



DEP Proposal Submission

Submitting a
proposal
via the Funding &
Tenders Portal



HADEA B2-Digital Calls Team

Basak Koyuncu

#DigitalEuropeProgramme



General overview of the Call



Overview of 1 Call/Topic and Timetable

Calls/Topics	Available budget
1.0. DIGITAL-2022-SKILLS-03	
DIGITAL-2022-SKILLS-03-SPECIALISED - Specialised education programmes in key capacity areas	56 M

Steps	Dates
Call open since	29 Sep 2022
Deadline for submission	24 Jan 2023 – 17:00 CET (Brussels)
Evaluation	Feb-March 2023
Information on evaluation results	May 2023
Grant Agreement signature	Oct 2023



Where to find your call document @Funding and Tenders Portal?



Funding & Tenders Portal

PORTAL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English

Register

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SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)
European Parliament (EP)	European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)
Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Pilot Projects and Preparatory Actions (PPPA)

[ERA corona platform](#)

[Brexit info](#)

[Report fraud](#)

News

16 Apr, 2021

OPSYS - Important note concerning the Management of Interventions (including their Logframes)

Dear Implementing Partners, Due to ongoing structural changes concerning Interventions, in terms of methodology and in the IT system, you are requested to stop ...

14 Apr, 2021

A new TV channel is ready for you! Welcome to the Horizon Results Platform TV!

The HRP TV is a brand new feature that is complementary to the existing Horizon Results Platform. As the name suggests, the HRP TV is an audio-visual library of...

31 Mar, 2021

Webinar on 21 April 2021 – A successful proposal for Horizon Europe: Scientific-technical excellence is key, but don't forget the other aspects

The European Commission is organising an open information session to inform all potential applicants to Horizon Europe calls on the modalities for preparing the...



Call Page

[Search Funding & Tenders \(europea.eu\)](https://europea.eu)

☒ Match whole words only

☒ GRANTS

☒ TENDERS

Submission status

☐ Forthcoming

☒ Open for submission (20)

☐ Closed

Programming period

Digital Europe Programme (DIGITAL)

Filter by call

Type of grants calls

European Commission

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

☒ GRANTS

☒ TENDERS

Submission status

☐ Forthcoming

☒ Open for submission (8)

☐ Closed

Programming period

Digital Europe Programme (DIGITAL)

Filter by call

Type of grants calls

CPV code (Tenders Only)

Data Space for smart communities (deployment)

DIGITAL-2022-CLOUD-AI-03-DS-SMART

Programme	Digital Europe Programme (DIGITAL)	Status	Open for submission
Type of action	DIGITAL Grants for Financial Support	Deadline model	single-stage
Opening date	29 September 2022	Deadline date	24 January 2023 17:00:00 Brussels time

Data space for media (deployment)

DIGITAL-2022-CLOUD-AI-03-DS-MEDIA

Programme	Digital Europe Programme (DIGITAL)	Status	Open for submission
Type of action	Digital SME Support Actions	Deadline model	single-stage
Opening date	29 September 2022	Deadline date	24 January 2023 17:00:00 Brussels time

Data space for manufacturing (deployment)

DIGITAL-2022-CLOUD-AI-03-DS-MANUF

Programme	Digital Europe Programme (DIGITAL)	Status	Open for submission
Type of action	Digital SME Support Actions	Deadline model	single-stage
Opening date	29 September 2022	Deadline date	24 January 2023 17:00:00 Brussels time

Specialised education programmes or modules in key capacity areas

DIGITAL-2022-SKILLS-03-SPECIALISED-EDU

Programme	Digital Europe Programme (DIGITAL)	Status	Open for submission
Type of action	DIGITAL Simple Grants	Deadline model	single-stage
Opening date	29 September 2022	Deadline date	24 January 2023 17:00:00 Brussels time



Topic Page

Specialised education programmes or modules in key capacity areas

TOPIC ID: DIGITAL-2022-SKILLS-03-SPECIALISED-EDU

Grant

General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call updates



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General information

Programme

[Digital Europe Programme \(DIGITAL\)](#)

Work programme part

[Digital Europe Work Programme 2021-2022](#)

Call

[Advanced Digital Skills \(DIGITAL-2022-SKILLS-03\)](#)

