (REA) and completed by the Commission.

For the purpose of demonstrating its financial capacity, and if the total amount of the grant requested exceeds EUR 60.000, the applicant must provide the most recent closed and signed financial statements of its organisation containing the balance sheet and profit

& loss accounts, for the last two closed financial years⁸. In case of an application submitted on behalf of a consortium, the Commission reserves the right to verify every member of the consortium invited to participate will be requested to submit this information, with the exception of public bodies, higher or secondary education establishments and international organisations. If the share of a grant requested by an organisation (applicant or partner) exceeds EUR 750.000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. Both financial statements and the audit report must be uploaded in the Beneficiary Register when uploading the application package.

Start-up entities which do not have closed accounts at the date of request for financial assessment are requested to submit prospective financial data for one year only. Recently created entities which have closed annual accounts for one year only will be assessed based on the documents for the sole closed financial year.

The REA will assess the organisation's financial viability by checking that it:

- Has sufficient liquidity - is able to cover its short-term commitments;
- Is financially autonomous;
- Is solvent - capable of covering its medium and long term commitments;
- Is profitable – generating profits, or at least with self-financing capacity

The REA will then propose to the Commission a ranking of each organisation's financial viability based on a qualification: insufficient, weak, acceptable or good.

The methodology used by the REA to assess the financial viability may be found at:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm

The Commission will assess further elements if they are available/relevant such as:

- Auditor's findings on previous projects,
- Weak financial viability results from other projects or sources,
- Involvement in case of serious administrative errors or fraud,
- Pending legal procedures or judicial proceedings for serious administrative errors or fraud,
- Due recovery orders

In view of the above, if the Commission considers that the financial capacity is weak, it may request further guarantees or impose risk mitigation measures (e.g. reduced or no pre-financing, bank guarantee covering the amount of pre-financing payment;

⁸ A single financial document containing comparative data of the annual accounts of the two years under assessment is acceptable. The same applies to the statutory audit report which may cover the two financial years

replacement of the weak organisation), or reject the application in case the Commission considers the financial capacity as insufficient.

4.2. Operational capacity

The applicant and the partners must have sufficient operational and professional capacities to implement the activities for which co-funding is requested. Organisations participating in several projects shall have sufficient operational capacity to implement multiple projects.

For the purpose of demonstrating its operational capacity, the applicant must upload:

- CVs of key staff involved in the project (employed by the applicant and the partners), who must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project
- its annual activity report for the last available year. The requirement to provide such a report does not apply to public bodies (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) and universities

Applicants may not be awarded a grant if they fail to demonstrate that they have the capacity, the experience and the expertise necessary for the successful implementation of the proposed activities.

5. Award criteria

The award criteria aim to ensure the selection of projects with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

! Note

EU funded projects shall also seek to promote equality between women and men as well as the rights of the child. Consequently, when applicable, the applicant shall take the necessary steps to ensure that gender equality is taken into account by paying attention to the situation and particular needs of women and men. If a project will involve direct contact with children, the applicant must describe the child protection policy it will adhere to (*see point 1.16 of Part B - Project Description and Implementation*)

EU funded projects shall also comply with the prohibition of discrimination based on any of the grounds listed in Article 21 of the Charter of Fundamental Rights, in accordance with and within the limits set by Article 51 of the Charter. Among others the Commission encourages applicants to promote equal employment opportunities for all its staff and team. This entails that the beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

Finally, all projects shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union.

While planning their project and preparing their application, applicants should take into account these requirements and demonstrate in their proposal how these requirements will be respected at implementation stage. Beneficiaries will be required to detail in their

final activity report the steps and achievements made towards meeting these requirements.

Applications will be assessed against the following criteria:

(a) Relevance to the priorities of the call (25 points):

Relevance of the action and its objectives to the priorities of the call for proposals, as described under each topic notice on the Participant Portal, relevance of the issues addressed by the project, contribution of the proposal to the priorities, and complementarity with other Union activities, avoiding duplication with projects funded by other Union programmes. Every proposed action has to be based on a reliable needs assessment.

(b) Quality of the proposed action (30 points):

Quality shall be assessed in terms of the proposed methodology for implementing the activities; the organisation of work, the allocation of resources and the time schedule; the appropriateness of the envisaged activities.

The evaluation of the project's quality will also assess the strategy for monitoring the project implementation and the identification of risks and the measures to mitigate them; the proposed evaluation, including measures to assess the success of the activities and the indicators to be used; the identification of ethical issues and the proposed action to address them.

(c) European added value of the project (15 points):

The European added value of the project shall be assessed in the light of criteria such as its contribution to the consistent and coherent implementation of Union law and policies and to wide public awareness about the rights deriving from it, its potential to develop mutual trust among Member States and to improve cross-border cooperation, its transnational impact, its contribution to the elaboration and dissemination of best practices or its potential to create practical tools and solutions that address cross-border or Union-wide challenges.

(d) Expected results, dissemination, sustainability and long-term impact (20 points):

How appropriate are the expected results to achieve the objectives of the action⁹? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Is sustainability of the activities after the EU funding ensured?

(e) Cost-effectiveness (10 points):

Financial feasibility of the proposed activities by means of a realistic and reasonable budget. Appropriateness of the amount requested in relation to the scale and type of the activities, to the expected results and to the size of the partnership.

⁹ To be distinguished from outputs which are produced with the resources allocated to the proposed action, e.g. training courses, conferences, leaflets.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available.

Proposals not attaining a score of 18 points for the relevance criterion will not be considered for the award of a grant.

Proposals not attaining an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of projects that can be funded from the available budget.

The Commission will inform applicants of the results of the evaluation. The successful applicants will be invited to sign Grant Agreements with the Commission. The Commission can withdraw its proposal to sign grant agreement if during its preparation it concludes that the applicant did not comply with any formal requirements.

Applicants whose applications are not selected will receive a letter from the Commission stating the reasons for the rejection.

The Commission could set up a reserve list in addition to the list of successful applicants. Proposals placed on the reserve list could be funded if funds are available (e.g. in case an applicant who has been proposed a grant withdraws its proposal).

In accordance with the principle of equal treatment of applicants, the Commission cannot give a prior opinion on the outcome of the call before the evaluation is completed.