



## CLARIFICATIONS

### Applications through the Funding & Tender opportunities portal: The EU-FORA Call example

#### Q&A FOLLOWING LIVE EVENT ON 20/12/2022

**Call reference:** EUBA-EFSA-2022-ENREL-02

**Call title:** Selection of hosting sites and fellows for EU-FORA Risk Assessment Fellowship Programme.

**1. QUESTION 1: Can the time the fellow stays at the hosting site be extended to 8 months or split in two stages of 4 months, having 2/3 of time at hosting site?**

**ANSWER 1:** As indicated in the [Call for proposals](#) (section 1.2.1), the fellow's stay at the hosting site is set with a minimum of 3 and a maximum of 5 months. The consortium should provide a detailed description of the proposed work programme, including the selected time for physical placement of the fellow at the hosting site, including duration, training and learning objectives of the placement. This is the information that will be evaluated in the proposal.

To allow for flexibility, the stay at the hosting site can be split into several shorter periods with no limitation as long as the total length of the stay remains within the stated range (3-5 months). However, splitting the placement in shorter periods should not jeopardise its ultimate objective of enhancing networking and to support learning by doing.

If once awarded, the consortium agrees to an extension of the fellow's stay, this should be notified to EFSA providing justified reasoning. However, note that, according to the Call for proposals, the fellow's employer must also pay all travel and accommodation expenses related to his/her physical presence at the hosting site and participation in the work programme, in line with the travel and accommodation reimbursement rules of the sending organization. This should also include any potential extension of the stay.

**2. QUESTION 2: Can the nationality of fellow be any type of nationality if she/he works in an Art 36 organization?**

**ANSWER 2:** The eligibility and selection criteria are listed under section 2.4 of the Call for Proposals and along the Call text.

Both applicants (hosting site and fellow sending organisation) need to be part of the List of national Competent Organisations according to Article 36 of EFSA's Founding Regulation. Both organisations must be from two different EU countries, Norway or Iceland.

- Fellows must be a staff member of a competent organisation under Art. 36 of EFSA's Founding Regulation; they must have worked for their employer under a permanent or contract basis for at least 12 months before their fellowship and shall remain in the service of that employer throughout the period of fellowship and must not have been a fellow in past editions of the EUFORA Programme.
- The fellow must have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma in a relevant field.
- The fellow must have a good knowledge of English language (at least B2 level according to CEFR), with strong ability to communicate clearly and effectively in both spoken and written English.
- The fellow must have a minimum of 3 and a maximum of 15 years of experience in performing scientific work or tasks related to food safety (including risk assessment, risk communication and risk management aspects) at the closing time of applications.

The nationality of the fellow is not a requirement under the eligibility or selection criteria.

**3. QUESTION 3: Are all the institutions already loaded with their own Participant Identification Code (PIC)?**

**ANSWER 3:** Not necessarily, it depends whether they applied to other EU grants in the past or not.

**4. QUESTION 4: Can the 'main contact' named in the Funding & Tender opportunities portal be changed in the future if needed?**

**ANSWER 4:** Yes, it can be changed, by adding a new contact and then deleting the previous one if you wish to do so, but it is always necessary to have a main contact for each applying organisation.

**5. QUESTION 5: For the EU-FORA call, is there a limitation of how many fellows an organization can host or send?**

**ANSWER 5:** In accordance with section 1.2.5 of the Call for proposals, the maximum number of fellows to be trained in a hosting site is under the same work programme is three (3) fellows. The maximum number of assignments per country is set to a maximum of five (5) fellow placements per country.

**6. QUESTION 6: What is the total budget for this EFSA call?**

**ANSWER 6:** As stated in the Call for proposals, section 1.4, the total budget is 55,000 EUR per grant, with the award of 15 grants foreseen overall.

**7. QUESTION 7: Are travel and accommodation for the fellows stay at the hosting site covered, are they to be paid by the fellow or from the 55.000 euro?**

**ANSWER 7:** As stated in section 1.4 page 15 of the Call for proposals, the amount of the EFSA grant intends to support the costs incurred by the fellow sending organisation by releasing an employee of his/her tasks while he/she remains a staff member of the institution, as well as the costs derived from the payment of fellow expenses for physical attendance at hosting site this should include travel and accommodation costs.

**8. QUESTION 8: Could you please clarify further what is meant by "*the grant being intended to support all costs of both the fellow sending organisation and the hosting site*". What does that include? Salary during the person placement? Rent, travel costs etc. Are those to be divided between the 2 consortium members?**

**ANSWER 8:** The grant is not based on actual costs incurred, therefore EFSA does not request any evidence of salary costs, travel or accommodation costs. The total amount of the grant is 55,000 EUR and this amount can be divided between the consortium partners in any way they decide between them.

**9. QUESTION 9: Do the fellows have some fundings for moving in hosting institution?**

**ANSWER 9:** Please refer to answer 7 above.

**10. QUESTION 10: Does the partner contact details have to be the fellow's or can it be a contact person within a department of an organisation?**

**ANSWER 10:** The partner contact details should be the ones of the organisation sending the fellow.

**11. QUESTION 11: Can anyone register an organisation in the EU Funding & Tender opportunities portal?**

**ANSWER 11:** Yes, anybody can create a PIC, it is very easy as it requires very little information. In case of grant award, you will be asked for the official documentation of your organisation by the validation team.

