


#innovacion
#ayudascdti
#asesoramiento
#internacionalizacion

A world map composed of blue dots, with several red dots scattered across the continents, primarily in Europe, Africa, and Asia.

La preparación de propuestas. Actualización sobre la documentación y aspectos más relevantes

HORIZONTE

EUROPA
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EN

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Capabilities for border surveillance and situational awareness

HORIZON-CL3-2023-BM-01-01

Topic Call for proposal

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Programme

Horizon Europe Framework Programme (HORIZON)

€ Budget overview

Call

Border Management 2023 (HORIZON-CL3-2023-BM-01)

Type of action

HORIZON-IA HORIZON Innovation Actions

Type of MGA

HORIZON Lump Sum Grant [HORIZON-AG-LS]

Open for submission

Deadline model

single-stage

Opening date

29 June 2023

Deadline date

23 November 2023 17:00:00 Brussels time

Who is eligible for funding?

EU COUNTRIES

- Member States (MS) including their outermost regions
- The Overseas Countries and Territories (OCTs) linked to the MS

NON-EU COUNTRIES

- Countries associated to Horizon Europe (AC)
- Low and middle income countries: See [HE Programme Guide](#)
- Other countries when announced in the call or exceptionally if their participation is essential

SPECIFIC CASES

- Affiliated entities established in countries eligible for funding
- EU bodies
- **International organisations (IO):** International European research organisations are eligible for funding. Other IO are not eligible (only exceptionally if participation is essential). IO in a MS or AC are eligible for funding for Training and mobility actions and when announced in the call conditions

Eligibility exception



SPECIFIC CASE

Call: [HORIZON-CL3-2023-INFRA-01-01](#)

Topic: “HORIZON-CL3-2023-INFRA-01-01: Facilitating strategic cooperation to ensure the provision of essential services”

In order to achieve the expected outcomes, and safeguard the Union’s strategic assets, interests, autonomy, or security, namely to protect and to preserve the confidentiality of risk assessments and of the vulnerabilities of critical entities of Member States, **participation is limited to legal entities established in Member States only.**

Proposals including entities established in countries other than EU Member States will be ineligible.

General eligibility conditions

Consortium composition (collaborative projects) for RIA/IA

- at least **one** independent legal entity established in a **Member State**, and
- at least **two** other independent legal entities each established either in a different **Member State** or an **Associated Country**

Consortium composition (collaborative projects) for CSA

- at least **one** independent legal entity established in a **Member State or in an Associated Country** (HORIZON-CL3-2023-SSRI-01-01)
- For this type of actions, third Countries and International Organisations are not eligible for (exceptional) funding!



General eligibility conditions

SPECIFIC CASES:

Affiliated entities — Affiliated entities (i.e. entities with a legal or capital link to a beneficiary 7 which participate in the action with similar rights and obligations to the beneficiaries, but which do not sign the grant agreement and therefore do not become beneficiaries themselves) are allowed, if they are eligible for participation and funding.

Associated partners — Associated partners (i.e. entities which participate in the action without signing the grant agreement, and without the right to charge costs or claim contributions) are allowed, subject to any conditions regarding associated partners set out in the specific call conditions.

This type of participants are not counted toward the eligibility conditions!



General eligibility conditions

Gender Equality Plan

Participants that are public bodies, research organisations or higher education establishments from Members States and Associated countries **must have a gender equality plan**, covering minimum process-related requirements.

- A self-declaration will be requested at proposal stage (for all types of participants)
- Included in the entity validation process (based on self-declaration)

Additional eligibility conditions 1/3

The participation of practitioners (or other categories of participants) is a **mandatory** criterion in Calls **FCT, DRS, BM, INFRA, SSRI**

[Pay attention – where applicable – to the detailed footnotes:](#)

“In the context of this Destination, ‘Police Authorities’ means public authorities explicitly designated by national law, or other entities legally mandated by the competent national authority, for the prevention, detection and/or investigation of terrorist offences or other criminal offences, specifically excluding police academies, forensic institutes, training facilities as well as border and customs authorities.”

