



CALL FOR PROPOSALS AND GUIDE FOR APPLICANTS

Call reference: GP/EFSA/PLANTS/2023/02

Call title: Support to urgent authorizations on Plant Health and Pesticides

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

Brief description of the call objectives:

Develop protocols for the evaluation of emergency authorisations of pesticides granted under Article 53 of Regulation (EU) 1107/2009.

The protocols are for different functions of active substances, namely:

- protocol for insecticides and acaricides;
- protocol on fungicides and bactericides;
- protocol on the remaining functions of active substances (e.g. soil fumigants, herbicides and nematicides).



INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	05/05/2023	Date of call publication on EFSA's website.
Deadline for applicants to raise clarification questions to EFSA	11/08/2023	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to EFSAProcurement@efsa.europa.eu by indicating the Call reference.
Deadline for EFSA to reply to clarification questions	15/08/2023	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
Deadline for submission of proposals <u>Any proposal posted after the final deadline will automatically be rejected.</u>	21/08/2023 28/08/2023	<p>Applicants can submit proposals:</p> <ul style="list-style-type: none"> - either by post (registered mail) or by courier, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative advance e-mail to EFSAProcurement@efsa.europa.eu. - or delivered by hand not later than 12.30 hours (Italian time) on the deadline for submission of proposals to the address indicated below. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays. <p>Submission by post, courier or hand to this address: <u>European Food Safety Authority - EFSA</u> <u>For the attention of – Joanna Perello, Finance Unit (Procurement Team)</u> <u>Via Carlo Magno 1/A, I – 43126 Parma, Italy</u></p> <p>Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:</p> <ul style="list-style-type: none"> - "CALL FOR PROPOSALS GP/EFSA/PLANTS/2023/02 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". - name of the applicant - the posting date should be legible on the outer envelope <p>The application submission must contain one original unbound paper version and one USB key of all documents, including the technical proposal.</p>
Notification of the evaluation results	October 2023	Estimated <i>Attention: outcome of the present call will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, applicants who have submitted proposals under the present call are strongly invited to check regularly the inbox in question.</i>
Grant agreement(s) signature	November 2023	Estimated

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



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Annexes:

- Annex 1: Draft grant agreement
- Annex 2: Estimated budget template
- Annex 3: Simplified financial statement
- Annex 4: Financial statement



1. GRANT OPPORTUNITY AND CONDITIONS²

1.1 LEGAL FRAMEWORK

Article 36 (1) of the Regulation (EC) 178/2002³ 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 projects⁴, the exchange of expertise and best practices in the fields within the Authority's mission. The list of competent organisations designated by the Member States, which may assist EFSA with its mission, is approved and regularly updated by EFSA's Management Board. The full list of Article 36 organisations can be found [here](#).

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

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

The present call specifically focuses on the task defined in Article 4(3): preparing the harmonisation of risk assessment methods;

Article 5(2) of the Commission Regulation (EC) 2230/2004⁵ 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 2023 Draft Work Programme for grants and operational procurements as presented in Annex XII of the Programming Document 2023 – 2025, available on the EFSA's website⁶.

1.2 BACKGROUND AND OBJECTIVES OF THE CALL

² The applicant is reminded that this Call and guide for applicants contains a selection of the most important conditions for the grant implementation. For the full set of conditions, the applicant is invited to consult the draft grant agreement in Annex 1 of this Call.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

⁴ Project is frequently referred to in this Call as "action", in line with EU Financial Regulation terminology.

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:379:0064:0067:EN:PDF>

⁶ <https://www.efsa.europa.eu/sites/default/files/2022-01/amp2325.pdf>



BACKGROUND

The pesticide **Regulation (EU) 1107/2009** offers the possibility of **emergency authorisations of pesticides** in Article 53 *"...in special circumstances a Member State may authorise, for a period not exceeding 120 days, the placing on the market of plant protection products for limited and controlled use, where such a measure appears necessary because of a danger which cannot be controlled by any other reasonable means."*

The European Commission requested EFSA's PLANTS Unit to develop fit-for-purpose protocols to assess emergency authorisations granted under Article 53 in light of the objectives put forward in the Farm to Fork and Biodiversity Strategies comprising:

- a protocol for insecticides and acaricides by May 2025;
- a protocol on fungicides and bactericides by March 2026;
- and a protocol on the remaining functions of active substances (e.g. soil fumigants, herbicides and nematicides) by January 2027.

A special focus of the Biodiversity strategy⁷ is on agriculture. The biodiversity strategy recognises the vital role of farmers in protecting biodiversity as biodiversity enables farmers to provide safe, sustainable, nutritious and affordable food. It is also pointed out that some agricultural practices lead to biodiversity decline. Improving the condition and diversity of agroecosystems will increase the resilience to climate change, environmental risks and socioeconomic shocks, while creating new jobs, for example in organic farming, rural tourism or recreation.

The Farm to Fork strategy⁸ of the European Commission intends to accelerate the transition to a sustainable food system that should have a neutral or positive environmental impact, help to mitigate climate change and adapt to its impacts, reverse the loss of biodiversity, ensure food security, nutrition and public health, making sure that everyone has access to sufficient, safe, nutritious, sustainable food while preserving the affordability of food while generating fairer economic returns, fostering competitiveness of the EU supply sector and promoting fair trade. The Farm to Fork strategy specifically aims at reducing the use and risk from chemical pesticides by 50% by 2030 and in addition to reduce by 50% the use of more hazardous pesticides by 2030.

The protocols which are to be developed should ensure that emergency authorisations granted under Article 53 are not in contradiction with the goals of the biodiversity and farm to fork strategies.

OBJECTIVES OF THE CALL

The objective of the call is to develop protocols for the evaluation of emergency authorisations of pesticides granted under Article 53 of Regulation (EU) 1107/2009.

The protocols are for different functions of active substances:

- protocol for insecticides and acaricides
- protocol on fungicides and bactericides
- protocol on the remaining functions of active substances (e.g. soil fumigants, herbicides and nematicides)

At least three case studies should be developed for each of the protocols with the purpose to illustrate how the protocols should be applied in practice.

