



EU4Health Programme (EU4H)

Call for proposals

Action Grants 2022
(EU4H-2022-PJ-3)



EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY (HaDEA)

HaDEA.A – Health and Food
HaDEA.A.1 – EU4HEALTH I

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of health under the **EU4Health Programme (EU4H)**.

The regulatory framework for this EU Funding Programme is set out in:

- [Regulation 2021/522](#) (EU4Health Regulation)¹
- [Regulation 2018/1046](#) (EU Financial Regulation)²

The call is launched in accordance with the [2022 Work Programme](#)³ and will be managed by the **European Health and Digital Executive Agency, (HaDEA)** ('Agency').

The call covers the following **topics**:

- **EU4H-2022-PJ-11 – Call for proposals on NCDs – cardiovascular diseases and diabetes (DP-g-22-06.04)**
- **EU4H-2022-PJ-12 – Call for proposals on cancer and other NCDs prevention – action on health determinants (CR-g-22-08.02)**
- **EU4H-2022-PJ-14 – Call for proposals to support the roll-out of the second cohort of the inter-speciality cancer training programme (CR-g-22-08.06)**

Each project application under the call must address only one of these topics. Applicants wishing to apply for more than one topic, must submit a separate proposal under each topic.

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:

¹ [Regulation \(EU\) 2021/522](#) of the European Parliament and of the Council of 24 March 2021 establishing a Programme for the Union's action in the field of health ('EU4Health Programme') for the period 2021-2027 (OJ L107 of 26 March 2021, p.1).

² [Regulation \(EU, Euratom\) 2018/1046](#) of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

³ [Commission Implementing Decision C\(2022\) 5436 final of 25/07/2022](#) amending implementing Decision C(2021) 4793 final of 24 June 2021 and Implementing Decision C(2022) 317 final of 14 January 2022 on the financing of the Programme for the Union's action in the field of health ('EU4Health Programme') and the adoption of the work programmes for 2021 and 2022 respectively

- background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
- timetable and available budget (sections 3 and 4)
- admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
- criteria for financial and operational capacity and exclusion (section 7)
- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [DG SANTE website](#) to consult the list of projects funded previously.

1. Background

On 24 March 2021, the EU4Health Regulation was adopted as part of the EU Multiannual Financial Framework for the 2021-2027 period. The EU4Health Regulation established 'the EU4Health Programme'. This marks an important step towards making available instruments and solutions to support Member States in building stronger, more resilient and accessible health systems.

The EU4Health Programme represents an unprecedented level of financial commitment for the EU in health in comparison with previous health programmes. The Programme is EU's response to the current public health emergency that will make a significant contribution to the post-COVID-19 recovery aiming to:

- improve public health in the Union through disease prevention and health promotion, as well as international health initiatives and cooperation;
- protect people from serious cross-border health threats through prevention, preparedness and response to cross-border health threats; complementing national stockpiling of essential crisis-relevant products; and establishing a reserve of medical, healthcare and support staff;
- improve access to medicinal products, medical devices and crisis-relevant products by encouraging sustainable production and supply chains and innovation in the Union and efficient use of medicinal products;

- strengthen the national health systems through improved health data use and re-use, development of digital tools and services, digital transformation of healthcare; enhancing access to healthcare; developing and implementing EU health legislation and evidence-based decision making; and integrated work among Member States' health systems.

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

EU4H-2022-PJ-11 – Call for proposals on NCDs – cardiovascular diseases and diabetes (DP-g-22-06.04)

Background and policy context

NCDs are responsible for 87% of the disease burden in the Member States and improved health promotion and disease prevention can reduce the prevalence of NCDs by as much as 70%. The costs of treating NCDs are high and expected to grow further, also considering the Union's aging population. COVID-19 has shown that NCDs can dramatically increase the negative impact of other diseases; the childhood obesity rate was included in the Commission's strategic resilience dashboard; the economic case for prevention has been made by the OECD.

Cardiovascular diseases and diabetes are leading causes of death globally. While behavioural risk factors are key to preventing these diseases (and are addressed by other actions in this work programme), other complementary, specific and targeted public health measures can prove essential to reduce their associated burden. Among others, voluntary cooperation on hypertension, primary care or testing or screening may play a role in dealing with these challenges.

