Agenda

Advanced Digital Skills
Specialised Education Programmes in Key Capacity Areas
INFORMATION DAY FOR POTENTIAL APPLICANTS, 5 July 2024

10:00-10:05	Welcome and introduction (HaDEA) Agenda and procedure for Questions (HaDEA)
10:05-10:20	**DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY - Specialised Education Programmes in Key Capacity Areas** **Topic Briefing** *SATLER Asja (CNECT)*
10:20-10:30	Q&As
10:30-11:10	**General presentation on the application and evaluation procedures** *SAARELA Maria (HaDEA)* **Registering your organisation, Legal validation and Financial capacity assessment** *CUGNIDORO Mariadomenica and PUIU Florin (REA)*
11:10-11:20	Q&As
11:20-11:40	**Lump Sum** • What is lump sum and how to submit a lump sum proposal? • Important points regarding the submission of a lump sum proposal *KOYUNCU Basak and JAKUB Radoslav (HaDEA)*
11:40-11:50	Q&As
11:50-13:00	Pitching session for potential applicants

Main objectives for today

- To raise awareness on DIGITAL Europe Programme and the 7th 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 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"

Digital Call 7

Call:	DIGITAL-2024-ADVANCED-DIGITAL-07 - Advanced Digital Skills	Type of Action	Funding Rate	Available budget
Topic:	DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY – Specialised Education Programmes in Key Capacity Areas	DIGITAL-LS DIGITAL Lump Sum Grants	50%	55 000 000 EUR

Link to the Call page on the Funding and Tenders Portal: Specialised Education Programmes in Key Capacity Areas

Digital Call 7 – Timeline

Phases	Dates
Call opening	4 July 2024
Deadline for submission	**21 November 2024 17:00:00 CET (Brussels)**
Evaluation	November 2024 – January 2025
Information on evaluation results	February 2025
Grant Agreement Signature	August 2025, at the latest

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!

Specialised Education Programmes in Key Capacity Areas

- *(DIGITAL-2024-ADVANCED-DIGITAL-07)*
- 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.
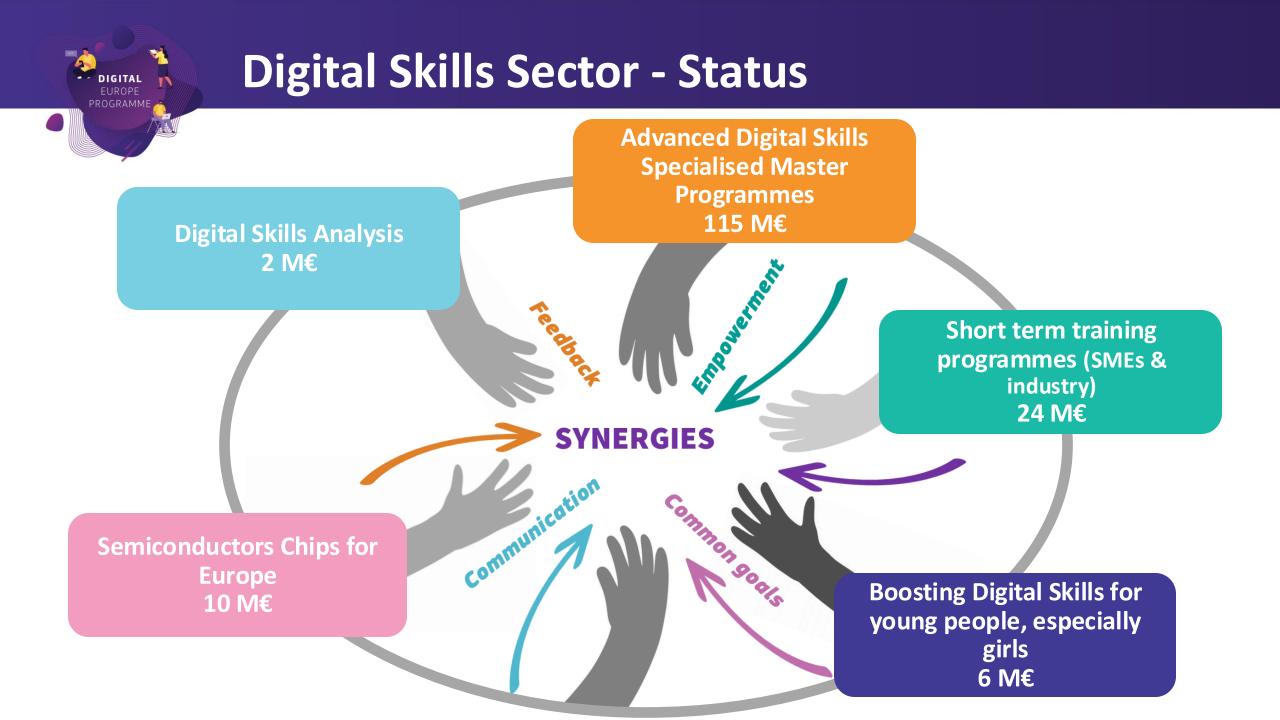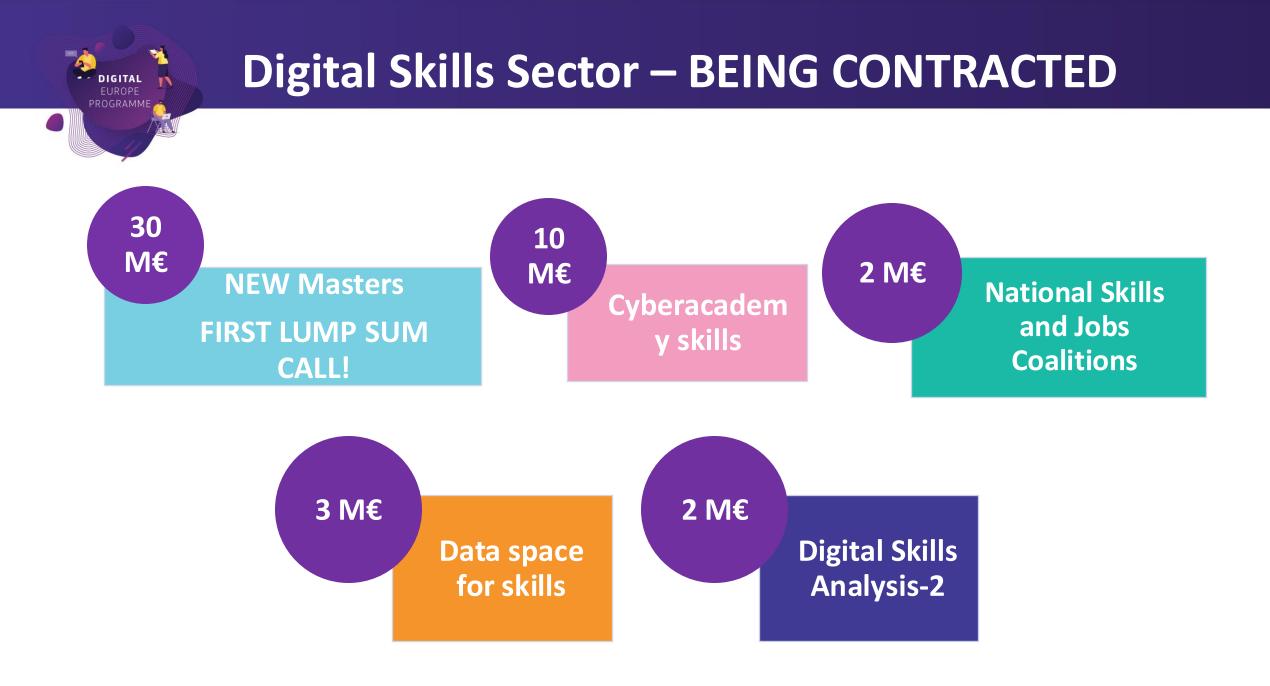
📌 Provide your **name and email, together with your question**.

General overview
The DIGITAL SKILLS sector
The current Call

Jean Francois Junger

HaDEA Head of Unit B2

Digital Skills Sector - Status

Advanced Digital Skills Specialised Master Programmes
115 M€

Digital Skills Analysis
2 M€

Short term training programmes (SMEs & industry)
24 M€

Semiconductors Chips for Europe
10 M€

Boosting Digital Skills for young people, especially girls
6 M€

Feedback

Empowerment

Communication

Common goals

SYNERGIES

Digital Skills Sector – BEING CONTRACTED

30 M€ — NEW Masters FIRST LUMP SUM CALL!

10 M€ — Cyberacademy skills

2 M€ — National Skills and Jobs Coalitions

3 M€ — Data space for skills

2 M€ — Digital Skills Analysis-2

Digital Skills Sector – The CALL currently OPEN for submission

55 M€

- **DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY-Specialised Education Programmes in Key Capacity Areas**

- **2nd LUMP SUM CALL**

DIGITAL SO4 actions - ADVANCED DIGITAL SKILLS

DIGITAL EUROPE PROGRAMME

Work programme

2021-2022
2023-2024
(2025-2027)

291 million EUR
(2021-2024 budget)

Call Topics

2021
- ➢ Specialised education programmes in key capacity areas
- ➢ Advanced digital skills analysis
- ➢ Short term training courses in key capacity areas
- ➢ EuroHPC JU – Traineeships + Training + Virtual academy

2022
- ➢ Specialised education programmes in key capacity areas
- ➢ Promoting European innovation in education
- ➢ Digital Skills and Jobs Platform

2023
- ➢ Reinforcing Skills in semiconductors
- ➢ Boosting digital skills of young people, in particular girls
- ➢ Specialised education programmes in key capacity areas
- ➢ Advanced digital skills analysis
- ➢ Cybersecurity Skills Academy

2024
- ➢ Specialised education programmes in key capacity areas
- ➢ Girls and Women in Digital
- ➢ Digital Skills and Jobs Platform

Projects

→ 8 projects
→ 1 project
→ 12 projects
→ 1 + projects

→ 12 projects
→ 1 project
→ 1 project

→ 2 projects
→ 1 project
→ under evaluation
→ under evaluation
→ under evaluation

→ call – open 4 July
→ call closed
→ call closed

What is the aim of this topic?

