



Consumer Programme

Guide for applicants

Cooperation between national authorities responsible for the enforcement of consumer protection laws (CPC)

Joint Actions

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GLOSSARY

The Work Programme is the annual work programme drafted by the European Commission to implement the programme of Community action in the field of consumer policy (2014-2020). ('the Programme'), European Commission Implementation Decision C (2016)7610 of 28/11/2016).

The **Consumers, Health, Agriculture and Food Executive Agency (Chafea)**, manages the technical and financial implementation of the EU Health Programme, the Consumer Programme, the Better Training for Safer Food initiative and the AGRI promotion actions provided for in Regulation.

A beneficiary is an organisation that receives EU co-funding following successful application in one of the EU's funding programmes and the signature of the related grant agreement (during the application process reference is made to the "applicant(s)").

A mono-beneficiary and a multi-beneficiary grant agreement (GA) are a binding written agreement signed by the parties: Chafea (acting under powers delegated to it by the European Commission) and the beneficiary organisations, i.e. the recipients of the EU co-funding. By signing the agreement, the beneficiary organisations 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.

The Participant Portal (PP) is the website hosting the information about funding for several EU programmes including the Health Agriculture and Consumers Programmes and the Horizon 2020 programmes.

The ECAS account 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.

The Beneficiary Register is the European Commission's online register of the beneficiaries participating in the Health, Agriculture and Consumers Programmes 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 sign the grant agreement and action's documents on behalf of the organisation.

1 EU FINANCIAL CONTRIBUTION

The maximum level of financial contributions by the Union shall not exceed 50% of the eligible costs, except in the case of actions of exceptional utility (which involve at least 6 Member States (EFTA/EEA countries) or concern infringements which cause or are likely to cause harm in two or more Member States), in which case the contributions by the Union to the eligible costs shall not exceed 70%.

Note:

There is an obligation for each applicant to contribute equally to the action's budget. The minimum required percentage of own funding applies therefore at the beneficiary level. For Consumer Programme joint actions the reimbursement rate is usually up to 50% (or up to 70% in cases of exceptional utility).

Section 2.1.4 of the Work Programme sets out the priority areas, objectives and expected results for this joint actions call for proposals. Only proposals which directly correspond to the topic described will be considered for funding.

2 ADMISSIBILITY REQUIREMENTS

- Applications must be submitted online via the [participant portal](#).
- Applications must be fully submitted before the closing date (the deadline). Any application which the electronic submission system records as belatedly submitted will be considered as non-admissible.
- Applications must be drafted in one of the EU official languages.

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

3 ELIGIBLE APPLICANTS

The eligibility criteria are laid down in the Work Programme as well as in point 6 of the Calls for proposals 2017.

4 ROLE AND RESPONSIBILITY OF BENEFICIARIES

Roles and responsibilities towards the Agency

If a proposal is successful and a grant agreement is signed between the applicant and the Agency, the terminology is changed from "applicant" to "beneficiary".

The beneficiaries have full responsibility for implementing the action and complying with the Grant Agreement (GA).

5 FINANCIAL ASPECTS

Applicants need to comply with 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).

5.1 Preparation of the estimated budget of the action

5.1.1 Form of the grant (Art. 5 GA)

The grant is a partial **reimbursement** of the action's total **eligible costs** which respect the admissibility criteria set under point 2 of the present guide ("Maximum grant amount"). The grant is, therefore, expressed both as a maximum amount and also as a maximum pre-defined percentage of the eligible costs on consortium level.

5.1.2 Definition of eligible costs (see Art. 6 GA)

5.1.3 Currency for financial statement and conversion into euro (Art. 15.5 GA)

5.1.4 VAT

The Financial Regulation, applicable as from 1 January 2013, provides for the full eligibility of the cost of VAT when attributable to exempt activities¹ or activities out of the scope, except activities carried out as a public authority of a Member State. In other words, non-deductible VAT is eligible as expenditure, save for those activities matching the concept of sovereign powers exercised by Member States.

5.1.5 Definition of ineligible costs (see Art. 6.4 GA)

5.2 Determination of the grant amount and payment arrangements

5.2.1 Final grant amount calculation (Art. 5.3 GA)

The 'final grant amount' depends on the actual extent to which the action is implemented in accordance with the Agreement's terms and conditions.

