



# How to write a successful proposal: tips and tricks

Call for proposals for Scientific Advice for Fisheries

*CINEA D 3.1 Marine living resources and Ocean governance*

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*Brussels, 22 November 2024*

European Maritime, Fisheries and  
Aquaculture Fund

**EMFAF**



## Content

- EMFAF calls for proposals
- Application forms
- Good practice
- Available resources

# EMFAF Calls for Proposals

- **Call Documents**

- Eligibility conditions
- Applicant and participant categories
- Detailed mandatory documents

- **Model Grant Agreement**

- Unique for all EU funding Programmes
- Annotated Model Grant Agreement
- Online manual

The screenshot displays the 'Funding & tender opportunities' portal. At the top, there is a navigation bar with the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. Below this is a search bar with the text 'Find calls for proposals and tenders' and a search button. A notification banner at the top states: 'Due to urgent deployment activity, Request for Specific Contract preparation workflow and procurement workflow will not be available between 21/11/2022 17:30 and 21/11/2022 18:00. We apologize for the inconvenience caused.' The main content area is titled 'EU Programmes' and contains a grid of links to various funding programmes. A white arrow points to the 'European Maritime, Fisheries and Aquaculture Fund (EMFAF)' link. The grid includes links for: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Citizens, Equality, Rights and Values Programme (CERV); Connecting Europe Facility (CEF); Creative Europe Programme (CREA); Customs Control Instrument (CCI); Customs Programme (CUST); Digital Europe Programme (DIGITAL); Erasmus+ Programme (ERASMUS); EU Anti-fraud Programme (EUIAF); EU External Action Programme (RELEX); EU4Health Programme (EU4H); Euratom Research and Training Programme (ERTRAC); Europe Direct (ED); European Defence Fund (EDF); European Maritime, Fisheries and Aquaculture Fund (EMFAF); European Parliament (EP); and European Social Fund + (ESF+). The right sidebar contains a 'News' section with articles dated 31 Oct, 28 Oct, and 19 Oct, 2022. The bottom of the page features a footer with the European Commission logo and the text 'European Commission'.

# Eligibility conditions

- Section 6 of the call document
  - Eligible countries
  - Consortium composition

## Consortium composition

Proposals must be submitted by a consortium of at least 2 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum 2 independent entities from 2 different EU Member States

The coordinator must be established in an EU Member State.

## Eligible participants (eligible countries)

In order to be eligible, 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 (OCTs))
- be research centres, institutes, universities, foundations and scientific bodies primarily active in fisheries science or in marine science applied to fisheries management.

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*).



**Both conditions  
have to be fulfilled**

# New applicant and participant categories

Section 6 and 13 of the call document

- **Beneficiaries and Affiliated Entities** (former Linked Third parties)
  - ✓ comply with all conditions and be validated (by REA validation) prior submission
- **Associated Partners**
  - ✓ Participate in the action but **without the right to get grant money**
  - ✓ Do not need to be validated – but **have to register!**
- **Subcontracting to Associated Partners**
  - ✓ Exceptionally possible, e.g. in case of monopoly or where they have a framework contract and provided that the Description of the Action explains clearly the tasks the participant will perform as associated partner and the tasks that will be performed as subcontractor.



