



CALL FOR PROPOSALS AND GUIDE FOR APPLICANTS

Call reference: EUBA-EFSA-2024-PLANTS-04

Call title: Support for the revision of the guidance document on terrestrial ecotoxicology (SANCO/10329/2002) including the development of an approach for indirect effects

Budget Line: 3210

Project/process code: EPA04.01.26

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

Brief description of the call objectives and key messages: The main objective of this call is to identify partners among Competent Organisations of Art. 36 of Regulation (EC) No 178/2002 that can support EFSA in addressing the mandate on the revision of Terrestrial Ecotoxicology Guidance Document (SANCO/10329/2002) for plant protection products (PPPs) and the mandate for developing an approach to assess potential indirect effects on biodiversity via trophic interactions under agro-environmental conditions within the Regulation (EC) No 1107/2009.



INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	31/10/2024	Date of call publication on EFSA's website and Funding & Tender portal.
Deadline for applicants to raise clarification questions to EFSA	22/01/2025 <u>05/02/2025</u>	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	24/01/2025 <u>07/02/2025</u>	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	30/01/2025 <u>13/02/2025</u> At 17:00 (CET)	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.
Notification of the evaluation results	MARCH 2025	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	APRIL 2025	Estimated

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



Table of Contents

1.	GRANT OPPORTUNITY AND CONDITIONS	5
1.1	LEGAL FRAMEWORK.....	5
1.2	BACKGROUND AND OBJECTIVES OF THE CALL.....	6
1.3	TASKS, DELIVERABLES, TIMELINES, MEETINGS AND PAYMENTS.....	8
1.4	INFORMATION ON THE GRANT AGREEMENT	11
1.5	ELIGIBLE ORGANISATIONS	12
1.6	ROLES AND RESPONSIBILITIES.....	12
1.7	IMPLEMENTING CONTRACTS AND SUBCONTRACTING	13
1.8	GRANT PRINCIPLES.....	14
1.9	ESTIMATED BUDGET AND ELIGIBLE COSTS	15
1.10	PUBLICITY.....	15
1.11	PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES AND ANTIFRAUD STRATEGY 15	
	Antifraud Strategy.....	15
1.12	PUBLIC ACCESS TO DOCUMENTS	16
1.13	OPEN ACCESS	16
1.14	HUNGARIAN PUBLIC INTEREST TRUSTS ESTABLISHED UNDER HUNGARIAN ACT IX OF 2021	16
2.	SELECTING PROPOSALS	17
2.1	VERIFICATION OF SUBMISSION REQUIREMENTS.....	17
2.2	ELIGIBILITY CRITERIA.....	17
2.3	EXCLUSION CRITERIA	18
2.4	SELECTION CRITERIA.....	18
2.5	AWARD CRITERIA.....	22
2.6	PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA	24
3.	SUBMITTING PROPOSALS	25
3.1	SUBMISSION MODALITIES	25
3.2	LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS.....	26
3.3	EXPECTED DURATION OF PROCEDURE.....	26



ANNEXES

Annex 1 a: Draft Framework Partnership Agreement

Annex 1 b: Draft Specific Agreement

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

Annex 2: Administrative Declaration

Annex 3: Declaration on honour on exclusion criteria

Annex 4: Declaration on honour on selection criteria

Annex 5: Selection criteria template

Annex 6: Award criteria template



1. GRANT OPPORTUNITY AND 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 below tasks defined in Article 4(3):

1. collecting and analysing data with a view to facilitating risk assessment by the Authority, including assessment tasks in the field of human nutrition in relation to Community legislation, especially the compiling and/or processing of scientific data on any substance, treatment, food or feed, preparation, organism or contaminant which may be linked with a health risk, and the collection and/or analysis of data on the exposure of Member States' populations to a health risk associated with food or feed.
2. preparing the harmonisation of risk assessment methods.
3. sharing data of common interest, e.g. the establishing of database.

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.

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>



This call is based on EFSA Founding regulation⁶ and EFSA's 2024 Work Programme for grants and operational procurements as presented in Annex XII of the Programming Document 2024-2026, available on the EFSA's website⁷.

1.2 BACKGROUND AND OBJECTIVES OF THE CALL

BACKGROUND

Regulation (EC) No 1107/2009 requires the assessment of the active substance that are used in plant protection products (PPP) with regards to the potential risk to terrestrial organisms, including non-target arthropods (NTAs), non-target terrestrial plants (NTTPs) and in-soil organisms. This assessment takes into account, among others, studies and information on exposure, effects and potential risks to these organisms, as provided by the applicants in accordance with specific data requirements. The assessment is performed according to existing guidance documents and the Uniform Principles laid down in Regulation (EU) No 546/2011.

