CALL FOR PROPOSALS
AND GUIDE FOR APPLICANTS

Call reference: EUBA-EFSA-2022-ENREL-02
Call title: Selection of hosting sites and fellows for EU-FORA Risk Assessment Fellowship Programme

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.

PROCEDURE TIMETABLE

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch date</td>
<td>08/11/2022</td>
<td>Date of call publication on EFSA’s website.</td>
</tr>
<tr>
<td>Deadline for applicants to raise clarification questions to EFSA</td>
<td>07/03/2023 15/03/2023</td>
<td>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. Questions &amp; Answers will be published on the EFSA website.</td>
</tr>
<tr>
<td>Deadline for EFSA to reply to clarification questions</td>
<td>09/03/2023 16/03/2023</td>
<td>Replies will be provided on EFSA’s webpage where this Call is published and which the applicants are requested to consult regularly.</td>
</tr>
<tr>
<td>Deadline for submission of proposals</td>
<td>15/03/2023 22/03/2023 at 17:00 CET</td>
<td>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. Hard copy paper applications will not be accepted.</td>
</tr>
<tr>
<td>Notification of the evaluation results</td>
<td>April 2023</td>
<td>Estimated The outcome of the present call will be communicated to all applicants to the e-mail address indicated in the ADMINISTRATIVE DECLARATION. Accordingly, applicants who have submitted proposals under the present call are strongly invited to check regularly the inbox in question.</td>
</tr>
<tr>
<td>Grant agreement(s) signature</td>
<td>June 2023</td>
<td>Estimated</td>
</tr>
</tbody>
</table>

1 All times are in the time zone of the country of the EFSA.
# Table of Contents

1. **GRANT OPPORTUNITY AND CONDITIONS** ................................................................. 4
   1.1 LEGAL FRAMEWORK ............................................................................................... 4
   1.2 BACKGROUND AND OBJECTIVES OF THE CALL .............................................. 4
      1.3.1 Obligations and benefits of becoming a fellow hosting site ....................... 6
      1.3.2 Obligations and benefits of the fellow hosting site supervisor .................... 7
      1.3.3 Accumulation of roles ................................................................................... 10
      1.3.4 Overall fellow selection and placement process ......................................... 10
      1.3.5 Support provided to the fellows and the fellow hosting sites .................... 11
      1.3.6 The training programme to complement the “learning by doing” fellowship .... 11
   1.3 TASKS, DELIVERABLES, TIMELINES, MEETINGS AND PAYMENTS .............. 13
   1.4 INFORMATION ON THE GRANT AGREEMENT .................................................. 14
   1.5 ELIGIBLE ORGANISATIONS ................................................................................ 15
   1.6 ROLES AND RESPONSIBILITIES ........................................................................ 16
   1.7 IMPLEMENTING CONTRACTS AND SUBCONTRACTING .................................... 17
   1.8 GRANT PRINCIPLES .............................................................................................. 17
   1.9 PUBLICITY ........................................................................................................... 18
   1.10 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES .... 19
   1.11 PUBLIC ACCESS TO DOCUMENTS .................................................................. 19
   1.12 OPEN ACCESS .................................................................................................. 19
2. **SELECTING PROPOSALS** ...................................................................................... 20
   2.1 VERIFICATION OF SUBMISSION REQUIREMENTS ........................................... 20
   2.2 ELIGIBILITY CRITERIA .......................................................................................... 20
   2.3 EXCLUSION CRITERIA ......................................................................................... 21
   2.4 SELECTION CRITERIA ......................................................................................... 21
   2.5 AWARD CRITERIA ............................................................................................... 24
   2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA .......... 25
3. **SUBMITTING PROPOSALS** .................................................................................. 27
   3.1 SUBMISSION MODALITIES .................................................................................. 27
   3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS .......... 28
   3.3 EXPECTED DURATION OF PROCEDURE ............................................................ 28
ANNEXES

Annex 1: Draft grant agreement
Annex 2: Note on the processing of personal data in the context of the EU-FORA Fellowship Programme
Annex 3: Administrative Declaration
Annex 4: Declaration on honour on exclusion criteria
Annex 5: Declaration on honour on selection criteria
Annex 6: Selection criteria template (requirements 1-3)
Annex 7: Award criteria template

GLOSSARY

For proper understanding of this call, it is also important to have clarity on the used terminology.

**Applicant**: is the hosting site, responsible for the work programme and training of the fellow. The applicant submits the project proposal/grant application to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium.

**Partner**: is the other entity in the consortium identified as the fellow sending organisation.

**Coordinator**: As soon as the grant agreement is signed, the applicant becomes the Coordinator.

**Co-beneficiary**: As soon as the grant agreement is signed, the consortium partner becomes the co-beneficiary.

**Beneficiaries**: As soon as the grant agreement is signed, the coordinator and co-beneficiary are referred to as the beneficiaries.

**Hosting site**: is the Article 36 organisation that proposes the work programme and is responsible for the training of the fellow. It is the leader in the consortium.

**Fellow sending organisation**: is the Article 36 organisation that identifies and proposes the fellow to be trained. It is the partner in the consortium.

**Fellow**: is the subject of the training proposed by the hosting site. Fellows are staff members of the fellow sending institution.

**Programme Manager**: EFSA’s staff member in charge of the EU-FORA Programme and of the coordination of the fellowship. The Programme Manager acts as liaison between EFSA and the fellow(s), the fellow sending organisation and the fellow hosting site supervisor(s) at the fellow hosting site.

**Training contractor**: awarded organisation/consortium of the Framework Contract launched by EFSA for the organisation and delivery of training under the EU-FORA Programme, selected via a procurement open call for tenders.
1. GRANT OPPORTUNITY AND CONDITIONS

1.1 LEGAL FRAMEWORK

Article 36 (1) of the 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, 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, 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.


