



EUROPEAN COMMISSION  
EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Health Unit

Luxembourg,  
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## **2013 CALL FOR PROPOSALS FOR PROJECTS**

### **SECOND PROGRAMME OF COMMUNITY ACTION IN THE FIELD OF HEALTH (2008-2013)**

#### **1. BACKGROUND AND PURPOSE OF THIS CALL**

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008-2013)<sup>1</sup>. This programme entered into force on 1 January 2008 and 2013 will be its last year.

The second Health Programme is intended to complement, support and add value to the policies of the Member States and to contribute to increased solidarity and prosperity in the European Union. The Programme's objectives are

- to improve citizens' health security;
- to promote health, including the reduction of health inequalities and
- to generate and disseminate health information and knowledge.

The 2013 work plan<sup>2</sup> sets out details of the financing mechanisms and priority areas for action to implement the programme, and is available at [http://ec.europa.eu/health/programme/docs/wp2013\\_en.pdf](http://ec.europa.eu/health/programme/docs/wp2013_en.pdf) The present call relates to the financing mechanism "project grants"<sup>3</sup>.

Interested parties active in the field of public health are invited to submit an application to the Executive Agency For Health and Consumers ('Executive Agency' or 'contracting authority'), through this call for proposals for projects, in accordance with the provisions of Annex I point 3.1, Annex II and Annex VII of the 2013 work plan and this call text, in order to pursue the objectives of the second Health Programme.

The areas for funding, the eligibility, exclusion, selection and award criteria, the procedures for application and approval and the indicative amounts are described below.

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<sup>1</sup> Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a second programme of Community action in the field of health (2008-2013), OJ L 301, 20.11.2007.

<sup>2</sup> Commission Implementing Decision of 28 November 2012- 2012/C 378/07, OJ 8 December 2012, pag. 6

<sup>3</sup> The provisions of the 2013 Work Plan and those of the present call for proposals are complementary and mutually explanatory. Nevertheless, in case of ambiguities or discrepancies between the provisions of the 2013 Work Plan and those of the call for proposals the former will take precedence over the latter.

## 2. OBJECTIVES

Chapter 4 of Annex I of the 2013 work plan sets out the priority areas for projects to be implemented through the present call. Only project proposals which directly correspond to the topic and description given in sections 4.1 and 4.2 of Annex I of the 2013 work plan and where "Project grants" is indicated as the financing mechanism will be considered for funding. Therefore, 5 areas for proposals for projects are announced with the present call document. For the calls where only one project will be funded **an application form with the priority area already inserted** is published together with the present call for proposals. Within each call, it is not possible to submit project applications covering other topics or priorities than the ones for which the call is launched.

## 3. TIMETABLE

The final deadline for the submission of proposals is **22 March 2013** (date of post stamp).

	Stages	Date/period
a)	Publication of the call	20/12/2012
b)	Deadline for submitting applications	22/03/2013 (date of post stamp)
c)	Evaluation period (indicative)	25/03/2013 – 21/06/2013
d)	Information to applicants (indicative): Notification letter (results of the evaluation) Official letter (award decision)	 ≥ 24/06/2013 ≤ 22/09/2013
e)	Signature of grant agreement (indicative)	≤ 22/12/2013
f)	Starting date of the action (indicative)	≥ 01/01/2014

## 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 12 330 900. The indicative amount available per call is indicated in the table 'Eligible activities' under point 6 below.

Proposals requesting more than 60% co-funding will need to comply with the criteria for exceptional utility, specified in points 1 and 2 of the Annex VII of the 2013 work plan.

## 5. ADMISSIBILITY REQUIREMENT

- Applications must be sent (dispatched) no later than 22 March 2013 (date of post stamp).
- Applications must be submitted in writing (see section 14), using the application form available online on the EAHC web-site.

- Applications must be drafted in one of the EU official languages.