The Guidance Document on Terrestrial Ecotoxicology - (SANCO/10329/2002, EC 2002)⁸ was adopted in 2002. Since then, parts of this document have either been replaced or will soon be superseded by new guidance, in particular by the EFSA Guidance Documents on the Risk Assessment of Plant Protection Products for Bees and the EFSA Guidance Document for the Risk assessment for Birds and Mammals. However, other sections of the original document are still pending review.

In June 2024, EFSA received two mandates from the European Commission (EC). The first mandate is for the revision of the abovementioned SANCO document (Mandate number M-2024-00086), while the second mandate involves developing an approach to assess potential indirect effects on biodiversity via trophic interactions under agro-environmental conditions (M-2024-00101).

The revision of the Terrestrial Ecotoxicology Guidance requires to develop three revised guidance documents (GD) i.e. non-target arthropods other than bees (NTAs); in-soil organisms (non-target soil meso- and macrofauna and effects on soil nitrogen transformation); non-target terrestrial plants (NTTPs) outside the treatment area.

The mandate on the indirect effects requires to develop a specific approach for considering such effects in the risk assessment under the Regulation (EC) No 1107/2009.

To address these two mandates, the PLANTS Unit of EFSA has recently established a working group (WG) of experts, known as the Environmental Risk Assessment for terrestrial non-target organisms (ERA) WG. The experts were appointed through the launching of a call of expression of interest in April-May 2024 ([EFSA/WG/ERA/2024/01](https://www.efsa.europa.eu/sites/default/files/2024-01/programming-document-2024-2026.pdf)). The ERA-WG is a working group of the EFSA Panel on Plant Protection Products and their Residues (PPR) (see [Open EFSA \(europa.eu\)](https://open.efsa.europa.eu/)). It will be organised in several subgroups (e.g. NTAs, NTTPs, in-soil organisms and indirect effects) to cover all the aspects of the mandates.

OBJECTIVES OF THE CALL

⁶ Regulation (EC) 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, as amended by Regulation (EU) 2019/1381 of the European Parliament and of the Council of 20 June 2019 on the transparency and sustainability of the EU risk assessment in the food chain.

⁷ <https://www.efsa.europa.eu/sites/default/files/2024-01/programming-document-2024-2026.pdf>

⁸ Guidance Document on Terrestrial Ecotoxicology Under Council Directive 91/414/EEC. SANCO/10329/2002 rev 2 final 17 October 2002



The main objective of this call is to identify partners among Competent Organisations of Art. 36 of Regulation (EC) No 178/2002 that can support EFSA in addressing the mandate on the revision of Terrestrial Ecotoxicology Guidance Document (SANCO/10329/2002) for PPPs and the mandate for developing an approach to assess potential indirect effects on biodiversity via trophic interactions under agro-environmental conditions within the Regulation (EC) No 1107/2009.

This call for proposals will result in the signature of one Framework Partnership Agreement. Specifically, it aims at creating a pool of expertise (working in consortium) from different organisations to support EFSA with the execution of the terms of references (ToRs) of the abovementioned mandates, with particular focus on the following objectives:

1. Support EFSA in reviewing the risk assessment methodology and guidance for non-target arthropods other than bees; for in-soil organisms (non-target soil meso- and macrofauna and effects on soil nitrogen transformation); and for non-target terrestrial plants outside the treatment area. Within the development of these GDs, specific consideration of natural substances should be included.
2. Support EFSA in developing a methodology for assessing indirect effects, including specific consideration for example collating information on risk mitigation measures and agronomic practices.
3. Support EFSA in scientific stakeholder engagement and outreach activities.
4. Support EFSA in conducting feasibility check of the newly developed methodologies within the draft guidance documents.

The successful beneficiary will liaise and collaborate with the WG and may be assigned with the following tasks:

1. Gathering/analysing/summarising recent relevant scientific data, when relevant, through systematic and /or extensive literature reviews
2. Gathering/analysing/summarising recent relevant scientific risk assessment methodologies developed at EU level.
3. Developing and/or assisting in the creation of protocols according to the guidance on protocol development for EFSA generic scientific assessments (EFSA Scientific Committee, 2023)⁹
4. Implementing the protocols by drafting parts of the guidance document and /or compile a draft guidance document according to the EFSA template and by following the recommendations of the WG.
5. Support in addressing the comments received from ad hoc stakeholder consultations and public consultations and dissemination the results e.g. via webinar and/or information session.
6. Developing case studies to test the feasibility of the risk assessment methodologies that will be proposed.
7. Developing relevant critical appraisal tools (CATs).

