



Third EU Health Programme (2014-2020)
Specific Project Grants for Horizontal Actions
(HP-HA-2015)

**Support Member States under particular migratory
pressure in their response to health related challenges**

Guide for Applicants

Version 1.0
28 October 2015

Disclaimer

This document is aimed at informing potential applicants for 3rd EU Health Programme funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted via the Electronic Submission System under the Participant Portal.

GUIDE FOR APPLICANTS

GRANTS FOR PROJECTS

3rd Programme for the Union's action in the field of health (2014-2020)

Call Identifier: HP-HA-2015

Closing Date: 12 November 2015

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GLOSSARY

Applicant(s) – whenever "applicants" is written, this means the coordinator and the co-applicants (if applicable).

The Work Programme is the annual work programme drafted by the European Commission to implement the third Programme of the Union's action in the field of health (2014-2020) ('the Programme')¹.

The **Amended Annex I** (Commission Implementing Decision C(2015) 7414/2 of 28 October 2015 amending Decision C(2015) 3594 of 2 June 2015, is the amendment to the above-mentioned annual Work Programme, providing for an additional call for proposals for projects.

The **Consumers, Health, Agriculture and Food Executive Agency (Chafea)**, formerly EAHC, 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- or multi-beneficiary Grant Agreement** is 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 the 3rd Health Programme (2014-2020) and Horizon 2020 programmes <http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

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 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.

¹ European Commission Implementation Decision C (2015) 3594 of 02/06/2015 concerning the work programme for 2015 in the framework of the third Programme of the Union's action in the field of health (2014-2020) and the EU financial contribution to the WHO Framework Convention on Tobacco Control, serving as a financing decision

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

The National Focal Point (NFP) is a contact person nominated by the government of the Member State for sharing and disseminating the information on health programmes of the Union's actions

PREFACE

Dear Applicant,

Welcome to the Guide for Applicants (the Guide) which is intended to help you in preparing and submitting a project proposals to the specific call for project (HP-HA-2015) proposals addressing: “**Support Member States under particular migratory pressure in their response to health related challenges**”.

Your organisation can apply as the sole beneficiary (applicant) or you can form a consortium of several beneficiaries (co-applicants) to submit a project proposal to respond to this specific call. To be eligible your organisation or the consortium must be registered in one of the eligible countries.

Activities must be carried out in areas which are particularly affected by the high influx of refugees and in at least 3 countries eligible under the [3rd Health Programme](#) . The duration of the action cannot exceed 12 months.

The present Guide for Applicants – HP-HA-2015 Projects ('the Guide') is designed as the main reference document to help you prepare the proposal. It provides all the necessary information for preparing and submitting your application and answer questions you may have in this process. Please note that this Guide does not supersede the rules and conditions laid out in the following documents which should be consulted in case of doubt:

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) no 1605/2002, hereafter referred to in this document as the [Financial Regulation](#);
- Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, hereafter referred to in this document as the [Rules of Application of the Financial Regulation](#);
- Regulation (EU) No 282/2014 of the European Parliament and of the Council of 11 March 2014 on the establishment of a third Programme for the Union's action in the field of health (2014-2020) and repealing Decision No 1350/2007/EC, hereafter referred to in this document as [Decision No 282/2014](#);
- Commission Implementing Decision published on 02/06/2015 on the adopting the 2015 annual work programme for implementation of the programme of Union's action in the field of health (2014-2020), including budgetary implications and funding criteria for grant, hereafter referred to in this document as the "Work Programme 2015";
- Commission Implementing Decision C(2015) 7414/2 of 28 October 2015 amending Decision C(2015) 3594 of 2 June 2015, is the amendment to the above-mentioned annual Work Programme, providing for an additional call for proposals for projects., hereafter referred to as the "amended Annex I";
- Call for proposals for projects HP-HA-2015;

- The Model Grant Agreement;
- Guide for Eligible Costs – it includes a table with examples of eligible and non-eligible costs.

This Guide consists of three main parts (Part A, Part B, and Part C)

Part A: Legal framework and participants

This section describes the legal terms and general conditions for participating in the 3rd Health Programme, in particular through the call for proposals for projects (HP-HA-2015).

Part B: Submission of proposals

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

The first sub-section refers to the necessary preparatory steps. This includes: (1) reference to the background documents that you need to consult prior to preparing a project proposal; (2) instructions on the process for creating a user account or an ECAS account (more on the ECAS account is presented in Chapter B, paragraph 1.2) and (3) the registration of the applicant organisation at the European Commission's Beneficiary Register (more on the Beneficiary Register is presented under paragraph 1.3); and (4) general recommendations on how to best prepare your proposal.

The second sub-section guides you through the different steps of the application process itself: it covers the registration process for the participating legal entities; and the actual submission process itself, namely completing the so-called Part A (administrative information and budget of the proposal) and Part B (technical and financial content) of the electronic submission system via the Participant Portal.

Part C: Evaluation process of the applications

This section describes the evaluation process and criteria when reviewing and evaluating the submitted proposals. It also provides information on the evaluation outcomes issues, as well as the process following a recommendation for funding.

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

- The Frequently Asked Questions (FAQ) section can be found at <http://ec.europa.eu/chafea/health/faq.html>
- National Focal Points (NFP) – you can contact your NFP for further assistance. The list of NFPs is provided at http://ec.europa.eu/chafea/health/national_focal_points.html
- For information on how to register or related enquiries please look on the Participant Portal: <https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>

- IT helpdesk – you can contact the Participant Portal IT helpdesk for questions only related to the online submission tool such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc. Requests must be submitted via the Research Enquiry Service, by completing the form available at <http://ec.europa.eu/research/index.cfm?pg=enquiries>
- For non-IT related questions, the Chafea Helpdesk is available via email: CHAFEA-HP-CALLS@ec.europa.eu and telephone: +352-4301-37707. This helpdesk is open on weekdays between 9:30 – 12:00 and 14:00 – 17:00. The helpdesk is unavailable on weekends and public holidays i.e. 2 November 2015.

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

Good luck!

Your Chafea Health Unit Team

A. LEGAL FRAMEWORK AND PARTICIPANTS

1 THE HEALTH PROGRAMME 2014-2020 AND THE OBJECTIVE OF THE AMENDED 2015 WORK PROGRAMME

On 11 March 2014, the European Parliament and the Council adopted the Regulation establishing the third Programme for the Union's action in the field of health for the period 2014-2020 ⁽²⁾.

On 2 June 2015 the EU Commission adopted Commission Implementing Decision concerning the work programme for 2015 in the framework of the third Programme of the Union's action in the field of health (2014-2020) and the EU financial contribution to the WHO Framework Convention on Tobacco Control, serving as a financing decision.

On 28 October 2015, the EU Commission amended the Work Programme 2015³ and included a new priority topic followed up by an ensuing Call for proposals for projects, in support of Member States under particular migratory pressure in their response to health related challenges.

The EU is currently facing a very high influx of refugees and other migrants. In response to this, project grants will be provided aiming to:

- Provide support to Member States/other countries participating in the 3rd Health Programme under particular migratory pressure and to non-governmental organisation working in those Member States to help address the health related issues of arriving migrants while preventing and addressing possible communicable diseases and cross-border health threats, in particular at the designated hotspots and in the areas of reception of refugees and other migrants.

Expected results are a re-enforced response capacity of the Member States under particular migratory pressure to provide the arriving refugees and migrants with initial health assessments and preventive measures, including for children and other vulnerable groups, and thus contributing to combating cross border health threats.

Description of the activities to be funded under a call for proposals for projects (HP-HA-2015):

The activities to be carried out can include all or part of the following:

Address the increasing health threats resulting from population movements by:

- Supporting the establishment of interdisciplinary teams, and the provision of initial health assessment at arrival including a personal health status report to be given to the concerned person, to be shared with health care workers if needed, while considering the particular vulnerability of refugees and other migrants, fully respecting data protection

² OJ L 86, Volume 57, 21.3.2014, p. 1.

³ Commission Implementing Decision C(2015) 7414/2 of 28 October 2015 amending Decision C(2015) 3594 of 2 June 2015 concerning the work programme for 2015 in the framework of the third Programme of the Union's action in the field of health (2014-2020) and the EU financial contribution to the WHO Framework Convention on Tobacco Control, serving as a financing decision.

requirements and guaranteeing adequate protection of privacy. This health status report will use a common format, and, if possible, be complemented by an electronic format;

- Supporting the provision of immediate preventive measures, including vaccination where needed with a specific focus on vulnerable groups bearing in mind objectives 1 and 2 of the Health Programme;
- Supporting the application of general hygiene measure;
- Preparing and piloting tailor-made health education and health promotion material;
- Co-operate, coordinate and communicate effectively with the health authorities at local, regional and, where needed, at national level, with the International Organisation for Migration (IOM), as well as with other actors engaged in the assistance to refugees in the same geographical setting, taking into consideration the needs expressed by the local authorities and by other organisations operational in the field;
- Take stock of the available tools and measures to support the process of integration of refugees in the Member States' health systems;

All activities should be carried out based on the best evidence available, including existing materials co-funded under FP7, H2020 or the Health Programme.

