

# CALL FOR PROPOSALS<sup>1</sup>

## AND GUIDE FOR APPLICANTS

**Call reference:** EUBA-EFSA-2024-PLANTS-02

**Call title:** Development of pest survey cards for Union quarantine pests: Begomoviruses and their vector *Bemisia tabaci* (Lot 1) and pests of cereal and fibre crops (lot 2).

Restricted to **the list of competent organisations** established by the Authority's Management Board in application of article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's remit.

**Brief description of the call objectives and key messages:** The purpose of this call is to develop pest survey cards to support the EU MSs in the preparation of pest surveys, specifically for Begomoviruses and their vector *Bemisia tabaci* (Lot 1) and for quarantine pests affecting cereal and fibre crops (lot 2). The work consists in characterising (i) the pests, (ii) the population of host plants targeted by the surveys and (iii) the methods of detection and identification for these pests.

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<sup>1</sup> The SENSITIVE marking is applied to EFSA documents that need to be protected due to their sensitive nature. Mandatory handling instructions for SENSITIVE information are given at <https://www.efsa.europa.eu/en/corporate-pubs/handling-sensitive-information-snc-issued-efsa>

## INDICATIVE PROCEDURE TIMETABLE

Milestone	Date <sup>2</sup>	Comments
<b>Launch date</b>	30/05/2024	Date of call publication on EFSA's website.
<b>Deadline for applicants to raise clarification questions to EFSA</b>	17/05/2024	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to <a href="mailto:EFSAProcurement@efsa.europa.eu">EFSAProcurement@efsa.europa.eu</a> by indicating the Call reference.
<b>Deadline for EFSA to reply to clarification questions</b>	19/09/2024	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
<b>Deadline for submission of proposals</b>	<b>25/09/2024 at 17:00 (CEST)</b>	Applicants can submit proposals by following the instructions in section 3.1 of this call for proposals. All applications must be submitted through the EU Funding and Tenders portal, following the instructions provided. <b>Hard copy paper applications will not be accepted.</b>
<b>Notification of the evaluation results</b>	Nov 2024	Estimated <i>Attention: outcome of the present call will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, applicants who have submitted proposals under the present call are strongly invited to check regularly the inbox in question.</i>
<b>Grant agreement(s) signature</b>	Dec 2024	Estimated

<sup>2</sup> All times are in the time zone of the country of the EFSA.

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## **ANNEXES**

Annex 1: Draft grant agreement

Documents to be submitted with proposals (to be downloaded from the EU Funding and Tender portal Submission Service, see section 2 'Selecting proposal'):

Annex 2: Administrative Declaration

Annex 3: Declaration on honour on exclusion criteria

Annex 4: Declaration on honour on selection criteria

Annex 5: Selection criteria template

Annex 6: Award criteria template

# 1. GRANT OPPORTUNITY AND CONDITIONS<sup>3</sup>

## 1.1 LEGAL FRAMEWORK

Article 36 (1) of the Regulation (EC) 178/2002<sup>4</sup> of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework by the coordination of activities, the exchange of information, the development and implementation of joint projects<sup>5</sup>, the exchange of expertise and best practices in the fields within the Authority's mission. The list of competent organisations designated by the Member States, which may assist EFSA with its mission, is approved and regularly updated by EFSA's Management Board. The full list of Article 36 organisations can be found [here](#).

EFSA's founding regulation was amended by Regulation (EU) 2019/1381 of the European Parliament and of the Council of 20 June 2019 on the transparency and sustainability of the EU risk assessment in the food chain.

The Commission Regulation (EC) 2230/2004 of 23 December 2004<sup>6</sup> laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies in Article 4 that tasks may be entrusted by the Authority to organisations on the list of competent organisations.

### **The present call specifically focuses on the below tasks defined in Article 4(3):**

1. disseminating best practices and improving methods of collecting and analysing scientific and technical data, particularly for the purposes of facilitating comparability and producing a Community-level summary;
2. collecting and analysing specific data in response to a common priority, in particular the Community priorities contained in the Authority's work programmes, and in cases where the Authority's scientific assistance is urgently needed by the Commission, especially in the context of the general plan for crisis management referred to in Article 55 of Regulation (EC) No 178/2002;
3. preparing the Authority's scientific opinions, including preparatory work relating to the assessment of authorisation dossiers;
4. sharing data of common interest, e.g. the establishing of databases;

Article 5(2) of the Commission Regulation (EC) 2230/2004<sup>5</sup> of 23 December 2004 specifies that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules.

The present Call for proposals and guide for applicants (hereinafter referred to as "the Call") is procedurally governed by Title VIII of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

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<sup>3</sup> The applicant is reminded that this Call and guide for applicants contains a selection of the most important conditions for the grant implementation. For the full set of conditions, the applicant is invited to consult the draft grant agreement in Annex 1 of this Call.

<sup>4</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

<sup>5</sup> Project is frequently referred to in this Call as "action", in line with EU Financial Regulation terminology.

<sup>6</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:379:0064:0067:EN:PDF>

This call is based on EFSA Founding regulation<sup>7</sup> and EFSA's 2024 Work Programme for grants and operational procurements as presented in Annex XII of the Programming Document 2024-2026, available on the EFSA's website<sup>8</sup>.

## 1.2 BACKGROUND AND OBJECTIVES OF THE CALL

### BACKGROUND

The mission of the EFSA Plant Health Monitoring team within the EFSA Environment, Plants and Ecotoxicology Unit (PLANTS Unit) is to provide the EU risk managers (the European Commission, the European Parliament and the EU Member States) with scientific advice and scientific and technical assistance in the field of plant health. Since 2017, on requests of the European Commission, the EFSA provides support to the EU Member States in the planning and execution of plant pest surveys.

