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**Contracting Authority: Central Project Management Agency
(Lithuania)**

www.cpva.lt

**EU4BELARUS:
SUPPORT FOR ADVANCED LEARNING AND TRAINING
(SALT III)**

Academic Research Project Grants

**Guidelines
for grant applicants**

Deadline for submission of full applications:

17 March 2025 at 13:00 EET/UTC+ 2

Reference: NDICI-GEO-NEAR/2023/444-419



CENTRAL PROJECT
MANAGEMENT
AGENCY

List of Acronyms

CPVA	Central Project Management Agency, acting as a Contracting Authority
CSO	Civil Society Organisation
EaP	Eastern Partnership
EC	European Commission
ENI	European Neighbourhood Instrument
EEA	European Economic Area
EU	European Union
EUD	European Union Delegation
EU4Belarus SALT	EU4Belarus Programme implemented by CPVA under Contribution agreement No ENI2021/423-841
EU4Belarus SALT II	EU4Belarus Programme implemented by CPVA under Contribution agreement No NDICI-GEO-NEAR/2022/434-092
EU4Belarus SALT III	EU4Belarus Programme implemented by CPVA under Contribution agreement No NDICI-GEO-NEAR/2023/444-419/PC-26461
MS	European Union Member State
NGO	Non-governmental Organization
PhD	Doctor of Philosophy, an academic degree
PRAG	Practical guide on contract procedures for European Union external action
UA	Ukraine
UK	United Kingdom

NOTICE

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission.

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), national legislation of the state of the contracting authority and with the provisions of the respective financing agreement for the purposes of execution of recruitment and selection procedures as well as implementation of the grant contract.

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission, and subsequently by the Central Project Management Agency (CPVA) acting as a contracting authority. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the represented body they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

Details concerning processing of your personal data by the Commission and contracting authority are available on the privacy statement at: <https://www.cpva.lt/en/protection-of-personal-data/558>

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the applicant’ sent together with the full application.

Online submission via “SUBMITTABLE”

To apply for this call for proposals, organisations submit their application via electronic platform “Submittable” (see section 3.1.1. of the guidelines). The aim of “Submittable” is to increase the efficiency of the management of the call for proposals and to offer a better service through a new panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

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1. EU4BELARUS: ACADEMIC/RESEARCH PROJECT GRANT SCHEME

1.1. Background

In December 2021 the European Commission adopted the European Union financed Programme/special measure “EU4Belarus: Reinforcing Resilience and Democratisation” with the overall objective to reinforce the resilience and capacity among the Belarusian people affected by the political crisis to achieve democratic changes in Belarus.

As part of this special measure, EU4BELARUS: Support for Advanced Learning and Training (hereinafter – SALT III) concerns the implementation of one of the special measure’s components targeting education sector. SALT III programme is specifically designed to establish support schemes for Belarusian students, lecturers, scientists, and young professionals who have faced repression and persecution. In the framework of SALT III programme, a support scheme has been foreseen to provide a support to Belarusian university professors and researchers to undertake collective research projects and participate in international research programmes. The scheme is intended to enable Belarusian academic staff to consolidate and preserve the Belarusian academic community and its integration in the common European educational space by promoting international cooperation. The support scheme is administered by Central Project Management Agency (CPVA), who acts as a contracting authority, and implemented in close collaboration with the independent Belarusian civil society organisations.

1.2. Objectives of the programme and priority issues

The **global objective** of this call for proposals is to support Belarusian academic staff to support their joint projects with academic staff from EU-based higher education institutions and/or Belarusians who have not left the country.

The **specific objective** of this call for proposals is to provide opportunities for consolidating and preserving the Belarusian academic community and its integration in the common European educational space by promoting international cooperation through academic research project grants.

1.3. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR 965.000. The contracting authority reserves the right not to award all available funds or increase the budget during the assessment stage if additional funds should become available per decision of Contracting Authority.

The grant scheme is structured in 2 lots as follows:

Lot 1. Academic research projects in the field of Humanities and Social sciences.

Lot 2. Academic research projects in the fields of all other sciences.

Indicative allocation of funds by lot

Lot 1: EUR 480.000

Lot 2: EUR 485.000

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to another lot, announce another open call or not to allocate the whole amount of the specific lot at all.