To support Member States in reaching the health targets of the United Nations 2030 Agenda for Sustainable Development and its goals, the Commission is working on a new initiative, 'Healthier Together – EU NCDs Initiative', which includes five action strands for cardiovascular diseases, diabetes, chronic respiratory diseases, mental health and neurological disorders, and a horizontal strand on health determinants. In each of these strands, the reduction of health inequalities will be tackled. In addition, the Commission has established SGPP to provide advice and expertise to the Commission and to foster exchanges of relevant experience, policies and practices between the Member States on how to tackle the burden of NCDs in the Union. The Commission will work with the Member States to define specific targets and actions for different areas of NCDs, such as cardiovascular diseases and diabetes. Stakeholders will also provide input via the Health Policy Platform, namely as regards their role in implementation.

To promote impact, national authorities will be supported to embed improvements in national policies. In parallel, NGOs as well as professional and patient groups will have the opportunity to engage in the implementation of complementary actions. Such engagement may include the provision of input for the preparation of public health guidelines, awareness actions, training, piloting or other actions that can benefit citizens directly.

This action supports the policy objective of reducing the burden of NCDs and implements the EU4Health Programme's general objective of improving and fostering health in the Union (Article 3, point (a)) through the specific objectives defined in Article 4, points (a) and (i), of Regulation (EU) 2021/522.

Objectives (linked to general and specific objectives of the programme)

The aim of this action is to reduce the burden of NCDs and related risk factors, targeting cardiovascular diseases and diabetes, both at an individual and societal level, namely by supporting the NCDs policies and corresponding actions led by the Member States⁴.

Activities that can be funded

This action will fund activities which will complement the Member States' joint action on 'Prevention of NCDs - Cardiovascular diseases and diabetes' (DP-g-22-06.03) under EU4Health 2022 work programme⁵, that aims to contribute to reducing the burden of NCDs, i.e. cardiovascular diseases and diabetes, and related risk factors, both at a personal and societal level, including the health inequalities dimension.

The civil society organisations will implement targeted projects and activities, complementing the Member States' efforts in the design, planning and implementation of best practices, including support to the definition of public health guidelines, to the preparation and roll out of new policy approaches, to the pilot test of innovative practices, and to support actions such as training and twinning, health communication or health literacy. Activities should also include an equity dimension and aim at reducing health inequalities. Activities will aim at fostering partnership with civil society organisations and NGOs addressing health promotion and prevention of diabetes and cardiovascular diseases either in their work in Ukraine or with displaced people from Ukraine in the hosting EU Member States and neighbouring countries. In addition, activities will aim at catering to the health needs and promoting diabetes and cardiovascular disease prevention in displaced people from Ukraine by developing health literacy and communication material in Ukrainian language or by providing training modules for Ukrainian professionals on prevention of diabetes and cardiovascular diseases.

Every proposal will provide for coordination, complementarities and synergies of its work with the Joint Action 'Prevention of NCDs - Cardiovascular diseases and diabetes' (DP-g-22-06.03) under EU4Health 2022 work programme.

Expected impact (including EU added value, expected outputs and results)

The action will contribute to the implementation of projects on disease prevention and health promotion, which are expected to reduce the burden of NCDs, namely diabetes and cardiovascular diseases in Member States.

The expected results will include initiatives to complement the Member States' efforts in the design, planning and implementation of best practices, such as support for the development of public health guidelines, support for the preparation and roll out of new policy approaches; participation in the pilot testing of innovative practices; development of support actions such as training and twinning, health communication or health literacy; and implementation of best practices in health promotion and disease prevention. The short-term impact will be an increased number of public health interventions being scaled up in all Member States and improvements in

⁴ This does not overlap with topics treated under (EU4H-2022-PJ-02: Call for proposals on prevention of NCDs – (other than cardiovascular diseases and diabetes) (DP-g-22-06.05)

⁵ https://health.ec.europa.eu/system/files/2022-04/amended_wp2022_en.pdf

disease prevention and health promotion, and management policies related to NCDs.

Specific mandatory deliverables and/or milestones

- developing public health guidelines;
- participating in activities for the implementation of best practices based on national needs;
- participating in the piloting and roll out of new policy approaches and innovative tools and practices and report on their results and impact;
- preparing and carrying out training and twinning on health determinants;
- organising workshops for NGOs working in the area of diabetes and/or cardiovascular diseases in each country participating in the action.
- introducing and piloting/testing mobile applications and remote health monitoring tools;
- developing health communication material including self-care tools using social media, preparing leaflets and campaigns to increase awareness and health literacy on primary and secondary prevention of diabetes and cardiovascular diseases.

