

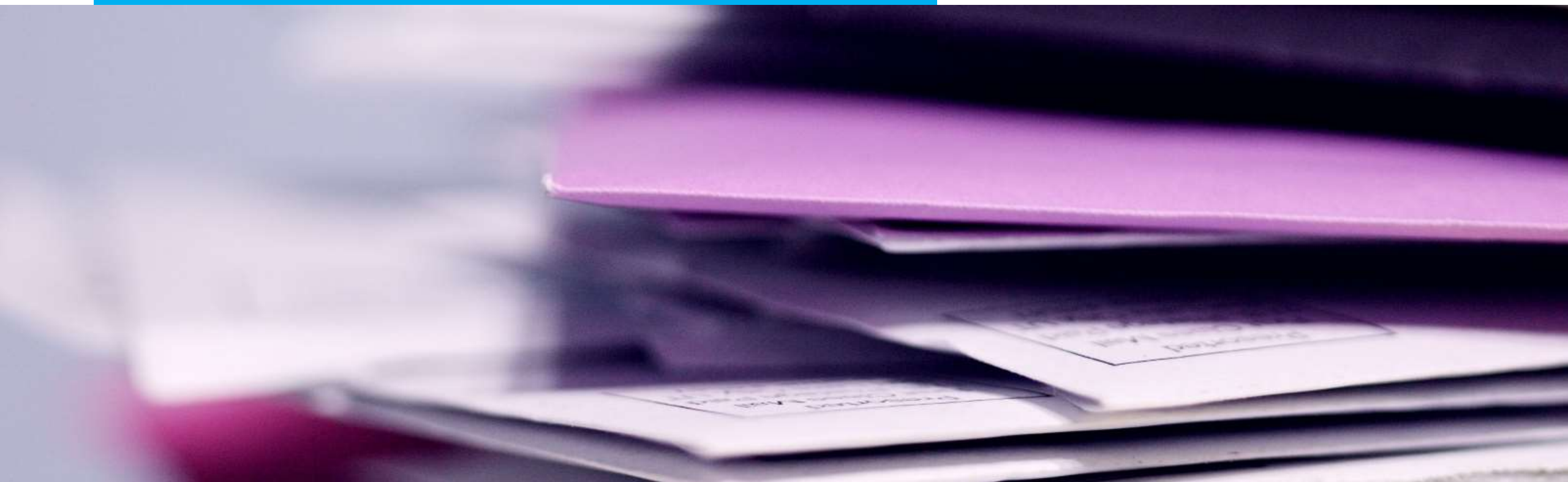
# Administrative Forms

[ncpwideranet.eu](http://ncpwideranet.eu)

## Part A

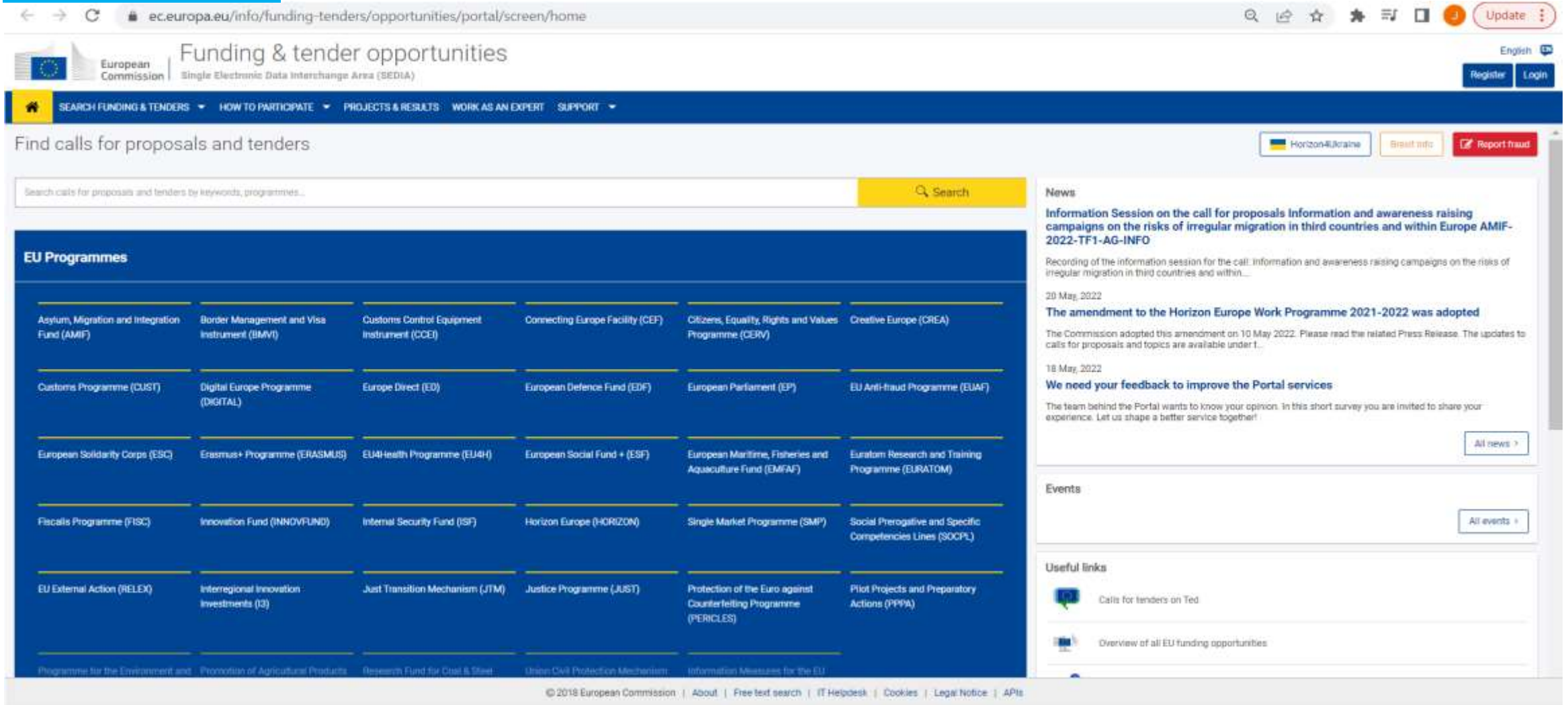
# Administrative Forms

[ncpwideranet.eu](http://ncpwideranet.eu)



# Introduction

The **Funding and Tenders Portal** is the single-entry point for participants and experts in the funding programmes and tenders managed by the European Commission and other EU bodies.



