DIGITAL Europe Programme: Information Day for Potential Applicants to the 5th set of open calls in Advanced Digital Skills

12 December 2023 from 09:30 to 16:00 CEST
Main objectives for today

► To raise awareness on DIGITAL Europe Programme and the 5th Open Call for proposals on advanced digital skills
► To provide an information session with live Q&A, to feed into the relevant FAQ section on the Funding & Tenders Portal
► To provide 3 parallel sessions for participants to pitch their organisations/ideas and discuss on the specific open calls
► To encourage interested participants to submit their proposals, find project partners, and remain engaged with the services provided by the Platform, such as the “Partner for Digital Skills Networking Group”
Find partners for the open calls on DSJP

PARTNER 4 DIGITAL SKILLS NETWORKING GROUP
Looking for partners?
• Click here to sign up to the main group, and dive into the dedicated discussion for each call to find like-minded partners to make your application stronger!

CYBERSECURITY SKILLS ACADEMY
• (DIGITAL-2023-SKILLS-05-CYBERACADEMY)
• JOIN THE DISCUSSION

SPECIALISED EDUCATION PROGRAMMES IN KEY CAPACITY AREAS
• (DIGITAL-2023-SKILLS-05-SPECIALEDU )
• LINK TO JOIN THE DISCUSSION

ADVANCED DIGITAL SKILLS ANALYSIS
• (DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU)
• LINK TO JOIN THE DISCUSSION
Don't forget to:

⚠️ Your microphone and camera will be disabled by default.

⚠️ Use the Microsoft Teams Chat function to ask questions, the moderator will address the question during the Q&A sessions or during the following days.

⚠️ Provide your name and email, together with the topic related to your question (SPECIALEDU, CYBERACADEMY, PROGEDU or GENERAL).

⚠️ Pitching sessions start at 15.00 CET.
# Morning session: Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30 - 09:45</td>
<td>Welcome and introduction (HaDEA)</td>
</tr>
<tr>
<td>09:45 - 10:05</td>
<td>DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU and Q&amp;As</td>
</tr>
<tr>
<td>10:05 - 10:25</td>
<td>DIGITAL-2023-SKILLS-05-CYBERACADEMY and Q&amp;As</td>
</tr>
<tr>
<td>10:25 - 10:45</td>
<td>DIGITAL-2023-SKILLS-05-SPECIALISED-EDU and Q&amp;As</td>
</tr>
<tr>
<td>10:45 - 11:05</td>
<td>General presentation of the application and evaluation procedure by HaDEA</td>
</tr>
<tr>
<td>11:05 - 11:30</td>
<td>Organisational registration, PIC numbers for application procedure by REA</td>
</tr>
<tr>
<td>11:30 - 14:00</td>
<td>Break</td>
</tr>
</tbody>
</table>
# Afternoon session: Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:00 - 14:45</td>
<td><strong>DIGITAL-2023- SKILLS- SPECIALISED-EDU – LUMP SUM</strong></td>
</tr>
<tr>
<td></td>
<td>• What is a lump sum and how to submit a lump sum proposal? By HaDEA</td>
</tr>
<tr>
<td></td>
<td>• Important points regarding the submission of a lump sum proposal</td>
</tr>
<tr>
<td>14:45 - 15:00</td>
<td>Q&amp;A session and wrap up of the Info day</td>
</tr>
<tr>
<td>15:00 - 16:00</td>
<td>Pitching sessions for potential applicants under all topics</td>
</tr>
</tbody>
</table>
General overview
The DIGITAL SKILLS sector
The current Call
Digital Skills’ revival under the CEF legacy programme with 1M Euro.

Major boost for the Advanced Digital Skills under the DIGITAL EUROPE programme. Since 2021 around 151 M Euro contracted on Digital Skills Projects including:

- Master programmes such as on Public Administrators in AI, Digital Wind, AI and Health, Cybersecurity...
- Short Term training programmes for SMEs and industry
- Continuous and forward-looking analysis of the digital skills sector

For master programmes particular observations so far:

- Close cooperation between European universities towards a common goal
- Major added value to long term partnerships and networking between relevant stakeholders for advanced digital skills.
<table>
<thead>
<tr>
<th>Call and Topics</th>
<th>Type of Action</th>
<th>Funding Rate</th>
<th>Available budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. DIGITAL-2023-SKILLS-05-CYBERACADEMY - Cybersecurity Skills Academy</td>
<td>Simple Grants</td>
<td>50%</td>
<td>10 000 000 EUR</td>
</tr>
<tr>
<td>ii. DIGITAL-2023-SKILLS-05-SPECIALEDU - Specialised education programmes in key capacity areas</td>
<td>LUMP SUM*</td>
<td>50%</td>
<td>30 000 000 EUR</td>
</tr>
<tr>
<td>ii. DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU - Specialised education programmes in key capacity areas - Advanced digital skills analysis</td>
<td>CSA</td>
<td>100%</td>
<td>2 000 000 EUR</td>
</tr>
</tbody>
</table>

* THE NOVELTY FOR THE DIGITAL SKILLS SECTOR & THE WHOLE DIGITAL PROGRAMME IS THE NEW LUMP SUM CALL. LOOKING FORWARD TO MAKE THIS PILOT A SUCCESS WITH YOUR ROBUST PROJECTS!
DIGITAL:
SO4 – Specific objective 4
Advanced digital skills

Topic:
Advanced digital skills analysis

Asja Satler
DG CNECT
Info day
12th of December 2023
What is the aim of this topic?

Digital decade target → 20 million ICT specialists employed in EU by 2030

Main objectives:

- Support provided to the European Commission
- Support provided to the DIGITAL-SO4 projects

---

**Budget**
- EUR 2M

**Duration**
- 4 years

**EU financing**
- 100%
<table>
<thead>
<tr>
<th>Work programme</th>
<th>Call Topics</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022</td>
<td>➢ Specialised education programmes in key capacity areas</td>
<td>➢ 8 projects</td>
</tr>
<tr>
<td></td>
<td>➢ Advanced digital skills analysis</td>
<td>➢ LeADS</td>
</tr>
<tr>
<td></td>
<td>➢ Short term training courses in key capacity areas</td>
<td>➢ 12 projects</td>
</tr>
<tr>
<td></td>
<td>➢ EuroHPC JU – Traineeships + Training + Virtual academy</td>
<td>➢ 2 projects +</td>
</tr>
<tr>
<td>2023-2024</td>
<td>➢ Specialised education programmes in key capacity areas</td>
<td>➢ 11 projects +</td>
</tr>
<tr>
<td></td>
<td>➢ Promoting European innovation in education</td>
<td>➢ EmpowerED</td>
</tr>
</tbody>
</table>

2020: CEF funding – *Masters in Artificial intelligence* applied to different sectors (4 pilot projects)

2021-2023 budget 224 million EUR
DIGITAL advanced digital skills actions – education programmes and training

12 consortia for short-term training courses

19 new consortia for bachelor’s and master’s in key digital technologies

Project LeADS - Leading European Advanced Digital Skills

DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU
DIGITAL-2023-SKILLS-05-CYBERACADEMY
DIGITAL-2023-SKILLS-04-SEMICONDUCTORS
DIGITAL-2021-SKILLS-01-SPECIALISED
DIGITAL-2022-SKILLS-03-SPECIALISED-EDU
DIGITAL-2023-SKILLS-05-SPECIALISED-EDU

DIGITAL-2021-SKILLS-01-ANALYSIS
DIGITAL-2022-TRAINING-02-SHORT-COURSES
Required activities: 1.