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

Closing the digital skills gap

Main objectives:
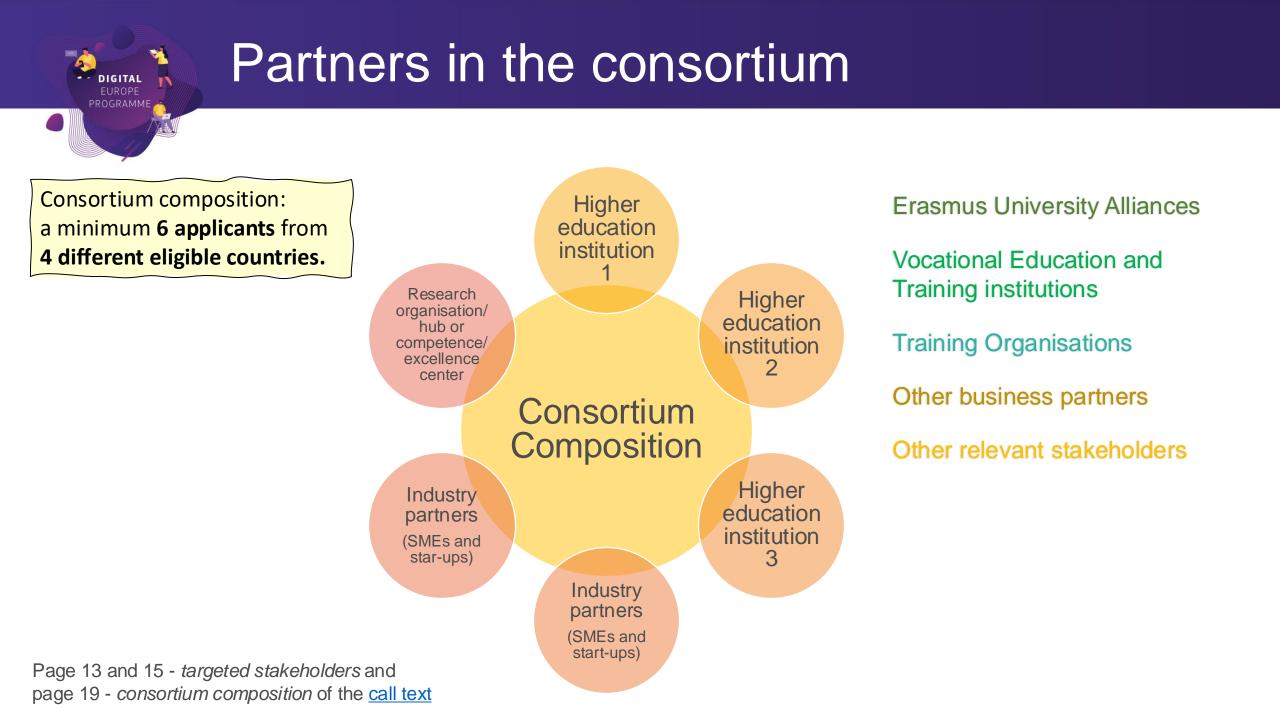
Design and delivery of **bachelor's, master's and doctoral programmes** leading to a degree and develop related **self-standing modules** leading to a certification
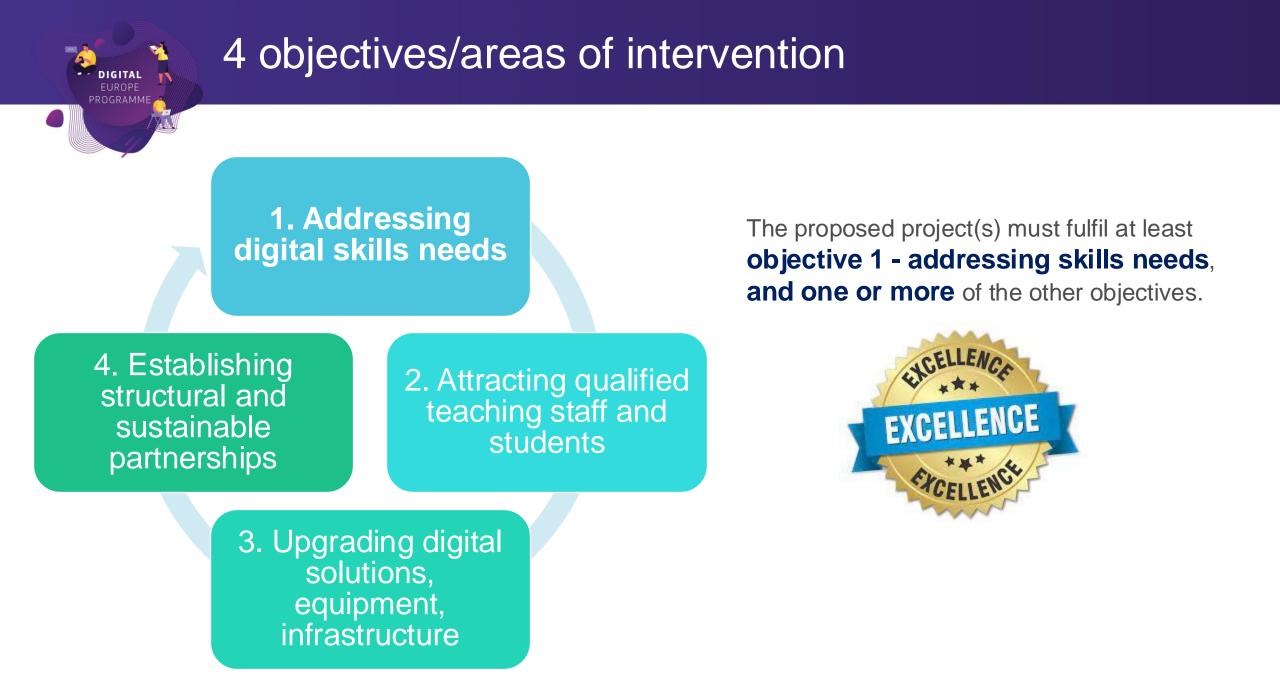
Co-designed jointly between higher education institutions, industry and research partners in the consortium

Budget	Duration	EU co-financing
EUR 55M up to 10M per project	4 years	50%
		Lump sum grant

Partners in the consortium

Consortium composition:
a minimum **6 applicants** from
4 different eligible countries.

Consortium Composition

- Higher education institution 1
- Higher education institution 2
- Higher education institution 3
- Industry partners (SMEs and start-ups)
- Industry partners (SMEs and star-ups)
- Research organisation/ hub or competence/ excellence center

Erasmus University Alliances

Vocational Education and Training institutions

Training Organisations

Other business partners

Other relevant stakeholders

Page 13 and 15 - *targeted stakeholders* and
page 19 - *consortium composition* of the call text

4 objectives/areas of intervention

1. Addressing digital skills needs

4. Establishing structural and sustainable partnerships

2. Attracting qualified teaching staff and students

3. 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.

Type of programme(s):

Type 1: Specialised education programme(s) for the development of advanced digital skills in key capacity areas:

    a. Virtual worlds

    b. Edge computing

    c. Quantum computing

    d. Photonics

    e. Robotics and automatization

Type 2.1: Interdisciplinary programme(s) for the development of **advanced <u>green</u> digital skills** in selected strategic sectors:

    f. Agriculture

    g. Transport

    h. Renewable energy

    i. Waste management

Type 2.2: Interdisciplinary programme(s) for the development of advanced digital skills in the:

    j. Government and public sector

Consortia must design and deliver at least one programme, bachelor's and/or master's and/or doctoral programme, and should develop self-standing modules

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The proposals should clearly identify the type of programme: type 1 the digital area (a-e.) or type 2 strategic sector (f-j.) as the <u>main focus</u> of their programme(s) and self-standing modules.

It is expected to fund at least the highest ranking proposal from each above listed key digital area and strategic sector, provided that all thresholds are attained and within the limits of the budget available for this topic.

Objective 1 - Addressing skills needs

Design and deliver bachelor's, master's or doctoral programmes & 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	At least 150 students enrolled in programme(s), plus 150 students trained through self-standing courses during the duration of the project

Remember:
- The programme(s) are offered and taught to students enrolled **in <u>all</u> higher education institutions** participating in the action. The self-standing module(s) can be delivered and awarded by any training provider part of the consortium.

Objective 2 – Teaching Staff and Students

Attract teaching staff

| Lectures and seminars by qualified experts from public and private sector | Incentives for teaching staff, researchers, laboratory technicians | Steps to attract female teaching staff and experts | Actions to encourage mobility among consortium partners |

Attract and support students

| Financial support to students (up to 20% of total grant) | Incentives for student mobility in synergy with Erasmus+ |

Via scholarships, fee waivers or others

Via internships or short-term job placement or others

International students

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

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

Links

Digital Skills and Jobs Platform

- Tool for dissemination and promotion of information

- Window for the new programmes in digital technologies

Advanced digital skills analysis
(DIGITAL-2023-SKILLS-05-SPECIAL-PROGEDU)

Other EU programmes and initiatives

Novelties in the topic

➢ 10 selected key digital areas / specific sectors

➢ VET

To facilitate the participation of Vocational Education and Training (VET) institutions in the design and delivery of advanced digital skills training opportunities and to support flexible learning pathways, it is encouraged to seek cooperation with VET providers, preferably as partners in the consortium.