**12. QUESTION 12: Is there a clear user guide of the EU Funding & Tender opportunities portal available?**

**ANSWER 12:** Yes, all the steps to register your organisation and to submit a proposal are clearly described in section [‘How to participate’](#) of the Funding and tender opportunities portal.

**13. QUESTION 13: How many individual grants are expected to be awarded within this call?**

**ANSWER 13:** As stated in section 1.2 of the Call for Proposals, 15 grants are to be awarded.

**14. QUESTION 14: When you talk about partner, it would be the hosting or fellow sending organisation?**

**ANSWER 14:** As stated in section 1.6 and the glossary of the Call for Proposals, the applicant is the hosting site and partner is the fellow sending organisation.

**15. QUESTION 15: In the EU Funding & Tender opportunities portal, can the short summary entered after the acronym be changed later?**

**ANSWER 15:** Yes, it can be modified anytime. The validation is just a technical validation of the form.

**16. QUESTION 15: By default, is the hosting organisation the coordinating organisation?**

**ANSWER 15:** Yes, the hosting organisation is the coordinator. As stated in section 1.6 of the Call for Proposals *"The applicant is the leading entity of the consortium and the hosting site in charge of the working programme and training of the fellow"*.

**17. QUESTION 17: In the EU Funding & Tender opportunities portal what does the 'validate' button do (next to the uploaded annexes)? Is it advisable/mandatory to click 'validate' before/after upload?**

**ANSWER 17:** When you save or submit the form, the tool will perform automatically a validation.

**18. QUESTION 18: What about the signatures, can they be digital?**

**ANSWER 18:** Any signature in the application documents can be digital signature. Please note that in case of grant award, the grant agreement may only be signed using qualified electronic signature.

**19. QUESTION 19: Can you show the partner searching tool in the Funding & tender opportunities portal? How does the partner search work?**

**ANSWER 19:** The use of the partner searching tool was shown during the live event. You can refer to the video published [here](#) on the EFSA website or to the Online Manual published [here](#) in the Funding & tender opportunities portal.

**20. QUESTION 20: Last year, EFSA created an Excel sheet to help hosting sites searching for a fellow. They posted a project name, information and searching for a partner. Will you also prepare that kind of document this year?**

**ANSWER 20:** One method of searching for partners is using the Partner Search option of the Funding & Tenders opportunities portal. An alternative method is by contacting your [national Focal Points](#) which can assist with the identification of possible partners in other Member States.

**21. QUESTION 21: How do we find partners for the consortium?**

**ANSWER 21:** Please refer to question 20.

**22. QUESTION 22: Please, could you make clear if we have to sign electronically at some point?**

**ANSWER 22:** Please refer to question 18.



**23. QUESTION 23: Is the UK part of the EU-FORA programme?**  
**ANSWER 23:** Only organisation on the [Article 36 list](#) are eligible for the award of the EFSA grants. The UK is not included in this list.

**24. QUESTION 24: Does the partner search function also allow a search for willing consortium partners? i.e. looking for a fellow sending organisation?**  
**ANSWER 24:** Yes, if these organisations are registered in the tool and have a Participant Identification Code (PIC). You can also contact your [national Focal Points](#) as mentioned in answer 20.

**25. QUESTION 25: If a fellow is external to the Art.36 org. and comes from outside the EU, but is affiliated to a small degree to an Art. 36 org - is he/she eligible?**  
**ANSWER 25:** The nationality of the fellow is not a requirement under the eligibility or selection criteria, please see answer to Q2 above.

**26. QUESTION 26: The identification of partners through National Focal Point is slow, how to meet the deadline?**  
**ANSWER 26:** The call was published on 8 November 2022 with closing date on 15 March 2023 to allow the necessary time for the organisations to find suitable partners.

**27. QUESTION 27: Since the proposal is made by the hosting site, how can a fellow sending organisation that doesn't wish to act as a hosting site, show up on the search tool?**  
**ANSWER 27:** Please refer to answer 24.

**28. QUESTION 28: Can the video recording be made available via email?**  
**ANSWER 28:** The video is published [here](#) on the EFSA website.

**29. QUESTION 29: Which organizations are displayed with the Partner Search function? All the organizations with a PIC or only the ones that registered for this grant?**  
**ANSWER 29:** All organisations with a PIC and which have registered themselves in the Partner Search function will be displayed. Please note you should always check that any organisations displayed in the Partner Search function are included in the [Article 36 list](#)

**30. QUESTION 30: In the new call, it is difficult to find and match organizations for consortium. Any advice?**  
**ANSWER 30:** Please refer to answer 20.

**31. QUESTION 31: If the fellow withdraws half-way, can a replacement fellow be proposed?**  
**ANSWER 31:** As mentioned in section 1.2.6 of the Call for Proposals, *'In the unlikely event a fellow drops out of the programme any time after the first two months, the grant agreement should be terminated'*.

**32. QUESTION 32: What is the meaning of "staff member"? Does it include a temporary research associate/research fellow?**  
**ANSWER 32:** It means staff employed by the organisation.

Signed by the Project Officer 13/01/2023