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| APPLICATION FORM  **Call reference:** GP/EFSA/ENCO/2020/04  **Call title:** Selection of hosting sites for EFSA’s European Food Risk Assessment Fellowship (EU-FORA) Programme  Restricted to the list of competent organisations adopted by EFSA Management Board according to Article 36 of European Parliament and Council Regulation (EC) No 178/2002 |

Before completing this Application form, please read carefully the related **Call for proposals and guide for applicants with all the annexes.**

***Fellow hosting sites offering more than one fellow work programme:***

In the event that a fellow hosting site proposes to host more than one fellow, they should do so in the following way:

* by the submission of a single work programme using one application form, which could be offered to more than one fellow, indicating the number of placements, or;
* by the submission of different work programmes, using one application form per fellow work programme offered.

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| Please note that this Application form has to be completed in all parts following these instructions:   * **Text in blue background: only advice for applicants** * **Text in yellow background: text to be completed by the applicants** * **Text in white background must be kept in the final version of this Application form** |

The Application form has to be supported by the documents indicated in the final completeness checklist. Incomplete application forms will not be accepted.

# INFORMATION ON THE APPLICANT AND IN CASE OF CONSORTIUM OF THE LEADER AND PARTNER/S

## APPLICANT / (in case of consortium: LEADER)

Official name in full: XX

Short name or acronym: XX

Legal form: XX

Address:

* Street: XX
* Number: XX
* Post code: XX
* City: XX
* Country: XX

Organisation`s contact details:

* Telephone: XX
* E-mail address: XX

Legal representative of the applicant (he/she will sign the grant agreement in case of grant award): XX

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Administrative contact point for project implementation in the case of grant award: XX

* + - Position: XX
    - Telephone: XX
    - E-mail address: XX

Contact person responsible for this application (if different from the above):

* + - Position: XX
    - Telephone: XX
    - E-mail address: XX

## Partners

**Partner 1[[1]](#footnote-1):**

Official name in full: XX

Short name or acronym: XX

Legal form: XX

Address:

* Street: XX
* Number: XX
* Post code: XX
* City: XX
* Country: XX

Organisation`s contact details:

* Telephone: XX
* E-mail address: XX

Legal representative of the partner (he/she will sign the Mandate (Power of Attorney) to the applicant to sign the grant agreement on behalf of this partner): XX

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| **WORK PROGRAMME TITLE** | XX |
| **KEY WORDS AND SHORT SUMMARY OF THE WORK PROGRAMME** | XX |
| **NUMBER OF FELLOW PLACEMENTS OFFERED FOR THIS WORK PROGRAMME** | XX |

# TECHNICAL DESCRIPTION OF THE PROJECT

1. The extent to which the proposed work programme (e.g. areas and range of relevant activities) meets the overall objectives of the EU-FORA Programme.Applicants should provide a detailed description of the proposed work programme for which points will be awarded as follows: **(MAX 70 POINTS – min. pass mark 35 points)**:
   1. Clarity of the description of the proposed fellow work programme and relevance to EFSA activities (for example: Food Safety Chemical Risk Assessment, Food Safety Microbiological Risk Assessment etc.) **(*MAX 25 POINTS*);**
   2. Range of specific activities which the fellow will be involved in, so as to maximise knowledge transfer in addition to desk and/or laboratory work (for example: participation to workshops, conferences, panels and working groups meetings etc.) **(*MAX 25 POINTS*);**
   3. Degree to which the proposed work programme offers a wide understanding of the whole Risk Assessment process **(*MAX 20 POINTS*);**

*Write text in this box; extend the box as necessary.*

*The applicant is expected to describe in detail an explicit working programme on a selected topic where the fellow is going to be involved during the 12-month placement. In addition to the everyday routine work, the applicant is encouraged to engage the fellow in different activities and events in order to maximise the knowledge transfer and such activities and events should be described in the application. Finally the applicant should demonstrate to what extent the work programme (possible with supportive activities) is offering an overview of the whole Risk Assessment process, in addition to the possible specific expertise in a particular field.)*

1. The adequacy of the proposed possible supportive activities for ensuring smooth and effective fellow integration and supervision by the dedicated supervisor of the fellow throughout the 12-month fellowship programme. **(MAX 30 POINTS – min. pass mark 15 points):**
   1. Specific provisions and activities to assure effective supervision and integration of the fellow in the organisation (for example: regular meetings with the main supervisor, mentoring provided by other relevant staff, info-sessions etc.) ***(MAX 15 POINTS);***
   2. Supportive measures and actions to assist the smooth settlement of the fellow in the environment of the hosting organisation (for example: assistance in identifying accommodation, language lessons, other training, learning & networking opportunities, etc.) ***(MAX 15 POINTS);***

*Write text in this box; extend the box as necessary.*

Name of the legal representative of the applicant: ………………….……………………

Signature: ………………………..…………

Place: ………………….……………..……….

Date: ………………………………..…………

# APPLICATION SUBMISSION COMPLETENESS CHECKLIST

* The below checklist is designed to help the applicant to ensure that all requested documentation is provided to EFSA.
* The application must be submitted in line with guidelines described in the Call for proposals and guide for applicants.
* This checklist should be signed and included in the submitted application.
* Please tick ✓ in the boxes provided if the document is attached to the application.

**The application submission** **must contain one original unbound paper version and one electronic version (CD Rom or USB key)** **of all the following documents:**

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| 🞎 | **THIS CHECKLIST**, completed. |
| 🞎 | **APPLICATION FORM:**   * one fully completed and signed application form for each different work programme OR; * one fully completed and signed application form for a single work programme (one application form indicating the number of placements offered). |
| 🞎 | **LEGAL ENTITY FORM** to be provided for the applicant (and for each partner in case of consortium). |
| 🞎 | **FINANCIAL IDENTIFICATION FORM** to be provided for the applicant (only for the leading partner in case of consortium). |
| 🞎 | **THE DECLARATION OF HONOUR ON EXCLUSION CRITERIA -** to be provided for the applicant (and for each partner in case of consortium). |
| 🞎 | **THE DECLARATION OF HONOUR ON SELECTION CRITERIA -** to be provided by the applicant (**only for the leading partner in case of consortium**). |
| 🞎 | **THE SELECTION CRITERIA EVIDENCE UNDER SECTION 2.4** – the evidence to be provided under requirements 1, 2 and 3. |

1. Repeat this section as many times as there are the partners [↑](#footnote-ref-1)