Support activities to the EC

- Providing insights: Advance digital skills demands and future needs
- GAP
- Mapping: Education and training offer

Recommendations to the EC

- Based on the work carried out by the prior DIGITAL-SO4 action LEADS, as well as based on existing literature, mapping exercises and analyses of the DIGITAL-SO4 actions
- Detect the main trends in emerging advanced digital skills needs per each key technology area and in specific sectors
- Performed in close collaboration with the involved European Commission services

Yearly exercise
Required activities: 2. + 3. + 4.

Work with the DIGITAL-SO4 actions

Based on desk research, detailed analyses of the outputs of all DIGITAL-SO4 actions as well as based on consulting consortium members of the DIGITAL-SO4 funded actions (e.g. by running focus groups, structured interviews or surveys), regularly provide insights, explore lessons learned and propose best practices on how to:

- Better match the education programmes and training to the need of companies and the public sector
- Increase excellence of the learning content and its components
- Increase cooperation between higher education institutions and research and industry partners
- Increase the involvement of female ICT specialists in the design and delivery of education programmes and training
- Increase attractiveness of the education programmes and training for students (in particular female students)
- Help retaining graduates to be employed in the EU
- Help retaining and attracting highly skilled teaching staff, in particular female teaching staff
- Attract teaching staff from industry to higher education institutions
- Most efficiently purchase or lease digital solutions, equipment and infrastructure to deliver excellence

Conduct surveys with consortia implementing DIGITAL-SO4 actions to find out which additional support requests consortia would need most. Deploy and carry out the most relevant support measures.

Foster coordination between the different consortia of DIGITAL-SO4 actions.
Required activities: 5. + 6.

Support activities to the DIGITAL-SO4 actions

Conduct **awareness-raising campaigns** for the educational programmes and training of DIGITAL-SO4 calls and their related activities.

Coordinate promotion activities on the Digital Skills and Jobs platform

Building a brand of excellence (DIGITAL-SO4 actions)

Strengthen the dialogue between consortia implementing DIGITAL-SO4 actions and relevant other stakeholders from their targeted field (e.g. technology providers, industry associations and investors, policy makers and ministries, research organisations and experts).

- **Map** relevant stakeholders, initiatives, activities, funded projects and so forth in the actions targeting digital areas and specific sectors at EU and national level.
- Map additional (co-)funding opportunities for actions.
Support activities to the DIGITAL-SO4 actions and the EC

Support the EC by analysing the DIGITAL programme performance indicators:

- **Indicator 1** - Persons who have received training to acquire advanced digital skills
- **Indicator 3** - People reporting improved employment situation after the end of the training supported by the Programme

Provide a detailed analysis of indicators data collected from the DIGITAL-SO4 actions (via the EC system).

Conduct an **additional representative survey** with students and learners from the DIGITAL-SO4 actions and from similar programmes to gather representative and comparable data for **Indicator 3**.

Number of participants that found employment or report an improved employment situation **6 months after** completion of the training supported by the DIGITAL programme.
✓ a consortium composed of a minimum of 4 applicants from 4 different eligible countries

Targeted stakeholders

The consortium should demonstrate a good expertise in the design and deployment of analyses, surveys and evaluation actions related to advanced digital technologies and digital skills, as well as supporting and coordination actions for ecosystems and networks in this field.

Moreover, the consortium should demonstrate knowledge and expertise in terms of the state of play and needs of educational and training institutions and companies (especially SMEs) related to the research, development and application of advanced digital technologies and digital skills.
Questions?

Thank you!
Cybersecurity Skills Academy
DIGITAL-2023-SKILLS-05-CYBERACADEMY

Miguel Gonzalez-Sancho, DG CONNECT/H1
Background/objective: the Cybersecurity Skills Academy

• Communication of the Commission on a Cybersecurity Skills Academy: address the cyber skills and talent gap in the EU (estimated 274k in 2023)

• Respond to the current market needs and anticipate the ones deriving from EU legislation (NIS2, CRA, sectoral...)

• €10 EUR earmarked under DEP SO4
Timeline

1st November 2023
Call publication in F&T Portal

21st Nov. 2023
Call open for submission

21st March 2024 – 17:00 CET
Call deadline
Cybersecurity Skills Academy - call for proposals

- **Budget:** €10 million for simple grants:
  - up to €4M per project under Activity 1
  - up to €2M EUR per project under Activity 2
- **Co-funding rate:** 50%
- **Pre-financing** up to 50% of the maximum grant
- **Indicative project duration:** 36 months
- Detailed information available online on the EU Funding & Tenders Portal: Call Website, Call Document and FAQ
Targeted stakeholders

• Consortium composition:
  
  • minimum 3 entities (beneficiaries; not affiliated entities) from 3 different eligible countries OR minimum 1 European digital infrastructure consortium (EDIC) composed of at least 3 MSs
  
  • higher education institutions, vocational education and training institutions, public administration services, research organisations, businesses, national cybersecurity competence centres
Scope
Proposals should address only **one** of the two Activities (either Activity 1 or 2)

**Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy**

**Activity 2 - The Cybersecurity Skills Academy: support operations**
Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

Implement new training opportunities or scale up successful existing ones
- focus on cyber needs of SMEs and public administrations
- consider businesses' needs: facilitate access to cybersecurity talents for SMEs and start-ups across all sectors
- cater for the upskilling, reskilling and interdisciplinary understanding of cybersecurity for civil servants.

