2021-2027

EU4Health Programme

Health and Digital Executive Agency (HaDEA)

EU4Health Work Programme 2024 Action Grants (HERA) (EU4H-2024-PJ-01)

Administrative aspects of action grants

Health and Digital Executive Agency (HaDEA)

Brussels, 29 May 2024

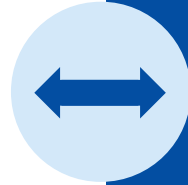European Commission

Who we are

EC vs EAs

European Commission

DGs (DG RTD, etc…)

- Definition of policies
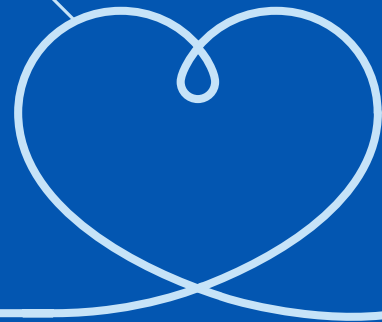- Drafting of Work Programme

⟷

Executive agencies

EAs (CINEA, HaDEA, etc…)

- Implementation of calls for proposals
- Management of funded projects

European Commission

Our Agency

The European Health and Digital Executive Agency (HaDEA) implements European programmes and initiatives on behalf of the European Commission, by managing projects that are related to health, digital, food, industry and space.
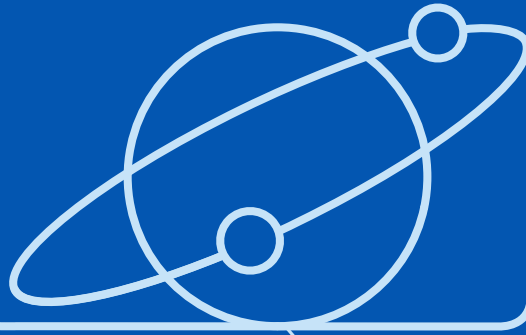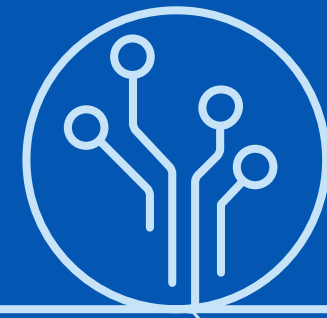
Health

Food

Industry

Space

Digital

Our parent DGs

SANTE — Health & Food Safety

RTD — Research & Innovation

GROW — Internal Market, Industry, Entrepreneurship and SMEs

DEFIS — Defence Industry & Space

HERA — European Health Emergency Preparedness and Response Authority

CNECT — Communications Networks, Content & Technology
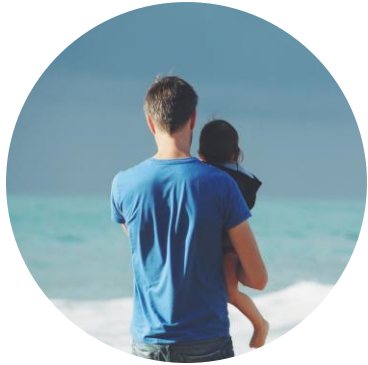
HaDEA

European Commission

What we do

The programmes we manage

Health

EU4Health

Horizon Europe – Health

Food

Single Market Programme (SMP): Food Safety

Digital

Horizon Europe – Digital

Connecting Europe Facility – Digital

Digital Europe Programme

Industry

Horizon Europe – Industry

Space

Horizon Europe – Space

European Commission

HaDEA's beneficiaries

Industry

Research institutes

Academia

International organisations

National, regional and local authorities
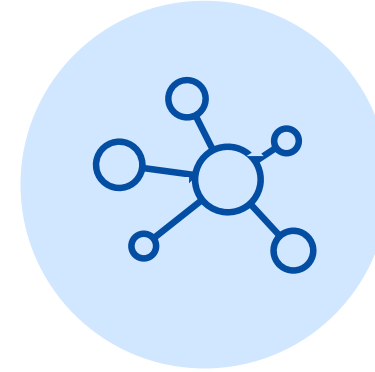
Representatives of civil society