After signing the FPA, **specific agreements** will be established with EFSA, detailing tasks, methodological approaches, deliverables, and timelines.

The beneficiary should consider EFSA scientific activities in the areas relevant to this FPA e.g. AENEAS project¹⁰, PERA FPA, EESE, PERA on PPP of low concern (EFSA will make available all the necessary

⁹ <https://efsa.onlinelibrary.wiley.com/doi/epdf/10.2903/j.efsa.2023.8312>

¹⁰ <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=8625>



materials) as well as any other ongoing initiatives that could be useful under this FPA (e.g. relevant H2020 projects, PARC).

By performing the work, the beneficiary shall adhere to the EFSA's methods and standards (e.g. the principle of the systematic literature searches¹¹).

1.3 TASKS, DELIVERABLES, TIMELINES, MEETINGS AND PAYMENTS

Objective	Tasks	Example of Deliverables	Deadline
<p>Objective 1 Guidance for NTAs; for in-soil organisms; for NTPPs</p> <p>And</p> <p>Objective 2 Methodology for indirect effects</p>	<p>Task 1: Gathering/analysing/synthesising data The beneficiary should perform data gathering exercises through systematic and /or extensive literature reviews relevant to:</p> <ul style="list-style-type: none"> a) the mandate for revision on NTAs, NTPPs, in-soil organisms b) the mandate for developing an approach to assess potential indirect effects on biodiversity via trophic interactions under agro-environmental conditions. <p>Such data may include effect data, data on exposure parameters, information on agro-environmental conditions, landscape characteristics etc.</p> <p>The information may be sourced from pesticide dossiers, product assessments and scientific literature.</p> <p>The beneficiary should extract, evaluate, analyse and synthesise the data to support the development of the guidance documents and methodologies. The tasks should be carried out under the coordination of the WG and should consider any ongoing activities (e.g. PERA project) and, when available, existing data models.</p> <p>The beneficiary should also search for existing methodologies relevant to the objectives outlined and compile those that the WG can consider to avoid work duplication.</p> <p>The specific tasks will be defined in SAs that will be agreed upon and signed after the establishment of the FPA.</p>	<p>Deliverable 1a: interim reports including protocols or sections of protocols on how each data collection will be conducted.</p> <p>Deliverable 1b: final reports, including database, if relevant.</p> <p>The reports should be in English and according to the EFSA template (to be defined and provided by EFSA). They should be concise e.g. no more than 50 pages (eventually details should be included to annexes).</p>	<p>To be defined in specific grant agreement (SGA)</p>

¹¹ European Food Safety Authority; Application of systematic review methodology to food and feed safety assessments to support decision making. EFSA Journal 2010; 8(6):1637. [90 pp.]. doi:10.2903/j.efsa.2010.1637. Available online: www.efsa.europa.eu



	<p>Task 2: The beneficiary will assist in and/or develop protocols, or sections of protocols, in accordance with the guidelines provided by the EFSA Scientific Committee, (2023). This task will involve:</p> <ul style="list-style-type: none"> Preparing draft of protocols or part of protocols following the recommendations and feedback of the WG. 	<p>Deliverable 2: Draft Technical reports or part of technical reports</p>	<p>Within the duration of the FPA.</p> <p>To be defined in specific grant agreement (SGA)</p>
	<p>Task 3: The beneficiary will implement protocols by drafting sections of the guidance and/or compile a draft guidance document according to the EFSA template and by following the recommendations of the WG. Key responsibilities will include:</p> <ul style="list-style-type: none"> The beneficiary will maintain close communication and collaboration with the WG to ensure alignment with ongoing discussions and recommendations. The beneficiary will provide regular updates to the relevant subgroup of the WG regarding progress and any challenges encountered during the execution of the task. Ensuring that the drafted sections and/or guidance documents adhere to EFSA standards and guidelines. The beneficiary will ensure that parameters and approaches that are cross-cutting among various EFSA guidance documents (e.g., Non-Target Arthropods (NTA), Non-Target Terrestrial Plants (NTTP), and in-soil organisms) are harmonised logically and consistently throughout the guidance documents. 	<p>Deliverable 3: Draft GDs or part of GDs reports</p>	<p>To be defined in specific grant agreement (SGA)</p>
<p>Objective 3 Assist EFSA for the stakeholder engagement</p>	<p>Task 4: Develop and present informative sessions that clearly convey key findings, methodologies, and recommendations from the guidance documents to the public and other stakeholders, in collaboration with EFSA. These sessions may take the form of webinars, information sessions, and other outreach initiatives.</p>	<p>Deliverable 4: Slide decks, visual aids, and handouts prepared for public presentations, webinars, and information sessions, ensuring clarity and engagement with stakeholders.</p>	<p>To be defined in specific grant agreement (SGA)</p>
	<p>Task 5: The beneficiary will address the comments received from ad hoc stakeholder consultation and public consultation, ensuring that all feedback is addressed comprehensively and transparently. The beneficiary will work in agreement with EFSA to finalise responses and integrate any necessary adjustments into the guidance documents or methodologies based on stakeholder input.</p>	<p>Deliverable 5: prepare draft replies to stakeholder comments received during ad-hoc consultation and/or public consultation, outlining how feedback was addressed and revise the concerned document(s) accordingly.</p>	<p>To be defined in specific grant agreement (SGA)</p>