### OBJECTIVES OF THE CALL

This call for proposal aims at identifying Article 36 organisations to support EFSA for outputs related to the pest surveillance activities falling within the mission of the EFSA Plant Health Monitoring team.

In particular, following the development of a methodological framework for supporting the Member States in the preparation and design of statistically sound and risk-based surveys (EFSA toolkit for pest surveys<sup>9</sup>), EFSA has been requested by the European Commission DG SANTE to further assist scientifically and technically the EU Member States in the plant pest surveys (M-2020-0114 see Appendix 1). Specifically, EFSA is requested to prepare pest survey cards for all the EU quarantine pests, the protected zone pest and provisional quarantine pests and to further develop tools and methods to assist Member States in optimizing their survey efforts. A pest survey card is a document that aims at guiding the MSs in the characterisation of the pest, its host plants and the methods for its detection and identification.

The main objective of this call for proposal is to award two grants to partner organisations to support EFSA in preparing pest survey cards to support the MSs in the planning and preparation of risk-based surveys of regulated pests in line with the EU regulation in force i.e. following the general requirements for surveillance laid down in the Plant Health Law (EU) 2016/2031<sup>10</sup> for the quarantine pests listed in Commission Implementing Regulation (EU) 2019/2072<sup>11</sup>.

In particular, EFSA wishes to conclude two grant agreements with partner organisations for preparing pest survey cards for Union quarantine pests not known to occur in the Union territory, as listed in the following lots:

- **Lot 1:** Begomoviruses and their vector *Bemisia tabaci*
- **Lot 2:** Pests affecting cereal and fibre crops

As examples, please refer to the most recent Pest survey cards published in the Plant pest survey cards gallery: <https://efsa.europa.eu/plants/planthealth/monitoring/surveillance/gallery>

**The organisations applying for this call must indicate precisely in their proposal for which Lot(s) they are applying. In the case the organisation submits proposals for both lots, two proposals should be submitted to allow independent evaluation of the proposals for each Lot.**

### SPECIFIC OBJECTIVES OF THE CALL

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<sup>7</sup> Regulation (EC) 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, as amended by Regulation (EU) 2019/1381 of the European Parliament and of the Council of 20 June 2019 on the transparency and sustainability of the EU risk assessment in the food chain.

<sup>8</sup> <https://www.efsa.europa.eu/sites/default/files/2024-01/programming-document-2024-2026.pdf>

<sup>9</sup> The documents of the EFSA toolkit for pest surveillance in the EU are available online at <https://efsa.europa.eu/plants/planthealth/monitoring/surveillance/index>

<sup>10</sup> Consolidated text of Regulation (EU) 2016/2031 of the European Parliament and of the Council of 26 October 2016 on protective measures against pests of plants.

<sup>11</sup> Consolidated text of Commission Implementing Regulation (EU) 2019/2072 of 28 November 2019 establishing uniform conditions for the implementation of Regulation (EU) 2016/2031 of the European Parliament and the Council, as regards protective measures against pests of plants.

The objective of this call is to award a grant for each of the two lots as defined below:

**LOT 1:** Begomoviruses and their vector *Bemisia tabaci*

Specifically, the organisation awarded a grant on Lot 1 shall support EFSA during **18 months** for assisting the Member States with the planning and preparation of risk-based surveys of Begomoviruses and their vector *Bemisia tabaci*, as listed in the consolidated version of the Commission Implementing Regulation (EU) 2019/2072 and in Table 1:

**Table 1:** Listed Begomoviruses and their vector *Bemisia tabaci*

# Pest	Scientific name	EPPO code
1	Begomoviruses, except: <ul style="list-style-type: none"> <li>• Abutilon mosaic virus,</li> <li>• Papaya leaf crumple virus,</li> <li>• Sweet potato leaf curl virus,</li> <li>• Tomato leaf curl New Delhi Virus,</li> <li>• Tomato yellow leaf curl virus,</li> <li>• Tomato yellow leaf curl Sardinia virus,</li> <li>• Tomato yellow leaf curl Malaga virus,</li> <li>• Tomato yellow leaf curl Axarquia virus</li> </ul>	[ABMV00] [PALCRV] [SPLCVO] [TOLCND] [TYLCVO] [TYLCSV] [TYLCMA] [TYLCAX]
2	<i>Bemisia tabaci</i> Genn. (non-European populations) known to be vector of viruses	[BEMITA]
3	<i>Bemisia tabaci</i> Genn. (European populations) (for protected zones: Ireland, Sweden, United Kingdom (Northern Ireland))	[BEMITA]

The grant beneficiary shall:

- Perform literature searches to collect and review the relevant information required for preparing and designing surveys, characterising each taxon, its vectors, its host plants and the methods for detection (more details on the required information is available in the schematic structure of pest survey cards (Appendix 2), i.e.:
  - taxonomy, EU regulatory status, life/pathogen cycle, pest distribution, vectors,
  - host range, environmental suitability,
  - spread capacity, identification of risk factors,
  - detection in the field (visual examination, trapping, sample collection, timing), identification in the lab (morphological identification, lab testing).
- Grouping the pests according to the hosts they affect or to other characteristics of the ecology of the pests, addressing the pests listed in Table 1.
- Draft the survey cards following the EFSA template for pest survey cards (that will be provided at the Kick-off meeting)

**LOT 2: Pests of cereals and fibre crops**

Specifically, the organisation awarded a grant on Lot 2 shall support EFSA during **18 months** for assisting the Member States with the planning and preparation of risk-based surveys of quarantine pests listed in the consolidated version of the Commission Implementing Regulation (EU) 2019/2072<sup>10</sup> and that can affect cereals and fibre crops. The pests are listed in Table 2:

**Table 2:** List of regulated pests affecting cereals and fibre crops

# Pest	Scientific name	EPPO code
1	<i>Anthonomus grandis</i> (Boh.)	[ANTHGR]
2	<i>Colletotrichum gossypii</i> Southw	[GLOMGO]
3	<i>Hirschmanniella</i> spp. Luc & Goodey [1HIRSG], except: <i>Hirschmanniella behningi</i> (Micoletzky) Luc & Goodey [HIRSBE], <i>Hirschmanniella gracilis</i> (de Man) Luc & Goodey [HIRSGR], <i>Hirschmanniella halophila</i> Sturhan & Hall [HIRSHA], <i>Hirschmanniella loofi</i> Sher [HIRSLO] and <i>Hirschmanniella zostericola</i> (Allgén) Luc & Goodey [HIRSZO]	[1HIRSG]
4	<i>Meloidogyne graminicola</i>	[MELGGC]

5	<i>Phymatotrichopsis omnivora</i> (Duggar) Hennebert	[PHMPOM]
6	<i>Tilletia indica</i> Mitra	[NEOVIN]
7	<i>Xanthomonas oryzae</i> pv. <i>oryzae</i> (Ishiyama) Swings et al.	[XANTOR]
8	<i>Xanthomonas oryzae</i> pv. <i>oryzicola</i> (Fang et al.) Swings et al.	[XANTTO]

The grant beneficiary shall:

- Characterise the host crops in the EU especially cereals and fibre crops by including the following information of the plant species in the crops:
  - Habitat / agro-ecosystem (e.g. cultivated, ornamental, wild)
  - climatic suitability
  - phenology including all relevant stages,
  - production/distribution area for each Member State
  - trade and import (flows and hubs)
  - regulatory requirements
  - cultivation practices
  - related commodities
  - list of regulated pests that can be hosted by the crops (including also pests listed in table 2)
- Perform literature searches to collect and review the relevant information required for preparing and designing surveys, characterising each taxon, (its vectors if any), its host plants and the methods for detection (more details on the required information is available in the schematic structure of pest survey cards (Appendix 2), i.e.:
  - taxonomy, EU regulatory status, life/pathogen cycle, pest distribution, vectors,
  - host range, environmental suitability,
  - spread capacity, identification of risk factors,
  - detection in the field (visual examination, trapping, sample collection, timing), identification in the lab (morphological identification, lab testing).
- Group the pests according to the hosts they affect or to other characteristics of the ecology of the pests, addressing the pests listed in Table 1.
- Draft the survey cards following the EFSA template for pest survey cards (that will be provided at the Kick-off meeting)

### 1.3 TASKS, DELIVERABLES, TIMELINES, MEETINGS AND PAYMENTS

Deliverables must be drafted in English and will be shared with the EFSA working group of experts dedicated to the review of the outputs that may be subject to publication at EFSA's discretion.

Please note that all reporting, minutes, outcome of the discussions could be submitted at EFSA's discretion to EFSA's Working Group members. In addition, the beneficiary on EFSA request could be invited to present the deliverables to the EFSA Working Group Meetings.

#### LOT1: Begomoviruses and their vector *Bemisia tabaci* (duration 18 months)

Tasks	Description	Deliverables	Deadline
<b>Grouping of pests</b>	Propose the survey cards to be prepared by grouping the pests listed in table 1 and agree with EFSA.	<b>Deliverable 1:</b> List of pest survey cards and corresponding delivery plan	Within 3 months after the kick-off meeting



<b>Literature search</b>	Provide the results of the literature search in a tabular form in a word or pdf format	<b>Deliverable 2:</b> Database	Within 6 month after the kick-off meeting
<b>Drafting of survey cards</b>	1- Prepare the draft survey cards following the agreed delivery plan. 2- Finalise, revise and adjust the survey cards integrating the comments and suggestions following the EFSA review process.	<b>Deliverable 3:</b> Final drafts survey cards following the agreed delivery plan	From 6 months after the kick-off meeting until the end of project
<b>Subcontracting is allowed for non-core tasks only. Core tasks such as project coordination cannot be subcontracted.</b> Please also refer to section 1.7 'Possibility of implementing contracts and subcontracting'.			

No.	Meetings for lot 1	Deadline for finalisation
1	<p>Kick off meeting (physical meeting or tele-meeting to be agreed). The kick-off meeting is regarded as the start of the project and takes place no later than one month after the signature of the grant agreement. At this meeting, details of the project will be discussed and the objectives, the report structure and timeframe will be clarified. In particular, the beneficiary will present in details their proposal for delivering the different outputs of deliverables 1 and 3 and adjust it according to the EFSA requirements. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary. During this meeting EFSA will provide guidance to the grant-holder's team on the preparation of the pest survey cards, the EFSA quality standard and specific requirements.</p> <p>In addition to the project coordinator, the presence at the kick-off meeting of a beneficiary's staff member responsible for administrative/finance issues of the project is advised as this will facilitate understanding by the beneficiary of the grant principles, related financial reporting requirements and significantly ease the financial management of the grant agreement, both for EFSA and the beneficiary.</p>	Within 1 month after entry into force of the grant agreement for each lot
2	Interim tele-meetings will be held every month to report on progress as well as any problems or difficulties encountered during the project. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary	Every month
No.	Payments for Lot 1	Linked to EFSA approval of deliverable No.
1	<b>Pre-Financing payment</b> as specified in articles I.4.1 and I.5.2 of the draft grant agreement (Annex 1 of the call for Proposals) up to 30% of the amount of the grant	NA
2	<b>Interim payment</b> , as specified in articles I.4.3 and I.5.3 of the draft grant agreement (Annex 1 of the call for Proposals) up to 20% of the amount of the grant.	1 and 2
3	<b>Payment of the balance</b> as specified in article I.4.4 and I.5.4 of the draft grant agreement (Annex 1 of the call for Proposals).	3