Proposals:
- Activities must include identification of relevant training courses, including bootcamps on specific cybersecurity topics, jointly vetted with industrial partners that would enhance employability of trainees or increase cybersecurity capabilities of public servants, communication actions for promoting the courses, etc.
- online (recommended) and/or physical training.
- NCCs involvement is expected to address specific needs at national level.
- demonstrate contribution to the objectives and activities of the communication on the Cybersecurity Skills Academy

Activity 2 - The Cybersecurity Skills Academy: support operations

Support the operations of the Academy and its governance
- Framework to measure the impact of the actions of the Academy
- Bring together relevant players from all Member States to contribute towards monitoring of the cybersecurity skills landscape, follow up its evolution and take action to advise and support Member States develop specialised training programmes (focus SMEs and public admin.)
- Coordination with the ECCC/NCCs and ENISA, as well as relevant EU-funded projects (mainly from DEP)
- Explore, define and set up an impactful scheme promoting the standardisation of procedures for cybersecurity competence recognition and professional certification in the European market, using ECSF as a basis
- Promote the development and the use of up-to-date curricula in cybersecurity
- Communicate around this initiative including dissemination of results, outcomes and impact, to engage and facilitate interactions between relevant stakeholders
- Leverage available tools, such as the DSIP, CyberHEAD
Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

- More proposals will be funded under Activity 1

- Proposals selected under this Activity shall closely cooperate with the proposal selected under Activity 2

Activity 2 - The Cybersecurity Skills Academy: support operations

- Only one proposal will be funded under Activity 2

- Typical size of a project under this Activity: up to 2M EUR of the EU grant amount

Projects funded under this topic will be requested to collaborate with the Coordination and support action (CSA) selected by the call topic DIGITAL-2023- SKILLS-05-SPECIAL-PROG EDU. This CSA will provide support and collaboration activities to the projects selected under this topic and complimentary support to the Activity 2 will be explored.
What we do not want

• Do not duplicate activities (ENISA, ECCC, Commission)... Focus on complementarity.

• Do not go outside the scope of the Communication. E.g. focus on cybersecurity professionals, cybersecurity skills for professionals (e.g. no basic cyber skills, general cyber awareness)

• Activities relating to the functioning of the organisation (e.g. installing/outfitting of training and/or meeting rooms with floors, electrical systems, air conditioning, furniture, physical security controls, fire sensors, cables and sockets, etc.) will not be supported.
Expected outcomes and deliverables
Activity 1 - Training programmes for SMEs, startups and the public sector for the Cybersecurity Skills Academy

**Deliverables:**
- **Trainings** to address the most in-demand skills, e.g. cyber-forensics, cyber ranges, malware analysis and artificial intelligence (AI) for cybersecurity among others;
- **On-the-job trainings and traineeships** opportunities for SMEs and for public administrations in innovative companies in cybersecurity and cybersecurity competence centres;
- **Online training**, user friendly and accessible to everyone in **all EU languages**;
- The availability of the training courses in **at least 3 EU languages** through available EU platforms, such as DSJP or through ENISA’s repository.

**Outcomes:**
- increase in **high-quality European cybersecurity trainings**
- boosted **cybersecurity skills of people** in Europe.

Activity 2 - The Cybersecurity Skills Academy: support operations

**Deliverables:**
- **Approach for establishing** a cybersecurity competence recognition and professional **certification** in the European market
- **Measurement framework** and its monitoring along the goals of the Academy
- Cooperation framework with **relevant players**, public and private, from across the EU, including representatives from Member States, the ECCC and ENISA and EU-funded projects
- Promotion and **communication approach**, leveraging existing channels and platforms, including DSJP

**Outcomes:**
- successful **analysis, collaboration and communication activities** supporting the goals of the Cybersecurity Skills Academy
KPIs
to measure outcomes and deliverables
Activity 1 - Training programmes for SMEs, start-ups and the public sector for the Cybersecurity Skills Academy

Number of:

- **trainings** to address the most in-demand cyber skills;
- on-the-job **trainings and traineeships** opportunities for SMEs and for public administrations in innovative companies in cybersecurity and cybersecurity competence centres;
- available **trainings and education opportunities communicated** through the DSJP and/or ENISA’s CyberHEAD database;
- **persons who have successfully completed** the trainings

Activity 2 - The Cybersecurity Skills Academy: support operations

- **Number of relevant players cooperating** in support of the Cybersecurity Skills Academy and contributing to its goals;
- Relevant **initiatives of cyber skills identified**;
- **Number of promotion activities** on relevant cyber skills initiatives;
- Degree of reach out of **awareness campaigns** conducted;
- **Number of respondents (target audience) reached** through the communication performed;
- Degree of support to strategies on cybersecurity skills from public and private players and contribution to alignment of these strategies achieved by the cooperation network
Eligible costs

A. Personnel costs

B. Subcontracting costs

C. Purchase costs:
   • Equipment: depreciation and full cost for listed equipment
   • Travel and subsistence
   • Other goods, works and services

D. Other cost categories:
   • financial support to third parties for grants and prizes (cascading grant): can be maximum 20% of the total requested EU funding & max 60k EUR per grant; project application must clearly specify why FSTP is needed
   • Internally invoiced goods and services

E. Indirect costs: flat-rate of 7% of the eligible direct costs.
Thank you for your attention
DIGITAL:
SO4 – Specific objective 4
Advanced digital skills

Topic:
Specialised Education Programmes in Key Capacity Areas

Asja Satler
DG CNECT
Info day
12th of December 2023

#DigitalEuropeProgramme
DIGITAL advanced digital skills actions – Calls 2021 to 2023

12 consortia for short-term training courses

19 new consortia for bachelor’s and master’s in key digital technologies

Project LeADS - Leading European Advanced Digital Skills
What is the aim of this topic?

Digital decade target ➔ 20 million ICT specialist employed in EU by 2030

Closing the digital skills gap

Main objectives:

- Design and delivery of bachelor’s and master’s leading to a degree and develop related self-standing modules leading to a certification
- Co-designed jointly between higher education institutions, industry and research partners in the consortium
Specialised Education programmes in key capacity areas
DIGITAL-2023-SKILLS-05-SPECIALEDU

- Budget: EUR 30M, 10M per project
- Duration: 4 years
- EU co-financing: 50%
Consortium composition: a minimum 6 applicants from 5 different eligible countries.
4 objectives/areas of intervention

- Addressing digital skills needs
- Attracting qualified teaching staff and students
- Establishing structural and sustainable partnerships
- Upgrading digital solutions, equipment, infrastructure

The proposed project(s) must fulfil at least **objective 1 - addressing skills needs**, and one or more of the other objectives.
Objective 1 - addressing skills needs

Type of programme(s) for: Bachelor’s and Master’s and self-standing modules

1. Programme(s) in key digital areas
   - Artificial intelligence
   - Blockchain
   - Cloud and/or edge computing
   - Cybersecurity
   - Data
   - Extended reality
   - Internet of things
   - Microelectronics
   - Photonics
   - Quantum technologies
   - Robotics