Size of grants:

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount for Lot 1 and Lot 2: EUR 50.000 (for all sciences)
- maximum amount for Lot 1: EUR 80.000 (for Humanities and Social sciences)
- maximum amount for Lot 2: EUR 121.250 (for other sciences)

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 80% of the total eligible costs of the action.
- Maximum percentage: 95% of the total eligible costs of the action (see also Section 2.1.5.).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund¹.

2. RULES FOR THE CALL OF PROPOSALS: ELIGIBILITY CRITERIA

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).²

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors (2.1.1. – 2.1.3.):
 - the ‘**lead applicant**’, i.e. the entity submitting the application form;
 - if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’**);
 - and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s);
2. the actions (2.1.4.):
 - actions for which a grant may be awarded;
3. the costs (2.1.5.):
 - types of cost that may be considered in setting the amount of the grant.

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

¹ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

² Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

- be a legal entity **and**
- be non-profit **and**
- be a specific type of organization such as: university or other academic institution (like institutes of National Academy of Sciences, etc.) established in³ a Member State of the European Union **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- propose a research team according to the criteria set out in Section 2.1.4.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the PRAG.

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the PRAG, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 15 000 or less, no declaration on honour is required. See Section 2.4.

In Part B of the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Co-applicant(s)

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria:

- be a legal entity **and**
- be a specific type of a research organization such as: university, academic institution, research institution, think tank, etc. **and**
- be non-profit **and**

³ To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

- be established in⁴ a Member State of the European Union **and**
- be directly responsible for the preparation and management of the action with the lead applicant and affiliated entity(ies), not acting as an intermediary **and**
- propose at least one member to the research team.

Co-applicants must sign the mandate form (Annex M).

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator).

- (3) In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

2.1.2. Affiliated entities

The lead applicant and its co-applicant(s) may act with affiliated entity(ies). **Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control.
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant.
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate, or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall, as a general rule, be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called ‘sole

⁴ To be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.

applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant.
- Entities that receive financial support from the applicant.
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets.
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a 'sole applicant' as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).

They must sign the affiliated entity(ies) statement (Annex N).

2.1.3. Associates and contractors

The following entities are not applicants nor affiliated entities and do not have to sign the 'mandate for co-applicant(s)' or 'affiliated entities' statement:

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, except for per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 3 — 'Associates participating in the action' — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

Definition

An action is a research project for which a grant application has been submitted. An action is composed of a set of activities.

Duration

The initial planned duration of an action must be between 6 months and 18 months.

Sectors or themes

Applications shall be submitted in the fields of the sciences stated in Section 1.3.

Research team composition

To implement the action, application shall include a research team composed of team members proposed by the lead applicant and co-applicant which meets the following criteria:

- i. includes at least one present or former citizen of Belarus⁵, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).
- ii. includes at least one researcher that has worked in European academic institutions not less than 4 years before the application for this call of proposals.
- iii. includes a leader of the research team who has a PhD or equivalent.

The team must collectively fulfil the criteria listed above. One individual team member may meet more than one of the above criteria or these criteria may be fulfilled by multiple individuals within the team. Additional team members who do not meet criteria (i, ii, iii) are permitted, provided the team as a whole satisfies the requirements outlined above.

Applicant (or, where applicable, its co-applicant(s) and (or) affiliated entity(ies)) and (or) research team members cannot receive funding from any other scheme in EU4BELARUS SALT, SALT II, SALT III programmes (scholarships, fellowships, grants, etc.) for the same action and/or research topic. The Contracting Authority leaves the right to request additional documents during the evaluation process in case of doubt. If such case is identified, applicant (or, where applicable, its co-applicant(s) and (or) affiliated entity(ies)) and (or) research team members may choose to cancel other funding sources if application under proposed Action is recommended for award.

If applicant (or, where applicable, its co-applicant(s) and (or) affiliated entity (ies)) and (or) research team members are granted alternative funding from any other scheme in EU4BELARUS SALT, SALT II, SALT III programmes (scholarships, fellowships, grants, etc.) for the same action and/or research topic during the implementation of the Action, the Contracting Authority must be informed in writing as soon as the fact becomes known. The Contracting Authority leaves the right to request additional documents and decide whether alternative funding is acceptable or acceptable with conditions, or not acceptable.

Location

⁵ Applicants, who lost or renounced their Belarusian citizenship after August 2020, or do not have valid Belarusian passport at the time of Application submission, must present documental evidence of valid Belarusian citizenship at the time of August 2020.

Activities related to dissemination of project results to the scientific community and other relevant stakeholders must take place in the European Union.