**Beneficiaries, Affiliated Entities and Associated Partners needs to be included in the proposal**



# Detailed mandatory documents

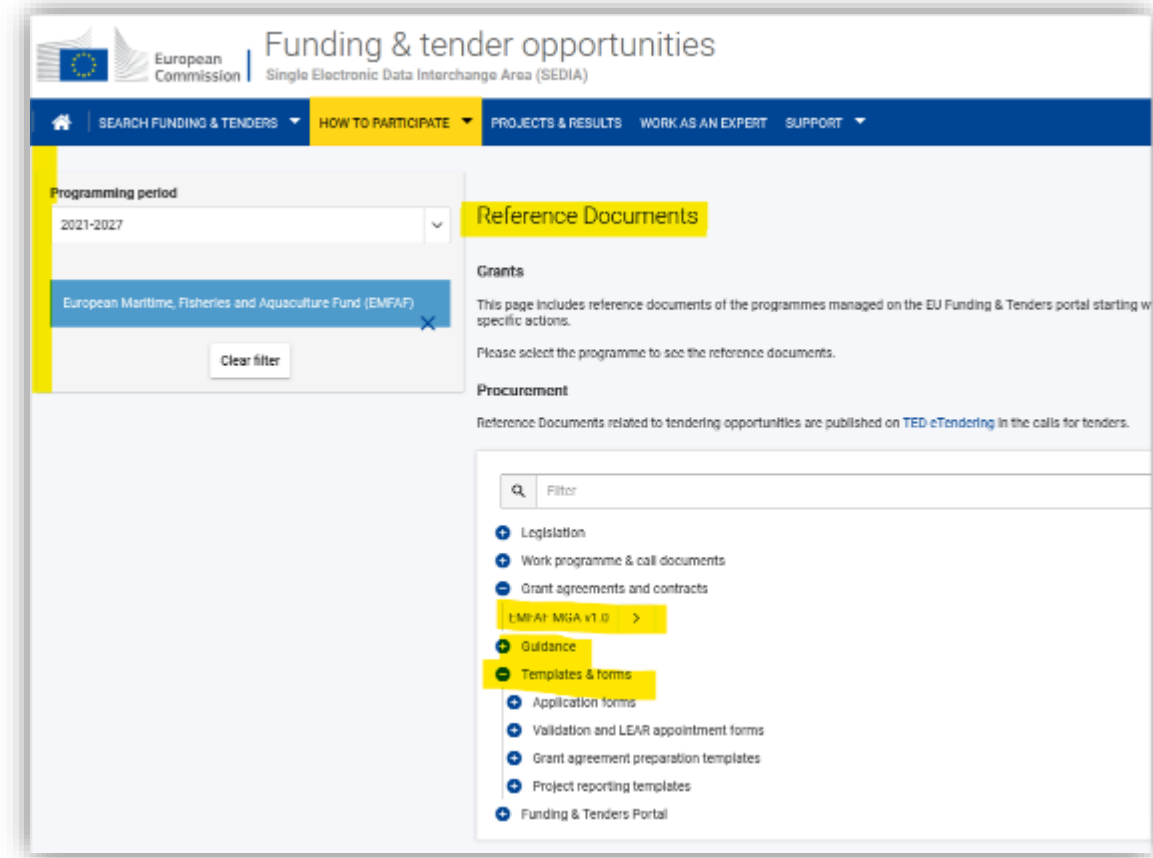
- Section 5 and 10 of the call document
  - Form A (**structured information**) and Form B (**Narrative; max. 40 pages!**)
  - List of previous projects (in Form B)
  - Detailed budget table – **only at GAP**
- Section 10 of the call document, mandatory deliverables
  - **Policy brief** at the end of each reporting period
  - **Project factsheet** at the beginning of the project, including an update once the project is finished



**Make use of available forms and templates and carefully read the instructions  
Include policy brief and project factsheets in your proposal**

# Model Grant Agreement

- Single Model Grant Agreement
  - Available on the [Funding and Tender Opportunities Portal](#)
  - **Data Sheet** at the beginning of the document
  - Annex 5 – Specific Rules
- Annotated Model Grant Agreement
  - Available on the [Funding and Tender Opportunities Portal](#)
  - Pre-draft for Horizon Europe with updated for all EU funding programmes



It shows the full range of provisions that may be applied to this type of agreement, including financial aspects