2. Interdisciplinary programme(s)
   - Agriculture
   - Energy
   - Finance
   - Health
   - Law
   - Media and culture
   - Manufacturing
   - Sustainable and autonomous mobility
   - Space

Consortia must design and deliver at least one programme, both bachelor’s and/or master’s, and should develop self-standing modules.
## Objective 1 - addressing skills needs

**Design and deliver bachelor’s or master’s & related self-standing modules**

| Degree awarded can be joint/double/single | Broad description of the structure of the curriculum as well as of the practice-oriented components | Co-designed jointly between members of the consortium |

Remember:
- The programme(s) and self-standing module(s) are offered and taught to students enrolled in all higher education institutions participating in the action
**Objective 2 – Teaching Staff and Students**

<table>
<thead>
<tr>
<th>Attract staff</th>
<th>Attract and support students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures and seminars by qualified experts from public and private sector</td>
<td>At least 150 students enrolled in programme(s), plus 150 students trained through self-standing courses during the duration of the project</td>
</tr>
<tr>
<td>Incentives for teaching staff, researchers, laboratory technicians</td>
<td>Financial support to students (up to 20% of total grant)</td>
</tr>
<tr>
<td>Steps to attract female teaching staff and experts</td>
<td>Incentives for student mobility in synergy with Erasmus+</td>
</tr>
<tr>
<td>Actions to encourage mobility among consortium partners</td>
<td></td>
</tr>
</tbody>
</table>

Via scholarships, fee waivers or others

Via internships or short-term job placement or others
## Objective 3 – Digital solutions, equipment and infrastructure

**Upgrading digital solutions, equipment and infrastructure, with a special focus on interoperability**

<table>
<thead>
<tr>
<th>Digital solutions, equipment and infrastructures can be purchased/leased to ensure the programme(s) has the necessary facilities to deliver excellence</th>
<th>Explain how HEI of the consortium, at least 2 will be interoperable equipped</th>
<th>Explain how the project will explore the innovative use of digital tools and solutions to support the implementation of the education programme(s)</th>
</tr>
</thead>
</table>

Explain how the project will explore the innovative use of digital tools and solutions to support the implementation of the education programme(s).
Objective 4 –
Establishing structural and sustainable partnerships

<table>
<thead>
<tr>
<th>Structural and Sustainable Partnerships</th>
</tr>
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<tbody>
<tr>
<td>Explain how the partnerships will be sustainable over time and will show a high degree of integration</td>
</tr>
<tr>
<td>Define the roles of the members of the partnership and explain their added value</td>
</tr>
<tr>
<td>Encourage inclusive partnerships with organisations in EU countries, where advanced digital skills are low</td>
</tr>
</tbody>
</table>
Digital Skills and Jobs Platform

- Tool for dissemination and promotion of information
- Window for the new programmes in digital technologies

Advanced digital skills analysis

Other EU programmes and initiatives
Questions?

Thank you!
DIGITAL Proposal Submission

Submitting a proposal via the Funding & Tenders Portal

HADEA B2
Basak KOYUNCU
# DIGITAL Call 5 - Timeline

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<td>Call opening</td>
<td>21 November 2023</td>
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<td>Deadline for submission</td>
<td>21 March 2024 – 17:00:00 CET (Brussels)</td>
</tr>
<tr>
<td>Evaluation</td>
<td>April – May 2024</td>
</tr>
<tr>
<td>Information on evaluation results</td>
<td>June 2024</td>
</tr>
<tr>
<td>Grant Agreement Signature</td>
<td>December 2024</td>
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</tbody>
</table>
Where to find the call document & Funding and Tenders Portal
Search the Call

Search by Call ID or Topic ID or Keywords
(CALL ID: DIGITAL-2023-SKILLS-05)
(TOPICS ID: DIGITAL-2023-SKILLS-05-SPECIALEDU; DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU and DIGITAL-2023-SKILLS-05-CYBERACADEMY)
Specialised education programmes in key capacity areas - Advanced digital skills analysis
DIGITAL-2023-SKILLS-05-SPECIAL-PROEDU Call for proposal
Digital Europe Programme (DIGITAL)

Specialised education programmes in key capacity areas
DIGITAL-2023-SKILLS-05-SPECIAL-PROEDU Call for proposal
Digital Europe Programme (DIGITAL)

Cybersecurity Skills Academy
DIGITAL-2023-SKILLS-05-CYBERACADEMY Call for proposal
Digital Europe Programme (DIGITAL)
Specialised education programmes in key capacity areas

DIGITAL-2023-SKILLS-05-SPECIALEDU

General information
- Programme: Digital Europe Programme (DIGITAL)
- Call: Advanced Digital Skills (DIGITAL-2023-SKILLS-05)

Type of action
- DIGITAL-LS DIGITAL Lump Sum Grants
- Type of MGA: DIGITAL Lump Sum Grant [DIGITAL-AG-LS]

Deadline model
- Single-stage

Opening date
- 21 November 2023

Deadline date
- 21 March 2024 17:00 Brussels time

Topic description
- Expected Outcome and Deliverables:
  Consortiums of higher education institutions, vocational education and training institutions, research organisations and businesses delivering advanced digital technology programmes and multi-disciplinary courses for users of advanced digital...
Specialised education programmes in key capacity areas

DIGITAL-2023-SKILLS-05-SPECIALEDU

Conditions

1. Admissibility conditions: described in section 5 of the call document
2. Proposal page limits and layout: described in Part 8 of the Application Form available in the Submission System
3. Eligible countries: described in section 6 of the call document
4. Other eligibility conditions: described in section 6 of the call document
5. Financial and operational capacity and exclusion: described in section 7 of the call document
6. Evaluation and award:
   - Award criteria, scoring and thresholds: described in section 9 of the call document
   - Submission and evaluation processes: described in section 6 of the call document and the Online Manual
   - Indicative timeline for evaluation and grant agreement: described in section 4 of the call document
7. Legal and financial set-up of the grants: described in section 10 of the call document

Documents

- Standard application form — Call-specific application form is available in the Submission System
- Detailed Budget Table (DEP-L34)
- Lump Sum MGA — Multi & Macro V1.0
- Digital Europe Work Programme (D025-305sl)
Outline of the call document
Outline of the Call Document

3 Topics have different budget modalities !!!!

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How to submit a successful proposal?
Specialised education programmes in key capacity areas

Digital 2023-SKILLS-05-SPECIALEDU

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, 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:
- DIGITAL Lump Sum Grants [DIGITAL-LB], DIGITAL Lump Sum Grant [DIGITAL-AG-LB]