The screenshot displays the homepage of the Funding and Tenders Portal. At the top, the browser address bar shows the URL [ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home). The page header features the European Commission logo and the text "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". Navigation links include "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". A search bar is prominently displayed with the placeholder text "Search calls for proposals and tenders by keywords, programmes...". Below this, a grid of "EU Programmes" is shown, including Asylum, Migration and Integration Fund (AMIF), Border Management and Visa Instrument (BMVI), Customs Control Equipment Instrument (CCEI), Connecting Europe Facility (CEF), Citizens, Equality, Rights and Values Programme (CERV), Creative Europe (CREA), Customs Programme (CUST), Digital Europe Programme (DIGITAL), Europe Direct (ED), European Defence Fund (EDF), European Parliament (EP), EU Anti-fraud Programme (EUAf), European Solidarity Corps (ESC), Erasmus+ Programme (ERASMUS), EU4Health Programme (EU4H), European Social Fund + (ESF), European Maritime, Fisheries and Aquaculture Fund (EMFAF), Euratom Research and Training Programme (EURATOM), Fiscalis Programme (FISC), Innovation Fund (INNOVFUND), Internal Security Fund (ISF), Horizon Europe (HORIZON), Single Market Programme (SMP), Social Prerogative and Specific Competencies Lines (SOCPL), EU External Action (RELEX), Interregional Innovation Investments (I3), Just Transition Mechanism (JTM), Justice Programme (JUST), Protection of the Euro against Counterfeiting Programme (PERICLES), Pilot Projects and Preparatory Actions (PPPA), Programme for the Environment and Promotion of Agricultural Products, Research Fund for Coal & Steel, Union Civil Protection Mechanism, and Information Measures for the EU. On the right side, there are sections for "News" (Information Session on the call for proposals, The amendment to the Horizon Europe Work Programme 2021-2022 was adopted, We need your feedback to improve the Portal services), "Events", and "Useful links" (Calls for tenders on Ted, Overview of all EU funding opportunities). The footer contains copyright information and links to "About", "Free text search", "IT Helpdesk", "Cookies", "Legal Notice", and "APIs".



# Finding a suitable call for proposal

The European Commission and its funding bodies publish calls for proposals on the Funding & Tenders Portal.

The image displays two side-by-side screenshots of the European Commission's Funding & Tenders Portal. The left screenshot shows the search bar highlighted with a red rectangle. The right screenshot shows the 'SEARCH FUNDING & TENDERS' dropdown menu highlighted with a red rectangle, showing options like 'Search funding & tenders', 'Funding updates', and 'Archived funding (FP7-CIP)'. Below the search bar, a grid of EU Programmes is displayed, with 'Horizon Europe (HORIZON)' highlighted by a red rectangle.

**EU Programmes**

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Defence Fund (EDF)	European Parliament (EP)	EU Anti-fraud Programme (EUF)
European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS)	EU4Health Programme (EU4H)	European Social Fund + (ESF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Euratom Research and Training Programme (EURATOM)
Fiscals Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	<b>Horizon Europe (HORIZON)</b>	Single Market Programme (SMP)	Social Pragmatic and Specific Competences Lines (SOCPL)
EU External Action (RELEX)	Interregional Innovation Investments (II)	Just Transition Mechanism (JTM)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)

# Finding a suitable call for proposal FILTERS

Filters are displayed on the left side.  
You can use one filter or combine them:

## Text search

to search by a keyword

## Status

there are 3 options - Forthcoming,  
Open for submission and Closed

## Programming period

2021-2027 or 2014-2022

## Programme filter

to select a specific programme from  
the list

## Call filter

used in case you know the exact  
name of the call

## CPV code

refers to keywords in the context of tenders

The screenshot displays the 'Funding & tender opportunities' website. The left sidebar contains several filter sections, each with a red border: 'Text search' (keyword input), 'Status' (radio buttons for GRANTS and TENDERS), 'Submission status' (cards for Forthcoming (20), Open for submission (297), and Closed (5851)), 'Programming period' (dropdown), 'Filter by Programme / Programme group' (dropdown), 'Filter by call' (dropdown), 'Type of grants calls' (dropdown), and 'CPV code (Tenders Only)' (dropdown). The right side shows search results for 'Funding and tenders (6268)', listing three opportunities: 'Alternative Fuel Infrastructure Facility - Unit Contributions', 'Alternative Fuel Infrastructure Facility - Works - LNG', and 'Alternative Fuel Infrastructure Facility - Works - Zero Emissions'. Each listing includes details like Programme, Type of action, and Opening date.

# Finding a suitable call for proposal

## RESULT SORTING

When you have obtained a list of results, you can use the **SORT BY** options.

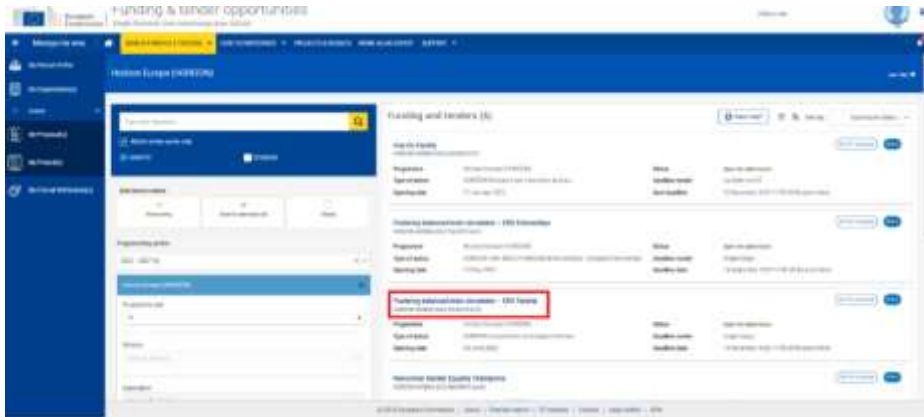
The screenshot shows the European Commission's 'Funding & tender opportunities' website. The main navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'Horizon Europe (HORIZON)' section is active. On the left, there are filters for 'Submission status' (Forthcoming, Open for submission (8), Closed) and 'Programming period' (2021 - 2027 (6)). The main content area displays a list of funding opportunities under the heading 'Funding and tenders (6)'. The list includes details for 'Hop On Facility', 'Fostering balanced brain circulation – ERA Fellowships', 'Fostering balanced brain circulation – ERA Talents', and 'Newcomer Gender Equality Champions'. A 'Sort by' dropdown menu is open, showing options: 'Submission status', 'Opening date (Grants)/ Publication date (Tenders) asc', 'Opening date (Grants)/ Publication date (Tenders) desc', 'Title asc', and 'Title desc'. A blue arrow points to the 'Sort by' dropdown, and a red box highlights the dropdown menu.

Programme	Status	Opening date	Deadline model	Next deadline
Hop On Facility HORIZON-WIDERA-2022-ACCESS-07-01	Open for submission	27 January 2022	multiple cut-off	10 November 2022 17:00:00 Brussels time
Fostering balanced brain circulation – ERA Fellowships HORIZON-WIDERA-2022-TALENTS-04-01	Open for submission	12 May 2022	single-stage	14 September 2022 17:00:00 Brussels time
Fostering balanced brain circulation – ERA Talents HORIZON-WIDERA-2022-TALENTS-03-01	Open for submission	29 June 2022	single-stage	15 November 2022 17:00:00 Brussels time
Newcomer Gender Equality Champions HORIZON-WIDERA-2022-GENDER-Prize-02	Open for submission			