The call includes preparatory work for the protocol development:

⁷ https://environment.ec.europa.eu/strategy/biodiversity-strategy-2030_en

⁸ https://food.ec.europa.eu/horizontal-topics/farm-fork-strategy_en



1. Make an analysis of all emergency authorisations in EU Member states granted in the last 20 years. Information on emergency authorisations is available on the European Commission website: <https://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/ppp/screen/home>
The emergency authorisations should be analysed, sorted and grouped according to pests, crop and cropping systems. The analysis should include the type of compounds authorised, their mode of action, target pests, crops and the number of previous emergency authorisations. The final result should also provide a grouping of compounds, pests and crops.
2. Make an inventory of all alternatives available to control arthropods, nematodes, fungi, plant pathogenic bacteria, viruses and weeds. Sources of information are for example scientific publications, conference reports, websites, patents. Guidelines and recommendations for non-chemical alternatives to pesticides, Integrated Pest Management (IPM) and plant protection practices applied in organic farming should be investigated. The alternatives should also include preventive measures (including plant breeding) to avoid pests exceeding economic impact thresholds. Consider also measures which need to be applied at larger spatial levels than individual fields.
3. Evaluate the effectiveness and applicability of each of these measures
4. Evaluate the effectiveness and applicability of combination of measures
5. Make an inventory of research projects to enhance plant protection alternatives to pesticides
6. Make the data collected available in a database compatible with MS office which can be extended
7. In line with EFSA's commitment to openness and transparency, and its public commitment to ensuring an adequate level of public engagement, activities such as workshops and stakeholder events, either online or in person, will need to be held in the preparatory phase. These will seek feedback on the currently available protocols, collect informed input on what should be considered in the evaluation of derogations and seek views on availability and applicability of alternative methods. Subject matter- related input, including the identification of relevant participants is to be provided in the context of this call. EFSA will have a leading role in the organisation of such public engagements. The input gathered will inform the development of the protocols.

During protocol development:

A public consultation for each of the protocols including a workshop, where interested parties are invited, should be organised to give feedback on the draft protocols. Case studies should be developed to illustrate how to apply the protocols.

After protocol development:

Provide training to Member States, EFSA staff and relevant Stakeholders and EFSA staff on how to apply the protocols.



1.3 TASKS, DELIVERABLES, TIMELINES, MEETINGS AND PAYMENTS

Work Package / Objective	Tasks	Deliverables	Deadline
	<p>WP1 Task 1: Analyse all emergency authorisations in EU Member states. Information on emergency authorisations is available on the European Commission website: https://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/ppp/screen/home</p> <p>The analysis should include the type of pesticides (active substances and products/formulations) authorised, their mode of action, target pests, crops and the number of previous emergency authorisations. The final result should also provide a grouping of compounds, pests and crops.</p>	<p>Deliverables for WP1 Task 1:</p> <p>a) Interim report: a detailed workplan including search criteria should be provided 3 months after the kick-off meeting with first results and outlining the analysis.</p> <p>b) A final report should be delivered 6 months after the kick-off meeting.</p>	<p>Interim report WP1 Task 1.a: 3 month after kick-off meeting</p> <p>Final report WP1 Task 1.b: 6 months from kick-off meeting</p>
<p>WP 1 / Objective1 Preparatory work to the protocol development</p>	<p>WP1 Task 2 Inventory of all alternatives available to control arthropods, nematodes, fungi, plant pathogenic bacteria, viruses and weeds. Sources of information which should be searched are for example scientific publications, conference reports, websites of research institutions, governmental and non-governmental organisations at national and international level (e.g. IOBC, FAO) and patents. Guidelines and recommendations for non-chemical alternatives to pesticides, Integrated Pest Management (IPM) and plant protection practices applied in organic farming should be investigated. The alternatives should also include preventive measures (including plant breeding) to avoid pests exceeding economic impact thresholds. Consider also measures which need to be applied at larger spatial levels than individual fields. The search should also include research projects in the field of alternatives to chemical pesticides.</p> <p>Evaluate the effectiveness and applicability of each of these</p>	<p>Deliverables for WP1 Task 2:</p> <p>a) Interim report 1 Interim report 1 report should include the updated and detailed work plan and Gantt chart following the discussion at the kick-off meeting, including the search strategy and the sources of information to be searched one month after the kick-off meeting. The report should also include the updated team composition and allocation of tasks.</p> <p>b) Interim report 2 Interim report 2 should outline the criteria for evaluating the effectiveness and applicability of single and combined alternative measures three month after the kick-off meeting.</p> <p>c) Interim report 3 A description of the structure of the database should be delivered four months after the kick-off meeting</p> <p>d) The final report should describe the methodology used, effectiveness, applicability of alternative measures and their combinations to control different</p>	<p>Interim report 1 of WP1 Task2.a: one month from kick-off meeting</p> <p>Interim report 2 of WP1 Task2.b: three month from kick-off meeting</p> <p>Interim report 3 of WP1 Task2.c: four months from kick-off meeting,</p> <p>Final report of WP1 Task 2.d and database: 11 months from kick-off meeting</p>



	<p>measures and evaluate the effectiveness and applicability of combinations of measures.</p> <p>Provide a database with the results of the searches and evaluations as described above. The database should be constructed in such a way that it can be expanded in future. Preferred format: excel</p>	<p>pests in different EU Member states.</p> <p>The final task report and the final database for alternatives to insecticides and acaricides should be delivered 11 months after the kick-off meeting</p>	
	<p>WP1 Task 3: Organisation of a stakeholder workshop The aim of the workshop:</p> <p>Inform on the project of developing protocols for emergency authorisations and present the results of Tasks 1 + 2</p> <p>Collect feedback and the views of workshop participants on:</p> <p>The results of Tasks 1 + 2 from</p> <p>The available protocols, and in particular the one on insects which was used to evaluate the neonicotinoid emergency authorisation</p> <p>The availability and applicability of alternative methods.</p> <p>What should be considered in the evaluation of emergency authorisations for the different groups of pesticides (insecticide/acaricides, fungicides, herbicides and other mode of actions).</p> <p>The organisation of the workshop includes:</p> <p>Provision of a venue (or renting an appropriate venue) and facilitate online participation.</p> <p>Organise the moderators</p> <p>Invite stakeholders (MSs, Farmer associations, NGOs, Researcher in relevant fields, the Commission (DG Sante + eventually DG Environment)</p>	<p>Deliverable for WP1 Task 3:</p> <p>Workshop report</p> <p>The workshop should be held after the results of deliverables in tasks 1+2 become available.</p> <p>EFSA should be consulted on each step of the workshop organisation and finalisation. EFSA provides support in compiling the agenda, identifying invitees and advertising of the event on the EFSA webpage.</p>	<p>Deliverable WP1 Task3: Workshop report: 14 months from kick-off meeting</p>
	<p>WP2 Task 1:</p>	<p>Deliverables for WP2 Task1:</p>	