NB: on average 7-10% of applicants fail to properly address these conditions

Additional eligibility conditions 2/3

INFORMATION ABOUT SECURITY PRACTITIONERS			
Project name and acronym:		[project title] — [acronym]	
Participant number and short name <i>(same as on Submission System screens)</i>	Category of practitioner <i>(police authority, first-responder, fire-brigade, etc.)</i>	Department/ service/ units that will contribute	In which role(s) will the participant contribute to the action? How does this serve the aim of the eligibility condition as outlined in topic conditions?
[number] — [short name]			
[number] — [short name]			
[number] — [short name]			

Additional eligibility conditions 3/3

Advice & lessons learned:

- Ensure that the beneficiary really meets the criteria e.g. a **scientific/academic organization or a training facility on Disaster Management is not a First Responder** (idem for Police Authorities, Civil Society Organisations, Customs, Border guards etc.)
- Ensure that the minimum number and type of countries and that all categories are covered e.g. “[...] at least **2 Police Authorities** and at least **2 forensic institutes** from at least **3 different EU Member States or Associated countries**”
- Ensure that the right level of beneficiaries is represented, e.g. “[...] at least **3 government entities** responsible for security, [...], at **national level**.”
- Different departments/services of the same entity/organisation cannot fulfil two criteria, e.g. Law Enforcement Agency & First Responder

Admissibility

General admissibility conditions

Applications must be **submitted before the call deadline**, electronically via the Funding & Tenders Portal

Applications must be **complete, readable, accessible and printable**, and include a plan for the **exploitation and dissemination** of results, unless provided otherwise in the specific call conditions.

Proposal page limit

RIAs and IAs:

limit for a full application is **45** pages (**50** if the topic is lump sum based)

CSAs:

limit for a full application is **30** pages (**33** if the topic is lump sum based)

Antes de empezar

- Revisar toda la documentación de la convocatoria → descargar la última versión
- Leer en detalle la descripción del topic (incluyendo la introducción a la *Destination*)
- **Subrayar y destacar** los temas más relevantes, en el texto del topic

HORIZON-CL2-2023-FC2-01-03: New methods and technologies in service of community policing and transferable best practices

Specific conditions

Expected EU contribution per project	The Commission estimates that an EU contribution of around EUR 4.0 million would allow these outcomes to be addressed appropriately. Nonetheless, this does not preclude submission and selection of a proposal requesting different amounts.
Indicative budget	The total indicative budget for the topic is EUR 4.00 million.
Type of Action	Research and Innovation Actions
Eligibility conditions	<p>The conditions are described in General Annex B. The following exceptions apply:</p> <p>The following additional eligibility criteria apply:</p> <p>This topic requires the active involvement, as beneficiaries, of at least 3 Police Authorities¹¹ from at least 3 different EU Member States or Associated Countries. For these participants, applicants must fill in the table "Information about security practitioners" in the application form with all the requested information, following the template provided in the submission IT tool.</p>
Technology Readiness Level	Activities are expected to achieve TRL 6-7 by the end of the project – see General Annex B.
Security Sensitive Topics	Some activities resulting from this topic may involve using classified background and/or producing of security sensitive results (EUC) and SEN). Please refer to the related provisions in section B Security – EU classified and sensitive information of the General Annexes.

Expected Outcome: Projects' results are expected to contribute **to some or all** of the following outcomes:

¹¹ In the context of this Destination, 'Police Authorities' means public authorities explicitly designated by national law, or other entities legally mandated by the competent national authority, for the prevention, detection and/or investigation of terrorist offences or other criminal offences, specifically including police academies, forensic institutes, training facilities as well as border and customs authorities.

