



EU4Health Programme 2021-2027

Action Grants

EU4H-2023-PJ

(AWP 2023)

Administrative aspects of action grants

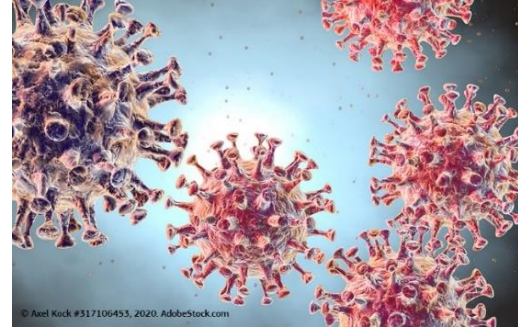
European Health and Digital Executive Agency (HaDEA)

Brussels, 30 June 2022



Who we are

HaDEA Dept. A: Health & Food



EU4HEALTH

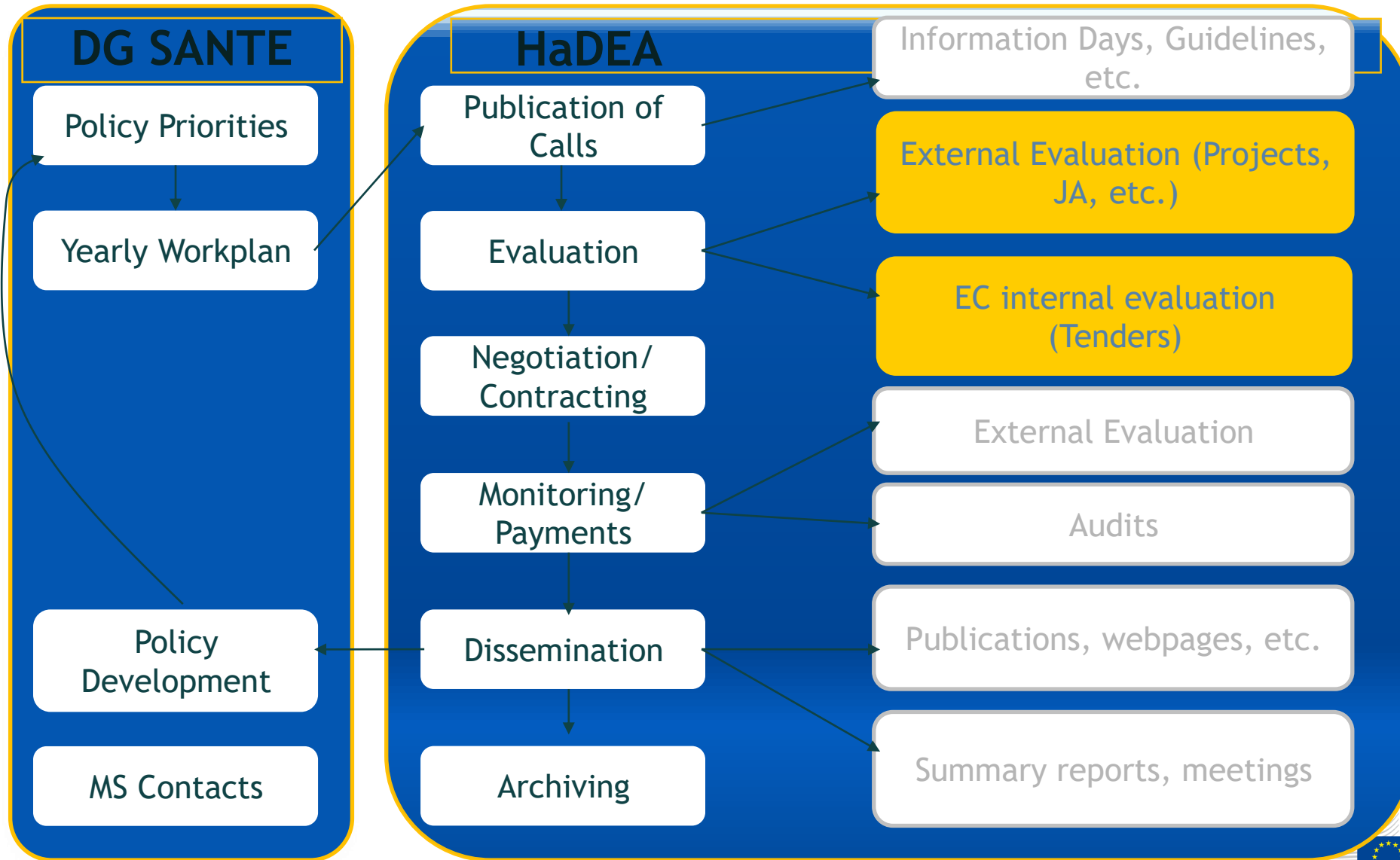
- Improve and foster health in the Union
- Protect people in the Union from serious cross-border threats to health
- Make medicines available and affordable
- Strengthen health systems, their resilience and resource efficiency

