

# The application process in eGrants

# Call Matrix

- 9 Calls – 37 topics
- Studies & works applications submitted to the same topic
- Matrix with links to the calls published on the CINEA Call webpage:
- [https://cinea.ec.europa.eu/funding-opportunities/calls-proposals/2023-cef-transport-calls-proposals\\_en](https://cinea.ec.europa.eu/funding-opportunities/calls-proposals/2023-cef-transport-calls-proposals_en)
- This redirects to the Funding and Tenders portal – where you must submit your application

## Projects on the Core Network

[General](#) (€2.69 billion)

COREGEN - 4 topics

[Cohesion](#) (€2.8 billion)

CORECOEN - 4 topics

## Projects on the Comprehensive Network

[General](#) (€250 million)

COMPGEN - 4 topics

[Cohesion](#) (€350 million)

COMPCOEN - 4 topics

## Smart and interoperable mobility

[General](#) (€400 million)

SIMOBGEN - 12 topics

[Cohesion](#) (€150 million)

SIMOBCOEN - 1 topic

## Sustainable and multimodal mobility

[General](#) (€100 million)

SUSTMOBGEN - 2 topics

## Safe and secure mobility

[General](#) (€100 million)

SAFEMOBGEN - 3 topics

[Cohesion](#) (€150 million)

SAFEMOBCOEN - 3 topics

# 1. Funding & tender opportunities portal

## EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Policy Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ (ERASMUS+)	EU External Action (RELEX)	EU4Health Programme (EU4H)	Euratom Research and Training Programme (EURATOM)
Europe Direct (ED)	European Defence Fund (EDF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	European Parliament (EP)	European Social Fund + (ESF)	European Solidarity Corps (ESC)
Fiscalis Programme (FISC)	Horizon Europe (HORIZON)	Information Measures for the EU Cohesion policy (IMREG)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Interregional Innovation Investments Instrument (I3)
Just Transition Mechanism (JTM)	Justice Programme (JUST)	Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)	Pilot Projects and Preparation Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)	Programme for the Protection of the Euro against Counterfeiting (PERICLES IV)

Sep 18, 2023

### Travel unit costs rates' increase as of 1 January 2023

On 26 July 2023 the Commission adopted an amendment to Decision C(2021)35 authorising the use of unit costs for the reimbursement of travel, accommodation and s...

Sep 17, 2023

### Call for applications to join the Expert group on the Economic and Societal Impact of Research and Innovation (ESIR3)

Directorate-General for Research and Innovation (DG RTD) has published a call for applications for experts for the Economic and Societal Impact of Research and ...

Sep 13, 2023

### New webinar on IP Commercialisation and licensing

Join the upcoming webinar on IP Commercialisation and licensing addressing the following fields:How to manage your IP before entering a business collaborationIP...

All news >

## Events

### Horizon Implementation Day: Grant Management in Horizon Europe

📅 24 Oct 2023 ⌚ 09:30

### Lump Sum Funding in Horizon Europe: How does it work? How to write a proposal?

📅 19 Oct 2023 ⌚ 10:00

# Connecting Europe Facility



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

## Connecting Europe Facility (CEF)

### Connecting Europe Facility

Connecting Europe Facility (CEF) is the funding instrument for strategic investments in transport, energy and digital infrastructure to promote growth, jobs and competitiveness in the EU and contribute to deliver the European Green Deal.

- Find calls for proposals
- Projects & Results
- Priorities
- What's new?

### Find calls for proposals in Connecting Europe Facility Programme

Search calls for proposals by keywords, programme parts, ...

View (143)

⚠ Calls for Tenders are not available when you have selected a programme. See all calls for tenders published by EC

### Projects & Results

See the work done in past projects and participants.

Check dashboard

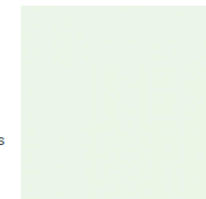
### Priorities

CEF Transport supports the construction and upgrade of sustainable transport infrastructure projects, for the development and modernisation of the Trans-European Transport network.

The CEF Energy supports the construction and upgrade of sustainable energy infrastructure projects, including cross-border projects in the field of renewable energy.

The CEF Digital supports the deployment of digital networks, i.e. sustainable and high capacity projects such as 5G coverage of trans-European corridors and submarine cables.