Start submission

Topic related FAQ

0 item(s) found

There are no FAQ related to this topic.
Creating a proposal

Insert a PIC (Participant Identification Code) comprising of a 9-digit code for your entity.
Part A + Part B

Part A
Online Form
Comprising of:
1. Details of the coordinator & consortium partners
2. Budget Table
3. Security issues table

Part B
- Zip File - Word documents comprising of:

Ownership Control Declaration - not applicable for both topics, DO NOT complete and DO NOT submit
Submitting a complete proposal

Part A & Part B
### Administrative part of the application

<table>
<thead>
<tr>
<th>Section 1 - General information</th>
<th>Call, Topic, Type of Action, Proposal number, Proposal acronym, Type of Model Grant Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2 – Participants</td>
<td>Information on the applicants and consortium partners</td>
</tr>
<tr>
<td>Section 3 - Budget</td>
<td>Budget allocation per costs category</td>
</tr>
<tr>
<td>Section 4 – Other Questions</td>
<td>Security issues tables must be completed for all topics.</td>
</tr>
</tbody>
</table>
## Part B - Technical part of the application

<table>
<thead>
<tr>
<th>Section 1 - Relevance</th>
<th>1.1 Objectives and activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>In line with Award Criteria 1 in the next slide</td>
<td>1.2 Contribution to long-term policy objectives, policies and strategies — Synergies</td>
</tr>
<tr>
<td></td>
<td>1.3 Digital technology supply chain*</td>
</tr>
<tr>
<td></td>
<td>1.4 Financial obstacles*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2 - Implementation</th>
<th>2.1 Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>In line with Award Criteria 2 in the next slide</td>
<td>2.2 Implementation plan and efficient use of resources</td>
</tr>
<tr>
<td></td>
<td>2.3 Capacity to carry out the proposed work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3 - Impact</th>
<th>3.1 Expected outcomes and deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>In line with Award Criteria 3 in the next slide</td>
<td>3.2 Competitiveness and benefits for society</td>
</tr>
<tr>
<td></td>
<td>3.3 Environmental sustainability and contribution to European Green Deal goals*</td>
</tr>
</tbody>
</table>

| Section 4 - Work plan, Work packages, timing and subcontracting |  |

*Sub-criteria 1.3, 1.4 and 3.3 NOT APPLICABLE for any of the topics.*

**Attention:** Page limit of 70 pages for DIGITAL-2023-SKILLS-05-SPECIALEDU (Lumpsum) and DIGITAL-2023-SKILLS-05-CYBERACADEMY. Page limit of 50 for DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU (CSA).
Award criteria for this call

<table>
<thead>
<tr>
<th>RELEVANCE</th>
<th>IMPLEMENTATION</th>
<th>IMPACT</th>
</tr>
</thead>
</table>
| - 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* | - 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 | - 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 |

* Sub-criteria 1.3, 1.4 and 3.3 NOT APPLICABLE for any of the topics.  
For further details, refer to the Call Document - Section 2 - Specific topic conditions
Scoring during evaluation

<table>
<thead>
<tr>
<th>Award criteria</th>
<th>Minimum pass score</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Implementation</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Impact</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

- Maximum threshold per individual criterion: **5/5 points**.
- Maximum points per proposals: **15 points**.

- For a proposal to be considered for funding, it **MUST**:
  1. Pass the individual award criteria threshold that is: minimum **3 scores per criteria** AND
  2. Overall scoring threshold of **10 points**, 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*
Submitting the proposal

Mandatory
Not applicable
Not applicable
(No extra technical content in Annex)

*For DIGITAL-2023-SKILLS-05-SPECIALEDU 3 Mandatory PART B+List of previous projects Annex+
Excel Budget Table DEL LSII
Before submitting the application, Validate and address warnings!!!
FAQS
Submitting questions
Guidance & Manuals
FAQS & Submitting questions

Data Space for Cultural heritage
DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE

Call for proposal

Topic related FAQ

For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, what does 3D and XR scenario mean? Please define the term scenario.

For the purpose of the Call, scenario should be once more new 3D model(s) in an extended reality application, following a remote, fully developed use case. In the context of the..."...

For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, is the cost of creating an online portal/website eligible or only the costs of presenting the project on the participants’ existing websites?

As stated on page 4 of the call document, project websites, communication costs for presenting the project on the participants’ websites or social media accounts are eligible costs...

For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, under “Outcomes and deliverables” it is stated “the project should”. Does this mean that the project MUST satisfy all the points or is it possible to satisfy only some?

It should address all points. However, for the first point: “Provide frameworks, tools, technologies, storage, open-source software and processing capabilities for making advanced 3D...”...

For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, in footnote number 13 on page 6 of the call document, it is stated that the existing “source code” can be used. Does it also have to be “published with an open source licence”, that is, public?

If the source code was not previously published, source code used for the project shall be made public under an open source licence, if this proposal is selected for funding...

Do we interpret correctly that the cost of the equipment is acceptable in 100% amount, since it is stated on page 24 of the call document—“equipment costs. FULL COST for the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE...”...

The stipulation on page 24 of the call document, equipment costs can be declared in full. If such equipment, infrastructure or other assets are rented or leased, full costs for renting...

For the topic DIGITAL-2023-CLOUD-DATA-AI-05-CULTHERITAGE, is it acceptable for one partner to pay for the procurement of products for another partner on the project with allocated grant funds?

No, the costs will not be considered as eligible. Please carefully respect the eligibility conditions of your. Among others, a cost eligible only if it is incurred by the lead...

For help related to this call, please contact here.

Get support

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

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 ongoing project. Valid for all 2021-2022 programmes.

Show more...
Online Form to submit questions
Guidance, Manuals & IT HELPDESK
Final tips for applicants

Admissibility requirements:

- Application form is readable – before uploading form B check that it has been converted correctly to PDF and that there are no missing parts or missing tables
- Do not forget Excel Budget table under Part B for the Lump Sum topic DIGITAL-2023-SKILLS-05-SPECIALEDU - Specialised education programmes in key capacity areas. YOU RISK BEING ELIMINATED.
- Always use the standard template Form B – never use your own
- Ownership Control Declaration – not applicable for any topic, DO NOT complete and DO NOT submit

Eligibility requirement:

- Consortium composition compliance is a must – Read carefully Section 6 of the call document complemented by the section Targeted Stakeholders.

Security issues table:

- Applicable for all topics.
- Mark with great attention the relevant criteria when applicable.
- When marking any security issues, include the corresponding proposal page reference in the respective forms.