Single Market Programme - Food safety

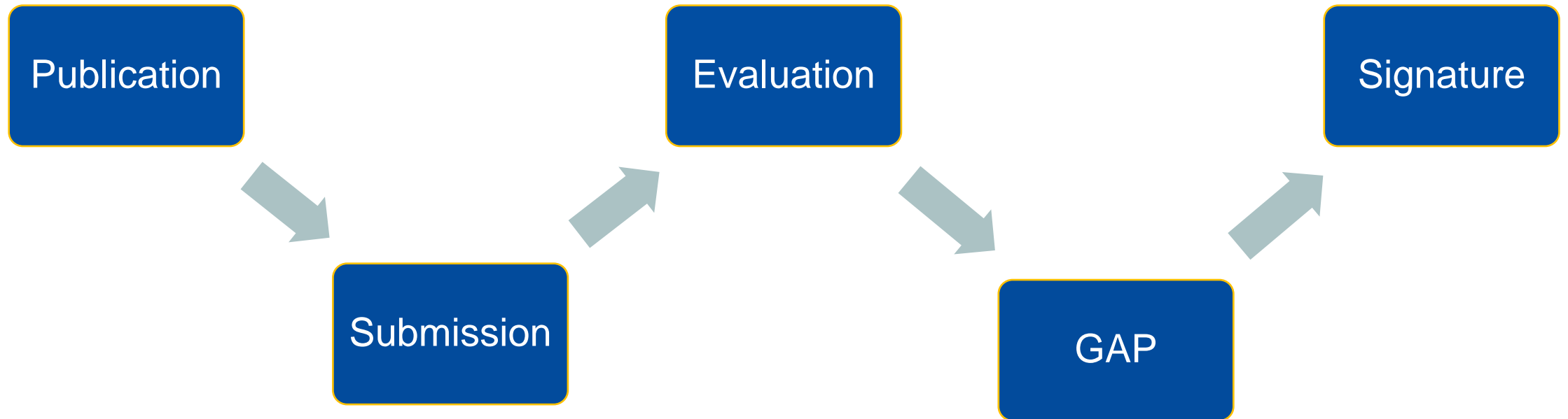
- Ensure a high level of health for humans, animals and plants, and the safety of food and feed
- Prevent, detect and eradicate animal diseases & plant pests
- Support the welfare of animals
- Fight against antimicrobial resistance
- Develop sustainable food production and consumption
- Ensure reliable official controls

HE Cluster 1 - Health

- D1: Staying healthy in a rapidly changing society
- D2: Living and working in a health-promoting environment
- D.3: Tackling diseases & reducing disease burden
- D4: Ensuring access to innovative, sustainable & high-quality Healthcare
- D.5: Unlocking the full potential of new tools, technologies and digital solutions for a healthy society
- D.6: Maintaining an innovative, sustainable & globally competitive health industry



Process for an open call for proposals



Timeframe

The screenshot displays the EU4Health funding portal interface. At the top, there is a navigation bar with a home icon, a search bar labeled 'SEARCH FUNDING & TENDERS', and menu items for 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A 'Get started' button is visible in the top right corner.