The final grant amount will be calculated by the Executive Agency when the payment of the balance is made in the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The reimbursement rate (see Article 5.2) is applied to the eligible costs (actual costs and flat rate costs; see Article 6) declared by the beneficiaries [*and affiliated entities*] (see Article 15) and approved by the Agency (see Article 16).

Step 2 — Limit to the maximum grant amount

If the amount obtained following Step 1 is higher than the maximum grant amount set out in Article 5.1, it will be limited to the latter.

Step 3 — Reduction due to the no-profit rule

The grant must not produce a profit.

Profit means the surplus of the amount obtained following Steps 1 and 2 plus the action's total receipts, over the action's total eligible costs.

The '**action's total eligible costs**' are the consolidated total eligible costs approved by the Agency.

The '**action's total receipts**' are the consolidated total receipts generated during its duration (see Article 3).

The following are considered **receipts**:

(a) income generated by the action;

(b) financial contributions given by third parties to the beneficiary [*or to an affiliated entity*], specifically to be used for costs that are eligible under the action.

The following are however **not** considered receipts:

- (a) financial contributions by third parties, if they may be used to cover costs other than the eligible costs (see Article 6);
- (b) financial contributions by third parties with no obligation to repay any amount unused at the end of the period set out in Article 3.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the eligible actual costs approved by the Agency (as compared to the amount calculated following Steps 1 and 2).

Step 4 — Reduction due to improper implementation or breach of other obligations — Reduced grant amount — Calculation

If the grant is reduced (see Article 27), the Agency will calculate the reduced grant amount by deducting the amount of the reduction (calculated in proportion to the improper implementation of the action or to the seriousness of the breach of obligations in accordance with Article 27.2) from the maximum grant amount set out in Article 5.1.

The final grant amount will be the lower of the following two:

- The amount obtained following Steps 1 to 3 or
- The reduced grant amount following Step 4.

5.2.3 Type of receipts

The following are considered receipts:

- Income generated by the action; if the income is generated from selling equipment or other assets purchased under the Agreement, the receipt is up to the amount declared as eligible under the Agreement;
- Financial contributions given by third parties to the beneficiary specifically to be used to cover the action's eligible costs.

5.3 Payment and Payment Arrangements (see Art. 16 GA)

6. SUBMISSION OF PROPOSALS

The Calls for proposals under the Consumer Programme will benefit from the use of the Electronic Submission System originally developed for the Horizon 2020 Research programmes.

Submitting an application **is only possible online** via the Electronic Submission Service of the Participant Portal and before the call deadline. The link to the Electronic Submission System can be found on Chafea's website:

<http://ec.europa.eu/chafea/consumers/>

The fact that the whole process is now done through an online system, requires a better level of preparation from the potential applicants before embarking on submitting the application itself. Even though the online system enables you to save successive versions of your application, Chafea strongly 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 composed of a two-step process:

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

Note:

In order to complete part A:

- all other beneficiaries (i.e. not subcontractors and collaborating stakeholders) must be registered in the [Beneficiary Register](#) and communicate the PIC to the coordinator;
- all other beneficiaries must have performed a financial viability self-check, via:
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html>
- the coordinator must have the estimated budget per partner

- **Part B** includes the technical content of the proposal. This part must be written following the template provided by Chafea and in collaboration with the co-applicants (if relevant) and, when completed, uploaded directly as a PDF file into the Electronic Submission System.
- **Annexes:** an annex is a necessary document to support evidence for checking the applicant organisation's compliance with the selection criteria. Annexes must be uploaded directly into the Electronic Submission system.

6.1 Preparing for the submission of your application

There are several stages to follow when preparing for the submission of your application, such as documents to consult (see below); sign up to your existing ECAS account for registered users or create a new ECAS account for new users; and register your organisation in the Beneficiary Register.