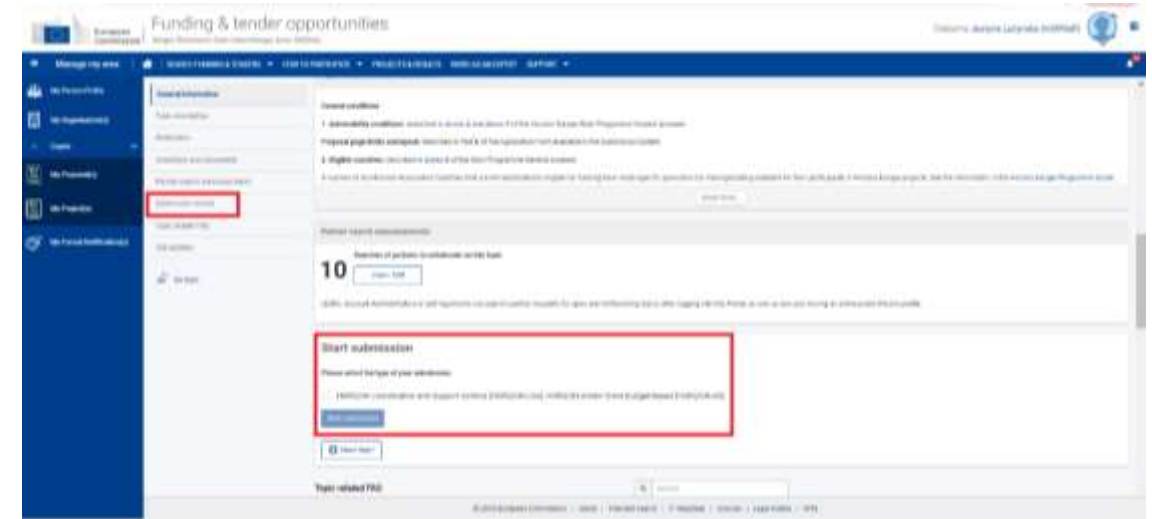
- submission status
- opening date
- title
- ID
- deadline

# Proposal selection

1. Click on the topic title to access the call description page:



2. Scroll down to the **Start submission** in the call page or select **Submission Service** in the table of contents on the left. Then click on the **Start Submission**.



3. And finally, confirm your choice.



# Finding the organisation and selecting the role

- In order to apply for the call, your organisation must be registered with the European Commission. If you know the unique 9-digit PIC (Participant Identification Code) of the organisation, enter it directly.
- Your organisation is also identified by a short name, usually provided during registration.
- Select your role (Main Contact or Contact person).

European Commission | Funding: Submission Service

Widerra

Progress bar: Login, Topic selection, Create proposal, Participants, Proposal forms, Submit

### Create proposal

**Deadline**  
15 November 2022 17:00:00 Brussels Local Time  
111 days left until closure

**Call data**  
Call: HORIZON-WIDERA-2022-TALENTS-03  
Topic: HORIZON-WIDERA-2022-TALENTS-03-01  
Type of action: HORIZON-CSA  
Type of MOA: HORIZON-AO  
Tip: Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Drink Manual, IT How To, IT Helpdesk, FAQ, Service Desk: EC-FUNDING-TENDER-SERVICE@ec.europa.eu, +32 2 29 60200

**Find your organisation**  
Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can select the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

PIC (9) \* [input field]  
Short name (30) \* [input field] Search

**Your role**  
Please indicate your role in this proposal \*  
☒ Main contact  
☐ Contact person

**Your proposal**  
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.  
Acronym \* [input field]  
Short Summary \* [input field]



# Acronym & Short Summary

- Create Your **Acronym** – it should be short, easy to remember and pronounce ([useful tool](#))
- Write **Short Summary** – clearly explain: the objectives of the proposal, how they will be achieved, their relevance to the work programme.

European Commission | Funding: Submission Service

Welcome

Progress bar: Login, Topic selection, Create proposal, Participants, Proposal forms, Submit

### Create proposal

**Deadline**  
15 November 2022 17:00:00 Brussels Local Time  
111 days left until closure

**Call date**  
Call: HORIZON-WIDERA-2022-TALENTS-03  
Topic: HORIZON-WIDERA-2022-TALENTS-03-01  
Type of action: HORIZON-CSA  
Type of MGA: HORIZON-AG  
Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual | IT How To  
IT Helpdesk | FAQ  
Service Desk: EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 90222

**Find your organisation**  
PIC: [input field] Short name: [input field] Search  
Organisations you have been previously associated with: (Click to select)  
PIC: [input field]

**Your role**  
Please indicate your role in this proposal:  
☒ Main contact  
☐ Contact person

**Your proposal**  
It will appear also in the "General information" section of the Application Form. Don't put any sensitive information.  
Acronym: [input field]  
Short Summary: [input field]

SAVE AND GO TO NEXT STEP

# Support and Helpdesk

European Commission | Funding: Submission Service

Welcome

Login Topic selection Create proposal Participants Proposal forms Submit

### Create proposal

**Deadline**  
15 November 2022 17:00:00 Brussels Local Time  
111 days left until closure

**Call date**  
Call: HORIZON-WIDERA-2022-TALENTS-03  
Topic: HORIZON-WIDERA-2022-TALENTS-03-01  
Type of action: HORIZON-CSA  
Type of MGA: HORIZON-AG  
Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual IT How-to  
IT Helpdesk FAQ  
Service Desk:  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 90222

Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.  
You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

**Find your organisation**  
PIC \* Short name \* Search  
Organisations you have been previously associated with. (Click to select)  
PIC:

**Your role**  
Please indicate your role in this proposal \*  
☒ Main contact  
☐ Contact person

**Your proposal**  
It will appear also in the "General information" section of the Application Form Part A and can also be updated there.  
Acronym \*  
Short Summary \*

SAVE AND GO TO NEXT STEP

# Participants – the creation of the consortium (1)

## 1. Click on the **Add Partner** button

The screenshot shows the 'Funding Submission Service' interface. The 'Participants' section is active, displaying a list of participants and a form to add a new one. A red box highlights the 'Add Partner' button in the bottom right corner of the participants list.

## 2. Enter your Partner organisation's name or PIC and click on Search

### Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC \*

 250

## Difference between Proposal Coordinator's and Partner's actions

Action	Proposal Coordinator	Partner
Select the call	Yes	No
Add, Invite Participants	Yes	No
Submit the proposal	Yes	No
Read complete proposal	Yes	Yes
Define the budget tables	Yes	Yes, with rights to fill in only the row for their organisation
Create Contacts for a Partner	Yes	Yes, with rights to fill in only the information for their organisation

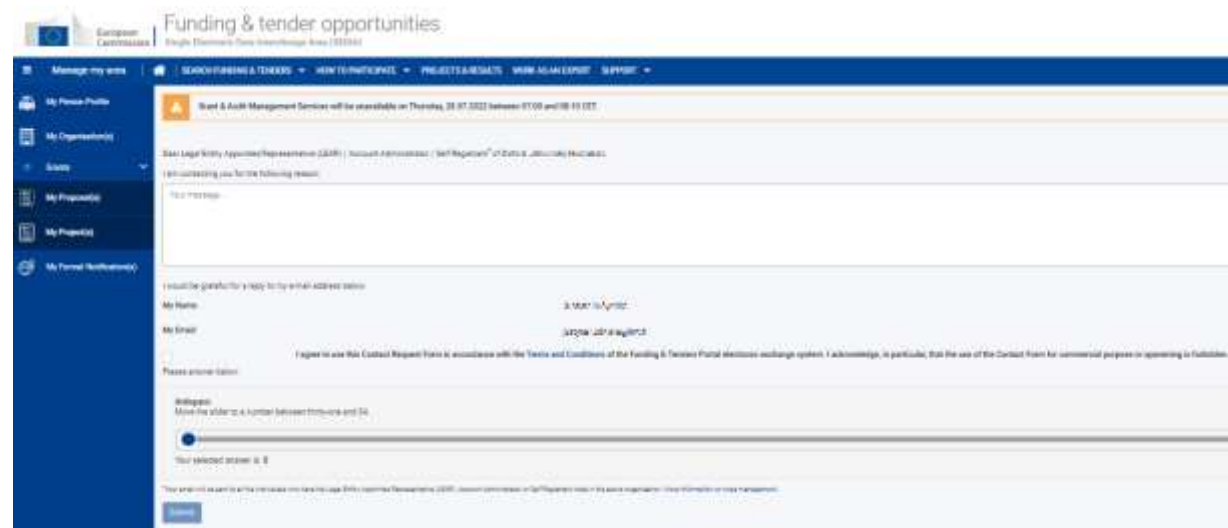
For more information: [Proposal Submission Service User Manual](#)



## Participants – the creation of the consortium (2)

### 3. Find your Partner organisation.

Click on the **CO** button if you want to contact it.