<p>WP 2 / Objective 2</p> <p>Develop fit-for-purpose protocols to assess emergency authorisations granted under Article 53 of Regulation (EU) 1107/2009 in light of the objectives put forward in the Farm to Fork and Biodiversity Strategies</p>	<p>Develop a protocol for emergency authorisations of insecticides and acaricides including 3 case studies to illustrate how the guidance should be applied.</p> <p>Organise a workshop on the draft protocol. The aim is to inform stakeholders and the interested public on the content of the draft protocols, provide clarification, collect first feedback on the draft protocols and advertise the public consultation.</p> <p>The organisation of the workshop includes:</p> <p>Provision of a venue (or renting an appropriate venue) and facilitate online participation.</p> <p>Organise the moderators</p> <p>Invite stakeholders (MSs, Farmer associations, NGOs, Researcher in relevant fields, the Commission (DG Sante + eventually DG Environment)</p> <p>Conduct a public consultation on the draft protocol. EFSA provides all the technical support. The task of the contractor is providing the draft protocol, answering comments received and drafting the public consultation report.</p> <p>Revision of the draft protocols with the feedback from the public consultation.</p>	<p>a) Workshop report</p> <p>EFSA should be consulted on each step of the workshop organisation and finalisation. EFSA provides support in compiling the agenda, identifying invitees and advertising of the event on the EFSA webpage.</p> <p>b) Public consultation report listing the comments and answers.</p> <p>c) Final protocol for emergency authorisations of insecticides and acaricides.</p>	<p>Deliverable WP2 Task1.a Workshop report: 14 months from kick-off meeting</p> <p>Deliverable WP2 Task1.b Public consultation report: 16 months from kick-off meeting</p> <p>Deliverable WP2 Task1.c Final Protocol for emergency authorisations of insecticides and acaricides: 18 months from kick-off meeting</p>
	<p>WP2 Task 2:</p> <p>Develop a protocol for emergency authorisations of fungicides including 3 case studies to illustrate how the guidance should be applied.</p> <p>Organise a workshop on the draft protocol. The aim is to inform stakeholders and the interested public on the content of the draft protocols, provide clarification, collect first feedback on the draft protocols and advertise the public consultation.</p> <p>The organisation of the workshop includes:</p> <p>Provision of a venue (or renting an appropriate venue) and facilitate online participation.</p>	<p>Deliverables for WP2 Task2:</p> <p>a) Workshop report</p> <p>EFSA should be consulted on each step of the workshop organisation and finalisation. EFSA provides support in compiling the agenda, identifying invitees and advertising of the event on the EFSA webpage.</p> <p>b) Public consultation report listing the comments and answers.</p> <p>c) Final protocol for emergency authorisations of fungicides.</p>	<p>Deliverable WP2 Task2.a Workshop report: 21 months from kick-off meeting</p> <p>Deliverable WP2 Task2.b Public consultation report: 25 months from kick-off meeting</p> <p>Deliverable WP2 Task2.c</p>



	<p>Organise one or several moderators</p> <p>Invite stakeholders (MSs, Farmer associations, NGOs, Researcher in relevant fields, the Commission (DG Sante + eventually DG Environment)</p> <p>Duration of the workshop 1-2 days</p> <p>Conduct a public consultation on the draft protocol. EFSA provides all the technical support. The task of the contractor is providing the draft protocol, answering comments received and drafting the public consultation report.</p> <p>Revision of the draft protocols with the feedback from the public consultation.</p>		<p>Final Protocol for emergency authorisations of fungicides: 28 months from kick-off meeting</p>
	<p>WP2 Task 3: Develop a protocol for emergency authorisations of active substances for other functions (e.g. soil fumigants, herbicides and nematicides) including 3 case studies to illustrate how the guidance should be applied.</p> <p>Organise a workshop on the draft protocol. The aim is to inform stakeholders and the interested public on the content of the draft protocols, provide clarification, collect first feedback on the draft protocols and advertise the public consultation. The organisation of the workshop includes:</p> <p>Provision of a venue (or renting an appropriate venue) and facilitate online participation.</p> <p>Organise one or several moderators</p> <p>Invite stakeholders (MSs, Farmer associations, NGOs, Researcher in relevant fields, the Commission (DG Sante + eventually DG Environment) Duration of the workshop 1-2 days</p> <p>Conduct a public consultation on the draft protocol. EFSA provides all the technical support. The task of the contractor is providing the draft</p>	<p>Deliverables for WP2 Task3:</p> <p>a) Workshop report EFSA should be consulted on each step of the workshop organisation and finalisation. EFSA provides support in compiling the agenda, identifying invitees and advertising of the event on the EFSA webpage.</p> <p>b) Public consultation report listing the comments and answers.</p> <p>c) Final protocol for emergency authorisations of the remaining functions of active substances (e.g. soil fumigants, herbicides and nematicides)</p>	<p>Deliverable WP2 Task3.a Workshop report: 31 months from kick-off meeting</p> <p>Deliverable WP2 Task3.b Public consultation report: 35 months from kick-off meeting</p> <p>Deliverable WP2 Task3.c Final Protocol for emergency authorisations of the remaining functions of active substances: 38months from kick-off meeting</p>



	<p>protocol, answering comments received and drafting the public consultation report.</p> <p>Revision of the draft protocols with the feedback from the public consultation.</p>		
<p>WP 3 / Objective 3 Provide training on the protocols (technical/or organisational assistance for this work package can also be sub-contracted)</p>	<p>WP3 Task 1: Provide virtual (instructor led) training on the application of the protocol on emergency authorisation of insecticides and acaricides. The training should be given in TEAMS or in Zoom.</p> <p>Training material should be prepared. This should include a training manual and presentations.</p> <p>3 training sessions at different dates should be provided to interested stakeholders.</p>	<p>Deliverable for WP3 Task 1: Training material including presentations which can also be used later should be made available on EFSA's website.</p> <p>At least three training sessions should be provided online on different dates to allow participation of all interested parties.</p>	<p>Deliverable WP Task 1: 23 months from kick-off meeting</p>
	<p>WP3 Task 2: Provide virtual (instructor led) training the application of the protocol on emergency authorisation of fungicides. The training should be given in TEAMS or in Zoom.</p> <p>Training material should be prepared</p> <p>2 training sessions at different dates should be provided to interested stakeholders.</p>	<p>Deliverable for WP3 Task 2: Training material including presentations which can also be used later and should be made available on EFSA's website.</p> <p>At least three training sessions should be provided online on different dates to allow participation of all interested parties.</p>	<p>Deliverable WP Task 2: 33 months from kick-off meeting</p>
	<p>WP3 Task 3: Provide virtual (instructor led) training the application of the protocol on emergency authorisation of active substances for other functions (e.g. soil fumigants, herbicides and nematicides) .</p> <p>The training should be given in TEAMS or in Zoom.</p> <p>Training material should be prepared This should include a training manual and presentations.</p> <p>3 training sessions at different dates should be provided to interested stakeholders.</p>	<p>Deliverable WP3 Task 3: Training material including presentations which can also be used later and should be made available on EFSA's website.</p> <p>At least three training sessions should be provided online on different dates to allow participation of all interested parties.</p>	<p>Deliverable WP Task 3: 43 months from kick-off meeting</p>



Subcontracting is allowed for non-core tasks only. Core tasks for this project are: Work packages 1 and 2 and coordination and leadership of Work package 3. Please also refer to section 1.7 'Possibility of implementing contracts and subcontracting'.

