#innovacion
#ayudascdti
#asesoramiento
#internacionalizacion

MINISTERIO DE CIENCIA E INNOVACIÓN

CDTI

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Parte A en las propuestas de HE

Marta de Diego
Departamento de Retos Sociales - CDTI
marta.dediego@cdti.es

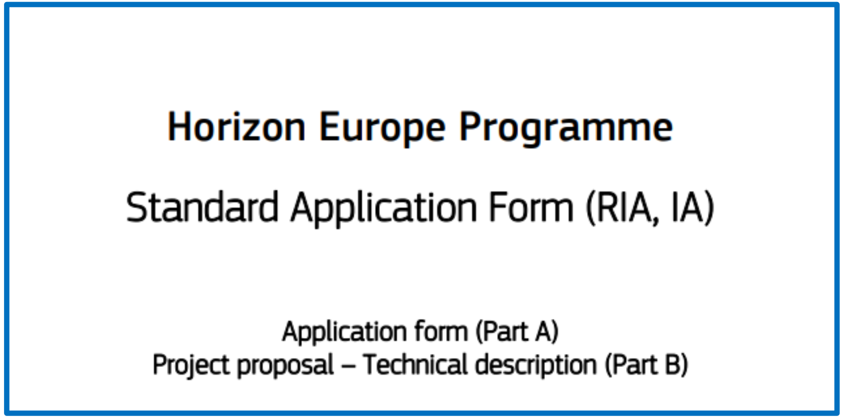
Webinario CDTI-SOST, 28 de febrero 2022

HORIZONTE EUROPA
@HorizonteEuropa

Estructura de la Propuesta

- **Parte A:**
  - Formularios generados por el sistema, se rellenan en línea (Funding & Tender Portal).
  - Información general de la propuesta y los participantes.
- **Parte B:**
  - Parte narrativa. Descripción técnica de la propuesta.
  - Incluye 3 secciones que corresponden cada una a un criterio de evaluación.
  - Debe cargarse en el sistema como un documento PDF.

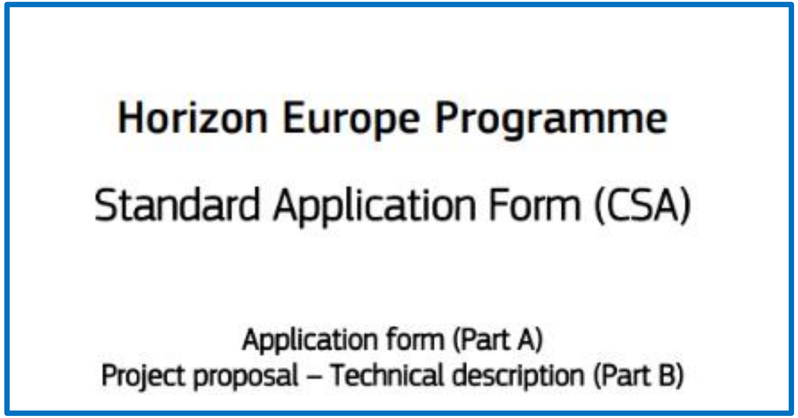
Plantillas propuesta completa



Horizon Europe Programme

Standard Application Form (RIA, IA)

Application form (Part A)
Project proposal – Technical description (Part B)



Horizon Europe Programme

Standard Application Form (CSA)

Application form (Part A)
Project proposal – Technical description (Part B)

- Nuevas versión actualizada de las plantillas (*Version 4.0, 21 January 2022*)
- La plantilla se descarga del sistema de envío, específico para la convocatoria o *topic*.

Roles en la propuesta

- ***Coordinator***: actúa como único punto de contacto entre los socios del consorcio y la UE. El coordinador de la propuesta es, por lo general, la organización responsable de la planificación general de la propuesta; de la creación del consorcio y realizará el trabajo de administración de la propuesta en el sistema de presentación.

- ***Partner (or participant)****:* será invitado por el coordinador. Los contactos de los socios a los que se les conceden plenos derechos de acceso pueden rellenar los formularios administrativos relacionados con su entidad.

Roles en la propuesta

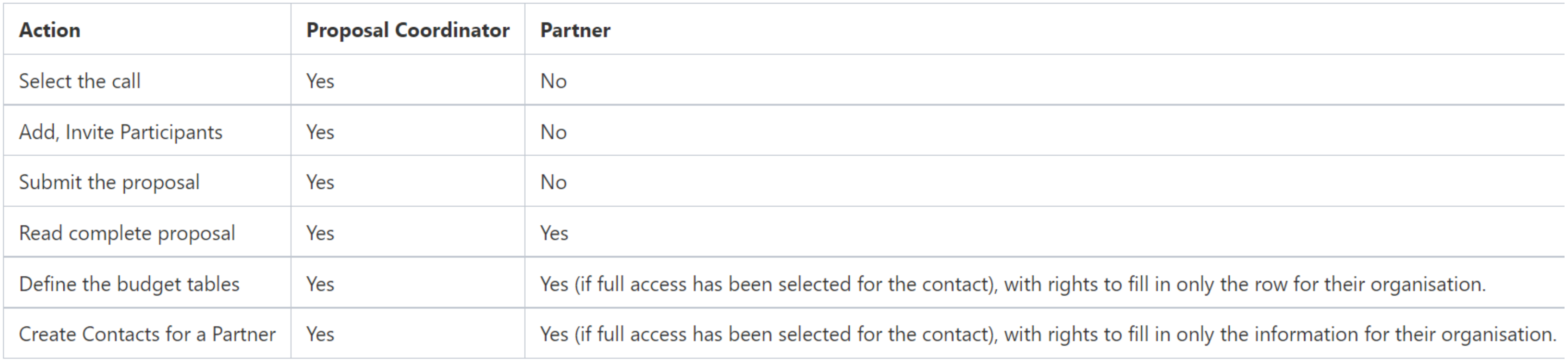
- ***Affiliated Entities***: Los socios también pueden tener entidades afiliadas a ellos (Antiguas "Linked Third Parties" en H2020). Son entidades con un vínculo legal con los beneficiarios que ejecutan partes de la acción y pueden cargar los costes a la subvención. A nivel de la propuesta, no hay que proporcionar contactos para las entidades afiliadas y no pueden realizar ninguna acción administrativa en la propuesta electrónica.

- ***Associated Partners***: Son entidades que ejecutan tareas de acción pero sin recibir financiación de la UE. A nivel de la propuesta, no hay que proporcionar sus contactos y no pueden realizar ninguna acción administrativa en la propuesta electrónica.

Derechos de acceso a la propuesta

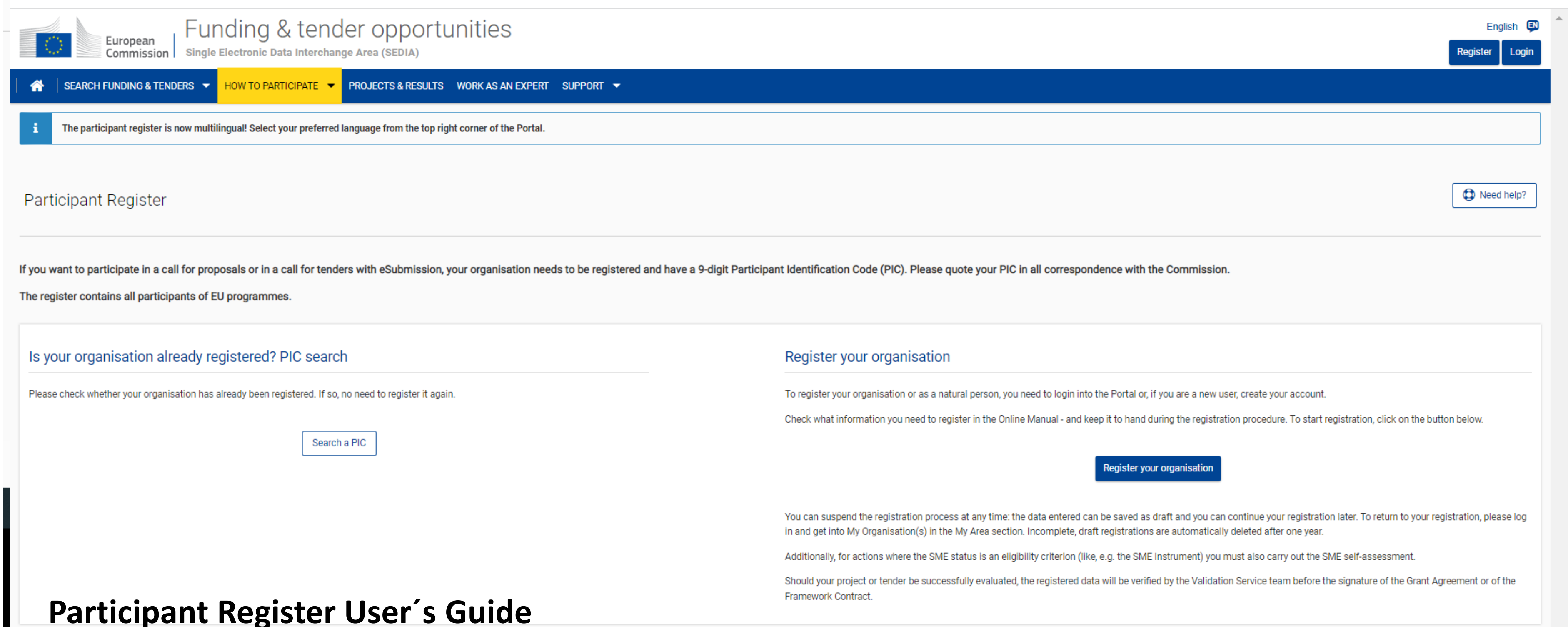
Role rights

Differences between a Proposal Coordinator and a Participant actions:



Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, Invite Participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	Yes (if full access has been selected for the contact), with rights to fill in only the row for their organisation.
Create Contacts for a Partner	Yes	Yes (if full access has been selected for the contact), with rights to fill in only the information for their organisation.

- Todas las entidades que vayan a participar en la propuesta tienen que estar previamente registradas en el *Participant Register* a través del Funding & Tender Portal para obtener el PIC (*Participant Identification Code).*


European Commission
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)
English EN
Register
Login
SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT
Need help?
Search a PIC
Register your organisation

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

Participant Register

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

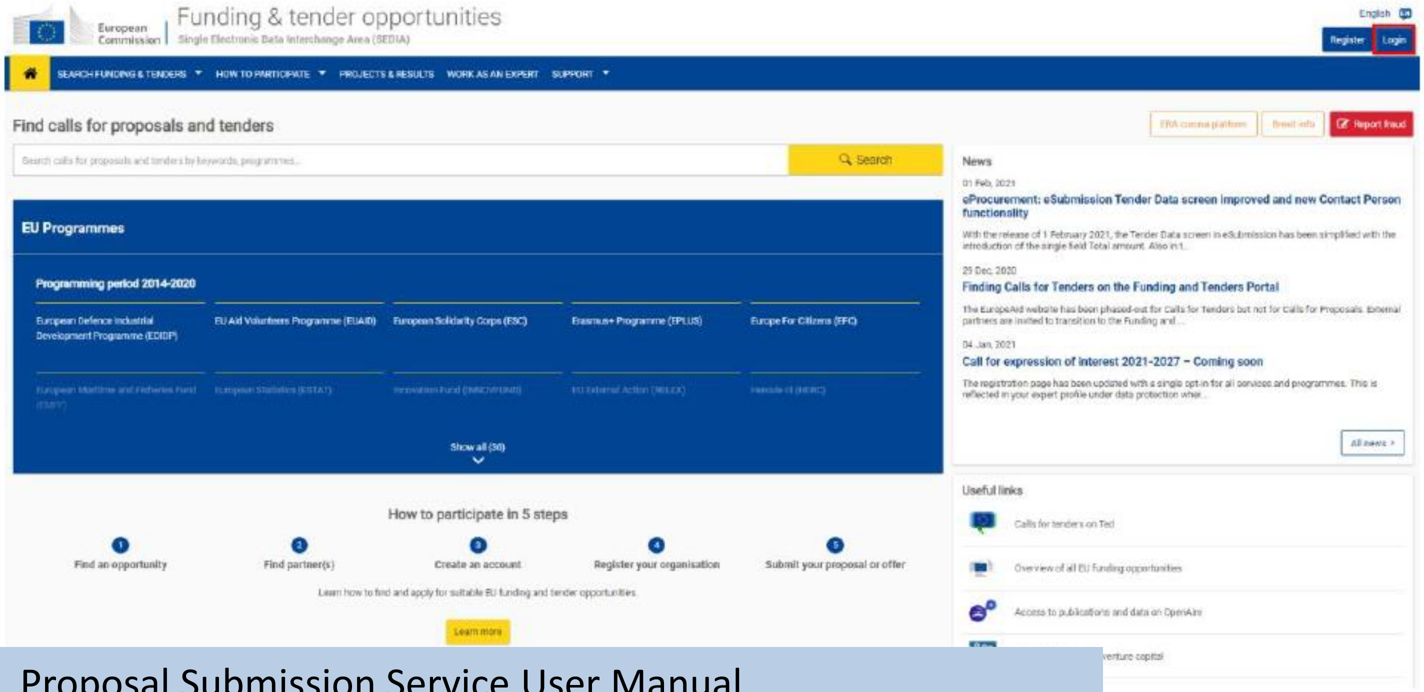
Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Participant Register User´s Guide

https://ec.europa.eu/research/participants/data/support/manual/urf.pdf

Crear la propuesta en el F&T Portal

Funding & Tenders Portal (F&T Portal):
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home


European Commission
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)
English
Register
Login
SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT
Report fraud
Search
Show all (30)
All news >
Learn more

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

EU Programmes

Programming period 2014-2020

- European Defence Industrial Development Programme (EDIDP)
- EU Aid Volunteers Programme (EUAID)
- European Solidarity Corps (ESC)
- Erasmus+ Programme (EPLUS)
- Europe For Citizens (EFC)

How to participate in 5 steps

1. Find an opportunity
2. Find partner(s)
3. Create an account
4. Register your organisation
5. Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities

News

01 Feb, 2021
eProcurement: eSubmission Tender Data screen improved and new Contact Person functionality
With the release of 1 February 2021, the Tender Data screen in eSubmission has been simplified with the introduction of the single field Total amount. Also in 1...

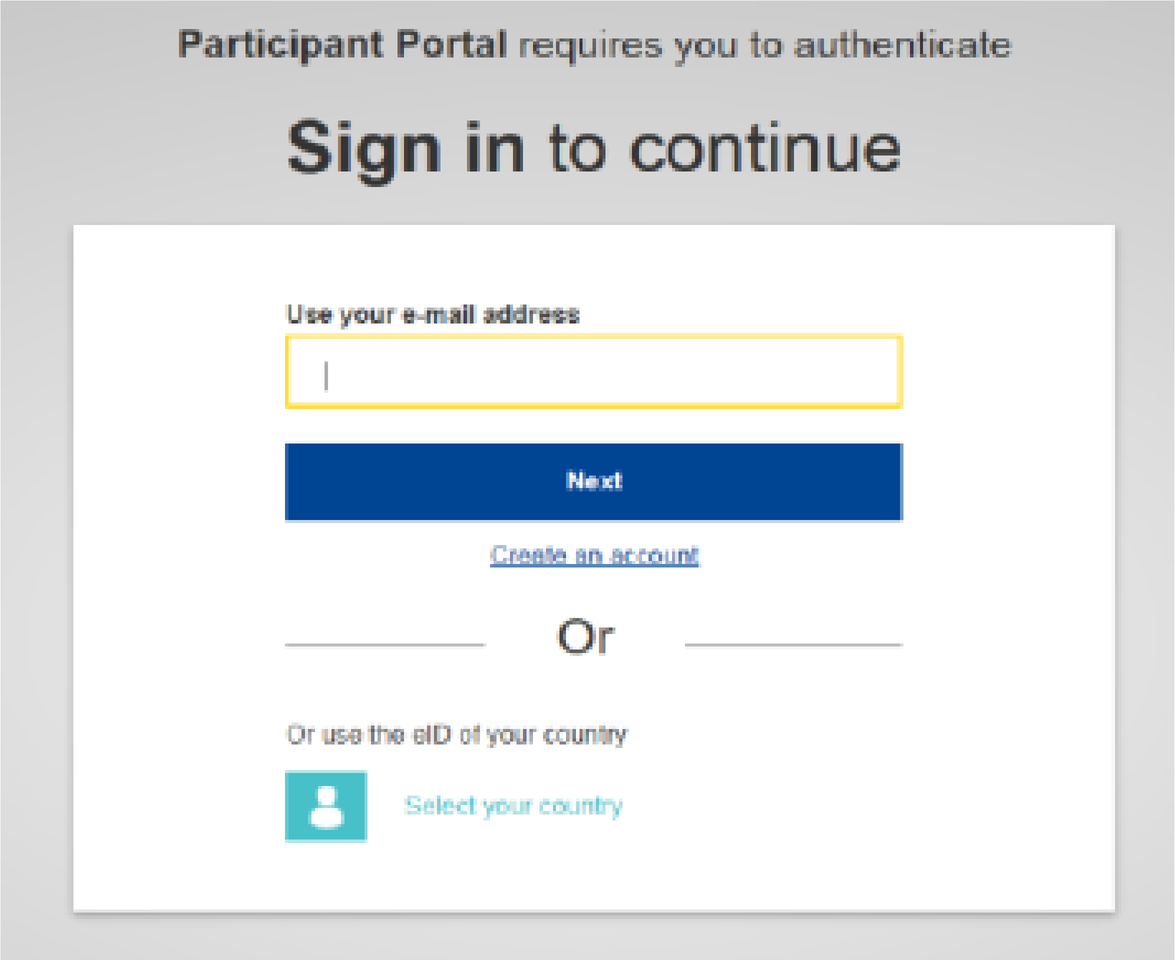
29 Dec, 2020
Finding Calls for Tenders on the Funding and Tenders Portal
The EuropeAid website has been phased-out for Calls for Tenders but not for Calls for Proposals. External partners are invited to transition to the Funding and...