2 EU FINANCIAL CONTRIBUTION

EU co-financing for projects is calculated on the basis of eligible costs actually incurred. For this specific Call HP-HA-2015, the maximum rate of EU co-financing is 80%, while EUR 4 000 000 (4 million Euros) have been earmarked to co-fund successful projects.

Given the complementary and motivational nature of EU grants, projects are financed under the co-financing principle⁴. If the amount granted is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the project without diluting either the objectives or the content.

Note:

If applicable, when there are more than one beneficiary (co-applicants), there is no obligation for each applicant to contribute equally to the action's budget. The minimum required percentage of own funding applies only at the project level.

3 ADMISSIBILITY REQUIREMENTS

- Applications must be submitted online via the [Participant Portal \(PP\)](#).
- 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.

In principle, project proposal applications may be submitted in any official language of the European Union. However, if the technical part (part B) of the application is written

⁴ Art. 125 of the Financial Regulation and Art. 183 of the Rules of Application.

in another EU official language, it should also include an **English translation** in order to facilitate assessment by the evaluators. The English version should be at the beginning of the proposal, followed by the other language version.

4 ELIGIBLE APPLICANTS

The eligibility criteria are laid down in the amended 2015 Work Programme under Annex II: a new Annex IX to Implementing Decision C(2015)3594; they are also mentioned in the text of the Calls for proposals HP-HA-2015.

The following main elements are especially drawn to the attention of applicants:

- Only (a) legal person(s) or entity or entities which has/have legal personality under the applicable national law (provided that their representatives have the capacity to undertake legal obligations on behalf of the entity and offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons) are eligible as applicants. The application shall state the legal status of the applicant.
- The applicant or the applicants (⁵) are legally established public, non-governmental or private bodies.
- Only applications from entities established in one the following countries are eligible:
 - One of the 28 EU Member States;
 - Iceland and Norway from the EEA/EFTA countries;
- Entities from third countries, like acceding countries, candidate countries and potential candidates benefiting from a pre-accession strategy, neighbouring countries and the countries which, have a bilateral agreement with the European Union, in accordance with Article 6 of Regulation (EU) No 282/2014 on the establishment of a 3rd Health Programme for the Union's action in the field of health (2014-2020). Please check the Frequently Asked Questions (FAQ) section of the Agency website for an update on the eligible third countries.

In accordance with recital 23 of the Health Programme, collaboration should be facilitated with third countries not participating in the programme. This should not involve funding from the programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the programme.

5 ROLE AND RESPONSIBILITY OF BENEFICIARIES

Roles and responsibilities towards the Agency

(⁵) Whenever 'applicants' is written, this means the coordinator and the co-applicants (if applicable).

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

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

If a funded projects involves several beneficiaries, the beneficiary(-ies) are jointly and severally liable for the technical implementation of the action as described in the proposal, which will become Annex 1 to the grant agreement.

When, and if applicable, a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part (without being entitled to any additional EU funding for doing so), unless the Agency expressly relieves them of this obligation.

The financial responsibility of each beneficiary is governed by the grant agreement.

Depending of the nature of the grant requested (mono- versus multi-beneficiary Grant Agreement), there are different ways in participating to the grant:

– **Coordinator (for multi-beneficiary Grant Agreement;**

The coordinator must in accordance to the grant agreement:

- Monitor that the action is implemented properly;
- Act as the intermediary for all communications between the beneficiaries and the Agency;
- Request and review any documents or information required by the Agency and verify their completeness and correctness before passing them on to the Agency;
- Submit the deliverables and reports to the Agency;
- For multi-beneficiary grants, the coordinator must ensure that all payments are made to the other beneficiaries without unjustified delay;
- For multi-beneficiary grants, the coordinator must inform the Agency of the amounts paid to each beneficiary, when required in the or requested by the Agency.

Note: The coordinator may not delegate the above-mentioned tasks to any other beneficiary or subcontract them to any third party.

– **Other beneficiaries (for multi-beneficiary Grant Agreement)**

Each beneficiary must, in accordance to the grant agreement:

- Keep information stored in the Beneficiary Register (in the electronic exchange system) up to date;
- Inform the coordinator immediately of any events or circumstances likely to affect significantly or delay the implementation of the action;

- Submit to the coordinator in good time:
 - Individual financial statements for itself and its affiliated entities (if applicable) and, if required, certificates on the financial statements;
 - The data needed to draw up the technical reports;
 - If applicable, ethics committee opinions and notifications or authorisations for activities raising ethical issues;
 - Any other document(s) or information required by the Agency or the Commission under the grant agreement, unless the grant agreement requires the beneficiary to submit this information directly to the Agency or the Commission.

For a mono-beneficiary Grant Agreement, the main partner plays the role of the coordinator) and is responsible to:

- Monitor that the action is implemented properly;
- Submit the deliverables and reports to the Agency;
- Respond to any document or information request made by the Agency;
- Keep information stored in the Beneficiary Register (in the electronic exchange system) up to date.

– **Subcontractor(s)** (for mono- or multi-beneficiary Grant Agreement) :

- Subcontractors are not parties to the grant agreement and thus do not have a contractual relationship with the Agency.
- If necessary to implement the action, the beneficiaries may award contracts covering the implementation of certain tasks of the co- financed action as described in the proposal (the latter will become Annex 1 to the grant agreement if the project is selected for co-funding).

Note: Subcontracting may only cover a limited part of the action.
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- Collaborating stakeholders (for mono- or multi-beneficiary Grant Agreement): The collaborating stakeholders may significantly increase the technical and scientific content of the project, as well as its relevance for different users in the Union.
- They have no contractual relationship with the Executive Agency, nor do they receive any EU funding.
- Note that it is not mandatory to involve collaborating stakeholders entities in your project.

– **Affiliated entities:** (for both mono- and multi-beneficiary Grant Agreement)

Affiliated entities have to comply with the exclusion and eligibility criteria. While they do not sign the grant agreement, they can actively contribute to the implementation of the action. The names of the affiliated entities participating in the implementation of the action should be listed in the grant agreement and tasks attributed to them described in

Annex I. They may declare as eligible the costs they incur in accordance to the corresponding grant agreement).

There are two options how entities can be affiliated to each other:

1. Several entities together form one entity, possibly specifically established for the purpose of implementing the action. They will be treated as one entity.
2. A beneficiary has entities with legal or capital links. These links are not limited to the action nor established just to implement it.

Please also refer to Article 122 of the [Financial Regulation](#).

Note:

In respect to equal treatment, the partnership of a multi-beneficiary project cannot change after the submission of a project proposal.

Number of participants and dimension of the proposal

- There is no minimum number of legal entities required –an application submitted by a single legal entity is therefore eligible.
- On the other hand, to score above the threshold for the award criteria the proposed activities within the proposal must be carried out in at least 3 (three) countries eligible under the 3rd Health Programme. To achieve this geographical coverage, the project may involve a consortium of several established legal entities in one or several eligible countries.

6 FINANCIAL ASPECTS

Applicants need to conform to the principles and rules as set out by the EU Financial Regulation, i.e. the financial rules applicable to the general budget of the Union and the related rules of application of the financial regulation and most importantly provisions under Title VI (Grants).

This section provides information on the general aspects of financial management of a grant in order to have a better understanding of the applicable principles and rules that need to be taken into account within the context of preparing and submitting your application.

To be eligible (direct and indirect) costs need to be actually incurred by the beneficiary of a grant and meet all the criteria indicated in the relevant articles of the grant agreement.

Please note that contributions in kind are not considered eligible cost.

Importantly, the present Guide for Applicants also includes as an annex the Guide on eligible costs specifically for this call with a table of examples of eligible and non-eligible costs.

A guide on eligible costs, drafted specifically for this Call, will be provided including examples of eligible and non-eligible costs.

Please note that contributions in kind are not considered eligible cost.

6.1 General principles applicable to grants providing EU co-funding

Grants awarded under the EU Health programme must comply with the following principles:

- Principle of non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for their functioning during the same financial year as well as any other funding received or applied for the same action.

- Principle of non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action, which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

- Principle of co-financing

Co-financing means that the resources, which are necessary to carry out the action, may not be entirely provided by the EU budget.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

- No-profit principle

Grants shall not have the purpose or effect of producing profit. Profit is defined as surplus of the receipts over eligible costs incurred by the beneficiary at the time of payment request.

6.2 Planning the budget of the action

6.2.1 Form of the grant

The grant is a partial *reimbursement* of the action's total *eligible costs* at the reimbursement rate defined under point 2 of the present guide ("EU Financial

Contribution"). The grant is expressed both as a maximum amount and also as a pre-defined percentage of the eligible costs.

In other words, the *grant has a double ceiling*: the maximum amount and the reimbursement rate is applied on the total eligible cost. These key data will be set in the grant agreement, please refer to the relevant article.

