



# DEP Proposal Submission

Submitting a  
proposal  
via the Funding &  
Tenders Portal



Join at  
[Slido.com](https://www.slido.com)



Event code: **#HADEA**

HADEA B2-Digital Calls Team

Charmaine Kerr

[#DigitalEuropeProgramme](https://twitter.com/DigitalEuropeProgramme)

07/06/2023



# AGENDA

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

10:05 – 10:30	<b>DEP Call 4 - Submitting a successful proposal via the Funding &amp; Tenders Portal</b>
10:30 – 10:40	Q & A Session
10:45 – 11:00	<b>Digital Product Passport - DIGITAL-2023-CLOUD-DATA-04-DIGIPASS</b>
11:00 – 11:10	Q & A Session
11:15 – 11:30	<b>Network of safer Internet Centres (SICs) - DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICs</b>
11:30 – 11:40	Q & A Session
12:00 – 12:15	<b>European Digital Media observatory (EDMO) - DIGITAL-2023-DEPLOY-04-EDMO-HUBS</b>
12:15 – 12:20	Q & A Session
12:20 – 12:25	End of Info session



Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

# General overview of the Calls



# DEP Call 4: Overview of 2 Calls - 3 Topics

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

Calls and Topics	Type of Action	Funding Rate	Available budget
<b>1. DIGITAL-2023-CLOUD-DATA-04 – Cloud data and artificial Intelligence</b>			
1.1. DIGITAL-2023-CLOUD-DATA-04-DIGIPASS: Digital Product Passport	Simple Grant	50%	6 M
<b>2. DIGITAL-2023-DEPLOY-04 - Accelerating the best use of technologies</b>			
2.1. DIGITAL-2023-DEPLOY-04-EDMO-HUBS - European Digital Media observatory (EDMO) - National and multinational hubs	SME Support	50% and 75% SMEs	10 M
2.2. DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICs - Network of Safer Internet Centres (SICs)	Simple Grant	50%	16.2 M



# DEP Call 4 - Timeline

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

	Dates
Call opening	11 May 2023
Deadline for submission	26 September 2023 – 17:00:00 CEST (Brussels)
Evaluation	October to November 2023
Information on evaluation results	December 2023
Grant Agreement Signature	June 2024



Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

# Where to find the call document & Funding and Tenders Portal



# Funding & Tenders Portal

Join at

[Slido.com](https://www.slido.com)



Event code: #HADEA

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



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

English

Register

Login

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

## Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)

Border Management and Visa Instrument (BMVI)

Citizens, Equality, Rights and Values Programme (CERV)

Creative Europe (CREA)

Digital Europe Programme (DIGITAL)

Europe Direct (ED)

European Parliament (EP)

European Solidarity Corps (ESC)

Erasmus+ Programme (ERASMUS+)

European Social Fund + (ESF)

Innovation Fund (INNOVFUND)

Internal Security Fund (ISF)

Horizon Europe (HORIZON)

Single Market Programme (SMP)

Social Prerogative and Specific Competencies Lines (SOCPL)

EU External Action (RELEX)

Justice Programme (JUST)

Pilot Projects and Preparatory Actions (PPPA)

[ERA corona platform](#)

[Brexit info](#)

[Report fraud](#)

### News

16 Apr, 2021

#### OPSYS - Important note concerning the Management of Interventions (including their Logframes)

Dear Implementing Partners, Due to ongoing structural changes concerning interventions, in terms of methodology and in the IT system, you are requested to stop ...

14 Apr, 2021

#### A new TV channel is ready for you! Welcome to the Horizon Results Platform TV!

The HRP TV is a brand new feature that is complementary to the existing Horizon Results Platform. As the name suggests, the HRP TV is an audio-visual library of...

31 Mar, 2021

#### Webinar on 21 April 2021 – A successful proposal for Horizon Europe: Scientific-technical excellence is key, but don't forget the other aspects

The European Commission is organising an open information session to inform all potential applicants to Horizon Europe calls on the modalities for preparing the...



# Call Page

Join at [Slido.com](https://www.slido.com)  
Event code: #HADEA



[Search Funding & Tenders \(europa.eu\)](https://europa.eu)

Type your Keywords...

