

### How to submit a proposal in eGrants

Gloria BARILARI, Evaluation Manager, CINEA



## Before creating a proposal

1) Applicants must have an EU login account (former ECAS) 2) All applicants must have a PIC (Participant Identification Code)

3) Find the Call in the portal and fill-in the application online



# Before creating a proposal

• If somebody does not have a valid EU login, they can create it here:

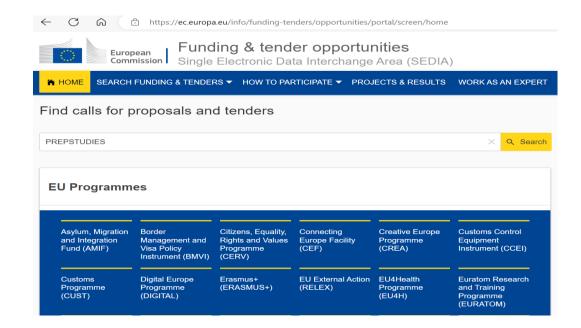
https://webgate.ec.europa.eu/cas/eim/external/register.cgi

• If an organisation does not have a **PIC**, they should register in the Participant register:

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register



### **Funding & Tender Opportunities Portal**



Direct links to the call https://ec.europa.eu/info/fundingtenders/opportunities/portal/screen/opportunitie s/topic-details/cef-e-2023-cbrenew-prepstudies

### CEF-E-2023-CBRENEW-PREPSTUDIES – CEF2 Energy – Cross-border renewable energy projects

CEF-E-2023-CBRENEW-PREPSTUDIES Call for proposal Connecting Europe Facility (CEF)



Type of actionCEF Project GrantsDeadline modelsingle-stage

Opening date 21 September 2023 Deadline date 9 January 2024 17:00:00 Brussels time

# Topic page

### CEF-E-2023-CBRENEW-PREPSTUDIES – CEF2 Energy – Cross-border renewable energy projects

CEF-E-2023-CBRENEW-PREPSTUDIES

Topic Call for proposal Internal navigation General information < Programme General informations € Budget overview Connecting Europe Facility (CEF) Topic description Call CEF2 Energy - Cross-border renewable energy preparatory studies (CEF-E-2023-CBRENEW-PREPSTUDIES) Conditions and documents Type of action Type of MGA Open for submission Partner search announcements CEF-PJG CEF Project Grants CEF Action Grant Budget-Based [CEF-AG] Start submission Deadline model Opening date Deadline date 21 September 2023 09 January 2024 17:00:00 Brussels time single-stage Topic related FAQ



### How to apply – submission service

#### CEF-E-2023-CBRENEW-PREPSTUDIES – CEF2 Energy – Cross-border renewable energy projects

CEF-E-2023-CBRENEW-PREPSTUDIES

Topic Call for proposal					
Internal navigation <	Start submission				
General informations					
Topic description	To access the Electronic Submission Service, please click on the submission-button next to the <b>type of action</b> and the <b>type of model grant agreement</b> that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.				
Conditions and documents	To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.  Please select the type of your submission:  CEF Project Grants [CEF-PJG], CEF Action Grant Budget-Based [CEF-AG]				
Partner search announcements					
Start submission					
Topic related FAQ	Start submission				



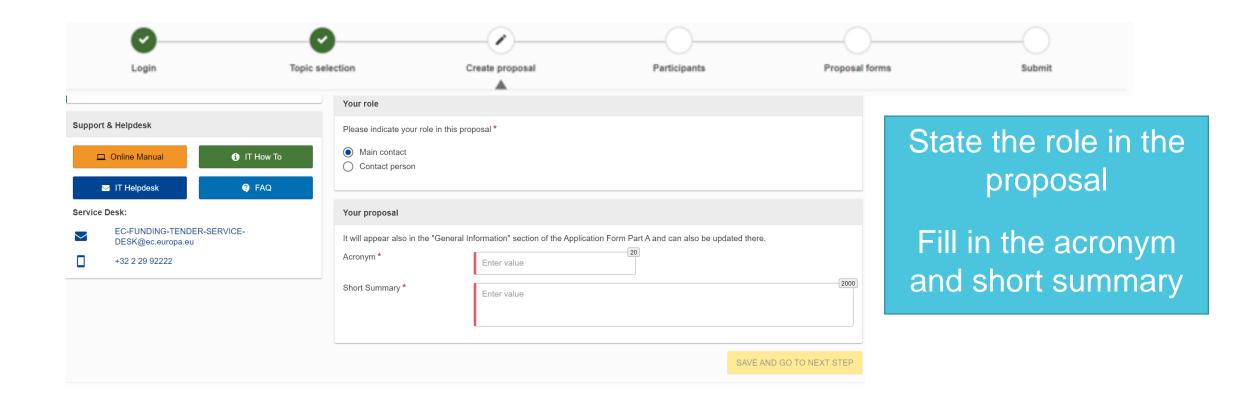
### How to apply - Creating a proposal

European Commission   Funding: Submission Service				
Login Topic selection	Create proposal	Participants	Proposal forms	Submit
Create proposal				
Deadline 09 January 2024 17:00 00 Brussels Local Time 99 days left until closure	worried about confidentiality – we will not open the p	before the deadline (to avoid system congestion or system roposals before the deadline. ou wish up until the deadline. Each new submitted version with up until the deadline.		epted. Don't wait until the end because you are $\qquad imes$
Call data Call: CEF.E-2023-CBRENEW-PREPSTUDIES Topic: CEF.E-2023-CBRENEW-PREPSTUDIES Type of action: CEF.PJG	PIC ① * Organisations you have been previously associated with. (C			Search
Type of action: CEF-AG Type of MGA: CEF-AG Topic and type of action can only be changed by creating a new proposal.	PIC: 95644445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle,BE	PIC: 923131832 Aero LTD MaartStreet 12 Aimere. US VAT: 125648321	PIC: 91384291 Test Carnelia-V place Rogier Brussels,BE	
Download Part B templates				
L Download part 8 templates	Your role			
Support & Helpdesk  Conline Manuel  IT How To	Please indicate your role in this proposal *  Main contact  Contact person			
Service Desk:	Your proposal			
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu           +32 2 29 92222	It will appear also in the "General Information" section of the Acronym *	e Application Form Part A and can also be updated there. Enter value	[20]	(200)

