Tips to submitting a proposal

Call for proposals on *"Improving scientific knowledge to strengthen the science-basis of management decisions under the Common Fisheries Policy"*

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Marine living resources and Ocean governance

Brussels, 21 April 2023

European Maritime, Fisheries and Aquaculture Fund

EMFAF

Content

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

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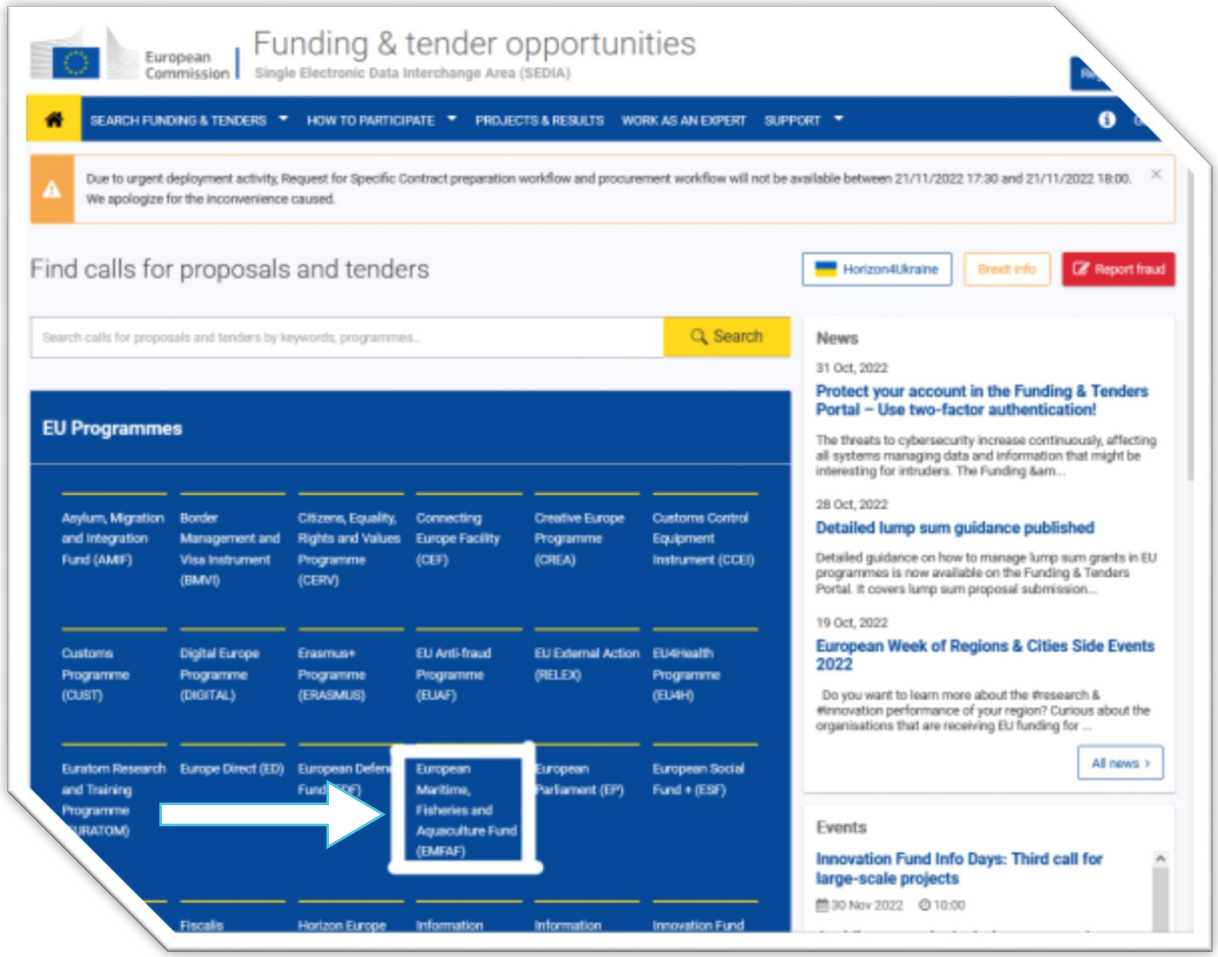
EMFAF Calls for Proposals

- **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



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Eligibility conditions

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

Consortium composition

Proposals must be submitted by a consortium of at least 1 applicant (beneficiaries; not affiliated entities).