## LOT 2 - Pests of cereals and fibre crops

Tasks	Description	Deliverables	Deadline
<b>Crop characterisation</b>	Characterise the crops for ensuring consistency of pest survey cards and propose the survey cards to be prepared (grouping of pests listed in table 2 could be agreed with EFSA).	<b>Deliverable 1.1:</b> short technical report (Word file) for characterising the cereals and fibre crops  <b>Deliverable 1.2</b> Delivery plan of pest survey cards	Within 3 months after the kick-off meeting
<b>Literature search</b>	Provide the results of the literature search in a tabular form in a word or pdf format	<b>Deliverable 2:</b> Database	Within 6 months after the kick-off meeting
<b>Drafting of survey cards</b>	1- Prepare the draft survey cards following the agreed delivery plan. 2- Finalise, revise and adjust the survey cards integrating the comments and suggestions following the EFSA review process.	<b>Deliverable 3:</b> Final drafts survey cards following the agreed delivery plan	From 6 months after the kick-off meeting until the end of project
<p><b>Subcontracting is allowed for non-core tasks only. Core tasks such as project coordination cannot be subcontracted.</b> Please also refer to section 1.7 'Possibility of implementing contracts and subcontracting'.</p>			



No.	Meetings for lot 2	Deadline for finalisation
1	<p>Kick off meeting (physical meeting or tele-meeting to be agreed). The kick-off meeting is regarded as the start of the project and takes place no later than one month after the signature of the grant agreement. At this meeting, details of the project will be discussed and the objectives, the report structure and timeframe will be clarified. In particular, the beneficiary will present in details their proposal for delivering the different outputs and adjust it according to the EFSA requirements. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary. During this meeting EFSA will provide guidance to the grant-holder's team on the preparation of the pest survey cards, the EFSA quality standard and specific requirements.</p> <p>In addition to the project coordinator, the presence at the kick-off meeting of a beneficiary's staff member responsible for administrative/finance issues of the project is advised as this will facilitate understanding by the beneficiary of the grant principles, related financial reporting requirements and significantly ease the financial management of the grant agreement, both for EFSA and the beneficiary.</p>	Within 1 month after entry into force of the grant agreement
2	Interim tele-meetings will be held every month to report on progress as well as any problems or difficulties encountered during the project. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary	Every month
No.	Payments for Lot 2	Linked to EFSA approval of deliverable No.
1	<b>Pre-Financing payment</b> as specified in articles I.4.1 and I.5.2 of the draft grant agreement (Annex 1 of the call for Proposals) up to 30% of the amount of the grant	NA
2	<b>Interim payment</b> , as specified in articles I.4.3 and I.5.3 of the draft grant agreement (Annex 1 of the call for Proposals) up to 20% of the amount of the grant.	1.1, 1.2 and 2
3	<b>Payment of the balance</b> as specified in article I.4.4 and I.5.4 of the draft grant agreement (Annex 1 of the call for Proposals).	3

Deliverables must be drafted in English and may be subject to publication at EFSA's discretion.

Please note that all reporting, minutes, outcome of the discussions could be submitted at EFSA's discretion to EFSA's Panel and Working Group members. Use of the grant deliverables may be subject to publication, subject to the terms and conditions set out in the draft grant agreement (Annex 1 of the call for proposals).

#### 1.4 INFORMATION ON THE GRANT AGREEMENT

Applicants should note that the draft grant agreement is published with the call for proposals. If any applicant should have specific comments on the provisions of the draft grant agreement, these must



be raised in a clarification, prior to the deadline for receipt of proposals so that a clear and transparent reply may be published for the benefit and information of all applicants.

The total amount EFSA has available to award grants under this call for proposals is :

- **For lot 1:** € 100.000,00
- **For lot 2:** € 100.000,00

Applicants should note that in the Funding and Tender opportunities portal submission service under Administrative Form (Part A) there is an obligatory field regarding the budget (section 3). Applicants must insert the total budget in the 'Requested grant amount' field.

#### **1.4.1 Direct Agreement**

This Call for proposals aims to conclude a Direct Agreement for the performance of the tasks described in these specifications for a fixed duration. The Agreement can be signed between the Authority and one or several partners.

This call is divided into 2 lots with the maximum budget available per lot as follows:

**For LOT 1,** the maximum duration of this direct agreement is **18 months** from the kick-off meeting and the budget EFSA has available is **100.000 euro**.

**For LOT 2,** the maximum duration of this direct agreement is **18 months** from the kick-off meeting and the budget EFSA has available is **100.000 euro**.

One direct grant agreement will be signed for each separate lot.

Please note that EFSA reserves the right not to award any grant and/or to cancel the whole grant procedure at any time before the signature of the grant agreement without any compensation to be paid to the applicant.

**You may submit a proposal for one or more lots, but your proposal must indicate clearly for which lot you are applying. In case you decide to apply for several lots, a separate proposal for each lot must be provided.** Proposals for each lot will be individually evaluated by EFSA according to the award criteria indicated in section 2.5.

#### **1.5 ELIGIBLE ORGANISATIONS**

To be eligible, applicants must be on the list of competent organisations designated by the Member States in accordance with Article 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board and is available for consultation using this link <https://efsa.force.com/competentorganisations/s/>.

In order to achieve the main objective of the call, proposals can be submitted by **one eligible organisation or by a consortium of eligible organisations**. In case of a consortium, one of the partners must be identified in the proposal as the consortium leader. The applicant (consortium leader) is responsible for identifying consortium partners.