While the European Climate, Infrastructure and Environment Executive Agency (CINEA) implements the CEF Transport and Energy programmes, the European Health and Digital Executive Agency (HaDEA) implements parts of the CEF Digital programme.



## Search funding & tenders

Search Clear all

- Type**
- Grants 44
  - Tenders
- Submission status**
- Forthcoming
  - Open for submission 44
  - Closed

**Programming period**

Select...

**Programme / Programme group**

Connecting Europe Facility (CEF)

**Call**

Select...

44 item(s) found

Programme Connecting Europe Facility (CEF)

- Maritime ports: studies, works or mixed**  
CEF-T-2023-CORECOEN-MARP-WORKS **Call for proposal**  
Connecting Europe Facility (CEF) Open for submission
- Maritime ports: studies, works or mixed**  
CEF-T-2023-COMPPOEN-MARP-WORKS **Call for proposal**  
Connecting Europe Facility (CEF) Open for submission
- Maritime ports: studies, works or mixed**  
CEF-T-2023-COMPGEN-MARP-WORKS **Call for proposal**  
Connecting Europe Facility (CEF) Open for submission
- Rail: studies, works or mixed**  
CEF-T-2023-COMPGEN-RAIL-WORKS **Call for proposal**  
Connecting Europe Facility (CEF) Open for submission
- Roads, rail-road terminals and multimodal logistic platforms: studies, works or mixed**  
CEF-T-2023-CORECOEN-ROADS-WORKS **Call for proposal**  
Connecting Europe Facility (CEF) Open for submission

Submission status

# Topic page

Rail: studies, works or mixed  
CEF-T-2023-COMPCOEN-RAIL-WORKS

Topic Call for proposal

## Internal navigation

- General informations
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call updates

[← Go back to search results](#)

## General information

**Programme**  
Connecting Europe Facility (CEF)

[€ Budget overview](#)

**Call**  
CEF 2 Transport - Projects on the Comprehensive Network – Cohesion envelope (CEF-T-2023-COMPCOEN)

**Type of action**  
CEF-INFRA CEF Infrastructure Projects

**Type of MGA**  
CEF Action Grant Budget-Based [CEF-AG]

[Open for submission](#)

**Deadline model**  
single-stage

**Opening date**  
26 September 2023

**Deadline date**  
30 January 2024 17:00:00 Brussels time

## Topic description

Objective:


The objective is to develop rail transport infrastructure projects on the comprehensive Network of the TEN-T.

Scope:...

[Show more](#)

# Starting a submission

## Start submission

 Need help?

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** 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.

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 Infrastructure Projects [CEF-INFRA], CEF Action Grant Budget-Based [CEF-AG]

Start submission

# Twinned proposals

- Twinned proposals concern one project: where the interventions are eligible under different topics: e.g. a railway upgrade outside a port for its hinterland connectivity (Rail) coupled with basic port infrastructure works (Maritime ports)
- The work packages must be split with each part submitted to its corresponding topics
- Each proposal will be evaluated on its own merits – based on the award criteria detailed in the Call text, while taking into account the twinning with other applications - FAQ 17810.



# Submission IT tool

## Proposal forms

**Deadline**  
30 January 2024 17:00:00 Brussels Local Time  
120 days left until closure

### Call data

Call: **CEF-T-2023-COMPCOEN**  
Topic: **CEF-T-2023-COMPCOEN-RAIL-WORKS**  
Type of action: **CEF-INFRA**  
Type of MGA: **CEF-AG**

⚠ Topic and type of action can only be changed by creating a new proposal.

### Proposal data

Acronym: **test**  
Draft ID: **SEP-210993211**

### Download Part B templates

Download part B templates

### Support & Helpdesk

- Online Manual
- IT How To
- IT Helpdesk
- FAQ

**i** In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.  
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.  
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.  
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

**x** Your proposal contains changes that have not yet been submitted.

### Administrative forms (Part A)

Edit forms Edit GIS data View history Print preview **i**

### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. **i**

- Part B \*
- Detailed budget table per WP \*
- Annual activity reports
- List of previous projects
- Timetable/Gantt chart \*
- Letters of support (MS Agreement) \*