Match whole words only

GRANTS  TENDERS

**Submission status**

Forthcoming  Open for submission (20)  Closed

**Programming period**

2021 - 2027 (20) x v

Digital Europe Programme (DIGITAL) x

**Filter by call**

Select a Call... x v

**Type of grants calls**

All grants calls v

**Funding and tenders (1)**

**Digital Product Passport**    
DIGITAL-2023-CLOUD-DATA-04-DIGIPASS

<b>Programme</b>	Digital Europe Programme (DIGITAL)	<b>Status</b>	Open for submission
<b>Type of action</b>	DIGITAL Simple Grants	<b>Deadline model</b>	single-stage
<b>Opening date</b>	11 May 2023	<b>Deadline date</b>	26 September 2023 17:00:00 Brussels time

---

**Funding and tenders (2)**

**European Digital Media observatory (EDMO) - National and multinational hubs**    
DIGITAL-2023-DEPLOY-04-EDMO-HUBS

<b>Programme</b>	Digital Europe Programme (DIGITAL)	<b>Status</b>	Open for submission
<b>Type of action</b>	Digital SME Support Actions	<b>Deadline model</b>	single-stage
<b>Opening date</b>	11 May 2023	<b>Deadline date</b>	26 September 2023 17:00:00 Brussels time

**Network of safer Internet Centres (SICs)**    
DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICs

<b>Programme</b>	Digital Europe Programme (DIGITAL)	<b>Status</b>	Open for submission
<b>Type of action</b>	DIGITAL Simple Grants	<b>Deadline model</b>	single-stage
<b>Opening date</b>	11 May 2023	<b>Deadline date</b>	26 September 2023 17:00:00 Brussels time

1 50 v





# Topic Page

Join at

[Slido.com](https://www.slido.com)



Event code: #HADEA

## Digital Product Passport

TOPIC ID: DIGITAL-2023-CLOUD-DATA-04-DIGIPASS

Grant

### General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

### General information

Programme

**Digital Europe Programme (DIGITAL)**

Call

[Cloud\\_Data and Artificial Intelligence \(DIGITAL-2023-CLOUD-DATA-04\)](#)

[See budget overview](#)

Type of action

**DIGITAL-SIMPLE DIGITAL Simple Grants**

Type of MGA

**DIGITAL Action Grant Budget-Based [DIGITAL-AG]**

[Open for submission](#)

Deadline model

**single-stage**

Opening date

**11 May 2023**

Deadline date

**26 September 2023 17:00:00 Brussels time**



# Topic conditions and documents

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

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

**General information**

- Topic description
- Conditions and documents ←
- Partner search announcements
- Submission service
- Topic related FAQ
- Get support
- Call information
- 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 **CALL DOCUMENT** ←

Standard application form call-specific application form is available in the Submission System

Digital Europe General MGA v1.0

Digital Europe Work Programme 2023-2024

Digital Europe Programme Regulation 2021/964

EU Financial Regulation 2018/1046

show less...



Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

# Outline of the call document



# Outline of the Call Document

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

## CALL FOR PROPOSALS

### TABLE OF CONTENTS

<b>0. Introduction</b> .....	<b>5</b>
<b>1. Background</b> .....	<b>6</b>
<b>2. Objectives – Scope – Outcomes and deliverables – KPIs to measure outcomes and deliverables – Targeted stakeholders – Type of action – specific topic conditions</b> .....	<b>7</b>
<b>DIGITAL-2023-DEPLOY-04-EDMO-HUBS – European Digital Media Observatory (EDMO) - national and multinational hubs</b> .....	<b>7</b>
Objectives .....	7
Scope .....	8
Outcomes and deliverables .....	11
Targeted stakeholders .....	11
Type of action .....	12
Specific topic conditions .....	13
<b>DIGITAL-2023-DEPLOY-04-NETWORK-OF-SICs – Network of Safer Internet Centres (SICs)</b> .....	<b>13</b>
Objectives .....	13
Scope .....	13
Outcomes and deliverables .....	17
KPIs to measure outcomes and deliverables .....	19
Targeted stakeholders .....	19
Type of action .....	19
Specific topic conditions .....	19
<b>3. Available budget</b> .....	<b>20</b>





# Call Document & topic specific information

Join at  
[Slido.com](https://www.slido.com)  
Event code: #HADEA



3. Available budget .....	24	←
4. Timetable and deadlines .....	25	←
5. Admissibility and documents .....	25	←
6. Eligibility .....	26	←
Eligible participants (eligible countries) .....	26	
Specific cases .....	26	
Consortium composition .....	27	
Eligible activities .....	28	
Ethics .....	28	
Security .....	28	
7. Financial and operational capacity and exclusion .....	29	←
Financial capacity .....	29	
Operational capacity .....	30	
Exclusion .....	30	
8. Evaluation and award procedure .....	31	←
9. Award criteria .....	32	←
10. Legal and financial set-up of the Grant Agreements .....	33	
Starting date and project duration .....	34	←
Milestones and deliverables .....	34	
Form of grant, funding rate and maximum grant amount .....	34	
Budget categories and cost eligibility rules .....	35	
Reporting and payment arrangements .....	36	
Prefinancing guarantees .....	37	



Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

# How to submit a successful proposal?



# Interface to submit the proposal

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

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

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

General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

Go back

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

Digital SME Support Actions [DIGITAL-SME], DIGITAL Action Grant Budget-Based [DIGITAL-AG]

Start submission

Need help?