No.	Meetings	Deadline for finalisation
1	<p>Kick-off meeting: half day⁹ / teleconference</p> <p>The kick-off meeting is regarded as the start of the project and must take place no later than 2 weeks after the signature of the grant agreement. At this meeting, details of the project will be discussed and the objectives, the final deliverables and timeframe will be clarified. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.</p> <p>The presence at the kick-off meeting of a beneficiary's staff member responsible for administrative/finance issues of the project is advised as this will facilitate understanding by the beneficiary of the grant principles, related financial reporting requirements and significantly ease the financial management of the grant agreement, both for EFSA and the beneficiary.</p>	2 weeks after entry into force of agreement
2	<p>Interim meetings: half day¹⁰ / teleconference</p> <p>The purpose of these meetings is to discuss the workplan, first interim report/deliverables, final deliverables and any problems or difficulties encountered during the project. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary. Interim meetings should be held frequently at least every 3 months until finalisation of the project.</p>	starting 3 months from kick-off meeting and to be held at least every 3 months until finalisation of the project
No.	Payments	Linked to EFSA approval of deliverable No.
1	Pre-Financing payment as specified in articles I.4.1 and I.5.2 of the draft grant agreement (Annex 1 of the call for Proposals). 40% of the maximum grant amount.	NA
2	Interim payment , as specified in articles I.4.3 and I.5.3 of the draft grant agreement (Annex 1 of the call for Proposals). Up to 30% of the maximum grant amount.	<p><u>WP1</u> Task 1 Task 2 Task 3</p> <p><u>WP2</u> Task 1 Task 2.a, 2.b</p> <p><u>WP3</u> Task 1</p>
3	Payment of the balance as specified in article I.4.4 and I.5.4 of the draft grant agreement (Annex 1 of the call for Proposals).	<p><u>WP2</u> Task 2.c Task 3</p> <p><u>WP3</u> Task 2</p>

⁹ One day = 8 hours, half day = 4 hours

¹⁰ One day = 8 hours, half day = 4 hours



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

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

1.4 INFORMATION ON THE GRANT AGREEMENT

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

1.4.1 Direct Agreement

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

The maximum budget EFSA has available is **1,000,000 €**.

The maximum duration of this Direct Agreement is **43 months** from the kick-off meeting.

The project to be supported under this Call is co-financed by EFSA at maximum **90% of the total eligible project costs**. In addition, the maximum possible amount of EFSA grant for the project is **1.000.000 €**. In other words, the grant has double ceiling: the maximum amount and the reimbursement rate applied on the total eligible project cost. EFSA reserves the right not to award the grant agreement and to cancel the whole grant procedure at any time before the signature of the agreement without any compensation to be paid to the applicants.

The total amount of estimated eligible costs, as presented by the applicant in the estimated budget (Annex 2) (see also part 1.9), and which serves as a basis for calculation of the initial EFSA grant, will be verified by EFSA during the evaluation of proposals. EFSA reserves the right to implement the necessary adaptations to the estimated eligible costs in case the [Rules on eligibility of costs](#) were not correctly applied by the applicant.

If the amount granted is lower than the funding sought by the applicant, it is up to the applicant to find supplementary financing or to reduce the total cost of the project without diluting either the objectives or the content.

EFSA intends to fund one proposal following this Call. However, EFSA reserves the right not to award all the funds available at any cost, e.g. if the quality of submitted proposals will not be satisfactory.

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



1.5 ELIGIBLE ORGANISATIONS

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

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

1.6 ROLES AND RESPONSIBILITIES

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

Proposals submitted by a sole applicant:

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

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

The beneficiary:

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

Proposals submitted by consortium:

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

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

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

As soon as the grant agreement is signed, the applicant becomes the Coordinator and partner/s become co-beneficiary/ies. The coordinator and co-beneficiary/ies are referred to as the beneficiaries.



The beneficiaries are jointly and severally liable for the technical implementation of the project as described in the proposal which becomes Annex 1 of the grant agreement. If a beneficiary fails to implement its part of the project, the other beneficiaries become responsible for implementing that part.

The coordinator has the following important roles:

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

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

The other beneficiary/ies:

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

1.7 IMPLEMENTING CONTRACTS AND SUBCONTRACTING

Implementation contracts:

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

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU¹¹ must comply with the applicable national public procurement rules.

Sub-contracting:

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

- **Core tasks must not be subcontracted.** Only ancillary and assistance tasks can be subcontracted.

¹¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)



- Subcontracts must be awarded to the entity offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests;
- Subcontracting must only cover the implementation of a limited part of the action;
- Recourse to subcontracting must be justified having regard to the nature of the project and what is necessary for its implementation;
- Tasks to be subcontracted and the corresponding estimated costs must be identified in the estimated budget and approved by EFSA before the signature of the grant agreement;
- Tasks to be subcontracted must be identified in the proposal and be approved by EFSA before the signature of the grant agreement;
- Recourse to subcontracting during project implementation, if not envisaged from the outset in the proposal, is subject to prior authorisation in writing by EFSA, and must be formalised via an amendment to the grant agreement. Approval may be granted as long as it does not entail a change to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- The conditions applicable to the beneficiaries under Articles II.6 (*Confidentiality*), II.7 (*Processing of Personal Data*), II.8 (*Visibility of Union Funding*) of the grant agreement are also applicable to the subcontractor.

1.8 GRANT PRINCIPLES

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

The form of grant awarded under this Call is grant based on a combination of the forms of grant in accordance with Article 125(1)(f) EU FR. Specifically, reimbursement of a specified proportion of the total eligible project costs actually incurred (Article 125 (1)(b), Unit costs for certain cost headings (Article 125(1)(c), and flat rate financing (Article 125(1)(e).

- **Co-financing:** In accordance with Article 190 of the Financial Regulation, grants shall involve co-financing. The resources necessary to carry out the project /action shall not be provided entirely by the grant. The project costs not covered by the EFSA grant must be financed from the applicant and partner/s resources. The applicant and its partner/s must therefore contribute financially to the project. Additionally, there may be also a financial contribution from another entity, but such an entity must be a public body. Contributions from the private sector are not permitted.
- **No-profit:** In accordance with Article 192 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. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries, at the time of request for payment of the balance. The receipts shall be limited to income generated by the project, as well as financial contributions specifically assigned by donors to the financing of the eligible costs. Where a profit is made, EFSA shall be entitled to recover a part of it in line with procedure foreseen in the Grant agreement. The verification of the non-profit rule does not apply to low value grants (</= 60.000 €).
- **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, costs eligible for financing may not have been incurred prior to the date of submission of the grant application. No grant may be awarded retrospectively for a project already completed.
- **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. To ensure this, the applicant shall indicate the sources and amounts of Union funding received or applied



for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or applied for the same project.