# Application Form Part A – Tips

- **Acronym:** 1-2 key words (20 characters)
- **Title:** draft a concise title, NOT ALL CAPS, in English (200 characters)
- **Abstract/short description:**
  - Start the abstract with a 3-5 sentence summary of the project highlighting what is being implemented and the expected benefit
  - Be factual and avoid technical language
  - Quantify the results of the project whenever possible: reduced travel time, improved safety, etc

# Examples

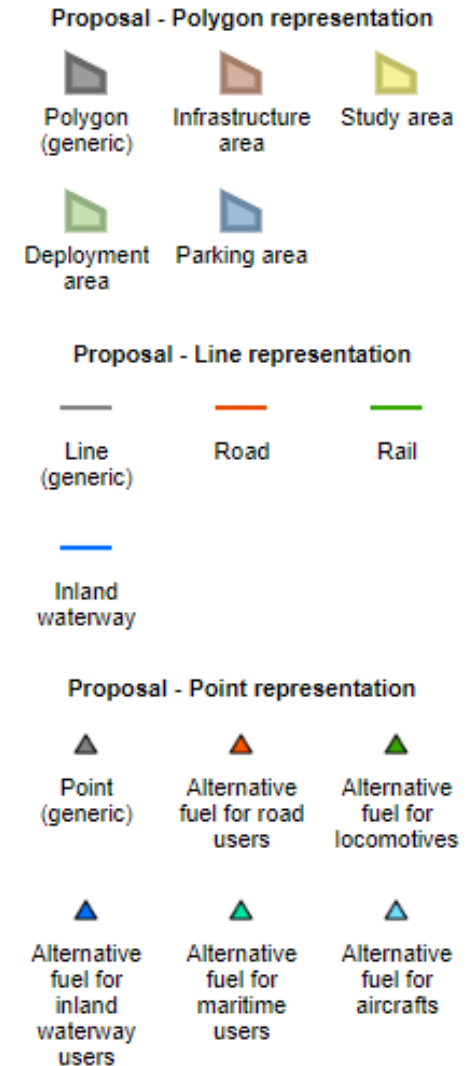
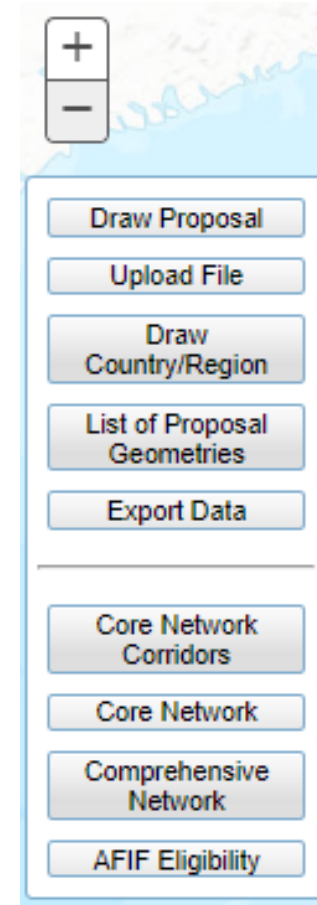
- ✓ **Acronym:** UCBI ROMD
- ✓ **Title:** Ungheni Cross Border Infrastructure RO-MD
- ✓ **Abstract intro:**

The project concerns works for the upgrade of the cross-border area between Romania and the Republic of Moldova at Ungheni, by construction/modernization of the road, construction of Border Cross Point (BCP) and purchase of equipment for the border crossing services.

The main benefit of the project will be the increased capacity and safety of traffic between the European Union and Ukraine as part of the Solidarity Lanes initiative.

# GIS Encoding

- User Guide:  
[https://webgate.ec.europa.eu/tentec/grant/gis/esub/manual/CEF2\\_GIS\\_Data\\_Submission\\_User\\_Guide\\_TRAN.pdf](https://webgate.ec.europa.eu/tentec/grant/gis/esub/manual/CEF2_GIS_Data_Submission_User_Guide_TRAN.pdf)
- You may visualize the TEN-T corridors on the map by selecting the overlay
- Use the study polygon for a study areas, where the works will be implemented



# Budget requirements for proposals

## **Budget in Part A:**

You register the data in the submission system

&

## **Detailed budget table per work package:**

You register the data in the Excel file and upload it for all applications, **or**

## **Calculator for unit contributions :**

You register the data in the Excel file and upload it for ERTMS applications

# Detailed budget table per Work Package – Reminder for all actual costs proposals

1.