Award Criteria:

- Take into account the award criteria as detailed in the call document and follow that logic in your application to provide all necessary information.
Final tips for applicants

**Page Limit:**
- Page limit of 70 pages for DIGITAL-2023-SKILLS-05-SPECIALEDU (Lumpsum) and DIGITAL-2023-SKILLS-05-CYBERACADEMY.
- Page limit of 50 pages for DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU (CSA).

**Deadline:**
- Submit your proposals before the deadline. **Do not submit your proposal on the last day,** to avoid disappointment !!!

**Overlaps/double funding risk:**
- The system detects similarities between proposals. This has **serious legal implications**.
- Please reply relevant questions in Part A carefully.
- Especially for the DIGITAL-2023-SKILLS-05-SPECIALEDU (Lumpsum), **DO NOT send one ‘skeleton structure’ for different applications as a design of your master programmes.** This goes for similarities with previous projects.
- At a degree possible, tailor made the master to the content chosen. At least provide the general unique framework.

**Updates to the call/topics:**
- Please regularly follow updates to the call or topics from the Funding and Tenders portal.
Thanks for your attention

For any questions after today’s session please submit them through the functionality in the F&T Portal

https://european-union.europa.eu/contact-eu/write-us_en
REA Central Validation Service
Registration of participants, legal validation and financial assessment

Information Day for Potential Applicants
DIGITAL-2023-SKILLS-05
Advanced Digital Skills

December 12, 2023

RADU SORA
FLORIN PUIU
1. REA Central Validation Service
2. Registration of participants
3. Communication
4. Guidance documents
• Verifies legal existence and legal statuses of entities

• Validates the appointment of Legal Entity Appointed Representatives (LEARs)

• Validates legal changes of validated entities

• Assesses universal takeovers (UTROs) of validated entities

• Creates Legal Entities and Bank Account Files

• Prepares the Financial Capacity Assessment for RAO

• Performs ownership control analyses for specific programmes

• Performs ex-post status verifications (e.g. SME & MID cap status checks)
Organisations have to register in the Participant Register. Based upon legal documents, organisations are verified and validated. LEAR is mandatory for all validated participants. SME/Midcaps are only needed if additional communication is required. 

COMMUNICATION VIA PARTICIPANT REGISTER
Registration of an organisation
(at proposal stage)

If you want to participate in a call for proposals or in a call for tenders with eSubmission, 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 your organisation or as a natural person, you need to login into 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.

Search for a registered organisation

New registration
How to register in the Participant Register

New Participant Identification Code (PIC) in a “declared” status

Identification
(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users
(e.g. Name, e-mail address of the self-registrant and the back-up)

Registration completed
Organisations have to register in the Participant Register. Based upon legal documents, the verification and validation of legal data is mandatory for all validated participants. SME/Midcaps may only be needed if specified.
Legal validation

• Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract

• The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract

• It is reused for future participations in EU grant and procurement actions
Validation Rules

• Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders

• Validation is required for all beneficiaries and affiliated entities

• PICs of affiliated entities, frequently included in the consortium during the GAP, must be introduced in the Funding & Tenders Portal's Grant Management Service System
Organisations have to register in the Participant Register.

Based upon legal documents.

Mandatory for all validated participants.

SME/Midcaps only if needed.

COMMUNICATION VIA PARTICIPANT REGISTER

Validation Process Overview

Registration

Verification & validation of legal data

LEAR

FCA / OCA / SME / MID-cap
# Financial Capacity Assessment (FCA)

## Legal basis

- **Financial Regulation (2018/1046) articles 196 and 198**

- **Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.**

- **Regulation (EU) 694 / 2021, establishing Digital Europe Programme, and the Call for Proposals document**

## When is the FCA needed?

- **ALL beneficiaries**, except for:
Financial Capacity Assessment (FCA)

Legal basis

- Financial Regulation (2018/1046) articles 196 and 198
- Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.
- Regulation (EU) 694 / 2021, establishing Digital Europe Programme, and the Call for Proposals document

When is the FCA needed?

✓ ALL beneficiaries, except for:

  public bodies (including Member State organisations)
  natural persons in receipt of education support

✓ Individual requested grant amount is greater than EUR 60,000

If FCA must be checked, you will be contacted by the Central Validation Service via Participant Register in the F&T Portal.
FCA supporting documents
(via Participant Register)

✓ Balance sheet

Balance Sheet

• ASSETS
• LIABILITIES
• EQUITY
FCA supporting documents
(via Participant Register)

- Balance sheet
- Profit and loss account

Balance Sheet
Profit & Loss account

- REVENUES
- EXPENSES
- Net result
FCA supporting documents (via Participant Register)

✓ Balance sheet
✓ Profit and loss account
✓ Explanatory notes and/or annexes (if available)
FCA supporting documents (via Participant Register)

- Balance sheet
- Profit and loss account
- Explanatory notes and/or annexes (if available)
- Financial audit report

Financial Audit report
- Opinion
  - Unqualified
  - Qualified
  - Adverse
  - Disclaimer

Balance Sheet
- Profit & Loss account
- Explanatory notes
- Annexes to the FS
FCA supporting documents
(via Participant Register)

- Balance sheet
- Profit and loss account
- Explanatory notes and/or annexes (if available)
- Financial audit report

...or Self Declaration on the accounts

if the requested EU-contribution exceeds EUR 750,000 (art. 196 FR)

Financial Audit report
Opinion
- Unqualified
- Qualified
- Adverse
- Disclaimer

Self Declaration on the accounts
I, the undersigned declare that the accounts are:
- VALID
- no audit required

Signed

Balance Sheet
Profit & Loss account
Explanatory notes
Annexes to the FS
FCA supporting documents
(via Participant Register)

- Balance sheet
- Profit and loss account
- Explanatory notes and/or annexes (if available)
- Financial audit report
FCA supporting documents
(via Participant Register)

✓ Balance sheet
✓ Profit and loss account
✓ Explanatory notes and/or annexes (if available)
✓ Financial audit report

For the 2 most recent closed and approved financial years

- official language
- dated
- signed
FCA supporting documents
(via Participant Register)

✓ Balance sheet
✓ Profit and loss account
✓ Explanatory notes and/or annexes (if available)
✓ Financial audit report

For the 2 most recent closed and approved financial years

- official language
- dated
- signed

Newly established entities

✓ Business plan

Business plan

Forecasts on:
- Sales
- Expenses
- Investments
- Financing sources
FCA supporting documents
(via Participant Register)

- Balance sheet
- Profit and loss account
- Explanatory notes and/or annexes (if available)
- Financial audit report

For the 2 most recent closed and approved financial years
- official language
- dated
- signed

Newly established entities
- Business plan

Once completed, the assessment is valid for 18 months from the closing date
All communication to -and from- participants is exclusively managed through the Participant Register.