1.9 ESTIMATED BUDGET AND ELIGIBLE COSTS

The proposal must be accompanied by the estimated budget (Annex 2) which must be established in line with the [Rules on eligibility of costs](#). The estimated budget must show all the costs and income which the applicant considers necessary to carry out the project.

Estimated budget will have to be:

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total costs must equal;
- consistent with the work plan;
- expressed in Euro.

1.10 PUBLICITY

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

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

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

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

1.11 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES

Processing of personal data by EFSA

Information on the processing of personal data by EFSA in the context of this grant procedure is available in the [Privacy Statement](#) on the EFSA website as well as in Article II.7 of the draft grant agreement. Any personal data included in the Agreement must be processed by EFSA in accordance with Regulation (EU) No 2018/1725.¹²

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

Processing of personal data by the beneficiary

¹² 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



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

1.12 PUBLIC ACCESS TO DOCUMENTS

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

1.13 OPEN ACCESS

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



2. SELECTING PROPOSALS

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

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

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

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

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

2.2 ELIGIBILITY CRITERIA

Criterion No. 2.2	Requirements and requested evidence
1	Eligibility criteria
	The following requirements will be verified:
	<ul style="list-style-type: none"> • At the day of deadline for submission of proposals, the applicant and in case of consortium also its partner/s are on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004; • Applicant and in case of consortium also its partner/s participate in the project financially; • Applicant and in case of consortium also its partner/s are involved in the execution of the project; • Subcontracting, if any, is justified in the proposal and indicated in the estimated budget.
	Requested evidence:
	<ul style="list-style-type: none"> • Administrative data for grant application (including Legal Entity and Financial Identification Forms): available here • LEGAL ENTITY FORM: available here



	<p>to be completed and signed by the applicant and in case of consortium also by its partner/s. For a public body the legal entity form should be provided together with a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents is required).</p> <ul style="list-style-type: none"> • FINANCIAL IDENTIFICATION FORM: available here to be completed only by the applicant and in case of consortium only by the coordinator. <p>Please note that there is no need to submit the Legal entity and Financial information forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the administrative data for grant application form the reference of the call under which the form/s were previously submitted to EFSA.</p> <p><u>Only applicable if the applicant is a consortium:</u></p> <ul style="list-style-type: none"> • PARTNERSHIP STATEMENT: The applicant and partner/s must provide EFSA with a statement indicating their involvement in the action. The applicant and partner/s must sign the partnership statement. No template is provided by EFSA.
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2.3 EXCLUSION CRITERIA

Criterion No. 2.3	Requirements and requested evidence
2	Exclusion criteria
	The following requirements will be verified:
	The applicant and partner/s must sign a declaration on their honour certifying they are not in one of the exclusion situations referred to in the Articles 136-140 of EU Financial Regulation.
	Requested evidence:
	THE DECLARATION ON HONOUR – Section A , available here : to be completed/signed individually by the applicant and in case of consortium by each partner.

2.4 SELECTION CRITERIA

A) Financial capacity

Criterion No. 2.4A	Requirements and requested evidence
1	Financial capacity
	The purpose of the selection criteria is to verify the financial capacity of the applicant and in case of consortium also of its partner/s.



	<p>The applicant and in case of consortium also its partner/s must have stable and sufficient financial resources to:</p> <ul style="list-style-type: none"> • maintain their activity throughout the period during which the project is being carried out, and • participate in its funding.
	Requested evidence:
	<p>Documents to be provided by the applicant:</p> <ul style="list-style-type: none"> • DECLARATION ON HONOUR – Section B, available here to be completed by the applicant or in case of consortium by the coordinator. • SIMPLIFIED FINANCIAL STATEMENT (Annex 3) only required for private bodies if the grant requested from EFSA is >60.000 €. The template published with the Call should be completed for at least the last two closed financial years. • LETTER OF COMMITMENT: applicable only when another public body financially contributes to the project (body other than EFSA, applicant or in case of consortium, its partners); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA;

B) Professional and operational capacity

Criterion No. 2.4.B	Requirements and requested evidence
1	Professional and operational capacity:
	Requirements:
	<p>The applicant or in case of a consortium, the consortium as a whole, must have the professional resources, competencies and qualifications necessary to complete the proposed project:</p> <ol style="list-style-type: none"> 1. Requirements for the organisation: <ol style="list-style-type: none"> The applicant should provide evidence of expertise in the fields of: alternatives to chemical plant protection; integrated pest management; pesticide risk assessment; literature search and systematic reviews 2. Requirements for the team of experts: Experts involved in the tasks should have a University degree at post-graduate level (minimum master degree) and the team of experts should cover the following fields: <ol style="list-style-type: none"> At least 2 years of work experience on alternatives to chemical plant protection At least 2 years of work experience on integrated pest management At least 2 years of work experience on pesticide risk assessment At least 2 years of work experience on literature search and systematic reviews 3. Requirement of English language for the team of experts: <p>The Team coordinator and the Work Package Leaders should have a very good level of spoken and written English. For non-native speakers, this should be demonstrated by</p>



	an official certificate proofing at least level B.2 of the Common European Framework of References for Languages; or at least 2 years of work/study in an English speaking environment where English is used for meetings, communications and producing written reports and scientific publications OR at least 3 years of experience working in international projects where English is the working language.
	Requested evidence:
	<ul style="list-style-type: none"> • EVIDENCE REQUESTED FOR REQUIREMENT 1: evidence of recent projects/activities (within the last 5 years) in the field of alternatives to chemical plant protection, integrated pest management, pesticide risk assessment, literature search and systematic reviews. • EVIDENCE REQUESTED FOR REQUIREMENT 2 and 3: CURRICULUM VITAE of the experts and other staff to be involved in the project, including a brief description of the expertise and a list of publications relevant to the project for each person proposed. If individual team members are not yet assigned for the proposed project, applicants should provide details of the staff profiles necessary for the project; • LIST OF PROJECT TEAM MEMBERS NAMES – in addition to the CV’s, the applicant should also summarise on one page, the names of the individual project team members. • INDIVIDUAL DECLARATION OF INTERESTS Template available here. The Individual DoIs will may be assessed requested by the EFSA for members of the project team having influence and/or control over scientific outputs, Authorising Officer before prior to and as a condition of grant agreement signature. In case of a consortium and/or in case of subcontracting, such declarations will need to be completed separately and submitted for each individual member of the project team coming from consortium partners or subcontractors. The requirement to submit Individual DoIs will be specified in the award letter and will have to be provided and assessed by the EFSA Authorising Officer before and as a condition of grant agreement signature. Individual DoIs do not need to be provided with your proposal at this stage. Please refer to EFSA’s policy on independence and the Decision of the Executive Director on Competing Interest Management for more detailed information.