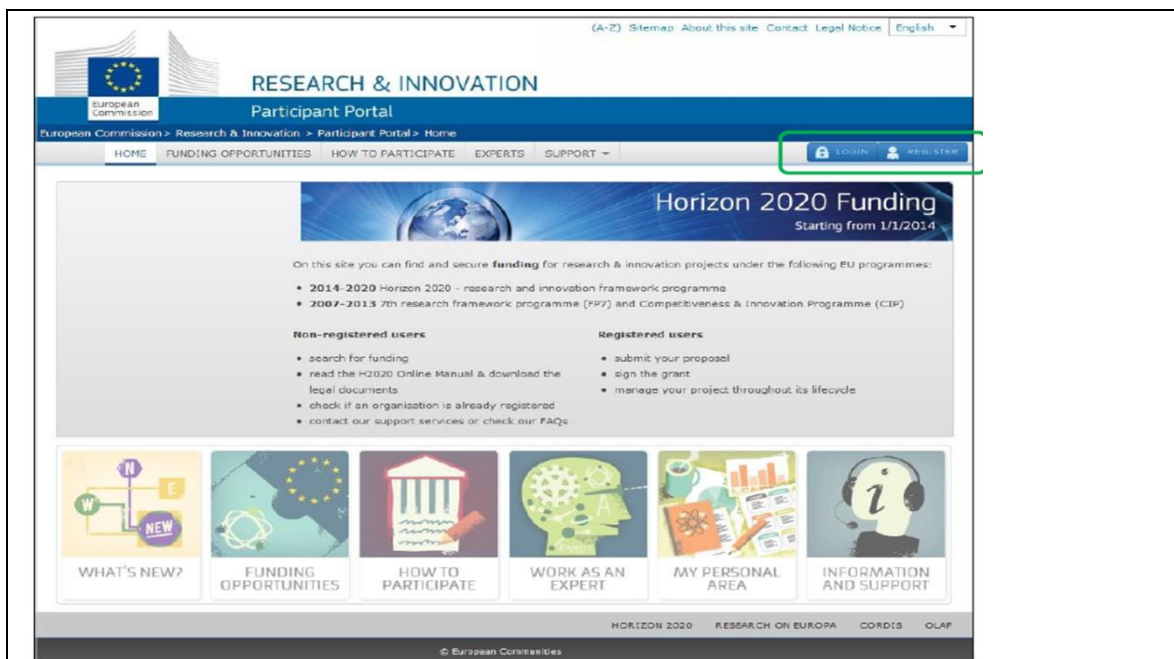
6.2 Create a user account on the Participant Portal – your ECAS Account

Applications in response to this call are only possible via the Electronic Submission System. In order to use this system you first need to create a user account, the so-called ECAS account.

To do so, you simply need to access the Participant Portal here:

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

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. For further details please consult the IT Help Guide for the submission of proposals, chapter 2;
- 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.

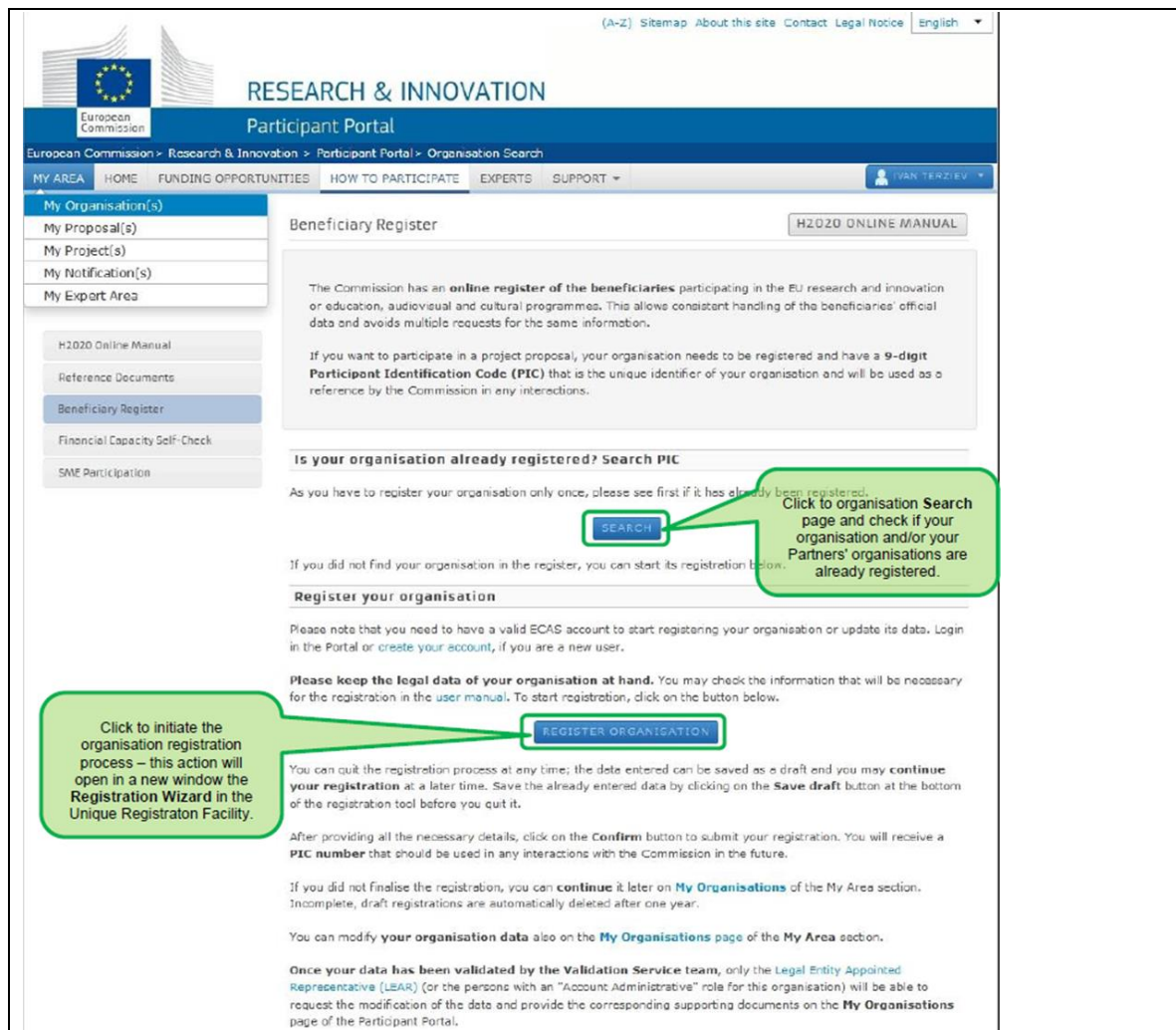
6.3 Register your organisation - Beneficiary Register