6.2.2 Definition of eligible costs

Eligible costs must meet the following *cumulative* criteria:

- they must be *actually incurred by the beneficiary*;
- they must *be incurred within the period of the action* set in the grant agreement, with the exception of costs relating to the submission of the final report.;
- they must be *indicated in the estimated budget*;
- they must be *incurred in connection with the action* and necessary for its implementation;
- they must be *identifiable and verifiable*, in particular *recorded in the beneficiary's accounts* in accordance with the accounting standards applicable in the country where the beneficiary is established and *with the beneficiary's usual cost accounting practices*;
- they must *comply with the applicable national law* on taxes, labour and social security, and
- they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

Please refer to the Model Grant Agreement.

6.2.3 Description of cost types

Costs of the action must be established in the following cost categories – please consult the Model Grant Agreement for a detailed description.

Note: Costs of affiliated entities must be also estimated by the applicant they are linked to. Please also refer to the Model Grant Agreement.

Personnel costs

Personnel costs are eligible if they are related to personnel working for the beneficiary under an *employment contract* (or equivalent appointing act) and *assigned to the implementation of the action*.

In addition, the following costs can also be recognised as personnel cost:

- The *costs for natural persons* working under a *direct contract with the beneficiary other than an employment contract*, if certain conditions apply;
- Cost of *personnel seconded by a third party against payment* if costs are incurred by the beneficiary.

Please refer to the Model Grant Agreement for a detailed presentation of the conditions that need to be fulfilled.

Cost of Subcontracting

Direct costs of subcontracting (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiaries that are not public bodies acting as public authority are eligible if the conditions of the grant agreement are met:

Subcontracting costs:

- Must be justified having regard to the nature of the action and what is necessary for its implementation;
- Must be clearly stated in the proposal and be listed in the budgetary annex;
- The beneficiaries must award the subcontracts ensuring the *best value for money* or, if appropriate, the lowest price. In doing so, they must *avoid any conflict of interests*.

For public bodies: entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC or contracting entities in the meaning of Directive 2004/17/EC shall abide by the applicable national public procurement rules.

Other direct costs

The following cost types may also be included in eligible costs:

a) Travel costs and related subsistence allowances are eligible if they are *in line with the beneficiary's usual practices on travel*.

b) Equipment - 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.

c) Costs of other goods and services are eligible, if they are purchased specifically for the action.

The beneficiaries must make such purchases ensuring the best value for money or, if appropriate, the lowest price. In doing so, they must avoid any conflict of interests.

Indirect costs

Indirect costs are eligible if they are declared *on the basis of the flat-rate of 7%* of the total eligible direct costs.

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

6.2.4 *Exchange rate*

The Budget of the grant agreement and financial statements must be drafted in Euro.

Beneficiary(-ies) with accounting established in a currency other than the EUR must convert costs incurred in another currency into EUR at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

If no daily EUR exchange rate is published in the Official Journal of the European Union for the currency in question, it must be converted at the average of the monthly accounting rates published on the Commission's website, calculated over the corresponding reporting period.

Beneficiary(-ies) with accounting established in EUR must convert costs incurred in another currency into EUR according to their usual accounting practices.

6.2.5 *VAT*

The new Financial Regulation, applicable as from 1 January 2013, provides for the full eligibility of the cost of VAT when attributable to exempt activities 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.

6.2.6 *Definition of non-eligible costs*

'Ineligible costs' are:

- Costs that do not comply with the conditions set out in the Model Grant Agreement and in particular:
 - costs related to return on capital;
 - debt and debt service charges;
 - provisions for future losses or debts;
 - interest owed;
 - doubtful debts;
 - currency exchange losses;
 - bank costs charged by the beneficiary's bank for transfers from the Agency;
 - excessive or reckless expenditure;
 - deductible VAT;
 - costs incurred during suspension of the implementation of the action;
 - in kind contributions provided by third parties free of charge.
- Costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period.

6.3 Determination of the grant and payment arrangements

6.3.1 Calculation the grant amount

The 'final grant amount' depends on the actual extent to which the action is implemented and costs related to the implementation of the action.

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 The Agency evaluates the implementation of the action and verifies the actual costs related to the implementation declared by the beneficiary/ies. The reimbursement rate of the grant agreement is applied to the total eligible costs approved by the Agency.

Step 2 Application of the double ceiling: the amount obtained following Step 1 is compared to the maximum grant amount set out in the grant agreement. The final grant amount will be limited to the lower amount

Step 3 – Application of no-profit principle. 'Profit' is generated when the sum of the amount obtained following Steps 2 and the action's total receipts is higher than the action's total eligible costs. 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.

Step 4 – Reduction of the grant amount due to improper implementation or breach of other obligations.

For further details please consult the Model Grant Agreement.

6.3.2 Type of receipts

The following are considered receipts:

- Income generated by the action;
- Financial contributions given by third parties to the beneficiary specifically to be used to cover the action's eligible costs

For further details please consult the Model Grant Agreement.

6.4 Payment Scheme

The following payments will be made to the beneficiary:

- ***One pre-financing payment.***

The aim of the pre-financing is to provide the beneficiaries with a float. It remains the property of the EU until the payment of the balance.

- ***One payment of the balance, on the basis of the request for payment of the balance.***

The payment of the balance reimburses the remaining part of the eligible costs incurred by the beneficiaries for the implementation of the action.

Payment is subject to the approval of the final report and the corresponding deliverables.

The amount due as the balance is calculated by Chafea by deducting the total amount of pre-financing payment (if any) already made, from the final grant amount

If the total amount of earlier payments is greater than the final grant amount, the payment of the balance takes the form of a recovery.

If the total amount of earlier payments is lower than the final grant amount, Chafea will pay the balance.

6.5 Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, measures may be taken in order to limit the financial risks linked to the pre-financing payment. These may include a financial guarantee for an amount up to that of the pre-financing payment.

If requested, the financial guarantee, in EUR, shall be provided by an approved bank or financial institution established in one of the MS of the EU.

When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if considered that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a MS. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against payments of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

No financial guarantee will be requested for a beneficiary receiving an EU contribution of EUR \leq 60. 000 (low value grants).

B. SUBMISSION OF PROPOSALS

The Calls for proposals under the 3rd Health Programme including this specific Call HP-HA-2015

Submitting an application is **only possible online** via the Participant Portal (PP) and before the call deadline. The link to the Participant Portal can be found on Chafea's website:

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/3hp/index.html>

The whole process is done through an online system, which, in turn, requires a better level of preparation from the potential applicant(s) 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 organisation(s) (future coordinator and, if applicable, co-beneficiaries) and an overview of the budget of the proposal. It is to be completed directly online. It comprises of fields of information, checklists and declarations to be filled in by the coordinator.

Note:

In order to complete part A:

- If applicable, all other co-beneficiaries (i.e. not subcontractors, collaborating stakeholders and affiliated entities) must be registered in the [Beneficiary Register](#) and communicate the PIC to the coordinator

- If application, 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 project budget per co-beneficiary.

- **Part B** includes the **technical content of the proposal**. This part must be written by the coordinator, following the template provided by Chafea and, if applicable, in collaboration with the co-applicants and, when completed, uploaded directly as a PDF file via the Participant Portal.

Annex: There is only one annex that need to be uploaded for the submission of project proposals for those applicant organizations that demand more than 750.000 EUR EU co-funding (and only those!): an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

This provision shall not apply to public bodies. The annex must be uploaded directly into the electronic submission system.

1 PREPARING FOR THE SUBMISSION OF YOUR APPLICATION

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

1.1 Documents to consult

Prior to submitting the proposal and filling in the different application forms, please verify whether your organisation complies with the eligibility criteria and that the planned activities are in line with the objectives of the specific Call HP-HA-2015.

For this, the very first step is to go through the relevant documentation in detail. In this respect, the key documents to consult are the following:

- The 3rd Health Programme 2014-2020;
- Commission Implementing Decision published on 02/06/2015 on the adopting the 2015 annual work programme for implementation of the programme of Union's action in the field of health (2014-2020), including budgetary implications and funding criteria for grant, hereafter referred to in this document as the "Work Programme 2015"; and Commission decision C(2015) 7414/2 of 28 October amending Commission Implementing Decision C(2015) 3594 of 2 June 2015, hereafter referred to as the "amended Annex I";
- The specific Call for proposal HP-HA-2015.

1.2 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 via the Participant Portal. In order to use this system you first need to create a user account, the so-called ECAS account, or use your already existing one.

To access the Participant Portal:

<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.
- If you already have a user account for the Participant Portal, you can log in (click on 'LOGIN' in the upper right corner) and start entering the required information.