2.5 AWARD CRITERIA

Criterion No. 2.5	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
1	The extent to which the proposal achieves the objectives of this call and is likely to deliver output that will be useful MAX 25 POINTS.
2	The extent to which the project is described in detail, as well as the proposed methodology is well described and of high quality. MAX 30 POINTS
3	Project programme description: clarity of the project programme, including phases, clear timelines for the project tasks completion, detailed milestones per task (e.g. via a project Gantt chart), Task distribution among individual team members and among consortium partners (if applicable), expected outcomes and deliverables: MAX 20 POINTS.



4	Measures to ensure risk management and quality of deliverables including a Description of identified risks and proposed mitigating actions, if any, and specific quality assurance measures proposed for the project to guarantee high quality of deliverables: MAX 15 POINTS.
5	Technical and financial consistency of the proposal: consistency between the proposed project and its estimated budget, e.g. how it reflects the task distribution/role of partners: MAX 10 POINTS.

The estimated budget submitted with the proposal is analysed by EFSA, to assess whether:

- it is realistic;
- it is consistent with the proposed project;
- the estimated budget is sufficiently detailed;
- the cost items are reasonably justified;
- to eliminate cost items which cannot be accepted according to the [Rules on eligibility of costs](#).

An overestimation or underestimation of costs, or missing justification of the costs, missing details, or detected inconsistency with the technical description of the project will have a negative impact on the evaluation score under the award criterion 5.

If EFSA regards the estimated budget as realistic, consistent with the technical description of project, sufficiently detailed, well justified and established in accordance with the [Rules on eligibility of costs](#) and no modification is needed, it will become the approved estimated budget and the EFSA grant may correspond to the applicant's request. In some cases, the analysis of the estimated budget could result in EFSA suggesting reductions, e.g. need to correct the costs in line with the Rules on eligibility of costs. After the proposed modifications are agreed by the applicant and EFSA, the estimated budget, as modified, will become the approved estimated budget for the project.

The final EFSA grant will be determined based on actually incurred costs, in line with Article II.25 of the grant agreement.

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

- score a minimum of 70 points out of maximum possible 100 points; and

Proposals which have satisfied these quality thresholds will be ranked in a reserve list.

2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA

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

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

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

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



3. SUBMITTING PROPOSALS

3.1 SUBMISSION COMPLETENESS CHECKLIST

The proposal must be submitted along with all the requested annexes and the administrative data for grant application form signed by a duly authorised legal representative of the applicant.

The applicant should be precise and provide enough detail to ensure the technical proposal is well described (free format).

By submitting a proposal, the applicant and in case of consortium also partner/s accept/s the procedures and conditions described in this Call and in the documents referred to in it.

In addition to a full paper version of the application, the applicant must submit the application also on a USB. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.

The below checklist is designed to help the applicant to collect the documents in a structured way before submission of the proposal/application to EFSA.

APPLICATION SUBMISSION COMPLETENESS CHECKLIST	
<input type="checkbox"/>	<p>ELIGIBILITY CRITERIA: for details of which documents are needed see part 2.2 of the call:</p> <p>Administrative data forms signed (including Legal Entity and Financial Identification Forms) available here.</p> <p>Partnership Statement (only for consortium)</p>
<input type="checkbox"/>	<p>EXCLUSION CRITERIA: for details of which documents are needed see part 2.3 of the call:</p> <p>Declaration on honour section A, available here.</p>
<input type="checkbox"/>	<p>SELECTION CRITERIA: for details of which documents are needed see part 2.4 of the call:</p> <ul style="list-style-type: none"> • Declaration on honour section B, available here. • Simplified Financial Statement (Annex 3) only for private bodies if the grant requested from EFSA is >60.000 €. • Letter of commitment, applicable only when another public body financially contributes to the project • PDF or hyperlink to the documents providing references to reports/publications/projects produced by the organization in the required areas • CVs of the proposed experts, including list of publications/projects • List of project team members • Individual Declarations of Interest
<input type="checkbox"/>	<p>AWARD CRITERIA:</p> <ul style="list-style-type: none"> • Technical proposal covering award criteria, see part 2.5 of the call • Estimated budget in excel and signed pdf



3.2 SUBMISSION MODALITIES

Proposals are to be submitted as indicated in the second page of this document in the Indicative procedure timetable.

3.3 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 are required. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted, please refer to part 2 of this Call. 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.

3.4 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.



4. RULES ON ELIGIBILITY OF COSTS

1. GENERAL PRINCIPLES

The eligible costs of the project receiving an EFSA grant must be shown in detail in an estimated budget. EFSA will take the final decision on the nature and amount of the costs to be considered as eligible.

Estimated budget must be:

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total project costs must be equal;
- consistent with the work plan;
- expressed in Euro.

Costs eligible for an EFSA grant are those that are:

- incurred during the duration of the project, with the exception of costs relating to audit certificates;
- indicated in the estimated budget of the project;
- necessary for the implementation of the project which is the subject of the grant;
- identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- complying with the requirements of applicable tax and social legislation;
- reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Estimated budget – cost side:

- **Eligible direct costs:**
 1. Costs of personnel;
 2. Travel costs and subsistence allowances;
 3. Depreciation costs of equipment or other assets;
 4. Consumables and supplies;
 5. Workshops, seminar, conferences;
 6. Subcontracting;
 7. Eligible VAT;
 8. Miscellaneous costs are costs arising directly from the requirements imposed by the grant agreement.

The above categories represent an exhaustive list of possible eligible direct costs. However, if, for example, the project does not foresee costs for workshops / seminars / conferences, then this category of costs can be left empty in the estimated budget.

- **Eligible indirect costs** incurred in carrying out the project are eligible for a flat-rate funding capped at not more than 10% of the total eligible direct costs. If a beneficiary (partner in the consortium) already receives an operational grant from the EU budget its indirect costs are not eligible under the present call.

Estimated budget – income side:



- **Mandatory incomes:**
 1. Grant requested from EFSA;
 2. Applicant's financial contribution;
 3. Partners financial contribution;
- **Optional incomes:**
 4. Financial contributions from other public bodies;
 5. Income generated by the project.

To be eligible, costs need to be incurred during the duration of the project, i.e. from the grant agreement entry into force and project deadline.

