



EUROPEAN COMMISSION
CONSUMER, HEALTH AND FOOD EXECUTIVE AGENCY

Health Unit

Luxembourg,
EAHC LB/IK Ares (2014)

2014 CALL FOR PROPOSALS FOR OPERATING GRANTS

THIRD PROGRAMME OF COMMUNITY ACTION IN THE FIELD OF HEALTH (2014-2020)

1. BACKGROUND AND PURPOSE OF THIS CALL

On 11 March 2014, the European Parliament and the Council adopted a Regulation establishing the third programme for the Union's action in the field of health (2014-2020)¹. This programme entered into force retroactively from the 1 January 2014 onwards.

The Consumer, Health and Food Executive Agency (Chafea) is entrusted with the implementation of the third Health Programme.

The general objectives of the Programme shall be to complement, support and add value to the policies of the Member States aimed at improving the health of Union citizens and reduce health inequalities by promoting health, encouraging innovation in health, increasing the sustainability of health systems and protecting Union citizens from serious cross-border health threats.

The specific objectives of the Programme are:

1. In order to promote health, prevent diseases, and foster supportive environments for healthy lifestyles: identify, disseminate and promote the uptake of evidence-based and good practices for cost-effective health promotion and disease prevention measures by addressing in particular the key lifestyle related risk factors with a focus on the added value for the Union.
2. In order to protect Union citizens from serious cross-border health threats: identify and develop coherent approaches and promote their implementation for better preparedness and coordination in health emergencies.
3. In order to support public health capacity-building and contribute to innovative, efficient and sustainable health systems: identify and develop tools and mechanisms at Union level to address shortages of resources, both human and financial, and to facilitate the voluntary uptake of innovations in public health intervention and prevention strategies.

¹ Regulation 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. OJ L86, volume 57; 21 March 2014.

4. In order to facilitate access to better and safer healthcare for Union citizens: increase access to medical expertise and information for specific conditions also beyond national borders, facilitate the application of the results of research and develop tools for the improvement of healthcare quality and patient safety through, inter alia, actions contributing to the improvement of health literacy.

The 2014 work plan² sets out details of the financing mechanisms and priority areas for action to implement the programme and is available at http://ec.europa.eu/health/programme/events/adoption_workplan_2014_en.htm

The present call relates to the financing mechanism: "Operating grants"³- Financial contribution to the functioning of non-governmental body.

Interested, eligible parties active in the field of public health are invited to submit an application - via the participant portal:

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

- in accordance with the provisions of Annexes I, III, VI and VII of the 2014 work plan and this call text, in order to pursue the objectives of the third Health Programme.

The areas for funding, the eligibility, exclusion, selection and award criteria, the procedures for application and approval and the indicative amounts are described below.

2. OBJECTIVES

The call for proposals 2014 aims at providing financial contributions (operating grants) to the functioning of non-governmental bodies, including networks.

To obtain an operating grant the applicant must submit an application for a Framework Partnership Agreement (FPA) for 2015-2017 and a Specific Grant Agreement (SGA) for 2015 at the same time. The successful applicants will then sign a FPA for a duration of three years (2015 to 2017). The FPA will include a multi-annual work programme for the period and a budget plan. Signing an FPA does not guarantee annual co-funding. Only the SGA proposals of the successful FPA proposals will be evaluated. The highest ranking SGA proposals will be awarded funding for the functioning of their organisation in 2015.

SGA holders will be invited in mid-2015 to submit their workplan for 2016, which will be evaluated against the award criteria. If successful, the SGA will be renewed for 2016. This procedure will be repeated for 2017. Please also see point 14 (procedure for the submission of proposals).

Operating grants may be awarded to non-governmental bodies, including networks, active in areas corresponding to the four objectives of the third Health Programme, according to the eligibility criteria established by Article 8(2) of the Programme Regulation and in Annex III to the present decision. Work under operating grants should contribute to achieving the priorities of the European Union as set out in Commission Communication COM

² Commission Implementing Decision of 26 May 2014- 2015/C 3383

³ The provisions of the 2014 work plan and those of the present call for proposals are mutually explanatory. Nevertheless, in case of ambiguities or discrepancies between the provisions of the 2014 work plan and those of the call for proposals, the former will take precedence over the latter.