START (BUDGET FORECAST PER WP)	
PROJECT DATA	
Project number:	
Project acronym:	

2.

Work package name	Funding Rate
WP name 1	0%
WP name 2	0%
WP name 3	0%
WP name 4	0%

3.

Participant name
Participant name1
Participant name2

4.

DETAILED BUDGET TABLE PER WP									
PROJECT DATA									
Project number: 0									
Project acronym: 0									
BUDGET BREAKDOWN PER WORK PACKAGE AND PARTICIPANT <i>Reporting period can be added/deleted as needed</i>									
Work Package	Participant	Reporting period 1	Reporting period 2	Reporting period 3	Reporting period 4	Reporting period 5	Total costs	Funding rate (for work package)	EU contribution
WP name 1	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 1	Participant name2	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 2	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 3	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 4	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

5.

#	EU CONTRIBUTION	TOTAL COSTS
ENCODE VALUE FROM EGRANTS	0	0
DIFFERENCE	0	0

# Case 1: Budget for works/mixed topics

## Step 1:

**Select the project funding rate in COREGEN & COMPGEN :**

- **30 %** funding rate for all works, (studies: see slide n°19) and mixed proposals  
- except for:
- **50%** for works addressing a cross-border link
- **85%** for works addressing a major cross-border railway links between member states eligible for funding from the Cohesion Fund

**No choice in the project funding rate** for works supporting **inland ports and waterways:**

- **50%** project funding rate – automatically displayed.

# Case 1: Budget for works/mixed topics

**Step 2:** Register your amounts based on the cost categories:

A. personnel, B. subcontracting, C. purchase

If applicable:

(D2) studies (**also for all studies proposals – see slide n°19**) – allowing 50% funding rate for all studies components,

(D3) synergetic element **works only** – allowing to ensure that the cap of 20% of the total eligible costs is applied,

(D4) works in outermost regions – allowing 70% funding rate for works only

(D5) land purchases – allowed only under COEN calls

**Do not** register financial support to third parties (D1) or indirect costs (E)



# Case 1: Budget in the submission system for works/mixed topics

30% Funding Rate

30% Funding Rate

50% Funding rate for cross border links

85% Funding rate for railway links between cohesion countries

## Application forms

Proposal ID SEP-210784515

Acronym XXXXXXXXXX

## 3 - Budget

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

30% Funding Rate

Possible higher funding rate for (only) works under certain conditions: see the call texts

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution on to eligible costs/EUR	Requested EU contribution on to eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR
1	Charalampos Xenogiannis	BE	Coordinator							50		70		0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00
Total				0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00

# Case 2: Budget in the submission system for works in outermost regions under works/mixed topics

## Application forms

Proposal ID **SEP-210784515**

Acronym **budget table**

### 3 - Budget

?

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

30% Funding Rate

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution on to eligible costs/EUR	Requested EU contribution on to eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR
										Special Funding rate 50		Special Funding rate 70														
1	Charalampos Xenogiannis	BE	Coordinator												0,00	0,00	0	50	0,00	0,00	0,00	0	0	0	0	0,00
Total				0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00

For outermost regions, all costs should be allocated in the corresponding columns of Studies and Works to benefit from the higher co-financing rates of 50 and 70%, respectively.

# Case 3: Budget in the submission system for studies only proposals (except NewTech) under works/mixed topics

Application forms

Proposal ID **SEP-210784515**

Acronym **budget**

### 3 - Budget

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

30% Funding rate

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence /EUR	Purchase costs - Equipment /EUR	Purchase costs - Other goods, works and services /EUR	Financial support to third parties /EUR	Studies/	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution on eligible costs/EUR	Requested EU contribution on eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR	
										Special Funding rate																	
1	Charalampos Xenogiannis	BE	Coordinator							50				0,00	0,00		0	50	0,00		0,00						0,00
Total				0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00	

- Please record the costs of **full study proposals** (except NewTech topic) and **study tasks/work packages in mixed proposals** in the column "Studies/" only.
- This cost category D2 'Studies' activates **the funding rate of 50%** - regardless of the project funding rate of 30% or 50% available in the submission system.
- Please keep in your accounts the further split per cost categories of personnel, subcontracting and purchases within the D2 'Studies' – for latter financial reporting during project implementation.