04 Jan, 2021
Call for expression of interest 2021-2027 – Coming soon
The registration page has been updated with a single opt-in for all services and programmes. This is reflected in your expert profile under data protection whe...

Useful links

- Calls for tenders on Ted
- Overview of all EU Funding opportunities
- Access to publications and data on OpenAire
- venture capital

- Proposal Submission Service User Manual
  https://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf



Participant Portal requires you to authenticate

Sign in to continue

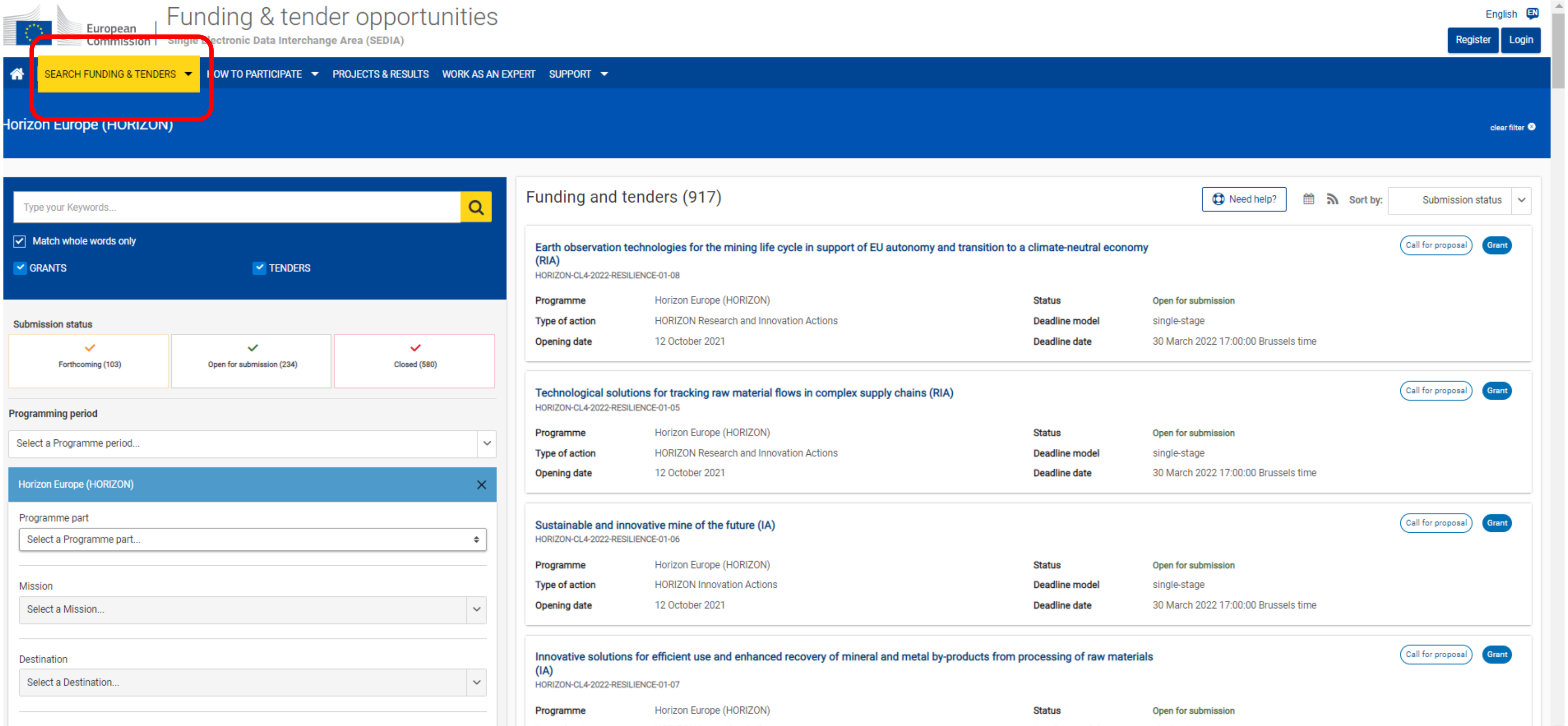
Use your e-mail address

Next
Create an account
Or

Or use the eID of your country

Select your country

➢ Seleccionar el topic para el que se presentará la propuesta


European Commission
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)
English EN
Register
Login
SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT
Horizon Europe (HORIZON)
clear filter
Type your Keywords...
Need help?
Sort by:

☑ Match whole words only

☑ GRANTS ☑ TENDERS

Submission status

- Forthcoming (103)
- ✓ Open for submission (234)
- Closed (580)

Programming period

Select a Programme period...

Horizon Europe (HORIZON) ✕

Programme part: Select a Programme part...

Mission: Select a Mission...

Destination: Select a Destination...

Funding and tenders (917)

Sort by: Submission status

Earth observation technologies for the mining life cycle in support of EU autonomy and transition to a climate-neutral economy (RIA)
HORIZON-CL4-2022-RESILIENCE-01-08
Call for proposal · Grant

Programme	Horizon Europe (HORIZON)	**Status**	Open for submission
Type of action	HORIZON Research and Innovation Actions	**Deadline model**	single-stage
Opening date	12 October 2021	**Deadline date**	30 March 2022 17:00:00 Brussels time

Technological solutions for tracking raw material flows in complex supply chains (RIA)
HORIZON-CL4-2022-RESILIENCE-01-05
Call for proposal · Grant

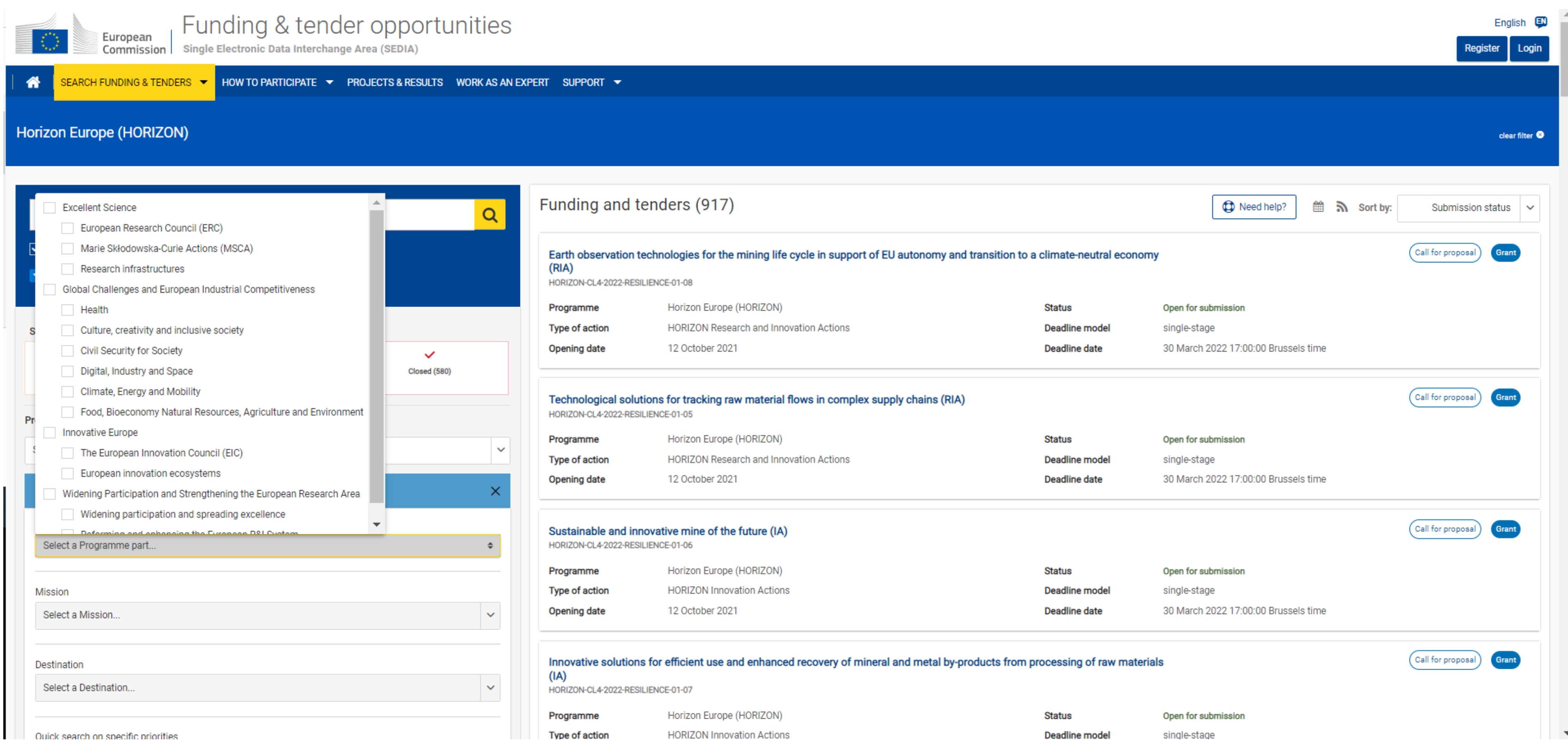
Programme	Horizon Europe (HORIZON)	**Status**	Open for submission
Type of action	HORIZON Research and Innovation Actions	**Deadline model**	single-stage
Opening date	12 October 2021	**Deadline date**	30 March 2022 17:00:00 Brussels time

Sustainable and innovative mine of the future (IA)
HORIZON-CL4-2022-RESILIENCE-01-06
Call for proposal · Grant

Programme	Horizon Europe (HORIZON)	**Status**	Open for submission
Type of action	HORIZON Innovation Actions	**Deadline model**	single-stage
Opening date	12 October 2021	**Deadline date**	30 March 2022 17:00:00 Brussels time

Innovative solutions for efficient use and enhanced recovery of mineral and metal by-products from processing of raw materials (IA)
HORIZON-CL4-2022-RESILIENCE-01-07
Call for proposal · Grant

Programme	Horizon Europe (HORIZON)	**Status**	Open for submission


European Commission
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)
English
Register
Login
SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT
clear filter
Need help?
Sort by:
Submission status
Closed (580)
Call for proposal
Grant

Horizon Europe (HORIZON)

- ☐ Excellent Science
  - ☐ European Research Council (ERC)
  - ☐ Marie Skłodowska-Curie Actions (MSCA)
  - ☐ Research infrastructures
- ☐ Global Challenges and European Industrial Competitiveness
  - ☐ Health
  - ☐ Culture, creativity and inclusive society
  - ☐ Civil Security for Society
  - ☐ Digital, Industry and Space
  - ☐ Climate, Energy and Mobility
  - ☐ Food, Bioeconomy Natural Resources, Agriculture and Environment
- ☐ Innovative Europe
  - ☐ The European Innovation Council (EIC)
  - ☐ European innovation ecosystems
- ☐ Widening Participation and Strengthening the European Research Area
  - ☐ Widening participation and spreading excellence

Select a Programme part...

Mission

Select a Mission...

Destination

Select a Destination...

Quick search on specific priorities

Funding and tenders (917)

Earth observation technologies for the mining life cycle in support of EU autonomy and transition to a climate-neutral economy (RIA)
HORIZON-CL4-2022-RESILIENCE-01-08

Programme	Horizon Europe (HORIZON)	**Status**	Open for submission
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Programme	Horizon Europe (HORIZON)	**Status**	Open for submission
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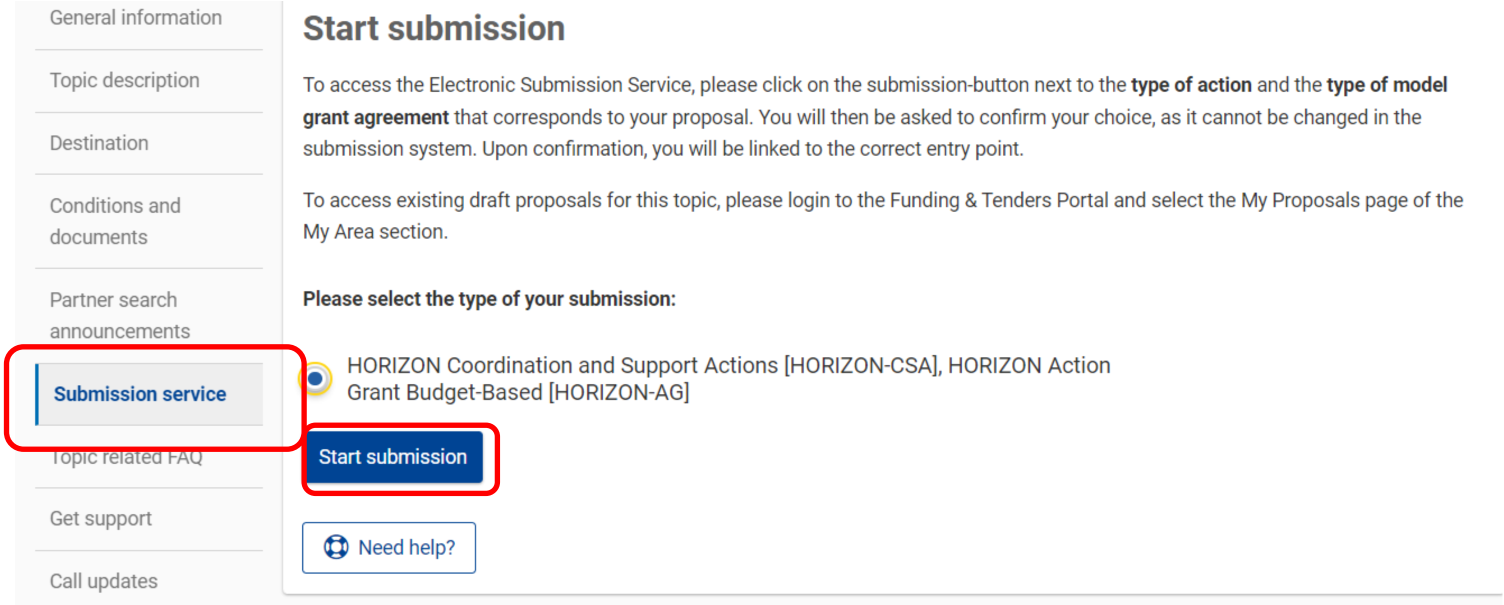
Programme	Horizon Europe (HORIZON)	**Status**	Open for submission
Type of action	HORIZON Innovation Actions	**Deadline model**	single-stage

➢ Una vez seleccionado el topic, se iniciaría el proceso de creación de la propuesta


General information
Topic description
Destination
Conditions and documents
Partner search announcements
Submission service
Topic related FAQ
Get support
Call updates

Start submission

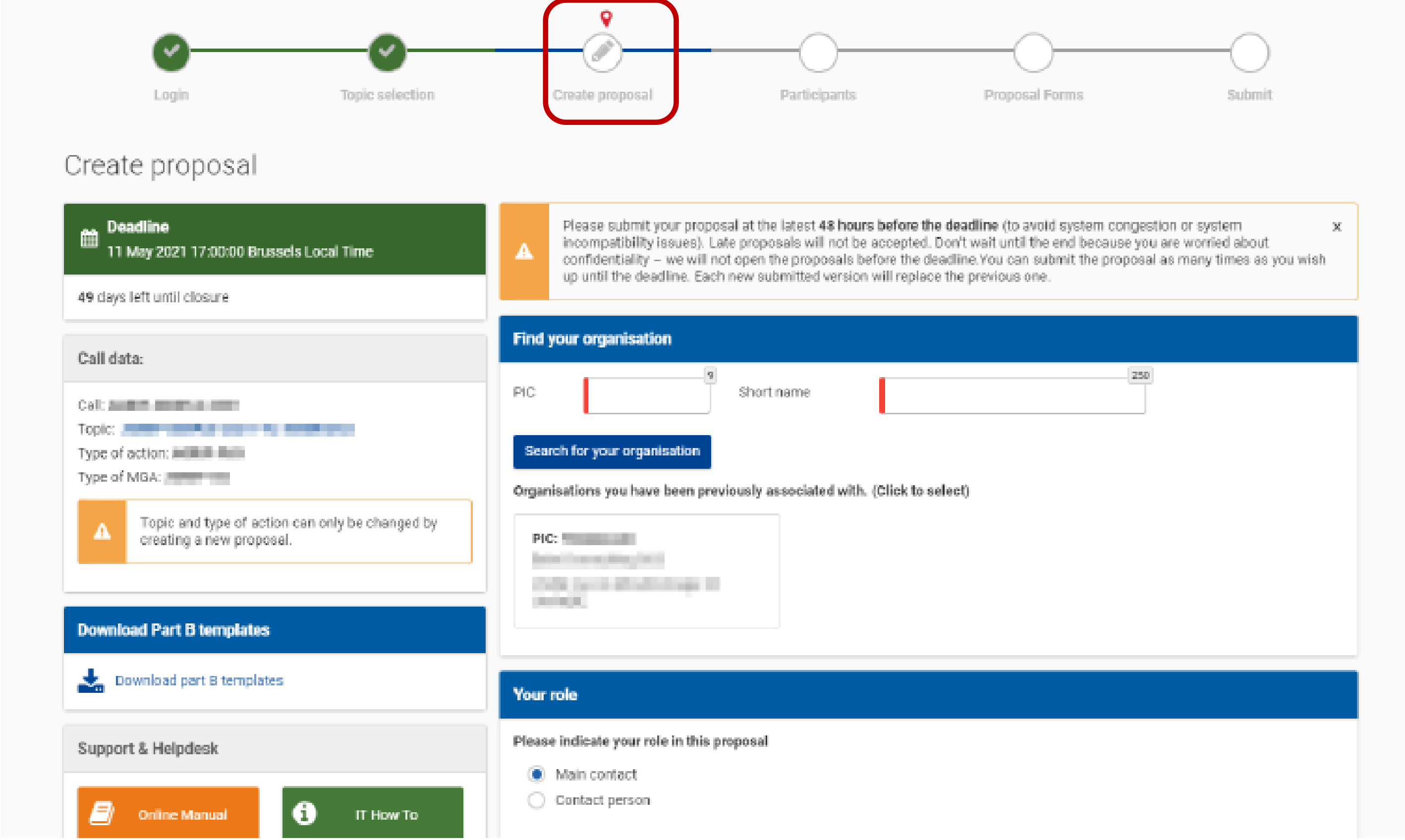
To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

● HORIZON Coordination and Support Actions [HORIZON-CSA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission
Need help?