The eligible costs presented in the estimated budget must be as realistic as possible, except for eligible indirect costs which are a flat rate.

Once the project is implemented all the eligible actually incurred direct costs must be justified by supporting documents, e.g. invoices, timesheets, evidence of travel or presence at a meeting etc. EFSA reserves the right to ask any supporting document in order to verify that the costs declared as eligible were actually incurred and paid.

2. ELIGIBLE COSTS

2.1 ELIGIBLE DIRECT COSTS

"Direct costs" of the project are those specific costs which are directly linked to the implementation of the project and can therefore be attributed directly to it. They may not include any indirect costs¹³. To be eligible, direct costs shall comply with the conditions of eligibility set out above in point 1.

2.1.1 COSTS OF PERSONNEL – Estimated Budget Excel, Sheet A.1

The costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the project are considered eligible costs (comprising actual salaries plus social security contributions and other statutory costs included in the remuneration).

In line with the EU Financial Regulation, the salary costs of public officials will be considered as a direct cost of the beneficiary to the extent that they relate to the cost of activities which the relevant public authority as beneficiary would not carry out if the project concerned was not undertaken.

The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to costs of personnel, provided that the following conditions are fulfilled:

- the natural person works under the instructions of the beneficiary;
- the result of the work belongs to the beneficiary

If the above conditions are not met, the amounts paid to the natural person shall be presented under the category "subcontracting".

IMPORTANT:

Staff assigned to the project must be classified in one of the [four](#) categories Manager, Researcher/Teacher/Trainer, Technical, Administrative. EFSA will check the correctness of the assigned category of each staff member from the CV's which will be provided by the beneficiary.

¹³ Indirect costs are explained in section 2.2 below.



UNIT COSTS for personnel are shown in the table below. These costs are calculated based on EUROSTAT data, EFSA historical data, information received from other EC services and considering the annual labour costs per country. An annual revision of unit costs is done based on the application of the national inflation rates as published by [Eurostat](#). **Last revision entered into force on 16 August 2022.**

The **UNIT COSTS** per day for staff **must** be used when establishing the estimated budget and when declaring the incurred costs. **THE NUMBER OF DAYS** spent on the project (one day is composed of 8 working hours according to working day duration at EFSA) is to be indicated when establishing the estimated budget and when declaring the incurred costs.

The rate of the country in which the partner organisation is registered should be applied, independently of where the tasks will be executed (i.e. a staff member of an organisation of Country A working fully or partly in Country B will be budgeted on the basis of the rates of Country A).

The beneficiary must be able to justify the personnel costs at the end of the project by providing supporting documents (e.g. timesheets), if requested by EFSA.

The beneficiary shall ensure that CVs for all profiles (including technical and administrative staff) inserted in the budget are submitted together with the proposal for **direct** agreements. This will allow EFSA to check the correctness of the assigned role of each staff member. For those profiles for which the applicant reserves the right to recruit staff after the communication of the outcome of the call, CVs need to be provided to EFSA for checking the correctness of the assigned role as soon as the recruitment is complete.



UNIT COST PER DAY IN EUROS (August 2022)

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Austria	500	337	272	216
Belgium	471	382	269	240
Bulgaria	73	66	50	34
Croatia	225	203	163	103
Cyprus	322	240	149	101
Czech Republic	198	127	92	67
Denmark	589	416	291	261
Estonia	118	90	69	49
Finland	441	271	209	173
France	468	378	277	217
Germany	499	339	252	222
Greece	207	145	103	93
Hungary	127	102	77	52
Ireland	410	340	248	184
Italy	477	313	212	183
Latvia	100	75	58	43
Lithuania	134	79	54	39
Luxembourg	544	383	309	241
Malta	129	107	83	62
Netherlands	462	374	236	187
Poland	150	98	75	56
Portugal	274	192	130	82
Romania	143	109	85	54
Slovakia	135	109	96	78
Slovenia	257	195	156	98
Spain	344	227	174	125
Sweden	398	335	276	212
Iceland (EEA Country)	393	358	309	199
Liechtenstein (EEA Country)	492	331	267	213
Norway (EEA Country)	516	430	364	280
Switzerland (EFTA Country)	657	471	411	325



2.1.2 TRAVEL COSTS AND SUBSISTENCE ALLOWANCES – Estimated Budget Excel, Sheet A.2

All travel costs for missions, workshops/seminars/conferences must be included under Sheet A.2:

MISSIONS: travel costs and related subsistence allowances of staff and other persons taking part in the project are eligible. Kick-off, interim, final meetings and field trips (if any) are part of this category.

WORKSHOP/SEMINAR/CONFERENCE: travel costs for external participants and speakers (not staff employed by coordinator or partners) are eligible. As subsistence allowances are not foreseen for the participation of external participants in workshops/seminars/conferences, meals and accommodation for workshops must be inserted under the category "Miscellaneous" – Sheet A.6.

The daily subsistence allowances and travel costs of EFSA representatives shall not enter in the estimated budget because these costs are paid by EFSA directly to the staff concerned.

Travel costs

These unit costs must be applied when establishing the estimated budget and when declaring the incurred costs:

UNIT COSTS

Type of transport	Distance in road Km	Travel Unit cost
Car	Any distance	0.33 €/Km
Train	Any distance	0.40 €/Km
Flight	Any distance	500 €

If two or more staff members travel together sharing a car, the cost should be calculated only one time for the entire group of people. Insert the number of km for only one of the staff travelling by car and insert "shared" for all other staff traveling together.

Inter-continental flights are not included. They should be estimated on a case-by-case basis and declared on real incurred cost of flight ticket. The most economical fares must be sought (i.e., non-flexible economic class).

Daily subsistence allowances (DSA)

The DSA applies only for a mission to a place more than 50 km from the normal place of employment.

For travels related to workshops, the DSA is not applicable because costs of hotel accommodation and meals (lunch and dinner) are to be declared under item Miscellaneous costs (see article 2.1.5).

The amounts presented in the below table are calculated to cover the following expenses during a day of mission: accommodation, meals, local transport to reach airport/train station at the place of residence/employment and within the place of mission (car, parking, taxi and/or public transport), and sundry expenses, such as telecommunications costs (fax, internet).

The DSA is to be calculated according to the length of the mission: from the time of departure of the means of transport used until the arrival at the place of employment or home.

- \leq 24 hours: full DSA;
- $>$ 36 hours \leq 48 hours: 2 x DSA, etc.



Missions to countries not mentioned in the below table shall be submitted to EFSA for an ex-ante agreement.