		.	
Objective 4 Assist EFSA with the feasibility check	<p>Task 6: Develop case studies (including critical appraisal tools) for the feasibility checks of the risk assessment methodologies included in the guidance document(s).</p> <p>Task 6: Develop relevant critical appraisal tools (CATs)</p> <p>The beneficiary may also be requested to analyse the outcome of the feasibility check and make recommendations based on the outcome for the guidance document(s).</p>	<p>Deliverable 6a: deliver plan on illustrative case studies demonstrating the practical implementation of the guidance documents and methodologies in real-world situations.</p> <p>Deliverable 6b: deliver final report with the case studies.</p> <p>Deliverable 6c: deliver CATs (e.g. manuals and excel spreadsheet)</p>	To be defined in specific grant agreement (SGA)
Subcontracting is allowed for non-core tasks only. Core tasks for this project are: Drafting protocols/GDs, sections of protocols/GDs (i.e. tasks 2, 3 and 5). Please also refer to section 1.7 'Possibility of implementing contracts and subcontracting'.			

No.	Meetings	Deadline for finalisation
1	<p>Kick-off meeting for the FPA: half day¹² / teleconference</p> <p>The kick-off meeting is regarded as the start of the project and must take place within 1 month after the signature of the FPA. At this meeting, details of the project will be discussed and the objectives, the report structure, deliverables and timeframe for future SGAs will be clarified. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.</p> <p>Kick-off meeting for SGAs: half day¹³ / teleconference</p> <p>Kick-off meetings are regarded as the start of the project and must take place within 1 month after the signature of SGAs. At these meetings, details of the project will be discussed and the objectives, the final report structure, deliverables and timeframe will be clarified. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.</p> <p>General note:</p> <p>The beneficiary will be invited to the relevant WG meetings. The members attending these meetings will not receive further reimbursement, as all costs are to be borne from the specific agreement established within this FPA. The member will interact with the subgroups of the WG to discuss, exchange views and/or get clarity relative to their tasks.</p>	<p>Within 1 month after entry into force of FPA</p> <p>Within 1 month after the entry into force of SGA</p>
2	<p>Interim meetings (if applicable): half day¹⁴ / teleconference</p> <p>The purpose of this meeting is to discuss the first interim deliverable of SGAs as well as any problems or difficulties encountered during the project. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.</p>	To be defined in specific grant agreement (SGA)

¹² One day = 8 hours, half day = 4 hours

¹³ One day = 8 hours, half day = 4 hours

¹⁴ One day = 8 hours, half day = 4 hours



3	Final meetings: half day ¹⁵ / teleconference To discuss / review final deliverables of SGAs	To be defined in specific grant agreement (SGA)
No.	Payments	Linked to EFSA approval of deliverable No.
	<p>The payment modalities applicable to each specific agreement will be defined for each specific agreement. As an indication, Pre-financing will be up to 30%, interim payment will be up to 30%, Final balance payment will cover the balance.</p> <p>For agreement of up to 12 months, Pre-financing and Final balance payment will be applied.</p> <p>For agreement of more than 12 months, Pre-financing, Interim payment and Final balance payment will be applied.</p>	To be defined in specific grant agreement (SGA)

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

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

1.4 INFORMATION ON THE GRANT AGREEMENT

Applicants should note that the draft grant agreement is published with the call for proposals. If any applicant should have specific comments on the provisions of the draft grant agreement, these must be raised in a clarification, prior to the deadline for receipt of proposals so that a clear and transparent reply may be published for the benefit and information of all applicants.

The total envelope EFSA has available to award grants under this call for proposals is € 1 million. Applicants should note that in the Funding and Tender opportunities portal submission service under Administrative Form (Part A) there is an obligatory field regarding the budget (section 3). Applicants must insert the total envelope in the 'Requested grant amount' field.