Below the navigation bar, there are search filters. A 'Match whole words only' checkbox is checked. There are two tabs: 'GRANTS' (checked) and 'TENDERS'. Under 'Submission status', three options are shown: 'Forthcoming' (unchecked), 'Open for submission (12)' (checked and highlighted in yellow), and 'Closed' (unchecked). The 'Programming period' is set to '2021 - 2027 (12)'. A filter for 'EU4Health Programme (EU4H)' is applied.

Two call for proposals are listed:

- Call for proposals to support access to medical devices for cross border health threats (HERA) (CP-g-23-13)** (EU4H-2023-PJ-01)
 - Programme: EU4Health Programme (EU4H)
 - Type of action: EU4H Project Grants
 - Opening date: 15 June 2023
 - Status: Open for submission
 - Deadline model: single-stage
 - Deadline date: 17 October 2023 17:00:00 Brussels time
- Call for proposals to support stakeholders on the prevention of NCDs in the area of chronic respiratory diseases (DP-g-23-31-02)** (EU4H-2023-PJ-02)
 - Programme: EU4Health Programme (EU4H)
 - Type of action: EU4H Project Grants
 - Opening date: 15 June 2023
 - Status: Open for submission
 - Deadline model: single-stage
 - Deadline date: 17 October 2023 17:00:00 Brussels time

This video will allow you to understand the basic principles behind the birthing stages of a project:
[link here](#)



Submission process

Submission of proposal



EU4Health Programme (EU4H)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

EU4H Project Grants

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Dirk Meusel (meusedi) | EN

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | select programme | 134

My Organisation(s) | GRANTS | My Proposal(s) | My Project(s) | My Formal Notification(s) | My Expert Area

3rd Health Programme (3HP)

Type your Keywords or

Match whole words only

GRANTS TENDERS

Filter by submission status

FORTHCOMING OPEN CLOSED

Filter by programme (only for grants)

Funding and tenders

Sort by: opening date title ID deadline

35 results

Download all funding and tender opportunities to your calendar or subscribe to the RSS feed (unfiltered).

"Find a grant"

See all calls for tenders published by EC

Transferring the Wholegrain promotion initiative to other countries PJ-09-2018

Types of action: Project | Programme: 3rd Health Programme

Clear filters

Types of action: Project | Programme: 3rd Health Programme

Closed *Opening date: 12 June 2018* *Deadline model: single-stage*
Deadline date: 13 September 2018 17:00:00
Brussels time

EC Funding and Tenders Portal:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Step 3 Create a Draft Proposal

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

HP-HA-2015

USER NAME
Dirk MEUSEL

TOPIC

THU
12 November 2015 17:00:00

14 days left until closure

Configuration OK

Download Part B
Templates

[Visit our 'How to' user guide](#)

[Visit our 'H2020 Online Manual'](#)

Your organisation

Short name*

938206408 Your name Test Street Luxembourg, LU VAT:

Organisations you have been previously associated with. Click to select.

PIC: 938206408
Your name
Test Street
Luxembourg, LU

PIC: 948085955
Croix-Rouge luxembourgeoise
44 Boulevard Joseph II
Luxembourg, LU
VAT: LU11677709

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

Contact person

next >>

Check data

Indicate your PIC

Download
Part B Template

Helpful information:

- Roles and Access Rights
https://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/roles-and-access-rights_en.htm
- LEAR Appointment
https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/lear-appointment_en.htm
- EU Login
https://ec.europa.eu/research/participants/docs/h2020-funding-guide/useraccount-and-roles/ecas-login_en.htm



Structure of a proposal

Work Packages, Partners and roles, Governance

Structure

- Administrative
- Overview Budget

Part A



- Technical/ Narrative
- Detailed Budget

Part B



- Annex

Annex



Part A – Administrative Form

- Fill online (not to be downloaded)
 - Title, duration, abstract, keywords (page 2)
 - Confirm declarations (page 3)
 - Contact details of partners (section 2)
 - Overview budget (section 3, verify against detailed budet)
- Save
- Validate and correct warning errors (red)



Part B – Technical narrative

- Problem analysis, General and specific objectives, linked indicators (Process, Output, Outcome/Impact)
- Target Groups, Political relevance, Methods and means, Expected outcome Work Packages (3 mandatory), Deliverables (mainly public scope), Risk analysis, Timeline
- Budget: Staff efforts by work package, contributions by third parties, Detailed budget table