➢ Open source

Designed programme(s) in the domains of virtual worlds, edge computing, and robotics and automatization (a., b., and e.) and interdisciplinary programme(s) targeting the acquisition of advanced digital skills for government and public sector (j.) or self-standing module(s) related to those fields should integrate courses on the nature, development, technical and economic integration and use of open source software, as well as hardware (only for b and e).

➢ Award criteria:

3. Impact

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*.

THANK YOU!

#DigitalEUProgramme

ADVANCED DIGITAL SKILLS

Q&A session

Submitting a proposal
via the Funding & Tenders Portal

Maria SAARELA

HaDEA B2

Where to find the Call document

Funding and Tenders Portal:

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

Where to find the Call document

Search by Topic ID:
DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY

…or by topic name:
Specialised Education Programmes in Key Capacity Areas

or filter by DIGITAL EUROPE PROGRAMME →

Where to find the Call document

Call page: EU Funding & Tenders Portal (europa.eu)

European Commission | EU Funding & Tenders Portal

Sign in   EN

🏠 Home | Funding ▾ | Procurement ▾ | Projects & results ▾ | News & events ▾ | Work as an expert | Guidance & documents ▾ | Search... 🔍 ⚠1

Home > Funding > Calls for proposals > Specialised Education Programmes in Key Capacity Areas

Specialised Education Programmes in Key Capacity Areas
DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic Q&As
- Get support

General information

Programme
Digital Europe Programme (DIGITAL)

€ Budget overview

Call
Advanced Digital Skills (DIGITAL-2024-ADVANCED-DIGITAL-07)

Type of action
DIGITAL-LS DIGITAL Lump Sum Grants

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

⟳ Forthcoming

Deadline model
single-stage

Planned opening date
04 July 2024

Deadline date
21 November 2024 17:00:00 Brussels time

Topic description

Objective:
This topic aims at contributing to the target of reaching 20 million ICT specialists in the EU by 2030, while promoting gender convergence, as set in the Digital Decade Policy Programme. Gains from major breakthroughs in key capacity digital technological areas (e.g. artificial intelligence, data analytics, virtual worlds, photonics, quantum, cloud and edge computing, and others) cannot materialise if there are not enou...

⌄ Show more

Where to find the Call document

Call page:
Conditions and documents

Scroll down in section "Conditions and documents"

Outline of the Call document

CALL FOR PROPOSALS

TABLE OF CONTENTS

Section 2 – Topic specific:
- Objectives (see also DEP Work Programme)
- Scope
- Outcomes and deliverables
- KPIs to measure outcomes and deliverables
- Targeted stakeholders
- Type of action and funding rate
- Specific topic conditions

As of Section 3:

Budget, timetable, Admissibility & Eligibility criteria, Consortium composition, Award criteria…
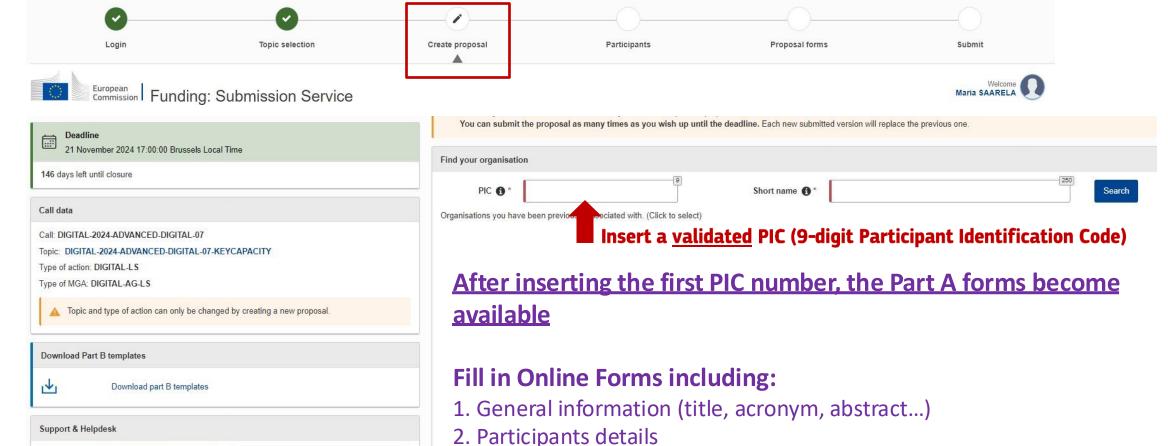
How to submit a successful proposal

Topic page - Start a Submission

Call page: **DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY**

Submission Service – Create a proposal

DIGITAL EUROPE PROGRAMME

Submission Service:

'Metro line'

✓ Login	✓ Topic selection	✎ Create proposal	○ Participants	○ Proposal forms	○ Submit

European Commission | Funding: Submission Service

Welcome
Maria SAARELA

Deadline

📅 **Deadline**
21 November 2024 17:00:00 Brussels Local Time

146 days left until closure

You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Correct topic?

Call data

Call: DIGITAL-2024-ADVANCED-DIGITAL-07

Topic: DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY

Type of action: DIGITAL-LS

Type of MGA: DIGITAL-AG-LS

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

Find your organisation

PIC ⓘ * [⁹]   Short name ⓘ * [²⁵⁰]   **Search**

Organisations you have been previously associated with. (Click to select)

Download Part B templates

⬇ Download part B templates

← **Download templates**

📄 Tpl_Application Form (Part B) (DEP).rtf

📊 Tpl_Detailed Budget Table (DEP LSII).xlsm

Need help?

Support & Helpdesk

🖥 Online Manual	ⓘ IT How To
✉ IT Helpdesk	❓ FAQ

Your role

Please indicate your role in this proposal *

Submission service:

Insert a **validated** PIC (9-digit Participant Identification Code)

After inserting the first PIC number, the Part A forms become available

Fill in Online Forms including:
1. General information (title, acronym, abstract…)
2. Participants details
3. Budget (total requested funding per partner)
4. Other questions – Security issues table

Part A & Part B

Part A of the proposal

Fill in all Part A forms directly in the Submission System

Part A – administrative forms	
Section 1 – General information	Call, Topic, Type of Action, Type of Model Grant Agreement, Proposal number, acronym, title, duration, Keywords, Declarations
Section 2 – Participants	Information on the applicants and consortium partners
Section 3 – Budget	Total funding per partner
Section 4 – Other Questions	Security issues table - <u>must be completed</u>

Security issues table

1. EU Classified Information (EUCI)[2]		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	○ Yes ◉ No	
Does this activity involve non-EU countries which need to have access to EUCI?	○ Yes ◉ No	

2. Misuse		Page
Does this activity have the potential for misuse of results?	○ Yes ◉ No	

3. Other Security Issues		Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes ◉ No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes ◉ No	

Part B of the proposal

Use Part B template and upload it as a pdf to the Submission System

Part B – technical description	
Section 1 – Relevance In line with Award Criteria 1	1. Objectives and activities 2. Contribution to long-term policy objectives, policies and strategies — Synergies *3. Digital technology supply chain** *4. Financial obstacles**
Section 2 – Implementation In line with Award Criteria 2	1. Maturity 2. Implementation plan and efficient use of resources 3. Capacity to carry out the proposed work
Section 3 – Impact In line with Award Criteria 3	1. Expected outcomes and deliverables – dissemination and communication 2. Competitiveness and benefits for society 3. Environmental sustainability and contribution to European Green Deal goals

! Part B Sections **1.3** and **1.4** are **NOT APPLICABLE** for this topic (See Section 2 of the Call). Leave them empty in Part B.
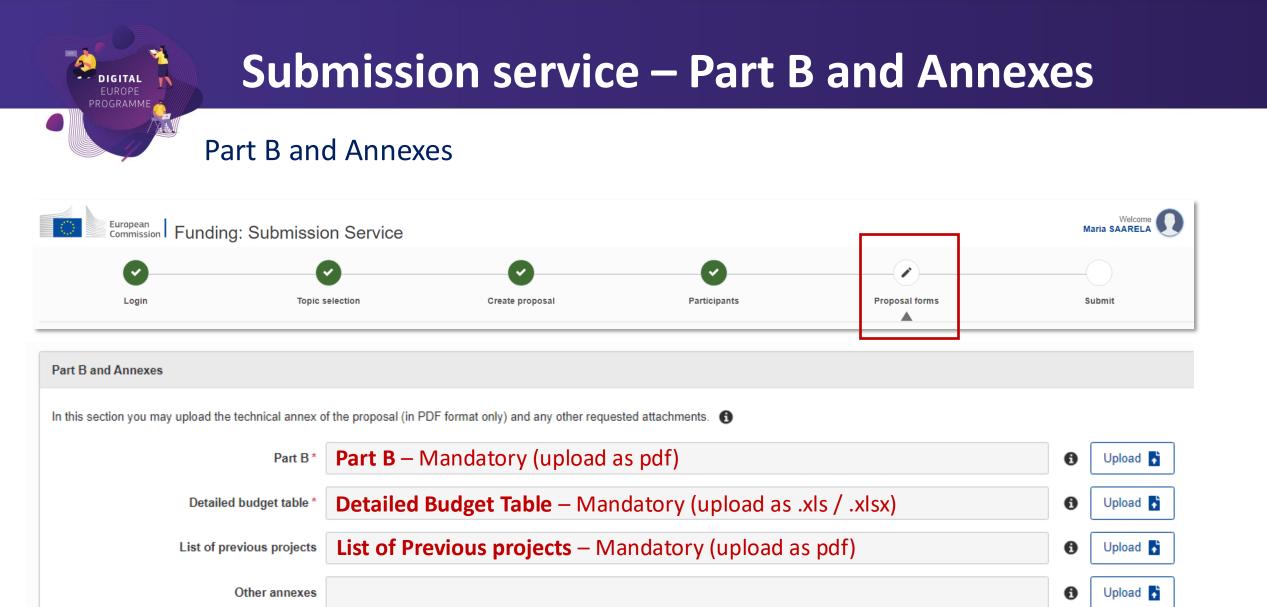
Part B of the proposal

Use Part B template and upload it as a pdf to the Submission System

Part B – technical description	
Section 4 – WORK PLAN	Work plan, Work Packages, Staff effort, Subcontracting, Purchases and equipment, Other cost categories, Timing (Gantt)
Section 5 - OTHER	Ethics, Security – leave empty in Part B; fill in Security table in Part A
Section 6 - DECLARATIONS	Information concerning other EU grants – must be completed Financial support to third parties – eligible in this call
ANNEXES	List of previous projects (annex 4 to Part B) – mandatory

! Part B Page limit: **70 pages**

Annexes do not count towards the page limit.