**If you are searching for consortium partners, please contact your Focal Point at the following address: <https://www.efsa.europa.eu/en/partnersnetworks/eumembers> (section: Focal Points members and observers).**

## 1.6 ROLES AND RESPONSIBILITIES

For proper understanding of this call it is important to have clarity on the terminology regarding involved organisations and their roles.

### Proposals submitted by a sole applicant:

- **The Applicant** submits the proposal to EFSA. There can be only one applicant in the proposal.

As soon as the grant agreement is signed, the applicant becomes the beneficiary. The beneficiary is liable for the technical implementation of the project as described in the proposal which becomes Annex 1 of the grant agreement.

### The beneficiary:

- Communicates with EFSA;
- Receives and answers all claims EFSA might have in relation to the implementation of the project;
- Requests and reviews any documents or information required by EFSA and verifies their completeness and correctness before passing them to EFSA;
- Informs EFSA of any event that is likely to substantially affect the implementation of the project;
- Submits the deliverables and reports to EFSA;
- Could be requested to present the deliverables to an EFSA Working Group meeting
- Requests and receives payments from EFSA.

### Proposals submitted by consortium:

- **The Applicant** submits the proposal to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium.
- **The Partner** is the other entity in the consortium. There can be a minimum of one partner or more partners.

Once the grant is awarded, the grant agreement is signed between EFSA and the applicant (leading entity of the consortium).

Partners do not sign the grant agreement directly but instead sign a mandate (template provided by EFSA) authorising the applicant to sign the grant agreement and any future amendments on their behalf.

As soon as the grant agreement is signed, the applicant becomes the Coordinator and partner/s become co-beneficiary/ies. The coordinator and co-beneficiary/ies are referred to as the beneficiaries. The beneficiaries are jointly and severally liable for the technical implementation of the project as described in the proposal which becomes Annex 1 of the grant agreement. If a beneficiary fails to implement its part of the project, the other beneficiaries become responsible for implementing that part.

**The coordinator** has the following important roles:

- Takes part in implementing the project;



- Monitors the action is implemented properly;
- Act as intermediary for communication between the consortium and EFSA;
- Receives and answers all claims EFSA might have in relation to implementation of the project;
- Requests and reviews any documents or information required by EFSA and verifies their completeness and correctness before passing them to EFSA;
- Informs EFSA and the partner/s of any event that is likely to substantially affect implementation of the project;
- Submits the deliverables and reports to EFSA;
- Requests and receives payments from EFSA and distributes the funds to partner/s without unjustified delays.

The coordinator may not delegate the above-mentioned tasks to the co-beneficiary/ies or subcontract them to any third party.

#### **The other beneficiary/ies:**

- Take part in implementing the project;
- Forward to the coordinator the data needed to draw up reports, financial statements and other documents required under the grant agreement;
- Inform the coordinator of any event or circumstances likely to substantially affect or delay the implementation of the project.

### **1.7 IMPLEMENTING CONTRACTS AND SUBCONTRACTING**

#### **Implementation contracts:**

Where the implementation of the project requires the award of procurement contracts (implementation contracts), e.g. purchase of services and/or goods or equipment necessary for the implementation of the action, the beneficiary must award the contract to the entity offering the best value for money or the lowest price (as appropriate), avoiding conflicts of interests. The beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU<sup>12</sup> must comply with the applicable national public procurement rules.

#### **Sub-contracting:**

Sub-contractors are not consortium partners and are not party to the grant agreement. They do not have any contractual relationship with EFSA. Subcontractors are entities contracted by the beneficiary to carry out some specific tasks or activities. Subcontracting is allowed under these conditions:

- **Core tasks must not be subcontracted.** Only ancillary and assistance tasks can be subcontracted.
- Subcontracts must be awarded to the entity offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests;
- Subcontracting must only cover the implementation of a limited part of the action;
- Recourse to subcontracting must be justified having regard to the nature of the project and what is necessary for its implementation;
- Tasks to be subcontracted must be identified in the proposal and be approved by EFSA before the signature of the grant agreement;

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<sup>12</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)



- Recourse to subcontracting during project implementation, if not envisaged from the outset in the proposal, is subject to prior authorisation in writing by EFSA. Approval may be granted as long as it does not entail a change to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants. No amendment is needed;
- The conditions applicable to the beneficiaries under Articles II.6 (*Confidentiality*), II.7 (*Processing of Personal Data*), II.8 (*Visibility of Union Funding*) of the grant agreement are also applicable to the subcontractor.

## 1.8 GRANT PRINCIPLES

The financial help provided by EFSA under this Call is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

The form of grant awarded under this Call is based on financing not linked to the costs of the relevant operations in accordance with Article 125 (1)(a) of the EU Financial Regulation. Grants financed in this way require the fulfilment of conditions set out in sector specific rules of Commission decisions or the achievement of results measured by reference to previously set milestones or through performance indicators.

The present call for proposals comes with an innovative and simplified grant management, where the grant amounts paid to the partner are based on the pre-defined sums which are not linked to the actual costs of the action. This means there is no need for co-financing from the partner, and no need for completion of estimated budgets or timesheets to record the work. The agreed sums are set at a level designed to stimulate the mutually convenient partnership creation. The payment of agreed sums from EFSA will be carried out based on the acceptance by EFSA of the delivered work. If you have questions on this grant form, during the application period, please raise any clarification questions to [EFSAProcurement@efsa.europa.eu](mailto:EFSAProcurement@efsa.europa.eu).

The financial support provided by EFSA under this Call is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with certain grant principles established in the EU Financial Regulation, specifically:

- **Non-retroactivity:** A grant may be awarded for a project which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed. In accordance with Article 193 of the Financial Regulation. The tasks entrusted by EFSA should not be performed before the signature of the grant Agreement.