Part B – specificity

- Please check the call document
- Any mandatory deliverables/milestones
- Any action level indicators
- Expertise necessary for the action



Call Document 1/2

- the Call Document outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)

Call Document 2/2



Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

single-stage

15 June 2023

17 October 2023 17:00:00 Brus

General information

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call updates

 Go back

Topic conditions and documents

Conditions

- 1. Admissibility conditions:** described in section 5 of the call document
- Proposal page limits and layout:** described in Part B of the Application Form available in the Submission System
- 2. Eligible countries:** described in section 6 of of the call document
- 3. Other eligibility conditions:** described in section 6 of the call document
- 4. Financial and operational capacity and exclusion:** described in section 7 of the call document
- 5. Evaluation and award:**
 - Award criteria, scoring and thresholds:** described in section 9 of the call document
 - Submission and evaluation processes:** described section 8 of the call document and the [Online Manual](#)
 - Indicative timeline for evaluation and grant agreement:** described in section 4 of the call document
- 6. Legal and financial set-up of the grants:** described in section 10 of the call document

Documents

Call documents:

Structure of a proposal



LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

HP-HA-2015

USER NAME
Dirk MEUSEL

TOPIC

A.B.C.

THU
12

14

Configu

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

...s in Adobe Reader. ?

forms view history print preview

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

upload upload

<< Step 4 - Parties validate submit

done Version: 20150922-1031 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Part A
Administrative Form

Part B
Technical Narrative

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

edit will open the forms in Adobe Reader. ?

[edit forms](#) [view history](#) [print preview](#)

you upload the technical annex of the proposal (in PDF format only) and any attachments. ?

Part B [upload](#) [?](#)

Audit reports for participants requesting more than 750 000 E [upload](#) [?](#)

Configuration OK ✓

[Download Part B Templates](#) ↓

[Visit our 'How to' user guide](#) ↗

[Visit our 'H2020 Online Manual'](#) ↗

<< Step 4 - Parties [validate](#) [submit](#)

done ✕

Version: 20150922-1031 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Part B
Upload
Technical Narrative

Part B
Download
Template

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

HP-HA-2015

USER NAME
Dirk MEUSEL

TOPIC
HA-01-2015

A.B.C

DRAFT ID | SEP-210318730

THU 12 DEADLINE (Brussels Local Time)
November 2015 17:00:00

14 days left until closure

Configuration OK

Download Part B Templates

Visit our 'How to' page

Visit our 'H2020' page

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms view history print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Part B upload

Aud upload

validate submit

done Version: 20150922-1031 - Service Des (222)