5.1 Ethics

Ethics

If the Call document contains a section on ethics, the ethics issues and measures you intend to take to solve/avoid them must be described in Part A.

See Application Form Part A.

#§ETH-ICS-EI§# #@SEC-URI-SU@#

5.2 Security

Security

The security issues and the measures you intend to take to solve/avoid them must be described in Part A.
Note: *Beneficiaries must ensure that the projects are not subject to national/third country security requirements that could affect the implementation or put into question the award of the grant (e.g. technology restrictions, national security classification, etc).*

See Application Form Part A.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

Leave empty in Part B

Submission service – Part B and Annexes

Part B and Annexes

Submission service – Validate

Validating and Warnings:

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

Award criteria

Award criteria

> **!** Award criteria and sub-criteria are in line with the Part B sections
> See Call document - Section 2 - *Scope*, as of page 10 for detailed information

1. RELEVANCE	2. IMPLEMENTATION	3. IMPACT
1.1 Alignment with the objectives and activities as described in section 2 1.2 Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level *1.3 Extent to which the project would reinforce and secure the digital technology **supply chain** in the EU** *1.4 Extent to which the project can overcome **financial obstacles** such as the lack of market finance**	2.1 Maturity of the project 2.2 Soundness of the implementation plan and efficient use of resources 2.3 Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work	3.1 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 3.2 Extent to which the project will strengthen competitiveness and bring important benefits for society 3.3 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 and 1.4 are **NOT APPLICABLE** for this topic
> For further details on award criteria, refer to the Call document - Section 2 - *Specific topic conditions*

Award thresholds

Award criteria	Minimum pass score per criterion	Minimum pass score per proposal	Maximum score per criterion	Maximum score per proposal
Relevance	3		5	
Implementation	3	10	5	15
Impact	3		5	

For a proposal to be considered for funding, it **MUST**:
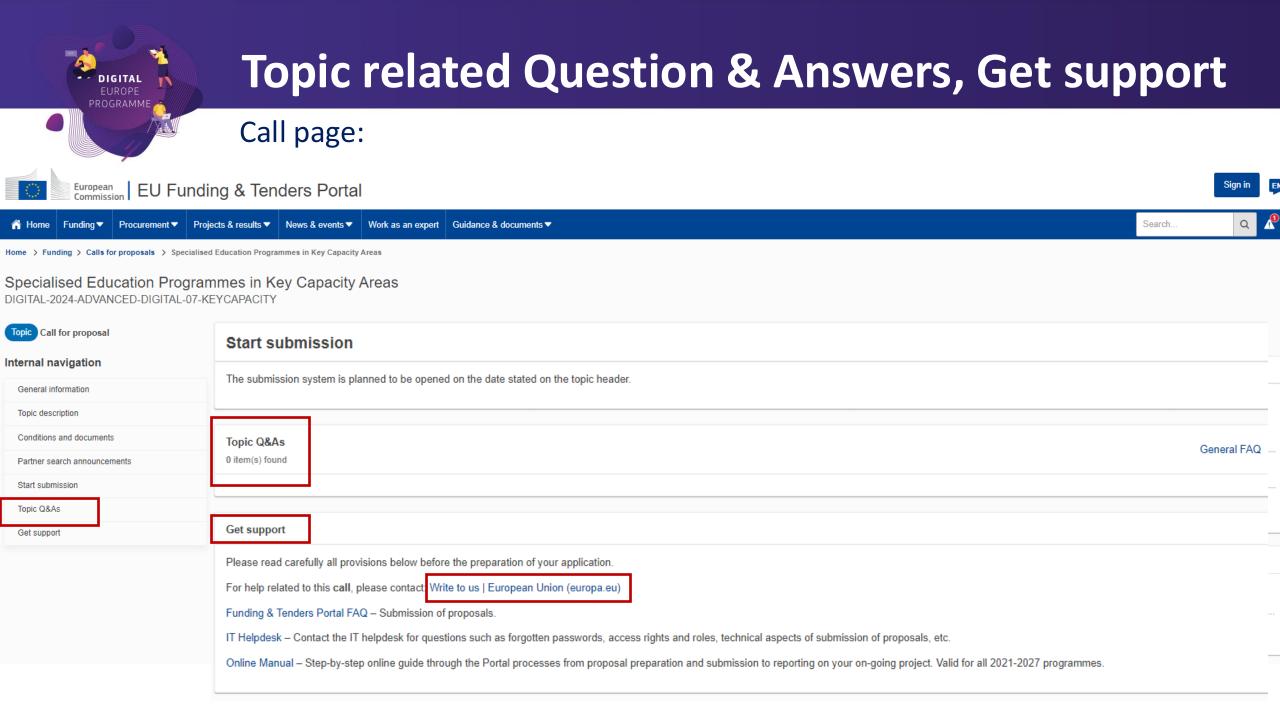1. Pass the individual award criteria threshold for **all criteria**: **3**
AND
2. Obtain an **overall score** of or above: **10**

- All proposals that are scored *below* these thresholds will be rejected.
- Only proposals *above* these thresholds and within the limits of the *available call budget*, can be funded.
- For further details, please refer to the Call Document Section 9 – *Award Criteria*
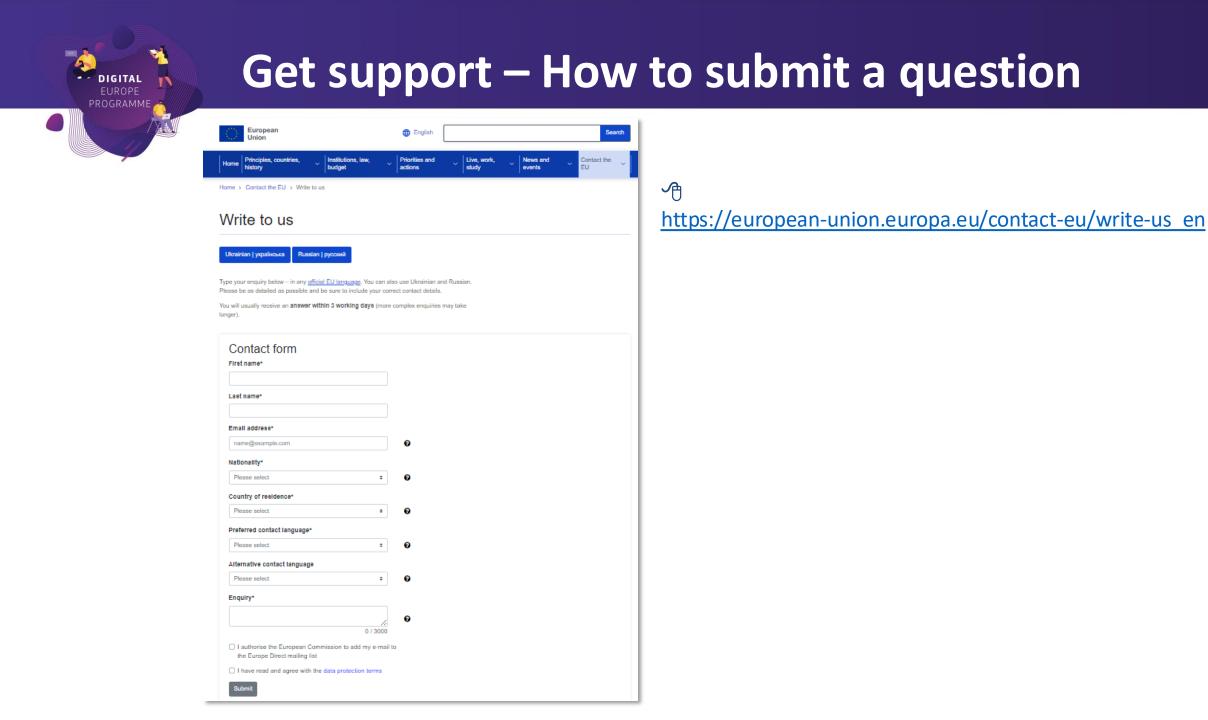
Topic specific Questions and Answers

Submitting questions

Guidance & Manuals

Topic related Question & Answers, Get support

Call page:

Get support – How to submit a question

https://european-union.europa.eu/contact-eu/write-us_en

Guidance and Manuals

🖱 https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support

Guidance and Manuals

Online Manual

🖱 **Submit a proposal**

Description of the process

🖱 **Submit a proposal**

Detailed instructions with screenshots

European Commission | Funding & tender opportunities — Online Manual

Search

/ Online Manual / Grants / Applying for funding

Submit a proposal — Electronic Submission System

| Find a call | Conditions for funding | Find partners | **Submit a proposal** |

Complaints about failed submission

Submit a proposal

| Get prepared | Electronic proposal submission |

Online Manual
- My Area — User account and roles
- Participant Register — Register your
- Grants
  - Applying for funding
    - Search funding opportunities —
    - Projects that can be funded — (
    - Apply with partners or as indivi
    - **Submit a proposal — Electron**
      - Get prepared
      - Electronic proposal submissio

European Commission | Funding & tender opportunities — IT How To

Search

| 🏠 | Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional information |

/ IT How to / How to participate

Submit a proposal

| Find a call | Find partners | Register an organisation | **Submit a proposal** | Follow up your proposal |

Table of contents

- The proposal submission process
  - Proposal submission preparatory checklist
  - Accessing your draft and submitted proposals
  - Contact and support

Submit a proposal
- Create proposal
- Participants
- Proposal forms
- Submit

Final tips for applicants

- **Admissibility requirements:**
  - Application form **is readable** – before uploading Part B, check that it has been correctly converted to PDF and that there are no missing parts or missing tables.
  - Always use the **standard template Part B,** and **Detailed Budget Table** downloaded from the Submission System (not an old copy or own format).
  - **List of previous projects** – mandatory Annex (see template in Part B)

- **Eligibility requirement:**
  - **Consortium composition compliance is a must** – Read carefully Section 6 of the call document and section *Targeted Stakeholders*.