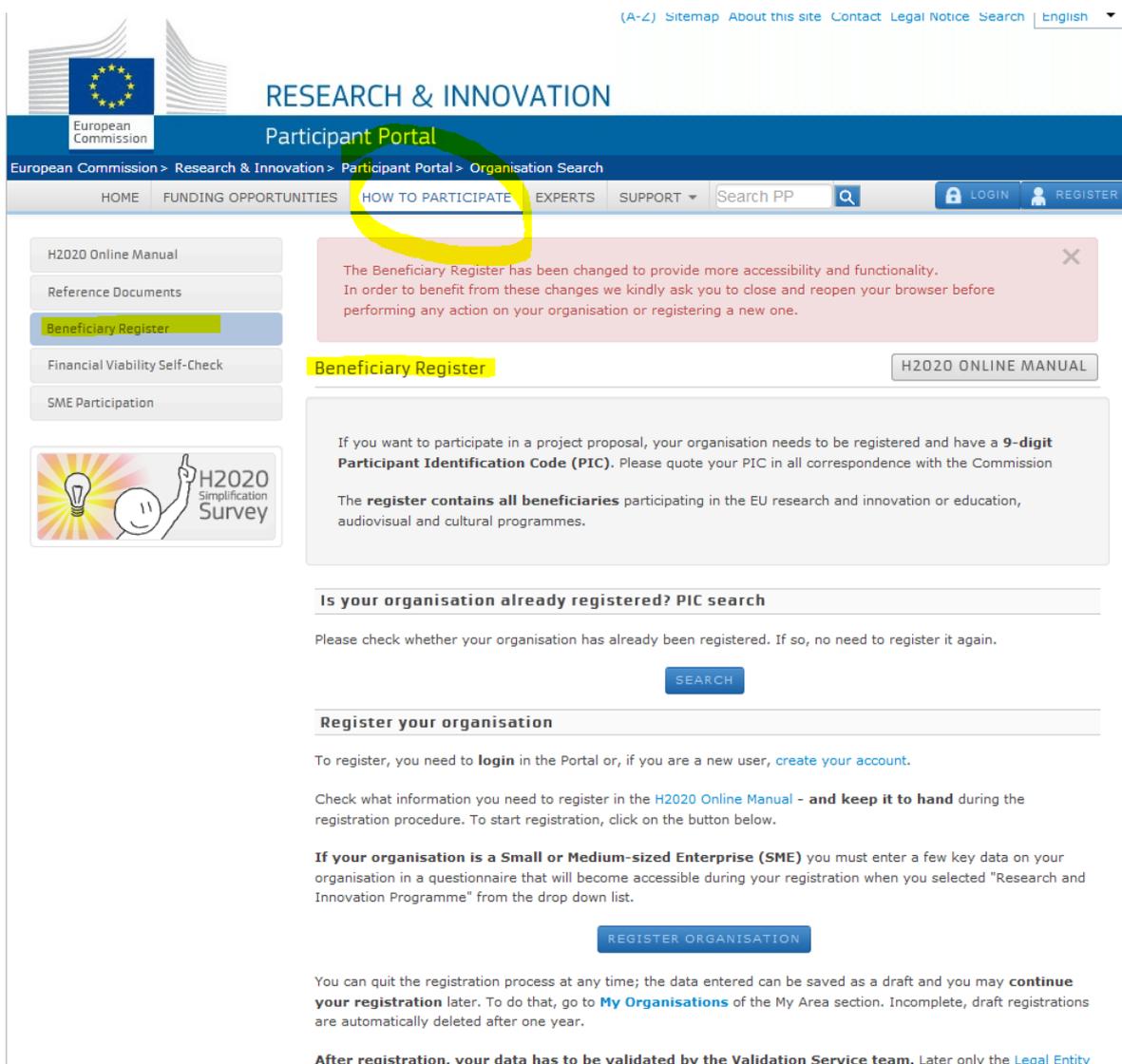
1.3 Register your organisation - Beneficiary Register

With the 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](#). 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 the **My Organisations** page of the "My Area" section. Incomplete draft registrations are automatically deleted after one year.
- Once your registration is finalised, you will receive a **9-digit Participant Identification Code (PIC number)**. You will need the PIC numbers of the coordinator and all other beneficiaries (i.e. not for subcontractors, collaborating stakeholders and affiliated entities) in order to complete part A of the application.

- The person who registers the organisation, called 'self-registrant', can submit updates and corrections (with corresponding supporting documents) on the **My Organisations** page of the My Area section.
- Please note that in case if 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 will be the only person able to provide further updates.

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

- **Submission deadline**

Only proposals submitted through the ESS are eligible. Do not send your proposal by post or email to Chafea.

The deadline for submission is 12 November 2015.

The ESS enables you to replace or update the proposal at any time. **It is very important that you do not wait until the very last day of the deadline for submitting your proposal. This will significantly increase the risk of a last minute problem blocking your submission.**

- **Acknowledgement of receipt**

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

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

- **Rejection of proposals**

IMPORTANT TO NOTE: it is extremely important that you upload the proper document (in PDF) under the corresponding heading. Errors in this process that result in an incomplete proposal may jeopardize your entire application as inadmissible!

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

It is your responsibility to upload the proper documents.

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 check⁶; and / or
- The applicant made a complaint regarding the submission procedure.

- **Languages**

In principle, project proposals may be submitted in any official language of the European Union. However, in order to facilitate the evaluation process, an English translation of the proposal should be provided. 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 ESS. Hence, please contact the Helpdesk of the Participant Portal for submission related questions.

1.5 Data protection

All personal data that will be included in the applications submitted via the electronic submission system will be processed by the Agency, the Commission or third parties acting on behalf and under the responsibility of the Executive Agency/Commission under Regulation No 45/2001 and according to the procedure announced with the relevant notifications submitted to the Agency's Data Protection Officer. Data subjects whose data are to be processed in the context of the proposal evaluation and ensuing grant agreement preparation, implementation and follow up may be informed regarding further details of the processing operations, their rights and how they may be enforced by referring to the privacy statement published in the participant portal:

http://ec.europa.eu/research/participants/portal/desktop/en/support/legal_notices.html

as well as the Agency's website:

http://ec.europa.eu/chafea/about/data_protection.html

⁶ Note: This is not performed by Chafea. The system may contact you about this, if needed, not Chafea.

Applicants are invited to review the relevant privacy statement at regular intervals so as to be duly informed for possible updates that may occur before the deadline for submission of their proposals or afterwards.

1.6 General guidance before drafting your proposal

The present call for proposal is expected to be highly competitive. A weak element in an otherwise good proposal may lead to a negative evaluation, resulting in the applicant not being recommended for EU funding.

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

Relevance: check that your intended proposal does indeed address the topic of the HP-HA-2015 Call for proposals for projects, Proposals falling out of the scope of the specific priority included in the amended Annex 1 to the Work Programme will be scored low.

Importantly, be aware that to be scored above threshold for the award criteria, the proposed activities in your proposal must be carried out in at least 3 countries eligible under the 3rd Health Programme and that the activities must be carried out in areas which are particularly affected by the high influx of refugees.

Completeness: check that your intended proposal includes all relevant information, as it will be evaluated only on the basis of the submitted content (such as information, documents etc.). Follow closely the format of the template of Part B and ensure that all the requested information is uploaded. However, avoid mixing quality with quantity: good proposals are clearly drafted and are easy to understand and follow; they are precise and concise, focusing on substance, and it is not about the number of pages.

Management quality: clearly indicate the ability for high-quality management adapted to the scope of the intended activities of the organisation. Good financial management is a key component of management quality and adequacy between activities and requested budget is important.

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

The above points are central to drafting a proposal with a chance of being recommended for funding.

2 APPLICATION FOR A PROJECT

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

- Part A, which includes the administrative information;
- Part B, which comprises of the technical content of the proposal; and
- Annexes. This only concerns applicants requesting EU co-funding of 750.000 EUR or higher per applicant. In such cases an audit report must be attached for the applicant concerned.

2.1 Project application form: Part A – Administrative part of the applicant organisation

Part A comprises of 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 of Part A

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

Section 1: General information

In this section, you should provide the Acronym, Proposal Title, Duration (in months, please note that the project itself cannot exceed 12 months), Free Keywords and an Abstract (max. 2000 characters) explaining the objectives of the proposal, how these will be achieved, and their relevance to the Work Programme of the 3rd Health Programme.

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, 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 (if applicable) by clicking the corresponding boxes.

We recommend that (if applicable) the coordinator checks with all the partners before clicking the boxes.

The 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 Programme, as illustrated below:

3) The coordinator confirms that:

-he/she carried out for the coordinator's organisation the financial capacity self-check and has received confirmation from each participant that they have carried out the same at https://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html unless the coordinator or any participant is exempt from the check being a public body.	<input type="checkbox"/>
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4) The coordinator hereby declares that each applicant has confirmed:

- that if it is receiving an Operating Grant from any EU programme, it will not claim indirect costs for this action for the specific year covered by the Operating Grant.	<input type="checkbox"/>
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5) The coordinator hereby declares that:

- all applicants are fully compliant with the exclusion and eligibility criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- all 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; and	<input type="checkbox"/>
- all applicants have the professional resources, competences and qualifications required to complete the proposed action.	<input type="checkbox"/>

For the **exclusion and eligibility criteria**:

- Each applicant⁷ (meaning the coordinator and if applicable the other co-applicants) is fully compliant with the exclusion and eligibility criteria set out in the specific Call for proposal HP-HA-2015 (see point 1. Eligibility criteria and point 2. Exclusion Criteria of the amended Annex I).