(2010) 2020 of 3 March 2010 EUROPE 2020 — A Strategy for smart, sustainable and inclusive growth ⁽⁴⁾.

Operating grants can be awarded to non-governmental bodies working at the EU level in any priority covered by the third Health Programme. However, for 2014, special attention will be given to non-governmental bodies working at the EU level in the fields of chronic diseases, cancer, HIV/AIDS, rare diseases and smoking prevention.

3. TIMETABLE

Deadline

The deadline for the submission of proposals is the 25 September 2014.

	Stages	Date/period
a)	Publication of the call	27/05/2014
b)	Deadline for submitting applications	25 September 2014
c)	Evaluation period (indicative)	26 September – 31 October 2014
d)	Information to applicants (indicative): Official letters concerning the award of Framework Partnership Agreements and Specific Grant Agreements	≥ 14/11/2014
g)	Signature of grant agreement (indicative)	≤ 31/12/2014
h)	Starting date of the action (indicative)	≥ 01/01/2015

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of operating grants is estimated at EUR 4.650.000.

Proposals requesting more than 60% co-funding (up to 80%) will need to comply with the criteria of exceptional utility specified Annex VII of the 2014 work plan.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be submitted in writing via the [participant portal](#).
- In principle, project proposals may be submitted in any official language of the European Union. However, in order to facilitate assessment by the evaluators, an

⁽⁴⁾ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF>

English translation of the technical part should accompany any written in another EU official language.

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

6. ELIGIBILITY CRITERIA⁵

6.1. Eligible applicants

Important: the call for operating grants is open for applications by a single entity only.

Grant applications are eligible if submitted by legal persons.

The application shall state the legal status of the applicant.

In addition, only **non-governmental bodies** and **networks coordinated by a non-profit body** are eligible: In the latter case only the network coordinator can apply for an operating grant, not the members of the network.

The **applicant (non-governmental body or network coordinator)** must satisfy the following criterion:

1.1. Be non-governmental, non-profit-making and independent of industry, commercial and business or other conflicting interests.

The **network** must comply with the following criterion:

1.2 Be financially independent of industry, commercial and business or other conflicting interests and transparent.

The **applicant non-governmental body or the network** must comply with the following criteria:

1.3. Be working in the public health area, playing an effective role in civil dialogue processes at the Union level,

1.4. Is pursuing at least one of the specific objectives of the third Health Programme

1.5. Is active at the Union level and in at least half of the EU Member States (e.g. has members⁶ in at least half of the Member States),

⁵ Art. 131 FR, 201 RAP

⁶ Definition of "member" applying to non-governmental bodies: A member is a natural person, a legal person or an entity which does not have a legal personality under the applicable national law, who became a member through a procedure laid down in the body's statutes and who have a 'member' status according to

1.6. Has a balanced geographical coverage of the Union,

1.7. Its activity is compatible with the principles of the European Union as stated in Articles 8 to 12 of the Treaty on the Functioning of the European Union. In case of applicants working with the private sector, this also applies to the activities of the latter.

Evidence to be provided:

	Non-governmental body	Co-ordinating body	Network
Self-declaration in electronic submission system (crit. 1.1 and 1.2)	yes	yes	yes
The rules (e.g. statutes and other by-laws) of the body (crit. 1.1, 1.2, 1.7)	yes	yes	-
The annual accounts for the last financial year for which the accounts are closed (crit. 1.1 and 1.2)	yes	yes	yes (part of the accounts of the co-ordinating body)
Position statement regarding funding and transparency (crit. 1.1 and 1.2)	yes	yes	yes
Established rules of cooperation (e.g. Standard Operating Procedures, a memorandum of understanding or a collaboration agreement) (crit. 1.2, 1.4)	-	-	yes
Completed financial independence form (excel sheet) (crit. 1.1, 1.2)	yes	yes	yes

the body's statutes. Only full members or candidates to become full members are considered. Members of the applicant's member organization are not accepted as members of the applicant.

Definition of "member" for a network: A member of a network is a natural person, a legal person or an entity which does not have a legal personality under the applicable national law, who became member through signing the rules of cooperation (e.g. SOP, a memorandum of understanding or a collaboration agreement.) Members of a specialised network's member organisation are not accepted as members of the specialised network.