Fill and validate Form A

Respect Deadline

Upload Part B and verify correct upload

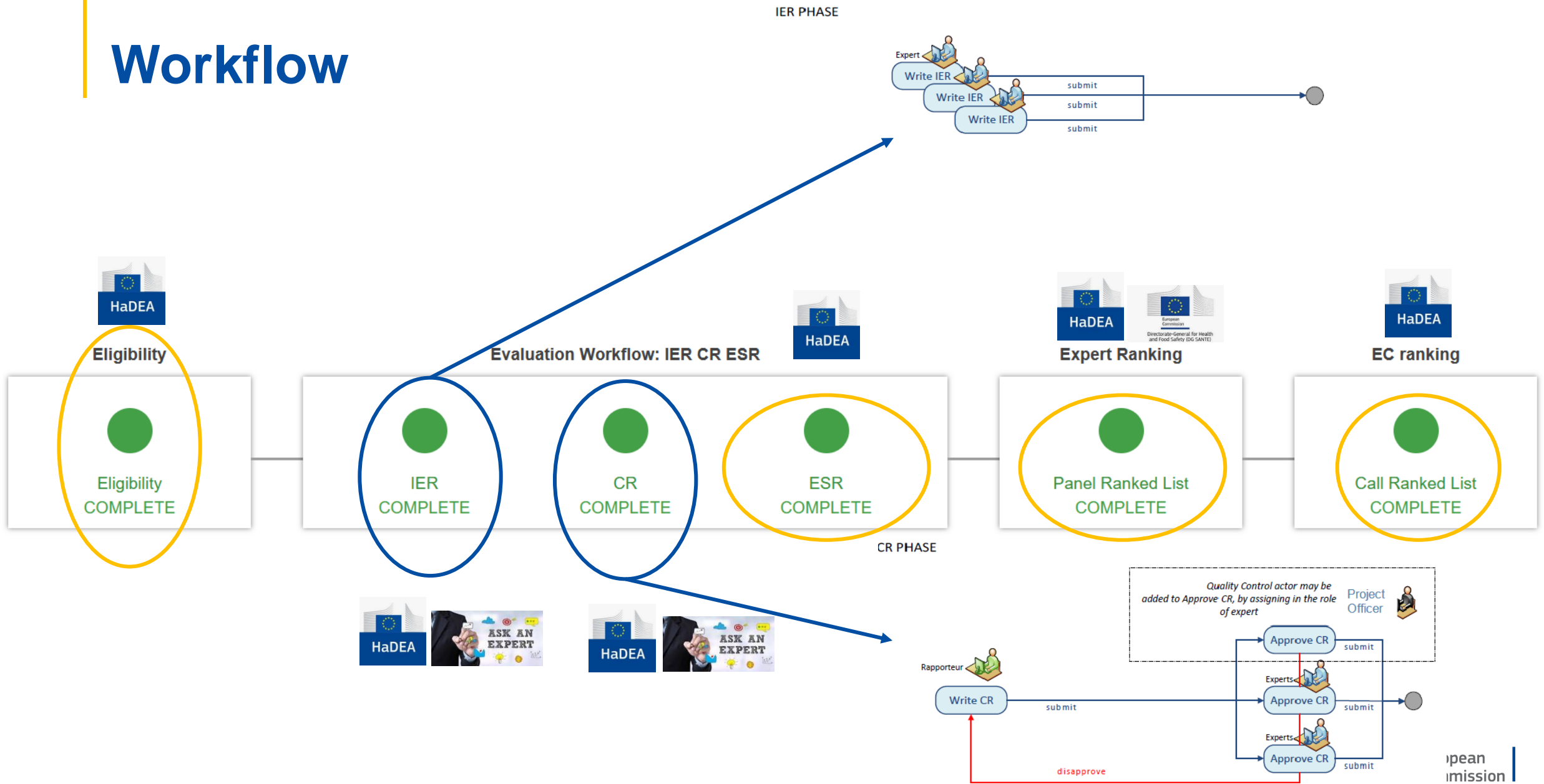
Validate, correct errors, submit



Evaluation

Award Criteria

Workflow



Award Criteria 1/3

- **Relevance:**

clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation (30 points)

Award Criteria 1/3

- **Quality:**

Project design and implementation: technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money) (30 points)

Project team and cooperation arrangements: quality of the consortium and project teams; appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium (30 points)

Award Criteria 3/3

- **Impact:**

ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends (10 points).

Award Criteria - score

Award criteria	Minimum pass score	Maximum score
1 Relevance	21	30
2.1 Quality — Project design and implementation	21	30
2.2 Quality — Project team and cooperation arrangements	21	30
3 Impact	7	10
Overall (pass) scores	70	100



Grant Agreement Preparation

**Revision, Transfer to Grant Management System,
Signature, Accession of partners**

Electronic Grant preparation

- Grant preparation online (Participant Portal "My projects", deliverables, milestones and risks to be transferred)
- Each partner signs Declaration of Honour online (PLSIGN for partner required!)
- Electronic signature by PLSIGN of coordinator – no paper copies of grant agreement, but «notarised» signed PDF version downloadable for all partners
- Partners join the agreement after signature (Accession form, PLSIGN of each partner) (**within 30 days after signature**)
- Consortium Agreement

- 1 Before grant signature, each beneficiary has to sign the Declaration of honour.
- 2 When the grant preparation is finished, it is digitally sealed by the Commission, insuring the integrity of its contents.
- 3 The Legal Signatory of the coordinating entity signs the grant electronically.
- 4 The Commission signs the grant electronically.
- 5 Each beneficiary, through their Legal Signatories, must then sign electronically the "Accession forms" part.
- 6 The Grant Agreement is then finalised.