NGOs

European Commission

Projects funded and services purchased by HaDEA

Research & innovation

Knowledge-sharing

Training, networking, events

Software design

Manufacturing

European Commission
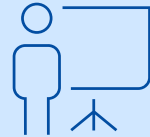
Project management lifecycles

Procurement

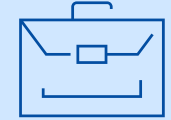| | Preparation of tender specifications | Publication of calls* | Submission of tenders | Evaluation of tenders | Opinion from the advisory committee on procurement and contracts (ACPC)** | Award decision, signature and management of the ensuing contracts |

Grants

| | Call for proposals | Proposal submissions | Evaluation & selection | Signature of grant agreements | Project monitoring | Dissemination of final results |

General overview of the processes: video here

* for open calls: services requested under existing framework contracts
** for open calls only

European Commission

How to participate

Home   Funding ▼   Procurement ▼   Projects & results ▼   News & events ▼   Work as an expert   Guidance & documents ▼   Search...

How to participate

€ Funding   🏅 Procurement   💡 Experts

Step 1   ○ Find grants procedures

The European Commission and its funding bodies publish calls for proposals on the Funding & Tenders Portal.

1. You may start your search from the home page by entering different keywords that characterize best your field of interest, and then refine the results with the help of further filters.

2. You may start your search by selecting one of the EU programmes listed on the home page, and then navigate via the quick links to the calls for proposals of a specific programme.

3. Calls are divided into topics, implemented by different type of actions. Select a topic to read more about the identified opportunity: the topic-related documents, guidance and other instructions are available on a topic page.

4. The site offers a search on calls for proposals and tenders of the European institutions.

[View more details]

Step 2   ○ Find partners (optional)

Read the topic conditions to assess the partnership and other eligibility requirements of a call.
To publish your partner search request or offer, select a topic on the Search Funding and Tenders page. Further help is available in the IT HOW TO ↗.

Use the Partner Search offered in this site to select an organisation based on their profile or their previous participation.

[View more details]

How to participate - Funding | EU Funding & Tenders Portal (europa.eu)

Home   Funding ▼   Procurement ▼   Projects & results ▼   News & events ▼   Work as an expert   Guidance & documents ▼

Search...   🔍

Home > Guidance & documents > How to participate

How to participate

€ Funding   🏅 Procurement   💡 Experts

Step 3 ○ Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting. If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

Register an EU login account

[View more details]

Step 4 ○ Register an organisation

If you want to participate in a call for proposal, your organisation needs to be registered and to obtain a 9-digit Participant Identification Code (PIC). This unique identifier will have a 'declared' status and can be used for your proposal submission and in any interactions with the European Union.

Check if your organisation is already registered, or register it

[View more details]

Step 5 ○ Submit your grant proposal

How to access the submission system?

Select your topic and go to the Submission Service section of the topic page. Make sure that you select the correct type of action before you start drafting a proposal. The link to the submission system is available, if the status of the call is 'open'. A login with your EU Login account is required.

[View more details]

How to participate - Funding | EU Funding & Tenders Portal (europa.eu)

Grant procedures

Timetable and deadlines

Call opening:	**23 May 2024**
Deadline for submission:	**05 September 2024 – 17:00:00 CET (Brussels)**
Evaluation (indicative):	**September-October 2024**
Information on evaluation results (indicative):	**October-November 2024**
GA signature:	**07 June 2025**

European Commission

Home   Funding ▾   Procurement ▾   Projects & results ▾   News & events ▾   Work as an expert   Guidance & documents ▾

Search...