# Case 4: Budget in the submission system for New technologies and innovation topic

## Application forms

Proposal ID SEP-210784515

Acronym budget table

## 3 - Budget

?

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

50% Funding Rate

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution on to eligible costs/EUR	Requested EU contribution on to eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR	
										Special Funding rate		Special Funding rate															
1	Charalampos Xenogiannis	BE	Coordinator							50		70			0,00	0,00	0	50	0,00		0,00		0	0	0	0	0,00
Total				0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00	

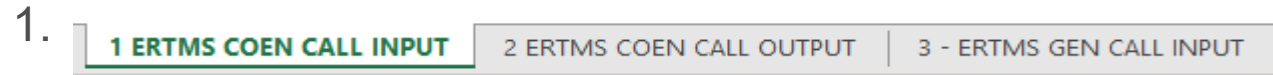
- For this study topic, the project funding rate is set to 50% in the submission system.
- Please register the costs in the applicable cost categories: A. personnel, B. subcontracting and C. purchase

# Case 5: SESAR Digital Sky Demonstrators

- The project funding rate is set to 50% in the submission system even if the call specifies the following options for PBN projects:
  - Optimise TMS airspace (30%)
  - If coupled with decommissioning of ground infrastructure or synchronization with aircraft equipage (40%)
- Please calculate the amount corresponding to 30% or 40% and request a lower EU contribution in the submission system.

Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution to eligible costs/EUR	Requested EU contribution to eligible costs/EUR	Max grant amount/EUR	g
1 000 000.00	50	500 000.00	400 000.00	400 000.00	
1 000 000.00		500 000.00	400 000.00	400 000.00	

# Case 6: Budget for ERTMS unit contributions



1. Choose the GEN/COEN call input sheet in the Excel file 'Calculator for ERTMS'
2. Introduce participants of the project
3. Record the estimated number of onboard / trackside ERTMS units per participant
4. In the output sheet: see the maximum grant amount per participant
5. Encode the total maximum grant amount in the budget of the submission system
6. Upload the Excel file 'Calculator' in the submission system

- 1 - [short name beneficiary]
- 1.1 - [short name affiliated entity]
- 2 - [short name beneficiary]
- 2.1 - [short name affiliated entity]
- X - [short name associated partner]

A.1 Retrofitting			
Prototype		Serial	
International	National	International	National
1.500.000,00	750.000,00	190.000,00	140.000,00
a	b	c	d
	100		15
200			
100			
		200	

Maximum grant amount
=SUM(a:q)
96.000.000
300.000.000
150.000.000
38.000.000
-
584.000.000

No.	Name of beneficiary	Country	Requested grant amount
1	Baird Consulting Scs	BE	★ 0.00

# Budget requirements for proposals

## Consequences for budget planning and structure

- For studies only proposals (except NewTech) under works/mixed topics, please keep in your accounts the further split per cost categories of personnel, subcontracting and purchases within the D2 'Studies' – for latter financial reporting during project implementation
- Total costs must match between the budget tables per cost category and per work package
- In case of divergences the information in the structured data (part A) will prevail for the valuation of your proposal.
- Plan and prepare your accounting: Any cost foreseen to be claimed for reimbursement in the future must be clearly attributable under both approaches
- Define work packages with a single funding rate to avoid complexity of financial reporting.
- Works for synergetic elements or land purchases must be defined as a separate work package

# 3. Frequently Asked Questions (FAQ)

Rail: studies, works or mixed

CEF-T-2023-COMPCOEN-RAIL-WORKS

Topic Call for proposal

## Internal navigation

General informations

Topic description

Conditions and documents

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Start submission

Topic related FAQ

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## General information

### Programme

Connecting Europe Facility (CEF)

€ Budget overview

### Call

CEF 2 Transport - Projects on the Comprehensive Network – Cohesion envelope (CEF-T-2023-COMPCOEN)

### Type of action

CEF-INFRA CEF Infrastructure Projects

### Type of MGA

CEF Action Grant Budget-Based [CEF-AG]

### Deadline model

single-stage

### Opening date

26 September 2023

## Topic description

Objective:

The objective is to develop rail transport infrastructure projects on the comprehensive Network of the TEN-T.

Scope:...