Work programme year

DIGITAL-2021-2022



See budget overview

Type of action

DIGITAL-SIMPLE DIGITAL Simple Grants

Type of MGA

DIGITAL Action Grant Budget-Based [DIGITAL-AG]



Open for submission

Deadline model

single-stage

Opening date

29 September 2022

Deadline date

24 January 2023 17:00:00 Brussels time

Topic description



Topic conditions and documents

General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back

Topic conditions and documents

Conditions

1. Admissibility conditions: described in section 5 of the call document

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System

2. Eligible countries: described in section 6 of of the call document

3. Other eligibility conditions: described in section 6 of the call document

4. Financial and operational capacity and exclusion: described in section 7 of the call document

5. Evaluation and award:

- **Award criteria, scoring and thresholds:** described in section 9 of the call document • **Submission and evaluation processes:** described section 8 of the call document and the [Online Manual](#)
- **Indicative timeline for evaluation and grant agreement:** described in section 4 of the call document

6. Legal and financial set-up of the grants: described in section 10 of the call document

Documents

Call documents:

Call document: [The CALL DOCUMENT can be accessed here](#)

Standard application form is available in the Submission System

[DIGITAL EUROPE PROGRAMME - General MGA v1.0](#)

[Guidance Classification of information in DIGITAL projects](#)

[DIGITAL EUROPE PROGRAMME - Work Programme 2021-2022](#)

[DIGITAL EUROPE PROGRAMME - Regulation 2021/964](#)

[EU Financial Regulation 2018/1046](#)






How to submit a successful proposal?



Interface to submit the proposal



European Commission
Single Electronic Data Interchange Area (SEDIA)

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

General information

Topic description

Conditions and documents

Partner search announcements

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Start submission

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, a 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:

☒ DIGITAL Simple Grants [DIGITAL-SIMPLE], DIGITAL Action Grant Budget-Based [DIGITAL-AG]

Start submission

Need help?



Please confirm your choice



You selected this topic: **EBSI – Deployment of services - DIGITAL-2022-DEPLOY-02-EBSI-SERVICES**

You selected this type of action and model grant agreement: **DIGITAL Simple Grants [DIGITAL-SIMPLE], DIGITAL Action Grant Budget-Based [DIGITAL-AG]**

Related Call: **Accelerating best use of technologies**



Your selection cannot be changed subsequently in the submission system.

CANCEL

CONFIRM





Creating a proposal and PIC Number

✓

Login

✓

Topic selection

Create proposal

Participants

Proposal forms

Submit

Create proposal

Deadline

17 May 2022 17:00:00 Brussels Local Time

65 days left until closure

Call data:

Call: DIGITAL-2022-DEPLOY-02
Topic: [DIGITAL-2022-DEPLOY-02-EBSI-SERVICES](#)
Type of action: DIGITAL-SIMPLE
Type of MGA: DIGITAL-AG

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

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.
You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Find your organisation

PIC

9

Short name

250

Search

Insert a validated PIC
(Participant Identification Code)
comprising of a 9-digit code for your entity.



Registration a new legal entity at proposal stage

If you want to participate in a call for proposals, your organisation needs to be registered and have a 9-digit Participant Identification Code. If your organisation does not have a Participant Identification Code (PIC) you can register via:

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

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

English Register Login

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

Participant Register

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please login and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically

Search a registered organisation

New registration



PIC Number – Key aspects

- ✓ The self-registrant needs to have a valid email address
- ✓ The temporary PICs can be reused to complete or update data
- ✓ Please ensure that all information is updated such as LEAR, address, bank details etc...
- ✓ Ensure that all information has been validated
- ✓ The message exchange and documents upload should be done via the **Participant Register Only**



Part A + Part B + Mandatory Annex

Part B
Zip File
Word documents
Comprising of:
- **Part B**
&
- **List of previous projects upload**



Progress bar: Login (✓) → Topic selection (✓) → **Create proposal** (📍) → Participants (○) → Proposal forms (○) → Submit (○)

Create proposal

Deadline
17 May 2022 17:00:00 Brussels Local Time
65 days left until closure

Call data:
Call: **DIGITAL-2022-DEPLOY-02**
Topic: **DIGITAL-2022-DEPLOY-02-EBSI-SERVICES**
Type of action: **DIGITAL-SIMPLE**
Type of MGA: **DIGITAL-AG**

Find your organisation
PIC Short name **Search**

Download Part B templates
 Download part B templates

Warning: Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.