1.4.1 Framework Partnership Agreements (FPA)

This Call for proposals aims to conclude one Framework Partnership Agreement (FPA) for the performance of the tasks described in these specifications. An FPA is a long-term cooperation between the Authority and one or several partners. It sets out the framework conditions and is subsequently implemented through Specific Agreements. The specific agreements will set out the specific conditions for performing the respective assignments.

The maximum duration of this Framework Partnership Agreement is 4 years.

The duration of the specific agreements will be typically 24 months. The FPA continues to apply to specific agreements after its expiry. The services relating to such specific agreements must be performed no later than 12 months after the expiry of the FPA.

¹⁵ One day = 8 hours, half day = 4 hours



This call will result in the signature of one FPA. EFSA reserves the right to award Specific Grant Agreements (SGA) under the FPA during its period of validity according to the estimates provided in the table below:

	Year 1	Year 2	Year 3	Year 4	Total
Total	200.000€	300.000€	300.000€	200.000€	1 million

Where possible, to facilitate the planning of the beneficiary, EFSA will share periodically the plan of the upcoming expected specific agreements.

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/>.

The organisation must be designated as a competent Authority by a Member State to carry out the obligations of the Member States in application of article 75 of Regulations (EC) No 1107/2009 of the European Parliament and of the Council of 21 October 2009, or acting on behalf of such competent Authority through an official contract or agreement.

In order to achieve the main objective of the call, proposal must be submitted by a consortium of at least **three eligible organisations**. One of the partners must be identified in the proposal as the consortium leader. The applicant (consortium leader) is responsible for identifying consortium partners.

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

1.6 ROLES AND RESPONSIBILITIES

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

Proposals submitted by consortium:

- **The Applicant** submits the proposal to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium.
- **The Partners** are the other entities in the consortium. There can be a minimum of two or more partners in addition to the applicant.

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 beneficiaries:

- 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/EU¹⁶ 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:

¹⁶ 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)



- **Core tasks must not be subcontracted.** Only ancillary and assistance tasks can be subcontracted.
- Subcontracts must be awarded to the entity offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests;
- Subcontracting must only cover the implementation of a limited part of the action;
- Recourse to subcontracting must be justified having regard to the nature of the project and what is necessary for its implementation;
- Recourse to subcontracting during project implementation, if not envisaged from the outset in the proposal, is subject to prior authorisation in writing by EFSA. Approval may be granted as long as it does not entail a change to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants. No amendment is needed;
- The conditions applicable to the beneficiaries under Articles II.6 (*Confidentiality and security*), 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 form of grant awarded under this Call is based on financing not linked to 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 ESTIMATED BUDGET AND ELIGIBLE COSTS

For the submission of a proposal under this Call for proposals, no estimated budget is required.

1.10 PUBLICITY

All beneficiaries are expected to follow the rules on visibility of EFSA funding set out in Article 17 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 AND ANTIFRAUD STRATEGY

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 15 of the draft grant agreement. Any personal data included in the Agreement must be processed by EFSA in accordance with Regulation (EU) No 2018/1725.¹⁷

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

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 15 of the Grant Agreement (Annex 1) as a data processor of EFSA.

Antifraud Strategy

Frauds involving EU funds have a particularly high impact on EFSA's and the EU's reputation. The current [EFSA Anti-Fraud Strategy](#) ("the Strategy") was adopted on 14 October 2021. In case of award of an EFSA contract/grant agreement, it is obligatory for the Project Manager to follow the [EFSA Anti-](#)

¹⁷ 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



[Fraud Module](#). It is the responsibility of the beneficiary to make sure the training has been followed before start of grant agreement implementation.

IT support for access to the module please contact: servicedesk@efsa.europa.eu

Request on the topic of anti-fraud please contact: ethics-integrity@efsa.europa.eu

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.

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

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

Affected entities may continue to apply to calls for proposals. However, in case the Council measures are not lifted, such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties). In this case, co-applicants will be invited to remove or replace that entity. Tasks and budget may be redistributed accordingly.