- **Strengthened resilience** of local communities **against crime and radicalisation**, lowered feeling of insecurity and **improved law enforcing**;
- Negative factors in local communities are identified early, possible **threats are detected**, and **crime reporting is enhanced**;
- Better recognition for **community diversity** within neighbourhoods, and **tailored** approaches to milieus including communities traditionally not engaging with statutory authorities resulting in **comprehensive community empowerment**;
- The interactions, and potential feedback between CP and **alternatives to incarceration** are explored;
- Identification and **EU wide dissemination** of validated community policing best practices;
- New methodologies, tools and adoption of technological support are developed; and
- Training curricula for Police Authorities are developed on community policing in non-homogenous local milieus with social complexities, including balancing of majority needs while recognising expectations of minorities and/or sub-groups.

Scope: Community policing (CP) is an integral part of policing focusing on cooperation with local community for better understanding challenges and the given group needs and meeting them. From both a theoretical and a practical point of view, three ways of delivering CP may be outlined: **reactive, proactive, and co-active** – based on **community consultations** and **common actions**. While performing such actions, police provides information, initiates and participates in programs to prevent crime and ensures the protection of citizens in **cooperation** with other institutions. CP aims to create opportunities for positive, mutually respectful interactions between civilians and the police, to increase citizens' trust and enhance the ability of police to enforce the law. To maximise the impact of CP actions, proposals should analyse its potential relations with introduction of **innovative alternatives to imprisonment**.

Nowadays, Police Authorities, while carrying out their duties to provide community security, are faced with numerous economic and demographic challenges. As a consequence, more **efficient solutions, tools and methodologies are sought**. First responders cope with growing communities, tighter budgets, and diverse, quickly evolving milieus in their areas of responsibility, regularly facing challenges that initial professional training could not prepare them for. Moreover, rapidly changing social, economic and political environment, both domestically and internationally, complicates these problems and fuels new tensions.

New approaches should cover **internal review of Police Authorities' personnel training**, possible **change of attitudes** and communication language, or countering existing misconceptions and biases. International exchange of validated best practices is encouraged. Proposals should eventually integrate societal findings, relevant new or already existing technologies and legal framework into a comprehensive CP model. The successful proposal should **build on the publicly available achievements and findings of related previous national**

biological and societal dimensions of CP in a balanced way.

This topic requires the effective contribution of SSH disciplines and the involvement of experts, institutions as well as the inclusion of relevant SSH expertise, in order to produce meaningful and significant effects enhancing the societal impact of the related innovative activities.

1

Go through all relevant Text: call, intro etc.



2

Break down into 'bite-size' pieces by:



3

Highlighting important words, phrases, ref. documents etc.



4

Transfer all your information into a 'managed' list



Highlight key words, phrases and sentences

Las plantillas y documentación

Documents

Call documents:

Standard application form — call-specific application form is available in the Submission System

[Standard application form \(HE RIA, IA\)](#)

Standard evaluation form — will be used with the necessary adaptations

[Standard evaluation form \(HE RIA, IA\)](#)

MGA

[Lump Sum MGA v1.0](#)

Call-specific instructions:

Template for [Security & eligibility conditions in Horizon Europe](#)

Additional documents:

[HE Main Work Programme 2023–2024 – 1. General Introduction](#)

[HE Main Work Programme 2023–2024 – 6. Civil Security for Society](#)

[HE Main Work Programme 2023–2024 – 13. General Annexes](#)

[HE Programme Guide](#)

[HE Framework Programme and Rules for Participation Regulation 2021/695](#)

[HE Specific Programme Decision 2021/764](#)

[EU Financial Regulation](#)

[Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#)

[EU Grants AGA — Annotated Model Grant Agreement](#)

[Funding & Tenders Portal Online Manual](#)

[Funding & Tenders Portal Terms and Conditions](#)

[Funding & Tenders Portal Privacy Statement](#)

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Application form (proposal template)

The proposal contains two parts:

Part A (web-based forms) is generated by the IT system. It is based on the information entered by the participants through the submission system in the Funding & Tenders Portal

Part B is the narrative part that includes three sections that each correspond to an evaluation criterion. Part B needs to be uploaded as a PDF document following the templates downloaded by the applicants in the submission system for the specific call or topic



How is the proposal structured?