In principle, project proposals may be submitted in any official language of the European Union. However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another EU official language. Therefore, if the proposal will be presented in another language than English, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in the chosen EU official language and in English.

Failure to comply with those requirements will lead to the rejection of the application.

## **6. ELIGIBILITY CRITERIA**

### **6.1 Eligible applicants**

Grant applications are eligible if submitted by:

- legal persons,
- entities which do not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on behalf of the entity and offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

The application shall state the legal status of the applicant.

Affiliated entities may take part in the action only as applicants.

### **Eligible countries**

Only applications from entities established in one the following countries are eligible:

- 27 EU Member States;
- EFTA/EEA countries (Iceland, Liechtenstein, Norway) on the basis of the Agreement on the European Economic Area;
- Entities from other third countries, in particular the European Neighbourhood Policy countries, countries that are applying for, are candidates for or are acceding to membership of the European Union, and the Western Balkan countries included in the stabilisation and association process, may participate in the second Health Programme provided that the necessary agreements are in place. Out of these countries, Croatia has concluded these arrangements with the European Union and participates in the Programme. Therefore, entities from Croatia are considered eligible for funding from the second Health Programme.

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. This should not involve funding from the Programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the Programme (see section 11.2).

Proposals involving only a regional, sub-national or national dimension (i.e. which involves only one eligible country or a region in a specific country) will be automatically rejected and will not be evaluated.

## 6.2 Eligible activities

Below are extracts of priority areas from the 2013 work plan for which project proposals may be submitted. The text describes the specific titles, objectives and expected outcomes to which project proposals have to correspond directly. Proposals which only address the wider subject area without matching the specific description of a given action will not be considered for funding.

Description		Ref. in WP 2013	Indicative amount
<b>IMPROVE CITIZENS' HEALTH SECURITY</b>		3.1	
<i>Develop strategies and mechanisms for preventing, exchanging information on and responding to health threats from communicable and non-communicable diseases (Point 1.1.1 in Annex to Programme Decision)</i>		3.1.1.	
<b>Call 1:</b>	<b>Improve access to early diagnosis of HIV/AIDS and timely treatment and care of most vulnerable groups and in priority regions</b>	<b>4.1.1.1.</b>	<b>€ 1 500 000</b>
Objective and Expected outcome	This action seeks to improve the early diagnosis of HIV/AIDS and provide timely treatment and care for vulnerable groups and in priority regions. This action will develop strategies to improve early diagnosis and to design tools for timely treatment for priority groups and regions. It will look into how best to reach people in need of testing and treatment. It will also promote, disseminate and implement good practice guidelines and manuals in cooperation with health professionals, people living with HIV/AIDS and health and social service providers.		
<b>PROMOTE HEALTH</b>		<b>4.2</b>	
<i>Promote initiatives to increase healthy life years and promote healthy ageing (Point 2.1.1 in Annex to Programme Decision)</i>		4.2.1.	
<b>Call 2:</b>	<b>Addressing chronic diseases and promoting healthy ageing across the life cycle</b>	<b>4.2.1.1</b>	
Objective and Expected outcome	In support of the joint action, project grants will focus on the promotion of healthy lifestyles among the 65+ age group through the prevention of specific risks. This action should promote targeted innovative cost-effective health promotion approaches in older age groups.		<b>€ 1 000 000</b>
<b>Call 3:</b>	<b>Supporting the priorities of the European Innovation Partnership on Active and Healthy Ageing</b>	<b>4.2.1.2</b>	
Objective and Expected outcome	In support of the practical implementation of innovative solutions responding to the priorities of the European Innovation Partnership on Active and Healthy Ageing, project grants will foster pilot actions at local and regional level focusing on the management of multimorbidity among elderly people through integrated care pathways, as well as on		<b>€ 6 000 000</b>