## Please confirm your choice



You selected this topic: **European Digital Media observatory (EDMO) - National and multinational hubs - DIGITAL-2023-DEPLOY-04-EDMO-HUBS**

You selected this type of action and model grant agreement: **Digital SME Support Actions [DIGITAL-SME], DIGITAL Action Grant Budget-Based [DIGITAL-AG]**

Related Call: **Accelerating the best use of technologies**



Your selection cannot be changed subsequently in the submission system.

CANCEL

CONFIRM



# Creating a proposal and PIC Number

Join at  
[Slido.com](https://www.slido.com)  
Event code: #HADEA



European Commission | Funding: Submission Service

Welcome Charmaine KERR

Login | Topic selection | **Create proposal** | Participants | Proposal forms | Submit

### Create proposal

**Deadline**  
26 September 2023 17:00:00 Brussels Local Time  
112 days left until closure

**Call data**  
Call: DIGITAL-2023-DEPLOY-04  
Topic: DIGITAL-2023-DEPLOY-04-EDMO-HUBS  
Type of action: DIGITAL-SME  
Type of MGA: DIGITAL-AG

Topic and type of action can only be changed by creating a new proposal.

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

**Support & Helpdesk**  
Online Manual | IT How To  
IT Helpdesk | FAQ

**Service Desk:**  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222

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

**Find your organisation**

PIC  Short name

**Insert a validated PIC (Participant Identification Code) comprising of a 9-digit code for your entity.**





# Registration a new legal entity at proposal stage

If you want to participate in a call for proposals, your organisation needs to be registered and have a 9-digit Participant Identification Code. If your organisation does not have a Participant Identification Code (PIC) you can register via:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The screenshot shows the 'Participant Register' page on the European Commission's 'Funding & tender opportunities' portal. The page includes a navigation bar with 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below the navigation bar, there are two buttons: 'Online manual' (with a book icon) and 'IT HOW TO' (with a person icon). The main content area is divided into two sections: 'Is your organisation already registered? PIC search' and 'Register your organisation'. The 'PIC search' section has a 'Search a PIC' button. The 'Register your organisation' section has a 'Register your organisation' button. Red arrows point from red-bordered boxes with text to these buttons. The box on the left contains the text 'Search a registered organisation' and points to the 'Search a PIC' button. The box on the right contains the text 'New registration' and points to the 'Register your organisation' button. The page also includes a language selector (English) and 'Register' and 'Login' buttons in the top right corner.

Participant Register

Online manual  
"Register in the Participant Register"

IT HOW TO  
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please login and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically

Search a registered organisation

New registration



# PIC Number – Key aspects

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

- ✓ The self-registrant needs to have a valid email address
- ✓ The temporary PICs can be reused to complete or update data
- ✓ Please ensure that all information is updated such as LEAR, address, bank details etc...
- ✓ Ensure that all information has been validated
- ✓ The message exchange and documents upload should be done via the **Participant Register Only**



# Part A + Part B + Mandatory Annex

Join at [Slido.com](https://www.slido.com)  
Event code: #HADEA



## Part B

Zip File

Word documents

Comprising of:

1. Part B (technical proposal)
2. List of previous projects upload  
**(Mandatory for the topic European Digital Media observatory (EDMO) ONLY)**



## Part A

Online Form

Comprising of:

1. Details of the coordinator & consortium partners
2. Budget Table
3. Ethics Issues Table
4. Security issues table

**Mandatory for all 3 topics**



# Submitting a complete proposal

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

**Part A +  
Part B +  
Mandatory Annex (list of  
previous projects)**



# PART A of the Application

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

## Administrative part of the application

<b>Section 1 - General information</b>	Call, Topic, Type of Action, Proposal number, Proposal acronym, Type of Model Grant Agreement
<b>Section 2 – Participants</b>	Information on the applicants and consortium
<b>Section 3 - Budget</b>	Budget allocation per costs category
<b>Section 4 – Other Questions</b>	Ethics and Security issues tables <b>must be completed</b> for all 3 topics.

### 4 - Other questions

Ethics Issues Table ?