Note:

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

For the **selection criteria**:

Financial capacity:

- The coordinator's organisation as well as each other applicant, for their own organisation, have performed the [self-check of the financial capacity](#) of the organisation (or are exempt as they are public bodies)

⁷ As already stated, whenever "applicant" is written, this means the coordinator and the co-applicants (if applicable)

- Each applicant has confirmed that if it is receiving an operating grant from any EU programme, it will not claim indirect costs for this action for the specific year covered by operating grant
- 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 project 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 project proposal.

Operational capacity:

- The applicant(s) have the professional resources, competences and qualifications required to complete the proposed action.

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

Section 2: Participants and contacts

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

Section 3: Budget

Here, you must fill a budget overview table in this section. Please refer to the screen shot below. The co-funding rate is 80% of the total eligible costs.

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

Legend:

White cells: to be filled by the coordinator

Grey cells: automatically calculated

Figure 4: The Budget Overview Table in part A

3 - Budget for the proposal

No	Participant	Country	Direct personnel costs/€	Direct costs of subcontracting	Other direct costs	Indirect costs (max 7% on a, b and c) ³	Total estimated eligible costs	Reimbursement rate (%)	Maximum EU contribution	Requested Grant ²	Income generated by the action	Financial contributions given by third parties to the beneficiary	Action's total receipts
			(a)	(b)	(c)	(d) = 0.07 * ((a)+(b)+(c))	(e) = (a)+(b)+(c) + (d)	(f)	(g) = (e)*(f)	(h)	(k)	(l)	(m) = (k) + (l)
1	Your name	LU	0	0	0	0,00	0,00			0	0	0	0
Total			0	0	0	0,00	0,00	80	0	0	0	0	0

Each row of the budget table represents the total estimated expenditure and total receipts for the applicant(s).

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. (Please refer to the Model Grant Agreement for a detailed description as well as calculation methods of these eligible cost items.) Costs need to be explained in detail in the individual detailed budget under Part B of the application.

Please make sure that the amount of each cost category and totals in Part A must be equal to the corresponding amounts given in the individual detailed budget under Part B of the application.

The maximum grant amount in column (g) is only calculated at the level of the action and not at the level of each applicant. **Please fill the Requested Grant [column (h)] for each applicant!** Overall, the total amount of the Requested Grant in column (h) should be equal to or less than the total amount of the Maximum EU Contribution [column (g)].

The applicant(s) must also estimate if:

- There is any income of the project foreseen (e.g. sale of an equipment used by a project, sale of publications, 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 cost of the action. Such amount should be given in column (l).

The applicant(s) must state the total receipts (column m), which is composed of Income generated by the action (column k) and Financial contributions given by third parties to the beneficiary (column l). The sum of total receipts (column m) plus the Requested Grant (column h) must not be higher than the total estimated costs (column e; Non-profit rule). Therefore, the notion of a "balanced budget" as requested for Chafea grants before 2014, does not exist anymore.

Any amount in difference of Total estimated eligible costs (column e) minus the Requested Grant (column h) minus the total receipts (column m) are implicitly considered as "Applicant's contribution".

An additional important point concerns financial contributions given by third parties to the beneficiary. These shall be described in detail in the Part B of the application.

In case of a potential conflict of interest, please also describe the necessary measures to prevent any situation where the impartial and objective implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

2.2 Project application form: Part B - Technical content

Part B concerns the **technical content** of the proposal. This should be limited to 50 pages. Then, up to 30 pages can be added for the budget tables (one page per beneficiary) Applicants must write the proposal following the template provided by the Chafea. You can write your proposal in any word processing tool. However, once completed, the uploading into the ESS is only possible in PDF format.

Page limit: again, the proposal must not be longer than 80 pages, that is 50 for the technical description plus a maximum of 30 pages for the budget. Hence, all tables need to be included within this limit. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including footers or headers). If you attempt to upload a proposal longer than the specified limit, before the deadline you will receive an automatic warning, and will be advised to shorten and re-upload the proposal. After the deadline, any excess pages will be overprinted with a "watermark" and disregarded.

Please do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since evaluation experts rarely view unnecessarily long proposals in a positive light.

Note:

If you submit a proposal in a language other than English, please make sure that the pages available for the technical description include both the proposal in its original language, as well as an English version. The English version should be at the beginning of the proposal, followed by the other language version.

To ensure the completeness of Part B, we strongly recommend you follow the requested information below:

2.2.1 Problem analysis including evidence base

Applicant(s) must include a problem analysis and clearly describe the factors, the impact, the effectiveness and applicability of the proposed measures and present the relevant evidence on which the project is based. It may concern the analysis of the health problem and its impact on quality of life and on society (incidence, prevalence, distribution in the population, evolution over time, seriousness...), the analysis of the factors underlying the problem (factors regarding human biology, quality of health care, lifestyle, physical and social environment, risk factors, protective factors), the effectiveness of the proposed measures, or the applicability in the proposed context. This context analysis should also look at elements in the environment which may facilitate or hinder the project implementation process.

2.2.2 *Aims and objectives of the project*

General objective(s) of the project:

Applicants must define a general objective. This is a general indication of the project's contribution to society in terms of its longer-term benefits (e.g. a re-enforced response capacity of the Member States under particular migratory pressure to provide the arriving refugees and migrants with initial health assessments and preventive measures,). The general objective has to correlate with the different specific objectives.

Specific objective(s) of the project:

Applicants must include specific objectives. These are concrete statements describing what the project is trying to achieve in order to reach its general objective. They should be matched to the problem determinants identified in the problem analysis, and should be written in a way that they can be evaluated at the end of the Project. Hence, formulate them "SMART": Specific, Measurable, Acceptable for the target group, Realistic, and Time-bound (containing an indication of the time within which it must be reached). Objectives can be hierarchically and temporally structured, so that the achievement of some objectives is a precondition for another.

2.2.3 *Target groups*

Applicants must specify the target group(s) in the proposal. These are persons or entities who will be positively affected by the action.

2.2.4 *Methods and means*

Applicants must describe the methods and means that will be used to implement the project. These should be explicitly linked to the objectives, in the sense that for each specific objective at least one intervention method is specified.

The methods and means should describe how the specific objectives will be reached, what are the essential tasks to be carried out, e.g., study protocol, survey methods, panel of experts, training development, etc.

2.2.5 *Expected outcomes and indicators*

The application includes a description of the anticipated outcomes and deliverables. Project outcomes are the changes that are expected to occur as a result of the project when the objectives are reached.

Please also formulate pertinent indicators – process, output and outcome/impact. Indicators are variables measuring the performance of an action and the level to which the set objectives are reached. This is why the indicators should be directly linked to the specific objectives. For each specific objective, at least one indicator should be formulated. If possible, the indicators should also specify target values. The indicators must be adequate for the project and, like the objectives, formulated "SMART".

Specific Objective Number	
Specific Objective	
Process Indicator(s)	Target
(repeat line as needed)	
Output Indicator(s)	Target
(repeat line as needed)	
Outcome/Impact Indicator(s)	Target
(repeat line as needed)	

2.2.6 Policy Relevance

The policy relevance of action co-funded under the 3rd Health Programme is important. Hence, please describe it in detail in your proposal, guided by the three points below.

Contribution of the proposal to meeting the objectives and priorities defined in the amended Annex I of the annual Work Programme

Applicants must address the topic to which their proposal corresponds and explain how the proposal addresses the specific challenge and scope of it. Proposals which do not clearly address the topic of this call as stated in the Amended Annex 1 to the work programme, [i.e. Provide support to Member States/other countries participating in the 3rd Health Programme under particular migratory pressure and to non-governmental organisation working in those Member States to effectively respond to possible serious cross-border health threats, including through their prevention, in particular at the designated hotspots and in the areas of reception of refugees and other migrants] will be scored below the threshold for this criterion and will therefore not be recommended for funding.

Added value at EU level in the field of public health:

Applicants must describe how the project has EU added value, i.e. how it adds value to the efforts already taken by individual member states to address the impact of the very high influx of refugees and other migrants.

Consideration of the social, cultural and political context

Applicants must explain how the project relates to the situation of the countries or specific areas involved, and ensure the compatibility of envisaged actions with the culture and views of the target groups. The project should demonstrate its compatibility with the culture, knowledge, views, customs and roles of the target group, and with the local policy context in which it will be implemented. This compatibility should take account of the information deriving from the context analysis identifying the trends, opportunities and threats in the broader social and policy context.

Pertinence of geographical coverage

As stated under the award criteria, the proposed activities must be carried out in at least 3 countries eligible under the 3rd Health Programme; and activities must be carried out in areas which are particularly affected by the high influx of refugees.