Every proposal should clearly indicate the priority or action under the 'Healthier Together' NCD Initiative⁶ that it will implement and take stock of actions funded under the EU Health 2022 Work Programmes either already implemented or ongoing. Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Every proposal must include a specific work package, on equity dimension, with measures aiming at reducing health inequalities, e.g. on vulnerable groups such as migrants/refugees, people living under war conditions, disadvantaged children and women, LGBTIQ, Roma, people with disabilities and others.

Specific action-level indicators for reporting purposes

Applicants must include the following specific action-level indicators and related reporting activities in their proposals:

Promising practices and/or approaches:

- Number of countries, regions or local communities implementing guidelines, best practices or promising practices developed under the funded action, per topic.
- Number of stakeholder organisations involved by type of organisation i.e. private sector, public sector, joint private-public organisation or company, not-for-profit sector, NGO private organization, NGO, and others.

⁶ European Commission, Directorate-General for Health and Food Safety, *Healthier together : EU non-communicable diseases initiative*, Publications Office of the European Union, 2022 - <https://data.europa.eu/doi/10.2875/195572>

- Number of individuals involved by age group i.e. 15-24; 25-49; 50-64; 65-79; 80 and more – per topic
- Number of people reached (by target group).

Awareness raising

- Dissemination material and activities produced by type (e.g. n. of brochures, leaflets, web page, social media communications, events and others).
- Number of stakeholders outreached by awareness activities.
- Number of pilot projects concluded per topic.
- Number of Member States enrolled in the pilot projects – per topic.
- Number of Member States integrating best practices developed under the funded action in their health and social systems.

The successful applicants will be required to include in their proposals additional specific action-level indicators which will be further specified and agreed with the Granting Authority during the grant agreement preparation. The Granting Authority may require from the successful applicants to collect data for additional specific action-level indicators, where needed to complement the above indicators, during the grant agreement preparation.

Budget

Available budget for this topic: DP-g-22-06.04 EUR 5 000 000

We expect to sign up to 10 grant agreements under this topic.

Expected duration of project

Given the complexity of the activities to be funded under this topic, the recommended length of a project is 36 months.

Special conditions

<p>Type of eligible applicants targeted</p>	<p>Academia (e.g. public health institutes) and educational institutions, civil society organisations supporting the priority areas (health professional associations, patients' organisations, foundations, NGOs and similar entities)</p>
<p>Specific eligibility criteria applicable to the consortium composition</p>	<p>Proposals must be submitted by a consortium of at least 3 applicants (beneficiaries; not affiliated entities), which complies with the following conditions: minimum 3 entities from 3</p>

	<p>different eligible countries.</p> <p>The consortium must include at least one eligible applicant, working with displaced people from Ukraine, on the ground in Ukraine, or has activities linked to Ukraine and that is active in the field of diabetes and/or cardiovascular disease patients or prevention actions targeting these diseases. This needs to be clearly mentioned in the proposal.</p>
Non-eligible activities	Purchase of health care related products or any other activities related to profit.

EU4H-2022-PJ-12 – Call for proposals on cancer and other NCDs prevention – action on health determinants (CR-g-22-08.02)

Background and policy context

In 2020, 2.7 million people in the Union were diagnosed with cancer, and another 1.3 million people lost their lives to it⁷. Unless decisive action is taken, lives lost to cancer in the Union are set to increase by more than 24% by 2035⁸, making it the leading cause of death. In a holistic approach, the Europe’s Beating Cancer Plan and the EU Mission on Cancer address the entire cancer control continuum.

NCDs such as cardiovascular diseases, cancer, chronic respiratory diseases and diabetes, represent the major share of the burden of disease in Europe accounting for 80% of deaths. NCDs are the result of a combination of genetic, physiological, environmental and behavioural factors. Beyond environmental issues, a number of modifiable risk factors may have important impacts on people’s health and mortality; about 60% of deaths are attributed to modifiable risk factors such as tobacco use, physical inactivity, unhealthy diet, overweight and obesity, and alcohol-related harm. Although these deaths are largely preventable, expenditure on preventive care is only around 3% of national health budgets in the Union.