The Commission Regulation (EC) 2230/2004 of 23 December 2004 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.

Article 5(2) of the Commission Regulation (EC) 2230/2004 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.

This call is based on EFSA’s 2022 Work Programme for grants and operational procurements as presented in Annex XII of the Programming Document 2022 – 2024, available on the EFSA’s website.

1.2 BACKGROUND AND OBJECTIVES OF THE CALL

BACKGROUND

In 2016, in close cooperation with the Advisory Forum and the EFSA Focal Points, EFSA established the European Food Risk Assessment Fellowship (EU-FORA) Programme to help achieve one of EFSA’s...
strategic objectives: Strengthening the food risk assessment capacity (including animal health and plant health) and knowledge community across Europe.

The legal framework for the programme is Article 23(b) (Tasks) of EFSA’s Founding Regulation: “To promote and coordinate the development of uniform risk assessment methodologies in the fields falling within its mission”.

Moreover, EFSA’s Strategy 2027 Strategic Objective No. 2 states that EFSA should ensure preparedness for future risk analysis needs. The expected outcome under Strategic Objective No. 2 is to achieve increased risk analysis capabilities (knowledge, expertise, methodologies, and data) to maintain relevance for the future.

The EU-FORA programme will establish a regular 12-month learning-by-doing fellowship, the objectives of which are to:

- attract and motivate mid-career professionals to become risk assessors, thus increasing the pool of experts available in Europe;
- intensify exchange and cooperation among national food safety agencies and EFSA, hence stimulating the involvement of MS in regulatory risk assessment work;
- contribute to harmonising and further developing food safety risk assessment practices and methodologies across Europe, with the aim of building a common EU culture for risk assessment;

The scientists that will participate in the programme as fellows, supervisors, tutors, programme coordinators and others will constitute a pool of experts, available to support the risk assessment activities of EFSA and the MS. The programme will contribute to strengthening the overall capacity in regulatory food safety risk assessment in Europe allowing more countries to support such EU activities.

Furthermore, the exchange of staff (fellows) through the programme and the interaction between supervisors, tutors, coordinators and others from different EU countries and different EU institutions, will greatly contribute to the harmonisation of food safety risk assessment methodologies in Europe and the subsequent building of a common EU risk assessment culture.

The first 12-month cycle of fellowships started in September 2017 and since then, 87 fellows have already graduated, constituting the so-called EU-FORA Alumni.

Each 12-month fellowship is complemented and completed by a common training programme of seven weeks in total, comprising one three-week induction training module and four separate one-week training modules.

The main focus of the EU-FORA fellowship programme will be targeted to chemical and microbiological risk assessment and, more generally, to activities falling within EFSA’s remit, so as to attract professionals from relevant fields such as: agriculture, biochemistry, bioinformatics, biology, biometrics, biotechnology, chemistry, dietary exposure, environmental sciences, epidemiology, food science, food technology, genetics, health and food safety, human medicine, life sciences, mathematics, microbiology, molecular biology, natural sciences, nutrition, pharmacy, public health, statistics, toxicology, veterinary medicine or related areas.

Funding, organising, steering and monitoring the EU-FORA fellowship programme is the responsibility of EFSA.

7 Depending on the epidemiological situation in light of COVID, all trainings can be organised virtually. The decision to hold the training virtually or physically will be taken by EFSA closer to the time of the training.
OBJECTIVES OF THE CALL

The specific objectives of this call are to: (1) select fellow hosting sites for the training of one or more fellows, for a period of 12 months; and (2) to select fellows as proposed by their institutions of origin. Specifically, the call seeks to identify consortia of hosting sites and fellow sending organisations.

EFSA expects to select competent organisations under Art. 36 of the EFSA’s Founding Regulation with a strong capacity and broad experience in one or more activities relevant to food safety risk assessment to become fellow hosting sites for 15 fellows, also to be identified under this call.

In order to achieve the main objective of the Call, the proposal must be co-submitted by a consortium of two eligible organisations (competent organisations under Art. 36 of the EFSA founding regulation), from two different EU countries, Norway or Iceland. One of the organisations will act as sending organisation, proposing a fellow to be trained under a work programme offered by the other consortium partner, who will act as hosting site and will be responsible for the training of the fellow.

Applicants may search for a consortium partner through:

1) their designated Article 36 Organisation’s contact person having granted the access to the Article 36 Database and/or
2) their respective EFSA national Focal Point. EFSA national Focal Points have the role to support and facilitate the creation of consortia acting as a networking interface between national organisations (e.g. having access to EFSA databases of contacts, project ideas and other networking activities facilitating MS engagement in fields of EFSA’s remit, among others).
3) the Funding and Tender Opportunities portal by reading the guidance information which gives detailed instructions on how to publish either a partner search request or partner search offer.

The detailed selection and award criteria to be used to select the fellow hosting sites and the fellows are listed in section 2.4 & 2.5 of this call for proposals.

1.2.1 Obligations and benefits of becoming a fellow hosting site

Obligations:
The fellow hosting site is responsible for the design of the work programme, its implementation and the overall training of the fellow.

The fellow hosting sites need to appoint a supervisor for each fellow (see below for more details) and propose the area and range of activities/work programme the fellow(s) will be involved in during the 12-month assignment. The details of this work programme, including the learning objectives, will be finalized in agreement between the assigned fellow and the supervisor at the start of the fellowship period.