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>
to me

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the programmes managed on the Funding & Tenders Portal.

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this email. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

**Messages are notified via e-mail** to the contact person (i.e. self-registrant or the appointed LEAR)
Access lost to non-valid/valid PICs

• In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

• If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

https://ec.europa.eu/research/participants/urf/lear-recovery/request/
• Rules on Legal validation, LEAR appointment and financial capacity assessment:

• How to register in the Participant Register:

• Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:
  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support

• Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):
  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice
Thank you for your attention!

Questions?
Join our Survey!

SCAN THE QR CODE OR CLICK THE LINK IN THE CHAT!
Break
We will be back at 14:00
DEP Call-5
Lump Sum Topic
General Briefing
Applicants

HADEA B2-Digital

#DigitalEuropeProgramme
Why EC uses lump sum funding?

Significant simplification potential

- Despite all simplification, funding based on reimbursement of incurred costs remains complex and error-prone
- Lump sum project funding removes all obligations on actual cost reporting and financial ex-post audits – i.e. a major reduction of administrative burden
- Access to the programme becomes easier, especially for small organisations and newcomers

Focus on content

- Less focus on financial management, and more focus on the scientific-technical content of projects
Basic principles of Lump Sum

Lump sum evaluation and grant agreement follow the standard approach with the same:

- Evaluation criteria
- Pre-financing and payment scheme
- Reporting periods and technical reporting, **though focusing on completion of work packages**

One lump sum share is fixed in the grant agreement for each work package:

- Work package completed → payment
  - Payments do not depend on a successful outcome, but on the **completion of activities**.
  - Work packages can be modified through amendments (e.g. to take into account new scientific developments)

- No intention and nor basis for judging the performance of lump sum grants more strictly than the performance of other grants.
Writing a lump sum proposal

- Use the standard Digital Europe Programme proposal template available in SEP submission portal Part A & B.
- Your proposal must describe in detail the activities covered by each work package.
- To define and justify the lump sum, you need to provide a detailed breakdown of cost estimations (Excel Budget table to be downloaded from FTP*). The estimates must be an approximation of your actual costs and meet the basic eligibility criteria of the Digital Europe Programme.
- The cost estimations are used to generate automatically a breakdown of lump sum shares per work package and per participant (i.e., beneficiaries and affiliated entities, if any).

*Please note that the ‘Excel Budget table’ is COMPULSORY and NOT TO BE FORGOTTEN!
Work packages distribution:

As many as needed but no more than what is manageable

A work package (WP) is a major sub-division of the work plan of your project.

- A single activity is not a WP
- A single task is not a WP
- A % of progress is not a WP (e.g. 50 % of the tests)
- A lapse of time is generally not a WP (e.g. activities of year 1)

Work packages with a long duration may be split along the reporting periods (e.g., Management, Dissemination and Exploitation, etc.). In this way, the relevant activities can be paid at the end of the reporting period.
The most important NOVELTY: Detailed Budget Table-Excel table

- Lump sum proposals must contain a **detailed budget table:**

  - For option 2, to define and justify the amount of the lump sum proposed by applicants

- In this table, you provide **cost estimations for each cost category** per beneficiary and per work package.

- The table automatically generates the **breakdown of the lump sum** per beneficiary and per work package.

The detailed budget table is an **Excel file** (annex to proposal Part B). Applicants must download it from the online submission system.

Filling the Excel file is mandatory for most lump sum proposals.
What kind of costs are covered by the Detailed budget table?

Cost estimations:
• must be in line with beneficiaries’ normal practices
• must be reasonable / not excessive
• must be in line with the activities proposed
• are subject to the basic eligibility rules of Digital Europe Programme (cost estimations can be included only if the same cost item / type of cost would be eligible in an actual cost grant)

Depending on the type of the action, these costs and categories of costs may be the following:
• Direct personnel costs: employees or equivalent (resolved by staff category); natural persons under direct contract; seconded persons; SME owners and natural person beneficiaries
• Direct subcontracting costs
• Direct purchase costs: travel and subsistence; equipment; other goods; work and services
• Other cost categories: financial support to third parties; internally invoiced goods and services;
Detailed budget table: few reminders before filling it in

We recommend to use Excel 2013 (Windows) / Excel 2016 (Mac OS) or more recent version.

The currency used in the Excel template is EURO.

Read the detailed instructions on the first tab of the Excel file.

For your proposal, you must always use the file provided in the online submission system. For information only, the budget table template is embedded in Part B, downloadable from the Funding and Tenders portal submission section.
To add a beneficiary, click on the ‘Add BE’ button to generate an additional line to the table. You can add as many beneficiaries as needed.

To add a beneficiary, **double click** on the ‘Add BE’ button.

To add an affiliated entity, **double click** on the ‘Add AE’ button on the line of the beneficiary to which the entity is affiliated.
Fill in the work packages list (‘WP list’ tab)

<table>
<thead>
<tr>
<th>WP number</th>
<th>WP name</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td>Work Package 1</td>
</tr>
<tr>
<td>WP2</td>
<td>Work Package 2</td>
</tr>
<tr>
<td>WP3</td>
<td>Work Package 3</td>
</tr>
<tr>
<td>WP4</td>
<td>Work Package 4</td>
</tr>
</tbody>
</table>

- To **add a work package**, double click on the ‘Add WP’ button to generate an additional line to the table. You can add as many work packages as needed.

- Once you have completed the ‘WP list’ sheet, **you must double click** the ‘Apply changes’ button: One table per work package will be added to the beneficiaries’ individual sheets.
Complete one ‘BEx’ sheet per beneficiary. This sheet includes one separate section for each work package. For each work package, enter the cost estimations under each cost category used.

Enter only the number of units and the cost per unit for each cost category (yellow cells). The total costs per cost category is calculated automatically.

For the cost per unit, enter only whole numbers (integers).

If the beneficiary does not contribute to a specific work package, leave the cells empty.
Fill in the individual beneficiary sheets (‘BEx’ tab) – affiliated entities

If a beneficiary has an affiliated entity, columns for this entity are generated automatically in the ‘BE sheet’.

Enter the cost estimations of the affiliated entity in the same way as for the main beneficiary.
Fill in the individual beneficiary sheets – personnel costs

<table>
<thead>
<tr>
<th>COST CATEGORY</th>
<th>UNITS</th>
<th>COST PER UNIT</th>
<th>BE TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENIOR SCIENTISTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNIOR SCIENTISTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNICAL PERSONNEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE PERSONNEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. DIRECT PERSONNEL COSTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1 Employees (or equivalent)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.2 Natural Persons under direct contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.3 Seconded Persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.4 SME owners and natural person beneficiaries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Enter the **total number of units and the average cost per unit** for each category of personnel costs
- **1 unit = 1 person-month**
- For ‘A4. SME Owner and natural person beneficiaries’, the cost per unit is predefined
• **Personnel costs** represent more than 60% of the costs in an average similar programmes grants.