The Europe’s Beating Cancer Plan outlines targets related to the reduction of the burden of cancer and specific actions to contribute to their achievement. Among others, these actions will offer tools, such as the European Code against Cancer and the EU Mobile App for Cancer Prevention to strengthen risk communication, and will support the implementation of activities on cancer primary and secondary prevention, such as vaccination against human papillomaviruses, detection and treatment of human hepatitis viruses, early cancer detection and measures to reduce tobacco use and alcohol-related harm, measures to promote healthy eating and physical activity and reduce sedentary behaviour.

The Commission supports the Member States’ efforts to reduce the burden of NCDs to reach the UN SDGs. In this context, the Commission is working on a new initiative, ‘Healthier Together – EU NCD Initiative’, which includes five action strands on cardiovascular diseases, diabetes, chronic respiratory diseases, mental health and

⁷ European Cancer Information System (ECIS); estimate for the EU-27 countries; new diagnoses cover all types of cancer, apart from non-melanoma skin cancer

⁸ Cancer Tomorrow <https://gco.iarc.fr/tomorrow/en/>

neurological disorders, and a horizontal strand on health determinants. In each of these strands, the reduction of health inequalities will be tackled.

To promote impact, national authorities will be supported to embed improvements in national policies. NGOs, health professional and patient groups will have the opportunity to engage in the implementation of the actions via various activities reflecting their areas of expertise that may include public health guidelines, patients' and caregivers' consultations, or other actions that can benefit citizens directly. This also applies to the implementation of the Europe's Beating Cancer Plan in support of national and Union priorities. Stakeholders will also provide input via the Health Policy Platform, namely as regards their role in implementation.

This action supports the policy objective of reducing the burden of cancer and other NCDs and implements the EU4Health Programme's general objective of improving and fostering health in the Union (Article 3, point (a)) through the specific objectives defined in Article 4, points (a) and (i), of Regulation (EU) 2021/522.

Objectives (linked to general and specific objectives of the programme)

The aim of this action is to complement the implementation of the joint action on 'Cancer and other NCDs prevention – action on health determinants' led by the Member States, thus helping to reduce the burden of cancer and other NCDs, and related risk factors, both at a personal and societal level, namely by supporting the Europe's Beating Cancer Plan and policy initiatives on NCDs.

It may also support other Union initiatives that aim to improve public health such as the Farm to Fork Strategy and the HealthyLifestyle4All initiative in so far as it shares the objectives of promoting sustainable food consumption and facilitating the shift to healthy, sustainable diets and promoting a healthy lifestyle.

Activities that can be funded

This action will complement and provide help through a co-creative approach, the implementation of the Joint Action on 'Cancer and other NCDs prevention – action on health determinants'⁹ under EU4Health 2022 work programme¹⁰.

Activities to be funded will run in parallel to the joint action, include implementing targeted projects involving civil society organisations complementing the Member States' efforts in the design, planning and implementation of best practices, the production of public health guidelines, patients' and caregivers' consultations, or other actions that can benefit citizens directly, the preparation and roll out of innovative practices (pilot test), and support actions such as training and twinning, health communication or health literacy.

According to the above-mentioned Joint Action that is structured in two subtopics, the action under this topic will also be built on two sub-topics to ensure alignment with the objectives of the Joint Action. Therefore, the first subtopic will target '**Addressing health determinants related to cancer**' and the second subtopic will be more focused on '**Addressing health determinants related to NCDs other than cancer**'.

⁹ CR-g-22-08.01 Direct grants to Member States' authorities: Cancer and other NCDs prevention – action on health determinants

¹⁰ https://health.ec.europa.eu/system/files/2022-04/amended_wp2022_en.pdf

The activities, for both sub-topics, will:

- include provision of input via the Health Policy Platform, namely as regards their role in implementation.
- include an equity dimension and aim at reducing health inequalities;
- aim at fostering partnership with civil society organisations and NGOs addressing health promotion and prevention of diabetes and cardiovascular diseases either in their work in Ukraine or with displaced people from Ukraine in the hosting EU Member States and neighbouring countries;
- aim at catering to the health needs and promoting diabetes and cardiovascular disease prevention in displaced people from Ukraine by developing health literacy and communication material in Ukrainian language or by providing training modules for Ukrainian professionals on prevention of diabetes and cardiovascular diseases.

Expected impact (including EU added value, expected outputs and results)

The action will implement projects on disease prevention and health promotion, which is expected to reduce the burden of cancer and other NCDs in the Member States.

The expected results will include initiatives to complement the Member States' efforts in the design, planning and implementation of best practices, such as support for the development of public health guidelines and, support for the preparation and roll out of new policy approaches; participation in the pilot testing of innovative practices; development of support actions such as training and twinning, health communication or health literacy; and implementation of best practices in health promotion and disease prevention.