Article 180(3) of the EU Financial Regulation specifically states that **the following grant principles are NOT applicable** where the grant takes the form of financing not linked to the costs pursuant to article 125(1)(a):

- **Co-financing:** In accordance with Article 190 of the Financial Regulation, grants shall involve co-financing.
- **No-profit:** In accordance with Article 192(3)(d) of the Financial Regulation, grants shall not have the purpose or effect of producing a profit within the framework of the project for the applicant or partner.
- **Non-cumulative:** In accordance with Article 191(3) of the Financial Regulation, in no circumstances shall the same costs be financed twice from the EU budget.



## 1.9 ESTIMATED BUDGET AND ELIGIBLE COSTS

Not applicable to this call.

## 1.10 PUBLICITY

All beneficiaries are expected to follow the rules on visibility of EFSA funding set out in Article II.8 of the grant agreement.

According to Article 38 of the EU Financial Regulation EFSA is bound to publish information on recipients of its grants at its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary
- address of the beneficiary
- subject of the grant
- amount awarded

With regards to publications of EFSA outputs that are integrating the preparatory work delivered in the context of this grant, the beneficiary could be mentioned in authorship lists indicating the affiliation to its organisation.

## 1.11 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES

### Processing of personal data by EFSA

Information on the processing of personal data by EFSA in the context of this grant procedure is available in the [Privacy Statement](#) on the EFSA website as well as in Article II.7 of the draft grant agreement. Any personal data included in the Agreement must be processed by EFSA in accordance with Regulation (EU) No 2018/1725.<sup>13</sup>

Applicants should note that personal data as applicant or selected beneficiary may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information see the Privacy Statement on: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)).

### Processing of personal data by the beneficiary

In case the implementation of activities under the grant agreement resulting from this call entails the processing of personal data, the beneficiary shall comply with the relevant rules in Article II.7.2 of the Grant Agreement (Annex 1) as a data processor of EFSA.

## 1.12 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

## 1.13 OPEN ACCESS

EFSA is committed to the publication of grant outputs in the [Knowledge Junction](#) in order to improve transparency, reproducibility and evidence reuse. The Knowledge Junction runs on the EU-funded

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<sup>13</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC





Zenodo research-sharing platform where uploaded items receive a unique Digital Object Identifier to make them citable. Any part of the output resulting from the action under this grant may be published (at EFSA's discretion) on the Knowledge Junction with attribution to the beneficiary.

#### **1.14 HUNGARIAN PUBLIC INTEREST TRUSTS ESTABLISHED UNDER HUNGARIAN ACT IX OF 2021**

Following the Council Implementing Decision (EU) 2022/2506, as of 16th December 2022, no legal commitments (including the grant agreement itself as well as subcontracts, purchase contracts, financial support to third parties etc.) can be signed with Hungarian public interest trusts established under Hungarian Act IX of 2021 or any entity they maintain.

Affected entities may continue to apply to calls for proposals. However, in case the Council measures are not lifted, such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties).

In this case, co-applicants will be invited to remove or replace that entity. Tasks and budget may be redistributed accordingly.



## 2. SELECTING PROPOSALS

**The Evaluation Committee** established by EFSA specifically for this call will evaluate the submitted proposals in five steps:

1. Verification of submission requirements (2.1)
2. Eligibility criteria (2.2)
3. Exclusion criteria (2.3)
4. Selection criteria (2.4)
5. Award criteria (2.5)

If the proposal fails at any step it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

### 2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- proposal was submitted within the deadline for submission of proposals;
- administrative data for grant application form is duly signed by the authorised representative of the applicant;
- proposal is complete and includes all the supporting documents.

### 2.2 ELIGIBILITY CRITERIA

Criterion No. 2.2	Requirements and requested evidence
<b>1</b>	<b>Eligibility criteria</b>
	The following requirements will be verified:
	<ul style="list-style-type: none"> <li>• At the day of deadline for submission of proposals, the applicant and in case of consortium also its partner/s are on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004;</li> <li>• Applicant and in case of consortium also its partner/s participate in the project financially;</li> <li>• Applicant and in case of consortium also its partner/s are involved in the execution of the project;</li> <li>• Subcontracting, if any, is justified in the proposal.</li> </ul>
	Requested evidence:
	<p><b>ADMINISTRATIVE DECLARATION</b></p> <p>Annex 2, available to download in the Funding and Tenders Portal under Part B Templates. The applicant and partner(s) (if applicable) must complete and sign the form. The applicant must upload the signed form in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p>



## 2.3 EXCLUSION CRITERIA

Criterion No. 2.3	Requirements and requested evidence
<b>2</b>	<b>Exclusion criteria</b>
	The following requirements will be verified:
	The applicant and partner/s must sign a declaration on their honour certifying they are not in one of the exclusion situations referred to in the Articles 136-140 of EU Financial Regulation.
	Requested evidence:
	<p><b>THE DECLARATION ON HONOUR ON EXCLUSION CRITERIA</b></p> <p>Annex 3, available to download in the Funding and Tenders Portal under Part B Templates. The applicant and the partner(s) (if applicable) must complete and sign separate forms. The applicant must upload the form in the relevant field under Part B and Annexes of the Funding and Tenders Portal. If applying in consortium, the consortium leader must convert all declarations on honour on exclusion for all partners into one single pdf and upload the single document in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p>