	improving adherence to treatment and prevention of falls and frailty. (1) Implementation of integrated or coordinated interventions for early identification and diagnosis of physical frailty in older persons (2) Implementation of interventions to address polypharmacy		
<i>4.2.2. Support initiatives to identify the causes of, and to address and reduce health inequalities within and between Member States; promote investment in health in cooperation with other Community policies and funds; support cooperation on issues of cross-border care and patient and health professional mobility (Point 2.1.2 in Annex to Programme Decision)</i>		4.2.2	
<b>Call 4:</b>	<b>Pilot networks of cooperation under Directive 2011/24/EU</b>	<b>4.2.2.7</b>	
Objective and Expected outcome	The objective of a pilot network of cooperation between paediatric oncology centres is to implement and further develop the European standards of care for children with cancer.	1 network to be supported	€1 500 000
Objective and Expected outcome	The objective of a pilot network of cooperation between highly specialised neurology, clinical neurophysiology and neurosurgery centres is to promote cooperation and to test and exchange standards and best practices on highly specialised and complex neurological and neurosurgical conditions, such as refractory epilepsy, severe craniofacial conditions, brachial plexus injuries, refractory neuropathic pain, hereditary ataxia and paraplegia, multiple sclerosis and complex cerebro-vascular conditions.	1 network to be supported	€ 1 500 000
<i>Prevention of major and rare diseases (Point 2.2.2. in Annex to the Programme Decision)</i>		4.2.4	
<b>Call 6:</b>	<b>Support to an information network on lung mesothelioma</b>	4.2.4.5	<b>€ 830 900</b>
Objective and Expected outcome	The aim of this action is to support the creation of an information network focusing on best practices for treatment of lung mesothelioma. The pooling of expertise is expected to contribute to reduce costs for individual health systems. This action should exclude European Commission activities on the protection of workers from the risks related to exposure to asbestos at work.		

All projects must:

- have an innovative character and not be of a recurrent nature:

Applicants must also ensure that their projects do not duplicate work already done under the second Health Programme and, where appropriate, of the previous Public Health Programme or other relevant Union funding programmes. Where appropriate, projects should build on work already undertaken at Union level. Details of previously

funded actions are available at <http://ec.europa.eu/eahc>, more specifically in the project database: <http://ec.europa.eu/eahc/projects/database.html>.

- be of sufficient size to enable achievement of ambitious objectives with high European added value and to implement an efficient European added dissemination strategy,
- provide added value at EU level on health: projects are to yield relevant economies of scale, involve an appropriate number of eligible countries in relation to the scope of the project and be applicable elsewhere,
- contribute to and support the developments of EU policies in the field of health.

### **Implementation period**

As a general rule, the maximum duration of project is 36 months. The scheduled starting date (if possible) and duration of the action must be specified in the grant application.

Applications that have already commenced by the date on which the grant application is registered will be excluded from funding from the Health Programme.

In order to assess the eligibility criteria, supporting documents need to be provided: please see section 14.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion from participation:**

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the grant agreement is to be performed;

(e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

(f) they are currently subject to an administrative penalty referred to in Article 109(1).

## **7.2. Exclusion from award:**

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant procedure or fail to supply this information;

(c) find themselves in one of the situations of exclusion, referred to in the above section.

In order to assess the exclusion criteria, supporting documents need to be provided (please see section 14): applicants (main partner and associated partners) must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation<sup>4 5</sup>, filling in the relevant form attached to the application form accompanying the call for proposals. This declaration of honour will be automatically created by the application form based on the entered data. The form needs to be printed and signed by the applicant. **Only original declarations of honour will be accepted.**

## **8. SELECTION CRITERIA**

### **8.1 Financial viability**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

The verification of financial viability will not apply to public bodies, to international organisations or to specialist agencies created by the latter.