The short-term impact will be an increased number of public health interventions being scaled up in all Member States and improvements in disease prevention and health promotion, and management policies related to cancer and other NCDs.

Specific mandatory deliverables and/or milestones

Sub-topic 1 - Addressing health determinants related to cancer:

Through this action, NGOs, health professionals and patients groups will contribute in an active and concrete way to the implementation of targeted actions to prevent cancer and also share their input through the Health Policy Platform.

Specifically, the action must include the following:

- Organise regular meetings to contribute to the creation and establishment of the 'EU Consortium on Cancer Prevention', which is one of the main objectives of the Joint Action on 'Cancer and other NCDs prevention – action on health determinants'.
- Mapping to define needs assessment and subsequent gap analysis in the area of cancer prevention, with a particular focus on vulnerable categories.
- Participate in initiatives and concrete actions to target cancer prevention on the basis of the results of the needs assessment carried out in cooperation with the 'EU Consortium on Cancer Prevention'.
- Propose realistic interventions to address the needs identified, and that are susceptible to be piloted or fully rolled out in the context of the project and the

Joint Action on 'Cancer and other NCDs prevention – action on health determinants'.

- Organise, promote, and run highly visible meetings (minimum four meetings) to present to stakeholders and to the general public the actions, which have been planned and ongoing, and, when appropriate, the results of the project(s).

Sub-topic 2 Addressing health determinants related to NCDs other than cancer:

The proposal must support the above-mentioned Joint Action by doing one or more of the following activities:

- developing public health guidelines.
- participating in the piloting and roll out of new policy approaches and innovative tools and practices and report on their results and impact.
- preparing and carrying out training and twinning on health determinants.
- organising workshops for NGOs working in the area of health determinants in each country participating in the action.
- Introduce and pilot/test mobile applications and remote health monitoring tools.
- Develop communication material including self-care tools and using social media, preparing leaflets and campaigns to increase awareness and health literacy on the chosen health determinants.

Every proposal should clearly indicate the priority or action of the Health determinants strand it will implement (lifestyle, social, commercial, environmental, etc.) and take stock of actions funded under the EU4Health 2022 Work Programmes already implemented or ongoing.

Proposals may also focus on connections between health determinants and other NCDs such as cardiovascular diseases, diabetes, chronic respiratory diseases, and with mental health and neurological disorders¹¹.

Every proposal must provide for coordination of its work with the Joint Action on Cancer and other NCDs prevention¹² – action on health determinants', to complement and make synergies with it.

Every proposal must include a specific work package with measures aiming at reducing health inequalities, e.g. on vulnerable groups such as migrants/refugees, people living under war conditions, disadvantaged children and women, ethnic minorities such as Roma, LGBTIQ, people with disabilities and others.

Specific action-level indicators for reporting purposes

Applicants will include the following specific action-level indicators and related reporting activities in their proposals:

Under sub-topic 1 on addressing health determinants related to cancer:

¹¹ This does not overlap with topics treated under ([EU4H-2022-PJ-02: Call for proposals on prevention of NCDs – \(other than cardiovascular diseases and diabetes\) \(DP-g-22-06.05\)](#)).

¹² [CR-g-22-08.01 Direct grants to Member States' authorities: Cancer and other NCDs prevention – action on health determinants](#)

- Number of meetings with the Joint Action on 'Cancer and other NCDs prevention'.
- Number of meetings with the 'EU Consortium on Cancer Prevention' under the Joint Action on 'Cancer and other NCDs prevention'.
- Number of gap analysis per risk factor (according with the European Code against Cancer) to define needs.
- Number of gap analysis per risk factor (according with the European Code against Cancer) in vulnerable categories.
- Number and type of initiative per cancer risk covered, according to the European Code against Cancer.
- Number of interventions piloted or rolled-out.
- Number of high visibility meetings organised.

Under sub-topic 2 on addressing health determinants related to NCDs other than cancer:

Promising practices and/or approaches:

- Number of organisations supporting the implementation of best and promising practices.
- Number of stakeholder organisations involved by type of organisation i.e. private sector, public sector, joint private-public organisation or company, not-for-profit sector, NGO private organization, NGO, and others.
- Number of individuals involved by age group i.e. 15-24; 25-49; 50-64; 65-79; 80 and more.
- Number of people reached (by target group).