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

Part A
Online Form
Comprising of:
- **Details of the coordinator & consortium partners**
- **Budget Table**
- **Fill in the security table (compulsory for this call)**



Submitting a complete proposal

Part A +

Part B +

**Mandatory Annex (list of
previous projects)**



PART A of the Application

Administrative part of the application

Section 1 - General information	Call, Topic, Type of Action, Proposal number, Proposal acronym, Type of Model Grant Agreement
Section 2 – Participants	Information on the applicants and consortium
Section 3 - Budget	Attention: In the budget table the column Financial Support to Third Parties (FSTP) <u>to</u> be completed as this applies to this topic.
Annex forms to be filled in	Only security form to be filled in under this Topic as a compulsory requirement

Acronym

3 - Budget



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	Indirect costs/ EUR	Total eligible costs/ EUR	Ineligible costs/ EUR	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	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
1		BE	Coordinator	1 235	68 768	86 876	56	57	0	11029,90	168599,90	77	168 677	50	84299,95	8000,00	8000,00	0	0	0	0	8000,00
2		BE	Partner	345	36 876	867	95	8 575	0	3326,05	50841,05	775	51 616	50	25420,52	5400,00	5400,00	0	0	0	0	5400,00
3		BE	Partner	4 654	5 686	86 879	7 687	7 575	0	7928,62	121194,62	75	121 270	50	60597,31	590,00	590,00	0	0	0	0	590,00
			Total	6 234	111 330	174 622	7 838	16 207	0	22284,57	340635,57	927	341 563		170317,78	13990,00	13990,00	0	0	0	0	13990,00



PART B of the Application

Part B - Technical part of the application	
Section 1 - Relevance In line with Award Criteria 1 in the next slide	1.1 Objectives and activities 1.2 Contribution to long-term policy objectives, policies and strategies — Synergies 1.3 Digital technology supply chain* 1.4 Financial obstacles*
Section 2 - Implementation In line with Award Criteria 2 in the next slide	2.1 Maturity 2.2 Implementation plan and efficient use of resources 2.3 Capacity to carry out the proposed work
Section 3 - Impact In line with Award Criteria 3 in the next slide	3.1 Expected outcomes and deliverables 3.2 Competitiveness and benefits for society 3.3 Environmental sustainability and contribution to European Green Deal goals*
Section 4 - Work plan, Work packages, timing and subcontracting	

* Sections 1.2, 1.4 and 3.3 are not applicable to this topic.

Attention: Simple Grant page limit of **70 pages**



Award criteria for this call

RELEVANCE

- Alignment with the objectives and activities as described in section 2
- Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level
- ~~— Extent to which the project would reinforce and secure the digital technology **supply chain** in the EU*~~
- ~~— Extent to which the project can overcome **financial obstacles** such as the lack of market finance*~~

IMPLEMENTATION

- Maturity of the project
- Soundness of the implementation plan and efficient use of resources
- Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work

IMPACT

- Extent to which the project will achieve the expected outcomes and deliverables referred to in the call for proposals and, where relevant, the plans to disseminate and communicate project achievements
- Extent to which the project will strengthen competitiveness and bring important benefits for society
- ~~- Extent to which the project addresses environmental sustainability and the **European Green Deal goals**, in terms of direct effects and/or in awareness of environmental effects*~~

**NOT applicable to all topics. Within the framework of this call*

For further details, refer to the topic presentation and the Call Document - Section 2 - Specific topic conditions



Award criteria scoring during evaluation

Award criteria	Minimum pass score	Maximum score
Relevance	3	5
Implementation	3	5
Impact	3	5
Overall (pass) scores	10	15

- Minimum threshold per individual criterion: **3/5 points**.
- Maximum threshold per individual criterion: **5/5 points**.
- Maximum points per proposals: **15 points**.
- Proposals that :
 - Pass the individual award criteria threshold that is: minimum **3 scores per criteria**
 - AND**
 - Overall scoring threshold of **10 points** will be considered for funding, within the limits of the available call budget.
- Proposals that **do not** achieve this threshold will be rejected.