▼ Show more

## Topic conditions and documents

## Conditions



# General CEF FAQs

- General FAQ can be searched with the term 'CEF Transport' in the FAQs and exported into a dataset

The screenshot displays the European Commission's 'Funding & tender opportunities' website. The header includes the European Commission logo, the text 'Single Electronic Data Interchange Area (SEDIA)', and language options for 'English' with 'Register' and 'Login' buttons. A navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'SUPPORT' menu is open, showing options like 'Support overview', 'Guidance & Manuals', 'FAQ' (circled in red), 'Helpdesk & Support Services', and 'Support videos'. A notification banner at the top states: 'Proposal submission service may not be available between 30/09/2022 07:30:00 and 30/09/2022 10:00:00, while system may cause.' The main content area is titled 'FAQ - Frequently Asked Questions (543)' and includes a 'Need help?' button. A search bar contains 'CEF Transport'. Filter options include 'Match whole words only', 'Grants', and 'Tenders'. The main text explains that these pages are updated with answers to frequent questions and provides instructions on when to ask questions. A 'Sort by' dropdown menu is circled in red. The FAQ list includes questions such as: 'Under CEF Transport Military Mobility Call, are ERTMS deployment, recharging infrastructure and retrofitting rail freight (noisy) wagons eligible?', 'Under CEF Transport, are cycle parking facilities near a multimodal hub considered eligible?', 'Under CEF Transport ERTMS topic, will the Unit Contributions apply irrespective of the actual costs incurred by the beneficiary?', and 'Under CEF Transport, can the CBA for Global Project be submitted for an action forming part of the Global Project?'

# Need help?

- [Online Manual](#): Step-by-step online guidance
- [GIS User Guide](#): Step-by-step GIS guidance
- [IT-How-to](#): IT guidance with screenshots
- [IT helpdesk](#): Contact the IT helpdesk for questions such as forgotten passwords, access rights, technical aspects of submission of proposals, etc.
- [FAQ](#) related to the 'submission of proposals' process
- Call related questions: [CINEA-CEF-TRANSPORT-CALLS@ec.europa.eu](mailto:CINEA-CEF-TRANSPORT-CALLS@ec.europa.eu)
- IT Service desk: [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

# Applicant's checklist (1/3)

- Proposals must be submitted before the call deadline: **30 January 2024**, 17:00 CET.
- Complete your application in the electronic submission system in advance to avoid any last-minute IT issues. Please do not leave the submission for the last day.
- Proposals must be submitted **electronically via the Funding & Tender Opportunities Portal** only. Paper or e-mail submissions are NOT accepted. Please do not send any documents via e-mail – as these documents cannot be accepted for evaluation.
- Proposals must be complete and include **all documents and mandatory annexes**. Please check section 5 of the call document.

# Applicant's checklist (2/3)

- Make sure that you use the **application forms and templates provided on the Submission System**:
  - the use of those forms is **mandatory**
- **Before submitting the application**, make sure to:
  - encode all sections of application form part A directly in the electronic submission system
  - indicate the location of the action through the GIS data button as exact as possible
  - read, complete and upload application form part B (limited to maximum 120 pages - any additional pages will be made invisible to the evaluators by the system)
  - attach all mandatory annexes

# Applicant's checklist (3/3)

- Please make sure your proposal fits in the scope of the topic specified in the call for proposals for which you are applying. You can also consult the FAQs – where more details may be given in relation to your topic.
- **Please proof read the application form and all annexes:**
  - Ask somebody else to read your application to ensure it is written in a clear and comprehensive manner.
  - Evaluators can only assess your proposal based on the information you provide in the application
- **Beneficiaries, affiliated entities and associated partners must receive a PIC number by registering in the Participant Register to submit the application.** The validation of that PIC will only happen in the event the proposal is successful

# Reminder on the terminology

**Project** used in the call document or application form is synonymous to the term ‘action’ used in the CEF Regulation, article 2 : Action means any activity which has been identified as financially and technically independent and has a set time-frame.

**Work Package (WP)** is a major subdivision of the project - equivalent to activity under CEF1:

- Example: Project Management or preparation of Detailed Design
- WPs can run in parallel and/or be sequential.

**Task** is a subdivision of a Work Package:

- Example: Within WP “Project Management”: coordination meetings, accounting, project monitoring.