A reminder that in compliance with eligibility requirements, set out in section 2.1.1, applicant (and any co-applicants if applicable) must be established in a Member State of the European Union, therefore it is assumed that action itself and research within will be carried out in the Member State(s) of the European Union.

Type of action

- Academic and scientific research or study. Comparative and interdisciplinary research is welcome.

The following type of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses.

Types of activity:

- all research-related activities (methodology development, data collection and analysis, preparation of research outputs, laboratory research, testing, conducting interviews, working in library, etc.);
- organising conferences, seminars, workshops, or other events to promote research results;
- attending conferences, seminars, workshops to present research results;
- publishing of research results in the scientific and mass media sources.

Expected outputs:

- scientific outputs (e.g., a monograph, study, peer-reviewed articles, etc.) (mandatory⁶);
- policy-related outputs (e.g. policy briefings);
- dissemination outputs (e.g., dissemination of project results to the scientific community and other relevant stakeholders at conferences, workshops, seminars, media sources, etc.).

Financial support to third parties⁷

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the

⁶ The research project must produce research outputs. Please note, that if scientific outputs are not foreseen in the application, the application may be rejected on that sole basis and the application will not be evaluated further.

⁷ These third parties are neither associates nor contractors.

European Commission ([Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](#)).

Number of applications and grants per applicants /affiliated entities

The lead applicant may submit more than 1 application under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals.

The lead applicant may be a co-applicant or affiliated entity in another application at the same time.

A co-applicant/affiliated entity may be the co-applicant or affiliated entity in more than 1 application under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

Research team leader proposed by the applicant may only be a research team leader in no more than 1 application at the same time under this call for proposals.

Research team members proposed by the applicant may only be research team members in no more than 1 application at the same time under this call for proposals.

2.1.5. Eligibility of costs: costs that can be included

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

Reimbursement of eligible costs that may be based on any or a combination of the following forms:

(i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);

(ii) one simplified cost option (see below):

- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing because of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions (see Annex II) to the standard grant contract (see Annex G of the guidelines).

Subject to this article, only the following direct costs of the Beneficiary(ies) shall be eligible:

- gross salaries including social security charges and other remuneration-related costs (excluding bonuses) of the research team members or service contracts with research team members assigned to the Action (section 2.1.4 of the Guidelines for Applicants) and project management and administration staff in charge for the implementation of the Action, (e.g. project manager, financial manager, technical project coordinator, etc.);
- costs related to research team members' participation in events:

- ✓ conferences, seminars, workshops and other fees;
- ✓ travel and subsistence costs for staff and other persons taking part in the Action not exceeding those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded);
- ✓ costs of events (seminars, workshops, and etc.) organised by the applicant and directly related to the awarded grant;
- costs of equipment, supplies, consumables and services needed for the implementation of the action (e.g. rent of equipment, acquiring of materials, supplies, etc); peer-review and editing costs of project results;
- publishing, translation, editing, visibility fees;
- software essential for project implementation;
- audit verification costs;
- duties, taxes and charges, including VAT related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;
- financial services (bank guarantee costs, etc.).

Costs of rent and purchase of research equipment, supplies, consumables and services should not exceed 15 % of the total eligible costs.

The project management and administration staff costs shall not exceed 10% of total direct costs.

The costs of guarantees or suretyship services for the initial pre-financing payment provided by financial institutions or insurance undertakings shall be included in the budget of the Action by applicants which are not public bodies (as identified in Legal Entity Form in Annex D). In final evaluation stage Contracting authority will decide necessity of guarantee (special payment conditions could be foreseen in cases when applicant can factually prove that applicant cannot obtain bank guarantee).

If the applicant is deemed as not requiring submitting the guarantee, the total budget amount will not be reduced, and the amount intended for the bank guarantee will be redistributed to other budget categories.

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by any external body authorised by the Contracting Authority regardless of size of the grant amount or duration of the action. The expenditure verification costs must be included in the action's budget (Annex B).

Contingency reserve

The budget may not include a contingency reserve.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible if they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Ineligible costs

The following costs are not eligible:

1. project office costs;
2. debts and debt service charges (interest);
3. provisions for losses or potential future liabilities;
4. costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
5. purchases of land or buildings;
6. currency exchange losses;
7. in kind contributions (including volunteers' work);
8. bonuses included in costs of staff;
9. negative interest charged by banks or other financial institutions;
10. credit to third parties.