For further details, refer to the Call Document Section 9 – Award Criteria



Mandatory annexes per topic

Call ID and Topic ID

Mandatory Annex
to be uploaded

CALL ID: DIGITAL-2022-SKILLS-03

TOPIC ID: DIGITAL-2022-SKILLS-03-SPECIALISED - Specialised education programmes in key capacity areas

1. Security (PART A FORM)
2. List of previous projects (to be uploaded)

Proposal forms

Deadline
22 February 2022 17:00:00 Brussels Local Time

Call data:

Call: **DIGITAL-2021-EDIH-01**
Topic: **DIGITAL-2021-EDIH-INITIAL-01**
Type of action: **DIGITAL-SIMPLE**
Type of MGA: **DIGITAL-AG**

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

Proposal data:

Acronym: **TEST DIGITAL**
Draft ID: **SEP-210812889**

Administrative forms (Part A)

[Edit forms](#) [View history](#) [Print preview](#)

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.

Part B		Upload
List of previous projects		Upload
Proof of MS designation		Upload
Ownership control declaration		Upload

Mandatory
Mandatory


Not applicable
Not applicable





Proposal forms


Deadline
22 February 2022 17:00:00 Brussels Local Time


Call data:
Call: **DIGITAL-2021-EDIH-01**
Topic: **DIGITAL-2021-EDIH-INITIAL-01**
Type of action: **DIGITAL-SIMPLE**
Type of MGA: **DIGITAL-AG**


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













Proposal data:
Acronym: **TEST DIGITAL**
Draft ID: **SEP-210812889**

 In this step you can edit the Administrative Forms and upload the proposal itself. 

 Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)
[Edit forms](#) [View history](#) [Print preview](#) 

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. 

Part B			Upload 
List of previous projects			Upload 
Proof of MS designation			Upload 
Ownership control declaration			Upload 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

Before submitting the application **Validate** and address any warnings !!!



FAQS

Submitting topic related questions Guidance & Manuals



FAQS & Submitting topic related questions


Topic related FAQ

 **DIGITAL-2022-DEPLOY-02-ELECTRONIC-ID: How does this call incorporate the provision of support for the implementation of the Once Only Technical System (OOTS) under the Single Digital Gateway Regulation (Regulation (EU) 2018/1724)?**

As reflected in the introductory text on the F&T portal, this call is published under a work programme heading combining support activities for the the Once-Only Technical System...

Get support

Please read carefully all provisions below before the preparation of your application.

For help related to this **call**, please contact: [here](#) 

[Funding & Tenders Portal FAQ](#) – Submission of proposals.

[IT Helpdesk](#) – Contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

[Online Manual](#) – Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

[show more...](#)



Online Form for topic related questions

European Union
europa.eu

EUROPA > Contact > Write to us

Home About the EU EU by topic EU law Life and business in the EU Documents and publications Contact

Write to us

Type your enquiry below – in any [official EU language](#). Please be as detailed as possible and be sure to include your correct contact details.

You will usually receive an **answer within 3 working days** (more complex enquiries may take longer).

First name

Last name

Email address

 ?

Nationality

Please select ▾ ?

Country of residence

Please select ▾ ?

Preferred contact language

Please select ▾ ?

Alternative contact language

Please select ▾ ?

Enquiry



Guidance, Manuals & IT HELPDESK



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

Digital Europe Programme (DIGITAL)

- Support overview
- Guidance & Manuals
- FAQ
- Helpdesk & Support Services

clear filter

- Data management of the organizations, search functions under the 'My organisations' tab and adding new organizations to proposals may not be available today **Thursday, 09.12.2021 from 17:30 to 18:30 (CET)**, while system maintenance is being performed.
- Grant Management Services will be unavailable on Thursday, 09.12.2021, between 07:30 and 08:10 CET.

Support overview

GRANTS | **TENDERS**

Support by type

- GUIDANCE
- FAQ
- HELPDESKS

Popular support topics

EU Login Online manual	How can I acquire roles and access rights for proposals, projects or organisations? FAQ
How to change the EU Login account details? FAQ	How to update my organisation data? FAQ
What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks? FAQ	Where can I find more user guidance related to proposal submission? FAQ
How to assign PLSIGN? FAQ	SME Self Evaluation IT how to
How do I fill in my bank account as an expert? FAQ	Where can I find the National Contact Points (for Horizon Europe)? Helpdesks



Thanks for your attention



Questions



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