2. SELECTING PROPOSALS

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

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

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

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

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

2.2 ELIGIBILITY CRITERIA

Criterion No. 2.2	Requirements and requested evidence
1	Eligibility criteria
	The following requirements will be verified:
	<ul style="list-style-type: none"> • The applicant applies in a consortium with minimum two partners, in addition to the applicant; • At the day of deadline for submission of proposals, the applicant and in case of consortium also its partners 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 partners are involved in the execution of the project; • Subcontracting, if any, is justified in the proposal. • The organisations must be designated as a competent Authority by a Member State to carry out the obligations of the Member States in application of article 75 of Regulations (EC) No 1107/2009 of the European Parliament and of the Council of 21 October 2009, or acting on behalf of such competent Authority through an official contract or agreement.
	Requested evidence:



	<p>ADMINISTRATIVE DECLARATION</p> <p>Annex 2, available to download in the Funding and Tenders Portal under Part B Templates. The applicant and partners must complete and sign the form. The applicant must upload the signed form in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p>
--	--

2.3 EXCLUSION CRITERIA

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

2.4 SELECTION CRITERIA

A) Financial capacity

Criterion No. 2.4A	Requirements and requested evidence
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 partners.
	<p>The applicant and in case of consortium also its partners 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 <p>If the Authority considers that financial capacity is weak, it may:</p> <ul style="list-style-type: none"> – request further information; – decide not to give pre-financing; – decide to give pre-financing paid in instalments; – decide to give pre-financing covered by a bank guarantee;



	<ul style="list-style-type: none"> – where applicable, require the joint and several financial liability of all the co-beneficiaries. <p>If the EFSA Authorising Officer considers that the financial capacity is insufficient, the application may be rejected.</p>
	Requested evidence:
	<p>Documents to be provided by the applicant:</p> <p>DECLARATION ON HONOUR ON SELECTION CRITERIA Annex 4, available to download in the Funding and Tenders Portal. Only the applicant (or consortium leader if applicable) is required to complete and sign the form. The applicant must upload the form in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p> <ul style="list-style-type: none"> • SIMPLIFIED FINANCIAL STATEMENT available here 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. • AUDIT REPORT only required for private bodies if the grant requested from EFSA is >750.000 €. In the event of an application grouping several applicants (consortium), the threshold applies to each applicant. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last 2 years available must be provided. <p>The audit report should be produced by an approved external auditor certifying the accounts for the last two years available, where such an audit report is available or whenever a statutory report is required by law.</p> <p>The authorising officer responsible may, depending on a risk assessment, waive the obligation of providing an audit report for education and training establishments, and in the case of agreements with several beneficiaries, for applicants who do not bear any financial responsibility or who have accepted joint and several liabilities.</p> <ul style="list-style-type: none"> • 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. <p>The applicant must convert the Declaration on honour on selection criteria, the Simplified Financial statement (if applicable) and the letter of commitment (if applicable) into one single pdf and upload the single document in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p>

B) Professional and operational capacity

Criterion No. 2.4.B	Requirements and requested evidence
	Professional and operational capacity:



	Requirements:
	<p>The consortium must have the professional resources, competencies, and qualifications necessary to complete the proposed project, with exception of non-core tasks that can be performed by subcontractors:</p> <p>1. Requirements for the organisation:</p> <p>The applicant should provide evidence of expertise (at least 10 years) in the field of environmental fate and behaviour and ecotoxicology in the context of regulatory risk assessment of plant protection products under the Regulation 1107/2009.</p> <p>Related to this expertise, the applicant should prove to have experience in the following field:</p> <ul style="list-style-type: none"> a. Project management, including coordination of multi-partner or multi-stakeholder projects. b. Data management (e.g. collect, collate and analysing data following the principles of systematic literature search). c. Write scientific reports. <p>2. Requirements for the team of experts:</p> <p>Experts involved in the tasks should prove a university degree, in a relevant subject, at graduate level (minimum three years degree) and the team of experts should cover the following fields:</p> <ul style="list-style-type: none"> a. Environmental regulatory risk assessment of plant protection products under the Regulation 1107/2009. b. Ecotoxicology risk assessment for terrestrial compartment. c. Environmental fate and exposure in terrestrial compartment. d. Agronomy <p>The team of experts should include at least:</p> <ul style="list-style-type: none"> a. One senior project coordinator with 5 years of experience in project management or coordination b. One senior expert in ecotoxicology with 5 years of experience, with (i)experience in terrestrial non-target organisms (i.e. NTAs, NTPPs and in-soil organisms), and (ii)regulatory risk assessment of PPPs. c. One senior expert in environmental fate and behaviour with 5 years of experience, including experience in regulatory exposure assessment of PPP. d. One senior expert in agronomy with 5 years of experience, in particular with experience in plant protection products, agronomic practices and application technologies. e. Three junior experts with 3 years of experience to cover all the fields of expertise listed below. Each expert should cover at least one field. <p><u>Fields of expertise for junior experts:</u></p> <ul style="list-style-type: none"> • Ecotoxicology: terrestrial ecotoxicologist, with experience in i) evaluating experimental (lower and higher tier) studies with terrestrial non-target organisms (i.e. NTAs, NTPPs and in-soil organisms); or ii) Regulatory risk assessment of PPP; or iii) collecting, interpreting, analysing and summarising ecotoxicology data • Fate and behaviour: with experience in i) exposure estimations in the terrestrial compartments; or ii) EU guidance documents for fate and