Last annual activity report (crit. 1.3, 1.4, 1.5, 1.7)	yes	-	yes
Mission and vision - stated in the application (crit. 1.4, 1.7)	yes	-	yes
List of members (crit. 1.5, 1.6)	yes	-	yes
Relevant track record of joint achievement of the network (e.g. successful projects and/or joint publications) (crit. 1.3, 1.4, 1.5, 1.6)	-	-	yes (if annual activity report not available)

All evidence has to be submitted via an electronic system following the instructions provided in the guide for applicants.

Eligible countries

Only applications from entities established in one of the following countries are eligible:

- 28 EU Member States;
- EFTA/EEA countries (Iceland and Norway) on the basis of the Agreement on the European Economic Area.
- Entities from third countries, like acceding countries, candidate countries and potential candidates benefiting from a pre-accession strategy, neighbouring countries and the countries to which, in accordance with the conditions laid down by a relevant bilateral or multilateral agreement, the ENP applies can apply for co-funding, only under condition that their country has signed a specific agreement.

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. 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.

6.2. Eligible activities

Financial contributions awarded by the EU may relate to the functioning of a non-governmental body or the costs associated with the coordination of a network by a non-profit body.

All activities within the scope of Annex I of the Programme Regulation can be funded by a specific grant awarded under a Framework Partnership Agreement. In 2014, among these operating grants, support will be given in priority to work supporting the dissemination of the European Cancer Code, the secretariat of the HIV/AIDS Civil Society Forum, to activities linked to rare diseases in general, smoking prevention and the prevention and management of chronic diseases.

6.3. Implementation period

In general, the eligible organizations are co-funded according to one accounting year. Commonly, a grant (a Specific Grant Agreement, SGA) is provided for a calendar year.

7. EXCLUSION CRITERIA

7.1. 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).

7.2. Exclusion from award:

Applicants will not be granted financial assistance if, 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 award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

In order demonstrate compliance with the exclusion criteria, the applicant has to check the relevant box in the electronic submission system certifying that it not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation^{7, 8}. The applicant should follow the instructions in the participant portal and the guide for applicants.

8. SELECTION CRITERIA

Only proposals that meet the eligibility and exclusion criteria will be assessed on the basis of the selection criteria.

The selection criteria make it possible to assess the applicant organisation's financial and operational capacity to complete the proposed work programme for the 3 years of duration of the Framework Partnership Agreement.

Given the difference between a non-governmental body and a network, hosted by a non-profit body in terms of the legal set-up, the documentary evidence to be provided differs.

8.1. Financial viability

Applicants must have the financial resources necessary to ensure their functioning for the 3-year duration of the Framework Partnership Agreement.

For new organizations: submit a forecasted expenditure and revenue (total financial resources the applicant expects to be put at its disposal) for the first three years of operating after its establishment

The applicant's financial viability has to be certified by ticking the relevant box in the electronic submission system, after having carried out the financial self-assessment. In case co-funding will be awarded, the financial viability will be assessed, except:

- a) the EU-contribution is \leq EUR 100 000:
- b) the beneficiary is a public body

⁷ [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](#)

⁸ [COMMISSION DELEGATED REGULATION \(EU\) on the rules of application of Regulation \(EU\) No.../2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union](#)

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

	Non-governmental body	Co-ordinating body	Network
Copy of the organisation's annual accounts for the last financial year for which the accounts are closed preceding the submission of an application (including the balance sheet and the profit and loss statement)	yes	yes	yes (part of the accounts of the co-ordinating body)
Forward multi-annual budget plan for the organisation, balanced in terms of income and expenditure, covering the 3 years of duration of the Framework Partnership Agreement	yes	yes (for hosting the network)	
For all operating grants which exceed EUR 100 000 per financial year: an external audit report produced by an approved auditor for the coordinating body, certifying the accounts for the last financial years available	yes	yes (clearly identifying the part concerning the network)	

8.2. Operational capacity

Only organisations with the necessary operational resources, skills and professional experience may be awarded a Framework Partnership Agreement.

Evidence to be provided:

	Non-governmental body	Co-ordinating body	Network
Most recent annual activity report	yes		yes
Relevant track record of joint achievement of the network (e.g. successfully completed projects and/or joint publications)			yes (if annual activity report not available)
Profiles of the main, relevant staff	yes	yes	

For new organizations: submit a three-year forward planning of the work, as part of the application (no separate document to be attached).