• To help you to assess if the lump sum budget is reasonable and non-excessive, we provide a [personnel cost dashboard](#).

• It shows the distribution of **participants’ average personnel costs in actual cost grants**. This information can be resolved by country and by organisation type.

• In this way, you can compare the personnel costs included in a lump sum budget with accepted actual personnel costs in similar programmes. If acceding justifications should be provided in the proposal.

[DATABASE FOR PERSONNEL COST HERE](#)
Fill in the individual beneficiary sheets – subcontracting costs

- There is one line for subcontracting per beneficiary and work package (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).

- Enter the number of subcontracted tasks for a given beneficiary and a given work package as number of unit. The cost per unit will be an average of the costs of all subcontracted. No more detailed information is required in the Excel file.

- The tasks to be subcontracted and their costs must be described and justified in the table 3.1g in the part B of the application form

Table 3.1g: ‘Subcontracting costs’ items

<table>
<thead>
<tr>
<th>Participant Number/Short Name</th>
<th>Cost (€)</th>
<th>Description of tasks and justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontracting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The costs entered here must match the costs entered in the Excel file.
Fill in the individual beneficiary sheets - direct purchase costs

- Enter the total number of units and the average cost per unit for each relevant cost category.

- The cost per unit will be an average of the prices of all items in the given category for a given beneficiary and a given work package. No more detailed information is required in the Excel file.

- If purchase costs exceed 15% of the personnel costs of a given beneficiary, this beneficiary must complete table 3.1h of Part B of the proposal template
For the category ‘equipment’ (equipment, infrastructure, other assets) you must enter the depreciation costs in the individual beneficiary tabs.

Use the ‘Depreciation costs’ tab to calculate the depreciation costs:

- Fill in the information about the beneficiary, the work package, the resource type, the name of the investment and the date of purchase
- Encode the (estimated) price of the equipment in the column ‘Purchase cost’
- Encode the percentage of usage of the equipment for the project in the column ‘% used for the project’
- Complete the column “% of useful life of the equipment in the project”. To obtain the correct value, divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the result by 100%.

### TOOL: DEPRECIATION COSTS LIST

<table>
<thead>
<tr>
<th>BE nr</th>
<th>Beneficiary name</th>
<th>WP nr</th>
<th>Work Package name</th>
<th>Type of Equipment</th>
<th>Short name of the equipment</th>
<th>Date of purchase (real or planned date of purchase)</th>
<th>Purchase cost</th>
<th>% used for the project</th>
<th>% of useful life of the equipment in the project</th>
<th>Charged depreciation costs per investment</th>
<th>Justification: Needed info for depreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BE1 name</td>
<td>1</td>
<td>Communication</td>
<td>Infrastructures</td>
<td>Description of the infrastructure</td>
<td>10-05-22</td>
<td>€ 20,000.00</td>
<td>100%</td>
<td>40%</td>
<td>€ 8,000.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BE2 name</td>
<td>2</td>
<td>Design and delivery of modular equipment</td>
<td>Equipment</td>
<td>Description of the equipment</td>
<td>15-03-22</td>
<td>€ 2,500.00</td>
<td>50%</td>
<td>60%</td>
<td>€ 750.00</td>
<td></td>
</tr>
</tbody>
</table>
Certain types of costs can be entered only if they are **explicitly allowed for in the specific conditions of your topic**:

- Financial support to third parties and Internally invoiced goods and services – to be described in part B of the proposal in the Other cost categories table.

- Indirect costs are calculated automatically.
The lump sum breakdown table is generated automatically. It displays the lump sum shares per beneficiary/affiliated entity and per work package.

It applies the funding rate you have chosen in the BE list.

In the part A of the application (online forms), you have to fill in the ‘Budget for the proposal’ table, entering the requested grant amount for each participant. To do so, please use the total amounts per beneficiary in the table ‘Estimated breakdown of the lump sum per work package and per beneficiary’ in the Excel file.
The ‘Summary per WP’ and ‘BE-WP person months’ table are produced automatically.

They will be used by evaluators during the evaluation of your proposal.
Lump Sum topic Submission in SEP
Part A + Part B + Excel Budget Table

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

Part B
Zip File
Word documents
Comprising of:
- Part B (inc. List of previous projects table to upload)
- Excel budget table compulsory for this Topic
Once you completed the detailed budget table, upload it in the online submission system, as annex to the part B template.

The format of the Excel template is .xslm because it uses macros. While you work on it, always save it as .xslm.

Upload the Excel file in .xlsx or .xls format. For security reasons, you cannot upload the file in .xslm format.

Always keep a copy of the original .xslm file.
Your proposal will be evaluated by independent experts against the standard evaluation criteria:

<table>
<thead>
<tr>
<th>Award criteria</th>
<th>Minimum pass score</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Implementation</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Impact</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Overall (pass) scores</td>
<td>10</td>
<td>15</td>
</tr>
</tbody>
</table>

Significant shortcomings in the lump sum budget lead to a lower score under the implementation criterion (e.g., a flawed budget structure or a clearly overestimated or underestimated lump sum). Some corrections to individual cost estimations should not affect the score.
● If the experts find overestimated costs, this is recorded in the Evaluation Summary Report.

Following the recommendations of the experts, the requested grant amount might be decreased. However, the requested grant amount cannot be increased.

● This will be reflected in a modified lump sum amount in the
Grant Agreement

- The overall lump sum is fixed in the grant agreement.

- The breakdown of lump sum shares per beneficiary and per work package is included in the grant agreement (Annex 2). The detailed cost estimations from your proposal do not become part of the grant agreement.

- Once the lump sum is fixed in the grant agreement, the costs actually incurred are not relevant.
The end slide

Thank you
Pitching Sessions
15:00 – 16:00

- DIGITAL-2023-SKILLS-05-SPECIALEDU - Specialised Education Programmes in Key Capacity Areas
- DIGITAL-2023-SKILLS-05-CYBERACADEMY - Cybersecurity Skills Academy
- DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU - Specialised Education Programmes in Key Capacity Areas - Advanced digital skills analysis
Survey results!
Check the mentimeter.
Thank you.

And now, it is the time to find partners & join a consortia!

Continue the discussion online in the Partner for DIGITAL Skills Networking Group, then dive into the dedicated discussions to pitch your organisation and connect with new partners!

Click on this button to go to the group!