	<p>behaviour of PPP; or iii) collecting, interpreting, analysing and summarising environmental data</p> <ul style="list-style-type: none"> • Agronomy: expert with experience in i) plant protection, agronomic practices and application technologies or ii) collecting, interpreting, analysing and summarising agronomic data <p>3. Environmental management (the answers to this section are for information purposes and will not be considered under any criteria, neither selection nor award criteria):</p> <p>Environmental protection is an integral part of EFSA's governance. EFSA has established, implemented and maintains a certified environmental management system in accordance with the international standard ISO 14001 and the European EMAS regulation. Environmental impacts of EFSA's activities are identified, managed and monitored in order to improve environmental performance. This commitment to environmental sustainability requires us to consider a life-cycle perspective when purchasing our services.</p> <p>For this reason, we are asking you some information on the environmental management of your activities, to be provided filling in Annex 5 (Selection criteria - Information on environmental management).</p>
	Requested evidence:
	<ul style="list-style-type: none"> • <u>EVIDENCE REQUESTED FOR REQUIREMENT 1:</u> A list of three major projects (e.g. review assessment reports, literature search), including at least one multi-partner or multi-stakeholder projects. This shall be proven by projects reports relevant to the topics of this grant as identified in sections 1.2 (objectives) and 1.3 (task and deliverables) of this call for proposal, carried out in the past 10 years (e.g. experience in NTAs, in-soil organisms, NTTPs, fate and behaviour). The applicant shall provide a short description of the projects and reference to the reports. Information shall be reported according to the template available in the Annex 5. • <u>EVIDENCE REQUESTED FOR REQUIREMENT 2:</u> 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. <ul style="list-style-type: none"> - For the project coordinator a short description (max 1000 characters including spaces) of at least one multi-partner or multi-stakeholder managed project or one coordinated activity. - For the senior ecotoxicology expert, a short description (max 1000 characters including spaces) of at least three RARs/DARs or equivalent product registration reports which included data evaluation and risk assessment - For the senior fate and behaviour expert a short description (max 1000 characters including spaces) of at least three RARs/DARs or product equivalent registration reports which included data evaluation and risk assessment. - For the junior experts a list of relevant publications and/or project they have contributed to related to the topics of this grant as identified in sections 1.2 and 1.3 of this call for proposal. <p>If individual team members are not yet assigned for the proposed project, applicants should provide details of the staff profiles necessary for the implementation of the project.</p>



	<p>Applicant should also provide a one-page summary of the names of the individual Project team members with details on the profiles covered by specifying the area of ecotoxicology or fate and behaviour or agronomy (e.g. experience on NTAs, NTPPs, in-soil organisms, soil exposure, efficacy etc). Information shall be reported according to the template available in the Annex 5.</p> <ul style="list-style-type: none"> • EVIDENCE REQUESTED FOR REQUIREMENT 3: Annex 5 – Selection criteria, Information on environmental management <p>For requirements 1-3 a template (Annex 5) is available to download in the Funding and Tenders Portal. The applicant must upload the completed template (a single pdf document of all requirements including CVs), in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p> <ul style="list-style-type: none"> • DECLARATION OF INTERESTS (DoIs) <p>Template available here. EFSA may request Individuals DoIs for members of the project team having influence and/or control over scientific outputs, prior to and as a condition of specific grant agreement signature. The Individual DoIs will have to be assessed by the EFSA Authorising Officer before and as a condition of specific grant agreement signature.</p> <p><u>Only in case of subcontracting</u>, the applicant must provide Institutional DoIs for subcontractors which are not included in the Art.36 list. In this case, such declarations will need to be completed separately and submitted for each identified subcontractor.</p> <p><u>Individual and institutional DoIs do not need to be provided with your proposal at this stage.</u></p> <p>Please refer to EFSA's policy on independence and the Decision of the Executive Director on Competing Interest Management for more detailed information.</p>
--	---