## Participants – the creation of the consortium (2)

4. Or click the **Use** button to select your Partner organisation
5. Select the appropriate project role of the Partner Contact, Access Rights. Fill all the necessary information

**Find your organisation** ✕

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/region usually leads to better results. You may also search based on VAT number of the organisation (international format (e.g. "GB123456789"))

Type your organisation name or PIC <sup>1</sup>

<b>PIC: 80862000</b> <b>Ufford University (Scotland)</b> Ufford University Ufford, YO18 7AB United Kingdom <input type="button" value="Use"/> <input type="button" value="GO"/>	<b>PIC: 80862000</b> <b>Ufford University (Scotland)</b> Ufford University Ufford, YO18 7AB United Kingdom <input type="button" value="Use"/> <input type="button" value="GO"/>	<b>PIC: 80862000</b> <b>Ufford University (Scotland)</b> Ufford University Ufford, YO18 7AB United Kingdom <input type="button" value="Use"/> <input type="button" value="GO"/>
<b>PIC: 80862000</b> <b>Ufford University (Scotland)</b> Ufford University Ufford, YO18 7AB United Kingdom <input type="button" value="Use"/> <input type="button" value="GO"/>	<b>PIC: 80862000</b> <b>Ufford University (Scotland)</b> Ufford University Ufford, YO18 7AB United Kingdom <input type="button" value="Use"/> <input type="button" value="GO"/>	<b>PIC: 80862000</b> <b>Ufford University (Scotland)</b> Ufford University Ufford, YO18 7AB United Kingdom <input type="button" value="Use"/> <input type="button" value="GO"/>

More results were found

[View complete list](#)

To register your organisation for a Participant Identification Code (PIC) Click here



COVID University Hospitals

Please enter the contact name and details: ⓘ

Project Role \*  
Main contact

Access Rights \*  
Participant contact (full access)

First Name \*

Last Name \*

Email Address \*

Please enter the contact name and details: ⓘ

Please enter the contact name and details: ⓘ

Project Role \*

Contact person

Access Rights \*

Team member (read-only access)  
Participant contact (full access)

First Name \*

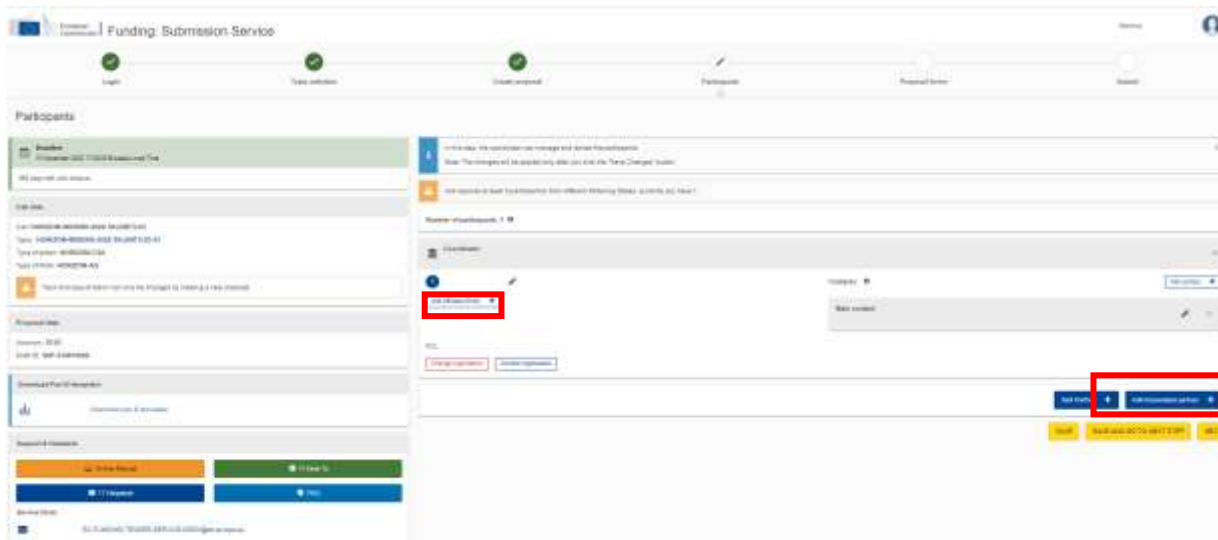
Last Name \*

Email Address \*

Add contact

## Participants – the creation of the consortium (4)

For this call, you will also have the possibility to add Associated Partners and Affiliated Entities linked to the Coordinator or to the Partners, by clicking on the **Add Affiliated Entity** and the **Add Associated Partner** buttons



The screenshot shows the 'Participants' section of the 'Funding Submission Service' interface. It includes a list of participants and a search bar. The 'Add Affiliated Entity' button is highlighted with a red box. A blue arrow points from this button to the search interface on the right.

Enter Affiliated Entities/Associated Partner's name or PIC and click on Search

### Find your organisation

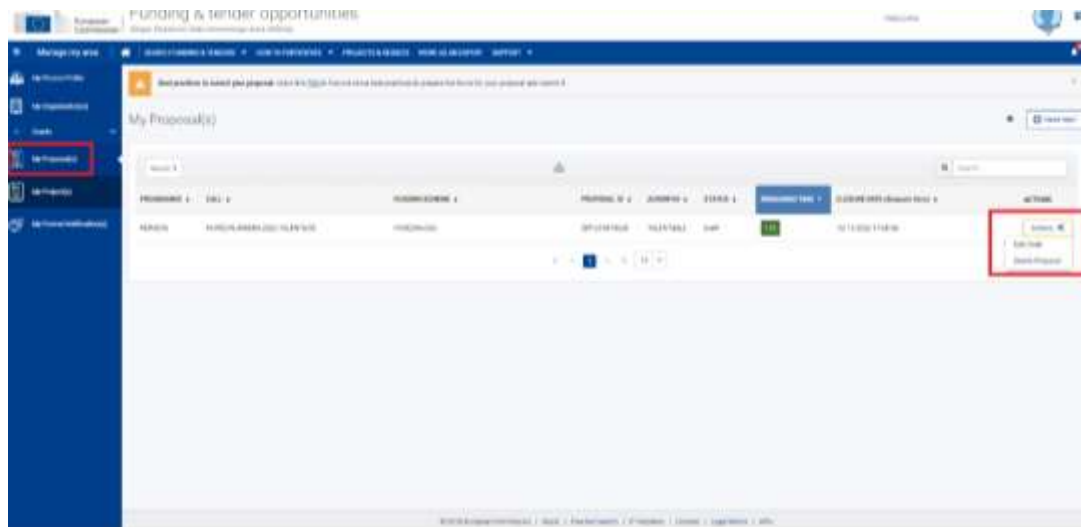
You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC \*