# Online Manual (EU Funding & Tenders Portal)



- Detailed indications for all steps

## Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

## Evaluation & Grant signature

Admissibility and eligibility check

Evaluation of proposals

Grant preparation

Grant signature

## Submit a proposal — Electronic Submission System

Find a call

Conditions for funding

Find partners

Submit a proposal

Complaints about failed submission

### Submit a proposal

Get prepared

Electronic proposal submission



# Application forms (1 of 2)

- Standard application form and award criteria
  - Template (including Part A and Part B) in PDF on the Funding and Tenders Portal
  - Part B downloadable in word template from the Submission System – to be uploaded as **PDF**
- **max 40 pages, A4 , Arial 9, margins min 15 mm.**
- **Don't use hyperlinks for essential information!**
- Relevant KPI for EMFAF
  - Indicators (p. 9-10 Call) & Annex I of [EMFAF Regulation](#) (**consider only relevant indicators!**)
  - At GAP and Reporting other indicators may be asked
- Impact on non-EU countries
  - When relevant for the proposal



**Read the instructions at the beginning of the application form**

# Application forms (2 of 2)



- Estimated budget — Resources
  - At the end of each Work Package (**only way to evaluate value for money!**)
  - No need to upload the Detailed budget table – it can be used to prepare the budget
- Subcontracting costs
  - To be indicated

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	n/a	n/a	X EUR	X EUR



Read the instructions at the beginning of the application form

# Good Practice (1 of 2)

- Use the structure of the application form and the award criteria to shape the content of your proposal
  - Proposal will be evaluated following the award criteria
- Clearly explain the starting point of your project
  - So that where you would like to go to and the expected impacts you would like to achieve
- Clearly present how your project will make the difference
  - Why should we fund your proposal?
- Critical risks and mitigation measures
  - Take them seriously! - concrete vs generic



# Good Practice (2 of 2)

- Check/link the project with relevant projects and initiatives at EU and/or national level
- Have the right partners for a good consortium
  - Avoid “sleeping” partners without real contribution
  - Look for the right expertise to realise the project objectives
- The size of projects and of consortia should be the result of the intended project objectives
- Communication
  - Have a plan and define your messages/targeted audiences
  - No separate webpage project
- Be concise and to the point (**40 page limit!**)
  - Use simple and clear language



Topic Call for proposal

### Internal navigation

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Budget overview
- Partner search announcements**
- Start submission
- Topic Q&As
- Get support
- Call information
- Call updates

#### General information

##### Programme

European Maritime, Fisheries and Aquaculture Fund (EMFAF)

##### Call

[Improving scientific knowledge to strengthen the science-basis of management decisions under the CFP \(EMFAF-2025-PIA-FisheriesScientificAdvice\)](#)

##### Type of action

EMFAF-PJG EMFAF Project Grants

##### Type of MGA

EMFAF Action Grant Budget-Based [EMFAF-AG]

Open For Submission

##### Deadline model

single-stage

##### Opening date

14 November 2024

##### Deadline date

20 February 2025 17:00:00 Brussels time

#### Topic updates

11 November 2024

[EMFAF Info Day on Scientific Advice for Fisheries - European Commission](#)

Friday 22 November 2024, 10:00 - 12:00 (CET)...

▼ Show more

#### Topic conditions and documents

##### Conditions

##### 1. Admissibility Conditions: Proposal page limit and layout

described in section 5 of the [call document](#)...

▼ Show more

# Questions?

Check the FAQs first!



**FAQs functional mailbox**

**[CINEA-EMFAF-CALLS@ec.europa.eu](mailto:CINEA-EMFAF-CALLS@ec.europa.eu)**



# Relevant resources

CINEA EMFAF  
webpage



[https://cinea.ec.europa.eu/programmes/european-maritime-fisheries-and-aquaculture-fund\\_en](https://cinea.ec.europa.eu/programmes/european-maritime-fisheries-and-aquaculture-fund_en)

Call for proposals on  
Funding & Tenders Portal



[Funding & tenders \(europa.eu\)](https://ec.europa.eu/funding/)  
(Call)