Login
Topic selection
Create proposal
Participants
Proposal Forms
Submit
Search for your organisation
Download part B templates
Online Manual
IT How To
9
250
x

Create proposal

Deadline
11 May 2021 17:00:00 Brussels Local Time

49 days left until closure

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Call data:

Call: [redacted]
Topic: [redacted]
Type of action: [redacted]
Type of MGA: [redacted]

Topic and type of action can only be changed by creating a new proposal.

Find your organisation

PIC
Short name

Organisations you have been previously associated with. (Click to select)

PIC: [redacted]
[redacted]

Download Part B templates

Support & Helpdesk

Your role

Please indicate your role in this proposal

● Main contact
○ Contact person

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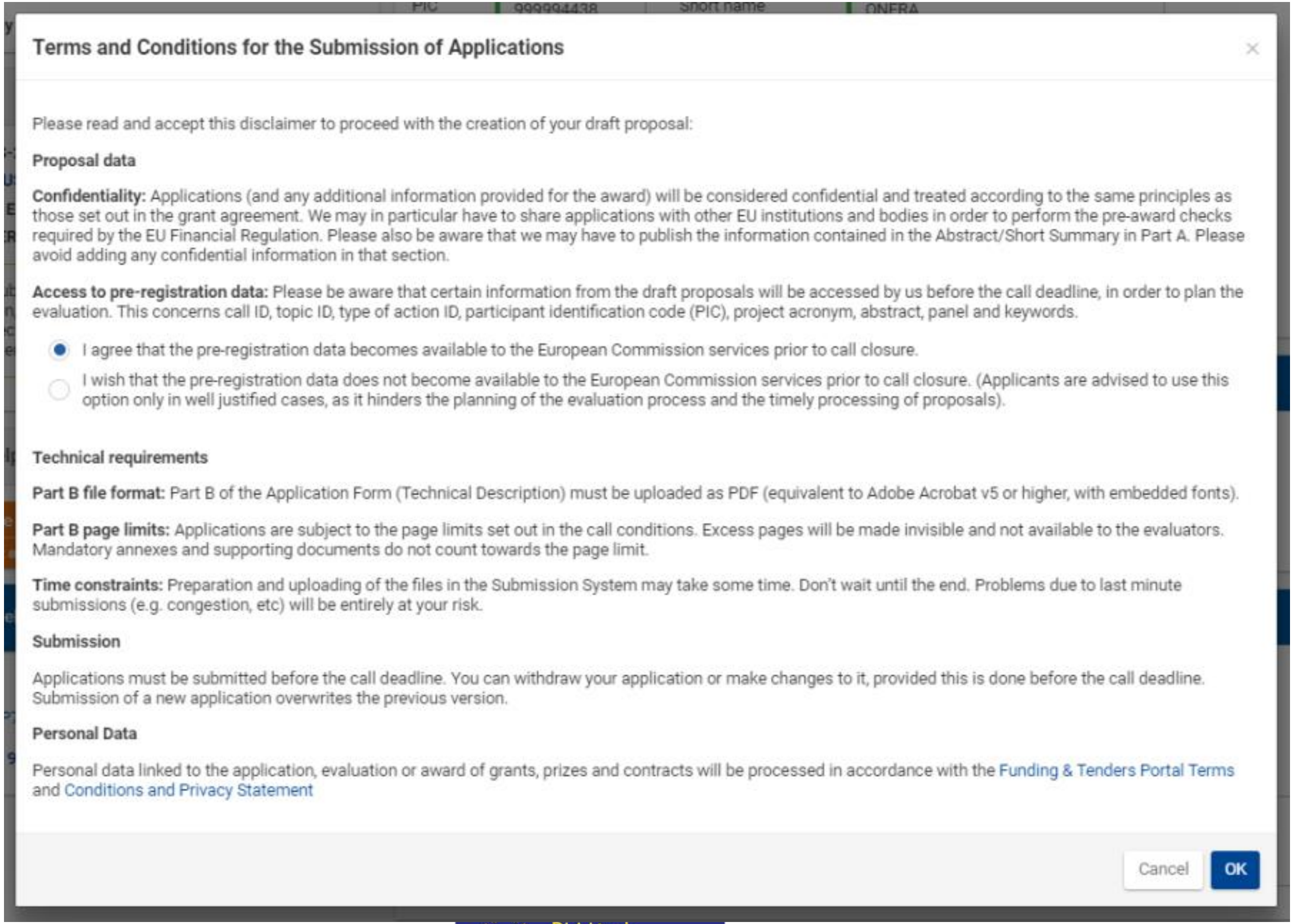


Terms and Conditions for the Submission of Applications

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

Proposal data

Confidentiality: Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

● I agree that the pre-registration data becomes available to the European Commission services prior to call closure.

○ I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

Technical requirements

Part B file format: Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

Part B page limits: Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

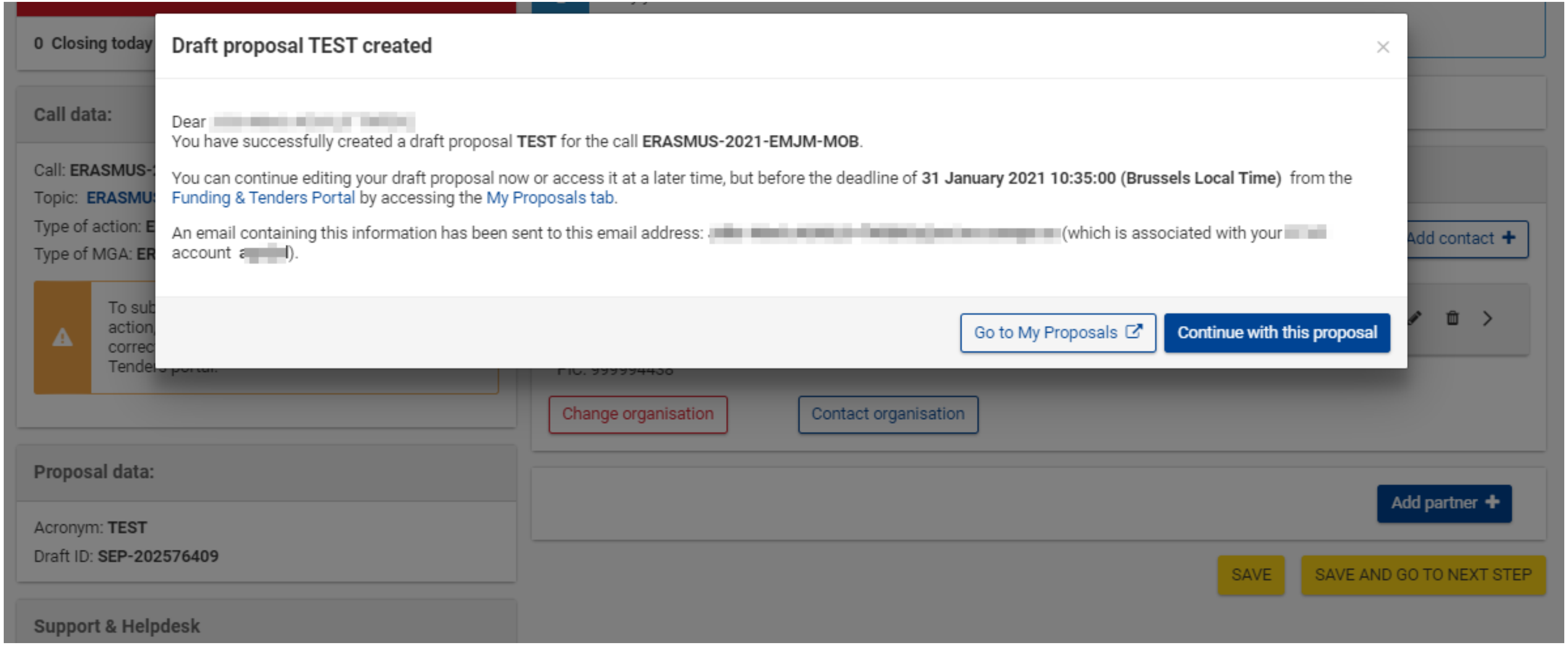
Time constraints: Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

Submission

Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided this is done before the call deadline. Submission of a new application overwrites the previous version.

Personal Data

Personal data linked to the application, evaluation or award of grants, prizes and contracts will be processed in accordance with the Funding & Tenders Portal Terms and Conditions and Privacy Statement



0 Closing today
Call data:
Add contact
Change organisation
Contact organisation
Add partner
SAVE
SAVE AND GO TO NEXT STEP
Support & Helpdesk

Draft proposal TEST created

Dear [redacted]
You have successfully created a draft proposal **TEST** for the call **ERASMUS-2021-EMJM-MOB**.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of **31 January 2021 10:35:00 (Brussels Local Time)** from the Funding & Tenders Portal by accessing the My Proposals tab.

An email containing this information has been sent to this email address: [redacted] (which is associated with your [redacted] account [redacted]).

Go to My Proposals

Continue with this proposal

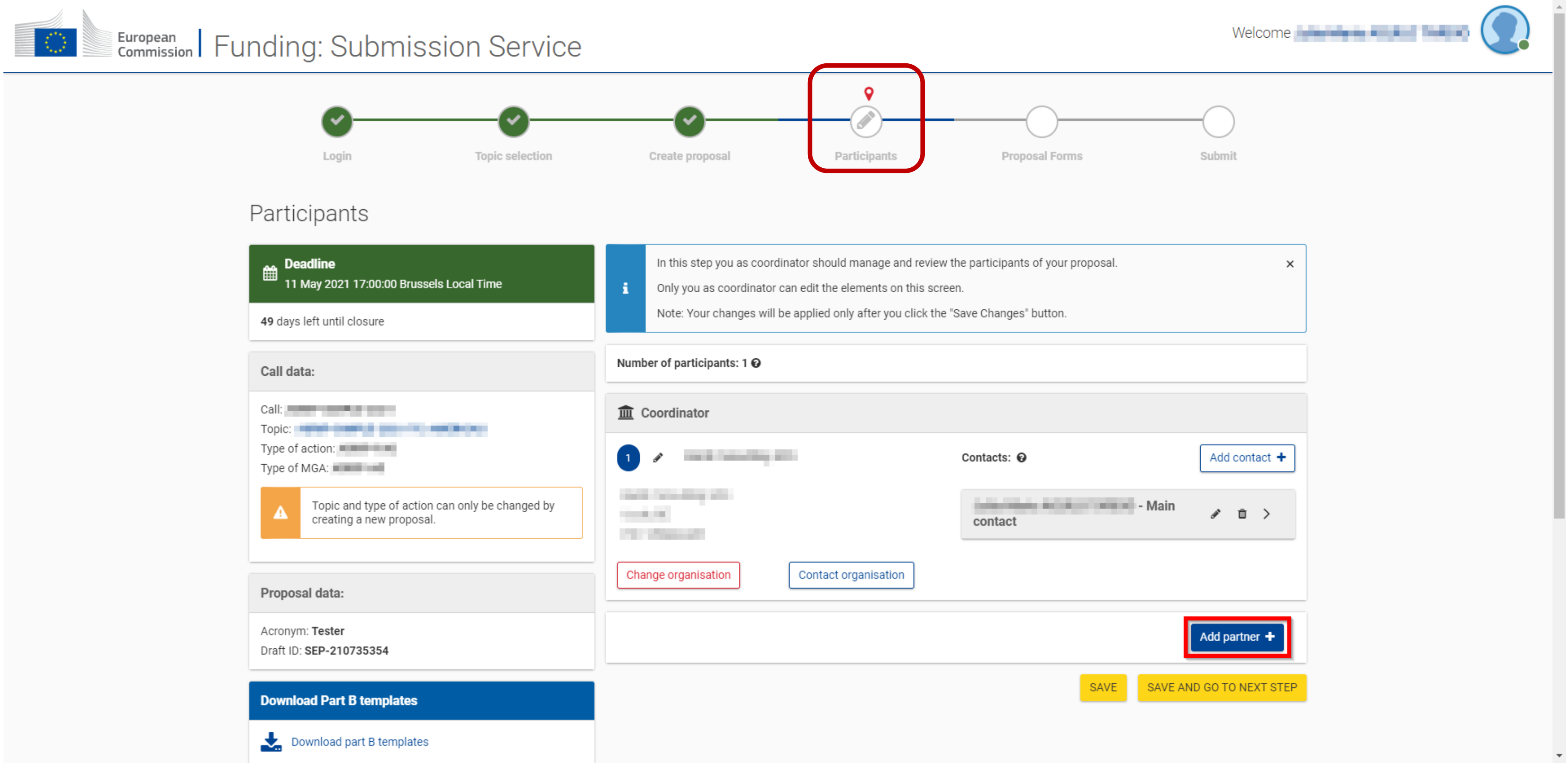
Proposal data:

Acronym: **TEST**
Draft ID: **SEP-202576409**

Una vez el borrador ha sido guardado, a la lista de "My Proposals" del Portal.

- "Go to My proposals" para volver al Portal
- "Continue with this proposal" para continuar con el siguiente paso

Añadir participantes



European Commission | Funding: Submission Service

Welcome [redacted]

Login
Topic selection
Create proposal
Participants
Proposal Forms
Submit

Participants

Deadline
11 May 2021 17:00:00 Brussels Local Time

49 days left until closure

Call data:

Call: [redacted]
Topic: [redacted]
Type of action: [redacted]
Type of MGA: [redacted]

Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Tester**
Draft ID: **SEP-210735354**

Download Part B templates

Download part B templates

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

Coordinator

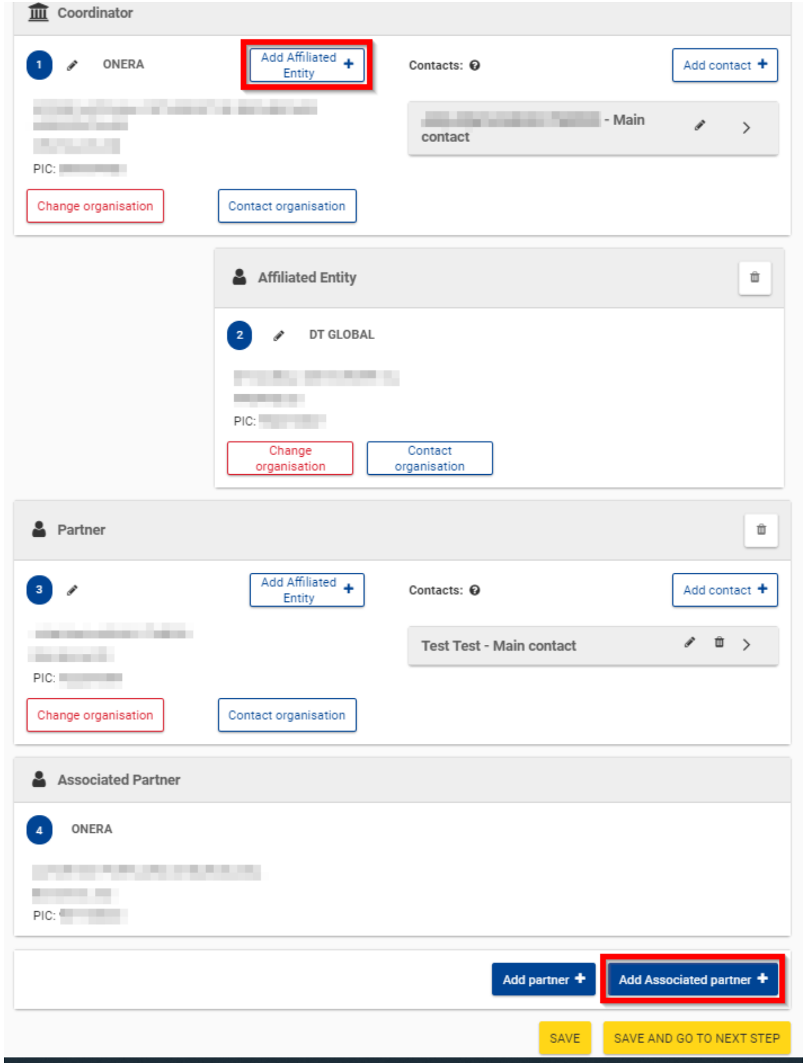
1 [redacted]