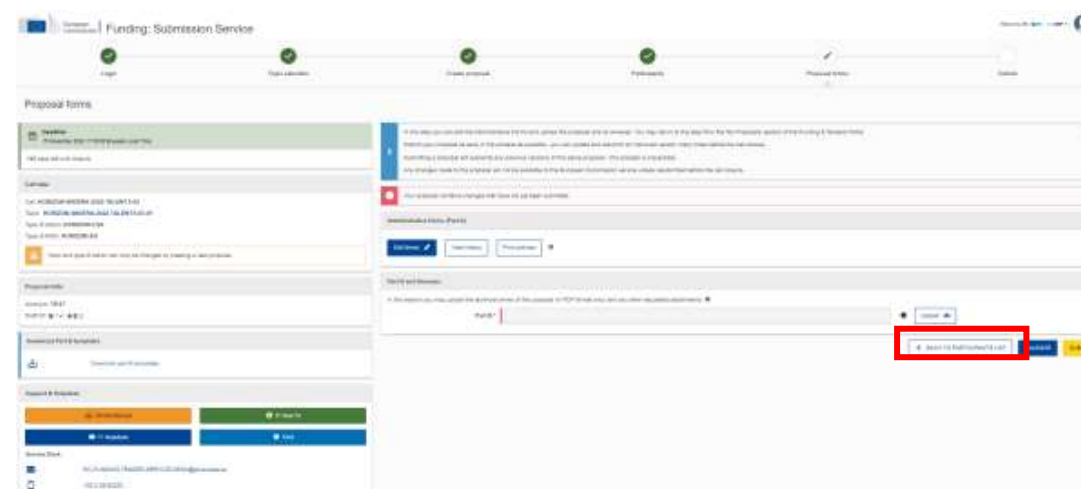
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# Modifying consortium

Access your proposal from the Funding & Tenders Portal, click on the **Actions** button next to the proposal and select **Edit Draft**.



Click the **Back to Participants list** button

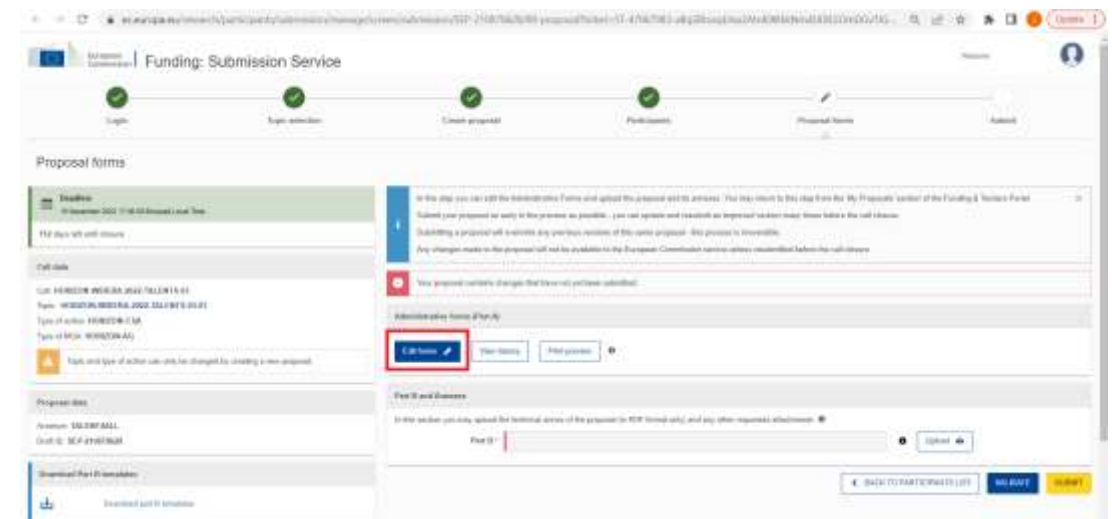
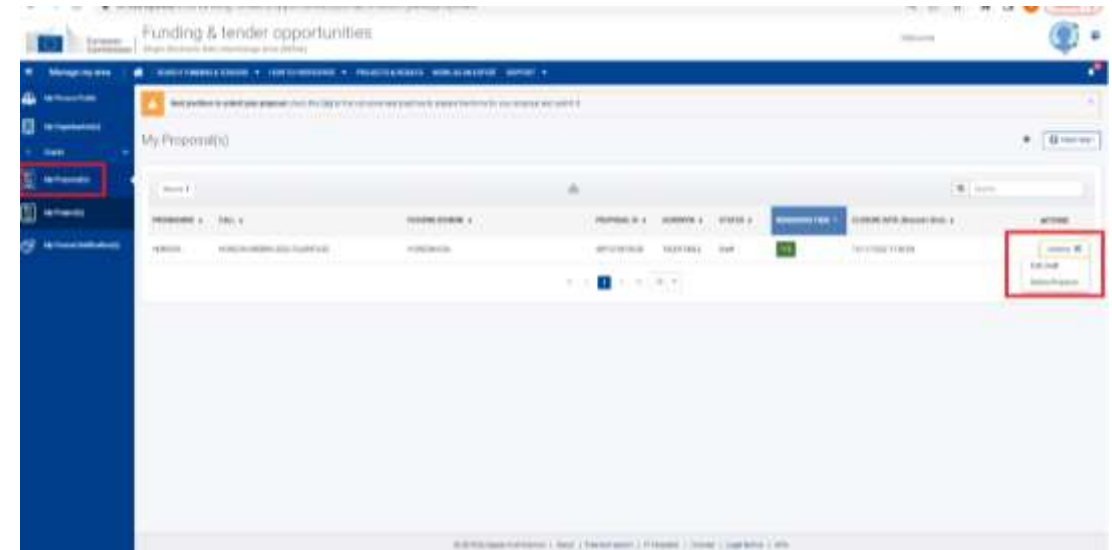