2.1.6. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

3. RULES FOR THE CALL OF PROPOSALS: HOW TO APPLY AND THE PROCEDURES TO FOLLOW

3.1. Open call for proposals

3.1.1. Application form

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). The grant application form includes the templates for a concept note and a full application. Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Applicants must apply **in English**.

The full application form should be fully filled in and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the grant application form and its filled annexes (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

The following documents have to be submitted together with the application form:

1. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicant (i.e. by the lead applicant and by each co-applicant, if any), accompanied by the justifying documents requested there.
2. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity.
3. A copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed⁸. A copy of the latest account is not required from the co-applicant(s) (if any).
4. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be in the EU. *If properly justified (by the applicant) cases, documents pertaining to this requirement could be submitted after the submission of the Application form but before Grant Contract signing, if so decided by Contracting Authority*".
5. Declaration on honour: the lead applicant as well as all co-applicants shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG). The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)⁹ by an authorised representative of the signatory.
6. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 2.5.6 of the PRAG¹⁰).
7. Declaration of honour on VAT eligibility from the entity concerned accompanied by an expert statement (e.g. by a lawyer, auditor etc.) (Annex J and Annex J1). *If properly justified (by the applicant) cases, documents pertaining to this requirement could be submitted after the submission of the Application form or even after the Grant Contract signing, if so decided by Contracting Authority*.
8. Curriculum vitae of all research team members which include education and employment history, list of most important publications for the last 10 years, experience in carrying out research projects and other information relevant within this call of proposals.
9. Declaration of lead applicant (Annex O).
10. If applicable, mandate for co-applicant(s) (Annex M) and affiliated entity(ies)'s statement (Annex N).
11. Declaration concerning receipt of operating grant (Annex P).
12. A detailed information about persecutions and/or repressions on political grounds experienced by Belarusian research team member(s) (if applicable), date and reasons for leaving Belarus, previous positions held at Belarusian academic institutions including dates and reasons for leaving or being fired from the mentioned institutions. The description of this information should be tailored to each Belarusian individual separately (up to 7000 characters). Please provide any available supporting documents that demonstrate that the Belarusian research team member(s) has been

⁸ This obligation does not apply when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.1, point 1.

⁹ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

¹⁰ Applicants and co-applicants who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire.

under threats, actual persecution /repression, or risks of threatening, persecution, repressions on political grounds (based on official protocols or other documents, such as reference letters issued by independent civil society organisations, human rights activists, members of Coordination Council, etc.)

Documents must be supplied in digital format of (photocopies, scanned, pdf) (i.e. showing legible stamps, signatures and dates) of the said originals. Curriculum vitae and information on repressions/persecutions, reasons for leaving Belarus, etc. may be provided in free format along with supporting documents.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)', relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected. .

3.1.2. Where and how to submit applications

Applications must be **submitted ONLY online via electronic system “Submittable”**. The link to the submission is [SUBMIT APPLICATION](#).

To submit the application the applicant should register to the electronic system “Submittable”.

Upon submission of the application online, the lead applicant will receive an automatic confirmation of receipt and other notifications related to specific actions such as submission status changes, requested additional form, etc. (<https://submittable.help/en/articles/4926006-what-notifications-should-i-expect-to-receive-from-submittable-as-a-submitter>).

A tutorial how to use the Submittable and open an account can be found [HERE](#).

For any other uncertainties, the information can be found [HERE](#).

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist.

3.1.3. Deadline for submission of applications

The deadline for the submission of applications is 17th March 2025 13:00 Eastern European Time.

Applicants are strongly advised not to wait until the last day to submit their applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The contacting authority cannot be held responsible for any delay due to such difficulties.

Any application submitted after the deadline will be rejected.

3.1.4. Further information about applications

A pre-recorded information video session on this call for proposals will be made available [HERE](#).

Questions may be sent no later than 21 day before the deadline for the submission of applications [HERE](#), indicating clearly the reference of the call for proposals. The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications. To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, and affiliated entities an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website where the call was published <https://eu4belarus.info/>, as the need arises. It is therefore advisable to consult the abovementioned website regularly to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

Any complaints during the submission period are listed [HERE](#).