[redacted]

Contacts:

[redacted] **- Main contact**

Add contact +
Change organisation
Contact organisation
Add partner +
SAVE
SAVE AND GO TO NEXT STEP


Coordinator
Add Affiliated Entity
Contacts:
Add contact
Change organisation
Contact organisation
Affiliated Entity
Change organisation
Contact organisation
Partner
Add Affiliated Entity
Contacts:
Add contact
Change organisation
Contact organisation
Associated Partner
Add partner
Add Associated partner
SAVE
SAVE AND GO TO NEXT STEP

Coordinator

1 ONERA

[redacted]

PIC: [redacted]

Contacts: [redacted] - Main contact

Affiliated Entity

2 DT GLOBAL

[redacted]

PIC: [redacted]

Partner

3 [redacted]

PIC: [redacted]

Contacts: Test Test - Main contact

Associated Partner

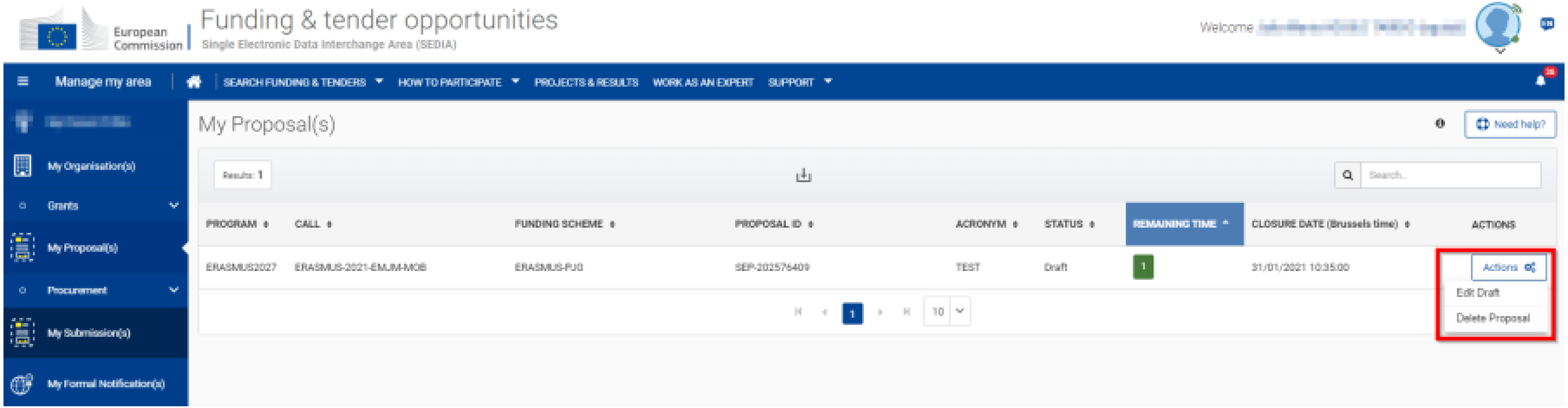
4 ONERA

[redacted]

PIC: [redacted]

- Si en el consorcio hay “Affiliated Entities” o “Associated Partners”, se añadirán en el socio al que estén vinculados.

Añadir participantes



European Commission
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)
Welcome [redacted]
Manage my area
SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT
[redacted]
My Organisation(s)
Grants
My Proposal(s)
Procurement
My Submission(s)
My Formal Notification(s)
Need help?
Search...

My Proposal(s)

Results: 1

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
ERASMUS2027	ERASMUS-2021-EMJM-MOB	ERASMUS-PJG	SEP-202576409	TEST	Draft	1	31/01/2021 10:35:00	Actions Edit Draft Delete Proposal

- Para volver a acceder a la propuesta desde la pantalla del Portal, ir al botón “Actions” de la propuesta y seleccionar “Edit Draft”

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División de Programas de la UE

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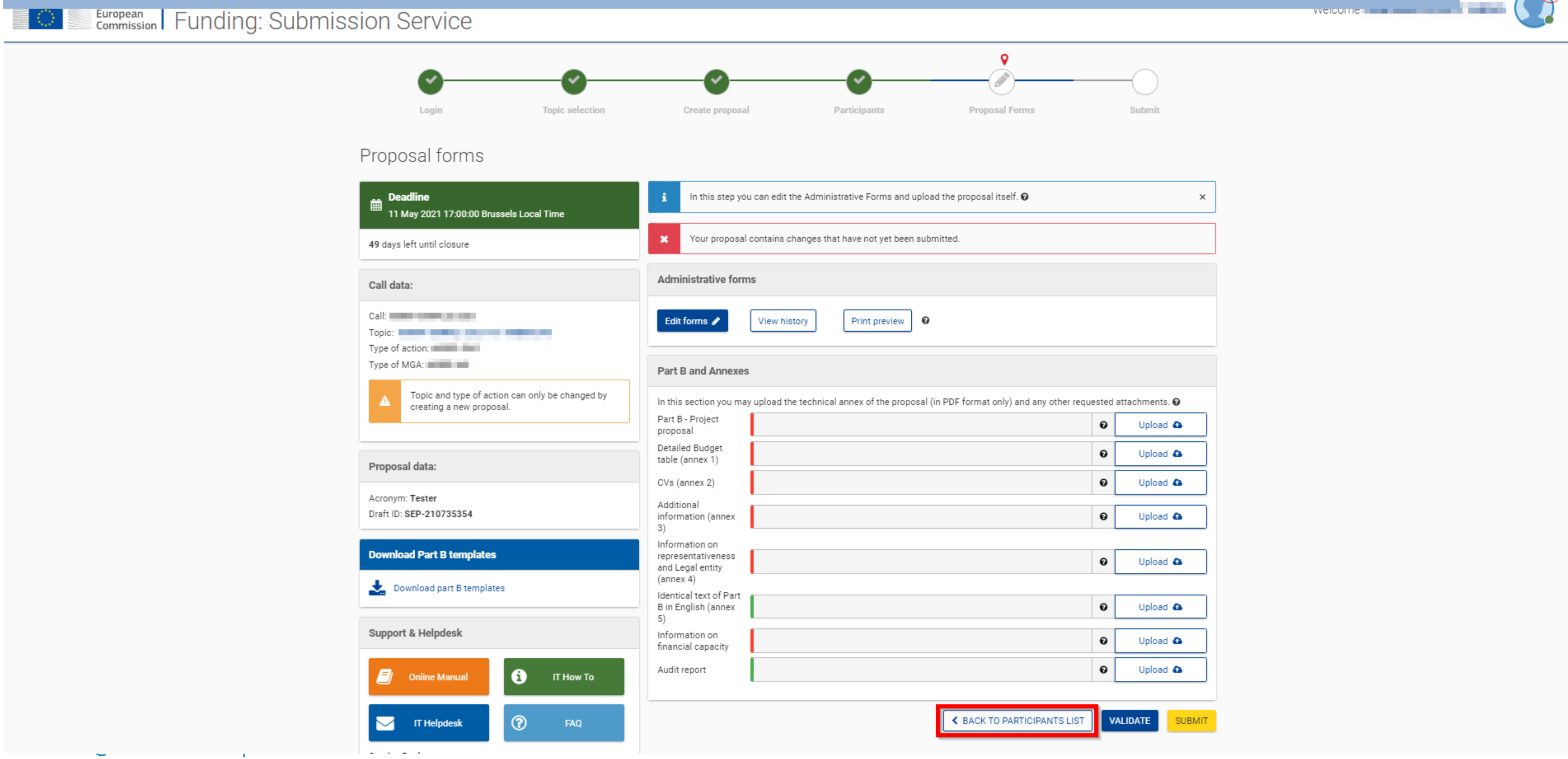
CDTI
@CDTIoficial

- Una vez en la propuesta, clicar en “BACK TO PARTICIPANTS LIST” para volver a la pantalla de Participantes para modificar/añadir participantes.



European Commission | Funding: Submission Service

Welcome [redacted]

Login
Topic selection
Create proposal
Participants
Proposal Forms
Submit

Proposal forms

Deadline
11 May 2021 17:00:00 Brussels Local Time

49 days left until closure

Call data:

Call: [redacted]
Topic: [redacted]
Type of action: [redacted]
Type of MGA: [redacted]

Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Tester**
Draft ID: **SEP-210735354**

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual
IT How To
IT Helpdesk
FAQ

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

Administrative forms

Edit forms
View history
Print preview

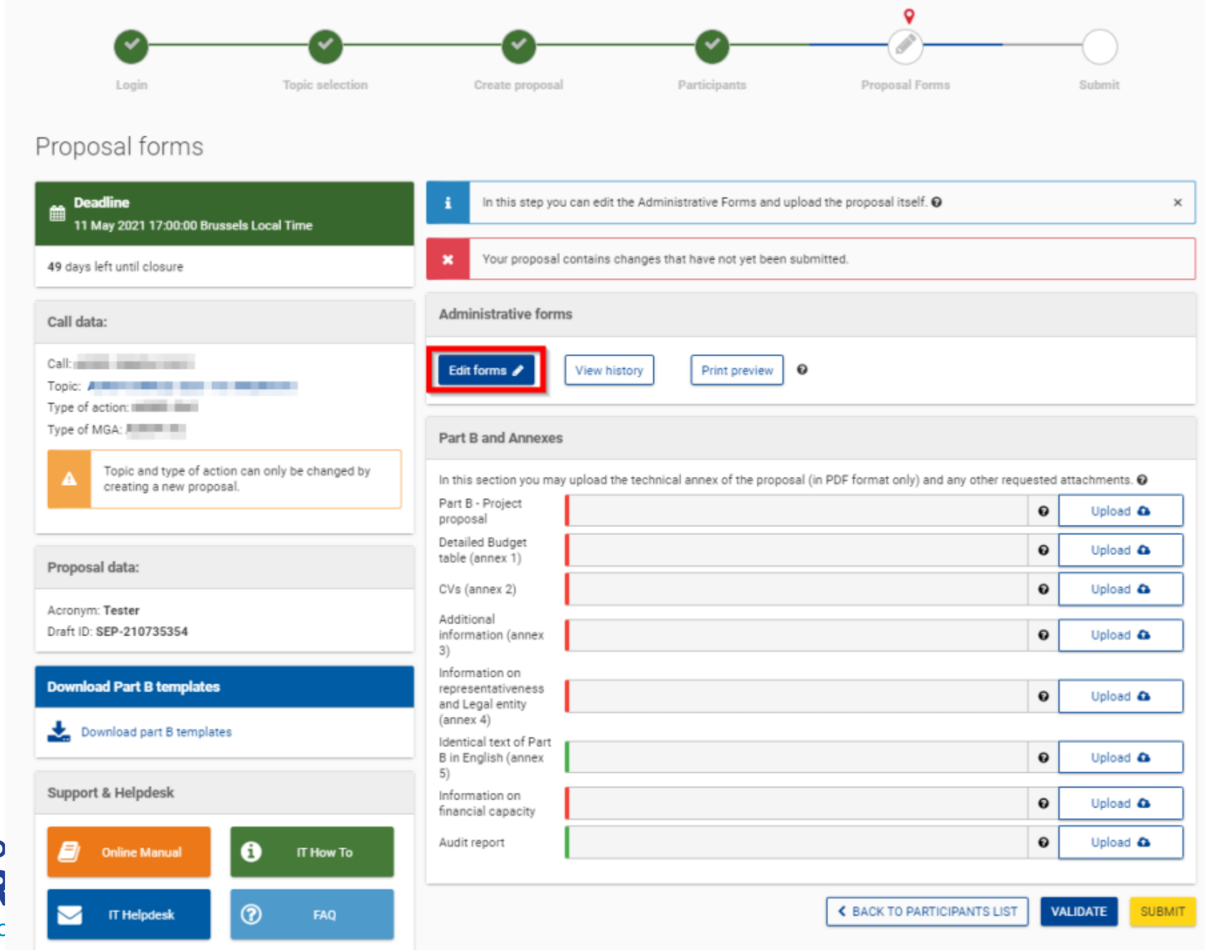
Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B - Project proposal — Upload
Detailed Budget table (annex 1) — Upload
CVs (annex 2) — Upload
Additional information (annex 3) — Upload
Information on representativeness and Legal entity (annex 4) — Upload
Identical text of Part B in English (annex 5) — Upload
Information on financial capacity — Upload
Audit report — Upload

BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

Editar el formulario (Parte A de la propuesta)


Login
Topic selection
Create proposal
Participants
Proposal Forms
Submit

Proposal forms

Deadline
11 May 2021 17:00:00 Brussels Local Time

49 days left until closure

Call data:

Call:
Topic:
Type of action:
Type of MGA:

Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **Tester**
Draft ID: **SEP-210735354**

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual
IT How To
IT Helpdesk
FAQ

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

Administrative forms

Edit forms
View history
Print preview

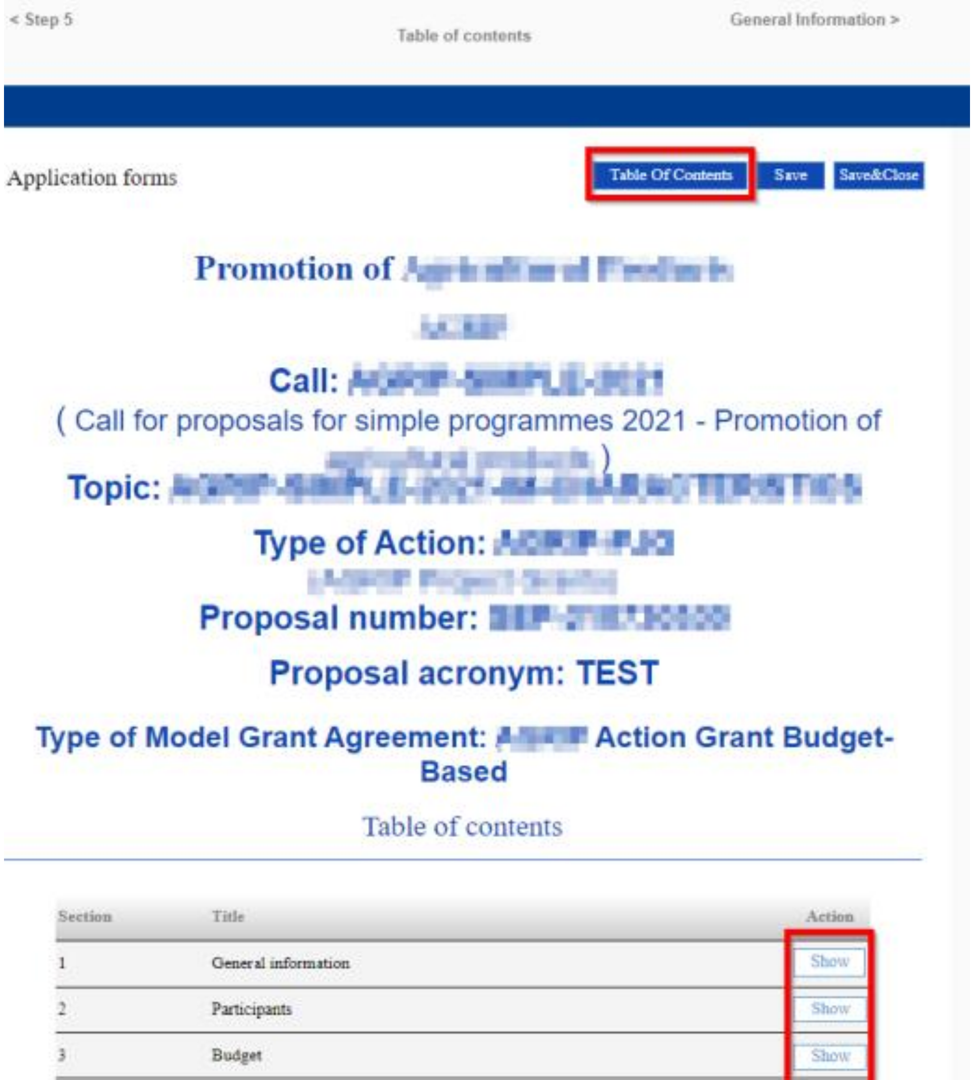
Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B - Project proposal
Detailed Budget table (annex 1)
CVs (annex 2)
Additional information (annex 3)
Information on representativeness and Legal entity (annex 4)
Identical text of Part B in English (annex 5)
Information on financial capacity
Audit report

Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

@CDTIoficial


< Step 5
Table of contents
General Information >
Table Of Contents
Save
Save&Close

Application forms

Promotion of [redacted]

[redacted]

Call: [redacted]

(Call for proposals for simple programmes 2021 - Promotion of [redacted])

Topic: [redacted]

Type of Action: [redacted]

[redacted]

Proposal number: [redacted]