Call for proposals on the European Hub for vaccine development (HERA) - CP-g-24-10
EU4H-2024-PJ-01-1

Topic   Call for proposal

Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call updates

General information

Programme
EU4 Health Programme (EU4H)

€ Budget overview

Call
HERA Action Grants - first wave (EU4H-2024-PJ-01)

Type of action
EU4H-PJG EU4H Project Grants

Type of MGA
EU4H Action Grant Budget-Based [EU4H-AG]

⚑ Open For Submission

Deadline model
single-stage

Opening date
23 May 2024

Deadline date
05 September 2024 17:00:00 Brussels time

Topic description

Objective:
This action supports the policy priority to enhance crisis preparedness and response for future health emergencies in relation to medical countermeasures, with a focus on priority pathogens with pandemic potential.
It implements the EU4Health Programme's general objective of improving the availability, accessibility and affordability of crisis-relevant products (Article 3, point (c)) through the specific objectives defined in Articl...

⌄ Show more

Topic conditions and documents

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

Call documents:

Call document

Standard application form ([ToA])

Detailed budget table ([ToA])

EU4Health Programme General MGA v1.1

EU4Health Work Programme 2024

EU4Health Regulation 2021/522

EU Financial Regulation 2018/1046

Start submission

Create proposal

Deadline
05 September 2024 17:00:00 Brussels Local Time

99 days left until closure

Call data

Call: **EU4H-2024-PJ-01**

Topic: **EU4H-2024-PJ-01-1**

Type of action: **EU4H-PJG**

Type of MGA: **EU4H-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	ℹ 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.

Close ⊗

Find your organisation

PIC ℹ * [_____9]   Short name ℹ * [_____250]   **Search**

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

PIC: 892863661

SME Test

Rue ABC, 3
Brussels,BE

PIC: 933341955

Charalampos Xenogiannis

champ du champ de mard 5
brussels,BE
VAT: BE0820975039

PIC: 913842918

Test Camelia-Valeria

place Rogier
Brussels,BE

PIC: 956444445

Baird Consulting SCS

Vieille rue du Moulin-Rouge 20
Uccle,BE

Your role

Please indicate your role in this proposal *

◉ Main contact

◯ Contact person

Welcome
Giuseppe SIMONE

✓ Login ──── ✓ Topic selection ──── ✓ Create proposal ──── ✎ Participants ──── ○ Proposal forms ──── ○ Submit

Participants

📅 **Deadline**
05 September 2024 17:00:00 Brussels Local Time

99 days left until closure

Call data

Call: **EU4H-2024-PJ-01**

Topic: **EU4H-2024-PJ-01-1**

Type of action: **EU4H-PJG**

Type of MGA: **EU4H-AG**

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

Proposal data

Acronym: **Test proposal**

Draft ID: **SEP-211057134**

Download Part B templates

⬇ Download part B templates

Support & Helpdesk

ℹ In this step, the coordinator can manage and review the participants.

Note: The changes will be applied only after you click the "Save Changes" button.

Close ⊗

Number of participants: 1 ℹ

Reorder ⇅

🏛 **Coordinator**
SME Test

1 ✎ SME Test

Contacts 1

ℹ Add contact +

Add Affiliated Entity +

SME Test

Brussels, BE

PIC: 892863661

Main contact
Giuseppe SIMONE

✎ ⌄

Change organisation   Contact organisation

Add Partner +   Add Associated partner +

SAVE   SAVE AND GO TO NEXT STEP   NEXT

Structure of the proposal

Structure

Part A
- Administrative forms
- Overview budget

Part B
- Technical / Narrative
- Detailed Budget

Annexes
- Detailed budget
- CVs
- List of previous projects

European Commission

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

Proposal forms

Deadline
05 September 2024 17:00:00 Brussels Local Time

99 days left until closure

Call data

Call: **EU4H-2024-PJ-01**

Topic: **EU4H-2024-PJ-01-1**

Type of action: **EU4H-PJG**

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Proposal data

Acronym: **Test proposal**

Draft ID: **SEP-211057134**

Download Part B templ...

⤓ Download part B templates

Support & Helpdesk

ℹ 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. Close ⊗

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.