The evidence has to be submitted according to the instructions in the electronic submission system and in the guide for applicants.

9. AWARD CRITERIA

As regards the award criteria, each proposal will be assessed according to the work plan 2014.

Criteria for the award of **Framework Partnership Agreements (FPA)**

Only proposals that meet the eligibility, exclusion and selection criteria will be eligible for the evaluation of the award criteria.

The award criteria make it possible to select work programmes that can assure compliance with EU objectives and priorities and can guarantee proper dissemination and high visibility of the EU co-funding granted.

Points - overview:

Criterion	Maximum points	Threshold	Threshold in % of max. points
1 – Policy and contextual relevance of the operation of the non-governmental body	10	8	80%
2 – Technical quality of the multi-annual work programme proposed	10	7	70%
3 – Management quality	10	7	70%
TOTAL	30	22	

1. Policy and contextual relevance of the operation of the non-governmental body (10 points, threshold 8 points)

The following sub-criteria are taken into account in the assessment:

- Pertinence of the applicant in the public health area, and effectiveness of its role in civil dialogue processes at Union level,
- Pertinence of the mission, vision and overall purpose of the applicant to achieving the objectives of the 3rd Health Programme (applicant pursues at least one of the specific objectives of the Programme.
- Contribution of the multi annual work programme of the applicant to the third Health Programme,
- High EU-added value of the applicant's activities
- Pertinence of the geographical coverage.

2. Technical quality of the multi-annual work programme proposed (10 points, threshold 7 points)

The following sub-criteria are taken into account in the assessment:

- Pertinence of the multi-annual work programme,
- Quality of the operational framework,
- Quality of the evaluation strategy,
- Quality of the dissemination strategy and plan.

3. Management Quality (10 points, threshold 7 points)

The following sub-criteria are taken into account in the assessment:

- Quality of the planning of the work,
- Adequacy of the organisational capacity,
- Relevance and appropriateness of the budget plan for the total period of the FPA.

The applicants meeting all thresholds will be awarded a FPA.

The conclusion of a FPA does not guarantee to receive co-funding.

Criteria for the award of **Specific Grant Agreements (SGA)** under Framework Partnership Agreements

The SPA application will be assessed based on the criteria below.

Points - overview:

Criterion	Maximum points	Threshold	Threshold in % of max. points
1 – Coherence with the 3-year work programme annexed to the FPA	10	6	60%
2 – Quality of the proposed activities for 2015	10	6	60%
3 – Quality of the proposed budget for 2015	10	6	60%
TOTAL	30	18	60%

1. Coherence with the 3-year work programme annexed to the FPA (10 points, threshold 6 points)

The following sub-criteria are taken into account in the assessment:

- Relevance to achieving the multi-annual objectives
- Purpose of the annual work plan

2. Quality of the proposed activities for 2015 (10 points, threshold 6 points)

The following sub-criteria are taken into account in the assessment:

- Quality of the planning of annual work
- Quality of the evaluation strategy
- Quality of the dissemination strategy and plan
- Quality of the implementation of the activities and the operational management

3. Quality of the proposed budget for 2015 (10 points, threshold 6 points)

- Quality and pertinence of the annual budget.

10. LEGAL COMMITMENTS

Following the evaluation of the applications for the FPA, Chafea will draw up a list of proposals meeting all thresholds. These will be awarded a FPA.

To conclude the FPA, the beneficiary is invited to enter in an adaptation period via the electronic grant generations system.

This FPA must be signed electronically by the beneficiary and by Chafea.

There is not financial commitment from the side of Chafea when signing an FPA. Hence, the conclusion of a FPA does not guarantee to receive co-funding.

Only the SGA of the highest ranking FPA applications will be evaluated. After evaluating the applications for SGA, Chafea will draw up a list of all proposals recommended for funding, ranked according to the total number of points awarded. Depending on budget availability, the highest ranked proposals will be awarded a SGA.

In the event of a grant awarded, the beneficiary is invited to enter in an adaptation period via the electronic grant generation system. If successful, this should result in a grant agreement, drawn up in euro and detailing the conditions and level of funding.

This SGA must be signed electronically by the beneficiary and by Chafea.