### Forgotten PIC — Search by name



# Creating a proposal - Participants





## Creating a proposal – Application forms

Part A  $\prec$ 

Part B and annexes filled in online
Part B: Technical part to be downloaded from the system, filled in offline, uploaded as a PDF

• Administrative form to be

Annexes



### Part A – Administrative form

#### Call: CEF-E-2023-CBRENEW-PREPSTUDIES

(CEF2 Energy - Cross-border renewable energy preparatory studies

#### Topic: CEF-E-2023-CBRENEW-PREPSTUDIES

Type of Action: CEF-PJG (CEF Project Grants) Proposal number: SEP-210993142

#### Proposal acronym: BBB

#### Type of Model Grant Agreement: CEF Action Grant Budget-Based

#### Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

### Part A includes:

- 1. General information
- Proposal acronym and title, duration, and abstract
- Declarations
- 2. Participants Fill in organisational and contact information for each participating organisation
- 3. Budget (summarised, per partner)
- 4. Other questions
  - SAVE + VALIDATE

To be filled in online



### Part B – technical description

2

Call: (insert call identifier) - (insert call name)

J Grants: Application form (CEF-E CBRENEW PRESTUDIES): V2.0 – 01.06.202

#### TECHNICAL DESCRIPTION (PART B)

#### COVER PAGE

Peri 8 of the Application Form must be downloaded from the Parlet Submitsion System, completed and then essembled and re-upbased as PDP in the system. Page 5 with the gray IMPORTAINT NOTICE box should be deleted before uphesing.

Note:

Please read carefully the conditions set out in the Gell document (for open calls: published on the Portel). Pay garicular attention to the avant orients; they application will be evaluated.

The lerm 'graject' used in this application form and other documents is synonymous to the term 'action' used in the CEP Regulation 2021/1152.

PROJECT			
Project name:	[project title]		
Project acronym:	(acronym)		
Coordinator contact:	[name NAME], [organisation name]		
Starting date	(date)		
Duration	[number of months]		

#### TABLE OF CONTENTS

DMINISTRATIVE FORMS (PARTA)
ECHNICAL DESCRIPTION (PART B)
COVER PAGE
PROJECT SUMMARY
0. PROJECT DESCRIPTION
1. EUROPEAN ADDED VALUE
1.1 Climate and energy targets — RES target achievements
1.2 Systergies
2. MATURITY
2.1 Readinese and technical materity
2.2 Status of contracting procedures and authorisations, approvals and permits
3. DUALITY
3.1 Implementation plan
4. INIPAC I
4.1 Bocial, environmental and other impacts
5. CATALYTIC EFFECT
5.1 Financial gap
6. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING
6.1 Work plan
6.2 Work packages, activities, resources and timing
Work Package 1
Work Package
7imelable
7. DIHER
7.1 Ethicit

Part B is the description of the action and the technical content of the proposal

Download the mandatory Word template from the submission system, fill it in and upload it as a PDF, together with the other annexes



## Creating a proposal – annexes

European Commission Funding: Submission Serv	ice					
Login	Topic selection	Create proposal	Participants	Proposal forms	Submit	
Proposal forms						
Desdine 09 January 2024 17:00:00 Brussels Local Time 39 days left until closure		In this step you can edit the Administrative Forms and upload the proposal and its an Submit your proposal as early in the process as possible - you can update and resul i Submitting a proposal will overwrite any previous versions of this same proposal - th Any changes made to the proposal will not be available to the European Commissio	amit an improved version many times before the call closure. is process is inreversible.	inding & Tenders Portal.	×	
Call data						
Call CEF-5-2023-CBRENEW-PREPSTUDIES Topic: CEF-5-2023-CBRENEW-PREPSTUDIES Type of action: CEF-PJG Type of MGA: CEF-AG		Your preposed contains changes that have not yet been submitted.       Administrative forms (Part.A)       Edit Gris data     View history       Print preview				
Topic and type of action can only be changed by creating a new proposal.						
Proposal data		Part B and Annexes				
Acronym: 23-BE-E-BBB		In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 0				
Draft ID: 8EP-210993142		Part 8*			O Upload 🛆	
Download Part 8 templates		Detailed budget table per WP *			0 Upload 🛆	
Download part B templates		Annual activity reports			0 Upload G	
Support & Helpdeek		Timetable/Gantt chart *			0 Upload 🛆	
Online Manual	🚯 IT How To	Letters of support (MS Agreement) *			• Upload 🛆	
🖀 IT Helpdesk		Other annexes			• Upload •	
Service Desk:					BACK TO PARTICIPANTS LIST     VALIDATE     SUBMIT	
+32 2 29 92222						



### Frequently Asked Questions (FAQs)

- Topic related FAQs <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cef-e-2023-cbrenew-prepstudies">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cef-e-2023-cbrenew-prepstudies</a>
- Question not in FAQs, contact the CBRENEW team in CINEA:
   <u>CINEA-CEF-ENERGY-CALLS@ec.europa.eu</u>
- For technical questions: <u>https://ec.europa.eu/info/funding-</u> <u>tenders/opportunities/portal/screen/support/faq</u> Or <u>https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support</u>

