



Call for Proposals 2007

Practicalities: contractual and financial issues and application

National Information Day
Ministry of Health
Republic of Bulgaria
Sofia, 28 March 2007



Who can submit?

- Participating countries and types of participants
 - The EU 27 Member States
 - Turkey
 - EFTA/EEA: Iceland – Lichtenstein – Norway

What makes a good proposal?

- Logical structure
 - specific objectives
 - activities (work packages)
 - outcomes & deliverables
- Clear relevance to policy context; appropriate technical approach; efficient management
- Budget realistic and balanced between partners
- Reasonable number of partners



Main Partner = Coordinator

- Responsibility to ensure the project implementation as per the grant agreement
- Technical, financial and administrative management responsibility
- Contact point between the agency and the associated partners
- Responsibility, in case of audits, to provide all documentary evidences

Associated partner

- Depending on the action to be performed the main partner may associate a number of other partners
- The associated partners shall ensure all data, reports, financial documents, ... provided for in the grant agreement are delivered to the main partner
- Large numbers of associated partners have proven difficult to manage

Sub-contractor

- The sub-contractor is a service provider to either the main or an associated partner
- Sub-contracting may be required. Awarding sub-contracts can be more cost effective or can be justified by the nature of the action
- The core activities of the action cannot be sub-contracted
- Sub-contractors are no financial contributor to the project
- They have no access nor rights to the results of the action
- Main or associated partners cannot be sub-contractors, but collaborating partners



Collaborating partner

- Increase the technical and scientific quality of the project
- Not mandatory in a project
- No contractual relationship with PHEA
- Cannot neither contribute financially nor in kind to the project; nor receive funding (only travel)



Eligible - non eligible costs & Incomes

Eligible costs

Must be:

- Connected with the subject of the grant agreement
- Necessary for the performance of the action
- Reasonable and justifiable
- Generated during the lifetime of the action
- Actually incurred (& booked in the accounts)
- Identifiable
- Exclusive of any non-eligible costs

Direct Eligible Costs

Directly linked/booked to the action:

- 1) Staff
- 2) Travel and subsistence
- 3) Equipment
- 4) Consumables
- 5) Sub-contracting
- 6) Other costs

Non eligible costs

- Return on capital
- Debt and debt service charge
- Provisions for losses and future liabilities
- Interest owed
- Doubtful debts
- Exchange losses
- VAT, unless the beneficiary can demonstrate its inability to recover it
- Costs declared by a beneficiary and covered by another action
- Excessive or reckless expenditure
- Contributions in kind

Incomes

- The incomes represent the way the costs are funded
 - The beneficiary initially pays for 100% of the costs
 - But the EC shall contribute to reimburse a maximum 60% of the eligible costs (I1)
 - The net contribution of the beneficiary is thus minimum 40% of the eligible costs (I3)

Incomes (2)

- The beneficiary has the option to seek alternative ways of funding via third parties (I5)
- The beneficiary may count on incomes produced by the project (I4)
- Other current grants may already cover part of the costs (I6)



Application form

Hard / Software Requirements

- XP SP2; Vista; Win2003; Win2000 SP4; OSX PowerPC 10.4.4; OSX Intel 10.4.4
- Processor: Pentium III; PowerPC G3
- RAM: 256 MB (512 recommended)
- HD: around 150 MB
- CD burner
- Adobe Reader ver. 8.0



Reader v.8 and v.7

- Problems in v.7 (file size, print size, RAM, opening in IE)
- Only version 8.0 supported (next versions should open it)
- Get the form at http://ec.europa.eu/phea/calls/call_for_proposals_en.html
- Application form or complete file
 - [email](#) for information on updates

Presentation of the form

- 1 part only
- Dynamic PDF technology
 - Information is encoded only once
 - Automatic calculations
 - Uniformity of submitted projects
- 1 language
 - EN
- Main partner has to fill in the form

Presentation of the form

Call for Proposals 2007

Programme of Community Action in the field of Public Health (2003-2008)

In order to provide you with information on updates or developments around this Call, we invite you to register with us using the form below.

Since this does not represent an obligation, you can leave the field empty. All data will be used only for the purpose described above.