Proposal acronym: TEST

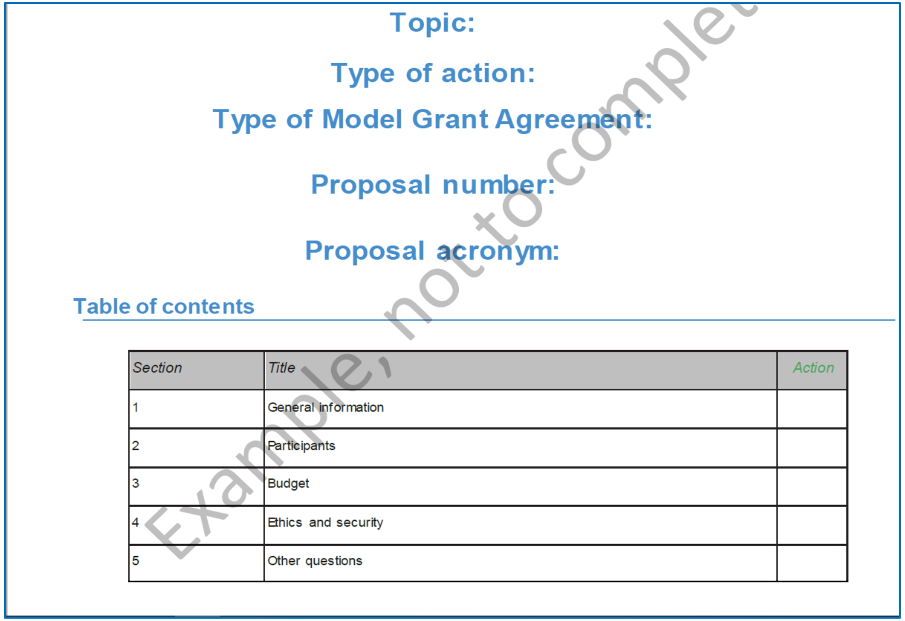
Type of Model Grant Agreement: [redacted] Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

Estructura formulario parte A (Propuesta completa)

1. Información general
2. Participantes
3. Presupuesto
4. Ética y seguridad
5. Otras cuestiones



Topic:

Type of action:

Type of Model Grant Agreement:

Proposal number:

Proposal acronym:

Table of contents

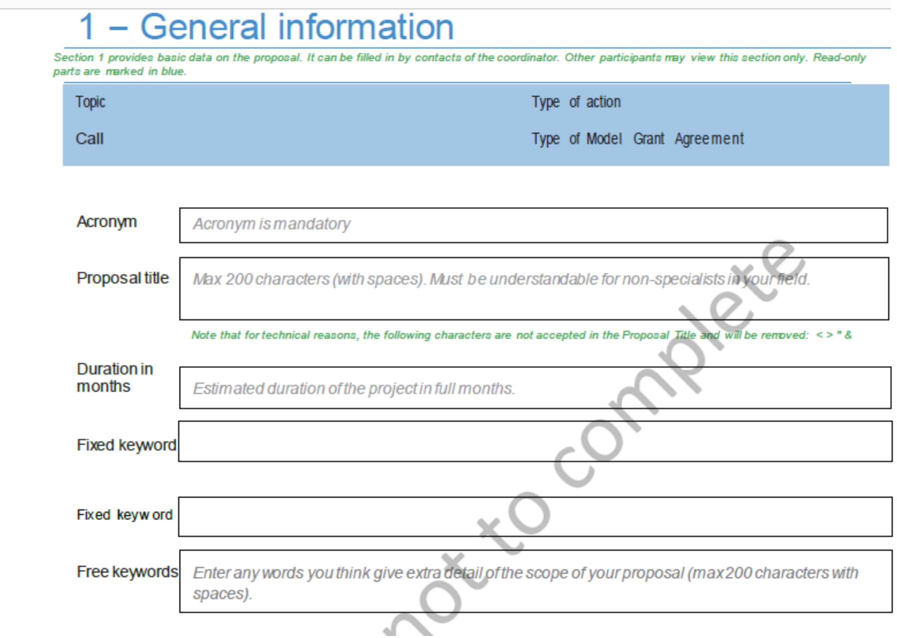
Section	*Title*	*Action*
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	
5	Other questions	

Example, not to complete

- ➢ Las partes marcadas en azul son solo de lectura

1. Información general

- Solo puede cumplimentarla los contactos del coordinador

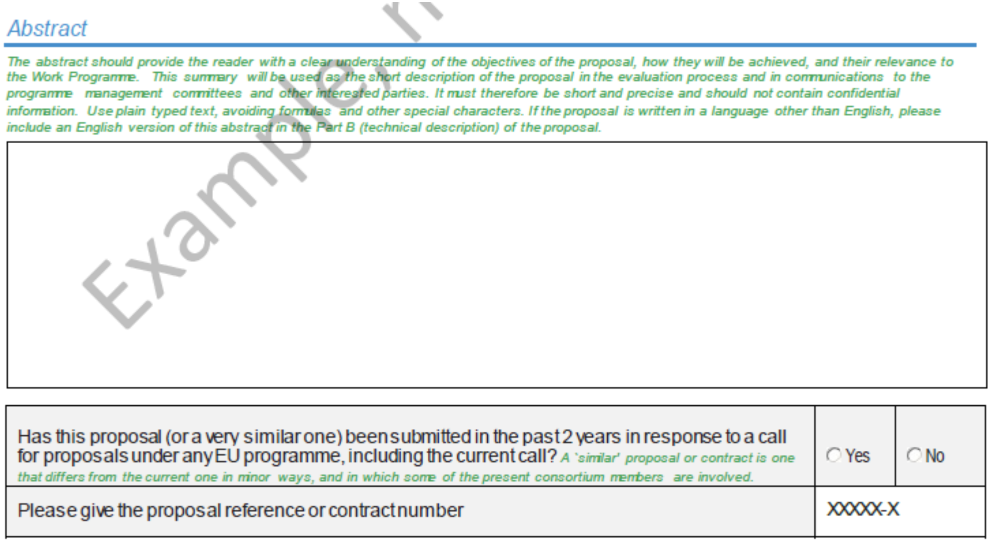


1 – General information

Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

Topic	Type of action
Call	Type of Model Grant Agreement

Acronym	*Acronym is mandatory*
Proposal title	*Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*
	Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &
Duration in months	*Estimated duration of the project in full months.*
Fixed keyword	
Fixed keyword	
Free keywords	*Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*



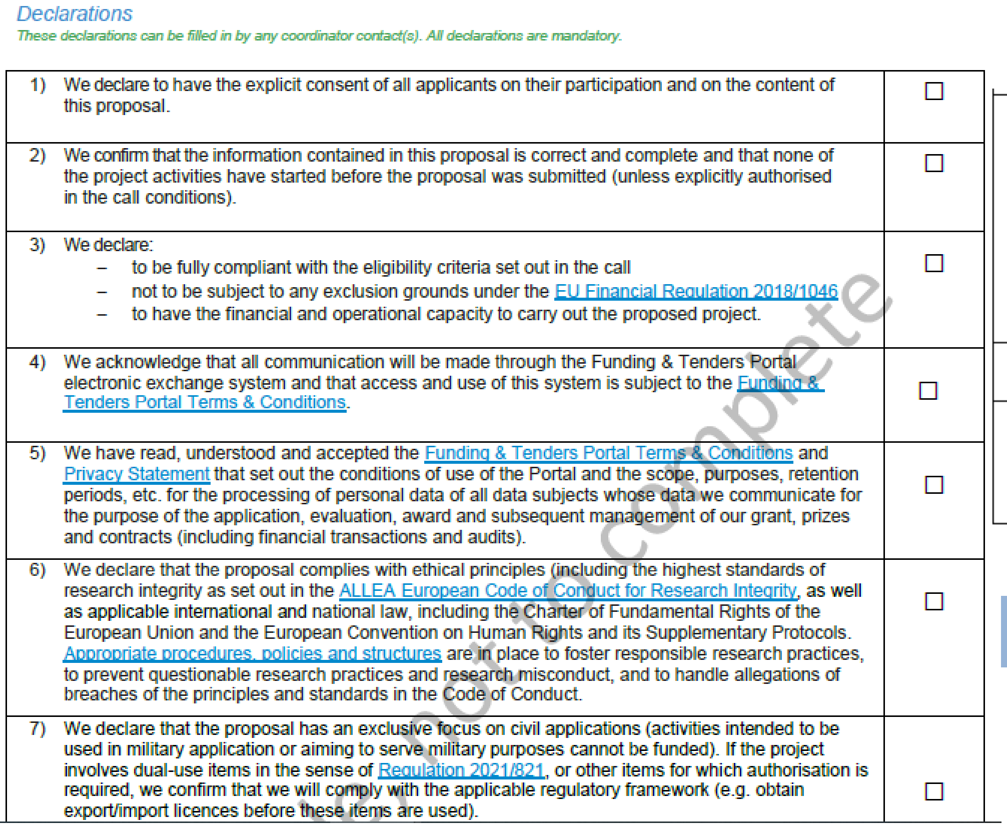
Abstract

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters. If the proposal is written in a language other than English, please include an English version of this abstract in the Part B (technical description) of the proposal.

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? *A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.*	○ Yes	○ No
Please give the proposal reference or contract number	XXXXX-X	

Example, not to complete

- El ***abstract*** se utilizará como descripción breve de la propuesta en el proceso de evaluación y en las comunicaciones con los comités de gestión del programa

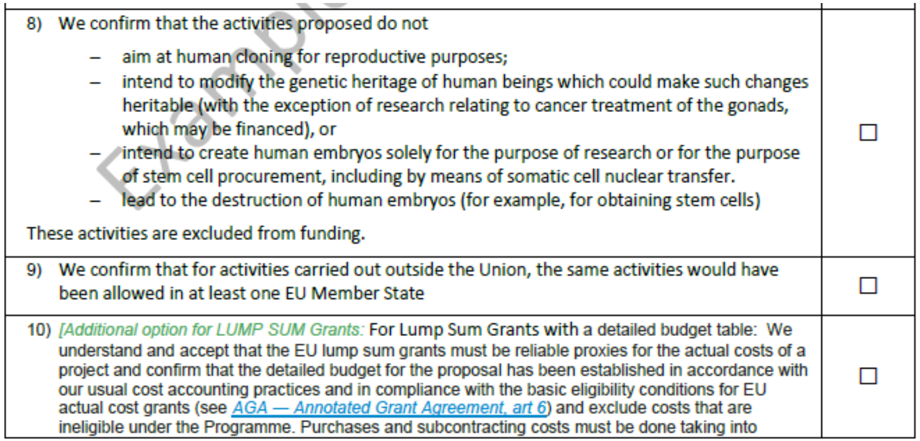


Declarations

These declarations can be filled in by any coordinator contact(s). All declarations are mandatory.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	☐
3) We declare: – to be fully compliant with the eligibility criteria set out in the call – not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 – to have the financial and operational capacity to carry out the proposed project.	☐
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms & Conditions.	☐
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	☐
6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.	☐
7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821, or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).	☐

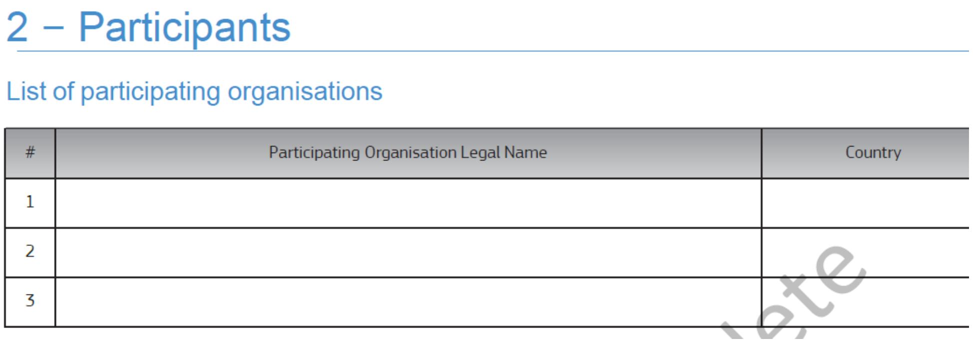
Example not to complete



8) We confirm that the activities proposed do not – aim at human cloning for reproductive purposes; – intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or – intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. – lead to the destruction of human embryos (for example, for obtaining stem cells) These activities are excluded from funding.	☐
9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State	☐
10) *[Additional option for LUMP SUM Grants:* For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see *AGA — Annotated Grant Agreement, art 6*) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into	☐

- ➢ Es obligatorio cumplimentar las declaraciones

2. Participantes

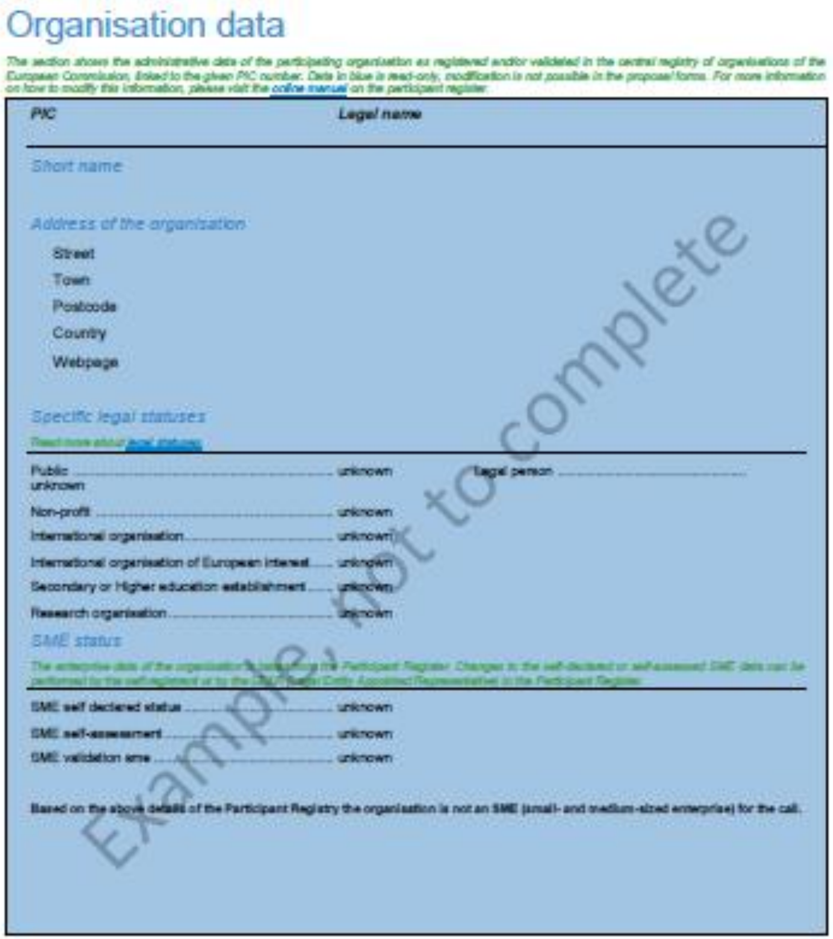


2 – Participants

List of participating organisations

#	Participating Organisation Legal Name	Country
1		
2		
3		

- Los datos de la organización se rellena automáticamente según la información cargada en el sistema de registro de organizaciones de la CE (*[Participant Register](#)*). No se pueden cambiar en el formulario.



Organisation data

The section shows the administrative data of the participating organisation as registered and/or validated in the central registry of organisations of the European Commission, linked to the given PIC number. Data in blue is read-only, modification is not possible in the proposal forms. For more information on how to modify this information, please visit the online manual on the participant register.

PIC ***Legal name***

Short name

Address of the organisation

Street
Town
Postcode
Country
Webpage

Specific legal statuses

Public .... unknown   legal person .... unknown
Non-profit .... unknown
International organisation .... unknown
International organisation of European interest .... unknown
Secondary or Higher education establishment .... unknown
Research organisation .... unknown

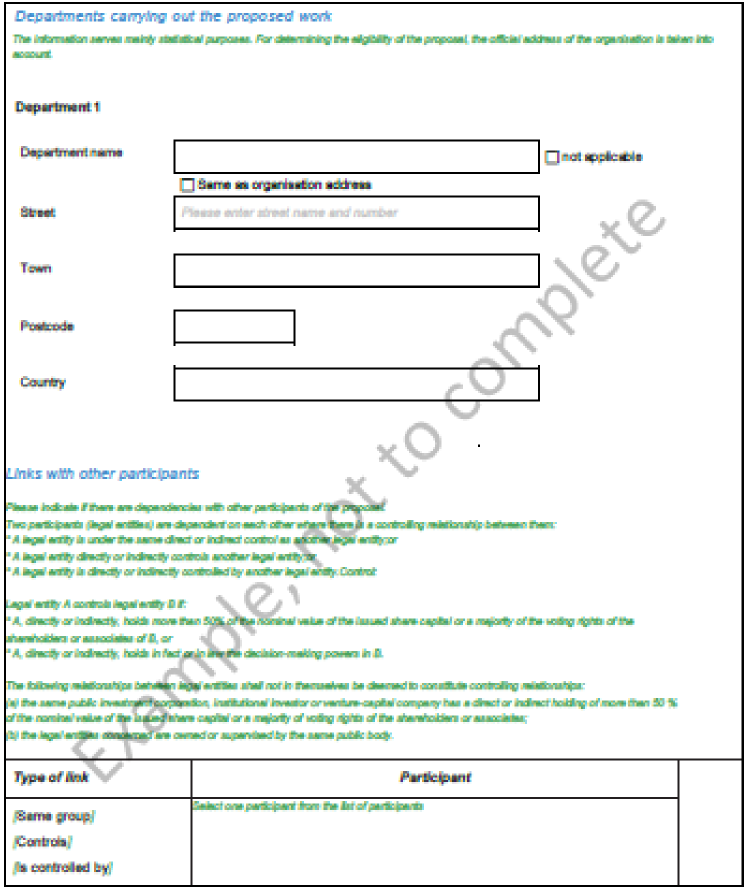
SME status

SME self declared status .... unknown
SME self-assessment .... unknown
SME validation sme .... unknown

Based on the above details of the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

Example, not to complete

2. Participantes



Departments carrying out the proposed work

The information serves mainly statistical purposes. For determining the eligibility of the proposal, the official address of the organisation is taken into account.