With the ECAS account at hand, 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 the organisations participating in various EU programmes called the [Beneficiary Register](http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html). This allows consistent handling of different organisations' official data and avoids multiple requests of the same information. However, check first on the Beneficiary Register page if your organisation is already registered at:

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

Figure 2: Screen shot of the Beneficiary Register



- If you do not find your organisation there, and only in this case, you should start the registration process by clicking on 'Register your organisation'.
- To complete this registration process, you will need to provide information about your entity legal status and its finances.
- You do not need to complete the registration process in a single session. You can enter some information, save it and continue later on 'My Organisations' in '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 coordinator and all other beneficiaries (i.e. not for subcontractors and collaborating stakeholders) 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 'My Organisations' in 'My Area' section.

- Please note that in case the registered organisation receives 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.

6.4 *Deadline, acknowledgement of receipt, rejection of a proposal and complaints*

- **Submission deadline**

The proposals **must** be submitted via the Electronic Submission System.

The deadline for submission is **12 September 2017, 17:00:00 Hs. (Brussels local time)**

Please do not send your proposal via the Electronic Submission System AND by post / e-mail to Chafea! Please use only the Electronic Submission System!

- **Acknowledgement of receipt**

Before the call for proposal deadline, the applicant may replace the proposal with a new proposal. 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. If you miss the call deadline, your proposal will be disregarded by the system and cannot and will not be considered as submitted. After the deadline for the call for proposal, changes or additions are no longer possible.

The Electronic Submission System will carry out basic 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**

IMPORTANT TO NOTE: it is extremely important that you upload the proper document (in PDF) under the corresponding heading as you may jeopardize your entire application, which shall be considered as inadmissible!

Hence, before closing the application procedure or logging of, double-check if the content of your PDF documents corresponds to the given headings in the online submission tool.

Once the proposal is submitted, the applicant will not hear from Chafea until the proposal is evaluated, unless:

- Chafea 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 viability check¹; and / or
- The applicant made a complaint.

- **Languages**

In principle, proposals may be submitted in any official language of the European Union. However, in order to facilitate the evaluation process, you are strongly encouraged to provide an English translation of the proposal. The English version should be at the beginning of the proposal, followed by the other language version.

- **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:

Chafea does not manage the submission process via the Electronic Submission System. Hence, please contact the Helpdesk of the Participant Portal and not Chafea for submission-related questions.

6.5 *Data protection*

All the applications received by Chafea will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

For more information on data protection, please refer to http://ec.europa.eu/chafea/about/data_protection.html

¹ Note: this is not performed by Chafea. The system may contact you about this, if needed, not Chafea.