The coordinator must be established in an EU Member State.

6. Eligibility

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.

Both conditions have to be fulfilled

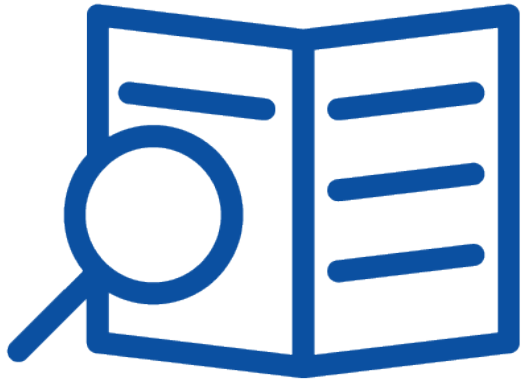
New applicant and participant categories

- Section 6 and 13 of the call document
  - **Beneficiaries**
  - **Affiliated Entities** (former Linked Third parties)
  - ✓ comply with all the call conditions and be validated
  - **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**)
  - CVs (short outlines) of core project team
  - list of previous projects
  - detailed budget table – **only at GAP**
  - activity reports of last year
- Section 10 of the call document
  - a **policy brief** at the end of each reporting period
  - a **project factsheet** at the beginning of the project



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

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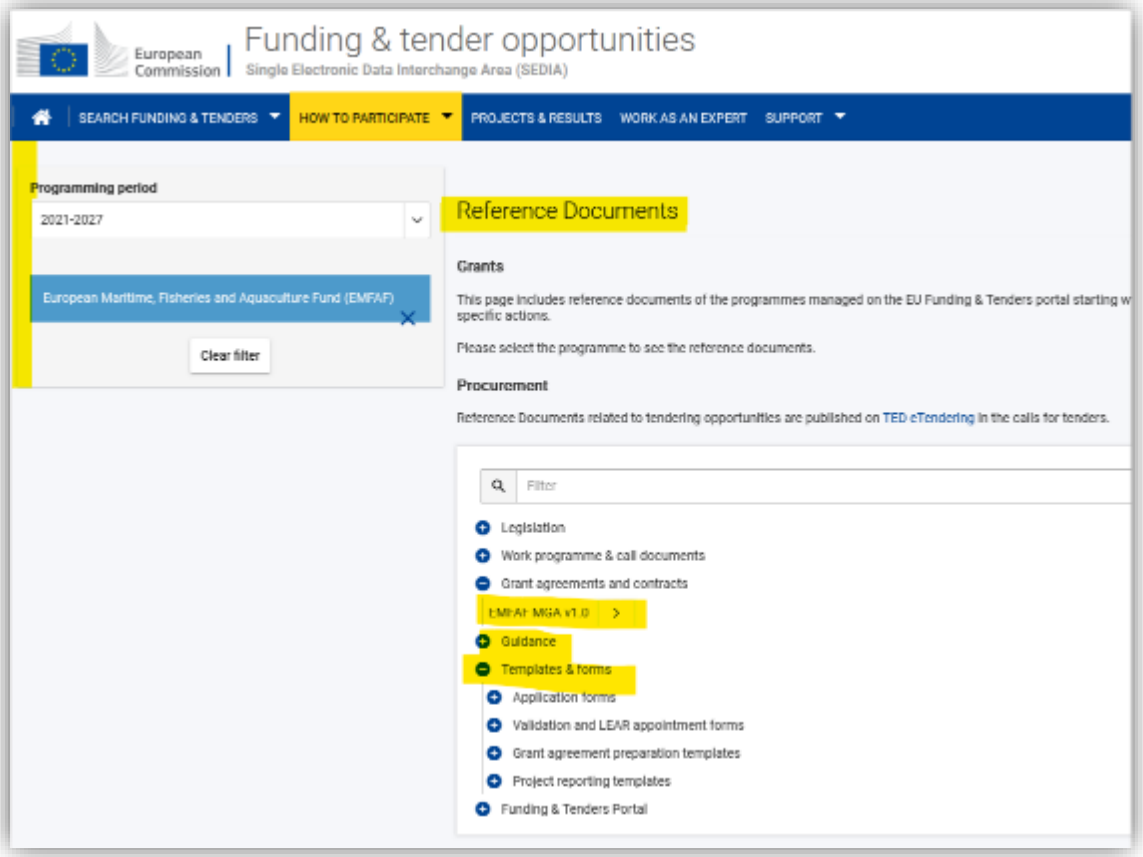
Model Grant Agreement