1. Human embryonic stem cells and human embryos	Page
Does this activity involve human embryonic stem cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Will the activity lead to their destruction?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Humans	Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, tracking and tracing etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Human cells / tissues	Page
Does this activity involve the use of human cells or tissues (not covered by section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Security issues table ?

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



# PART B of the Application

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

## Part B - Technical part of the application

Section 1 - Relevance <b>In line with Award Criteria 1 in the next slide</b>	1.1 Objectives and activities 1.2 Contribution to long-term policy objectives, policies and strategies — Synergies <i>1.3 Digital technology supply chain*</i> <i>1.4 Financial obstacles*</i>
Section 2 - Implementation <b>In line with Award Criteria 2 in the next slide</b>	2.1 Maturity 2.2 Implementation plan and efficient use of resources 2.3 Capacity to carry out the proposed work
Section 3 - Impact <b>In line with Award Criteria 3 in the next slide</b>	3.1 Expected outcomes and deliverables 3.2 Competitiveness and benefits for society <i>3.3 Environmental sustainability and contribution to European Green Deal goals*</i>
Section 4 - Work plan, Work packages, timing and subcontracting	

\* Sections Sub-criteria 1.3, 1.4 and 3.3 are **NOT APPLICABLE** for the topics - European Digital Media Observatory (EDMO) and Network of Safer Internet Centres (SICs).

**Attention:** Page limit of **70 pages**



# Award criteria for this call

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

## RELEVANCE

- Alignment with the objectives and activities as described in section 2
- Contribution to long-term policy objectives, relevant policies and strategies, and synergies with activities at European and national level
- Extent to which the project would reinforce and secure the digital technology **supply chain** in the EU\*
- Extent to which the project can overcome **financial obstacles** such as the lack of market finance\*

## IMPLEMENTATION

- Maturity of the project
- Soundness of the implementation plan and efficient use of resources
- Capacity of the applicants, and when applicable the consortium as a whole, to carry out the proposed work

## IMPACT

- Extent to which the project will achieve the expected outcomes and deliverables referred to in the call for proposals and, where relevant, the plans to disseminate and communicate project achievements
- Extent to which the project will strengthen competitiveness and bring important benefits for society
- Extent to which the project addresses environmental sustainability and the **European Green Deal goals**, in terms of direct effects and/or in awareness of environmental effects\*

\* Sub-criteria 1.3, 1.4 and 3.3 are **NOT APPLICABLE** for the topics - European Digital Media Observatory (EDMO) and Network of Safer Internet Centres (SICs).

For further details, refer to the topic presentation and the Call Document - Section 2 - [Specific topic conditions](#)



# Award criteria scoring during evaluation

Award criteria	Minimum pass score	Maximum score
Relevance	3	5
Implementation	3	5
Impact	3	5
Overall (pass) scores	10	15

- Minimum threshold per individual criterion: **3/5 points**.
- Maximum threshold per individual criterion: **5/5 points**.
- Maximum points per proposals: **15 points**.
  
- Proposals that :
  - Pass the individual award criteria threshold that is: minimum **3 scores per criteria**
  - AND**
  - Overall scoring threshold of **10 points** will be considered for funding, within the limits of the available call budget.
  
- Proposals that ***do not*** achieve this threshold will be rejected.

*For further details, refer to the Call Document Section 9 – Award Criteria*





# Part B - Mandatory annex

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

The annex **'List of previous projects'** is **Mandatory** for the topic: **European Digital Media Observatory (EDMO) ONLY.**

Progress bar: Login (checked), Topic selection (checked), Create proposal (checked), Participants (checked), Proposal forms (active), Submit (unchecked).

### Proposal forms

**TEST MODE**

**Deadline**  
26 September 2023 17:00:00 Brussels Local Time  
146 days left until closure

**Call data**  
Call: DIGITAL-2023-DEPLOY-04  
Topic: DIGITAL-2023-DEPLOY-04-EDMO-HUBS  
Type of action: DIGITAL-SME  
Type of MGA: DIGITAL-AG

⚠️ Topic and type of action can only be changed by creating a new proposal.

**Proposal data**  
Acronym: EDMO TEST  
Draft ID: SEP-210951987

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

**Support & Helpdesk**  
Online Manual | IT How To

Information: In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Warning: Your proposal contains changes that have not yet been submitted.

**Administrative forms (Part A)**  
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 *	Tpl_Application_Form_testing_more_than_70_pages.pdf	Delete
List of previous projects		Upload
Ownership control declaration		Upload
Other annexes		Upload

Navigation: BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

← **Mandatory**

← **Not applicable**  
← **Not applicable**



# Validating and Warnings

The screenshot shows a web application interface for proposal submission. At the top, a progress bar indicates the current step is 'Proposal forms'. A modal window titled 'Validations' is open, displaying the following content:

**Validations**

The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation.