# Proposal forms

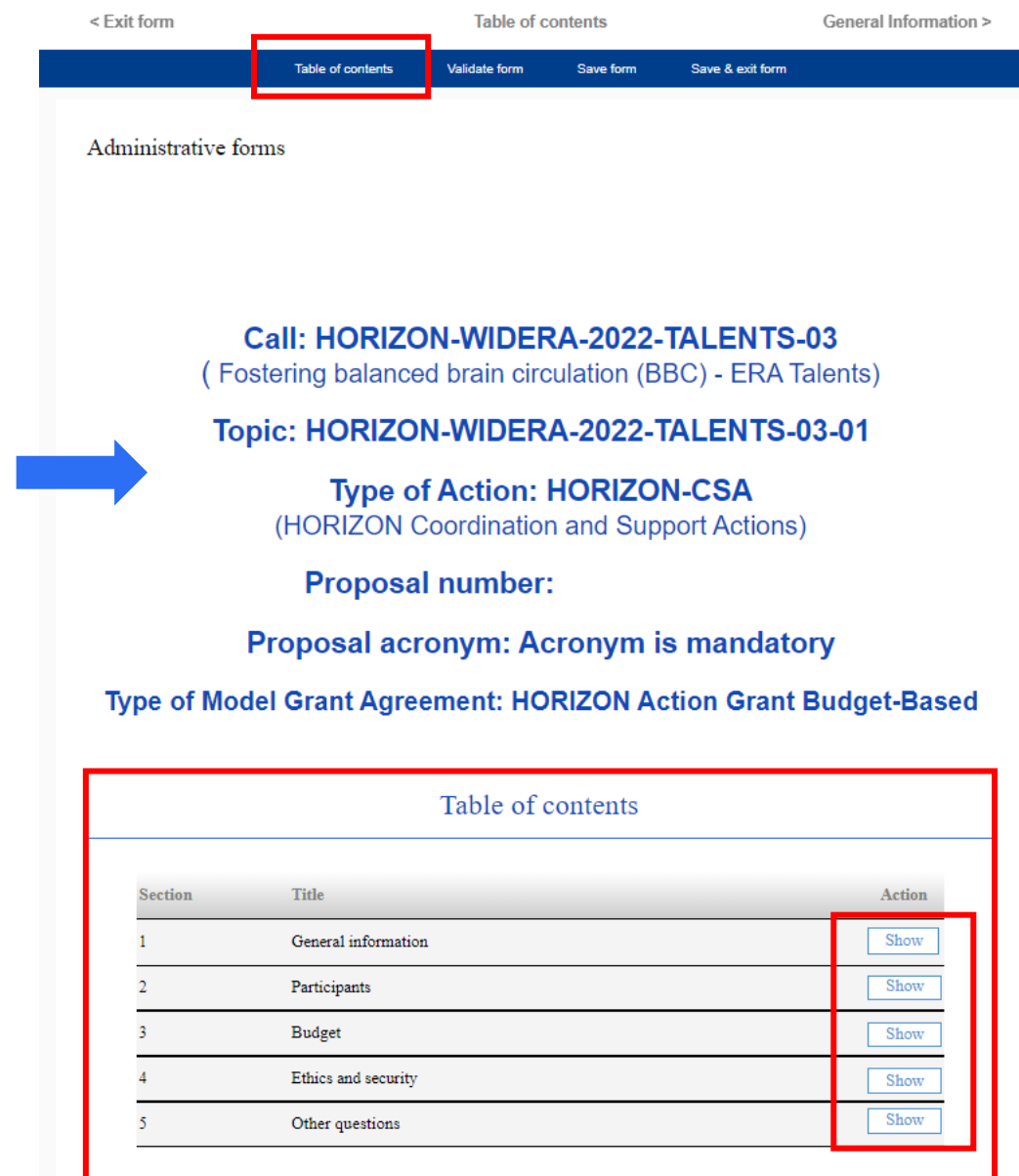
Click on the submission wizard if you just created the draft proposal, or, to access a previously saved draft proposal form In the Funding & Tenders Portal, click on the **Actions** button next to the proposal and select **Edit Draft**.

Your proposal will open showing the **Proposal forms** screen: when clicking the **Edit forms** button, the administrative form (Part A) opens.



# Editing and completing the form

- When clicking the **Edit forms** button in the submission wizard, **Proposal forms** screen; the form opens in the first page within your browser.
- This first page includes the **Table of contents** and the **Call information**.
- You can return to this screen by clicking the **Table of contents** button at any moment.
- It is also possible to navigate to any of the sections in the form by clicking the **Show** button in the **Table of contents**.



< Exit form      Table of contents      General Information >

Table of contents    Validate form    Save form    Save & exit form

Administrative forms

**Call: HORIZON-WIDERA-2022-TALENTS-03**  
( Fostering balanced brain circulation (BBC) - ERA Talents)

**Topic: HORIZON-WIDERA-2022-TALENTS-03-01**

**Type of Action: HORIZON-CSA**  
(HORIZON Coordination and Support Actions)

**Proposal number:**

**Proposal acronym: Acronym is mandatory**

**Type of Model Grant Agreement: HORIZON Action Grant Budget-Based**

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

# Part A – General Information

This section provides basic data on the proposal.  
Fill in the corresponding fields for each section:

- acronym
- proposal title
- duration in months
- free keywords
- descriptors
- abstract.

If you need a clarification about a section you can click on the question mark buttons to get a text explaining about what to provide for that field/section.

Navigation: < Table of contents | General Information | Participants & contacts >

Administrative forms

Proposal ID: [ ]  
Acronym: [ ]

### 1 - General information

Fields marked \* are mandatory

Topic	HORIZON-WIDERA-2022-TALENTS-03-01	Type of Action	HORIZON-CSA
Call	HORIZON-WIDERA-2022-TALENTS-03	Type of Model Grant Agreement	HORIZON-AG

Acronym \* *Acronym is mandatory*

Proposal title \* *Min 200 characters (with spaces). Must be understandable for non-specialists in your field.*

*Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: " " &*

Duration in months *Estimated duration of the project in full months.*

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Please select undefined descriptor(s) that best characterise(s) the subject of your proposal, in descending order of relevance. Note that descriptor(s) will be used to identify the best qualified evaluators for your proposal.

**Add Descriptors**

Discipline:		<b>Remove</b>
Subdiscipline:		
Descriptor 1	Descriptor:	

**Abstract \***

*Short summary (max. 2,000 characters, with spaces) to clearly explain:  
the objectives of the proposal  
how they will be achieved  
their relevance to the work programme.  
It will be used as the short description of the proposal in the evaluation process and in communications with the programme management committee and other interested parties.  
Do not include any confidential information.  
Use plain typed text, avoiding formulas and other special characters.  
If the proposal is written in a language other than English, please include an English version of this abstract in the Technical Annex section.*

# Part A – Participants (1)

In order to provide the basic information about participants click on **Show** the Participants section.

< Exit form      Table of contents      General Information >

Table of contents    Validate form    Save form    Save & exit form

Administrative forms

**Call: HORIZON-WIDERA-2022-TALENTS-03**  
( Fostering balanced brain circulation (BBC) - ERA Talents)

**Topic: HORIZON-WIDERA-2022-TALENTS-03-01**

**Type of Action: HORIZON-CSA**  
(HORIZON Coordination and Support Actions)

**Proposal number: SEP-210878628**

**Proposal acronym: Acronym is mandatory**

**Type of Model Grant Agreement: HORIZON Action Grant Budget-Based**

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

Then click on **Show Participant's details**.

< General Information      Type or select a participant      Budget >

Table of contents    Validate form    Save form    Save & exit form

Administrative forms

Proposal ID

Acronym

**2 - Participants**

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	XXXXXXXX	Lithuania	Coordinator	Show Participant's Details





## Part A – Participants (2)

Basic information about the coordinator will be automatically entered

The screenshot shows the 'Administrative forms' section of a web application. The 'Organisation data' form is highlighted. It includes fields for PIC, Legal name, Short name, Address (Street, Town, Postcode, Country), and Webpage. Below this is the 'Specific Legal Statuses' section with checkboxes for Legal person, Public body, Non-profit, International organisation, Secondary or Higher education establishment, and Research organisation. The 'SME Data' section includes a note about the SME declaration and fields for SME size, SME turnover, and SME employees. The page is labeled 'Page 1' at the bottom.

You will need to fill the information about **Departments carrying out the proposed work** and **Main contact person**

Administrative forms

Departments carrying out the proposed work

Add a Department

?

Department 1

Department name *Name of the department/institute carrying out the work.* ☐ not applicable

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country.*

Administrative forms

Main contact person

This will be the person the EU service will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, communication to start grant preparation). The data on blue is read-only. Details (name, first name and e-mail) of Main Contact person should be added in the step "Participants" of the submission wizard.