❌ Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

[Edit forms ✏] [View history] [Print preview] ℹ

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. ℹ

Part B *   ℹ [Upload 📄]

Detailed budget table *   ℹ [Upload 📄]

CVs *   ℹ [Upload 📄]

*Part A
Administrative Forms*

Part A – Administrative Forms (on-line)

- Section 1 – General information

  - Title, duration, abstract, keywords

  - Declarations (tickboxes)

- Section 2 – Participants

  - Organisation data and contact details of all the participants - roles

- Section 3 – Budget (overview)

  - **Ensure it is in line with detailed budget**

- Section 4 – Other questions

  - clinical studies / trials / investigations and GHG emissions

➢Save

➢Validate and correct red « errors » and yellow « warning »

Part B – Technical description (I)

1. RELEVANCE

   1. Background and general objectives
   2. Needs analysis and specific objectives
   3. Complementarity with other actions and innovation — European added value

2. QUALITY

   1. Concept and methodology
   2. Consortium set-up
   3. Project teams, staff and experts
   4. Consortium management and decision-making
   5. Project management, quality assurance and monitoring and evaluation strategy
   6. Cost effectiveness and financial management
   7. Risk management

Part B – Technical description (II)

3. IMPACT
   1. Impact and ambition
   2. Communication, dissemination and visibility
   3. Sustainability and continuation

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING
   1. Work plan
   2. Work packages and activities
   3. Timetable
   4. Subcontracting

5. OTHER
   1. Ethics
   2. Security

European Commission

Part B – Technical description (III)

6. DECLARATIONS
   - Higher funding rate
   - Double funding
   - Financial support to third parties (NOT APPLICABLE TO THIS CALL)

7. ANNEXES
   - Detailed budget table (annex 1 to Part B) — mandatory
   - CVs (annex 2 to Part B) — mandatory, if required in the Call document
   - List of previous projects (annex 4 to Part B) — mandatory, if required in the Call document

European Commission

Recommended Structure of a proposal

Coordination (WP 1)

Dissemination (WP 2)

Evaluation (WP 3)

Sustainability (WP 4)

Technical WP (WP 5)

Technical WP (WP 6)

...

Technical WP (WP xx)

European Commission

Detailed budget table (Tpl_Detailed_Budget_Table(EU4H).xlsx)

📅 **Deadline**
05 September 2024 17:00:00 Brussels Local Time

99 days left until closure

Call data

Call: **EU4H-2024-PJ-01**

Topic: **EU4H-2024-PJ-01-1**

Type of action: **EU4H-PJG**

Type of MGA: **EU4H-AG**

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

Proposal data

Acronym: **Test proposal**

Draft ID: **SEP-211057134**

Download Part B templates

⬇ Download part B templates

Support & Helpdesk

🖥 Online Manual | ℹ IT How To

✉ IT Helpdesk | ❓ FAQ

Service Desk:

✉ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

ℹ 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.

Close ⊗

❌ Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms ✏ | View history | Print preview ℹ

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. ℹ

Part B * | | ℹ Upload 📥

Detailed budget table * | | ℹ Upload 📥

CVs * | | ℹ Upload 📥

List of previous projects * | | ℹ Upload 📥

Other annexes | | ℹ Upload 📥

‹ BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

Evaluation

Standard evaluation process

Receipt of proposals	Individual evaluation	Consensus group	Evaluation committee	Finalisation
Admissibility/eligibility check Allocation of proposals to external evaluators	Experts assess proposals **individually**. Minimum of three experts per proposal	All individual experts discuss together to agree on a **common position**, including comments and scores for each proposal.	The evaluation committee reaches an **agreement** on the scores and comments for all proposals within a call, checking **consistency across the evaluations**. Ranks the proposals with the same score.	The Commission/Agency puts together the **final ranking list**.

European Commission

Award Criteria (I)

- **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)

- **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 (II)

- **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	Min pass score	Max score
Relevance	21	30
Quality — Project design and implementation	21	30
Quality — Project team and cooperation arrangements	21	30
Impact	7	10
Overall (pass) scores	**70**	**100**

Grant Agreement Preparation

Grant Agreement Preparation (GAP) (I)

The Grant Agreement must be prepared directly in the Portal Grant Management System (paperless).