8 CompOrg-DB Tool (https://efsa.force.com/competentorganisations/s/)
During the fellow’s stay at the hosting site indicated in the proposal (set with a minimum of 3 and a maximum of 5 months\(^{10}\)), the fellow hosting site coordinates the activities of the fellow placed in its premises. All activities of the fellow must comply with host country administrative labour law, regulations and codes of conduct. It is important to note that EFSA should not be responsible for any breach of national legislation of the fellow hosting site. **EFSA will not be directly liable to the fellows for any payments or reimbursement due to the fellow at the hosting site.** Should EFSA incur in any costs for defending any legal action resulting from the fellowship within the hosting site country, it reserves the right to seek legal compensation from the fellow hosting site.

The fellow should be entitled to leave days, justified absences and working hours equivalent to those of other individuals working at the fellow sending organisation. However, leaves are to be avoided during the period the fellow will attend the on-site placement at the hosting site and must be agreed in advance between the employer of the fellow and the hosting site. Leaves must not be taken during the induction training and four one-week training sessions.

Depending on the nature of the work programme, hosting sites may ask fellows to sign a confidentiality agreement covering the duration of the work programme. This will be dependent upon the work to be carried out by the fellow at the hosting site and is to be decided between the sending organisation and the fellow hosting site.

The fellow hosting site will sign a grant agreement with EFSA as the leading partner in the consortium.

If a fellow hosting site successfully applies for and is granted more than one fellow, the fellow hosting site will receive one lump sum grant per confirmed fellow and will sign one grant agreement for each fellow. Further information on the evaluation of applications and ranking, in particular in situations where one fellow hosting site applies to host more than one fellow, is included in section 2.5.

**Benefits:**

As a fellow hosting site, your organisation will have the opportunity to (1) profit from the skills and knowledge a fellow will bring from his/her institution of origin; (2) understand the issues and perspectives of colleagues in other countries; (3) strengthen bilateral co-operations with other institutions. Moreover, during the 12-month fellowship, the fellow will become part of the scientific workforce of the fellow hosting site, contributing to their tasks and activities.

The fellow hosting site will also benefit from the participation of the appointed supervisor(s) to the EU-FORA Community and the publication of the technical summary report of the work performed by the fellow under the proposed work programme in a special issue of the EFSA journal.

Additionally, all the material produced by the training contractor’s team\(^{11}\) for the modular training throughout the year may be used also for teaching purposes in the fellow hosting sites.

### 1.2.2 Obligations and benefits of the fellow hosting site supervisor

**Obligations:**

The fellow hosting site will assign a supervisor to each fellow hosted\(^{12}\). The supervisor is expected to:

\(^{10}\) 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.

\(^{11}\) Under call for tenders OC/EFSA/AFSCO/2016/02 “Developing, organizing and delivering of training activities under the EFSA European Food Risk Assessment Fellowship Programme”, a contractor was selected to design training materials and deliver training. Those training materials are the property of EFSA and will be made available to the fellow hosting sites and fellow sending institutions, including any subsequent updates.

\(^{12}\) The applicant does not have to propose individual named supervisors with their proposal at this stage.
- Define the activity portfolio/work programme for the fellow;
- Be the fellow’s closest supervisor/mentor during the 12-month fellowship and therefore, he/she is expected to create an environment and conditions so that the learning objectives can be achieved by the fellow during the 12-month fellowship.
- Supervise the implementation of the “learning by doing” assignment, regularly liaise with EFSA, and ensure smooth integration of the fellow;

At least 8 hours per week will have to be invested in the supervising and mentoring of each fellow, of which at least 2 hours should be carried out by the appointed supervisor. Supervisors are nominated by the fellow hosting site, and it should be noted that there will not be a separate “call” for supervisors.

Benefits:
The supervisor will have the opportunity to work closely with EFSA and will become part of the EU-FORA Community. S/he may also appreciate getting to know colleagues from across Europe, build a common forum with other hosting site supervisors to exchange experience and best practice as well as supporting and promoting promising talents in the food risk assessment community. S/he may also embrace the opportunity to pave the road to success for a spirited colleague in the early stages of his/her risk assessment career.

1.2.3 Obligations and benefits of becoming a fellow sending organisation

Obligations:
The sending organisation shall identify an eligible fellow according to the criteria listed in section 2.4, and in agreement with the hosting organisation with which they will co-submit the application. Sending organisations are encouraged to identify in the proposal an alternate fellow as potential replacement in case of drop-out of the programme by the originally proposed fellow.

The proposed fellow(s) (and alternate(s)) to be trained must not have been a fellow in past editions of the EU-FORA Programme.

The fellow’s employer must continue to pay his/her salary, to maintain his/her administrative status throughout the period of fellowship, and to inform EFSA of any change in the fellow’s status in this regard. 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. The sending organisation shall ensure that the appointed fellow be released from his/her regular duties in order to perform the work programme, including participation in the common scheduled training activities where the fellow is obliged to take part, i.e. the induction training and the four specific one-week training modules spread throughout the 12-month fellowship period. The fellow sending organisation will ensure that any activity performed by the fellow will not prevent him/her from performing the work programme and following the mandatory trainings.

Travel and accommodation expenses related to attendance at the induction training and the one-week training modules will be covered by the training provider through a contract signed with EFSA.

During the fellow’s stay at the hosting site (see further details above), all activities of the fellow must comply with host country administrative labour law, regulations and codes of conduct. It is important to note that EFSA should not be responsible for any breach of national legislation of the fellow hosting site. EFSA will not be directly liable to the fellows for any payments or reimbursement due to the fellow at the hosting site. Should EFSA incur in any costs for defending any legal action

---

13 In line with the travel and accommodation reimbursement rules of the sending organisation.
resulting from the fellowship within the hosting site country, it reserves the right to seek legal compensation either from the fellow sending organisation and/or the fellow hosting site.