Final tips for applicants

- **Security issues tables in Part A:**
  - <u>Security</u>: Applicable (fill in the table in Part A)
  - Mark with great attention the **relevant Security issues** when applicable
  - When marking any security issues, include the corresponding **proposal Part B page** in the Security table

- **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.
    - *Call document Section 2 – Scope (as of page 10)*
    - *Call document Section 9 – Award criteria*

Final tips for applicants

- **Part B page Limit:**
    - **70 pages.** Any additional pages will not be taken into account.

- **Deadline:**
    - **Do not submit your proposal on the last day** to avoid last minute or technical problems! Resubmission before the deadline is possible.

- **Overlaps/double funding risk:**
    - The system detects similarities between proposals. This has serious legal implications.
    - Reply relevant questions in Part A carefully.

- **Updates to the Call/Topics:**
    - Please regularly check Funding & Tenders Portal for possible updates to the call or topics.

DIGITAL
EUROPE
PROGRAMME

Thanks for your attention

For any questions after today's session please submit them through the form in the F&T Portal
https://european-union.europa.eu/contact-eu/write-us_en

REA Central Validation Service

Getting started - Registering your organisation, Legal validation and Financial capacity assessment

MARIADOMENICA CUGNIDORO
FLORIN PUIU

5 July 2024

Presentation Outline

REA Central Validation Service

Registration of participants

Legal validation and Legal entity appointed representative (LEAR)
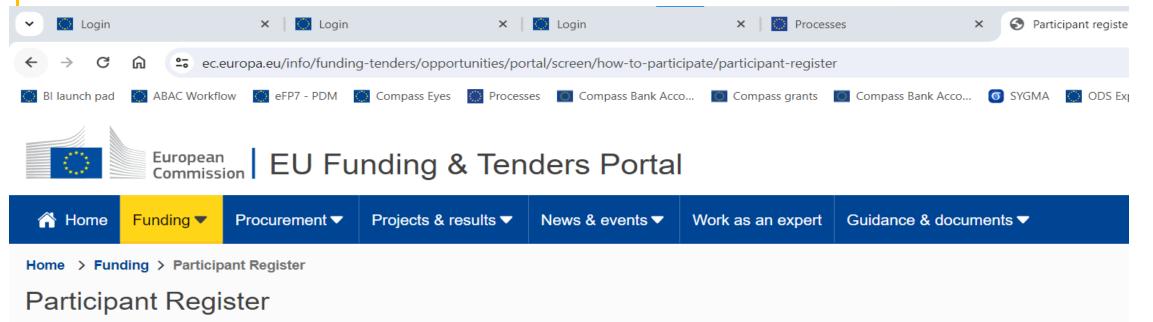
Communication

Guidance documents

European Commission

REA Central Validation Service
(REA CVS)

- 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

- Encoding **Bank Account requests**

- Prepares the **Financial Capacity Assessment**

- Performs **ownership control assessments** for specific programmes

- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

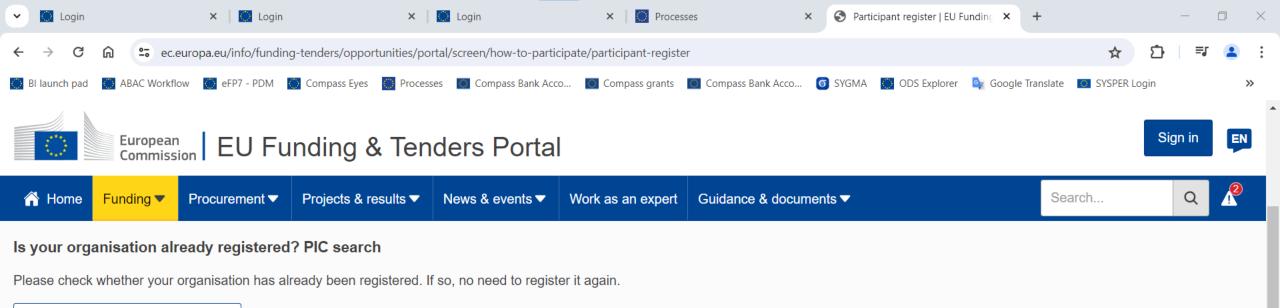# Registration of an organisation
(at proposal stage)

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

European Commission | **EU Funding & Tenders Portal**

Sign in

EN

| Home | Funding ▼ | Procurement ▼ | Projects & results ▼ | News & events ▼ | Work as an expert | Guidance & documents ▼ | Search... |

Is your organisation already registered? PIC search

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

🔍 Find a registered organisation

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.
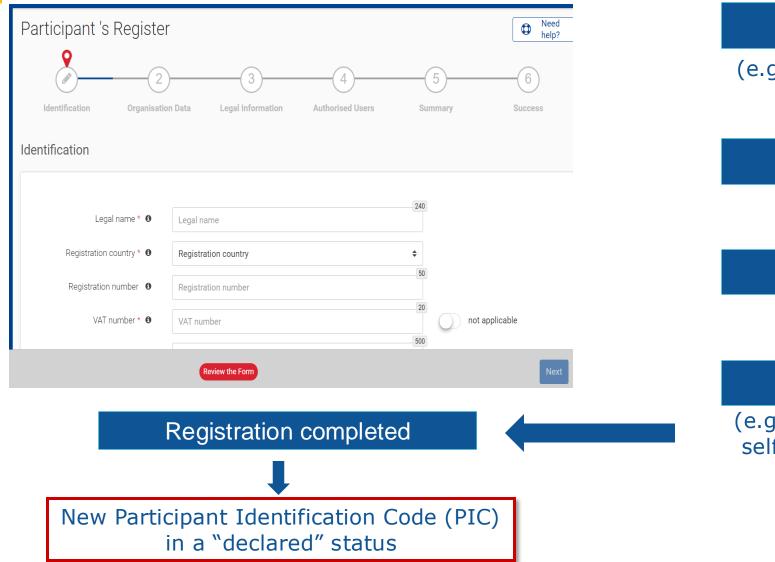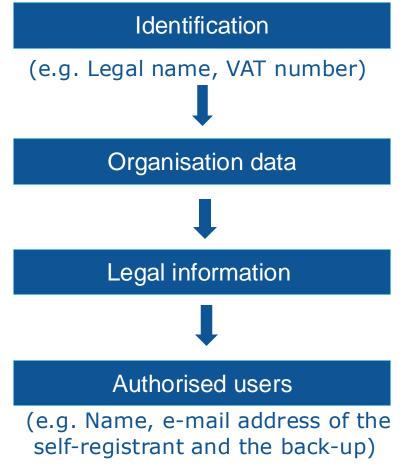
✏ Register your organisation

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 log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.
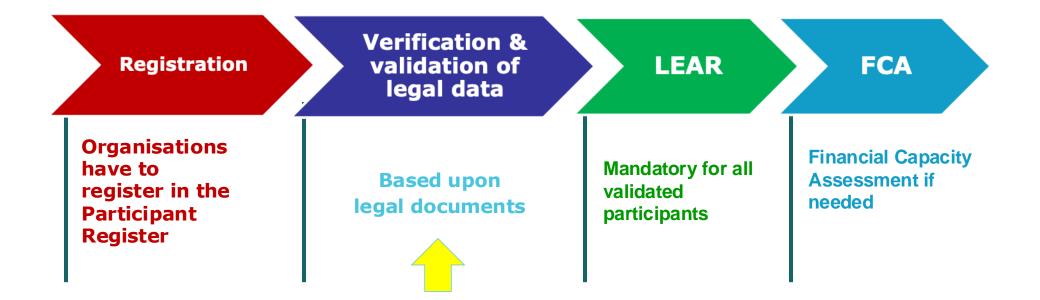
Type here to search

FRA 08:19 02-07-2024

How to register in the Participant Register

Participant 's Register

Identification → Organisation Data → Legal Information → Authorised Users → Summary → Success

Identification

Legal name *	Legal name
Registration country *	Registration country
Registration number	Registration number
VAT number *	VAT number — not applicable

Review the Form | Next

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

New Participant Identification Code (PIC) in a "declared" status

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 is done **once**, when the entity has to sign its first Grant Agreement or Contract and it is reused for future participations in EU grant ,procurement actions and contribution agreements.