**Eligibility warnings**

- The document Tpl\_Application\_Form\_testing\_more\_than\_70\_pages.pdf (Part B) contains 74 pages and exceeds the limit (70 pages) for this part of the proposal. The excess pages will be disregarded by the experts during the evaluation session. You are advised to shorten this document and re-upload a version that conforms. Make sure you submit the latest version of the proposal before the call deadline.

**Part A Form**

Baird Consulting SCS 1 warning

1. Department Name - missing entry

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

Buttons: OK, VALIDATE, SUBMIT

Before submitting the application **Validate** and **address warnings** !!!



Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

# FAQS

## Submitting topic related questions Guidance & Manuals



# FAQS & Submitting topic related questions

## Topic related FAQ

 **DIGITAL-2022-DEPLOY-02-ELECTRONIC-ID: How does this call incorporate the provision of support for the implementation of the Once Only Technical System (OOTS) under the Single Digital Gateway Regulation (Regulation (EU) 2018/1724)?**

As reflected in the introductory text on the F&T portal, this call is published under a work programme heading combining support activities for the the Once-Only Technical System...

## Get support

Please read carefully all provisions below before the preparation of your application.

For help related to this **call**, please contact: [here](#) 

Funding & Tenders Portal FAQ – Submission of proposals.

IT Helpdesk – Contact the IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.

Online Manual – Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

[show more...](#)



# Online Form for topic related questions

European Union  
europa.eu

EUROPA > Contact > Write to us

Home About the EU EU by topic EU law Life and business in the EU Documents and publications Contact

## Write to us

Type your enquiry below – in any [official EU language](#). Please be as detailed as possible and be sure to include your correct contact details.

You will usually receive an **answer within 3 working days** (more complex enquiries may take longer).

**First name**

**Last name**

**Email address**  
 ?

**Nationality**  
 ?

**Country of residence**  
 ?

**Preferred contact language**  
 ?

**Alternative contact language**  
 ?

**Enquiry**



# Guidance, Manuals & IT HELPDESK

Join at [Slido.com](https://www.slido.com)  
Event code: #HADEA



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

English

Register Login

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

Digital Europe Programme (DIGITAL)

- Support overview
- Guidance & Manuals
- FAQ
- Helpdesk & Support Services

clear filter

• Data management of the organizations, search functions under the 'My organisations' tab and adding new organizations to proposals may not be available today **Thursday, 09.12.2021 from 17:30 to 18:30 (CET)**, while system maintenance is being performed.

• Grant Management Services will be unavailable on **Thursday, 09.12.2021, between 07:30 and 08:10 CET.**

## Support overview

GRANTS | TENDERS

### Support by type

- GUIDANCE
- FAQ
- HELPDESKS

### Popular support topics

EU Login <small>Online manual </small>	How can I acquire roles and access rights for proposals, projects or organisations? <small>FAQ ?</small>
How to change the EU Login account details? <small>FAQ ?</small>	How to update my organisation data? <small>FAQ ?</small>
What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks? <small>FAQ ?</small>	Where can I find more user guidance related to proposal submission? <small>FAQ ?</small>
How to assign PLSIGN? <small>FAQ ?</small>	SME Self Evaluation <small>IT how to </small>
How do I fill in my bank account as an expert? <small>FAQ ?</small>	Where can I find the National Contact Points (for Horizon Europe)? <small>Helpdesks </small>



# Final tips for applicants

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA

## Admissibility requirements:

- **Readable** application forms is readable – check form B after converted to PDF and uploading
- Always use **standard template Form B** – never use your own
- Attach **compulsory annex** for the topic - European Digital Media Observatory (EDMO)

## Eligibility requirement:

- **Consortium composition compliance is a must** – Read carefully Section 6 of the call document complemented by the section Targeted Stakeholders.

## Ethics and Security issues table:

- Applicable for **all topics**.
- Mark with great attention the **relevant criteria** when applicable.
- Include the corresponding **proposal page reference** in the form.
- Elaborate on **compliance with ethical principles and relevant legislation** for any issues marked in the ethics form.

## Award Criteria:

- Take into account the **award criteria** as detailed in the call document and follow that logic in your application to provide all necessary information.

## Page Limit :

- **70 pages**, any additional pages will be blanked out.

## Deadline :

- Submit your proposals before the deadline. **Do not submit your proposals on the last day**, to avoid disappointment !!!



Thanks for your attention

Join at  
[Slido.com](https://www.slido.com)



Event code: #HADEA



# Questions



© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license.