PART A

- **Abstract, administrative data of consortium, budget table**

In addition

- Researchers table – needed to follow up researchers careers (HE indicator)
- Role of participating organisations
- *Self-declaration on gender equality plan*
- Ethics self-assessment
- Security questionnaire (NEW! in all HE proposals)
- Information on participants' previous activities related to the call



How is the proposal structured?

PART B

- Excellence
- Impact
- Quality and efficiency of the Implementation

In addition:

- Glossary of terms to ensure consistency
- Extensive explanations on what exactly should be included in each section
- Annexes: Security Template and eligibility table + Lump Sum table (when relevant)



Project Proposal Template – Part B



1. Excellence

- 1.1 Objectives and ambition
- 1.2 Methodology

2. Impact

- 2.1 Projects pathways towards impact
- 2.2 Measures to maximise impact – Dissemination, exploitation and communication
- 2.3 Summary – Key elements of the impact section

3. Quality and efficiency of the implementation

- 3.1 Workplan and resources
- 3.2 Capacity of participants and consortium as a whole

Tables

- 3.1a List of work packages
- 3.1b Work Package description
- 3.1c List of Deliverables
- 3.1d List of milestones
- 3.1e Critical risks for implementation
- 3.1f Summary of staff effort
- 3.1g 'Subcontracting costs' items
- 3.1i 'Other costs categories' items

Work Package	Deliverables	Milestones	Staff Effort
WP1
WP2
WP3
WP4
WP5
WP6
WP7
WP8
WP9
WP10
WP11
WP12
WP13
WP14
WP15
WP16
WP17
WP18
WP19
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WP38
WP39
WP40
WP41
WP42
WP43
WP44
WP45
WP46
WP47
WP48
WP49
WP50



How does your project plan align with the Project Proposal Template?

Download a copy of the Project Proposal Template

Particularidades “Lump-sum”

Basic principles of lump sum topics

- ✓ Applicants **define the lump sum** in their proposal. The type of lump sum is specified in the text of the topic
- ✓ In setting the lump sum, they are **free to define the amount** necessary to carry out your project
- ✓ The lump sum chosen must be **justified by the resources mobilised**
- ✓ Proposals are evaluated according to the **standard Horizon Europe evaluation procedures by independent experts**
- ✓ Proposals are assessed in terms of **Excellence, Impact and Quality and efficiency of the implementation**

Technical description of the proposal

- Describe the ‘excellence’ and ‘impact’ criteria like in any other Horizon Europe proposal.
- Under the ‘implementation’ criterion, be aware that the design of the work plan in a lump sum proposal is similar as in actual costs proposals except that **work packages with a long duration may be split along the reporting periods**. In this way, the relevant activities can be paid at the end of the reporting period.

As usual, the proposal must **describe in detail** the activities covered by each work package.

The effectiveness of the work plan remains important. The use of lump sum funding should not lead to the subdivision of the project into many small work packages.

The lump sum detailed budget table

- Lump sum proposals must contain a **detailed budget table to define and justify the amount of the lump sum proposed by applicants**
- Applicants provide this **detailed budget table** in an [Excel workbook](#)
- In this table, **cost estimations for each cost category** are resolved per beneficiary and per work package.
- The table automatically generates the **breakdown of the lump sum** per beneficiary and per work package.

The detailed budget table in practice

Applicants have to submit the detailed budget table in an Excel file

Each tab of the file present a different set of information:

- ✓ Instructions
- ✓ Beneficiaries list
- ✓ Work Package list
- ✓ Lump Sum breakdown
- ✓ Person-Months Overview
- ✓ Summary per Work-Package
- ✓ BE1, ..., Ben
- ✓ Depreciation Costs
- ✓ Any comments

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION

Annex: detailed estimation of costs for Lump Sum funding

Instructions

Go to Beneficiaries and Affiliated Entities list

Go to Work packages list

GENERAL INSTRUCTIONS

This workbook enables you to present the detailed estimation of costs of your lump sum project and to calculate the lump sum breakdown per work package and per category. It must be uploaded as an additional document at "Fill in proposal" step of proposal submission. This is mandatory. Please note that if you do not upload the Excel workbook, the proposal submission will be blocked.