## 2.4 SELECTION CRITERIA

### A) Financial capacity

Criterion No. 2.4A	Requirements and requested evidence
<b>1</b>	<b>Financial capacity</b>
	The purpose of the selection criteria is to verify the financial capacity of the applicant and in case of consortium also of its partner/s.
	<p>The applicant and in case of consortium also its partner/s must have stable and sufficient financial resources to:</p> <ul style="list-style-type: none"> <li>• maintain their activity throughout the period during which the project is being carried out, and</li> </ul> <p>If the Authority considers that financial capacity is weak, it may:</p> <ul style="list-style-type: none"> <li>– request further information;</li> <li>– decide not to give pre-financing;</li> <li>– decide to give pre-financing paid in instalments;</li> <li>– decide to give pre-financing covered by a bank guarantee;</li> <li>– where applicable, require the joint and several financial liability of all the co-beneficiaries.</li> </ul> <p>If the AO considers that the financial capacity is insufficient, the application may be rejected.</p>
	Requested evidence:



	<p><b>Documents to be provided by the applicant:</b></p> <p><b>DECLARATION ON HONOUR ON SELECTION CRITERIA</b> Annex 4, available to download in the Funding and Tenders Portal. Only the applicant (or consortium leader if applicable) is required to complete and sign the form. The applicant must upload the form in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p> <ul style="list-style-type: none"> <li>• <b>SIMPLIFIED FINANCIAL STATEMENT</b> available <a href="#">here</a> only required for private bodies if the grant requested from EFSA is &gt;60.000 €. The template published with the Call should be completed for at least the last two closed financial years.</li> <li>• <b>LETTER OF COMMITMENT:</b> applicable only when another public body financially contributes to the project (body other than EFSA, applicant or in case of consortium, its partners); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.</li> </ul> <p>The applicant must convert the <b>Declaration on honour on selection criteria, the Simplified Financial statement (if applicable) and the letter of commitment</b> (if applicable) into one single pdf and upload the single document in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p>
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**B) Professional and operational capacity**

Criterion No. <b>2.4.B</b>	Requirements and requested evidence
<b>1</b>	<b>Professional and operational capacity:</b>
	Requirements:
	<p>The applicant or in case of a consortium, the consortium as a whole, must have the professional resources, competencies and qualifications necessary to complete the proposed project:</p> <p style="padding-left: 40px;"><b>1. Requirements for the organisation:</b></p> <p>The applicant, or the consortium overall in case of application by a consortium, must have proven experience in activities related to the topic of the grant: pest and disease monitoring (and/or surveillance) and/or diagnostics for the Lot applied (Lot 1 or 2).</p> <p style="padding-left: 40px;"><b>2. Requirements for the team of experts:</b></p> <p>The majority of the experts involved in the tasks must have a relevant University degree at post-graduate level (minimum master’s degree).</p> <p>The experts involved in the team must have:</p> <ul style="list-style-type: none"> <li>a) proven expertise of at least 3 years covering the following fields:             <ul style="list-style-type: none"> <li>- agronomy and/or</li> <li>- taxonomic groups of pests targeted in the call for the Lot applied (Lot 1 or 2) (e.g. entomology, virology, plant pathology, etc.);</li> </ul> </li> </ul>



	<p>b) Expertise of at least 3 years in the ecology of the pests targeted in the call (or similar pest) for the Lot applied (Lot 1 or 2);</p> <p>c) Expertise in the detection and identification of plant pests object of the call (Lot 1 or 2);</p> <p>d) Experience in writing scientific reports and publications.</p> <p><b>3. Requirements for team coordinator (also EFSA contact person):</b></p> <p>an excellent level of spoken and written English (evidenced either by a certificate demonstrating at least level C.1 of the Common European Framework of References for Languages; or evidence of having worked/studied for at least 2 years in a working environment where English is used for meetings, communications and producing written reports and scientific publications; or 3 years of involvement in international projects where English is the working language).</p> <p><b>4. Environmental management (the answers to this section are for information purposes and will not be considered under any criteria, neither selection nor award criteria):</b></p> <p>Environmental protection is an integral part of EFSA's governance. EFSA has established, implemented and maintains a certified environmental management system in accordance with the international standard ISO 14001 and the European EMAS regulation. Environmental impacts of EFSA's activities are identified, managed and monitored in order to improve environmental performance. This commitment to environmental sustainability requires us to consider a life-cycle perspective when purchasing our services.</p> <p>For this reason, we are asking you some information on the environmental management of your activities, to be provided filling in <b>Annex 5 (Selection criteria - Information on environmental management)</b>.</p>
	<p>Requested evidence:</p>
	<ul style="list-style-type: none"> <li>• <b>EVIDENCE REQUESTED FOR REQUIREMENT 1:</b>  <b>List and evidence</b> of recently finalised (within the last 3 years) or ongoing projects relevant to the topics of this grant for each of the Lot applied for (Lot 1 or 2).</li> <li>• <b>EVIDENCE REQUESTED FOR REQUIREMENT 2:</b>  <b>CURRICULUM VITAE</b> of the experts and other staff to be involved in the project, including a brief description of the expertise and a list of publications relevant to the project for each person proposed. If individual team members are not yet assigned for the proposed project, applicants shall provide details of the staff profiles necessary for the project;</li> <li>• <b>EVIDENCE REQUESTED FOR REQUIREMENT 3:</b> <ul style="list-style-type: none"> <li>• Detailed CVs of the Project team coordinator proposed for the assignment. EFSA strongly recommends submitting the CVs in the EU CV format which can be accessed <a href="#">here</a>.</li> <li>• Official certificate of English proving a C1 level where applicable</li> </ul> </li> <li>• <b>EVIDENCE REQUESTED FOR REQUIREMENT 4:</b>  Annex 5 – Selection criteria, Information on environmental management</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>LIST OF PROJECT TEAM MEMBERS NAMES</b> – in addition to the CV's, the applicant should also summarise on one page, the names of the individual project team members. <b>For requirements 2 a template (Annex 5) is available to download in the Funding and Tenders Portal. The applicant must upload the completed template (a single pdf document of all requirements including CVs), in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</b></li> <li>• <b>INDIVIDUAL DECLARATION OF INTERESTS</b> Template available <a href="#">here</a>. EFSA may request Individuals DoIs for members of the project team having influence and/or control over scientific outputs, prior to and as a condition of grant agreement signature. The requirement to submit Individual DoIs will be specified in the award letter and will have to be provided and assessed by the EFSA Authorising Officer before and as a condition of grant agreement signature. <b><u>Individual DoIs do not need to be provided with your proposal at this stage.</u></b> Please refer to <a href="#">EFSA's policy on independence</a> and the <a href="#">Decision of the Executive Director on Competing Interest Management</a> for more detailed information.</li> </ul>
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## 2.5 AWARD CRITERIA