- **Where?**   Access to the Grant Management System is available through My Projects > Actions > Manage Project > Proposal Management & Grant Preparation > Grant agreement data preparation.

- **Who?**   The Grant Agreement data should be prepared by the consortium participants together and submitted by the Coordinator.

- **How?**   You will be prompted by e-mail for all the actions that you need to carry out for the grant preparation.

European Commission

Grant Agreement Preparation (GAP) (II)

What? The grant preparation process consists of setting up the Portal Grant Management System with the:

- participants' legal, administrative and financial information
- description of the action (DoA, Annex 1 GA)
- estimated budget (Annex 2 and 2a GA)
- project variables (when the project starts, reporting periods, amount of prefinancing, GA options, etc.)
- legal documents needed for grant signature (declarations of honour)

so that the system can generate the Grant Agreement and trigger signature directly inside the system (Grant Agreement and Accession Forms).

European Commission

Grant Agreement Preparation (GAP) (III)

In parallel, the Granting Authority will perform the remaining legal checks to ensure that all the successful proposals can receive EU funding (legal entity validation, financial capacity check, non-exclusion check, etc.)

If your proposal is successful, you will be contacted for the **validation of your PIC registration data.**

It will be done by the Central Validation Service which carries out the validation for all EU services using the Portal.

The Central Validation Service will contact the person who registered the organisation (Self-registrant) and ask them to:

• upload official supporting documents (via the My Organisations page)

• clarify any details.

Description of the Action (DoA) (Part A and B)

The **description of the action (DoA, Annex 1)** is structured like the application form into two parts, Parts A and B:

- Part A: contains the structured tables with project information (retrieved from the Grant Management System tabs)

- Part B (the narrative part): is based on Part B of the application form and must be uploaded as a PDF.

The system will merge the Parts A and B, generating a single PDF with the full description of the action (DoA).

All participants can contribute to the parts, but it is the Coordinator who will have to finalise and submit it.

Tasks of the Coordinator

- Complete the workplan tables in Part A, (work package descriptions, deliverables and milestones)

- Check that all PICs have been validated by the Central Validation Service

- Quality check:

  - Check that the DoA is coherent and that information in Part A and B is consistent.

  - Check that DoA and the application match. In addition, you may correct shortcomings identified by the experts in the evaluation summary report. The information presented in the DoA can be made more consistent if necessary. Any errors should be corrected (data displayed in a table or figure is at odds with the description, etc.)

Check that the DoA and the legal and administrative information match: for example, it must describe the role and tasks performed by each Partner defined in the structured part.

Make sure that the template has been followed and all sections are completed and no annexes are missing.

European Commission

| COMMISSION | COORDINATOR | BENEFICIARIES |

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.