Department 1

Department name ☐ not applicable

☐ Same as organisation address

Street: Please enter street name and number

Town

Postcode

Country

Links with other participants

Please indicate if there are dependencies with other participants of the proposal.

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

** A legal entity is under the same direct or indirect control as another legal entity;or*

** A legal entity directly or indirectly controls another legal entity;or*

** A legal entity is directly or indirectly controlled by another legal entity. Control:*

Legal entity A controls legal entity B if:

** A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or*

** A, directly or indirectly, holds in fact or in law the decision-making powers in B.*

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;

(b) the legal entities concerned are owned or supervised by the same public body.

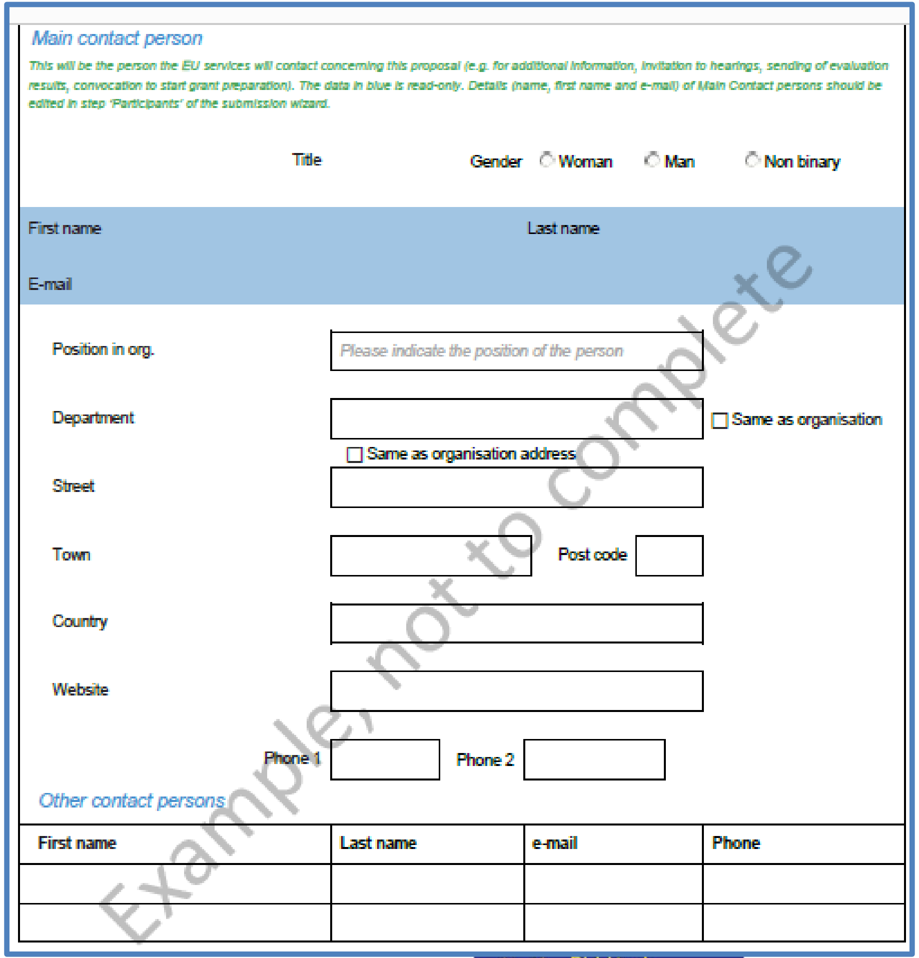
Type of link	***Participant***	
[Same group] [Controls] [Is controlled by]	*Select one participant from the list of participants*	

Example, not to complete

- Hay que indicar si hay relaciones de dependencia entre los participantes

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

- *A legal entity is under the same direct or indirect control as another legal entity;or*
- *A legal entity directly or indirectly controls another legal entity;or*
- *A legal entity is directly or indirectly controlled by another legal entity*



Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in step 'Participants' of the submission wizard.

Title

Gender ○ Woman ○ Man ○ Non binary

First name

Last name

E-mail

Position in org. *Please indicate the position of the person*

Department ☐ Same as organisation

☐ Same as organisation address

Street

Town

Post code

Country

Website

Phone 1

Phone 2

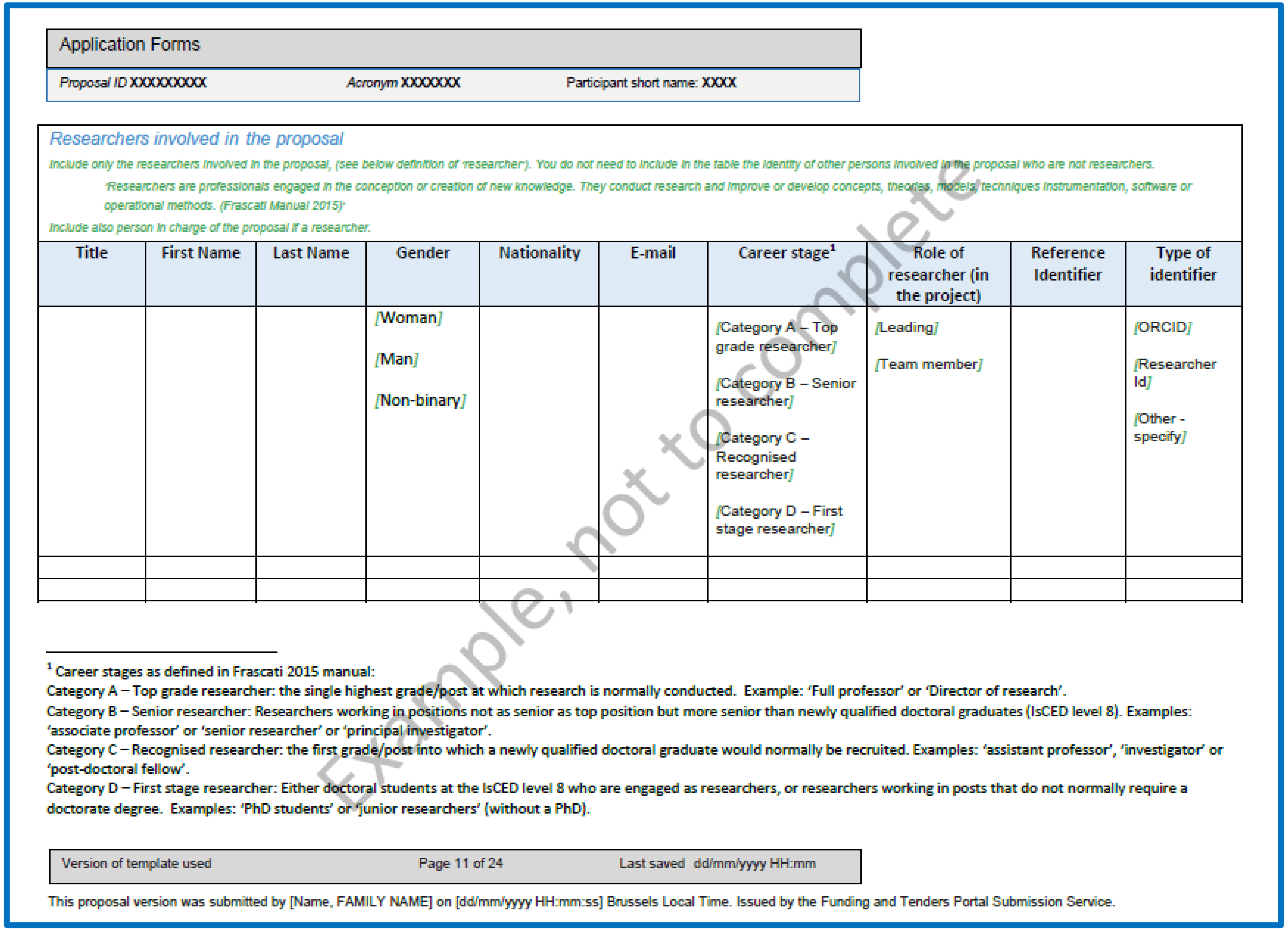
Other contact persons

First name	Last name	e-mail	Phone

Example, not to complete

- El "**main contact person**" de cada entidad, será la persona con la que los servicios de la UE contactaría en relación con la propuesta.
- Los datos (nombre, apellidos y correo electrónico) de las personas de contacto principales se introducen y modifican en el paso "Participantes" del asistente del sistema de presentación

2. Participantes



Application Forms

Proposal ID XXXXXXXXX   *Acronym* XXXXXXX   Participant short name: XXXX

Researchers involved in the proposal

Include only the researchers involved in the proposal, (see below definition of 'researcher'). You do not need to include in the table the identity of other persons involved in the proposal who are not researchers.

'Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015)'

Include also person in charge of the proposal if a researcher.

Example, not to complete

Title	First Name	Last Name	Gender	Nationality	E-mail	Career stage[1]	Role of researcher (in the project)	Reference Identifier	Type of identifier
			[Woman] [Man] [Non-binary]			[Category A – Top grade researcher] [Category B – Senior researcher] [Category C – Recognised researcher] [Category D – First stage researcher]	[Leading] [Team member]		[ORCID] [Researcher Id] [Other - specify]

---

[1] Career stages as defined in Frascati 2015 manual:
Category A – Top grade researcher: the single highest grade/post at which research is normally conducted. Example: 'Full professor' or 'Director of research'.
Category B – Senior researcher: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8). Examples: 'associate professor' or 'senior researcher' or 'principal investigator'.
Category C – Recognised researcher: the first grade/post into which a newly qualified doctoral graduate would normally be recruited. Examples: 'assistant professor', 'investigator' or 'post-doctoral fellow'.
Category D – First stage researcher: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree. Examples: 'PhD students' or 'junior researchers' (without a PhD).

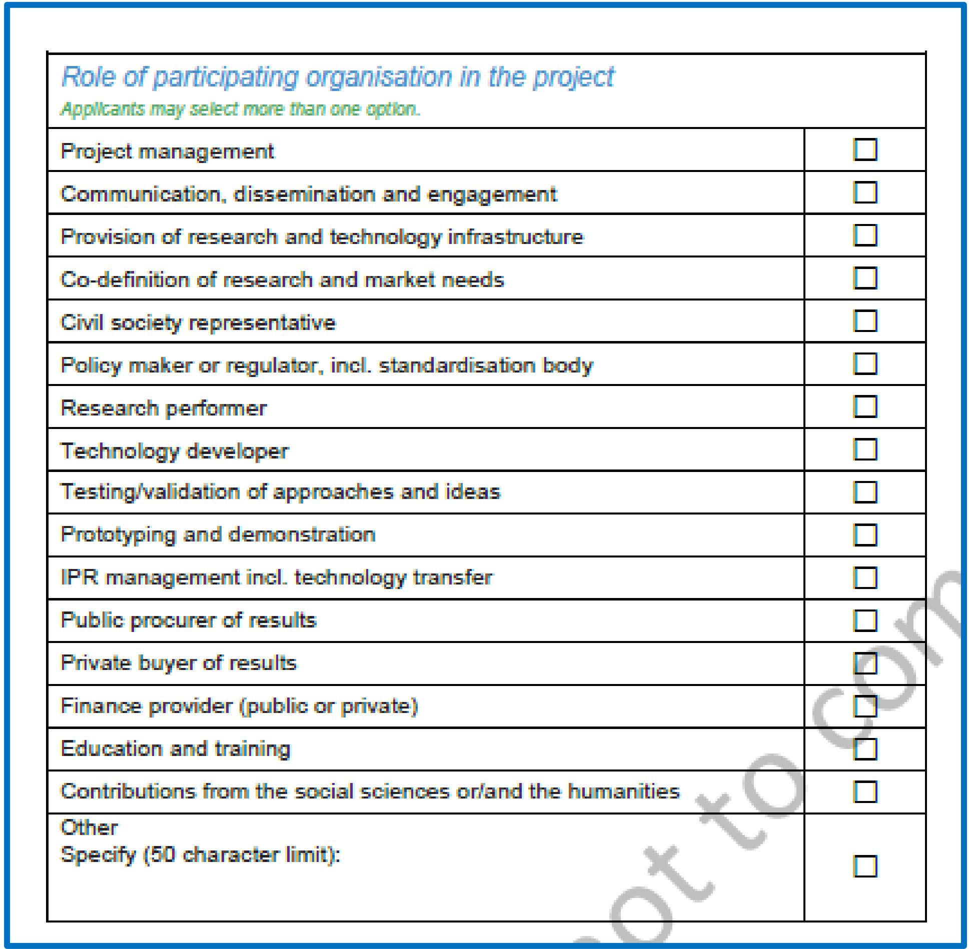
Version of template used   Page 11 of 24   Last saved dd/mm/yyyy HH:mm

This proposal version was submitted by [Name, FAMILY NAME] on [dd/mm/yyyy HH:mm:ss] Brussels Local Time. Issued by the Funding and Tenders Portal Submission Service.

Tabla de investigadores. (Novedad HE):

- Con fines estadísticos para la CE para seguimiento de la carrera de los investigadores (Indicador HE)
- Se usará en caso de que sea necesario llegar al criterio de "*Gender balance*" en los desempates.
- Se incluyen los investigadores de todos los tipos de entidad

2. Participantes



Role of participating organisation in the project *Applicants may select more than one option.*	
Project management	☐
Communication, dissemination and engagement	☐
Provision of research and technology infrastructure	☐
Co-definition of research and market needs	☐
Civil society representative	☐
Policy maker or regulator, incl. standardisation body	☐
Research performer	☐
Technology developer	☐
Testing/validation of approaches and ideas	☐
Prototyping and demonstration	☐
IPR management incl. technology transfer	☐
Public procurer of results	☐
Private buyer of results	☐
Finance provider (public or private)	☐
Education and training	☐
Contributions from the social sciences or/and the humanities	☐
Other Specify (50 character limit):	☐

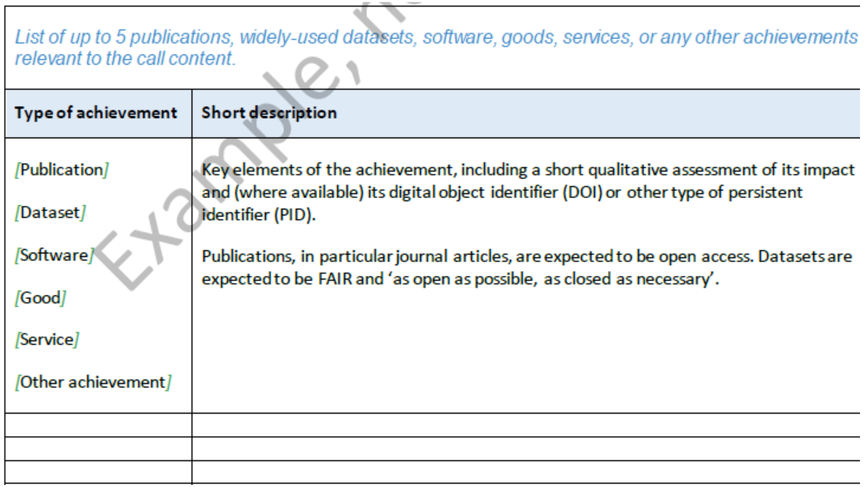
ot to com

Tabla rol de la entidad (Novedad HE):

- Hay que especificar el rol de la entidad en el proyecto
- Una misma entidad puede tener varios roles

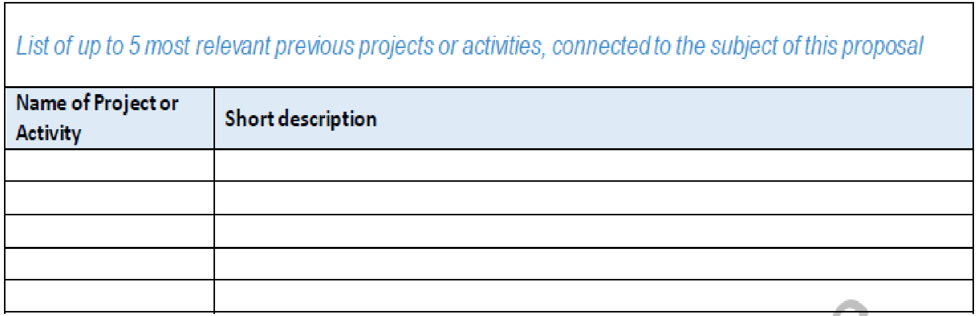
2. Participantes

Otras tablas con información sobre el participante (En H2020 información incluida en la sección 4 de la parte B)



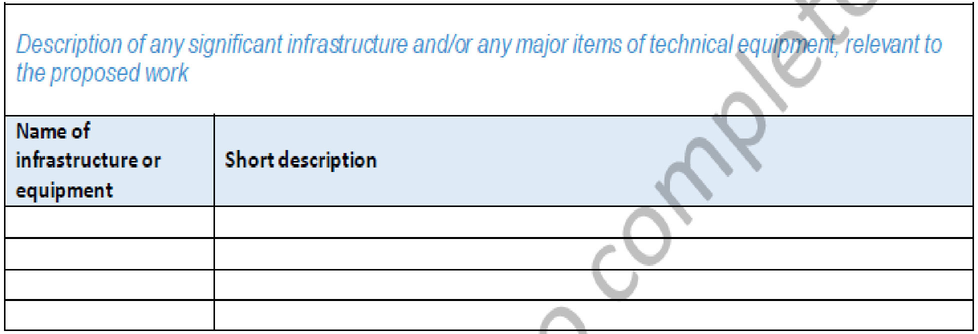
List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	**Short description**
*[*Publication*]* *[*Dataset*]* *[*Software*]* *[*Good*]* *[*Service*]* *[*Other achievement*]*	Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.