7. APPLICATION FOR JOINT ACTION

As noted above, the application is composed of three parts:

- Part A, which includes the administrative information;
- Part B, which comprises the technical content of the proposal; and
- Annexes:
 - Annex I - Designation letter. Non-profit making bodies (Chafea template)
 - Annex II - CV of team leader. (free template)
 - Annex III - Audit report, only for applicants requesting EU co-funding of 750 000€ or higher per applicant. (free template) Not applicable to public bodies.

7.1 Application form: Part A – Administrative part of the applicant organisation

Part A comprises fields of required information, checklists and declarations to be filled 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 the organisation
- Section 3: Budget

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 for Part A

<i>Section</i>	<i>Title</i>	<i>Action</i>
<i>1</i>	<i>General Information</i>	
<i>2</i>	<i>Participants and Contacts</i>	
<i>3</i>	<i>Budget</i>	

Section 1: General information

In this section, you should provide the Acronym, Proposal Title, Duration (in months), Free Keywords and an Abstract (max. 2000 characters) explaining the key objectives and benefits of the proposal, how these will be achieved, and their relevance to the Work Programme 2017.

The abstract will be used as a short description of the proposal in the evaluation process and in communication with the programme management committee and other interested parties. Therefore, do not include any confidential information and 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 coordinator by clicking the corresponding boxes. We recommend that the applicant/coordinator checks with all the partners before clicking the boxes.

The applicant/coordinator declares:

a) to have explicit consent of all applicants on their participation and on the content of the proposal.

b) that the information in the proposal is correct and complete.

The next statements concern the exclusion, eligibility and selection criteria as set-out in the Work Plan.

The coordinator must make the following declarations:

For the exclusion and eligibility criteria:

- each applicant is fully compliant with the exclusion and eligibility criteria set out in the specific call for proposals

Note:

If the proposal is retained for EU funding, the applicants will be required to present a more formal declaration of honour on the exclusion criteria during the grant agreement preparation process.

For the selection criteria:

Financial capacity:

- the applicants'/coordinator's organisation as well as every other applicant for its own organisation has performed the self-check of the financial capacity of the organisation (or are exempt as they are public bodies); if the applicant receives an operating grant from any EU programme, the following shall be applied: the requirements for a combination of partial operating grants and action grants (with indirect costs) are:
- the organisation uses analytical accounting allowing for a cost accounting management with cost allocation keys and cost accounting codes;
- the organisation records:
 - all costs incurred for the operating grant (i.e. personnel, general running costs and other operating costs linked to the WP) and
 - all costs incurred for the action grants (including the indirect costs linked to the action);
- the organisation uses allocation keys and cost accounting codes to identify and separate the costs (i.e. to allocate them to either the action grant or the operating grant);
- the allocation of the costs must be done in a way that leads to a fair, objective, realistic result;

Full operating grants (100% of beneficiaries' annual budget) are subject to a stricter regime: no indirect costs.

- applicants have stable and sufficient sources of funding to maintain their activity throughout the period during which the activity is being carried out and to participate in its co-financing.

Note:

The only reason you are requested to run a self-check on your financial capacity and tick the box is to warn you that in the case you are awarded the action and your financial standing may be weak, the EC may need to take specific measures, e.g. may ask you to provide a bank guarantee.

By no means should it discourage you from submitting a proposal.

Operational capacity:

- the applicants have the necessary operational resources, skills and professional experience to carry out the proposed action.

If you do not click on each appropriate box, you may prevent application from being submitted.

Section 2: Participants and contacts

The applicant/coordinator will encode the PIC code of his/her organisation and of every other applicant (see section B 1.3 in this guide). Part of the administrative data will be filled in automatically after encoding the PIC code. Then, the applicant/coordinator will be required to fill in the contact details for every participant. Hence, it is recommended to have this information at hand when completing part A.

Section 3: Budget

In this section you must fill a budget overview table. Please refer to the screen shot 4 below. In addition you must indicate which co-funding rate you apply for.

The usual co-funding rate for joint actions under the Consumer Programme is up to 50% of the total eligible cost. However, this may increase to up to 70% of the total eligible cost, if the application is deemed to be of exceptional utility towards achieving the objectives of the Programme. **Importantly, the same co-funding rate (50% or 70% in case of exceptional utility) shall be used by each participant in the proposal to calculate their requested grant.**

To receive up to 70% of co-funding, the proposals must comply with the following criteria

- The proposal involves **at least 6** Member States (EFTA/EEA countries) or concern infringements which cause or are likely to cause harm in two or more Member States.
- for actions that concern infringements which cause or are likely to cause harm in two or more Member States/ EEA countries.