The fellow should be entitled to leave days, justified absences and working hours equivalent to those of other individuals working at the fellow sending organisation. However, leaves are to be avoided in particular during the period the fellow will attend the on-site placement at the hosting site and must be agreed in advance between the employer of the fellow and the hosting site. Leaves must not be taken during the induction training and four one-week training sessions.

**Benefits:**
The organisation of origin of the fellow will benefit from (1) the knowledge and experience in different aspects of food safety risk assessment that the fellow will acquire and bring back after the completion of the programme; (2) the direct contacts established with the fellow hosting site; (3) the publication of a technical summary report of the scientific work performed under the Programme in a special issue of the EFSA journal; and (4) the use of the EU-FORA Alumni network of which the fellow becomes a member.

Additionally, all the material produced by the training contractor’s team:\textsuperscript{14} for the modular training throughout the year may be used also for teaching purposes in the fellow sending institution.

### 1.2.4 Obligations and benefits of becoming a fellow

**Obligations:**
Fellows shall continue to be paid by their employer (sending institution) during the totality of the fellowship. Attendance to EU-FORA induction training and training modules is mandatory, and both hosting site and institution of origin shall facilitate this.

Leaves are to be avoided in particular during the period the fellow will attend the on-site placement at the hosting site and must be agreed in advance between the employer of the fellow and the hosting site. Leaves must not be taken during the induction training and four one-week training sessions.

The fellow must comply with any legal requirements, regulations or codes of conduct which are required of the regular staff of the fellow hosting site during the time they are placed there. It is important to note, however, that the fellow is not an “employee” of the hosting site but remains an employee of the organisation of origin.

Selected fellows may also be asked to complete a declaration of interest or sign a confidentiality agreement by the hosting organisation during the time of placement. This will be dependent upon the work to be carried out by the fellow at the hosting site and is to be decided by the fellow hosting site.

**Benefits:**
With the participation in the fellowship programme, fellows will gain an extended and practical knowledge of scientific aspects related to food safety risk assessment, such as how to collect and analyse relevant data, how to select and apply risk assessment methodologies, how to use computer models in risk assessment, or how to provide effective risk communication.

Fellows will be inspired by the many interesting, innovative and enthusiastic people of the food risk assessment knowledge community they will meet during the 12-month period. They will stay in touch with these colleagues and actively shape the EU-FORA Alumni network and, subsequently, the EU-FORA Community.

\[\textsuperscript{14}\text{ See footnote 11.}\]
The fellow’s participation in the programme will be rewarded by a certificate of participation issued by EFSA and technical summary report of their scientific work may be published in a special issue of the EFSA journal.

1.2.5 Accumulation of roles

Competent organisations may undertake different and accumulated roles in the participation of the EU-FORA programme. They can apply to become a fellow hosting site and/or send fellows to participate in the programme.

It is possible for a single hosting site to train more than one fellow, e.g. via participation in more than one different consortium or in a consortium where more than one fellow is identified by the fellow sending organisation. The maximum number of fellows to be trained in a hosting site under the same work programme is (3) fellows. The maximum number of assignments per country is set to a maximum of five (5) fellow placements per country.

1.2.6 Overall fellow selection and placement process

Fellows will be identified by their sending organisation and selected following the criteria listed in section 2.4 in agreement with the hosting organisation.

During the fellowship, fellows will remain at their place of employment except for the time to attend the trainings intended as physical events and the time indicated in the proposal for a short placement at the hosting site. These short placements (set with a minimum of 3 and a maximum of 5 months) are intended to enhance networking and to support learning by doing. The duration, learning and training objectives of the placement are to be indicated in the proposal. The suitability of the fellow for the proposed work programme will also be evaluated.

Sending organisations are encouraged to propose an alternate fellow for each fellow proposed for a specific work programme, should the originally selected fellow drop out of the programme in the first two months.

Early drop-out of a fellow in the first two months: in the unlikely event of a fellow deciding to drop out of the programme prior to the commencement of the programme or at any time during the first two months, the consortium will provide written justification to EFSA. On a case-by-case basis, EFSA, in consultation with the consortium shall consider the individual circumstances of the drop out and reserves the right to recover proportionally the grant for the period already undertaken and to terminate the agreement. However, at such an early stage in the programme, the consortium, in consultation with EFSA, would have the possibility to consider the alternate fellow identified in the proposal as potential replacement, if applicable. If for any reason, the alternate fellow would not be available/was not identified in the proposal, the grant agreement would be terminated and written reasons should be provided by the consortium to EFSA in order to document the drop out of the original fellow. If a suitable replacement is found, the grant agreement with the consortium will

---

15 See footnote 7.
16 See footnote 10.
17 Evidence of family bereavement, serious illness of the fellow or immediate family member or any other extenuating circumstances would not result in proportional recovery of the grant.
18 Recovery would be by EFSA from the fellow sending organisation as the coordinator of the grant agreement.
continue, and any financial / administrative matters will be documented and agreed in writing accordingly.

**Drop-out of a fellow after the first two months:** In the unlikely event a fellow drops out of the programme any time after the first two months, the grant agreement should be terminated and reasons for the termination documented by the consortium. On a case-by-case basis, EFSA, in consultation with the hosting site, shall consider the individual circumstances related to the drop out and reserves the right to recover proportionally the grant. It would not be possible to offer the fellowship to the alternate fellow in the proposal as any new replacement fellow would have missed the initial phase of the programme, preventing proper performance during the remaining of the programme.

### 1.2.7 Support provided to the fellows and the fellow hosting sites

The management of the Fellowship Programme is ensured by EFSA through a Programme Manager, who will liaise with both the fellow(s), the fellow sending organisation and the fellow hosting site supervisor(s) at the fellow hosting site and will also act as observer in the training modules. The Programme Manager will also organise remote or in-person meetings along the fellowship with all the parties to assure the smooth integration of the fellow and progress of the programme.