- 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

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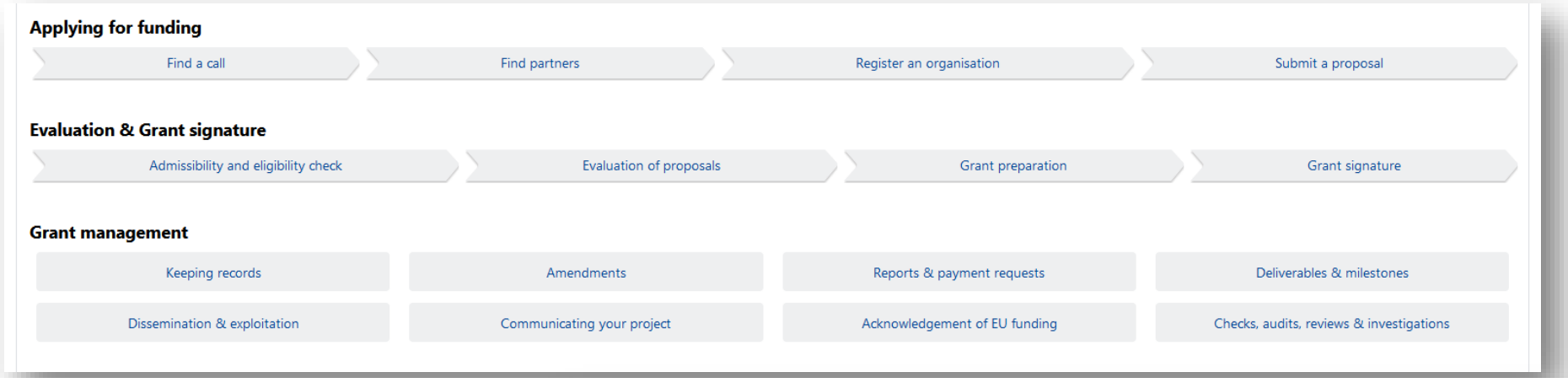
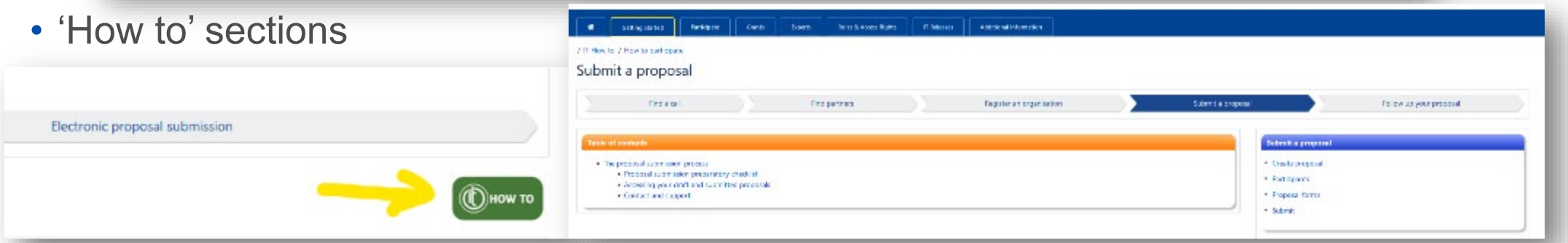
Online Manual