- 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

Legal validation documents

✓ **Legal entity form** (<u>template</u> to be completed, dated, stamped and signed)

✓ **VAT extract** (< 1 year)

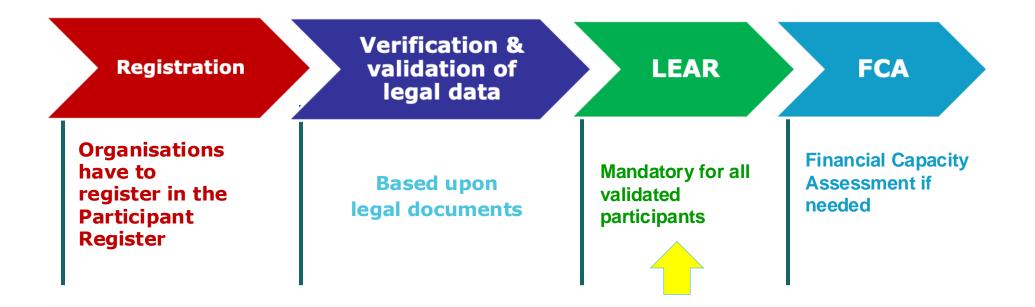   ✓ *If not registered for VAT – proof of VAT exemption*

✓ **Registration extract** (< 1 year) – for private law bodies

✓ **Law/decree/decision** – for public law bodies

✓ **Treaty** – for international organisations

✓ **Statutes** – for non-profit organisations

European Commission

LEAR role and duties

In the Single Electronic Data Interchange Area, the appointment of the Legal Entity Appointed Representative (LEAR) is mandatory.

The LEAR:

- Notifies the EU of changes in legal data/status
- Submits legal and financial documents if required
- Manages access rights of persons in the organisation (but *not* at the project level)
- Nominates 'Account Administrators' and individuals authorised to sign:
  - ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. **LSIGN**)
  - ✓ Financial statements (Financial signatories, i.e. **FSIGN**)

LEAR appointment documents

1. LEAR appointment letter and Roles and Duties of LEARs (duly signed by both the legal representative and the LEAR)

2. Declaration of Consent to the EU Funding & Tenders Portal Terms and Conditions (duly signed by legal representative)

3. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR

4. Proof of empowerment of the legal representative

Scanned version of these documents shall be uploaded in the Participant Register. Originals of 1 and 2 must be kept in the entity's premises.

European Commission

Communication
(e.g. request to submit legal documents or to appoint a LEAR)

Messages are notified via e-mail to the contact person
(i.e. self-registrant or the appointed LEAR)

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

Europa / Funding & Tenders Portal notification

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 account. 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.

All communication is exclusively managed **through the Participant Register**

Access lost to a declared or valid PIC

Declared PIC

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

Valid PIC

- 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/

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.**

- **Call for Proposals (see the section "Financial capacity")**

European Commission

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.**

- **Call for Proposals (see the section "Financial capacity")**

When is the FCA needed?

✓ **ALL beneficiaries,** except for:

public bodies (including local, regional or national authorities)

individual requested grant amount of **LESS 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.

European Commission

FCA supporting documents
(via Participant Register)

✓ Balance sheet

Balance Sheet

- ASSETS
- LIABILITIES
- EQUITY

European Commission

FCA supporting documents
(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

Balance Sheet

Profit & Loss account

- REVENUES
- EXPENSES
- Net result
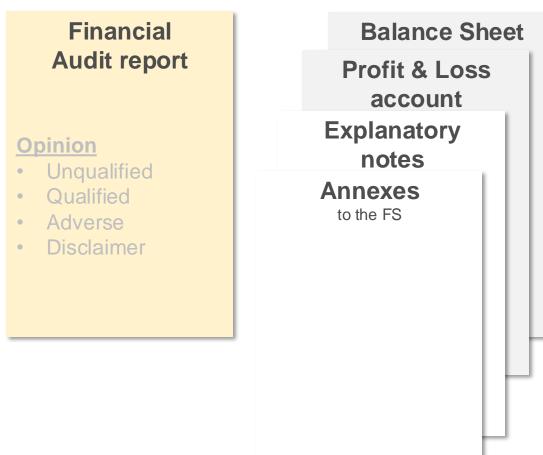
European Commission

FCA supporting documents
(via Participant Register)

- ✓ Balance sheet

- ✓ Profit and loss account

- ✓ Explanatory notes and/or annexes (if available)

Balance Sheet

Profit & Loss account

Explanatory notes

Annexes to the FS

Details on accounts

Breakdown on items

Additional explanations

European Commission

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

European Commission

FCA supporting documents
(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)
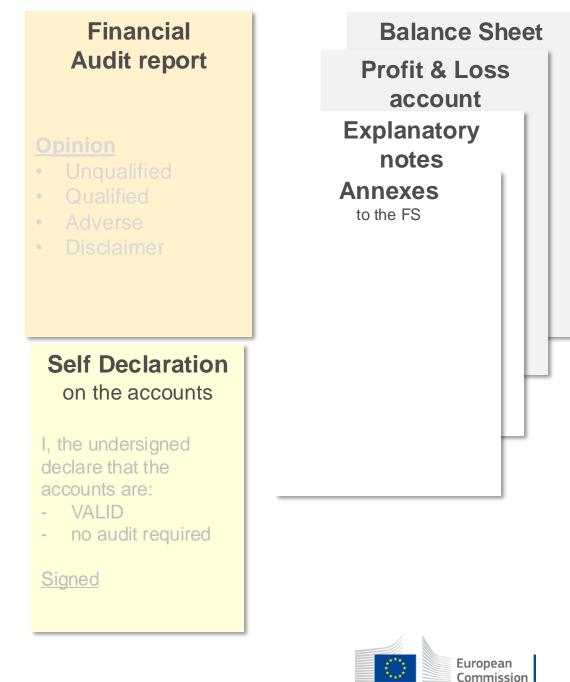
✓ Financial audit report

...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

European Commission

FCA supporting documents
(via Participant Register)

Balance Sheet	Profit & Loss account	Explanatory notes	Annexes to the FS	Financial Audit report

- ✓ Balance sheet

- ✓ Profit and loss account

- ✓ Explanatory notes and/or annexes (if available)

- ✓ Financial audit report

European Commission

FCA supporting documents
(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

YEAR N

| Balance Sheet | Profit & Loss account | Explanatory notes | Annexes to the FS | Financial Audit report |

YEAR N-1

| Balance Sheet | Profit & Loss account | Explanatory notes | Annexes to the FS | Financial Audit report |

For the 2 most recent closed and approved financial years

- official language
- dated
- signed

European Commission

FCA supporting documents
(via Participant Register)

YEAR N and YEAR N-1

| Balance Sheet | Profit & Loss account | Explanatory notes | Annexes to the FS | Financial Audit report |

✓ 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

European Commission

FCA supporting documents
(via Participant Register)

YEAR N and YEAR N-1

Balance Sheet	Profit & Loss account	Explanatory notes	Annexes to the FS	Financial Audit report
Balance Sheet	Profit & Loss account	Explanatory notes	Annexes to the FS	Financial Audit report

- ✓ 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

Business plan

Newly established entities

- ✓ Business plan
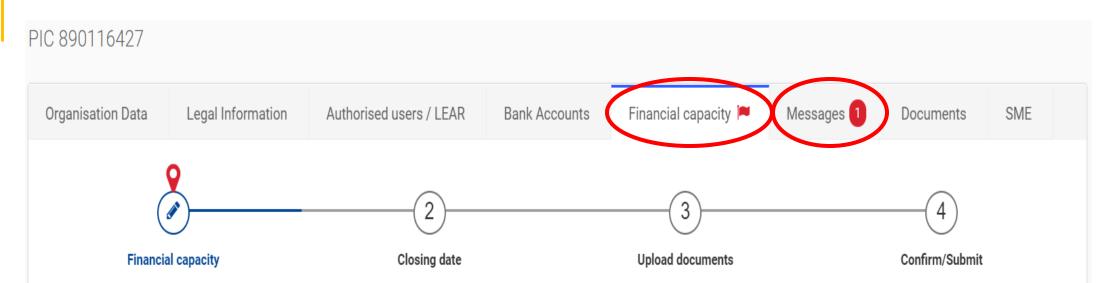
Once completed, the assessment is valid for 18 months from the closing date

European Commission

Financial Capacity Assessment:
Requests in Participant Register

Financial Capacity Assessment:
Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	Financial capacity 🚩	Messages 1	Documents	SME

➕ New message

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

	Subject ⬍	Message	Context ⬍	Date ⬍	Actions
📥	* Financial capacity assessment - Request for documents	Dear Participant, Following your recent a...	Financial capacity assessment	06/07/2021	✉ View

⏮ ◀ **1** ▶ ⏭

Guidance documents

Rules on Legal validation, LEAR appointment and financial capacity assessment:
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf

How to register in the Participant Register:
https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

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

European Commission

Thank you for your attention!

Questions?

European Commission

DIGITAL EUROPE PROGRAMME

Q&A session

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. 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 proposal

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 focussing 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 developments)

- No intention 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 the Funding & Tenders Portal's online **Submission System**

- 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 (Detailed Budget Table –template)**

- 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 **automatically generate a breakdown of lump sum** shares per work package and per participant (i.e., beneficiaries and affiliated entities, if any)

Please note that the 'Detailed 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). In this way, the relevant activities (work packages) can be paid at the end of the reporting period.

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

- 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** *'Tpl_Detailed Budget Table (DEP LSII).xlsm'.* Applicants must download the template from the online Submission System.