**Issues related to the satisfactory performance of the agreed work programme:** in case of issues arising during the 12-month fellowship (e.g. professional or personal issues either on the part of the fellow, the fellow’s sending organisation or the fellow hosting site) with impact on the satisfactory performance of the agreed work programme, the fellow sending organisation, the fellow hosting site, the hosting site supervisor, and the fellow shall consult in the first instance the Programme Manager at EFSA. It will be assessed, on a case-by-case basis, the situation and the actions to be taken. Any proposed action should be documented by EFSA, communicated to all parties and the necessary steps taken in order to address the issues.

### 1.2.8 The training programme to complement the ‘learning by doing’ fellowship

**Training modules:** These common training modules are intended to complement the 12-month ‘learning by doing’ fellowship. They will last seven weeks in total and are compulsory. The fellow’s hosting site and the fellow’s sending organisation will need to plan the programme they offer in order to accommodate the training module dates, which will be fixed by EFSA, to allow all fellows to attend.

The modules will be composed as follows:

1. Induction training (3 weeks) at the start of the programme in September 2023, at EFSA’s premises in Parma, Italy

2. Four specific modules spread over the remainder of the 12-month period:

   **Module 1** (one week – estimated December 2023, virtual) covering:
   - Animal Health and Welfare
   - GMO

---

17 See footnote 17
18 See footnote 18
21 See footnote 7
22 See footnote 7
- Plant Health
- Nutrition
- Regulated Products
- Environmental Risk Assessment

**Module 2** (one week – estimated March 2024, virtual) covering:
- Emerging risks
- Nanotechnology
- Risk ranking
- Adverse Outcome Path (AOP), Mode of Action (MoA) and the IATA approach

**Module 3** (one week – estimated June 2024, at EFSA’s premises in Parma, Italy21) covering:
- Introduction to Risk Communication and Crisis Response
- Risk perception
- Risk participation
- “Hands on” Risk Communication

**Module 4** (one week – estimated August 2024, virtual) covering:
- General introduction and Legislative background of data collection
- Guidance documents for data reporting
- Data models
- Catalogues and reporting tools
- Data validation

The training modules will be balanced between interactive teaching methods / case studies (50-60%) and theory (40-50%).

**Training contractor**: will be selected by EFSA via a procurement open call for tenders. The contractor will be responsible for developing and delivering the compulsory training modules described above. In addition, the contractor is also responsible for all logistics such as travelling or accommodation of the fellows to attend the training if held physically. The contractor’s team shall be composed of:

1. Project manager
2. Event manager
3. Senior scientific training coordinator
4. Pool of tutors

The hosting sites and fellow’s sending institutions have no active role in relation to the contractor’s duties. It is simply requested to respect the time schedules for the training modules so that the fellows can attend all the compulsory training modules. It should be noted that the travel and subsistence costs of the fellow to attend all the above-mentioned trainings, are not to be paid by the fellow, their sending institutions or by the fellow hosting site. The contractor coordinating these trainings for EFSA will cover such costs24.

### 1.2.9 EU-FORA yearly summer workshop

---

21 See footnote 7
24 Travel of the fellow to their placement at the hosting site (regardless of whether they travel from the sending organisation or directly following one of the physical trainings) must be covered as a mission cost by the sending organisation under the grant agreement.
In advance of the fellowship cycle starting in September, the EU-FORA summer workshop may be organised by EFSA in late June to share all relevant information, clarify any open questions, fine-tune last details and ensure all actors involved are aligned.

Expected workshop participants:
1. Fellow hosting site supervisors
2. Appointed Fellows
3. Training contractor’s project team
4. Representatives of the EU-FORA Alumni.
5. EFSA’s Programme coordinators

The cost of attending the summer workshop for fellow hosting site supervisors and appointed fellows will be met by the contractor and is not covered under the grant agreement.

1.3 TASKS, DELIVERABLES, TIMELINES, MEETINGS AND PAYMENTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Agreed work programme:</strong> A final finetuned version of the work programme (based on a template to be provided by EFSA following the signature of the grant agreement) will have to be co-submitted by the hosting site, in agreement with the fellow and the fellow sending organisation, no later than one month after the actual beginning of the fellowship.</td>
<td>1 month from the start of the fellowship i.e. by 03/10/2023</td>
</tr>
<tr>
<td>2</td>
<td><strong>Interim Report:</strong> An interim report (based on a template to be provided by EFSA following signature of the grant agreement) will have to be co-submitted by the hosting site (for each fellow hosted) and the fellow’s sending organisation, indicating the initial work plan, how it has been rolled out during the first six months of the placement and if progress is being made towards meeting the learning objectives defined between the fellow and the supervisor at the start of the placement. The interim report should be submitted by the coordinator (fellow hosting site) to EFSA six months from the commencement of the fellowship (hence by 1st March).</td>
<td>6 months from the start of the work programme i.e. by 03/03/2024</td>
</tr>
<tr>
<td>3</td>
<td><strong>Final Report:</strong> A final report (based on a template to be provided by EFSA following signature of the grant agreement) will have to be co-submitted by the hosting site (for each fellow hosted) and the fellow’s sending organisation, indicating the initial work plan, how it has been rolled out during the 12-month placement and if the learning objectives defined between the fellow and the supervisor at the start, have been met.</td>
<td>31/07/2024 (1 month prior to the end of the work programme)</td>
</tr>
</tbody>
</table>
Although no physical meetings are foreseen between the fellow hosting site, the fellow’s sending institution and EFSA, the fellow hosting site will be expected to liaise with the Programme manager in order to finalise arrangements for the commencement of the programme, as well as for follow-up during the 12-month placement.