Awareness raising, including health literacy

- Dissemination and communication material produced by type (e.g. n. of brochures, leaflets, web page).
- Number of stakeholders outreached by awareness activities.
- Number of organisations participating in the training/twinning activities.
- Number of pilot projects supported.

The successful applicants will be required to include in their proposals additional specific action-level indicators (e.g. to measure action impact) which will be further specified and agreed with the Granting Authority during the grant agreement preparation.

Budget

Available budget for this topic: CR-g-22-08.02 EUR 11 000 000 (EUR 8 000 000 for sub-topic 1 and EUR 3 000 000 for sub-topic 2)

We expect to sign up to 8 grant agreements under sub-topic 1 on "Cancer" and up to 3 grant agreements under sub-topic 2 on "other NCDs".

Expected duration of project

Given the complexity of the activities to be funded under this topic, the recommended length of a project is 36 months.

Special conditions applicable to both sub-topics

Type of eligible applicants targeted	Academia (e.g. public health institutes) and educational institutions, civil society organisations supporting the priority areas (health professional associations, patients' organisations, foundations, NGOs and similar entities)
Specific eligibility criteria applicable to the consortium composition	<p>Proposals must be submitted by a consortium of at least 3 applicants (beneficiaries; not affiliated entities), which complies with the following conditions: minimum 3 entities from 3 different eligible countries.</p> <p>In addition, the consortium must include at least one eligible applicant, working with displaced people from Ukraine, on the ground in Ukraine, or has activities linked to Ukraine and that is active in the field of diabetes and/or cardiovascular disease patients or prevention actions targeting these diseases. This needs to be clearly mentioned in the proposal.</p>
Non-eligible activities	Purchase of health care related products or any other activities related to profit.

EU4H-2022-PJ-14 – Call for proposals to support the roll-out of the second cohort of the inter-speciality cancer training programme (CR-g-22-08.06)

Background and policy context

An objective of the Europe's Beating Cancer Plan is to build a stronger multidisciplinary cancer workforce. High-quality cancer care depends on a high-quality workforce. Patients deserve the best care possible and health professionals need support to ensure they can receive training and keep updating their skills throughout their professional lives.

The inter-speciality cancer training programme will help to deliver a more skilled and mobile cancer workforce through cross-border training and information sharing. As high-quality cancer patient's care depends on a continuous and sustainable training and education of a high-quality workforce, an extended number of cancer care infrastructures across the Union, as well as of trainers and trainees will be supported by this action.

This action supports the implementation of the Europe's Beating Cancer Plan objective to ensure a high-quality health workforce and implements the EU4Health Programme's general objective of improving and fostering health in the Union (Article 3, point (a)) through the specific objectives defined in Article 4, points (a) and (g), of Regulation (EU) 2021/522.

Objectives (linked to general and specific objectives of the programme)

The aim of this action is to extend the implementation coverage of the first cohort of the inter-speciality cancer training programme through enrolling new cancer centres, as well as additional trainees and trainers.

Activities that can be funded

Activities to be funded under this topic will be actions that will roll-out the second cohort of trainees, and, in addition, will organise a dissemination event to present the outcomes of the training. These actions are expected to be complemented by the organisation of events to share the experiences developed during the training, which will also strengthen the networking of the trainees and trainers across the Union.

Specific activities will include a selection process for the trainees, trainers, and cancer centres which will participate in the inter-speciality cancer training programme. The training will be extended to trainees from Ukraine including through the means of remote participation. The programme is expected to train medical doctors and nurses and other specialised staff (such as those involved in medical imaging and radiation oncology including radiation technologists, medical physicists, radiobiologists, etc.) working in cancer centres in the three specialties of clinical oncology, surgery, radiology and radiation oncology with the aim of optimising the inter-speciality approach and cooperation. The training will be based on curricula previously developed ad hoc for the action and will include technology-based learning, simulations, and on-the-job training. The training programme will follow a coaching and mentoring approach with regular reporting and assessment of skills and tasks developed; case studies will be part of the training programme.

Expected impact (including EU added value, expected outputs and results)

The action will increase the coverage of the inter-speciality cancer training programme across the Union, and will result in the upskilling and re-skilling of healthcare professionals in the areas of clinical oncology, surgery, radiology and radiation technology, and nursing and other specialised services, with an increase in the number of training centres engaged in the initiative, as well as trainees and trainers. This action will help Member States to improve cooperation among their cancer services, by addressing skill gaps and better equipping the health workforce with personnel trained in cancer care.