2.2.7 *Management of the action*

Applicant(s) must describe the organisational structure and the decision-making and explain why these are appropriate to the complexity and scale of the project. Appropriate mechanisms for monitoring and supervision should be planned.

Also, if the management of a project may imply the coordination of several participants located in different countries, it is important to have a good internal communication strategy and plan. This should include details how information will be communicated between the project participants, how decisions will be taken, by whom, and what the procedure will be in case of conflict.

Finally, also note that, if applicable, a consortium agreement, which will formalize the project management structure and the rights and obligations of partners within the consortium is now mandatory.

Planning and management of the action

The coordinator and if applicable all co-applicants must describe the management and planning of the action to respond to these questions (please be short and specific):

- How will the participants' expertise match the project's objectives and tasks?
- How do the participants complement one another?
- In what way does each of them contribute to the project?
- How will they be able to work effectively together?

Describe the roles and responsibilities of the different participants. Public-private partnerships may be relevant in some cases. The different roles should be made clear as well as the overall rationale.

In the case of a mono-beneficiary agreement, the term "participants" should be interpreted as referring to the teams active in three different geographical locations where the action will be implemented, as required by this specific Call.

Capacity of the staff

Applicants must clearly but concisely describe the competence of staff related to the technical and managerial implementation of the project.

- *Coordinator institution, description of competence, experience, leadership and authority in the action area*

Demonstrate the capacity of the coordinator to realise the work in relation to the project and describe the capacity to using the resources in a flexible way.

- *Key staff of the coordinator – description of competence (leadership and authority) and experience in the action area*

Present the profile of the key staff members (recommendation: a half page for all staff together) illustrating their qualifications, professional experience, competence, expertise, leadership quality and authority required by the action tasks.

- *Participants' institutions, description of competence, experience, leadership and authority in the action area*

Demonstrate the capacity of the participants to realise the work in relation to the specific objectives.

- *Key staff of the participants – description of competence (leadership and authority) and experience in the action area*

Present profiles of the key staff members (recommendation: a half page for all staff together), illustrating their (academic) qualifications, professional experience competence and expertise required by the action tasks.

Financial management of the action

Applicant(s) must describe the financial management of the project. They must be able to build and monitor the project budget. The important amount of money involved and its distribution among participants, in function of the work achieved, demands a strong financial management capacity. This capacity has to be demonstrated with all relevant elements such as the competency of financial officers , tools used to monitor the action, including reporting (e.g. collection of financial documents from the participants), procedures (e.g. preparation of financial reports, distribution of co-funding) and quality controls.

2.2.8 Work packages

Overview on work packages

Applicants must organize their project in work packages (WP). A WP is a major sub-division of the proposed action and contains a set of coherent tasks grouped together in order to facilitate the project management.

Applicants must include a work package overview table as well as one detailed table per work package (work package description).

WP number	Title	Description
1	Coordination of the project	Actions undertaken to manage the project and to make sure that it is implemented as planned
2		
3		
4		
5		

6		
...		
x		

Work package descriptions

There are two types of WP: *horizontal* and *core*.

The horizontal WP is mandatory and includes management (and is normally referred to as Work Package 1 or WP1).

On the other hand, each core WP is linked with one or several specific objectives of the project and produces one or several deliverables. It is not possible to find the same specific objective or the same deliverable in different work packages.

Please provide information on the logical structure of the project and the stages in which the work package (WP) activity is to be carried out. Include details of the resources, person/days and financial means, to be allocated to each WP. The number of core WP should be proportionate to the scale and complexity of the project.

You should give details in each WP to justify the proposed resources to be allocated and also quantified information so that progress can be monitored, also by Chafea.

The WPs must be presented in a table format, following the template below. For the horizontal WP, the so-called WP 1, the following content must be covered:

WP 1 – Management of the project - Applicant(s) must clearly describe the actions undertaken to manage the project and to make sure that it is implemented as planned.

Project management requires the systematic monitoring of the activities to check whether they are implemented according to the plan, whether results and deliverables are attained at the milestones, if there are obstacles or difficulties which may prevent the project from delivering, and to assure the overall quality of the project implementation. Many of these tasks are typically performed by the project manager with input from other participants.

Following the so-called mandatory WP1, the applicant should add WP needed to carry out the project. Please do not split the tasks in too small units. A suggested number of additional WP is three to seven. If the project is led by a consortium of organisation, please assign the WP to the partners according to their knowledge and skills.

For each work package, please create a table as the model below and fill it in.

Figure 5: Sample table of a WP

Work package number												
Work package title												
Starting month						Ending month						
Leading participant												
Participants Nr												
Participants Acronym												
Person month per participant												
Objectives												
Description of work	<i>where appropriate, broken down into tasks, specifying the role of the WP leader and those of others</i>											
Deliverables linked to this work package	<i>brief description, month of delivery, reference to the list of deliverables</i>											
Milestones to be reached by this WP												

Timetable or Gantt Chart⁸

A timetable must be included. It must comprise the work packages, milestones and delivery month of deliverables, including the name/acronym of the responsible participant. Applicant can choose to use a graphical form, such as a Gantt chart. In addition, you can also opt for a graphical presentation of the components showing how they inter-relate (Pert chart or similar). The time to reach objectives of the project and thus the activities comprised in each of the WP must be realistic, taking into account the available resources (person/days) and capacities.

2.2.9 Milestones and deliverables

Milestones

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

Deliverables

Applicants must specify the deliverables of the project. A deliverable is a physical output related to a specific objective of the action, e.g. a report, publication, newsletter, tool, software, handbook, training guide, website, or conference. In your proposal, please create a table, guided by the model below, to list all the deliverables.

⁸ This type of chart is named after its developer Henry Gantt. It is a specific type of bar chart used to illustrate a project schedule. Such a chart includes start and end dates and indicates milestones (e.g. meetings) and deliverables.

Note that there are several mandatory deliverables: e.g. final project report (month 12) . These are already included in below table. Please copy them into your proposal.

The table should have the following columns (see Figure 6 below):

1. The running number of the deliverable.

Note:
Please give each deliverable a number in order of delivery dates. Use the numbering convention <WPnumber><number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from WP 4.

2. Name of the deliverable, e.g. training manual for health care workers, report on literature review, final conference etc.
3. Number of the work package which will produce this deliverable
4. Acronym of the partner that is responsible for / leading the production of this deliverable
5. Short description of the content of the deliverable
6. Dissemination level: public (PU) or confidential (CO). If a deliverable is labelled confidential, please describe the reasons for the confidentiality. The objective is to make the results of all actions as widely accessible as possible, therefore confidential deliverables will only be accepted in duly justified and exceptional cases
7. The deadline of the deliverable (the month when the deliverable will be ready and submitted to Chafea).

Figure 6: An example of a table with the list of deliverables

Deliverable Number	Deliverable Name	Work package number	Leading participant acronym	Content specification	Dissemination level	Delivery month
1	Final Report (obligatory)	1	1	This reports describes the project implementation and the results achieved. The deliverables are annexed.	PU	12

Please add lines to the table as needed. While there is no limitation to the number of deliverables, it is strongly suggested to keep the number reasonable.

For example:

- Draft version are not different deliverables from the final product, but please indicate the month when the draft will be ready (e.g. M6) and when the final report will be ready (e.g. M12)
- Translations into other languages are also not different deliverables from the original version

2.2.10 Budget

As mentioned previously, the Budget Overview Table will be included in the Administrative Form of the application.

In this part of the application you must provide a description of the way the budget was built 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 criterion and will be evaluated as the other parts of the application.

If applicable, it is highly recommended that the consortium members work closely together and with the coordinator in the preparation phase.

The Budget of the Technical Proposal has three parts:

1. Content description and justification

This is a free space for the applicants to explain how the budget is build.

Financial contribution given by third parties

Please describe the sources, amount and nature of any financial contribution given by third parties to the project/beneficiaries. In case of a potential conflict of interest, please describe the necessary measures to prevent any situation where the impartial and objective implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

2. Summary of staff effort

This table summarises the staff effort needed to implement the action, estimated as person months at applicant level with an allocation to each work package the applicant participates in. Please make sure that all personnel of the affiliated entities are also included.

Each row of the table represents one applicant of the consortium. The table needs to be adapted in case of an application for a single beneficiary grant.

The amount of "Total person-month per applicant " must be equal to the sum of total person month given in the table of "Detailed budget" for the applicant and its affiliated entities.

Figure 7: Table: Summary of Staff Effort

	WP n	WP n+1	WP n+2	Total Person/ Months per Applicant
Applicant Number/ Short Name				
Applicant Number/ Short Name				
Total Person/Months				

3. Detailed budget

This table summarises all the estimated costs with a breakdown for each cost category for each applicant with its justification.

Figure 8: Table – Detailed budget: per applicant or affiliated entity

Applicant Number/ Short Name			
(If affiliated entity: Affiliated to which 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 person month	Total Costs (€) for (A)
	Justification		
(B) Direct costs of sub-contracting	Costs (€)	Task(s)/Justification	
(please repeat line for each subcontracted task 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.).