**Technical summary report**

Each fellow, with support of the hosting site supervisor, will draft a technical summary report of his/her scientific work at the hosting site. This technical summary report may be published in a special issue of the EFSA journal expected in Autumn 2024.

This technical report should be provided to EFSA by July 2024 to allow sufficient time for EFSA to prepare for publication (e.g. proofreading, editing, etc.).

The final report should be submitted by the coordinator (fellow hosting site) to EFSA no later than the end of July (1 month prior to the formal end of the work programme).

### Deliverables

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

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

This Call for proposals aims to conclude a Direct Grant Agreement.

The maximum duration of this Direct Agreement is 12 months from the start of the induction training, which usually takes place the first week of September.

The total amount EFSA has available to award grants under this call for proposals is € 825,000, based on a total amount per grant (for each fellow) of € 55,000. The full amount will be paid on condition the fellowship programme is completed in full by the fellow and the deliverables under the grant are received and approved by EFSA. Evidence of actual costs incurred by both parties in the consortium are not required. Applicants should note that in the Administrative Form (Part A) of e-Submission,
there is an obligatory field regarding the estimated budget (section 3). Applicants should insert a total of 55,000 EUR in the total field, without the need to show the split of the budget between the two partners.

The total 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. Moreover, the sum is intended to compensate the costs of supervision by the hosting site. Finally, the sum will serve to contribute to the administrative costs associated to the signature and implementation of the Programme by both organisations. € 55,000 is intended to support all costs of both the fellow sending organisation and the hosting site, and EFSA does not prescribe how the grant should be divided between the two organisations. Such decision is entirely at the discretion of the consortium, but EFSA reminds that payment of the grant will only be made to the coordinator (fellow hosting site) and it is their responsibility to transfer the agreed proportion of the funds to the fellow sending organisation in due time.

EFSA intends to fund proposals for the placement of 15 fellows. EFSA reserves the right to award more than 15 fellow placements in the event that more than 15 proposals pass the assessment of the award criteria and in case of increased budget availability.

EFSA further reserves the right not to award placements for all 15 fellows if the quality of the submitted proposals is not satisfactory. EFSA also has the right not to award any grant and 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.

Applicants should note that the draft grant agreement is published with the call for proposals. In the event that 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.

### 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/](https://efsa.force.com/competentorganisations/s/).

In order to achieve the main objective of the call, proposals must be submitted by a consortium of **two eligible organisations** from **two different** EU countries. Norway or Iceland. One of the partners must be identified in the proposal as the consortium leader. The applicant (consortium leader) is responsible for identifying consortium partners. The fellow hosting site will be the consortium leader (applicant) and will propose a work programme and be responsible of the training of the fellow. The other partner in the consortium is the fellow sending organisation and will propose a fellow to be trained under the proposal.

Applicants may search for a consortium partner through:

---

25 From the budget foreseen, fellows may, with the agreement of the fellow sending institution and the hosting site, attend conferences, workshops, etc which may take place away from the hosting site. Any costs for such attendance must be covered by the grant provided to the consortium.
1) their designated Article 36 Organisation’s contact person having granted the access to the Article 36 Database and/or
2) their respective EFSA national Focal Point. EFSA national Focal Points have the role to support and facilitate the creation of consortia acting as a networking interface between national organisations (e.g. having access to EFSA databases of contacts, project ideas and other networking activities facilitating MS engagement in fields of EFSA’s remit, among others).
3) the Funding and Tender Opportunities portal by reading the guidance information which gives detailed instructions on how to publish either a partner search request or partner search offer.

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 consortium:

- **The Applicant** submits the proposal to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium and the hosting site, in charge of the working programme and training of the fellow. There can be only one applicant per application.

- **The Partner** is the other entity in the consortium and the fellow sending organisation, in charge of the identification of the staff member to be trained under the proposal. There can only be one partner per application.

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 becomes co-beneficiary. The coordinator and co-beneficiary 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;
- Provides supervision and training to the fellow and liaises daily with him/her and liaises directly with EFSA on issues related to supervision of the work programme;
- 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;

26 See footnote 8.
27 See footnote 9.
• 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 or subcontract them to any third party.

The other beneficiary:
• Takes part in implementing the project;
• Continues to pay the salary to the fellow during the whole period of fellowship, including the time of placement at the hosting site;
• Ensures that the fellow remains subject to the national social security and pension rights system;
• Releases the fellow from his/her working obligations to ensure adequate performance of the working programme and training;
• If applicable, liaises with the hosting site to ensure the fellow is adequately insured for, e.g., lab work if so required;
• Forwards to the coordinator the data needed to draw up reports, financial statements and other documents required under the grant agreement;
• Informs 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 must comply with the applicable national public procurement rules.

Sub-contracting is not permitted under this call for proposals.

1.8 GRANT 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.

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 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
1.10 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 2018/1725.²⁹

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/protection/protect_en.cfm#BDCE.

For more information on personal data processing in the context of the EU-FORA Fellowship Programme, please consult the Note, in Annex 2.

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. Further information on the processing of personal data in the context of the Fellowship Programme is provided in Annex 2 – ‘Note on the processing of personal data in the context of the EU-FORA Fellowship Programme.

1.11 PUBLIC ACCESS TO DOCUMENTS


1.12 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 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.

²⁹ 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

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 form for the grant application is duly signed by the authorised representative of the applicant;
- proposal is complete and includes all the supporting documents.