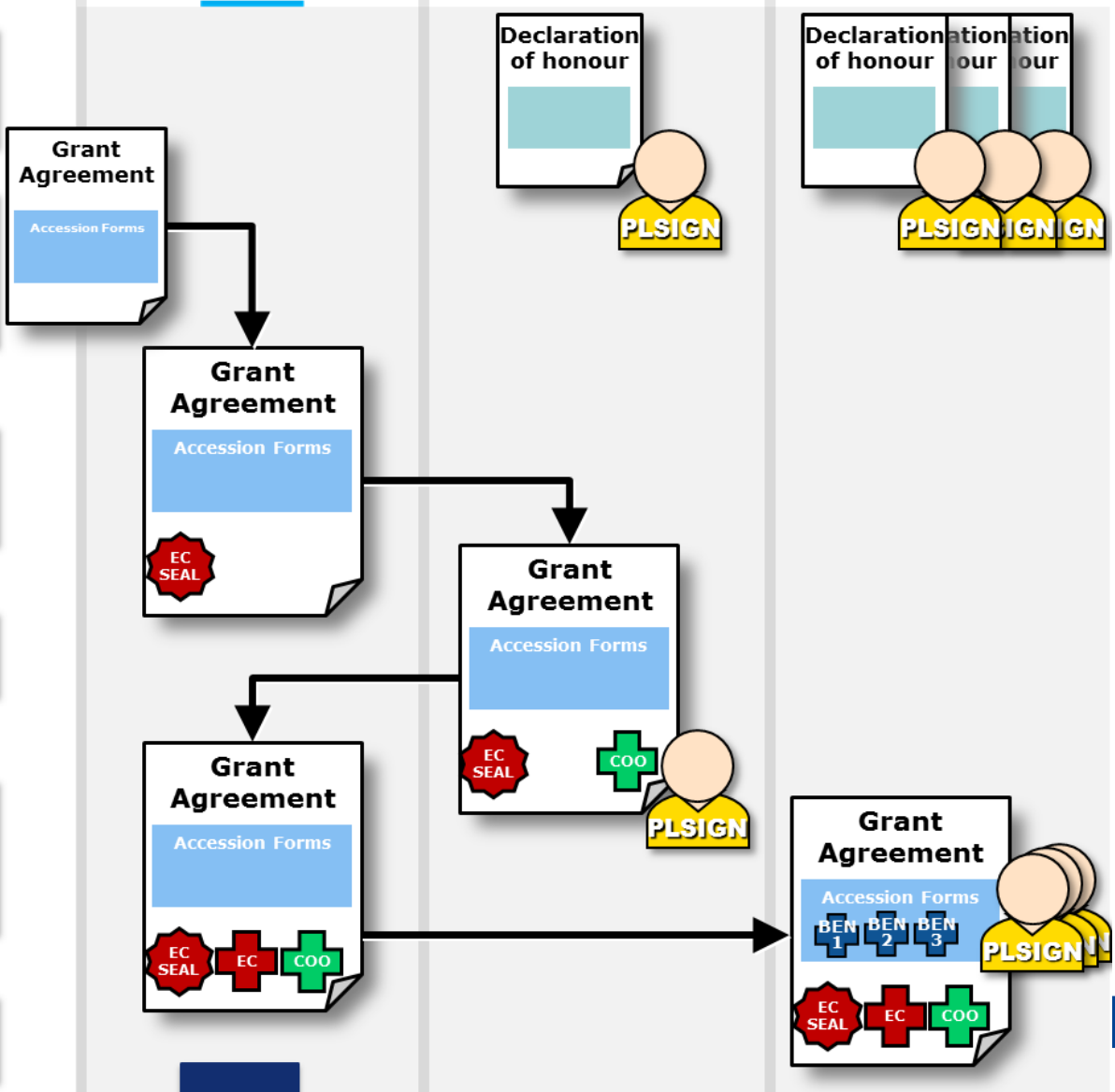
COMMISSION



COORDINATOR



BENEFICIARIES



Thank you, any questions?



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