The applicants' financial viability will be assessed on the basis of the following supporting documents to be submitted with the application (see also section 14):

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<sup>4</sup> [REGULATION \(EU, EURATOM\) NO 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation \(EC, Euratom\) No 1605/2002](#)

<sup>5</sup> [COMMISSION DELEGATED REGULATION \(EU\) on the rules of application of Regulation \(EU\) No.../2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union](#)

a) for main or associated partner requesting an EU-contribution of  $\leq$  EUR 60 000:

- a declaration on their honour (original) only.

b) for main or associated partner requesting an EU-contribution of  $\geq$  EUR 60 000:

1. a declaration on their honour and,
2. the profit and loss account,
3. the balance sheet for the past two financial year for which the accounts were closed (for newly created entities, the business plan shall be submitted to replace the closed accounts);
4. the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.
5. Financial viability form (if it is not the supporting document mentioned in point 4)

Documents described in points 2-5 will be requested only from applicants having private status.

In addition for a main or associated partner requesting an EU-contribution of  $\geq$  EUR 750 000:

- an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

## **8.2 Operational capacity**

Applicants must have the professional resources, competencies and qualifications necessary to complete the proposed action.

Supporting documents to be provided (see also section 14):

1. Short summary curriculum vitae has to be provided for all relevant professional staff for all partners involved in the proposed action, in the application form in the section foreseen for that purpose (1.2.4).
2. The main partner's most recent annual activity report including operational, financial and technical details.

## **9. AWARD CRITERIA**

As regards the award criteria, each proposal will be assessed according to criteria in the table below, published in the work plan 2013. Only proposals which meet the eligibility, exclusion and selection criteria will be eligible for further evaluation on the basis of the award criteria.

A threshold is set for each of the blocks of the award criteria:

- A. Policy and contextual relevance of the project: threshold is 20 points.
- B. Technical quality of the project: threshold is 15 points.



- C. Management quality of the project and budget: threshold is 15 points.

In addition, for the criterion '(e) Overall and detailed budget including financial management' under the award criterion 'C. Management quality of the project and the budget' the threshold is set at 5 points.

Any proposal that does not reach all the above thresholds will be rejected.

A Policy and contextual relevance of the project 40/100 (threshold: 20)	Proposed Weighting	B Technical quality of the project 30/100 (threshold: 15)	Proposed Weighting	C Management quality of the project and budget 30/100 (threshold: 15)	Proposed Weighting
(a) Project's contribution to meeting the objectives and priorities defined in the work plan for 2012;	8	(a) Evidence base  Applicants must include a problem analysis and clearly describe the factors, impact, effectiveness and applicability of proposed measures	6	(a) Planning and organisation of the project  Applicants must clearly describe the activities to be undertaken, timetable and milestones, deliverables, nature and distribution of tasks, and provide a risk analysis	5
(b) Strategic relevance with regard to the EU Health Strategy <sup>6</sup> and with regard to expected contribution to existing knowledge and implications for health;	8	(b) Content specification  Applicants must clearly describe aims and objectives, target groups, including relevant geographical factors, methods, anticipated effects and outcomes	6	(b) Organisational capacity  Applicants must clearly describe the management structure, competence of staff, responsibilities, internal communication, decision making, and monitoring and supervision;	5
(c) Added value at EU level in the field of public health:  — 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 relevant EU policies and programmes;	8	(c) Innovative nature, technical complementarity and avoidance of duplication of other existing actions at EU level  Applicants must clearly identify the progress the project intends to make within a given field in relation to the state of the art and ensure that there will be neither inappropriate duplication nor overlap, whether partial or total, between projects and activities already carried out at EU and international level	6	(c) Quality of partnership  Applicants must clearly describe the partnerships envisaged in terms of extensiveness, roles and responsibilities, relationships between the partners, and the synergy and complementarity of partners and network structure	5
(d) Pertinence of the geographical coverage  Applicants must ensure that the geographical coverage of the project is commensurate with its objectives, and explain the role of the eligible countries as partners and the relevance of project resources or the target populations they represent.	8	(d) Evaluation strategy  Applicants must clearly explain the methods proposed and indicators chosen and their adequacy	6	(d) Communication strategy  Applicants must clearly describe the communication strategy in terms of planning, target groups, adequacy of channels used, and visibility of EU co-financing;	5
(e) Social, cultural and political context  Applicants must explain how the project relates to the situation of the countries or specific areas involved, ensuring the compatibility of envisaged actions with the culture and views of the target groups	8	(e) Dissemination strategy  Applicants must clearly illustrate the adequacy of the envisaged strategy and methodology to ensure transferability of results and sustainability of dissemination	6	(e) Overall and detailed budget including financial management  Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself, between partners and in relation to the specific objectives of the project. The budget should be distributed between partners at a minimum reasonable level, avoiding excessive fragmentation.  Applicants must clearly describe financial circuits, responsibilities, reporting procedures and controls.	10 (threshold 5)