If the applicant plans to work with its linked affiliated entities, their costs must be presented in separate tables (one table per one affiliated entity + one table for the applicant).

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 resource need of 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 which supports you considering all important factors of a cost category.

A. Direct personnel cost:

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

- 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.

In addition, the following costs can also be recognised as personnel cost:

- **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** if costs are incurred with the beneficiary

Elements of personnel costs:

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

Please make sure

- To consult with the relevant article of the Model Grant Agreement;
- To include a separate template for each of your linked affiliated entity;
- Cost of a project coordinator / project manager and financial officer are included for the coordinator;
- Cost of a coordinator / project manager is included if you are leading a work package;
- To consider all the expertise (=function) that you will contribute to the action;
- To try to consider the level of seniority of a function;

- To 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.

In the cell "*justification*" you should focus on functions and expertise your organisation will contribute.

B. Subcontracting costs:

Conditions describing the possibility to use the subcontracting are described in point 6.2.3 of this Guide and relevant article of the Model Grant Agreement.

Please make sure

- Taxes, duties and other charges are included in the estimate;
- To include the estimated cost + potential travel and subsistence costs of the subcontractor;
- A separate row added for each activity to be performed by a subcontractor;
- The activity being subcontracted is also described in the Technical Proposal of Part B;
- To consult with your procurement / sourcing department regarding rules you need to comply with;
- To include a separate template for each of your linked affiliated entity;
- The information is consistent with the Budget Overview Table of the Administrative Form of the application.

In the cell "*justification*" you should explain why the activity would be performed by a subcontractor and how the cost is estimated.

C. Other direct costs:

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

Please make sure

- To consult with the relevant article of the Model Grant Agreement.
- That the sum of C1 + C2 + C3 is consistent with the Budget Overview Table of the Administrative Form of the application.

C1 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. project 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;

- To 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.

C2 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 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) are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

Please pay attention:

- To include only the **depreciation cost** of an equipment within the duration of the action;
- To include **leasing fee** (without financing costs) and **cost of renting** an equipment
- To consider that the equipment in question is shared or not with another project and you calculate only with your share
- To 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.

C3 Cost of other goods and services:

Please pay attention

- To include all those activities for the implementation of the action which would not be performed by personnel or subcontractor. Examples:
 - o conference and meeting costs (room rental, catering, meeting materials);
 - o costs of certificates on financial statements;
 - o postage, delivery of documents, samples, etc.;
 - o costs of dissemination;
 - o translation / printing of periodic reports, etc.
- To consult with your accounting / procurement / sourcing department
- To 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 costs:

This budget category is a flat rate of 7% above the total direct cost (A+B+C).

Please note that operating grants received by beneficiaries have to be considered and indirect costs will be proportionally decreased for those years when beneficiary receives operating grant (non-cumulative principle).

Operating grants awarded after the signature of the grant for an action will be considered at the time of the final payment.

Note:
A guide on eligible costs, drafted specifically for this Call, will be provided including examples of eligible and non-eligible costs.
Please note that contributions in kind are not considered eligible cost.

2.2.11 Previous and current grants relevant to the programme

The coordinator should add here a list of previous and current grants relevant to the Third EU Health Programme (limited to the last 3 years) his/her organization is receiving/has received, if any.

2.2.12 Current applications relevant to the programme

The coordinator should add here a list of the current applications relevant to the Third EU Health Programme he/she is involved in, if any.

2.2.13 Collaborating stakeholders

Collaborating stakeholders and/or experts are organisations or individual persons, which:

- May significantly increase the technical and scientific content of the project, as well as its relevance for different users in the Union;
- Have no contractual relationship with the Agency;
- Do not receive any EU funding from this particular grant.

You may list up to 20 collaborating stakeholders or experts that contribute to the project. This should be done in table format (as suggested below).

Note that it is not mandatory to involve collaborating stakeholders.

Figure 9: Sample table of collaborating stakeholders

Institution	Contact person (First and last names)	City & Country

After finalizing the project proposal, according to the above guidelines and based on the template provided, please convert it into a PDF and upload it into the ESS as "part B".

Figure 10: Screen shot of Part B and annex

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. ?

[download templates](#)

Part B	<input type="text"/>	✕ ?
Annex:Audit Reports	<input type="text"/>	?

Note:

You can replace this project proposal which you already uploaded as often as you wish before the deadline. Please be sure that the final version is uploaded at the time of the deadline. It is your responsibility to do so!

C. EVALUATION

All proposals received by Chafea via the Participant Portal, go through a multi-level process of evaluation with regards to several categories of criteria: the eligibility, exclusion, selection and award criteria.

The evaluation of proposals is carried out in the **strictest confidence**.

1 EVALUATION PROCESS OVERVIEW AND OUTCOMES

All criteria and the mandatory supporting documents are specified in the Call for proposals for project 2015 document. Please read these criteria carefully. Project proposals failing to meet any of these criteria will be excluded at the given stage of the evaluation chain.

1.1 Eligibility criteria

There are several eligibility criteria, namely:

1.1. The applicant or the applicants⁹ are legally established public, non-governmental or private bodies.

1. 2. Only applications from entities established in one the following countries are eligible:

- One of the 28 EU Member States;
- Iceland and Norway from the EEA/EFTA countries.

Entities from third countries in particular acceding countries, candidate countries and potential candidates benefiting from a pre-accession strategy, neighbouring countries and the countries which, have a bilateral agreement with the European Union, in accordance with the provisions of Article 6 of Regulation (EU) No 282/2014 on the establishment of the for the Union's action in the field of health (2014-2020). Please check the Frequently Asked Questions (FAQ) section of the Agency website for an update on the eligible third countries.

In accordance with recital 23 of the Regulation establishing the 3rd Health Programme, collaboration should be facilitated with third countries not participating in the programme.

This should not involve a financial contribution under the programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the programme.

3. The only eligible activities are those listed in section 2.1.5.1. "Grants for projects" in the amended Annex I of the Work Programme with regards to HP-HA-2015. Project proposals may be submitted for the priority area below.

⁹) Whenever 'applicants' is written, this means the coordinator and the co-applicants.

TITLE	INDICATIVE AMOUNT	Reference in WP 2015	Grants foreseen
Support Member States under particular migratory pressure in their response to health related challenges	EUR 4 000 000	2.1.5.1	One or more

4. Applications for actions that have already commenced by the date on which the grant application is registered will be excluded from funding from the Health Programme.

The compliance with the eligibility criteria will be assessed based on the application content.

1.2 Exclusion criteria

Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) They are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the grant agreement is to be performed;
- (e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) They are currently subject to an administrative penalty referred to in Article 109(1) of the EU Financial Regulation.

Exclusion from award:

Applicants will not be awarded co-funding, in the course of the grant award procedure, they:

- (a) Are subject to a conflict of interest;

(b) Are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant procedure or fail to supply this information;

(c) Find themselves in one of the situations of exclusion, referred to in the above section.

In order to demonstrate compliance with the exclusion criteria, the coordinator has to check the relevant box in online application. If selected for co-funding, all beneficiaries have to submit a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation^{10, 11}. The applicants should follow the instructions in the participant portal.

1.3 Selection criteria: operational and financial capacity

The selection criteria are used to assess the financial and operational capacity of the applicants.

Financial viability

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

All applicants must certify their financial viability when applying. For this the self-assessment must be carried out.

The financial viability of all beneficiaries will be assessed, except if:

- a) the EU-contribution for the coordinator / other beneficiary is \leq EUR 60 000:
- b) the beneficiary is a public body

The documents that will be requested when assessing the financial viability include:

- The annual accounts (including the balance sheet and the profit and loss statement) for the past financial year for which the accounts were closed (for newly created entities, the business plan shall be submitted to replace the accounts);

In addition for a coordinator or other beneficiary requesting an EU-contribution of \geq EUR 750 000 (threshold applicable per beneficiary):

- An audit report produced by an approved external auditor certifying the accounts for the last financial year available. This provision shall not apply to public bodies.

Operational capacity

¹⁰ [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](#)

¹¹ [Commission Delegated Regulation \(EU\) No 1268/2012 of 29 October 2012 on the rules of application of Regulation \(EU, Euratom\) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union](#)

Applicants must have the professional resources, competencies and qualifications necessary to complete the proposed action. The applicants' operational capacity has to be certified by the coordinator by ticking the relevant box in Part A of the online application. To proof the operational capacity, pertinent information has to be provided in the proposal (Part B), as described above. The operational capacity will be judged based on the self-declaration and this information.

As evidence the general profiles (qualifications and experiences) of all relevant staff in all organisations involved in the proposed action must be provided.

1.4 Award criteria

Only project proposals which have satisfied the eligibility, exclusion and selection criteria will be evaluated by external experts and the Evaluation Committee¹² on the basis of the award criteria.

More specifically, each proposal will be assessed according to the points set out in the table below, while a threshold is also set for each of the award criteria blocks.