Specific mandatory deliverables and/or milestones

This action will ensure that health professionals receive training and keep updating their skills throughout their professional lives, including in those situations where exceptional conditions do not allow or jeopardise the maintaining of an acceptable level of treatment and care of cancer patients.

In addition, the action should include the following:

- Training conducted in at least 15 Member States
- Participation of trainees from a minimum of 100 different cancer centres in EU and associated countries.
- Participation of trainees of cancer centres based in Ukraine to ensure that training is available to health professionals working situations where

exceptional conditions do not allow or jeopardise the maintaining of an acceptable level of treatment and care of cancer patients.

- Specific training of health specialists who have left Ukraine and are displaced in EU Member States and neighbouring countries, must be included.
- Integration of displaced health specialists in national health systems of EU Member States to help cancer centres to build and implement cancer diagnosis, treatment and care of displaced persons and cancer patients from Ukraine.
- A focus on paediatric cancers.

Specific action-level indicators for reporting purposes

Successful applicants shall collect data on the following specific action-level indicators in their regular reporting activities in case of grant award:

- number of training centres engaged by country
- number of trainers engaged by country
- number of trainees participating by country
- satisfaction rate of participants to the training courses
- number of events organised to share experiences and for networking

Successful applicants will be required to include in their proposals additional specific action-level indicators which will be further specified and agreed with the Granting Authority during the grant agreement preparation.

The Granting Authority may require from the successful applicants to collect data for additional specific action-level indicators, where needed to complement the above indicators. This will be done during the grant agreement preparation phase.

Budget

Available budget for this topic CR-g-22-08.06 : EUR 7 000 000

We expect to sign 1 grant agreement under this topic.

Expected duration of project

Given the complexity of the activities to be funded under this topic, the recommended length of a project is 24 months.

Special conditions

Type of applicants targeted	Academia and education establishments, research institutes, hospitals, expert networks, Member States' authorities and established networks in the field of public health
Specific eligibility criteria applicable to the consortium composition	Proposals must be submitted by a consortium of at least 15 eligible entities

	established in at least 7 different eligible countries
Ethics/Security measures	n.a.

3. Available budget

The available call budget is EUR 23 000 000. This budget might be increased by a maximum of 20%.

Specific budget information per topic can be found in the table below.

Topic	Topic budget EUR
EU4H-2022-PJ-11 — Call for proposals on NCDs – cardiovascular diseases and diabetes (DP-g-22-06.04)	5 000 000
EU4H-2022-PJ-12 — Call for proposals on cancer and other NCDs prevention – action on health determinants (CR-g-22-08.02)	11 000 000
EU4H-2022-PJ-14 — Call for proposals to support the roll-out of the second cohort of the inter-speciality cancer training programme (CR-g-22-08.06)	7 000 000

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	15 September 2022
<u>Deadline for submission:</u>	<u>28 February 2023 – 17:00:00 CET</u> (Brussels)
Evaluation:	March-April 2023
Information on evaluation results:	May 2023
GA signature:	June 2023

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*to be uploaded*):
 - detailed budget table (*template available in the Submission System*)
 - CVs (free format) of core project team
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)


Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

Further to the special conditions illustrated at section 2 of this call document, in order to be eligible for funding, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories linked to it (OCTs))

- eligible non-EU countries:
- listed EEA countries and countries associated to the EU4Health Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

Specific cases

Natural persons — Natural persons are NOT eligible for grants (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons¹³.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'.¹⁴ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

European Reference Networks (ERNs) — These cover networks between healthcare providers and centres of expertise in the Member States to reinforce healthcare cooperation, in particular in the area of rare diseases, in line with the objectives set out in Article 12 of Directive [2011/24](#).

Countries currently negotiating association agreements — Participants from countries with ongoing negotiations (*see above*) may participate in the call and can sign grants as beneficiaries eligible for funding if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU) and entities covered by Commission Guidelines No [2013/C 205/057](#)*). Such entities are not eligible

⁵ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

¹⁴ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

See special conditions for each topic under section 2 above.

Eligible activities

Eligible activities are the ones set out in section 2 above for each topic. The following activities are not considered as eligible for funding under this call:

- Those which do not implement the objectives listed in Articles 3 and 4, (as referenced in article 12 of the EU4Health Regulation).
- Purchase of health care related products or any other activities related to profit.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (such as environment, social, security, industrial and trade policy, etc).