<sup>6</sup> COM(2007)630 final; [http://ec.europa.eu/health/ph\\_overview/strategy/health\\_strategy\\_en.htm](http://ec.europa.eu/health/ph_overview/strategy/health_strategy_en.htm)

Projects must have an efficient management structure, a clear evaluation process and a precise description of expected results. In addition, they should include a plan for using and disseminating results at EU level to appropriate target audiences.

In order to assess the award criteria, the following supporting documents need to be provided: see section 14.

## **10. LEGAL COMMITMENTS**

Following the evaluation, a list is drawn up of proposals recommended for funding, ranked according to the total number of points awarded. Depending on budget available, the highest ranked proposals will be awarded co-funding.

In the event of a grant awarded, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

Grant agreement: the 2 copies of the original agreement must be signed first by the beneficiary on behalf of the consortium and returned to the Executive Agency for Health and Consumers immediately. The Executive Agency will sign it last.

## **11. FINANCIAL PROVISIONS**

The Financial Regulation and the Rules of Application are the reference documents for the implementation of the Health Programme.

### **11.1. General Principles**

Grants must comply with the following principles:

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

For public bodies: entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC or contracting entities in the meaning of Directive 2004/17/EC shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

## **11.2. Funding form: mixed financing**

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

### **➤ Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 60% of **eligible costs**. In case of exceptional utility up to 80% can be requested (see work plan 2013, Annex VII).

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

### **➤ Eligible costs**

Eligible costs are actually incurred by the beneficiary of a grant and meet all the criteria indicated in Article II.19.1 of the grant agreement.

- Eligible (direct and indirect) costs are indicated in the grant agreement (see Articles II.19.2 and II.19.3, and also listed in the guide for applicants);
- Ineligible costs are indicated in the grant agreement (see Article II.19.4, and also listed in the guide for applicants).

Please note that contributions in kind are not considered eligible cost.

### ➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the documents indicated in the grant agreement.

The calculation of the final grant amount is indicated in the grant agreement (see Article II.25 and also the guide for applicants).

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Executive Agency for Health and Consumer shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action. A partner (main or associated) requesting an EU-contribution of EUR ≤ 60 000, is exempted from this provision.

### **11.3. Payment arrangements**

The payments generally consist of the following:

A pre-financing payment will be transferred to the main beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

Pre-financing may be paid in several instalments. In that case, further pre-financing payments will be made within 60 days after the receipt by the Executive Agency of the progress report on the action's implementation. This further pre-financing payment may not be made until at least 30% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

The Executive Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Executive Agency through a recovery order.

For more details, please see Article II.25.1 of the grant agreement.

#### **11.4. Pre-financing guarantee**

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

No financial guarantee will be requested for a beneficiary receiving an EU contribution of EUR ≤60 000.

### **12. PUBLICITY**

#### **12.1. By the beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used in line with Article I.7 and II.7 of the grant agreement.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at [http://ec.europa.eu/eahc/management/visual\\_identity.html](http://ec.europa.eu/eahc/management/visual_identity.html) .