Note:

If you want to apply for exceptional utility, it is your duty to ensure that your proposal complies with the criteria.

Please be aware that if your proposal does not meet the criteria for exceptional utility, the final EU contribution will only be up to 50% and additional applicant's contribution will become necessary.

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

Explanation:
White cells: to be filled by the coordinator
Grey cells: automatically calculated
Black cells: cannot be filled in – not applicable at the level of each applicant.

Figure 4: The Budget Overview Table in part A

Participant ^a	Country ^a	(A)-Direct- personnel- costs ^a	(B)-Direct- costs-of- subcontract- ing ^a	(C)- Other- direct- costs ^a	(D)- Indirect- Costs- (Max.-7%- on-A-,B- and-C) ^{a,b}	Total-estimated- eligible-costs ^a	Reimburse- ment-rate- % ^a	Maximum- EU- Contributions ^a	Maximum- grant- amount ^{a,c}	Income- generated- by-the- action ^a	Financial- contributions- given-by- third-parties- to-the- beneficiary ^a	Action's- total- receipts ^a
^a	^a	(a) ^a	(b) ^a	(c) ^a	(d) = 0.07 * ((a) + (b) + (c)) ^a	(e) = ((a) + (b) + (c) + (d)) ^a	(f) ^a	(g) = (e) * (f) ^a	(h) ^a	(k) ^a	(l) ^a	(m) = ((k) + (l)) ^a
^a	^a	^a	^a	^a	^a	^a	^a	^a		^a	^a	^a
^a	^a	^a	^a	^a	^a	^a	^a	^a		^a	^a	^a
Total ^a	^a	^a	^a	^a	^a	^a	50%-(or- 70%)- ^{a,d}	^a	^a	^a	^a	^a

Each row of the budget table represents the estimated expenditure and income for one applicant.

The final row of "Total" represents the total estimated expenditure and income for the whole action.

Eligible costs are: direct personnel cost (column (a)), direct cost of subcontracting (column (b)) and other direct costs (column (c)), including costs for travel, equipment and other goods and services. Costs need to be explained in detail, and be equal, in the individual detailed budget under Part B of the application

The reimbursement rate corresponds to the rate of the max. reimbursement rate (e.g. in the case reimbursement of up to 50%, in case of exceptional utility up to 70% of the total eligible costs of the action is requested, the only option for reimbursement request for the consortium shall be up to 50% / 70%).

The maximum EU contribution in column (g) is calculated at the level of each applicant. Overall, the total amount in column (h) should be equal to or less than the total amount of column (g). At the proposal stage, we recommend to each participant to have the requested grant amount (h) to be equal to the maximum EU Contribution amount (g).

The applicants must also estimate whether

- there is any income generated by the action foreseen (e.g. sale of an equipment used by action, conference fees, etc.). Such amount should be given in column (k).
- there is any third party contribution. The sponsorship means actual money inflow to any of the applicants. The amount should be dedicated to cover the eligible costs of the action. Such amount should be given in column (l).

In case no "income generated by the action" or "Financial contributions given by third parties" is estimated, any amount above the requested grant is considered as "applicant's contribution" (column m).

7.2 Application form: Part B - Technical content

Part B concerns the technical content of the proposal. Applicants must write the proposal following the template provided by Chafea. However, once completed, the up-loading into the Electronic Submission System is only possible in PDF format.

Note:

You may submit a proposal in an EU language other than English. Note however that the technical part of the proposal must also be submitted in English, and that this English version must be presented in the beginning of the proposal. The remaining part (e.g. the budget) may also be submitted in other EU languages.

7.2.1 Budget

The Budget Overview Table will be included in the Administrative Form of the application and has to be filled directly on-line.

In this part B of the application you must provide a description of the way the budget was estimated in support of the implementation of the action– in short, its relevance with the activities planned during the year and the rationale for doing so. Please remember that the budget is one of the award criteria and will be evaluated as the other parts of the application.

The structure of the Budget of the Technical Proposal is as follows:

7.2.1.2. The "Estimated budget" Table

The table below summarises all the estimated costs with a breakdown for each cost category for each applicant.