Please note that the award of a SGA in one year, does not establish an entitlement for the other years covered by the FPA. Chafea will extend invitations to submit applications for subsequent SGA to all FPA holders and SGA will be given on a competitive basis.

11. FINANCIAL PROVISIONS

11.1. General Principles

The Financial Regulation and the Rules of Application are the reference documents for the implementation of the third Health Programme.

Grants must comply with the following principles:

a) Non-cumulative award

Applicants may receive only one operation grants per financial year from the budget of the European Union.

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 its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

Costs eligible for financing may neither have been incurred before the grant application was lodged nor before the start of the beneficiary's budgetary year.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

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

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

d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

For public bodies: Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁹ or contracting entities in the meaning of Directive 2004/17/EC¹⁰ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal must satisfy the conditions applicable to

⁹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁰ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the work programme
- it must be justified having regard to the nature of the work programme and what is necessary for its implementation;
- it must be clearly stated in the proposal.

11.2. Funding form: mixed financing

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

➤ Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 60% of **eligible costs**. In case of exceptional utility up to 80% can be requested (see work plan 2014, section VI).

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

➤ Eligible costs

Eligible costs are actually incurred by the beneficiary of a grant and meet all the criteria indicated in the grant agreement.

- Eligible (direct and indirect) costs are indicated in Article 6 of the grant agreement;
- Ineligible costs are indicated in Article 6.4 of the grant agreement.

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

➤ Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the work programme, upon approval of the request for payment containing the documents indicated in the grant agreement.

The calculation of the final grant amount is indicated in Article 5.3 of the grant agreement.

EU grants may not have the purpose or effect of producing a profit within the framework of the work programme of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Chafea shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs

actually incurred by the beneficiary to carry out the action or work programme. A beneficiary requesting an EU-contribution of EUR ≤ 60 000, is exempted from this provision.

11.3. Payment arrangements

The payments generally consist of the following:

A pre-financing payment will be transferred to the beneficiary within 30 days either of the date when the last of the two parties electronically signs the SGA agreement, provided all requested guarantees have been received (see Article 16.2 of the grant agreement). 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

A final payment will be calculated at the end of the SGA. The Chafea will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Chafea through a recovery order.

If the applicant's financial viability is not satisfactory, one more reporting period (e.g. at the end of month 6) may be introduced. An interim payment will be executed to cover the eligible expenses of the first period of the SGA. This interim payment is subject to the approval of a periodic report.

For more details, please see Article 16 of the grant agreement.

11.4. Pre-financing guarantee

In the event that the applicant's financial viability is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. 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 he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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

No financial guarantee will be requested if the EU contribution is EUR ≤ 60 000.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used in line with Article 22 of the grant agreement.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed work programme.

To do this they must use the text, the emblem and the disclaimer available at http://ec.europa.eu/eahc/management/visual_identity.html.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Executive Agency / the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The following information will be published:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level¹¹ if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the Executive Agency / the Commission. Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/eahc/about/data_protection.html

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

¹¹ European Union Official Journal L 39, of 10 February 2007.

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The application must be sent via an electronic submission system and comply with the formal requirements described in the guide for applicants.

All applicants must submit under this call an application for a FPA and one for a SGA at the same time. One single deadline applies.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Executive Agency may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Proposals must be submitted via the participant portal: <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/index.html>

Before submitting a proposal:

1. Create an account to submit a proposal:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

2. Register via the beneficiary registry:

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

To create and submit your proposal Please go to:

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

and select "3rd Health Programme", then "operating grants".

In submitting a proposal, the applicant accepts the procedures and conditions as described in this call and in the documents to which it refers. Applications that do not comply with these requirements will be rejected.

➤ **Contacts**

For problems with the electronic submission system please contact the IT helpdesk set-up for this purpose via the participant portal web-site.

For non-IT related questions a helpdesk at the Chafea is available at: +352 4301 37707, e-mail address: CHAFEA-HP-CALLS@ec.europa.eu weekdays between 9.30 – 12.00 and 14.00 – 17.00. Note that the helpdesk is not available on 9 and 23 June and 15 August 2014.

Frequently asked questions are published on the website of the Chafea: <http://ec.europa.eu/chafea/health/faq.html>

➤ **Annexes:**

- Model grant agreement for a FPA
- Model grant agreement for a SGA
- Guide for applicants
- excel sheet for financial viability check
- excel sheet to report on financial independence