2.5 AWARD CRITERIA

Criterion No. 2.5	<p>For the award criteria a template (Annex 6) is available to download in the Funding and Tenders Portal. The applicant must upload the completed template (a single pdf document of all criteria) in the relevant field under Part B and Annexes of the Funding and Tenders Portal.</p> <p>The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call. The following award criteria are applicable in this call:</p>
1	<p>UNDERSTANDING OF THE ASSIGNMENT AND TASKS REQUIRED: (max. 15 points)</p> <p>The extent to which the proposal achieves the objectives of this call and is likely to deliver output that will be useful.</p> <p>The applicant shall:</p> <ol style="list-style-type: none"> a) Describe how they propose to perform the task described in the technical specifications and to perform the work necessary for achieving the objectives requested in this call;



	<ul style="list-style-type: none"> b) Demonstrate ability in planning the work; c) Demonstrate that the proposal is within the scope of this call.
2	<p>METHODOLOGY PROPOSED FOR IMPLEMENTATION. (max. 25 points -minimum threshold 15 points)</p> <p>The extent to which the proposal is described in detail, as well as the proposed methodology is well described and of high quality with particular reference to the following:</p> <ul style="list-style-type: none"> a) Detailed and appropriate methodology for addressing activities belonging to the tasks described in section 1.3, including a logical and well-structured step by step explanation of the methodology; MAX 5 POINTS. b) Proposal for the selection of information sources such as databases and other resources proposed to gather the relevant information MAX 5 POINTS. c) Convincing evidence to ensure that the activities and milestones identified are feasible, including details on how data will be managed MAX 10 POINTS. d) Convincing evidence that the most suitable and most up to date IT tools and statistical methods will be used MAX 5 POINTS.
3	<p>COOPERATION (max. 10 points -minimum threshold 6 points)</p> <p><u>The extent to which the proposal is likely to boost scientific cooperation between EFSA and MS, and at EU level, in particular:</u></p> <ul style="list-style-type: none"> a) consortium size: Consortium size of 3 organisations will result in 3 points; for any additional consortium organisation beyond the mandatory 3 organisations, 1 additional points will be given: MAX 5 POINTS; b) consortium geographical coverage - applicants must ensure that the geographical coverage of the consortium members is commensurate with its objectives, and as well explain the reasons for choosing their partners, including their role (e.g. if knowledge transfer is foreseen by including less experienced partners in the project): MAX 5 POINTS.
4	<p>PROJECT MANAGEMENT AND ORGANISATION OF THE TASKS WITHIN CONSORTIUM AND RESPECT OF TIMELINES (max. 30 points -minimum threshold 18 points)</p> <p>This is intended to assess the extent to which the project management is described in detail, with particular reference to the following:</p> <ul style="list-style-type: none"> a) <u>Task distribution.</u> Clear and detailed information on distribution of the tasks among the project team and consortium members; clarity on who does what, when and why (justify why the partner is proposed to do the particular task/work-package); MAX 10 POINTS. b) <u>Feasibility</u> of the proposed methodology of the project execution: MAX 5 POINTS c) <u>Internal communication.</u> The internal team communication within the consortium (roles and responsibilities of the communication, frequency, mean/platform used); in case of subcontractors also the communication between the consortium and subcontractors; MAX 10 POINTS d) <u>Communication with EFSA.</u> Provide clear and detailed information on the frequency and type of communication with EFSA, the role of project leader in the coordination and tasks allocation in relation to the methodology and tools proposed; MAX 5 POINTS
5	<p>Description of <u>identified risks</u> and proposed mitigating actions, if any: MAX 10 POINTS.</p> <ul style="list-style-type: none"> a) Risk identification: risk associated with the proposed methodology; risk associated with uncertain access to data; MAX 3 POINTS.



	b) Proposed risk mitigation actions and their likely effectiveness in terms of ensuring respect of timeline, scientific rigor and quality, and service continuity; MAX 5 POINTS. c) Mitigation strategies for continuity of the service in case of absence of members of the team; MAX 2 POINTS.
6	Description of <u>specific quality assurance measures</u> proposed for the project to guarantee high quality of deliverables: MAX 10 POINTS. d) Description of Quality Assurance/Quality Control principles data collection; MAX 5 POINTS. e) Description of internal review system for ensuring the quality of the written outputs, including the proof-reading of the reports; MAX 5 POINTS.

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

- score a minimum of 60 points out of maximum possible 100 points; and
- for criteria 2, 3, 4, score at least 60% of the points attributed to that criterion.

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

2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA

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

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). A webinar showing step-by-step the use of the EU funding and Tender Portal for Grant submission on a pilot EFSA call is available at [this link](#) (from minute 15:39 to minute 45:55).

Registration in the Participant Register

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

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

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

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

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

Submitting your proposal

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

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

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



3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

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

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

3.3 EXPECTED DURATION OF PROCEDURE

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

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