Title  Gender ☐ Woman ☐ Man ☐ Not binary

First name\*  Last name\*

E-Mail\*

Position in org. *Please indicate the position of the person.*

Department *Name of the department/institute carrying out the work.* ☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country.*

Website *Please enter website.*

Phone

Phone 2

Page 2

## Part A – Participants (3)


Include **only** the researchers\* involved in the proposal.

Career stages:

- **Category A Top grade researcher**: the single highest grade/post at which research is normally conducted.
- **Category B Senior researcher**: Researchers working in positions not as senior as top position but more senior than newly qualified doctoral graduates (IsCED level 8).
- **Category C Recognised researcher**: the first grade/post into which a newly qualified doctoral graduate would normally be recruited.
- **Category D First stage researcher**: Either doctoral students at the IsCED level 8 who are engaged as researchers, or researchers working in posts that do not normally require a doctorate degree.

Administrative forms

Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage 	Role of researcher (in the project)	Reference Identifier	Type of identifier	Add
▼			▼	▼		▼	▼		▼	Remove

Page 4

\* Researchers are professionals engaged in the conception or creation of new knowledge. They conduct research and improve or develop concepts, theories, models, techniques instrumentation, software or operational methods. (Frascati Manual 2015)  
Include also person in charge of the proposal if a researcher.

## Part A – Participants (4)

### Participating organisations also have to:

→ choose the role in the project

#### Administrative forms

##### Role of participating organisation in the project

Project management	<input type="checkbox"/>
Communication, dissemination and engagement	<input type="checkbox"/>
Provision of research and technology infrastructure	<input type="checkbox"/>
Co-definition of research and market needs	<input type="checkbox"/>
Civil society representative	<input type="checkbox"/>
Policy maker or regulator, incl. standardisation body	<input type="checkbox"/>
Research performer	<input type="checkbox"/>
Technology developer	<input type="checkbox"/>
Testing/validation of approaches and ideas	<input type="checkbox"/>
Prototyping and demonstration	<input type="checkbox"/>
IPR management incl. technology transfer	<input type="checkbox"/>
Public procurer of results	<input type="checkbox"/>
Private buyer of results	<input type="checkbox"/>
Finance provider (public or private)	<input type="checkbox"/>
Education and training	<input type="checkbox"/>
Contributions from the social sciences or/and the humanities	<input type="checkbox"/>
Other If yes, please specify: (Maximum number of characters allowed: 50)	<input type="checkbox"/>

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→ provide a list of up to 5 **publications**; up to 5 most relevant **previous projects or activities** and significant **infrastructure and/or any major items of technical equipment**, relevant to the proposed work.

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)	Add
▼		

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)	Add

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of infrastructure of equipment	Short description (Max 300 characters)	Add

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## Part A – Participants (5)

Having a gender equality plan is an eligibility criterion for Public bodies, Higher education establishments and Research organisations from Member States and Associated Countries.

### Gender Equality Plan



Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

☐ Yes ☐ No

#### Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas to be covered** and addressed via concrete measures and targets are:
  - o work-life balance and organisational culture;
  - o gender balance in leadership and decision-making;
  - o gender equality in recruitment and career progression;
  - o integration of the gender dimension into research and teaching content;
  - o measures against gender-based violence including sexual harassment.



# Part A – Budget (1)

- In order to provide information about financial aspects click on **Show** the **Budget section**. Details on eligible costs can be found in the call conditions, the Model Grant Agreement and the related guidance (in particular, the EU Grants AGA Annotated Grant Agreement).

Exit form Table of contents General information >

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Call: HORIZON-WIDERA-2022-TALENTS-03  
(Fostering balanced brain circulation (BBC) - ERA Talents)

Topic: HORIZON-WIDERA-2022-TALENTS-03-01

Type of Action: HORIZON-CSA  
(HORIZON Coordination and Support Actions)

Proposal number: SEP-210878628

Proposal acronym: Acronym is mandatory

Type of Model Grant Agreement: HORIZON Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

- Next step is to fill the Budget table.

< Participants & contacts Budget Ethics & Security >

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Acronym Acronym is mandatory

3 - Budget

No	Name of beneficiary	Country	Role	Personnel cost€	Subcontract costs€	Purchase costs - Travel and subsistence€	Purchase costs - Equipment€	Purchase costs - Other goods, works and services€	Internally provided goods and services€ (Unit cost - actual accounting practices)	Indirect cost€	Total eligible costs	Funding rate	Minimum EU contribution to eligible costs	Requested EU contribution to eligible costs€	Max grant amount	Income generated by the action	Financial contribution a	Over resources	Total estimated income
1	XXXXXX	IT	Coordinator	0	0	0	0	0	0	0.00	0.00	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL				0	0	0	0	0	0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Part A – Budget (cost categories)



## A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries



## B. SUBCONTRACTING COSTS



## C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services



## D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- **[D.3 Transnational access to research infrastructure unit costs]**
- **[D.4 Virtual access to research infrastructure unit costs]**
- **[D.5 PCP/PPI procurement cost]**
- **[D.6 Euratom Cofund staff mobility costs]**
- **[D.7 ERC additional funding]**
- **[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]**



## E. INDIRECT COSTS

Disclaimer: Information not legally binding



# Part A – Ethics and security (1)

In order to provide information about ethical and safety issues click on **Show** the **Ethics and security** section.

< Exit form      Table of contents      General Information >

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**Call: HORIZON-WIDERA-2022-TALENTS-03**  
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**Topic: HORIZON-WIDERA-2022-TALENTS-03-01**

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**Type of Model Grant Agreement: HORIZON Action Grant Budget-Based**

Table of contents

Sections	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show



< Budget      Ethics & Security      Other questions >

Table of contents    Validate form    Save form    Save & exit form

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4 - Ethics & security

Ethics Issues Table

<b>1. Human Embryonic Stem Cells and Human Embryos</b>	Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>2. Humans</b>	Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EUHCPs)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>3. Human Cells / Tissues (not covered by section 1)</b>	Page
Does this activity involve the use of human cells or tissues?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>4. Personal Data</b>	Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve further processing of previously collected personal data (including use of pre-existing data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>5. Animals</b>	Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>6. Non-EU Countries</b>	Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered flora or fauna samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Part A – Ethics and security (2)

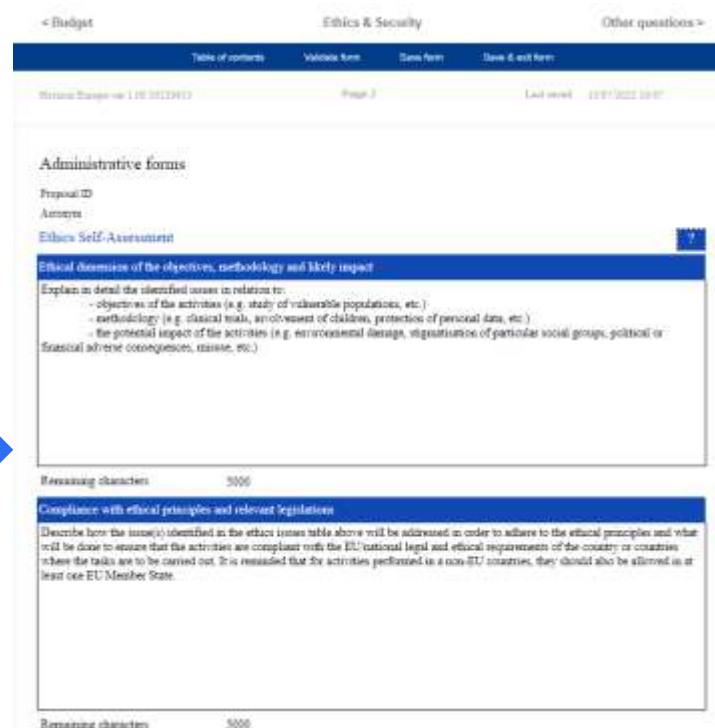
**Ethics Issues Table** should be completed as an essential part of proposal. Please go through the table and indicate which elements concern your proposal by answering Yes or No.