Country	€
Austria	234
Belgium	250
Bulgaria	192
Croatia	185
Cyprus	228
Czech Republic	194
Denmark	297
Estonia	185
Finland	255
France	282
Germany	225
Greece	194
Hungary	184
Iceland (EEA country)	245
Ireland	267
Italy	246
Latvia	189
Liechtenstein (EEA country)	175
Lithuania	186
Luxembourg	246
Malta	226
Netherlands	269
Norway (EEA country)	220
Poland	183
Portugal	184
Romania	198
Slovakia	174
Slovenia	201
Spain	216
Sweden	304
Switzerland (EFTA country)	220



2.1.3 DEPRECIATION COSTS OF EQUIPMENT OR OTHER ASSETS – Estimated Budget Excel, Sheet A.3

These costs are eligible if:

- the acquisition is strictly necessary for the performance of the project;
- those costs are recorded in the accounting statements of the beneficiary;
- the asset has been purchased in accordance with Article II.10 of the Grant agreement and it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary.
- **Important:** The depreciation costs of equipment/software bought before the submission of the proposal can be taken into account in the estimated budget and when declaring the incurred costs but only for the portion covered by the period of the implementation of the proposed action. The percentage and the period covered by the depreciation costs should comply with the usual accounting practices of the beneficiary.

EFSA reserves the right to verify the correct application of the usual accounting practices of the beneficiary. In case the depreciation periods are not clearly indicated in those practices the following rules will be applied by EFSA:

- computer equipment (hardware) is written off over a period of 3 years,
- office furniture and equipment (photocopiers, fax, etc.) over 5 years, and
- specific computer software (not common software which is supposed to be covered by indirect costs) is covered in full.

The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee.

Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of the actual use for the purposes of the project can be considered by EFSA as eligible. Consult the call for proposals for the maximum allowed duration of the project.

2.1.4 CONSUMABLES AND SUPPLIES – Estimated Budget Excel, Sheet A.4

The costs of consumables and supplies are eligible if:

- they are purchased in accordance with Article II.10 of the Grant agreement;
- they are directly assigned to the project.

Unlike the equipment, these are “consumables¹⁴”, i.e. items that are not entered as fixed assets in the accounts (or inventory) of the beneficiary and are not written off. The term “directly assigned to the project” is important in order to avoid reimbursing the same cost twice by way of indirect costs. The nature of the project and the fact that the costs are specific to the project are key factors justifying direct cover of these costs.

All other items that are not “consumables” are to be inserted under “miscellaneous” (e.g. publication fees).

2.1.5 SUBCONTRACTING – Estimated Budget Excel, Sheet A.5

Costs entailed by subcontractors within the meaning of Article II.11 of the Grant agreement are eligible, provided that the conditions laid down in that Article and in the Call for proposals are met.

¹⁴ For example: laboratory material, reagents, gloves, medicines, etc.



The costs of natural persons working under a contract with the beneficiary other than an employment contract and which cannot be assimilated to costs of personnel, as indicated in part 2.1.1, are to be declared in this section.

Core tasks¹⁵ may not be subcontracted. Only ancillary and assistance tasks may be subcontracted.

2.1.6 MISCELLANEOUS COSTS– Estimated Budget Excel, Sheet A.6

GENERAL MISCELLANEOUS COSTS: These might be the costs arising directly from requirements imposed by the Grant agreement, e.g. dissemination of information, specific evaluation of the project, audits, translations, printing/copying, including the costs of any requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.

MISCELLANEOUS COSTS RELATED TO WORKSHOPS, SEMINARS, CONFERENCES: This category of eligible costs is intended to cover costs linked to the organisation of a workshop, seminar or conference, in particular:

1. hire of premises;
2. hire of equipment;
3. interpretation (interpreters and hiring of booths);
4. translation costs in connection with workshop/seminar/conference;
5. catering (lunch and dinner) and accommodation costs for external participants and speakers
6. external speaker fee (intended for an expert coming from outside of beneficiary/consortium), max 500 € per speaker per day;
7. other costs (e.g. printing costs for documentation to be distributed to participants, various supplies, reception staff).

In case a contract is to be awarded within the context of a workshop, e.g. translation or preparation of documents, these services or supplies must be purchased in accordance with Article II.10 of the Grant agreement.

2.1.7 ELIGIBLE VAT

Duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), are eligible, provided that they are included in eligible direct costs.

VAT is accepted as an eligible cost if it is not recoverable, and so declared on honour by the beneficiary in the estimated budget.

The eligible VAT cost should be declared in the same heading of the estimated budget in which the related cost is declared.

2.2 ELIGIBLE INDIRECT COSTS – Estimated Budget Excel, Summary sheet

"Indirect costs" of the project are those costs which are not directly linked to the implementation of the project and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

To be eligible, indirect costs shall represent a fair apportionment of the overall overheads of the beneficiary and shall comply with the conditions of eligibility set out in point 1.

¹⁵ For example coordination of the grant



Unless otherwise specified, eligible indirect costs shall be declared on the basis of a flat rate of 10% of the total eligible direct costs. Eligible indirect costs may not include any eligible direct costs. The formula in the Summary of the estimated budget excel automatically calculates the eligible indirect costs at 10% of the inserted eligible direct costs.

The indirect costs are frequently of an administrative, technical and logistical nature, are cross-cutting for the operation of the beneficiary's various activities and cannot therefore be booked in full to the project for which the grant is awarded because this grant is only one part of those activities. Indirect costs comprise costs connected with infrastructures and the general operation of the organisation such as renting or depreciation of buildings and plant, water/gas/electricity, maintenance, cleaning, insurance, supplies, small office equipment such as toner, paper, stationary, communication and connection costs (phone, internet, fax, etc.), postage, and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, IT, etc.

3. INELIGIBLE COSTS

In addition to any other costs which do not fulfill the conditions set out for eligible costs, the following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses or costs of conversion;
- costs of transfers from the Authority charged by the bank of the partner;
- costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Authority for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible when the beneficiary already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind from third parties;
- excessive or reckless expenditure;
- deductible VAT.

The ineligible costs, if any, must be declared in the Estimated Budget excel, Summary Sheet.

4. FLEXIBILITY WITH APPROVED ESTIMATED BUDGET

After the estimated budget of the project has been approved by EFSA (corrections are possible during the evaluation of the proposal) it becomes the approved estimated budget, and it will be attached to the Grant agreement. The approved estimated budget is based on estimates, and therefore it is normal that during the project implementation there might be a need to adjust it to reality or any unforeseen events.

The approved estimated budget may be adjusted by making transfers provided that such adjustments do not affect the basic purpose and the completion of the project is not jeopardised. No amendment is necessary for these transfers.

If the beneficiary wishes to replace a staff member by another employee, e.g. because of dismissal, maternity leave, long term sick leave of original staff member, a prior approval of EFSA should be sought and the new CV and individual declaration of interest (if DoIs are applicable) shall be provided. No amendment is necessary for these changes.