Register for updates

E-mail

Submit and Download the file

How to fill in the form

- Open the form (Adobe Reader 8.0)
- You can save/close and re-open your document as often as you need
- You may type your text in any word processors and copy it into the form

Dynamic structure

- Depending on number of partners, number of calculations by post, updates, saving, printing - it may take some time
- Dropdown lists
- Highlighted fields
- Associated partners: Cancel/Clear instead of Delete

Field types

- Mandatory fields
 - All fields in red & marked with an asterisk (*)
- Text fields
 - All limited (see the guide)
- Date fields
 - Always use the format yyyy-mm-dd

Field types

- Numeric field format
 - Amounts (no decimal allowed)
- Drop down lists
 - Priority area, Duration, Country... Date fields
- Automatically completed fields
 - Striped bright zones ([calculation](#) & partners information)...

Field types

- Dynamic fields:
 - number of partners;
 - number of work packages;
 - specific objectives and deliverables
 - budget

Validation

- Validation button
- Only on mandatory fields
- Calculation (Budget breakdown by partner)
 - Amounts appear in red when:
 - **Balance is not null**
 - **EU contribution exceeds 60%**
 - **Overheads exceed 7% of expenses**
 - **Total income = 0**

Lock the form

- Validate data
- Verify if the information is correct
- Save it!
- Lock the document
- A reference number will appear
- Save as
- Form can no longer be changed!



Evaluation criteria

General principles

- Co-financing rule
- Non-profit rule
- Non-retroactivity rule
- Non-cumulation rule

General principles

- Calls of the Public Health Programme are competitive
- Projects are compared both to the work programme and among themselves: marks will yield position on ranking list

Three categories of criteria

- **Exclusion Criteria**
the applicant's eligibility + completeness of proposal
- **Selection Criteria**
financial and operational capacity
- **Award Criteria**
quality of the project taking into account its cost



Award Criteria

Any Community funded Project evaluation has to address 3 sets of elements:

- Technical quality
- Management quality
- Relationship with Community policies

Technical quality 1

- Evidence base

description of the problem analysis, the factors, the impact, the effectiveness and applicability of measures proposed

- Content specification

aims and objectives, target groups including relevant geographical factors, methods, anticipated effects and outcomes

- Innovative nature, technical complementarity

avoidance of duplication of other existing actions at EU level

Technical quality 2

- Evaluation strategy
 - kind and adequacy of methods proposed and indicators chosen
- Dissemination strategy
 - adequacy of envisaged strategy and methodology proposed to ensure transferability of results and sustainability of the dissemination

Management quality (including budget)

- Planning and organisation of the project
 - description of activities, timetable and milestones, deliverables, nature and distribution of tasks, analysis of risk
- Organisational capacity
 - description of the management structure, staff's competencies, responsibilities, internal communication, decision making, monitoring and supervision

Management quality 2

- Quality of partnership
 - extensiveness, roles and responsibilities, relationships among the different partners, synergy and complementarity of project partners and network structure
- Communication strategy
 - planning, target groups, adequacy of channels used, visibility of EU co-funding

Management quality 3

- Overall and detailed budget
 - it must be relevant, appropriate, balanced and consistent in itself, between partners and with the specific objectives of the project
 - it should be distributed within partners at a minimum reasonable level, avoiding excessive fragmentation

- Financial management
 - description of the financial circuits, responsibilities, reporting procedures and controls

Policy and context relevance 1

- Contribution to the PH Programme and Annual work plan
- Strategic relevance to the existing knowledge and health status
- Adequacy of the project with social, cultural and political context in which they are implemented

Policy and context relevance 2

- Added value at European level
 - impact on target groups, long term effect and potential multiplier effects such as replicable, transferable and sustainable activities
 - contribution to, complementarity, synergy and compatibility with EU relevant policies

Policy and context relevance 3

- Pertinence of the geographical coverage
 - In respect of the project's objectives, the role of the eligible countries as partners and the relevance of the project resources or target populations they represent
 - national, sub-national or regional dimension proposals will be rejected

For other questions

- http://ec.europa.eu/phea/calls/call_for_proposals_en.html
- Frequently asked questions
- Helpdesk:
 - Telephone: +352 - 4301 - 37707
 - Fax: +352 - 4301 - 30359
 - E-mail: phea-php-calls@ec.europa.eu