2.2 ELIGIBILITY CRITERIA

<table>
<thead>
<tr>
<th>Criterion No. 2.2</th>
<th>Requirements and requested evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Eligibility criteria</td>
</tr>
<tr>
<td></td>
<td>The following requirements will be verified:</td>
</tr>
<tr>
<td></td>
<td>• The applicant applies in a consortium with one partner;</td>
</tr>
<tr>
<td></td>
<td>• At the day of deadline for submission of proposals, the applicant and its partner 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;</td>
</tr>
<tr>
<td></td>
<td>• Applicant and its partner are involved in the execution of the project;</td>
</tr>
<tr>
<td></td>
<td>Requested evidence:</td>
</tr>
<tr>
<td></td>
<td>ADMINISTRATIVE DECLARATION</td>
</tr>
<tr>
<td></td>
<td>Annex 3, available to download in the Funding and Tenders Portal. The applicant (consortium leader) and the partner must complete and sign the form(s). The applicant must upload the signed form(s) in the relevant fields indicated in the Funding and Tenders Portal.</td>
</tr>
</tbody>
</table>
2.3 EXCLUSION CRITERIA

<table>
<thead>
<tr>
<th>Criterion No. 2.3</th>
<th>Requirements and requested evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Exclusion criteria</td>
</tr>
</tbody>
</table>

The following requirements will be verified:

The applicant and partners must each 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:

THE DECLARATION ON HONOUR ON EXCLUSION CRITERIA
Annex 4, available to download in the Funding and Tenders Portal. The applicant (consortium leader) and the partner must complete and sign separate forms. The applicant must upload both forms in the relevant fields indicated in the Funding and Tenders Portal.

2.4 SELECTION CRITERIA

A) Financial capacity

<table>
<thead>
<tr>
<th>Criterion No. 2.4A</th>
<th>Requirements and requested evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Financial capacity</td>
</tr>
</tbody>
</table>

The purpose of the selection criteria is to verify the financial capacity of the consortium as a whole.

The applicant and partners must have stable and sufficient financial resources to:
- maintain their activity throughout the period during which the project is being carried out, and
- participate in its funding.

Requested evidence:

Documents to be provided by the applicant:

DECLARATION ON HONOUR ON SELECTION CRITERIA
Annex 5, available to download in the Funding and Tenders Portal. Only the applicant (consortium leader) is required to complete and sign the form. The applicant must upload the form in the relevant field indicated in the Funding and Tenders Portal.
**B) Operational capacity**

<table>
<thead>
<tr>
<th>Criterion No. 2.4.B</th>
<th>Requirements and requested evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Operational capacity:</strong></td>
</tr>
<tr>
<td><strong>Requirements:</strong></td>
<td></td>
</tr>
<tr>
<td>The consortium as a whole, must have the professional resources, competencies and qualifications necessary to complete the proposed project:</td>
<td></td>
</tr>
<tr>
<td><strong>1. Requirements for the fellow hosting site:</strong></td>
<td>For the organisation as a whole (not specifically for individual supervisors), scientific capacity demonstrating relevant, high-level knowledge and expertise in conducting scientific work in relation to Food Safety Risk Assessment</td>
</tr>
<tr>
<td><strong>2. Requirements for the fellow hosting site:</strong></td>
<td>Sufficient resources to allocate a dedicated supervisor to each hosted fellow, with provision for a back-up supervisor in case of need. Supervisors should have at least 5 years of professional experience in the field in which they would supervise a fellow.</td>
</tr>
<tr>
<td><strong>3. Requirements for the fellow hosting site:</strong></td>
<td>If the only common language between the supervisor and fellow is English, the supervisor must be able to carry out their supervisory role using a level of English of at least B2 level.</td>
</tr>
<tr>
<td><strong>4. Requirement for the fellow sending organisation:</strong></td>
<td>The fellow (and alternate fellow, if applicable) 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. The fellow (and alternate) must not have been a fellow in past editions of the EU-FORA Programme.</td>
</tr>
<tr>
<td><strong>5. Requirement for the fellow sending organisation:</strong></td>
<td>The fellow (and alternate fellow, if applicable) must have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma in one of the following fields: agriculture, biochemistry, bioinformatics, biology, biometrics, biotechnology, chemistry, dietary exposure, environmental sciences, epidemiology, food science, food technology, genetics, health and food safety, human medicine, life sciences, mathematics, microbiology, molecular biology, natural sciences, nutrition, pharmacy, public health, statistics, toxicology, veterinary medicine or related areas.</td>
</tr>
<tr>
<td><strong>6. Requirement for the fellow sending organisation:</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

31 See footnote 12.  
32 The identification of an alternate fellow is not a requirement. However, sending organisations are encouraged to identify in the proposal an alternate fellow as potential replacement in case of drop out of the original fellow in the first two months of the programme.  
33 EFSA may request to submit original supporting documents in the course of the fellowship.  
34 See footnote 32.
The fellow (and alternate fellow, if applicable) 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.

### 7. Requirement for the fellow sending organisation:

The fellow (and alternate fellow, if applicable) 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.

### Requested evidence:

- **EVIDENCE REQUESTED FOR REQUIREMENT 1:**
  
  A written summary of expertise gained over at least the past 10 years by reference to major projects and or publications in the field of the proposed fellow work programme.

- **EVIDENCE REQUESTED FOR REQUIREMENT 2:**
  
  A statement confirming that any supervisor nominated for implementation of the project will have at least 5 years of professional experience in the field in which they would supervise a fellow and confirmation the fellow hosting institution has sufficient resources to allocate one supervisor to each hosted fellow, with a back-up if required.

- **EVIDENCE REQUESTED FOR REQUIREMENT 3:**
  
  A statement confirming that any supervisor nominated for implementation of the project will be able carry out their supervisory role using a level of English of at least B2 level in the event that the only common language between the supervisor and fellow is English.

For requirements 1-3, a template (Annex 6) is available to download in the Funding and Tenders Portal. The applicant must upload the completed template in the relevant field indicated in the Funding and Tenders Portal.