List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal

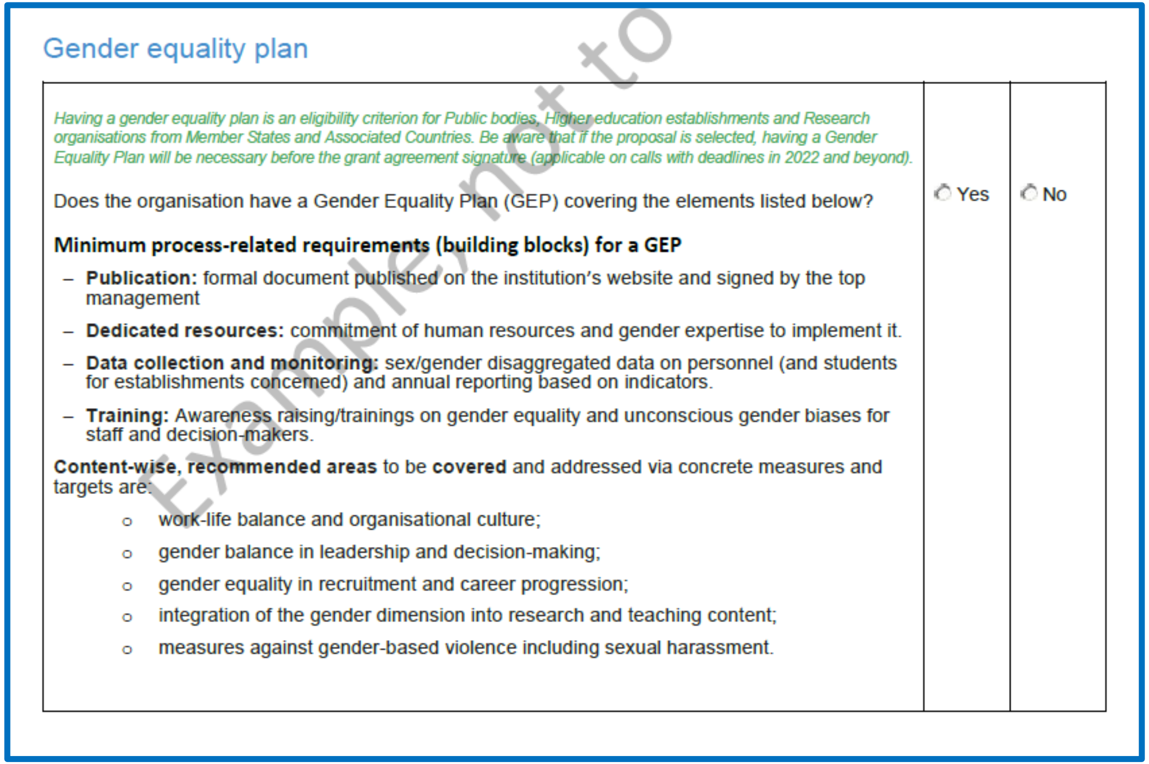
Name of Project or Activity	**Short description**



Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work

Name of infrastructure or equipment	**Short description**

2. Participantes



Gender equality plan

Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature (applicable on calls with deadlines in 2022 and beyond).

Does the organisation have a Gender Equality Plan (GEP) covering the elements listed below? ○ Yes ○ No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.

Content-wise, recommended areas to be **covered** and addressed via concrete measures and targets are:

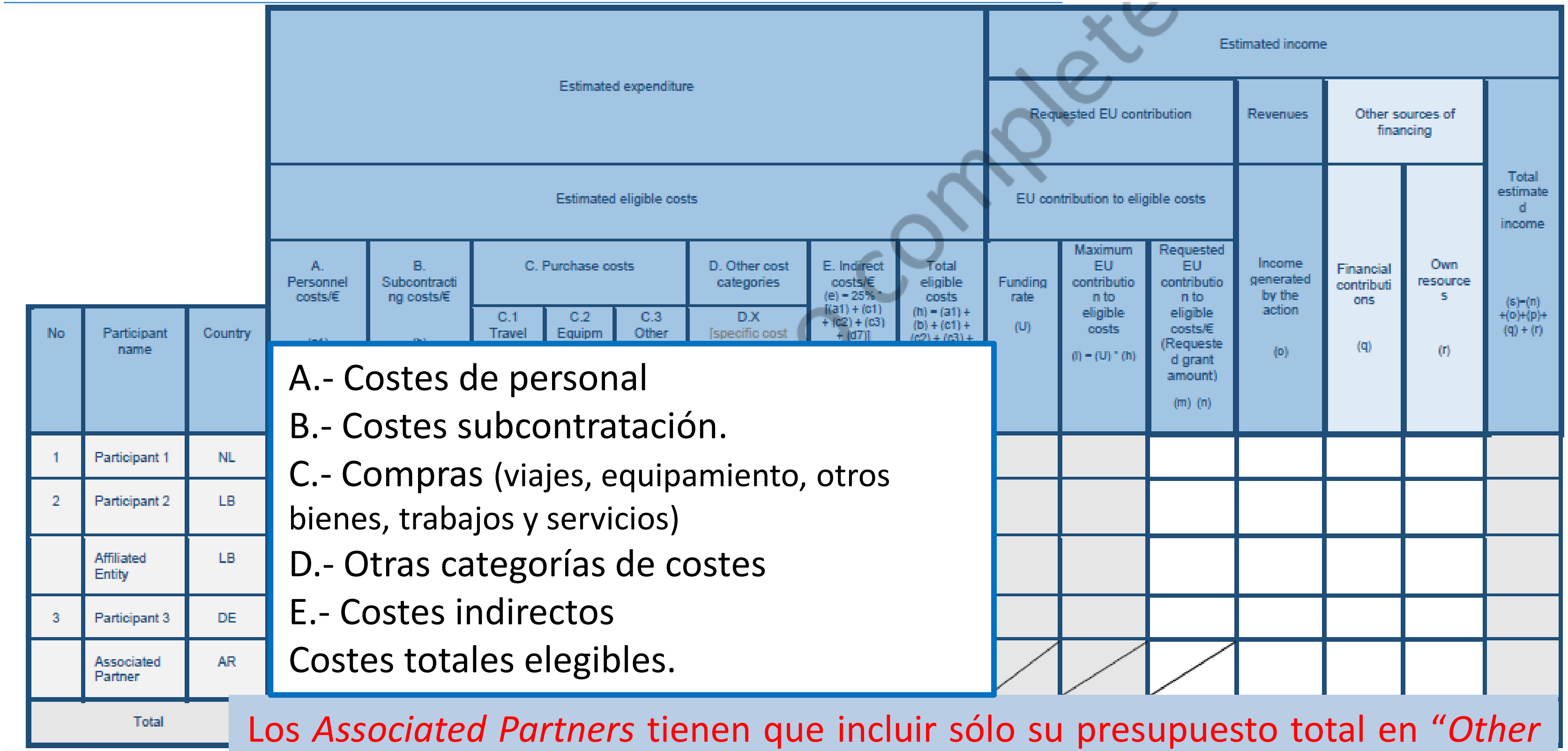
- work-life balance and organisational culture;
- gender balance in leadership and decision-making;
- gender equality in recruitment and career progression;
- integration of the gender dimension into research and teaching content;
- measures against gender-based violence including sexual harassment.

Example, not to

Plan de igualdad de género (Novedad HE):

- **Autodeclaración** para todos los participantes
- **Condición de elegibilidad** a partir de convocatorias con fechas de cierre en 2022 para entidades públicas, centros de investigación y universidades de los EEMM y PPAA.
- Hay que tenerlo publicado antes de la firma del GA, sino la entidad no sería eligible para recibir financiación.

3. Presupuesto



complete

No	Participant name	Country	Estimated expenditure								Estimated income						
											Requested EU contribution			Revenues	Other sources of financing		Total estimated income (s)=(n)+(o)+(p)+(q) + (r)
			Estimated eligible costs								EU contribution to eligible costs						
			A. Personnel costs/€	B. Subcontracting costs/€	C. Purchase costs			D. Other cost categories	E. Indirect costs/€ (e) = 25% * [(a1) + (c1) + (c2) + (c3) + (d7)]	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) +	Funding rate (U)	Maximum EU contribution to eligible costs (l) = (U) * (h)	Requested EU contribution to eligible costs/€ (Requested grant amount) (m) (n)	Income generated by the action (o)	Financial contributions (q)	Own resources (r)	
					C.1 Travel	C.2 Equipm	C.3 Other	D.X [specific cost									
1	Participant 1	NL															
2	Participant 2	LB															
	Affiliated Entity	LB															
3	Participant 3	DE															
	Associated Partner	AR															
Total																	

A.- Costes de personal

B.- Costes subcontratación.

C.- Compras (viajes, equipamiento, otros bienes, trabajos y servicios)

D.- Otras categorías de costes

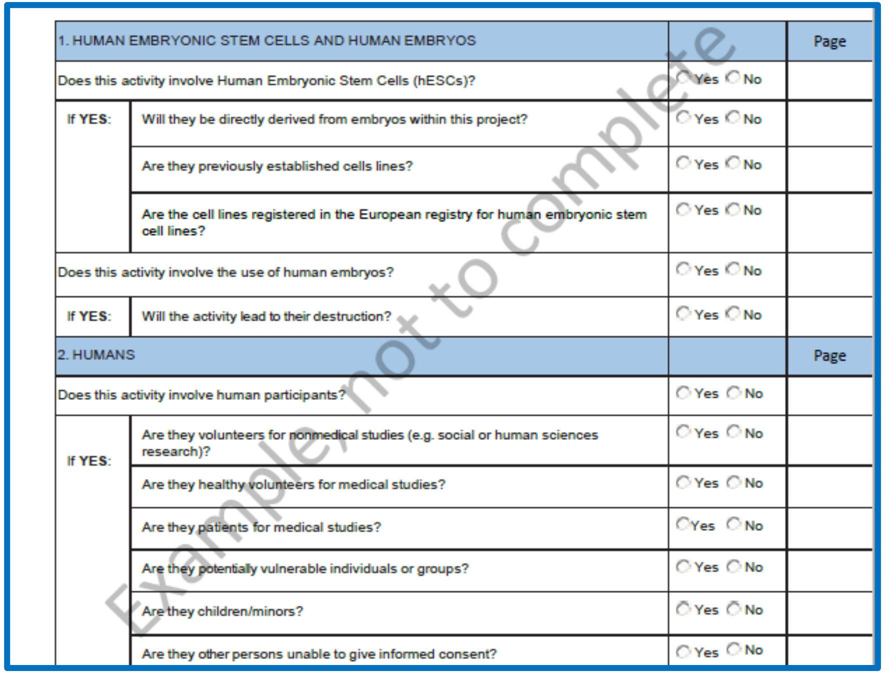
E.- Costes indirectos

Costes totales elegibles.

Los *Associated Partners* tienen que incluir sólo su presupuesto total en *"Other sources of funding" (como "financial contributions"* en caso de que recibieran financiación de su Administración (p. ej. CH) o como *"own ressources"*)

4. Ética y seguridad

Tabla sobre asuntos éticos

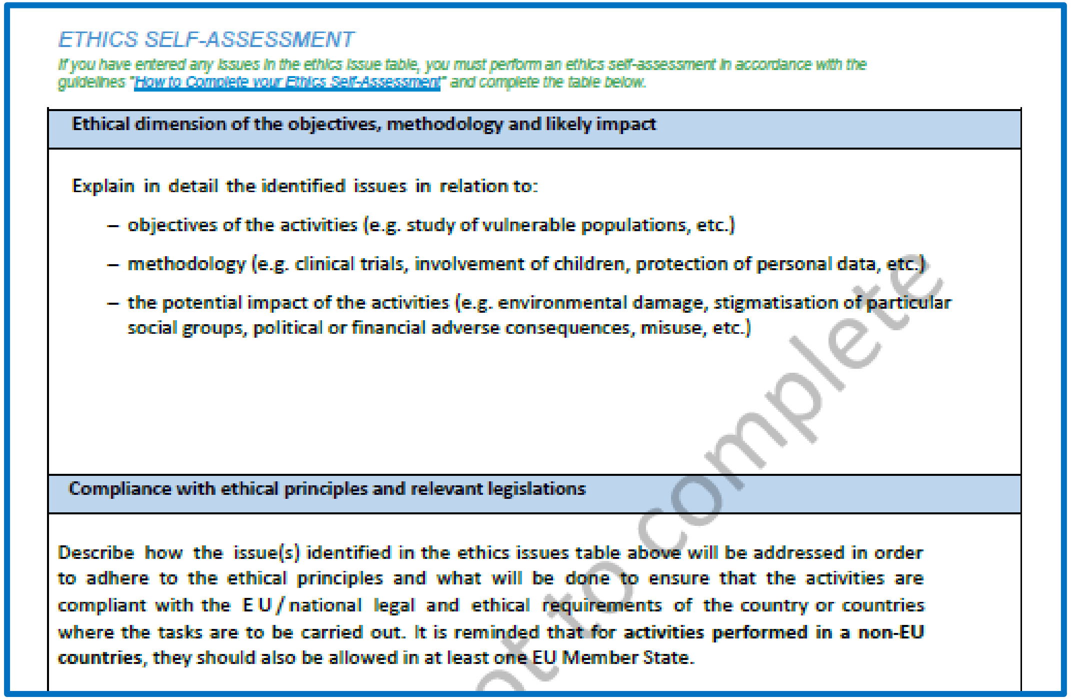


1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS			Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?		○ Yes ○ No	
If **YES**:	Will they be directly derived from embryos within this project?	○ Yes ○ No	
	Are they previously established cells lines?	○ Yes ○ No	
	Are the cell lines registered in the European registry for human embryonic stem cell lines?	○ Yes ○ No	
Does this activity involve the use of human embryos?		○ Yes ○ No	
If **YES**:	Will the activity lead to their destruction?	○ Yes ○ No	
2. HUMANS			Page
Does this activity involve human participants?		○ Yes ○ No	
If **YES**:	Are they volunteers for nonmedical studies (e.g. social or human sciences research)?	○ Yes ○ No	
	Are they healthy volunteers for medical studies?	○ Yes ○ No	
	Are they patients for medical studies?	○ Yes ○ No	
	Are they potentially vulnerable individuals or groups?	○ Yes ○ No	
	Are they children/minors?	○ Yes ○ No	
	Are they other persons unable to give informed consent?	○ Yes ○ No	

Example not to complete

1. HUMAN EMBRYONIC STEM CELLS AND HUMAN EMBRYOS
2. HUMANS
3. HUMAN CELLS / TISSUES
4. PERSONAL DATA
5. ANIMALS
6. NON-EU COUNTRIES
7. ENVIRONMENT, HEALTH and SAFETY.
8. ARTIFICIAL INTELLINGENCE.
9. OTHER ETHICS ISSUES (e.g. Misuse)

Autoevaluación ética



ETHICS SELF-ASSESSMENT

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines "How to Complete your Ethics Self-Assessment" and complete the table below.

Ethical dimension of the objectives, methodology and likely impact
Explain in detail the identified issues in relation to: – objectives of the activities (e.g. study of vulnerable populations, etc.) – methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) – the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)
Compliance with ethical principles and relevant legislations
Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Si se responde "**Sí**" a alguna de las preguntas de la tabla, hay que proporcionar información adicional sobre esa cuestión de ética en el apartado de **"Ethics Self-Assesment".**

[Guía para completar la autoevaluación ética]

EU Grants

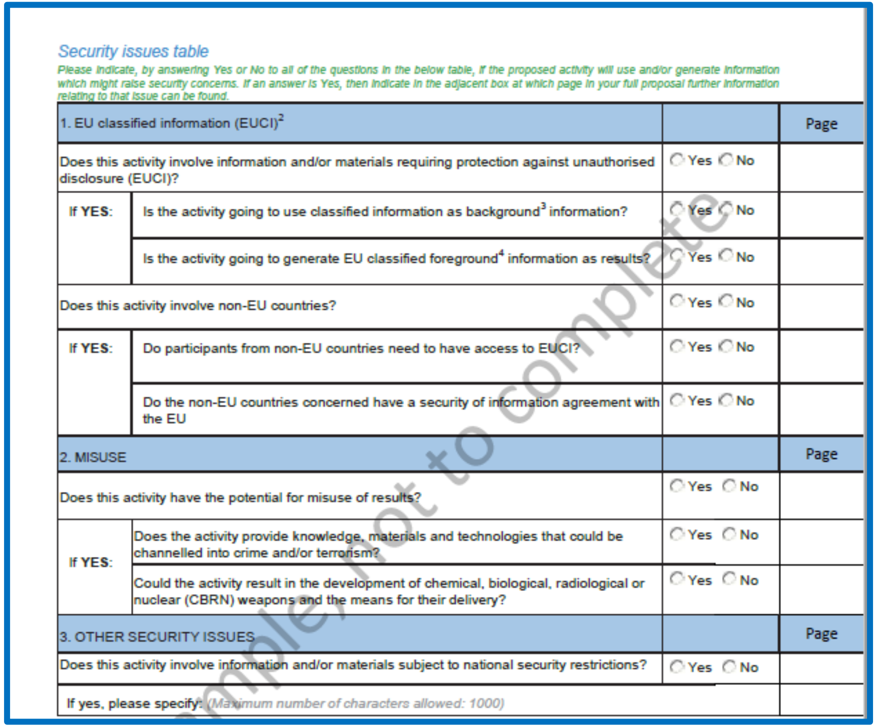
How to complete your ethics self-assessment

Cuestionario sobre seguridad

Novedad HE

Escrutinio de seguridad sistemática en todas las propuestas basada en la autoevaluación incluida en la propuesta y centrada en determinar:

- Si la propuesta utiliza o genera información clasificada de la UE.
- El potencial de uso indebido de los resultados (que podrían canalizarse hacia la delincuencia o el terrorismo).
- Si las actividades implican información o materiales sujetos a restricciones de seguridad nacional.