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

#### **12.2. By the Executive Agency / the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The following information will be published:

- name of the beneficiary

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>7</sup> if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

### **13. DATA PROTECTION**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the Executive Agency / the Commission. Details concerning the processing of personal data are available on the privacy statement at: [http://ec.europa.eu/eahc/about/data\\_protection.html](http://ec.europa.eu/eahc/about/data_protection.html)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

### **14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

A proposal is made up of a standard application form and supporting documents. To be considered as complete, the application must comply with the formal requirements described in the table below.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Executive Agency may contact the applicant for this purpose during the evaluation process.

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<sup>7</sup> European Union Official Journal L 39, of 10 February 2007.

At any moment during the evaluation the Executive Agency for Health and Consumers may request clarification or additional documents. Such documentation must be delivered by the main applicant, **within the deadline specified in the request (no more than 5 working days)**, by e-mail to: [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu) and by fax at: +352 4301 30359.

Applicants will be informed in writing about the results of the selection process.

➤ **Submission on paper**

Application forms are available at <http://ec.europa.eu/eahc/health/projects.html>.

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 2 copies (one original clearly identified as such, plus 1 copy), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

The table below lists all supporting documents which have to be submitted. These documents are the evidence so that the eligibility, exclusion, selection and award criteria, described above can be assessed.

Documents	Comments	Formal requirements	Criteria to be assessed
<b>PROPOSAL</b>			
Application form for projects	The application form, to be downloaded from the website: <a href="http://ec.europa.eu/eahc">http://ec.europa.eu/eahc</a> provides information on administrative aspects of the main partner and the associated partners, as well as the technical and financial information of the project.	1 original + 1 photocopy + an electronic version saved on a CD-ROM/DVD/USB-key	Based on the information provided in the application form: eligibility criteria, financial viability and operational capacity under the selection criteria, and award criteria

<b>SUPPORTING DOCUMENTS TO BE SUBMITTED BY ALL PARTNERS</b>			
Declaration of honour	Declaration of honour stating that the main partner and the associated partners are not in any of the situations of exclusion listed in Articles 106, 107 and 109 of the Financial Regulation. This declaration of honour will be automatically created by the form based on the entered data. These need	<b>Signed originals</b> from the main partner and from all associated partners, <b>to be included with the application package. <u>Only originals will be accepted. Please do not send any Declarations of</u></b>	Exclusion criteria and selection criteria



	to be printed and signed.  <b>Signing the form occurs through signing the Declarations of Honour by the main partner and the associated partners.</b>	<b><u>Honour separately.</u></b>	
Legal entity form "public entities"	The mandatory template is available under the following link: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>	1 original filled (typed) in English, duly signed, dated and stamped by an authorised legal representative. The information must be consistent with the mandatory supporting documents as described in the legal entity form.	Eligibility criteria
Legal entity form "private entities"	The mandatory template is available under the following link: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>	1 original filled (typed) in English, duly signed, dated and stamped by an authorised legal representative. The information must be consistent with the mandatory supporting documents as described in the legal entity form.	Eligibility criteria

<b>SUPPORTING DOCUMENTS TO BE SUBMITTED BY ALL PARTNERS – except public bodies</b>			
The official registration certificate of the association		1 copy, signed by the legal representative of the organisation	Eligibility criteria
The organisation's status/articles of association		1 copy, signed by the legal representative of the organisation	Eligibility criteria
Profit and loss		1 copy, signed by	Financial viability

accounts for the last 2 years for which the accounts are closed		the legal representative of the organisation	under the selection criteria
Balance sheet		1 copy, signed by the legal representative of the organisation	Financial viability under the selection criteria
Financial viability form		1 copy, signed by the legal representative of the organisation	Financial viability under the selection criteria
An external audit report produced by an approved auditor	In case of a requested co-funding in excess of EUR 750 000 (the threshold applies to each partner.)	1 copy	Financial viability under the selection criteria