- Detailed indications for all steps



- ‘How to’ sections



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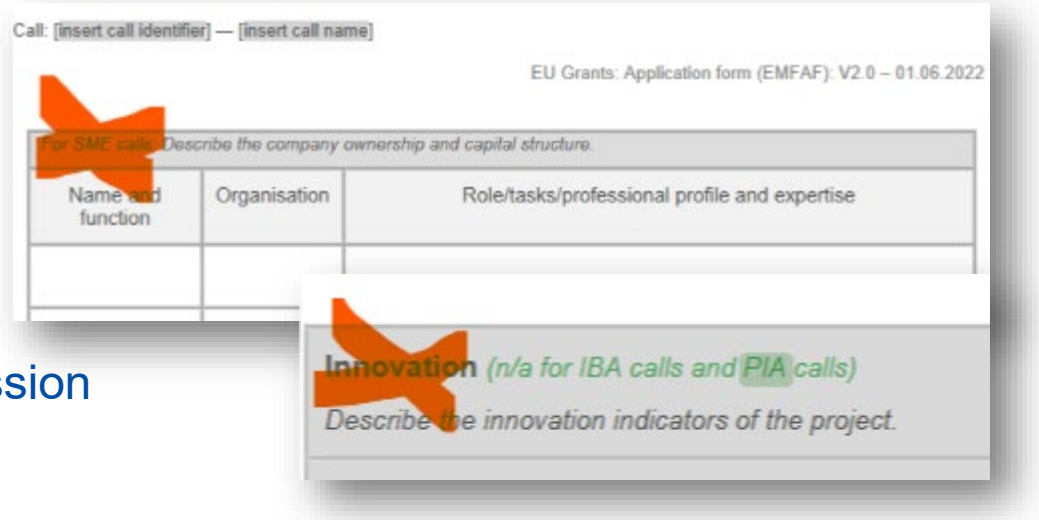
Application forms

- Standard application form and award criteria
  - Template (including Part A and Part B) in PDF on the Funding and Tender Opportunity portal
  - Part B downloadable in word template from the Submission System – to be uploaded as **PDF** (**max 40 pages**)
- Relevant KPI for EMFAF
  - In expected impact section – see Annex I of EMFAF Regulation
  - At GAP and Reporting others indicators may be asked
- Impact on non-EU countries
  - When relevant for the call and for the proposal



Read the instructions at the beginning of the application form

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Application forms

- Estimated budget — Resources
  - At the end of each Work Package
  - 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 Accomodation	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

Example

Read the instructions at the beginning of the application form

Good Practice

- 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

- 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
- Be concise and to the point (40 page limit!)
  - Use simple and clear language

FAQs functional mailbox

CINEA-EMFAF-CALLS@ec.europa.eu

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Relevant resources

General information

CINEA EMFAF

https://cinea.ec.europa.eu/programmes/european-maritime-fisheries-and-aquaculture-fund_en

Documents, templates, online help

Funding & tender opportunities

Funding & tenders (europa.eu)

FAQs:

Funding & tender opportunities

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq;type=0,1;categories=;tenders=;programme=null;keyword=;freeTextSearchKeyword=;matchWholeText=true;period=null;status=0;sortQuery=relevance;faqListKey=faqSearchTableRageState

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Questions and Answers

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Brussels, 21 April 2023

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Thank you

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