Security issues table

Please indicate, by answering Yes or No to all of the questions in the below table, if the proposed activity will use and/or generate information which might raise security concerns. If an answer is Yes, then indicate in the adjacent box at which page in your full proposal further information relating to that issue can be found.

1. EU classified information (EUCI)[2]			Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?		○ Yes ○ No	
If **YES**:	Is the activity going to use classified information as background[3] information?	○ Yes ○ No	
	Is the activity going to generate EU classified foreground[4] information as results?	○ Yes ○ No	
Does this activity involve non-EU countries?		○ Yes ○ No	
If **YES**:	Do participants from non-EU countries need to have access to EUCI?	○ Yes ○ No	
	Do the non-EU countries concerned have a security of information agreement with the EU	○ Yes ○ No	
2. MISUSE			Page
Does this activity have the potential for misuse of results?		○ Yes ○ No	
If **YES**:	Does the activity provide knowledge, materials and technologies that could be channelled into crime and/or terrorism?	○ Yes ○ No	
	Could the activity result in the development of chemical, biological, radiological or nuclear (CBRN) weapons and the means for their delivery?	○ Yes ○ No	
3. OTHER SECURITY ISSUES			Page
Does this activity involve information and/or materials subject to national security restrictions?		○ Yes ○ No	
If yes, please specify: *(Maximum number of characters allowed: 1000)*			

Sample, not to complete

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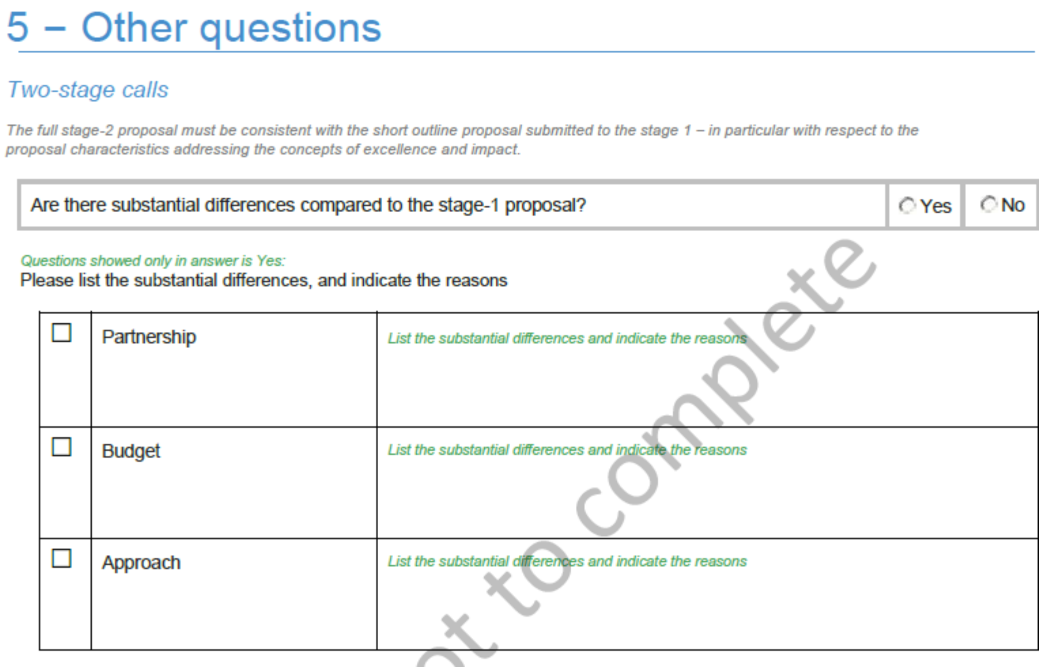
5. Otras cuestiones



5 – Other questions

Two-stage calls

The full stage-2 proposal must be consistent with the short outline proposal submitted to the stage 1 – in particular with respect to the proposal characteristics addressing the concepts of excellence and impact.

Are there substantial differences compared to the stage-1 proposal?	○ Yes	○ No

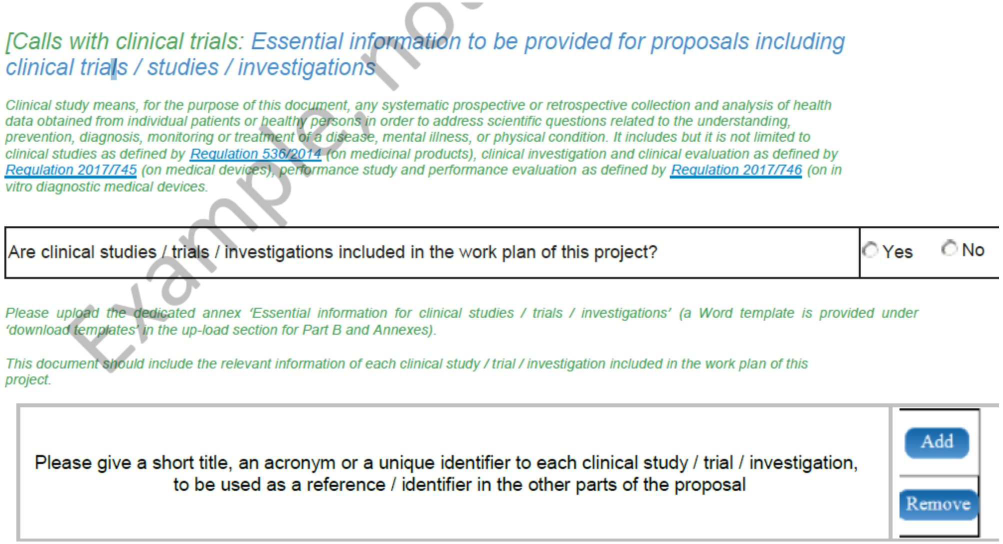
Questions showed only in answer is Yes:

Please list the substantial differences, and indicate the reasons

☐	Partnership	*List the substantial differences and indicate the reasons*
☐	Budget	*List the substantial differences and indicate the reasons*
☐	Approach	*List the substantial differences and indicate the reasons*

- Para convocatorias en dos fases, habría que indicar si ha habido cambios substanciales de la fase 1 a la fase 2.

5. Otras cuestiones


Example, no

[Calls with clinical trials: *Essential information to be provided for proposals including clinical trials / studies / investigations*

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by [Regulation 536/2014](#) (on medicinal products), clinical investigation and clinical evaluation as defined by [Regulation 2017/745](#) (on medical devices), performance study and performance evaluation as defined by [Regulation 2017/746](#) (on in vitro diagnostic medical devices.

Are clinical studies / trials / investigations included in the work plan of this project?	○ Yes ○ No

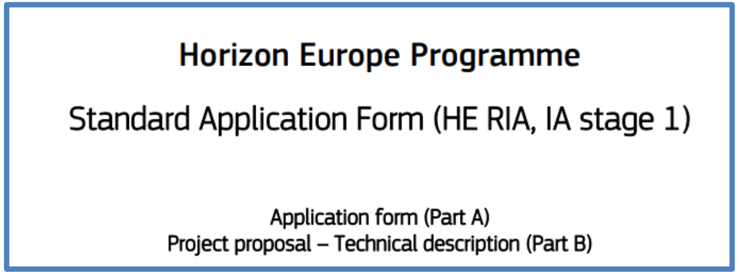
Please upload the dedicated annex 'Essential information for clinical studies / trials / investigations' (a Word template is provided under 'download templates' in the up-load section for Part B and Annexes).

This document should include the relevant information of each clinical study / trial / investigation included in the work plan of this project.

Please give a short title, an acronym or a unique identifier to each clinical study / trial / investigation, to be used as a reference / identifier in the other parts of the proposal

- Cumplimentar en caso de que la propuesta implique estudios clínicos.
- Los estudios clínicos se subirán en la parte de Anexos

Plantilla propuestas “stage 1” de convocatorias “two-stage”



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Standard Application Form (HE RIA, IA stage 1)

Application form (Part A)
Project proposal – Technical description (Part B)

Formulario PARTE A

1- Información general

2- Participantes: *organisation data, departments carrying out de proposed work, links with other participants , main contact person*

3- Presupuesto **= TOTAL requested EU contribution (EUR)**

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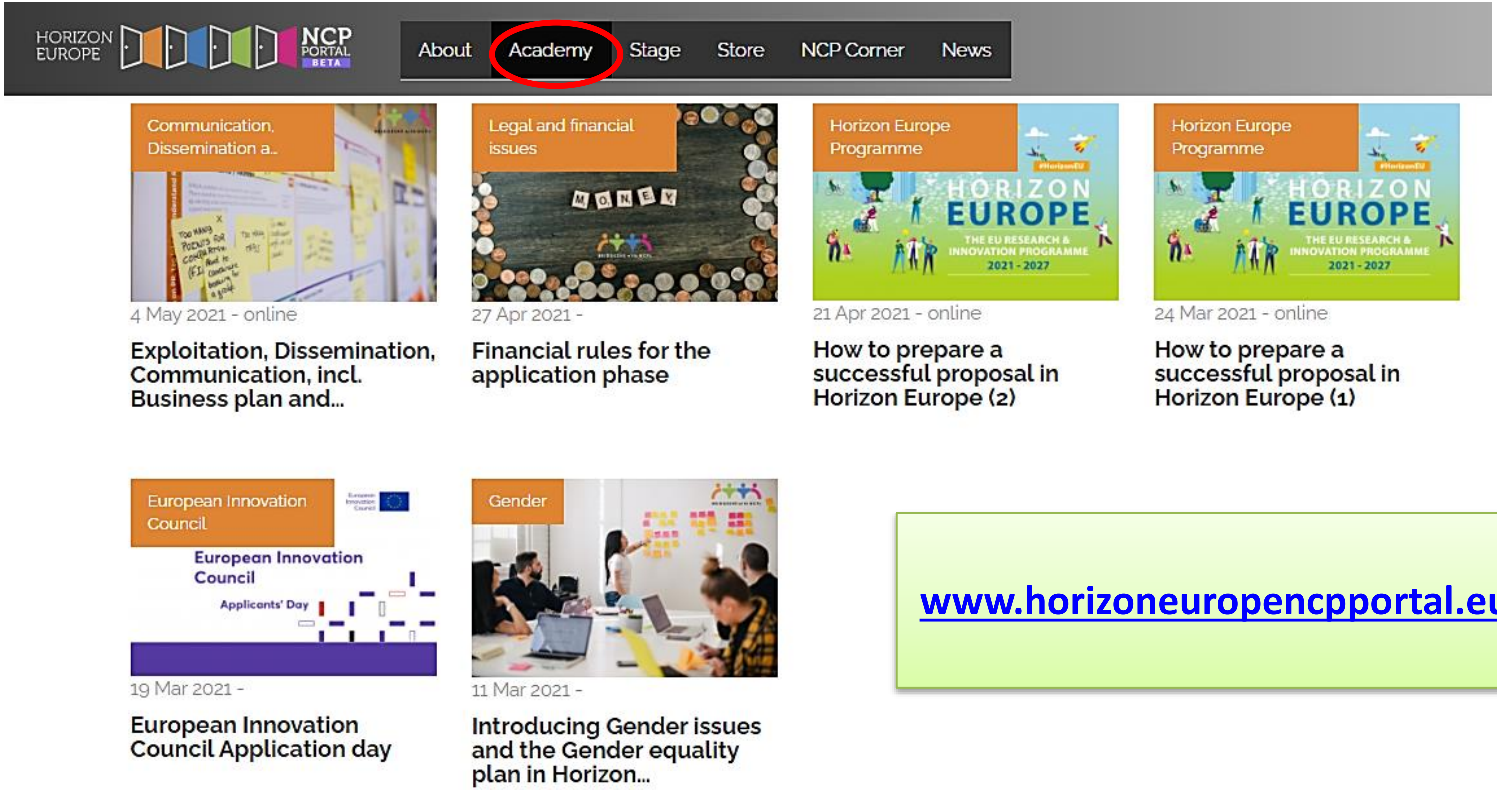
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European Innovation Council
Applicants' Day

Communication, Dissemination a...

4 May 2021 - online

Exploitation, Dissemination, Communication, incl. Business plan and...

Legal and financial issues

27 Apr 2021 -

Financial rules for the application phase

Horizon Europe Programme

21 Apr 2021 - online

How to prepare a successful proposal in Horizon Europe (2)

Horizon Europe Programme

24 Mar 2021 - online

How to prepare a successful proposal in Horizon Europe (1)

European Innovation Council

19 Mar 2021 -

European Innovation Council Application day

Gender

11 Mar 2021 -

Introducing Gender issues and the Gender equality plan in Horizon...

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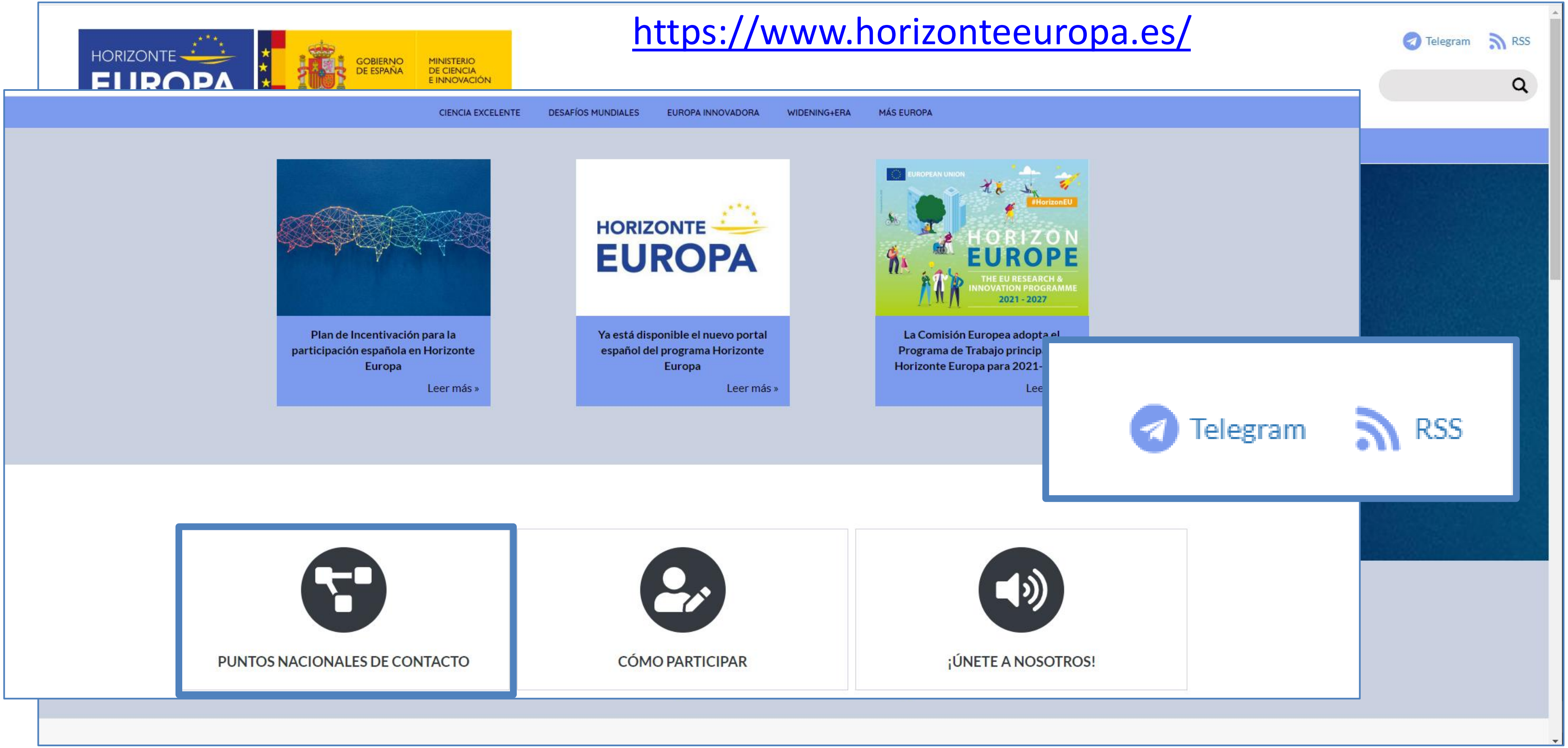
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