3.1.5. Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 1 of Part B of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

Each application will be evaluated by two external experts. If the total score of the experts for the same application differs more than 20 scores, the application will be assessed by the third external expert.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 0 and 5 as follows: 0 = not provided; 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

1. Relevance of the action	Sub-score	Max 20 score	Comments
1.1 How relevant is the action to the global objective ¹¹ and specific objective ¹² of the call for proposals stated in the guidelines for applicants?	5x2**		
1.2 How clear and based is the problem addressed in the action and has it the potential to contribute to solving this problem? The extent to which the idea of the action is in line with the problem and situation analysis described. The extent the objectives of the action correspond to the identified and formulated problem.	5		
1.3 What new the action will bring to the relevant field of science and research? Is the proposed action can advance in solving the problem formulated in the proposal and bring valuable results? What added value it will create (e.g., innovation, new methods, approaches, best practice, practical value, social, economic or other benefit, etc.).	5		
Total sub-score (1)			

¹¹ The **global objective** of this call for proposals is to support Belarusian academic staff to support their joint projects with academic staff from EU-based higher education institutions and/or Belarusians who have not left the country.

¹² The **specific objective** of this call for proposals is to provide opportunities for consolidating and preserving the Belarusian academic community and its integration in the common European educational space by promoting international cooperation through academic research project grants.

2. Design of the research	Sub-score	Max 30 score	Comments
2.1 How coherent is the overall design of the action? Does the action indicate the expected results? Is the methodology of the research clear and relevant in achieving the expected results? Do the objectives, activities and methods chosen are well connected to achieve the expected results? Does the action include appropriate activities for dissemination of research results?	5x2**		
2.2 Does the research team proposed has the capacity to implement the action?	5		
2.3 Does the proposal include valid risk analysis and mitigation?	5		
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5		
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as human rights, gender equality, democracy, good governance support to youth, environmental sustainability?	5		
Total sub-score (2)			
TOTAL SCORE (1)+(2)		max 50	

**this score is multiplied by 2 because of its importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of concept notes, the contracting authority will send letters (via e-mail) to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

Each application will be evaluated by two external experts. If the total score of the experts for the same application differs more than 30 scores, the application will be assessed by the third external expert.

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 0 and 5 as follows: 0 = not provided; 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

EVALUATION GRID

Section	Maximum Score	Comments
1. Financial and operational capacity of the applicant and capacity of the research team	25	
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of technical expertise, management capacity (including project management, staff, equipment and ability to handle the budget for the action)?	5	
1.2 Does the lead applicant have stable and sufficient sources of finance?	5	
1.3 Does the proposed research team leader has sufficient experience of research project management?	5	
1.4 Do the research team members, including the team leader, have sufficient knowledge and experience in the research topic?	10	
2. Relevance	20	
<i>Score transferred from the Concept Note evaluation</i>		

3. Design of the action and implementation approach	30	
3.1 Does the action reflect a robust analysis of the problems involved: summarizes or discusses relevant prior research, identifies unresolved or new issues that the current research will address?	5	
3.2 How coherent is the design of the action ? Does the proposal indicate the results to be obtained in the research? Does it describe the collection of data, analyses, methods, experiments, and overall research process? Are the research activities proposed appropriate, practical, and consistent? Is the overall proposal coherent and provides rationale to achieve the expected results?	5	
3.3.Does the proposed research project generate innovations being it a product, process or service innovation? Does the method and techniques used in the study correspond to the current level of development of the relevant field of science?	5	
3.4 Does the research project contribute to the development and transfer of new knowledge about the research topic? Will it contribute to the development of the relevant scientific field?	5	
3.5 Does the proposal and Logical Framework include credible baseline, targets and sources of verification of the research results? If not, is a baseline study foreseen?	5	
3.6 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5	
4. Sustainability of the action	10	
4.1 Are the expected results of the proposed action sustainable and will continue to create value after the project ends? Will they be made relevant after completion of the action to be replicated, adapted, or expanded to reach more beneficiaries, locations, or sectors, while maintaining quality and effectiveness?	5	
4.2 Does the application include relevant risk analysis and mitigation plan?	5	
5. Budget and cost-effectiveness of the action	15	
5.1 Are the activities appropriately reflected in the budget?	5	
5.2 Is the project cost-effective and will achieve the expected results while following sound financial management principles? Are all budgeted costs eligible as per article 2.1.5 of these guidelines; is	10	

clarification and justification sufficient to support the need for costs and understand cost composition?		
Maximum total score (1)+(2)+(3)	100	

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If two or more applications get the same score and are at the bottom and below of the available budget for this Call of Proposals line, the Contracting Authority may take a decision to apply additional priority criteria. If both or more applications would be equal in the light of the first criterion, the next criteria will be applied:

Criterion 1: having a bigger number of politically vulnerable Belarusian persons engaged into the research team¹³,

Criterion 2: focusing to Belarus as a topic of the research,

Criterion 3: having earlier application submission date.