If you answer **Yes** to any of the questions, indicate in the adjacent box at which page in your technical annex further information relating to that ethics issue can be found, and provide additional information on that ethics issue in the Ethics Self-Assessment section.



The screenshot shows the 'Ethics & Security' section of a proposal form. It includes a table with questions about human embryonic stem cells, human participants, human cells/tissues, personal data, and animals. The 'Personal Data' section is highlighted with a red box, and the 'Yes' radio button for the question 'Does this activity involve processing of personal data?' is selected.

Section	Question	Yes	No
1. Human Embryonic Stem Cells and Human Embryos	Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/>	<input checked="" type="radio"/>
	Does this activity involve the use of human embryos?	<input type="radio"/>	<input checked="" type="radio"/>
2. Humans	Does this activity involve human participants?	<input type="radio"/>	<input checked="" type="radio"/>
	Does this activity involve interventions (physical data including imaging technology, behavioural treatment, etc.) on the study participants?	<input type="radio"/>	<input checked="" type="radio"/>
	Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulations (EU) 2019/1201? (Using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/>	<input checked="" type="radio"/>
3. Human Cells/Tissues (not covered by section 1)	Does this activity involve the use of human cells or tissues?	<input type="radio"/>	<input checked="" type="radio"/>
	Does this activity involve processing of personal data?	<input checked="" type="radio"/>	<input type="radio"/>
4. Personal Data	Does it involve the processing of special categories of personal data (e.g. genetic, biometric and health data, sexual identity, ethnicity, political opinion, religious or philosophical beliefs)?	<input type="radio"/>	<input checked="" type="radio"/>
	Does it involve profiling, systematic monitoring of individuals, or processing of large sets of special categories of data or intensive methods of data processing (such as surveillance, predictive modelling, etc.)?	<input type="radio"/>	<input checked="" type="radio"/>
	Does this activity involve further processing of personally collected personal data (including use of pre-existing data sets or sources, merging existing data sets)?	<input type="radio"/>	<input checked="" type="radio"/>
	Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved.	<input type="radio"/>	<input checked="" type="radio"/>
5. Animals	Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved.	<input type="radio"/>	<input checked="" type="radio"/>
	Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/>	<input checked="" type="radio"/>
6. Use EU Countries	Does this activity involve animals?	<input type="radio"/>	<input checked="" type="radio"/>
	Will some of the activities be carried out in non-EU countries?	<input type="radio"/>	<input checked="" type="radio"/>



The screenshot shows the 'Ethics Self-Assessment' section of a proposal form. It includes a text box for 'Ethical discussion of the objectives, methodology and likely impact' and a text box for 'Compliance with ethical principles and relevant legislation'. The 'Yes' radio button for the question 'Does this activity involve processing of personal data?' is selected.

Administrative forms

Proposal ID: 2023-0107010

Access

4 - Ethics & security

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos

Does this activity involve Human Embryonic Stem Cells (hESCs)?

Does this activity involve the use of human embryos?

2. Humans

Does this activity involve human participants?

Does this activity involve interventions (physical data including imaging technology, behavioural treatment, etc.) on the study participants?

Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulations (EU) 2019/1201? (Using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)

3. Human Cells/Tissues (not covered by section 1)

Does this activity involve the use of human cells or tissues?

4. Personal Data

Does this activity involve processing of personal data?

Does it involve the processing of special categories of personal data (e.g. genetic, biometric and health data, sexual identity, ethnicity, political opinion, religious or philosophical beliefs)?

Does it involve profiling, systematic monitoring of individuals, or processing of large sets of special categories of data or intensive methods of data processing (such as surveillance, predictive modelling, etc.)?

Does this activity involve further processing of personally collected personal data (including use of pre-existing data sets or sources, merging existing data sets)?

Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved.

Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved.

Does this activity involve the processing of personal data related to criminal convictions or offences?

5. Animals

Does this activity involve animals?

6. Use EU Countries

Will some of the activities be carried out in non-EU countries?

Ethical discussion of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Compliance with ethical principles and relevant legislation

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU country, they should also be allowed in at least one EU Member State.

For more information on each of the ethics issues - ['How to Complete your Ethics Self-Assessment'](#).



## Part A – Ethics and security (3)

Please indicate, by answering **Yes** or **No** to all the questions in the **Security issues table**, if the proposed activity will use and/or generate information which might raise security concerns.

### Administrative forms

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### Security issues table

?

1. EU Classified Information (EUCI) <sup>2</sup>		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Misuse		Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Other Security Issues		Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	

If an answer is Yes, then indicate in the adjacent box at which **page** in your technical annex further information relating to that issue can be found.

<sup>2</sup>According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States.

<sup>3</sup>Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

<sup>4</sup>EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

# Validation

Click the **Validate** to check your data. Errors and warnings will be listed at the end of the form.

The screenshot shows the 'Funding: Submission Service' interface. At the top, there's a progress bar with steps: 'Sign', 'Type a submission', 'Create proposal', 'Propose', and 'Review'. The 'Propose' step is currently active. Below the progress bar, there's a 'Proposed form' section with various input fields and a 'Validate' button highlighted with a red box. The 'Validate' button is located at the bottom right of the form, next to a 'Back' button.



**Error fields** will be highlighted in **red**, whereas **warnings** will be highlighted in **yellow**.

The screenshot shows the 'Validations' panel. It contains two sections: 'Error fields' and 'Warnings'. The 'Error fields' section is highlighted with a red border and contains a message: 'Your proposal cannot be submitted until the errors below are corrected'. Below this, there's a list of error categories: 'Part A Form', 'Budget - 1 error(s)', 'Ethics - 1 error(s)', 'General information - 1 error(s)', 'LMT - 1 error(s)', and 'Other questions - 1 error(s)'. The 'Part B and annexes' section is highlighted with a yellow border and contains a message: 'This mandatory attachment is missing: Part B'. Below this, there's a section for 'Eligibility warnings' which states: 'Call requires at least 3 participant(s) from different Widening States, currently you have 1'.



## Closing remarks

- **Submit** a final version of your proposal **several days before the deadline!**  
(To avoid system congestion or system incompatibility issues).  
Late proposals will not be accepted.
- You can submit the proposal **as many times as you wish up until the deadline.**  
Each new submitted version will replace the previous one. Once the call is closed, the last submitted version will be the one being evaluated.
- **Avoid** editing (your part of) the proposal with **more than one user** from your organisation at the same time.
- **Do not** edit the proposal in **more than one browser tab/window** at the same time.
- **Save** your changes **frequently!** No data is saved until you click on SAVE.