Any proposal that does not reach all of these thresholds will be rejected.

Figure 11: Points – overview of evaluation criteria

	Maximum points	Threshold	Threshold in % of max. points
Criterion 1 – policy relevance	10	7	70%
Criterion 2 – geographical coverage	10	6	60%
Criterion 3 – technical quality	10	6	60%
Criterion 4 – management quality	10	6	60%
Criterion 5 – budget adequacy	10	6	60%
TOTAL	50	31	

Criterion 1. Policy and contextual relevance (10 points, threshold: 7 points):

Sub-criteria:

Relevance of the contribution to meeting the objectives and priorities defined in the annual work programme of the 3rd Health Programme, under which the call for proposals is published:

- A detailed description on how the proposal meets these objectives and priorities is provided;
- A clear public health perspective/dimension is demonstrated;
- The proposals contributes to and supports the development of EU policies in the field of health.

¹² The Evaluation Committee is comprised of staff from DG SANTE, DG RTD and Chafea.

Added-value at EU level in the field of public health:

- Applicants must describe how the project has EU added value, i.e. how it adds value to the efforts already taken by individual member states to address the impact of the very high influx of refugees and other migrants.

Consideration of social, cultural and political context:

- The proposals relates well to the situation of the countries or specific areas involved, and ensures the compatibility of envisaged actions with the culture and views of the target groups;
- The proposal contributes, complements and supports MS policies, addressing the demographic challenges, promoting social inclusion of vulnerable groups, promotes gender balance, etc.;
- Ethical aspects, confidentiality and protection of personal data are respected for the performance of studies involving human beings.

Criterion 2. Geographical coverage (10 points, threshold: 6 points):

The proposed activities must be carried out in at least 3 countries eligible under the 3rd Health Programme and the activities must be carried out in areas which are particularly affected by the high influx of refugees.

The geographical coverage of the project is highly commensurate with its objectives. The target population and the reasons for choosing partners in the eligible countries participating are explained.

Criterion 3. Technical quality (10 points, threshold: 6 points)

Sub-criteria:

Quality of the evidence base:

- A relevant problem analysis clearly describing the health determinants, factors, impact, effectiveness and applicability of the proposed measures.

Quality of content:

- Aims and SMART objectives,
- The methodology on how to carry out the planned activities to achieve the objectives is well described and adequate;
- The transferability of these activities, the target groups, deliverables, milestones, main outputs as well as anticipated effects and outcomes are well described and pertinent.
- Quality of the deliverables: the deliverables are well defined and quantifiable. The deliverables correspond to the objectives and are prepared using a defined amount of time and person days;
- The visibility of EU co-financing is ensured.

Criterion 4. Management quality (10 points, threshold: 6 points):

Sub-criteria:

Quality of the planning and appropriate task distribution to implement the project:

- The activities to be undertaken are clearly described;
- The project timetable and milestones are logic and harmonized with the objectives;
- The nature and distribution of tasks among the partnership (if applicable) follows the relevant expertise and is balanced;
- The planning is visualized through a GANTT chart.

Relevance of the organisational capacity, including financial management:

- The management structure and competences of staff are clearly described;
- An internal communication strategy in terms of managing the project consortium, including collaborating partners, decision-making, and monitoring and supervision is set-up and adequate;
- The financial processes (e.g. validation of payments, collection of financial documents etc.) and responsibilities, technical and financial reporting procedures and quality controls are well described and adequate.

Quality of the partnership (if applicable):

- The partnership envisaged in terms of extensiveness, roles and responsibilities, relationships between the partners and the planned activities, as well as the synergy and complementarity of partners and the network structure are well described.

Criterion 5. Overall and detailed budget (10 points, threshold: 6 points):

Sub-criteria:

- The budget is relevant, appropriate, balanced and consistent with itself, between partners and in relation to the activities and work-packages defined the project proposal;
- A realistic, planned estimation person months per work package is included;
- The budget is consistent in terms of the estimated cost per applicant and the corresponding activities i.e. it reflects task distribution / role of each partner;
- An adequate proportion of the budget is allocated to ensure the dissemination and evaluation of the action.

1.5 Result of the evaluation

- Ranking lists of proposals

The proposals passing all thresholds will be ranked according to the total number of points awarded. Based on the available budget, two lists will be drawn up:

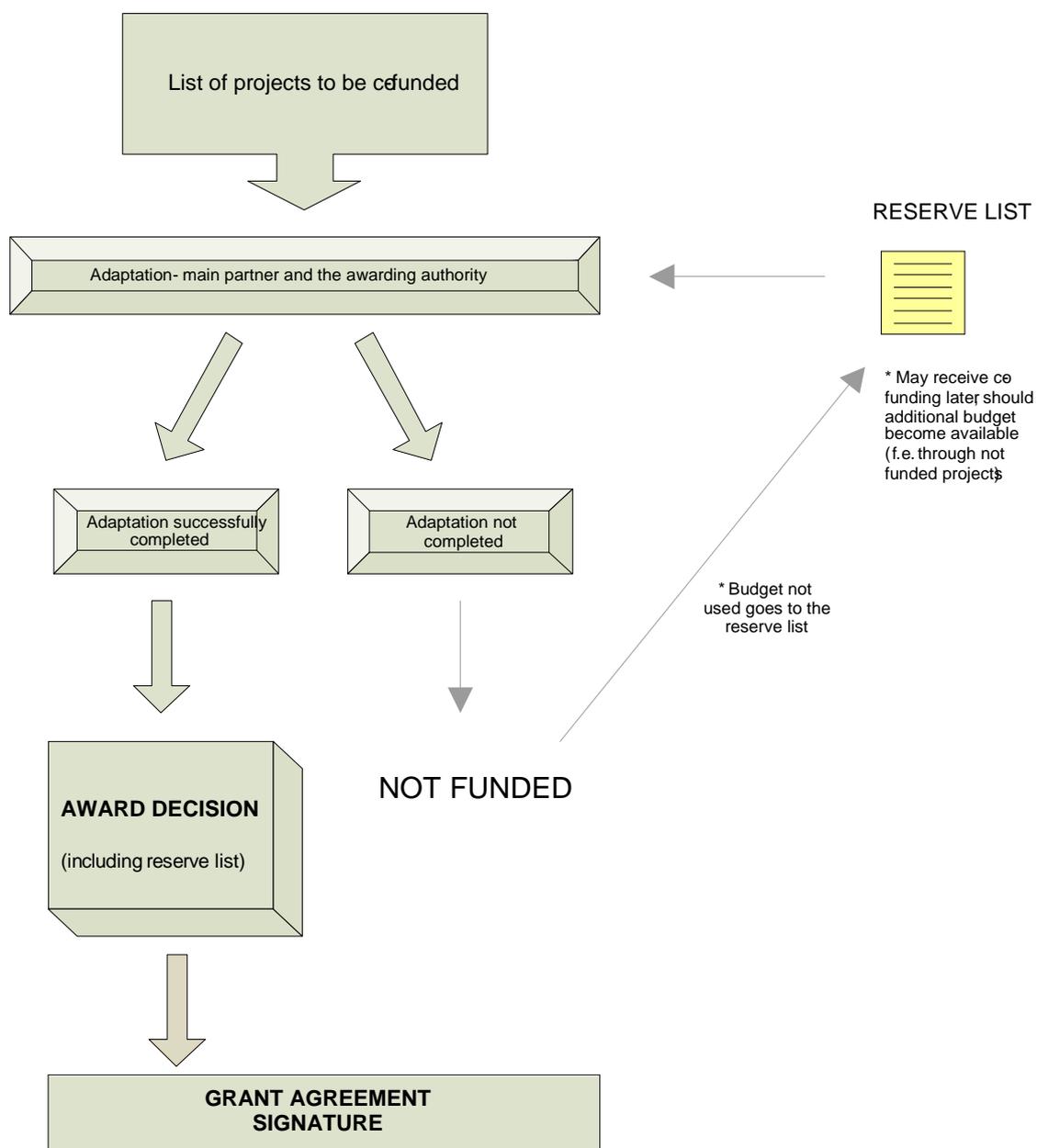
- A ranking list of proposals recommended for funding, including the highest ranked proposals up to the budgetary availability cut-off point; and
 - A reserve list of project proposals in case more appropriations are made available.
- Adaptation and grant agreement signature

Once the evaluation is finalized, all applicants will be notified of the results through the Participant Portal.

The successful applicants will be invited to adapt the proposal, based on the comments of the evaluation committee. Note that Chafea may offer the best ranked applications a lower contribution than the amount requested, or may attach specific conditions before the award decision is taken.

Only if the adaptation phase is positively concluded, will the award decision be taken by Chafea. Subsequently, the grant agreement will be signed. This process is illustrated in the graph below.

Figure 13: Process following the recommendation for EU co-funding.



Chafea trusts that you find this guide for applicants useful. You are welcome to provide feedback and comments by writing to CHAFEA-HP-CALLS@ec.europa.eu.