All applications ranked below of the available budget for this Call of Proposals line will form a reserve list. It will be used in case if more funds become available or any applications would be rejected during the next evaluation step (STEP3).

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.1.). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 5 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

3.2. Submission of supporting documents

The lead applicant should submit the documents listed in Section 3.1.1 of the guidelines for applicants.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

¹³ Referrers to the eligibility criteria on the Section 2.1: Includes at least one present or former citizen of Belarus, who has left Belarus since no earlier than August 2020 due to repression or persecutions on political grounds and who is currently affiliated as researcher, PhD student and/or lecturer at European (EU, EEA, UK, EaP countries) university or research institution, including think tanks, or who had been affiliated as researcher, lecturer or PhD student in Belarusian university or research institution, and has lost his/her position because of political reasons and repressions no earlier than August 2020 (concerns both those remaining in Belarus and in exile).

NB: In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above-mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

3.3. Notification of the Contracting Authority's decision

3.3.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See 1.5.2. of the PRAG.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

3.3.2. Indicative timetable

	DATE	TIME
1. Pre-recorded information video session	20 December 2024	More details will be provided HERE
2. Deadline for requesting any clarifications from the contracting authority	24 February 2025	22 days before submission deadline
3. Last date on which clarifications are issued by the contracting authority	7 March 2025	11 days before the submission deadline
4. Deadline for submission of applications	17 March 2025	13:00 EET//UTC+2
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	7 April 2025	-
6. Information to lead applicants on the evaluation of the full applications (Step 2)	12 May 2025	-
7. Notification of award (after the eligibility check) (Step 3)	16 June 2025	-
8. Contract signature	21 July 2025	-

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure.

3.4. Conditions for implementation after the contracting authority's decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

3.5. List of annexes

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form online ([SUBMIT APPLICATION](#))
- Annex B: Budget (Excel format)
- Annex C: Logical framework
- Annex D: Legal entity form
- Annex E: Financial identification form
- Annex H: Declaration on Honour
- Annex J: Declaration of honour on VAT eligibility
- Annex J1: Confirmation of eligibility of VAT for expert
- Annex L: Self-evaluation questionnaire on SEA-H
- Annex M: Mandate for co-applicant(s)
- Annex N: Affiliated entity(ies)'s statement
- Annex O: Declaration of lead applicant
- Annex P: Declaration concerning receipt of operating grant

DOCUMENTS FOR INFORMATION¹⁴

¹⁴ These documents should also be published by the contracting authority.

Annex G: Standard grant contract
Annex II: General conditions
Annex IV: Procurement rules for beneficiaries
Annex V: Standard request for payment
Annex VI: Model narrative and financial report
Annex VII: Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
Annex VIII: Model financial guarantee
Annex IX: Standard template for transfer of ownership of assets
Annex X: Action status summary report¹⁵
Annex XI: VAT questionnaire¹⁰

Annex I: Daily allowance rates (per diem), available at the following address¹⁶:

https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-intervention/diem-rates_en?keyword=per%20diem%20rates

Annex K: Guidelines for assessing simplified cost options

https://wikis.ec.europa.eu/download/attachments/44169123/e3a2_guidelines%20SCO%20Annex%20K_en.docx

Annex J: Information on the tax regime applicable to grant contracts

https://wikis.ec.europa.eu/download/attachments/44169123/e3a1_guidelines_annexJ_en.doc

3.6. Useful links

Project Cycle Management Guidelines

https://ec.europa.eu/international-partnerships/funding/managing-project_en

The implementation of grant contracts

A Users' Guide

<https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235>

Financial Toolkit

https://ec.europa.eu/international-partnerships/financial-management-toolkit_en

Please note: the toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

* * *

¹⁵ Optional. Could be annexed to Grant Contract if specific special conditions are applicable based on the properties of applicant or chosen payment schemes

¹⁶ Please be advised, that Grant Contract will use the per-diem rate, applicable at the moment of Grant Contract conclusion, therefore it is possible, that indicated rates could be updated during the period between Application submission and conclusion of the Grant Contract, and values would be updated accordingly without increasing the total amount of action budget.