Note: More information about the tables and data required to be filled-in in the budget tables will follow in the dedicated part of this presentation

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, works and services

- **Other cost categories**: financial support to third parties (FSTP); internally invoiced goods and services;

- You must always use the template provided in the Funding & Tenders Portal's **online Submission System**

- The **Detailed Budget Table template** is downloaded in a ZIP file, together with the Part B template

- We recommend using **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

Fill in the beneficiaries list ('BEN list' tab)

- To add a **beneficiary**, double click on the **'Add BEN'** button

- To add an **affiliated entity**, double click on the **'Add AE to BENx'** button on the line of the beneficiary to which the entity is affiliated to

- For each beneficiary and each affiliated entity, write the name and the **acronym** of the organisation and choose the correct **country** and **funding rate** from the drop-down menus.

- Once you have completed the '**BEN list**' tab, you must double click the **'Apply changes' button** to generate the related tabs in the Excel workbook: one tab will be generated for each beneficiary

Which funding rate to choose? **50%**

Fill in the work packages list ('WP list' tab)

List of Work Packages		Add WP	! Double click buttons !	Apply changes
WP number	**WP name**			
WP1	Work Package 1			
WP2	Work Package 2		Clear WP2	
WP3	Work Package 3		Clear WP3	
WP4	Work Package 4		Clear WP4	

- 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'** tab, you must double click the **'Apply changes'** button: One table per Work Package will be added to the beneficiaries' individual tabs (BEN1, BEN2, BEN3…).

Fill in the individual beneficiary sheets ('BENx' tab)

COST CATEGORY		University1			Affiliated Entity 1	
					AE1	
	PM/Items	Cost per PM/item	BEN TOTAL COSTS	PM/Items	COST PER PM/Item	AE TOTAL COSTS
BENEFICIARY 1 - CALCULATION SHEET		View Summary				
COSTS WORK PACKAGE 1:	**WP1**					
A. DIRECT PERSONNEL COSTS						
A.1 Employees (or equivalent)						
SENIOR EXPERTS (or equivalent in the private sector)	10,00	6.500,00	65.000,00			0,00
JUNIOR EXPERTS (or equivalent in the private sector)	10,00	3.500,00	35.000,00			0,00
TECHNICAL PERSONNEL (or equivalent in the private sector)	10,00	5.500,00	55.000,00			0,00
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00	10,00	2.800,00	28.000,00
OTHERS			0,00	10,00	2.800,00	28.000,00
A.2 Natural Persons under direct contract	10,00	4.500,00	45.000,00			0,00
A.3 Seconded Persons	10,00	5.500,00	55.000,00			0,00
A.4 SME owners and natural person beneficiaries	10,00	5.080,00	50.800,00		5.080,00	0,00
B. DIRECT SUBCONTRACTING COSTS						
	2,00	60.000,00	120.000,00			0,00
C. DIRECT PURCHASE COSTS						
C.1 Travel and subsistence	2,00	2.800,00	5.600,00			0,00
C.2 Equipment (complete 'Depreciation costs' sheet)						
Equipment	1,00	25.000,00	25.000,00			0,00
Infrastructure			0,00			0,00
Other assets			0,00			0,00
C.3 Other goods, works and services						
Consumables			0,00			0,00
Services for meetings, seminars	2,00	1.000,00	2.000,00			0,00
Services for dissemination activities (including website)	3,00	45.000,00	135.000,00			0,00
Other (shipment, insurance, translation, etc.)	2,00	2.500,00	5.000,00			0,00
D. OTHER DIRECT COSTS						
D.1 Financial support to third parties (if applicable in the topic specific conditions)	25,00	1.500,00	37.500,00			0,00
D.2 Internally invoiced goods and services			0,00			0,00
TOTAL DIRECT COSTS (A+B+C+D)			635.900,00			56.000,00
E. INDIRECT COSTS (7% * (A+B+C+D))			44.513,00			3.920,00
F. TOTAL COSTS (A+B+C+D+E)			680.413,00			59.920,00

- Complete **one 'BENx' tab per beneficiary.** This sheet includes one separate section for each Work Package – enter the cost estimates under each cost category used

- Enter only the **number of units and the cost per unit** for each cost category (blank 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

- If beneficiary has an affiliated entity, columns for this entity are created automatically

- If you click on **'View Summary'**, you will be taken to the summary of all work packages for this beneficiary and its affiliated entity

Fill in the individual beneficiary sheets – personnel costs

	A	B	C	D	E	F	G	H
1	**BENEFICIARY 1 - CALCULATION SHEET**		View Summary			Affiliated Entity 1		
2			University1			AE1		
3	COST CATEGORY	PM/Items	Cost per PM/item	BEN TOTAL COSTS	PM/Items	COST PER PM/Item	AE TOTAL COSTS	BEN+AE TOTAL COSTS
4								
5	COSTS WORK PACKAGE 1:	WP1						
6								
7	A. DIRECT PERSONNEL COSTS							
8	A.1 Employees (or equivalent)							
9	SENIOR EXPERTS (or equivalent in the private sector)	3,00	6.500,00	19.500,00			0,00	19.500,00
10	JUNIOR EXPERTS (or equivalent in the private sector)	7,00	3.500,00	24.500,00			0,00	24.500,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)	3,00	5.500,00	16.500,00			0,00	16.500,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00	5,00	2.800,00	14.000,00	14.000,00
13	OTHERS			0,00	4,00	2.800,00	11.200,00	11.200,00
14	A.2 Natural Persons under direct contract	1,00	4.500,00	4.500,00			0,00	4.500,00
15	A.3 Seconded Persons	2,00	5.500,00	11.000,00			0,00	11.000,00
16	A.4 SME owners and natural person beneficiaries	0,00	5.080,00	0,00		5.080,00	0,00	0,00

- 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**.

Fill in the individual beneficiary sheets – personnel costs

- **Personnel costs** represent more than **60%** of the costs in average in similar programmers' grants.

- To help you to assess if the lump sum budget is reasonable and non-excessive, we provide **a personnel costs dashboard**.

- The dashboard shows the distribution of **participants' average personnel costs in actual cost grants**. This information can be filtered by country and by organization 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, specifically in the Detailed Budget Table **under tab 'Any comments'.**

DASHBOARD FOR PERSONNEL COST HERE

Compare the personnel costs with Horizon dashboard

Please note that the **dashboard does not distinguish between the categories of personnel. Therefore,** proceed as follows to justify high monthly salary costs:

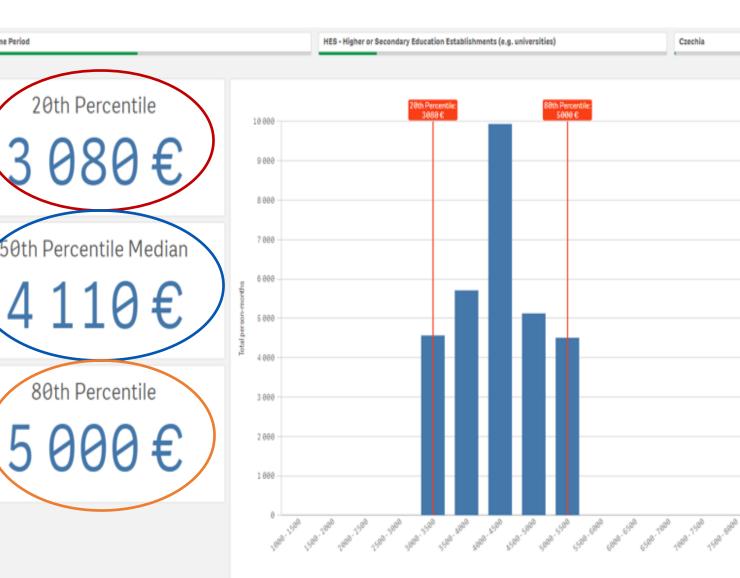1. Step

Please select the type of entity and country

2. Step – check if you need to provide justification for monthly salary costs based on these thresholds for:

- Senior experts – **above 80ᵗʰ percentile**

- Junior experts and technical staff – **above 50ᵗʰ percentile**

- Administrative and other staff – **above 20ᵗʰ percentile**

Fill in the individual beneficiary sheets – subcontracting costs

17	B. DIRECT SUBCONTRACTING COSTS			
18		2,00	35.000,00	70.000,00

- 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 units. The cost per unit will be an average of the costs of all subcontracting costs. No other detailed information is required in the Detailed Budget Table file.
- The tasks to be subcontracted and their costs must be described and justified in the table *'Subcontracting'* in the technical description of the proposal (Part B).

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', *i.e.* specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (*i.e.* best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (Why is subcontracting necessary?)	Best-Value-for-Money (How do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues: If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.	Insert text

> The costs entered here must match with the costs entered in the Excel file

Fill in the individual beneficiary sheets – direct purchase costs

19	C. DIRECT PURCHASE COSTS			
20	C.1 Travel and subsistence	2,00	2.800,00	5.600,00
21	C.2 Equipment (complete 'Depreciation costs' sheet)			
22	*Equipment*	1,00	25.000,00	25.000,00
23	*Infrastructure*			0,00
24	*Other assets*			0,00
25	C.3 Other goods, works and services			
26	*Consumables*			0,00
27	*Services for meetings, seminars*	2,00	1.000,00	2.000,00
28	*Services for dissemination activities (including website)*	3,00	45.000,00	135.000,00
29	*Other (shipment, insurance, translation, etc.)*	2,00	2.500,00	5.000,00

- Enter the total number of units and the average cost per unit for each relevant cost category.
- The costs 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 other detailed information is required in the Detailed Budget Table file.
- If purchase costs exceed 15% of the personnel costs of a given beneficiary, this beneficiary must complete the table *'Purchase costs'* in section *'Purchases and equipment'* of the technical description of the proposal (Part B).

Purchases and equipment

Purchase costs (travel and subsistence, equipment and other goods works and services)

Details for major cost items (needed if costs declared under 'purchase costs' are higher than 15% of the claimed personnel costs).