Estimated budget: per applicant

Applicant Number/ Short Name			
(A) Direct personnel costs			
Staff function	Monthly Cost	Estimated Person-month	Sum Cost (€)
(Please repeat line for each staff function category)			
Total Costs (€) for (A)		Total person month	
	Justification		
(B) Direct costs of sub- contracting	Costs (€)	Task(s)/Justification	
(please repeat line for each subcontract foreseen)			
Total Costs (€) of (B)			
	Justification		
(C) Other direct costs			
(C.1) Travel	Costs (€)	Justification	
(C.2) Equipment	Costs (€)	Justification	
(C.3) Other goods and services	Costs (€)	Justification	
Total Costs (€) of (C)			
(D) Indirect Costs	Total Costs (€)		
(Max. 7% on A, B and C)			
Total estimated eligible costs			

Note:

The detailed budget per applicant must be consistent with the Budget Overview Table of the Administrative Form of the application. The online submission system does not provide a reconciliation function among the different budget tables of the application form; it is the consortium responsibility to ensure consistency of the information provided throughout the application.

The table has 4 parts representing the 4 cost categories (A for Direct personnel costs, B for Subcontracting costs, C for Other direct costs and D for Indirect costs.).

Note:

There is one single cell provided per cost category. It makes the budget table simple and easy to handle, but it is also easy to over- or underestimate these figures. Even though you may do budget transfers at a later stage it is crucial that the *overall resources need for the action is a fair estimate* as the maximum amount of the EU Contribution is linked to this initial budget estimate.

It is therefore strongly recommended that you have your own templates / spread sheets developed to support you when considering all important factors of a cost category.

A. Direct personnel cost (See Art. 6.2 A GA)

Applicants may consider the following costs as eligible under direct personnel costs:

A1) personnel working for the applicant under an **employment contract** (or equivalent appointing act) and **assigned to the action**

Additional remuneration for personnel assigned to the specific action if it is part of the applicant's usual remuneration practices and is paid in a consistent manner whenever the same kind of work or expertise is required;

A2) **natural persons** working under a **direct contract with the beneficiary other than an employment contract**, if:

- the person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises;
- the result of the work carried out belongs to the beneficiary, and
- the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary.

- **personnel seconded by a third party** (against payment, if costs are incurred with the beneficiary)

Elements of personnel costs:

- Salary;
- Social security contributions, taxes;
- Other costs included in the remuneration, if arisen from national law or employment contract.

Please make sure that

- you consult article 6.2. "A. Direct personnel cost" of the grant agreement;
- cost of a Joint Action coordinator / Joint Action manager and financial officer are included for the coordinator.
- cost of a coordinator / project manager is included if you are leading a work package;
- you consider all the expertise (=function) that you will contribute to the action.
- you try to consider the level of seniority of a function;
- you consult with human resources department / accounting department of your organisation to support you with salaries, taxes, etc.
- the information is consistent with the table "*Summary of staff efforts*" and the Budget Overview Table of the Administrative Form of the application.

B. Subcontracting cost (Art. 6.2.B GA)

Conditions describing the possibility to use the subcontracting are described in point 6 of this Guide and Articles 6.2 and 10.1.1 of the Grant Agreement).

Please make sure that

- you consult article 6.2. "B. Direct costs of subcontracting" and Article 10 "Implementation of action tasks by subcontractors" of the grant agreement;
- taxes, duties and other charges are included in the estimate
- you include the estimated cost + potential travel and subsistence costs of the subcontractor;
- a separate row is added for each activity to be performed by a subcontractor;
- the activity being subcontracted is also described in the Technical Proposal of Part B;
- you consult your procurement / sourcing department regarding rules you need to comply with;
- the information is consistent with the Budget Overview Table of the Administrative Form of the application.

C. Other direct cost (Art. 6.2. C GA)

This budget category has three subcategories: C1 Travel, C2 Equipment and C3 Other goods and services.

Please make sure that

- you consult article 6.2. "C. Other direct cost" and article 9 "Rules for purchasing goods, works or services" of the grant agreement.
- the sum of C1 + C2 + C3 is consistent with the Budget Overview Table of the Administrative Form of the application.