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*).

Duration

The recommended duration is indicated under section 2 for each topic (extensions are possible, if duly justified and through an amendment).

Project budget

Project budgets (maximum grant amount) are expected to be around EUR:

- for topic DP-g-22-06.04 on *NCDs – cardiovascular diseases and diabetes*: 500 000 EUR per project;
- for topic CR-g-22-08.02 on *cancer and other NCDs prevention – action on health determinants* (both sub-topic 1 and 2): 1 000 000 EUR per project;
- for topic CR-g-22-08.06 *to support the roll-out of the second cohort of the*

inter-speciality cancer training programme: 7 000 000 EUR per project.

This does not preclude the submission/selection of proposals requesting other amounts.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

In addition, for an applicant requesting an EU-contribution of \geq EUR 750 000 EUR, an audit report produced by an approved external auditor, where it is available, and always in cases where a statutory audit is required by Union or national law, certifying the annual accounts (profit and loss account and the balance sheet) for the last two available financial years shall be submitted. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹⁵:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁶ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision

¹⁵ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

¹⁶ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹⁷:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation)

An **evaluation committee** (potentially assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic or budget envelope) a **priority order** will be determined according to the following approach:


Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

¹⁷ See Article 141 EU Financial Regulation [2018/1046](#).

- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

- **Relevance:** clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation (30 points)
- **Quality:**
 - **Project design and implementation:** technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money) (30 points)
 - **Project team and cooperation arrangements:** quality of the consortium and project teams; appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium (30 points)
- **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends (10 points).

Award criteria	Minimum pass score	Maximum score
Relevance	21	30
Quality – Project design and implementation	21	30
Quality – Project team and cooperation arrangements	21	30
Impact	7	10
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 21/30, 21/30, 21/30 and 7/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding – within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (Data Sheet, point 1). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons but never earlier than the proposal submission date.

Project duration: see recommended duration under section 2 (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Further to what provided under section 2, the following deliverables will be mandatory for all projects:

- project websites (presentation of the project on the participants' websites, informing on the objectives and results of the project)
- project leaflet (informing on the objectives and results of the project)

- Dissemination Report
- Evaluation Report

Form of grant, funding rate and maximum grant amount

The grant parameters (maximum grant amount, funding rate, total eligible costs, etc) will be fixed in the Grant Agreement (Data Sheet, point 3 and art 5).

Project budget (maximum grant amount): see section 6 above. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were actually incurred for your project (NOT the budgeted costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (see art 6 and Annex 2 and 2a).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (maximum 60%). You can apply for a higher project funding rate (maximum 80%) if your project is of 'exceptional utility':, i.e. concerns:

- actions where at least 30 % of the budget is allocated to Member States whose GNI per inhabitant is less than 90% of the EU average or
- actions with bodies from at least 14 Member States and where at least four are from Member States whose GNI per inhabitant is less than 90% of the EU average.

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (see art 22.3).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence

- C.2 Equipment
- C.3 Other goods, works and services
- D. Other cost categories: n/a
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
- SME owner/natural person unit cost¹⁸: Yes
- travel and subsistence unit cost¹⁹: Yes
- equipment costs: depreciation
- other cost categories:
- costs for financial support to third parties: not allowed
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
- in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
- kick off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
- project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **pre-financing** to start working on the project (float of up to **30%** of the maximum grant amount; exceptionally less or no pre-financing). The pre-financing will be paid 30 days from entry into force/10 days before starting date/financial guarantee (if required) — whichever is the latest.

There will be one or more **interim payments** (with detailed cost reporting).

Payment of the balance: At the end of the project, we will calculate your final grant

¹⁸ Commission Decision of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme ([C\(2020\)7715](#)).

¹⁹ Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework ([C\(2021\)35](#)).

amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (see *art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Pre-financing guarantees

If a pre-financing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the pre-financing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Pre-financing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc.*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the pre-financing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*

- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

Ethics rules: *see Model Grant Agreement (art 14 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- list of background: Yes rights of use on results: Yes
- access to results for policy purposes: Yes
- access rights to ensure continuity and interoperability obligations: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- communication and dissemination plan: Yes
- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- specific rules for blending operations: No

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, *see* AGA — Annotated Grant Agreement.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- Online Manual
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: HADEA-HP-CALLS@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).

Organisations may participate in several proposals.

BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).