According to the lump sum scheme, the lump sum share for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.

We recommend using Excel 2010 or more recent.

The only currency used in this workbook is EURO.

Enter only **round numbers** in this workbook.

You have to fill in **only** the following sheets: 'BE list' – 'WP list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the column D 'requested grant amount' of the 'Budget for proposal sheet'.

The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'BE list' and 'WP list' sheets.

You will have to fill in the "Budget for the proposal" table in the Part A form of the proposal submission tool, entering the requested EU contribution for each participant. We advise you to fill this Part A budget table column using the totals in the beneficiaries columns of the "Lump sum breakdown" table in this Excel workbook.

The format of this Excel workbook is **.xlsm** because it uses macros to generate automatically some data. **Always save it as .xlsm**. However, this format cannot be uploaded to the submission system for security reasons. So please also **save a copy** as an **.xlsx** or **.xls** document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. **Always keep a copy of the original .xlsm file.**

Instructions | BE list | WP list | Lump sum breakdown | Summary per WP | BE1 | BE2 | BE3 | BE-WP person months | Depreciation costs

Recomendaciones

Hay que tener siempre claros los resultados que queremos obtener con el proyecto

- Identifica el **QUÉ**: tecnología, metodología, procesos, servicio, sistema de sistemas, etc.. Hay que ir Más allá del estado del arte
- Identifica el **PORQUÉ / PARA QUÉ**: principales diferencias entre el presente y el futuro – impactos en la sociedad, en los ciudadanos, en los usuarios, en las políticas de la UE, posibles efectos negativos también (y cómo paliarlos)
- Identifica el **CÓMO**: la planificación del proyecto, GANTT CHART, roadmaps, tareas, hitos, paquetes de trabajo y entregables.
- Identifica el **QUIÉN**: quién es el equipo, qué experiencia tiene cada uno, qué aporta al proyecto y qué les hace mejores como equipo e individualmente

Los entregables al final del proyecto deben cumplir con lo que la Comisión Europea describe en el topic / quiere conseguir

Resume tu propuesta

Una vez hayas identificado los aspectos clave de la convocatoria / topic y de tu propuesta:

- **Escribe un resumen de 1-2 páginas:** para planificar los próximos pasos, que todos los socios hablen de lo mismo (alinear mensajes) y crear/completar el consorcio
- Comienza con **el objetivo principal**, teniendo en cuenta el potencial innovador de la idea
- Dar detalles sobre los **resultados esperados y del consorcio**
- **Simplificar** (usar bullet points, tablas, etc.)

Construye tu propuesta (I)

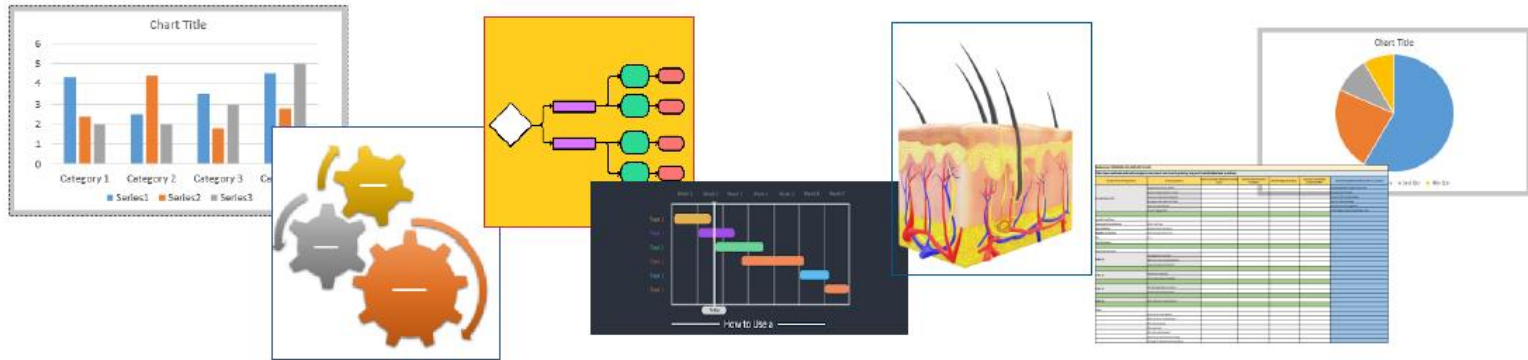
- Recuerda: **una única persona** no puede escribir toda la propuesta, es un trabajo de equipo
- La escritura de la propuesta es una actividad compartida: **se necesitan contribuciones de todos los socios**
- Los socios deben estar **actualizados** y deben **organizarse reuniones periódicas** durante la preparación
- Habrá **una ó dos personas** que se ocuparán de poner todo en común, darle forma, que tenga todo coherencia, no se repitan temas, etc.
- La propuesta debe estar escrita en **correcto inglés, simple y entendible**
- La propuesta debe tener **una estructura simple, fácil de seguir**
- En el **plan de trabajo** es importante que haya una lógica