Criterion No. <b>2.5</b>	<p>For the award criteria a template (Annex 6) is available to download in the Funding and Tenders Portal. The applicant must upload the completed template (a single pdf document of all criteria) in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p> <p>The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call.</p> <p>In addition, for each Lot applied for, applicants must provide in the form of illustrative examples, a technical proposal addressing the following two examples:</p> <p>Example 1: an example of a literature search and review strategy for capturing the relevant information for one pest of the Lot applied for, indicating the search string, the sources consulted (scientific and grey literature), the review process (selection of article).</p> <p>Example 2: a structured table (Word or PDF) reporting the relevant metadata, retrieved through the literature search performed in Example 1, needed for the preparation of the survey card for the selected pest.</p> <p>The assessment will be done separately for the proposals received for each Lot. For each Lot applied for, applicants must provide in their proposal a detailed technical proposal addressing all points in this call for proposals and each of the quality award criteria below. Repetition of mandatory requirements in the call for proposals without providing further detail will only result in a very low score.</p> <p>The following award criteria are applicable in this call.</p>
<b>1</b>	The extent to which the <b>proposed methodology is described in detail and is likely to deliver high quality outputs</b> addressing the 2 deliverables defined in the specific objectives of this call. <b>Max 25 points</b>
<b>2</b>	The extent to which the <b>project management and project description are clear and likely to delivery high quality project</b> , including phases, clear timelines for the project tasks completion, detailed milestones per deliverable (e.g. via a project Gantt chart), expertise involved in each deliverable, expected outcomes and deliverables, description of



	identified risks and proposed mitigating actions; proposed contingency plan in case of deviations from the project programme. <b>Max 25 points</b>
<b>3</b>	The extent to which <b>Example 1</b> is clear and accurate <b>Max 25 points.</b>
<b>4</b>	The extent to which <b>Example 2</b> is clear, complete and accurate <b>Max 25 points.</b>

In order to be considered for a reserve list, the proposal must:

- **for criteria 1, 2, 3, 4, score at least 60% (15 points) of the points attributed to that criterion and**
- **score a minimum of 70 points out of maximum possible 100 points;**

Proposals which have satisfied these quality thresholds will be ranked in a reserve list. The reserve list will be valid for six months from the signature of the feedback letter.

## **2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA**

The applicant(s) will be notified, once the evaluation has been finalized, whether they are placed on the reserve list or not.

EFSA reserves the right to invite the 1<sup>st</sup> ranked applicant on the reserve list, to adapt its proposal based on the evaluators' comments in accordance with article 200(5) EU FR.

Following the successful conclusion of the adaptation phase, the award decision will be taken by EFSA. Subsequently, the grant agreement will be prepared.

If the 1<sup>st</sup> ranked applicant fails to adapt its proposal, EFSA reserves the right to reject the proposal. The budget made available in this way may be used for a project of the next ranked applicant on the reserve list.



### 3. SUBMITTING PROPOSALS

#### 3.1 SUBMISSION MODALITIES

You must submit your proposal electronically via the [EU Funding & Tenders Portal](#) before the time limit for receipt of proposals (indicated on page 2 of this call). A webinar showing step-by-step the use of the EU funding and Tender Portal for Grant submission on a pilot EFSA call is available at [this link](#) (from minute 15:39 to minute 45:55).

#### Registration in the Participant Register

Applicants submitting a proposal must be registered in the Participant Register - an online register of organisations and natural persons participating in European Commission's calls for tenders or proposals.

On registering, each participant obtains a Participant Identification Code (PIC, 9 - digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission's calls for tenders or calls for proposals.

At any moment during the grant procedure the Research Executive Agency Validation Services (hereafter the EU Validation Services) may contact the participant and ask for supporting documents on legal existence and status.

The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly.

The documents that may be requested by the EU Validation Services are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#). Please note that a request for supporting documents by the EU Validation Services in no way implies that the grant application has been successful.

#### Submitting your proposal

The EU Funding & Tenders Portal allows applicants to respond to calls for proposals by preparing applications electronically in a structured and secured way and submitting proposals electronically.

To find more information on submitting your proposal, please read carefully the information on the page [Submit a proposal – electronic submission system](#). On the same page useful links to the [User guide of the submission system](#) and an [FAQ on proposal submission](#) are provided.

Make sure you submit your application on time: you are advised to start completing your application early. To avoid any complications with regard to late receipt/non-receipt of applications within the deadline, please ensure that you submit your application several hours before the deadline. It is not possible to submit an application after the deadline.





### **3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS**

Proposals may be submitted in any official language of the European Union. However, as EFSA`s working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents (e.g. CVs) are required. These supporting documents are an integral part of the proposal. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

### **3.3 EXPECTED DURATION OF PROCEDURE**

In accordance with Article 194(2) of the Financial Regulation, the maximum time-limits for the procedure are as follows:

- All applicants will be informed of the decision regarding their application within 6 months of the deadline for submission of proposals.
- Signature of the grant agreement will take place within 3 months from the date the successful applicant/s has/have been informed of the decision on their application.