✉ *Notification to Coordinator*

3 The Legal Signatory of the coordinating entity signs the grant electronically.

4 The Commission signs the grant electronically.

✉ *Notification to Beneficiaries*

5 Each beneficiary, through their Legal Signatories, must then sign electronically the "Accession forms" part.
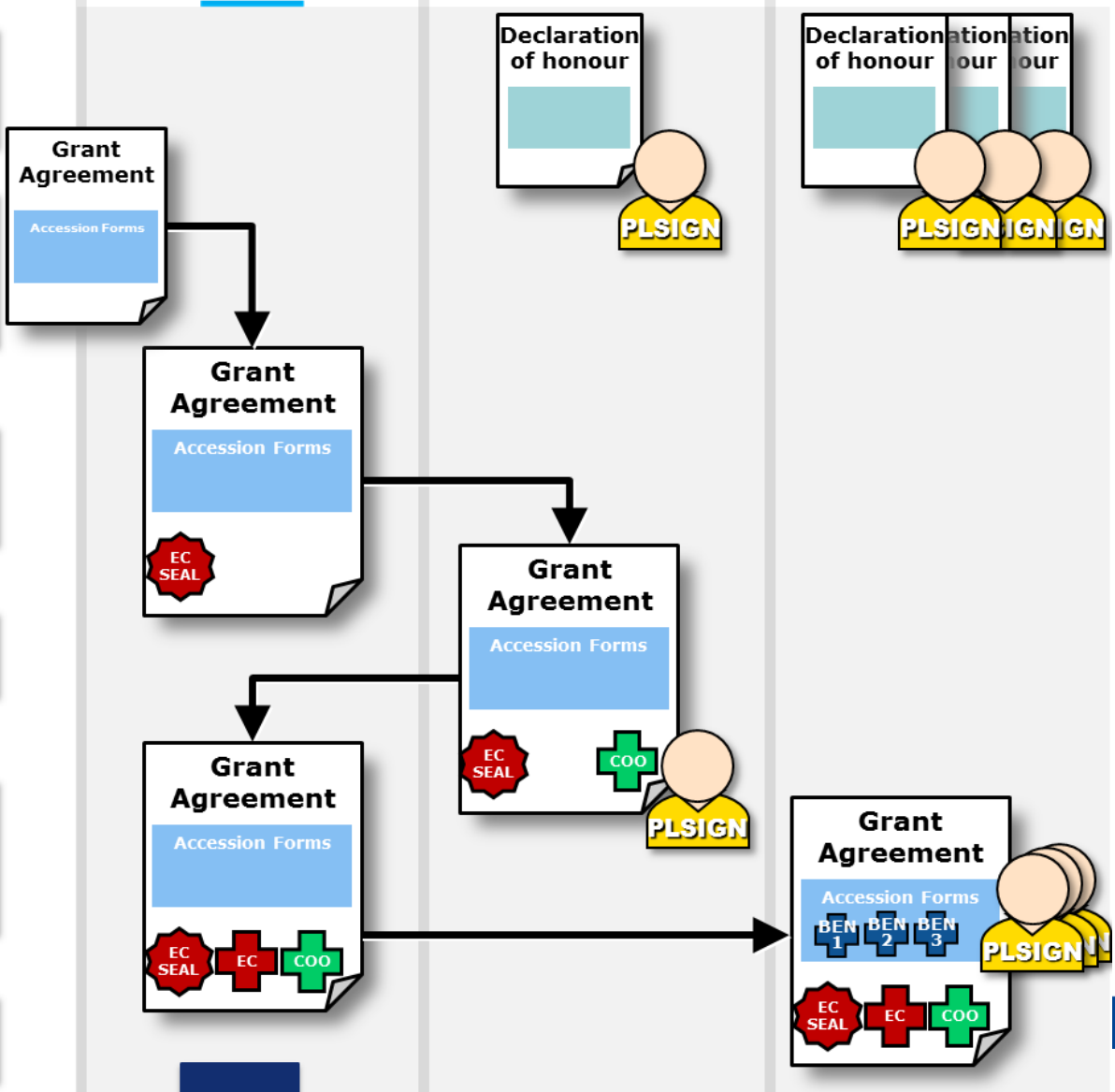
6 The Grant Agreement is then finalised.

STEP

Strategic Technologies for Europe Platform

European Commission

STEP

To support European Industry and boost investment in critical technologies in Europe.

STEP will raise and steer funding across 11 EU programmes to three target investment areas:

- Digital technologies and deep-tech innovation

- Clean and resource efficient technologies

- Biotechnologies

STEP also supports projects growing skills necessary to the development of those critical technologies. STEP introduces a new **STEP Seal** – an EU label for high quality projects – granting STEP projects visibility and facilitating their access to other possible sources of funding.
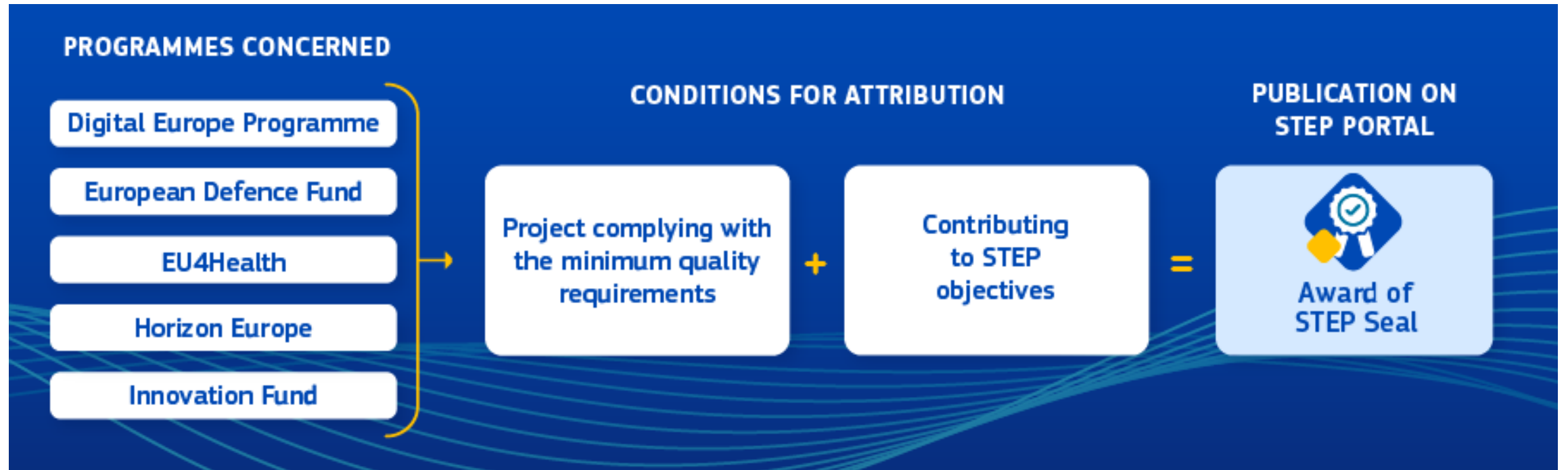
European Commission

How does it work? (I)

The STEP Seal will be awarded by the European Commission to projects meeting the minimum quality requirements (including eligibility, exclusion, and award criteria) in the selection process of a competitive procedure of calls for proposal.

To get awarded the STEP Seal, projects must contribute to at least one the STEP objectives:

- support the development or manufacturing of critical technologies throughout the Union, or safeguarding and strengthening the respective value chains in the following sectors:

    - digital technologies and deep tech innovation,

    - clean and resource efficient technologies, including net-zero technologies,

    - biotechnologies.

- address shortages of labour and skills critical to all kinds of quality jobs in those sectors.

How does it work? (II)

PROGRAMMES CONCERNED

- Digital Europe Programme
- European Defence Fund
- EU4Health
- Horizon Europe
- Innovation Fund

CONDITIONS FOR ATTRIBUTION

Project complying with the minimum quality requirements

+

Contributing to STEP objectives

=

PUBLICATION ON STEP PORTAL

Award of STEP Seal

European Commission

STEP seal

The STEP Seal (so called "Sovereignty Seal" under the <u>STEP Regulation</u>) is the EU quality label awarded to the high-quality projects contributing to the STEP objectives.

It will give them visibility and help attract alternative or additional public and private investments.

There is no additional specific procedure to apply for the STEP Seal.

European Commission

Who can benefit and why is it helpful?

- Any organisation or consortium which has applied for funding under the EU4Health programme, provided that the project contributes to the STEP objectives and that it has been assessed as eligible and complying with the minimum quality requirements defined in a call for proposals.

- The STEP Seal will enhance access to EU funding, notably by **facilitating alternative cumulative or combined funding from several EU budget instruments**. For instance, Member States can grant support from Cohesion policy funds to projects having been awarded a STEP Seal directly, without any additional selection procedures.

More info available at Strategic Technologies for Europe Platform

European Commission

Thank you

European Commission