C.1 Travel and related subsistence allowance

Please pay attention that

- travel and subsistence costs for ALL potential participants whose costs you plan to reimburse (e.g. personnel, collaborating stakeholders, advisors, special speakers, trainers, volunteers, invited experts, conference participants, etc.) are included;
- ALL the events / meetings you plan to participate in (e.g. Joint Action meetings, steering committees, advisory boards, dissemination events, conferences, trainings, workshops, study visits, information sessions, coordination visits to other beneficiaries, etc.) are included;
- both travel AND subsistence cost for each participant are estimated;
- you consult with your accounting and / or human resources department regarding your organisation's rules on travel and subsistence;

In the cell "***justification***" you should explain the type of events you plan to participate / plan to organise.

C.2 Equipment

Costs related to equipment may take the following forms:

- The depreciation costs of equipment, infrastructure or other assets (new or second-hand) as recorded in the beneficiary's accounts are eligible if they were purchased in accordance with Article 9.1.1 and written off in accordance with international accounting standards and the beneficiary's usual accounting practices;
- The costs of renting or leasing equipment, infrastructure or other assets (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) that are not public bodies acting as public authority) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

The only portion of the costs that will be taken into account is that which corresponds to the duration of the action and rate of actual use for the purposes of the action.

Please pay attention that

- you include only the portion of the **depreciation cost** of an equipment within the duration of the action;
- you include **leasing fee** (without financing costs) and **cost of renting** an equipment
- you consider that the equipment in question is shared or not with another project and you calculate only with your share
- you consult with your accounting department on the depreciation rules and calculation method;
- general office equipment and software are part of indirect costs.

In the cell "**justification**" you should explain the type of equipment you plan to use for the implementation of the action.

C.3 Cost of other goods and services

Please pay attention that

- you include all those activities for the implementation of the action which would not be performed by personnel or subcontractor. Examples:
 - conference and meeting costs (room rental, catering, meeting materials);
 - consumables and supplies, e.g. laboratory materials and tools;
 - protection of results
 - costs of certificates on financial statements (if they are required by the Grant Agreement);
 - postage, delivery of documents, samples, etc;
 - costs of dissemination;
 - translations and publications / printing of periodic reports, etc.
- you consult your accounting / procurement / sourcing department
- you include taxes, duties and other charges related to the goods and services to be bought

In the cell "**justification**" you should explain the type of other services you plan to use for the implementation of the action.

D. Indirect cost

Indirect costs are eligible if they are declared on the basis of the flat-rate of 7% of the eligible direct costs (see Article 5.2 and Art. 6.2, Points A to C).

Beneficiaries receiving an operating grant ² financed by the EU or Euratom budget cannot declare indirect costs for the period covered by the operating grant.

However the following shall be applied: the requirements for a combination of partial operating grants and action grants (with indirect costs) are:

- the organisation uses analytical accounting allowing for a cost accounting management with cost allocation keys and cost accounting codes
- the organisation records:
 - All costs incurred for the operating grant (i.e. personnel, general running costs and other operating costs linked to the WP) and
 - All costs incurred for the action grants (including the indirect costs linked to the action);
- the organisation uses allocation keys and cost accounting codes to identify and separate the costs (i.e. to allocate them to either the action grant or the operating grant);
- the allocation of the costs must be done in a way that leads to a fair, objective, realistic result. Full operating grants (100% of beneficiaries' annual budget) are subject to a stricter regime: no indirect costs.

7.3 Annexes to the proposal

Annexes are necessary documents to support evidence for checking the applicant organisation's compliance with the criteria specified in the call for proposals. Annexes must be uploaded directly into the Electronic Submission system.

The following annexes need to be provided with the application:

- Annex I - Designation letter (Chafea template)

This letter has to be provided only in the case a non-profit-making body other than public bodies take part in the joint action.

The letter shall be signed by the legal representative of each participating public body designating the non-profit-making body to participate in the joint action.

For each non-profit-making body participating in the joint action a designation letter signed by each public body participating in the joint action has to be submitted.

- Annex II - CV of team leader (free template)

The CV of the coordinator should highlight the specific expertise in the area covered by this call for proposals.

This Annex has to be submitted by the main partner only.

² For the definition, see Article 121(1)(b) of 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 (OJ L 218, 26.10.2012, p.1) (**'Financial Regulation No 966/2012'**): **'operating grant'** means direct financial contribution, by way of donation, from the budget in order to finance the functioning of a body which pursues an aim of general EU interest or has an objective forming part of and supporting an EU policy.

- Annex III – Audit report (free template): Not applicable for public bodies

Any applicants requesting EU co-funding of 750 000€ or higher must submit an audit report produced by an approved external auditor certifying the accounts for the last financial year available.