

Basic Principles and Activities

The basic principles and activities for applying are presented hereunder.

Eligibility

Before preparing your proposal, always check the requirements of the calls to ensure that you, as the applicant, meet the requirements. Specific criteria are set out in each funding programme and individual call for proposals.

Partner Searches

While you are free to find your partners, there are a number of partner search services that can help you find organizations that want to participate in the proposals, or publish their cooperation offers. Depending on the relevant funding programme (in general research and innovation programmes), national contact points also provide partner search services, providing detailed partner profiles and active partnership requests.¹

Depending on the instrument and the call, Enterprise, research organisation or non-governmental organisation can be also be partner, regardless of where they are located, provided that they are financially viable and qualified to carry out the tasks specified in the project proposal. You must look at requirements for partners.

Prepare and submit a proposal in due time

Be sure to have sufficient time to prepare your proposal before the deadline specified in the call. The preparation of the proposal is a time-consuming process; in many programmes, the deadlines for invitations are long known in advance and are repeated year-on-year. All necessary documents and templates are listed in the call instructions you have selected. If you do not follow the requirements carefully, the Commission may declare your proposal inadmissible.

Admissibility

The proposal must be complete and concise, including the relevant administrative forms, a description of the proposals and all supporting documents referred to in the call for proposals, ensuring that the maximum number of pages laid down in the call is not exceeded. Funding procedures may have 1 or 2 phases. Depending on the technical nature of the field, the existing budget and the expected number of proposals, the application procedure may cover one or two phases. A full request must be made at the beginning of the 1-step procedure. Under the 2-step procedure, you must first submit a preliminary summary proposal. If your proposal is on the primary list, you will be asked to submit a full request in the second stage.²

Register your organization

You may need to register your organisation in the Commission before submitting your proposal. The call contains instructions on how to do this

The application activities

In Horizon Europe, the call deadlines for uploading the proposal are usually in September each year (in Horizon 2020 Secure societies / Security Union the call deadlines were in the last decade of August each year). The calls are opened in March, i.e. 5-6 months before the deadline. The application activities usually start at this time. The core of a potential consortium is often formed even before, immediately after publishing the results for the funding of the applications for the previous year, i.e. in January-February. Often the core of the consortium/application is composed by the academic organisations and companies who have the common idea and key competences to guide the idea to fulfilment. Law enforcement authorities and other end users are invited to the consortium in April-May for the best scenarios, but sometimes even in July-August, shortly prior to

¹ https://ec.europa.eu/info/funding-tenders/funding-opportunities/find-project-partner_en

² https://ec.europa.eu/info/research-and-innovation/funding/how-apply/application-process_en#eligibility

the deadline. It is beneficial if LEAs would participate in the elaboration of project idea and setting up the consortium as early as possible to guarantee that the potential project would suite the end users' needs.

After the uploading the application, it passes through four evaluation:

- Technical evaluation performed by Research Executive Agency to ensure that the application will meet the official requirements;
- Ethics evaluation to guarantee that the application meets ethical requirements and personal data protection requirements;
- Proposal evaluation that will check the quality of the proposal and choose the best candidate(s) to finance in each call this evaluation will be performed by the independent experts;
- *Security Scrutiny* that is performed by the competent official representatives of the countries of the consortium participants to ensure that the proposal fulfils security and sensitive data handling requirements. Only the proposals that will be potentially financed based on the evaluation results will be monitored in *Security Scrutiny* process.

These evaluation processes will take part until December and the decision whether to finance the proposal or not will usually published in January.

The successful proposals have then to prepare Grant Agreement and Consortium Agreement and the project will start normally between April and October.

Erro! A origem da referência não foi encontrada. illustrates the application and execution process in timeline in a graphical manner.

January	March	April-May	September	Evaluation				January	April	May
Potential core of consortium	Call publication for proposals	LEAs for elaborating of project ideas	Proposals submission deadline, uploading	Technical evaluation	Ethics evaluation	Proposal quality evaluation	Security Scrutiny	Selection (winner)	Grant Agreements, Signature for contract	KoM

Application Activities and Time Frame

In D3.3 – Methodological Process Description for the Toolbox for the Cycle 1