<b>FROM THE MAIN PARTNER ONLY</b>			
Financial identification form	The mandatory template is available under the following link: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en</a>	1 original filled (typed) in English, duly signed, dated and stamped by the bank representative and the account holder. The information must be consistent with the mandatory supporting as described in the legal entity form.	Eligibility criteria
The activity report of the main partner last available year		1 copy	Operational capacity under the selection criteria
<b>OBLIGATORY CHECKLIST TO BE FILLED IN BY THE APPLICANT AS PART OF THE APPLICATION FORM</b>			
Checklist	The mandatory checklist only needs to be filled in once by the main partner, who submits the application package. It helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it.		1 signed original

In submitting a proposal, applicants accept the procedures and conditions as described in this call and in the documents to which it refers. Applications that do not comply with these requirements will be rejected.

**Be aware that only complete application packages will be admitted to the evaluation procedure. Applicants are responsible for ensuring that the application is complete according to the requirements specified in this chapter. Incomplete application packages or applications received in more than one package will be automatically excluded.**

The table below specifies which documents are mandatory for main and associated partners in both cases – public and private entities

	Public entity		Private entity	
	<u>Main partner</u>	<u>Associated partner</u>	<u>Main partner</u>	<u>Associated partner</u>
Declaration of Honour	yes	yes	yes	yes
Organisation's statutes / articles of the association	no	no	yes	yes
Official registration certificate of the association	no	no	yes	yes
Balance sheet, Profit and loss accounts for the last 2 years for which the accounts are closed and financial viability form	no	no	yes	yes

Applications must be sent to the following address:

1. either by postal mail, preferably by registered mail, clearly postmarked on or before the deadline indicated above, to:

**CALL FOR PROPOSALS "HEALTH – 2013"  
PROJECTS**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG

2. or by hand delivery **during the working hours of the European Commission: (9H00 to 16H30 Monday to Thursday and 9H00 to 16H00 on Friday)** to:

**CALL FOR PROPOSALS “HEALTH – 2013”  
PROJECTS**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG;

either by the applicant in person or by an authorised representative and confirmed by a duly signed and dated acknowledgment of receipt on or before the deadline indicated above;

3. or by private courier service to:

**CALL FOR PROPOSALS “HEALTH – 2013”  
PROJECTS**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG.

- i. If a dated acknowledgment of receipt is returned to the applicant by the private courier service, the date of delivery to the private courier service will act as proof of delivery.
- ii. In the absence of a dated acknowledgment of receipt by the private courier service, the date of delivery to the Executive Agency / the Commission at the address above will be proven by a signed and dated receipt.

## **IMPORTANT NOTICE**

To avoid any delays in the call evaluation procedure, the Executive Agency will disregard and not process proposals sent before or on the set deadline, as described in section 3 (see above), but which have not been actually delivered by post or by private courier service to the Executive Agency / the Commission **before 19 April 2013**, even if late delivery is due to postal delays or to other reasons beyond the control of the submitter. It is understood that it is the responsibility of the applicant to ensure timely delivery of the proposal by a quality delivery service and that he will seek appropriate guarantees from the service contracted to this effect.

**Submission by fax or electronic mail will not be accepted.**

### ➤ **Contacts**

A helpdesk at the Executive Agency will be available at: +352 4301 37707, e-mail address: [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu) on weekdays between 9.30 – 12.00 and 14.00 – 17.00. Please note that the helpdesk will be unavailable on weekends and during the Christmas period (22 December 2012 to 2 January 2013 included).

Frequently asked questions are published on the website of the Executive Agency: <http://ec.europa.eu/eahc/health/faq.html>

In all correspondence relating to this call (e.g. when requesting information, or submitting an application), reference must be clearly made to this specific call. Once the Executive Agency / Commission has allocated a registration number to a proposal, indicated in the acknowledgement of receipt, the applicant must use this number in all subsequent correspondence.

No modification to the application is allowed once the deadline for submission has elapsed.

### ➤ **Annexes:**

- Application form
- Guide for applicants
- Checklist of documents to be provided
- Model grant agreement