Start with the most expensive cost items, down to the 15% threshold.

Participant 1:	[name]			
Cost item name	Category	WP(s)	Explanations	Costs (EUR)
[insert name]	[Travel and Subsistence] [Equipment] [Other goods and services]	[insert WP numbers]	[insert comment]	[insert amount]
			Total	[insert amount]

The costs entered here (Annex Part B) must match with the costs entered in the Excel file

Fill in the individual beneficiary sheets – depreciation costs list

					TOOL: DEPRECIATION COSTS LIST					
BE nr	Beneficiary name	WP nr	Work Package name	Type of Equipment	Short name of the equipment	Date of purchase (real or planned date of purchase)	Purchase cost	% used for the project	% of useful life of the equipment in the project	Charged depreciation costs per investment	Justification: Needed info for depreciation
1	BE1 name	1	Communication	Infrastructures	Description of the infrastructure	10-01-22	€ 20.000,00	100%	40%	€ 8.000,00	
2	BE2 name	2	Design and delivery of modul	Equipment	Description of the equipment	15-03-22	€ 2.500,00	50%	60%	€ 750,00	
										€ -	

- For the category **'equipment'** (equipment, infrastructure, other assets) you must enter the **depreciation costs** in the individual beneficiary sheet

- Use the **'Depreciation costs'** tab to calculate the depreciation costs:
  - Fill in the information about the beneficiary, work package, resource type, name of the investment and 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%.

- This amount is **NOT** automatically transferred to the respective **'BENx'** tab. You must **manually add** the depreciation costs in the dedicated section of the **'BENx'** tab. If you have several items in the **'Depreciation costs'** tab for one single section (same beneficiary, same work package and same resource type), you must enter the number of items as unit and add the average of the depreciation costs as **'cost per unit'.**

D. OTHER DIRECT COSTS			
D.1 Financial support to third parties (if applicable in the topic specific conditions)	1,00	6.000,00	6.000,00
D.2 Internally invoiced goods and services			0,00
TOTAL DIRECT COSTS (A+B+C+D)			70.500,00
E. INDIRECT COSTS (7% * (A+B+C+D))			4.935,00
F. TOTAL COSTS (A+B+C+D+E)			75.435,00

- 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 (FSTP) and Internally invoiced goods and services – to be described in the technical description of the proposal (Part B) **'Other cost categories'** table.
- **Indirect costs** are calculated automatically
- **Total costs** are calculated automatically

'Lump sum breakdown' tab

- The ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY table in **'Lump sum breakdown'** tab is generated automatically
- It displays the lump sum shares per beneficiary/affiliated entity and per work package
- It calculates the lump sum base on **the funding rate** chosen in the **'BEN list'** tab
- In the Part A of the application (administrative online forms), you must fill in the Budget table, entering the **requested total grant amount** for **each participant, i.e.**
- Before submission, make sure the **totals in the Excel and in Part A match**

Part A (online forms)

No	Name of Beneficiary	Country	Requested grant amount
1			0.00
	Total		0.00

ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY					
BENEFICIARIES \ WORK PACKAGES	WP1 WP1	WP2 WP2	WP3 WP3	Totals	Pct %
BEN1: University1	190.513,50	0,00	0,00	190.513,50	60.1%
BEN1-AE1: AE1	13.482,00	0,00	0,00	13.482,00	4.3%
BEN2: SME1	18.127,85	0,00	0,00	18.127,85	5.7%
BEN2-AE1: AESME1	0,00	0,00	0,00	0,00	0.0%
BEN3: Uni2	18.788,28	0,00	0,00	18.788,28	5.9%
BEN4: SME2	18.761,10	0,00	0,00	18.761,10	5.9%

'Summary per WP' & 'Person-months overview' tabs

		ALL BENEFICIARIES (without affiliated entities)		ALL AFFILIATED ENTITIES		
SUM OF ALL BENEFICIARIES (including AFFILIATED ENTITIES) FOR ALL THE WORK PACKAGES						
COST CATEGORY		UNITS	BE TOTAL COSTS	UNITS	AE TOTAL COSTS	U (TO
COSTS WORK PACKAGE: 1		**WP1**				
A. DIRECT PERSONNEL COSTS						
A.1 Employees (or equivalent)						
SENIOR EXPERTS (or equivalent in the private sector)		9,00	58.500,00	0,00	0,00	
JUNIOR EXPERTS (or equivalent in the private sector)		13,00	45.500,00	0,00	0,00	
TECHNICAL PERSONNEL (or equivalent in the private sector)		9,00	49.500,00	0,00	0,00	
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)		6,00	16.800,00	5,00	14.000,00	
OTHERS		6,00	16.800,00	4,00	11.200,00	
A.2 Natural Persons under direct contract		7,00	31.500,00	0,00	0,00	
A.3 Seconded Persons		8,00	44.000,00	0,00	0,00	
A.4 SME owners and natural person beneficiaries		6,00	24.638,00	0,00	0,00	
B. DIRECT SUBCONTRACTING COSTS						

	TOTAL PERSON-MONTHS FOR ALL BENEFICIARIES (INCLUDING AFFILIATED ENTITIES) PER WP				
BENEFICIARIES \ WORK PACKAGES	WP1 WP1	WP2 WP2	WP3 WP3	Total	Pct %
BEN1: University1	25,0	0,0	0,0	25,0	34.2%
BEN2: SME1	8,0	0,0	0,0	8,0	11.0%
BEN3: Uni2	8,0	0,0	0,0	8,0	11.0%

The tables in 'Summary per WP' and 'Person-months overview' tabs are produced automatically. They will be used by evaluators during the evaluation of your proposal.

'Any comments' tab – to justify/clarify costs

Any comments			
nr	**BEN ref**	**WP ref**	**Comments**
1	Uni2	WP1	High personnel costs per month for technical staff are justified by ….
2	SME2	WP5	Travel costs of this beneficiary are high, as 2 staff persons will visit each 3 months 2 installed labs ..

Please use it to clarify/justify your budget estimations:

- **High personnel costs** – for average personnel costs per country/organization consult the Horizon Dashboard. Please provide justification as needed per staff category involved in the work package/task.

- **High travel costs** – applicable internal policy, needed days for travels, travel arrangement to clarify high travel costs per travel/or in absolute amounts

- **Equipment costs** – justification on why the equipment is needed, under which WP, etc., if not provided in the technical description of the proposal (Part B).

Call data

Call: DIGITAL-2024-ADVANCED-DIGITAL-07

Topic: DIGITAL-2024-ADVANCED-DIGITAL-07-KEYCAPACITY

Type of action: DIGITAL-LS

Type of MGA: DIGITAL-AG-LS

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

Proposal data

Acronym: **KEYCAPACITY TEST**

Draft ID: **SEP-211064664**

Download Part B templates

⬇   Download part B templates

Support & Helpdesk

| ☐ Online Manual | ❗ IT How To |
| ✉ IT Helpdesk | ❓ FAQ |

Service Desk:

✉   EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

📱   +32 2 29 92222

⊗ Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

[Edit forms ✎]   [View history]   [Print preview]   ❶

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. ❶

Part B *   ❶ [Upload ⬆]

Detailed budget table *   ❶ [Upload ⬆]

List of previous projects   ❶ [Upload ⬆]

Other annexes   ❶ [Upload ⬆]

[‹ BACK TO PARTICIPANTS LIST]   [VALIDATE]   [SUBMIT]

Part B templates – Zip file
Comprising of:
- Part B template
- Detailed Budget Table template

📄 Tpl_Application Form (Part B) (DEP).rtf

📄 Tpl_Detailed Budget Table (DEP LSII).xlsm

Part A - Online Forms
Comprising of:
- Details of the coordinator & consortium partners
- Budget (only total requested funding per beneficiary/affiliated entity and per project)
- Security table
- Other questions

- Once you completed the detailed budget table, upload it in the online Submission System:

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

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

- Always keep a copy of the **original .xlsm file.**

Evaluation of lump sum proposal

- Your proposal will be evaluated by independent experts against the **standard evaluation criteria**:

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

- The cost estimations will be assessed against the proposed activities under the Implementation criterion. Experts will ensure that the estimates **are reasonable and non-excessive.**

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.

Evaluation of lump sum proposal

- If the experts find overestimated costs, this is recorded in the **Evaluation Summary Report (ESR)**

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**

Management of lump sum grant

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 proposals 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.

Lump sum → No actual costs → No financial checks and audits

IMPORTANT TIPS

- **PART A BUDGET**: **EU Requested Amount** NOT total project budget and must be equal to the total Lump sum breakdown amount.

- **LISTING of BENEFICIARIES in the DETAILED BUDGET TABLE and** in Part A.
  - Keep the same name of the beneficiaries in both tables.

- **COMMENT TABLE:** Please use tab' Any comment to justify the budgeted personnel costs or other direct costs, e.g. for BEN 1, under WP3, a senior expert will be leading the coordination of this WP for the entire duration of project. This is needed due to .....". The experts will assess the number of PMs estimated, category of staff involved and the budgeted monthly costs per WP. In case there is not enough justification provided, the personnel costs will be adjusted.

- **USE of HORIZON DASHBOARD:** compare the budgeted monthly salary costs with the average personnel costs in Horizon dashboard. The justification of salary costs needs to be provided in case they are for:
  - Senior experts – above 80th percentile
  - Junior experts and technical staff – above 50th percentile
  - Administrative and other staff – above 20th percentile

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CLICK THE LINK IN THE CHAT!**

Q&A session

Thanks for your attention

For any questions after today's session please submit them through the form in the F&T Portal
https://european-union.europa.eu/contact-eu/write-us_en

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!