Construye tu propuesta (II)

- Explica **la distribución de tareas y los recursos** y cómo contribuirán a un proyecto de éxito
- Detalla bien **los paquetes de trabajo**
- No seas excesivo en **el número de entregables**
- **Usa la repetición:** del acrónimo, de los conceptos, etc.
- **Trata de captar la atención del evaluador** desde la primera página (las 3 primeras páginas son clave para dar una buena impresión)

Una imagen vale más que 1000 palabras

- Haz que tu propuesta sea agradable de ver y de leer:
 - Claridad
 - Que tenga un hilo conductor (no repetir en exceso)
 - Uso de tablas, figuras, imágenes, diagramas, etc.



Los últimos retoques

- **Hacer una relectura** (o varias) antes de presentarla
- Si hay tiempo, **dar la propuesta a una 3ª persona que sepa del tema** pero que no haya estado implicada en la redacción para poder dar su visión (ej. Otros compañeros, los NCPs, etc.)
- **Revisar** que no faltan páginas, que las figuras no se han movido, que las cifras de los presupuestos no han sufrido cambios, etc.

Submit your proposal



➤ Submit your Proposal – remember you can upload your document anytime

The proposal contains two parts:

- **Part A** of the proposal is generated by the IT system
- Based on the information entered by the participants through the submission system in the Funding & Tenders Portal
- The participants can update the information in the submission system at any time before final submission

- **Part B** of the proposal is the narrative part: includes three sections that each correspond to an evaluation criterion
- The templates for a specific call may slightly differ from the example provided
- The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal



You don't have to wait for the submission day!

PROPONERSE COMO EVALUADOR

Join the database of external experts to assist in the evaluation of projects:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

The screenshot shows the 'Work as an expert' page. At the top, there is a navigation bar with the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. Below this is a menu with options: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT' (highlighted in yellow), and 'SUPPORT'. The main content area is titled 'Work as an expert' and contains the following text: 'The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases.' Below this is a video player with the title 'Being an expert for the European Commissi...' and a play button. To the right of the video, there is a list of tasks: 'In particular, experts assist in: Evaluation of proposals, prize applications and tenders; Monitoring of actions, grant agreements, public procurement contracts.' Below this, it says 'In addition, experts provide opinion and advise on: Preparation, implementation and evaluation of EU programmes and design of policies.' Further down, it states 'In order to select experts, the European Union Institutions publish regularly calls for expression of interest (see list below) detailing the selection criteria, the required expertise, the description of the tasks, their duration and the conditions of remuneration.' At the bottom of the main content area, there is a blue button labeled 'Register as expert' and a note: 'As new expert, you will be first requested to create your EU login account and register your profile. Registered experts can update the profile via the My Expert Area after login.'

.....Y si os convocan → Aseguraros de que no tenéis conflicto de interés (contactar con vuestra OPE ó similar)



Grupo: Horizonte Europa Clúster 3 “Seguridad civil para la sociedad”

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