- **EVIDENCE REQUESTED FOR REQUIREMENT 4-7: CURRICULUM VITAE** of each fellow (including alternate) to be provided in EUROPASS FORMAT, with clear indication of the aspects to be assessed under selection criteria 4-7.

For requirements 4-7, the CVs must be uploaded in the relevant field indicated in the Funding and Tenders Portal.

---

35 See footnote 32.
36 See footnote 32.
37 In this call, ‘food safety’ is to be understood as a comprehensive expression including risk assessment, risk management and risk communication activities in any of the fields under EFSA’s remit.
2.5 AWARD CRITERIA

For the award criteria, a template (Annex 7) is available to download in the Funding and Tenders Portal. The applicant must upload the completed template in the relevant field indicated in the Funding and Tenders Portal.

<table>
<thead>
<tr>
<th>Criterion No.</th>
<th>The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call. The following award criteria are applicable in this call:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>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. 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 the duration (which may range from 3 to 5 months(^{38})), training and learning objectives of the placement, for which points will be awarded as follows: (MAX 70 POINTS):</td>
</tr>
<tr>
<td></td>
<td>a. Clarity of the description of the proposed fellow work programme and relevance to EFSA, as well the sending and hosting organisation’s activities (MAX 30 POINTS);</td>
</tr>
<tr>
<td></td>
<td>b. Range of specific activities which the fellow will be involved in, so as to maximise acquisition / exchange of knowledge in addition to desk and/or laboratory work (for example: participation to workshops, conferences, panels and working groups meetings etc.) (MAX 25 POINTS);</td>
</tr>
<tr>
<td></td>
<td>c. Degree to which the proposed work programme offers a wide understanding of the whole Risk Assessment process (MAX 15 POINTS);</td>
</tr>
<tr>
<td>2</td>
<td>The adequacy of the proposed possible supporting activities for ensuring smooth and effective fellow supervision by the dedicated supervisor of the fellow throughout the 12-month fellowship programme, including activities to integrate the fellow in the organisation culture and work practices during the period of placement (MAX 30 POINTS), as follows:</td>
</tr>
<tr>
<td></td>
<td>a. 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 20 POINTS);</td>
</tr>
<tr>
<td></td>
<td>b. Supporting 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 &amp; networking opportunities etc.) (MAX 10 POINTS);</td>
</tr>
</tbody>
</table>

In order to be ranked in the reserve list, the proposal must:

- score a minimum of 55 points out of a maximum possible 100 points; and, at the same time;
- for criteria 1 and 2, score at least half of the points attributed to each criterion overall (i.e. 35/70 for criterion 1 and 15/30 for criterion 2).

**Ranking:** Each proposal will be evaluated individually and separately, against the above award criteria and given a score. Proposals which have satisfied these award criteria thresholds will be ranked in a reserve list based on the award criteria score. The fifteen highest ranked proposals will be proposed for grant award, subject to the below-mentioned limitations of maximum number of fellows per fellow.

---

\(^{38}\) See footnote 10.
hosting site and per country (see 1.2.5 Accumulation of roles). A reserve list will be established from the remaining proposals (over and above the 15 highest ranked) which pass the evaluation of the award criteria. The award of any grant for fellow hosting, over and above the 15 highest ranked (in case of increased budget availability at EFSA or inability to conclude a grant agreement with one of the 15 highest ranked), will reflect the ranking of proposals in the reserve list.

Applicants are reminded that:

- Consortia must be made of only two Art. 36 organisations from two different EU countries, Norway or Iceland, one acting as the Applicant (leading entity of the consortium and the hosting site in charge of the working programme and training of the fellow) and the other organisation as the Partner (the institution of origin of the fellow). There can only be one applicant and one partner per application.
- Please indicate clearly in the template (Annex 7 for award criteria) how many fellows are proposed to participate in the fellowship programme from the same fellow sending organisation.
- A single hosting site to train more than one fellow, e.g. via participation in more than one different consortium or in a consortium where more than one fellow is identified by the fellow sending organisation. The maximum number of fellows to be trained in a hosting site **under the same work programme** is (3) fellows.
- The number of fellows to be trained in the same hosting country is a maximum of five (5) fellow placements per country.

**Consortium where the fellow hosting sites offer to host more than one fellow:**
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 which could be offered to more than one fellow, indicating the number of placements applied for, or;
- by the submission of different work programmes, one per fellow.

**Please indicate clearly in annex 7 how many fellows are proposed to be sent for training and fellowship placements.**

- maximum of three fellow assignments per single work programme i.e. if Organisation X has four proposals ranked, only the three highest ranked proposals will be proposed for grant award, as long as the other placement criteria (maximum 5 fellows per hosting country) are also met.

**Countries with more than one fellow hosting site ranked:**
There is a maximum limit of five placements per country. For example, if country X, from all submissions received from different consortium with fellow hosting site within that country has seven placements ranked on the reserve list, only the first five ranked will be awarded an EFSA grant. Should it not be possible to conclude the grant agreement with one of those five ranked placements, the 6th placement within country X would become eligible for grant award.

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

The applicant will be notified, once the evaluation has been finalized, whether they are placed on the reserve list or not.
Following their ranking on the reserve list, EFSA reserves the right to invite applicants to adapt their proposal based on the evaluators’ comments, in accordance with article 200(5) EU FR. The number of applicants invited to adjust their proposals and ultimately awarded an EFSA grant will be decided based on the value of grants requested compared to the overall available budget of EFSA for this Call.

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

In case some applicants fail to adapt the proposal, EFSA reserves the right to reject the proposal. The budget made available in this way may be used for projects of next applicants on the reserve lists. EFSA may repeat the adaptation process until the available budget of the call is assigned to other applicants 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).

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.